

Pacific Southwest Region

NFES & NON-NFES INCIDENT REPLACEMENT GUIDE

INCIDENT REPLACEMENT

GUIDELINES

During and prior to release from an incident, personnel may request replacement of equipment and supplies that were lost, consumed, or damaged during the incident based on engine/module/crew inventory sheets. All incident replacements need approval prior to being replaced and/or an S number issued. **There is a distinct difference in the process to replace NFES equipment and supplies and non-NFES /specialized equipment.**

The standard Delegation of Authority to IC's does not give ICs authority to approve replacement of non-NFES items. This is authority is retained by the incident agency AA or FMO.

Items can only be replaced by the fire through incident replacement if:

- 1) they are government owned and
- 2) lost, damaged, used or stolen on the incident.

Items needing replacement due to normal wear and tear cannot be charged to the incident, replacement must be with home unit funds. Replacement orders must be of the same type and quantity of those items that were consumed, lost, or damaged. Replacement orders must be processed within 30 days of control of incident.

Incident replacement is only for government owned and issued equipment and supplies. This includes federal, state, local and cooperators. Incident Replacements cannot be used for contractors. Contractors must submit a claim for damaged, lost, stolen equipment and supplies through the Procurement Unit Leader or Contracting Officer. For additional information refer to the contractor's contract under the property section.

Individually owned property is covered under the Military Personnel and Civilian Employees Claims Act (31 USC 3721). This covers Casual (AD) and federal employee claims for loss of or damage to personal property, provided possession of the property was reasonable, useful, and proper under the circumstances, and the loss or damage occurred on the incident. State procedures vary, contact the appropriate state representative for specific guidance and documentation requirements.

Employee personal property that is lost or damaged must be replaced by filing an employee claim for AD-382 or DI-570. The AD-382 or DI-570 will be used to documents claims. The employee will usually need witness statements, receipts, or cost estimates, signed, and dated. The employee must file a claim in accordance with home unit procedures to document the loss and request reimbursement. **The incident may not approve reimbursement or replacement of personal property.**

DEFINITIONS

Types of property

There are three types of government property.

Consumable –

- Items that are meant to be used up during the incident. Examples of consumable property are batteries, Meals Ready to Eat, plastic containers, petroleum products, water, Gatorade, etc.

Durable –

- Consists of items that do not have the same high dollar value as accountable property, but they are materials with a life expectancy greater than one incident. Durable property is often marked with paint, etching, bar codes or metal plates identifying which agency it belongs to. Examples of durable property are sleeping bags, nozzles, headlamps, tools, tents, etc. Durable property can be NFES or Non-NFES items.

Accountable –

- Are big-tickets items, either because of the high dollar amount (\$5,000 or higher), or items the incident agency considers sensitive, e.g., cameras, chainsaws, personal or laptop computers, GPS units. Accountable property is defined by its purchase price, which is a price exceeding the dollar limits established by the incident agency. This property is generally tagged with an agency identification number. Property obtained through the cache system may be designated as trackable property and should be handled the same as accountable or sensitive property.

NFES vs Non-NFES Equipment and Supplies

There are two different categories of supplies/equipment that can be replaced, NFES and Non-NFES items. The process for replacing these items is different and have a different level of approval.

NFES Equipment & Supplies

Equipment and supplies are items that are ordered from a cache with a NFES number.

- Examples of cache items are hoses, fitting, nozzles, valves, fire shelters, chaps, flight suites, MREs, gloves, helmets, nomex pants, fireline packs, personal gear bags, combination tool, Pulaski, axe, shovel, headlamps, etc.

Non-NFES Equipment & Supplies

Non-NFES equipment and supplies are items ordered/purchased from a non-cache source and are considered a specialty item, item of special needs or items for individual specifications where similar items are available from the cache. These can also be referred to as Non-standard cache item, non-cache item or specialized item.

- Examples of Non-NFES items are dragon slayer, or other tools not available through a cache, Kevlar/nomex pants, North Face tents, Big Agnus sleeping bags, Mystery Ranch line gear, hydration packs, Nalgene bottles, Hydro flasks, headlamps, etc.

PROCEDURES

Consumable items (NFES AND Non-NFES)

Incident personnel may replace consumable items at the incident through the Supply Unit. These requests should be processed on an *Incident Replacement Requisition*, OF-315 or *ICS-213 Form*, OF-213, Saw Parts Order, etc. These requests should be limited to items that are typically expected to be consumed within the timeframe of one incident (i.e., MREs, batteries, saw parts, bar oil). These items can be replaced at the incident, or the incident can approve an *Incident Replacement Requisition*, OF-315 for replacement of items by a cache or at the home unit.

Approval of consumable regularly utilized non-NFES items such as freeze-dried meals, jet boil, etc. is limited to the Agency Administrator (District Ranger/Forest Supervisor), District FMO (acting FMO – the AFMOs), Forest level Duty Officer or INBA.

Complete the *Incident Replacement Requisition*, OF-315 or an *ICS-213*. For all approved non-NFES consumable items, dispatch will issue S#s and the requesting resource will make the purchases using their government issued purchase card.

NFES Equipment and Supplies

Accountable, Durable, and Consumable

Type 1 and 2 Incidents

Who Facilitates the Process?

On Type 1 and 2 incidents the Supply Unit Leader (SPUL) is responsible for handling NFES incident replacement requests when an incident management team is assigned.

The Process:

Personnel will complete a General Message (ICS-213) form to document the request. Worn out and damaged property will be turned into the Supply Unit prior to an *Incident Replacement Requisition* being approved.

If equipment and supplies are available at the incident for replacement, the request is filled at the incident supply unit **OR**

If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the Supply Unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the Supply Unit **OR**

If the equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an OF-315, *Incident Replacement Requisition* will be completed by the Supply Unit and forwarded to the geographic area cache. If the order was forwarded to the Geographic area cache, it will be shipped to the address listed on the OF-315.

Who Can Approve?

Authorized approvals and signatures **MUST** be included on the requisition. For Type 1 and 2 incidents, these approvals are limited to: Incident Supply Unit Leader, Logistics Section Chief, Support Branch Directory, Incident Commander or Agency Administrator or Representative.

The SPUL approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

Type 3 incidents

Who Facilitates the Process?

On Type 3 incidents the Logistic Section is responsible for handling NFES incident replacement requests when an incident management team is assigned. If no IMT is assigned, the IC is responsible for NFES incident replacement.

Every effort should be made to fill incident replacement requests at the incident prior to resources being demobilized.

The Process

Personnel will complete an *ICS-213* form to document the request. Worn out and damaged property will be turned into the Logistics Section prior to an Incident Replacement Requisition being approved.

If equipment and supplies are available at the incident for replacement, the request is filled at the incident supply unit **OR**

If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the Supply Unit will place a resource order with dispatch for needed items from the local fire cache. The order will be sent to the incident and replacement will take place at the Supply Unit (OF-315 is not needed in this case) **OR**

If the equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an *OF-315 Incident Replacement Requisition* will be completed by the Logistics Section or host unit. The resource will submit the approved OF-315 to the respective R5 Cache upon return to the home unit.

Who Can Approve:

Authorized approvals and signatures **MUST** be included on the requisition. Type 3 incident approvals are limited to the Logistics Section, IC, Agency Administrator or Agency Representative (i.e., FMO/Duty Officer).

The Logistics Section/IC approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

Type 4 & 5 Incidents

Who Facilitates the Process?

On Type 4 and 5 incidents the IC is responsible for handling NFES incident replacement requests. If the resource is no longer at the incident, the module leader is responsible for obtaining authorized approvals and signatures for the requisition.

The Process

On Type 4 or 5 incidents every effort will be made to have the IC sign and approve NFES items that were consumed or damaged on the incident before the resource is released. Personnel will fill out an *ICS-213* form to document the request. Once the items are approved by the appropriate personnel (see below), the request can go to dispatch for S#s to be issued and filled by the local cache. Worn out and damaged property must be turned into the local cache prior to an Incident Replacement Requisition being filled or approved.

If replacement upon release of the incident is not possible, the resource will restock from their local IA caches and will track items used to the corresponding incident. The AFMO/Station Manager will compile a replacement

order(s) and the incident agency's Duty Officer will be responsible for approving and signing the *Incident Replacement Requisition*, OF-315.

All replacement requests will go through Dispatch to be issued S#.s. If they are NFES items, these S#.s will go to the Cache Manager to be filled. Resources DO NOT GO DIRECTLY TO THE CACHE MANAGER to request items.

Who can approve?

Type 4 and 5 incident approvals are limited to the IC (while still on the incident) or the incident agency's Agency Administrator or Representative (i.e., Fire Management Officer or Duty Officer).

What does this mean to you?

If you need to replace batteries, MREs, hose, fittings etc. on a fire, you must do one of the following:

- (1) Have the IC sign an ICS-213 form to replace the items that have been consumed. This must be a reasonable amount (i.e., Do not try to replace 4 cases of MRE's on a .10-acre fire). Once approved, the ICS-213 may be sent to Dispatch to be issued S#.s and filled by the local cache.
- (2) If you were not able to obtain the IC's signature before you are released from the incident, you may replace your consumed items from your local IA caches. The DFMO will complete an Incident Replacement Order to restock the local cache. If replacing items from more than one incident, the replacement order must show the items broken out by individual fires they were consumed/damaged on. This must be signed by the incident agency's Duty Officer for approval unless the requesting DFMO is the Duty Officer in which case it would need to be approved by the FMO.
- (3) If your IA Cache does not have the items, complete the Incident Replacement Requisition, OF-315 or ICS-213, which then must be signed by the incident agency's Duty Officer and then sent to dispatch.

All *Incident Replacement Requisitions* must be approved and signed by the appropriate agency representative before it is taken to Dispatch. All replacement orders must be requested within 30 days of control of the incident.

NON-NFES Equipment & Supplies

Accountable, Durable, and Consumable

Type 1-5 Incidents

What you need to know

Non-NFES-items that are available through the cache (e.g., sleeping pads, fire line packs) that have been purchased elsewhere will be replaced with like NFES item or S# may be issued for the dollar amount of the like NFES item.

Replacement of Non-NFES items not procured through mandatory sources of supply (cache, DOD FedMall) may be authorized up to a dollar limit identified through these sources; costs beyond the approved amount will need to be covered by home unit funds.

The incident agency will provide written documentation to the home unit authorizing replacement of government property that has been destroyed or rendered otherwise unserviceable while being used on the incident. The incident agency may require the damaged property be turned in before replacement is authorized. Property that is maintained in an agency property system of record will not be collected at the incident. Documentation of the disposal of the property (i.e., destroyed property sent back with resource to home unit) will be maintained in the incident claims records.

Who Facilitates the Process for **accountable and durable** items?

On incidents with IMTs, the Logistics Chief (LOGS) will work with Compensation/Claims Unit Leader (COMP) or Finance Section Chief (FSC) for handling the non-NFES incident replacement. If there is no IMT on the incident, the IC and/or module leader is responsible for submitting forms to the incident agency FMO.

The Process for **accountable and durable** items:

1. The individual assigned to the property is responsible for initiating *Property Loss or Damage Report Fire Suppression*, OF-289 and obtaining support/signature of the incident supervisor (DIVS, Ops, or IC). The form is then submitted to Logistics or, if there is no IMT on the incident, submit forms to the incident agency FMO.
2. Logistics will work with COMP or FSC to determine if the incident will replace or repair the item and obtain approvals from the **delegated approving official** (see below).
3. If the incident replacement is approved a resource order (S#) identifying the item approved and the dollar amount, which may not exceed the cost of comparable NFES item as listed in the current year NFES Cache catalog will be issued by Dispatch.
4. All documentation (i.e., OF-289, OF-315, ICS-213, etc.) with approving signature will be forwarded to Dispatch prior to issuance of any resource order numbers.
5. Upon issuance of a resource order, items will be purchased by the home unit.

Who can approve **accountable and durable** items?

The incident agency is responsible for approving non-NFES incident replacements and repairs. This approval authority may be delegated from the Forest Supervisor to the Incident Business Advisor, Finance Section Chief or Logistics Section Chief on Type 1 or 2 incidents. On Type 3, 4, or 5 incidents the unit Line Officer or Agency Representative, such as the FMO will be responsible for handling non-NFES incident replacements. ICs are not automatically delegated authority in their Delegation of Authority (DOA).

What does this mean to you?

Your home unit purchased a North Face tent for \$675.00 three years ago. During an incident your tent was damaged due to a helicopter drop. A 60-sec dome tent is available through the cache system and DLA wildland fire equipment program at a cost of \$135.00. Since you are the person responsible for the property (i.e., tent) you will need to complete the *Property Loss or Damage Report Fire Suppression*, OF-289 and have it reviewed by the incident agency's delegated authority (i.e., FMO, IBA) to determine if the incident will replace the tent up to the cost of the tent available through the mandatory source (i.e., Cache at \$135.00). The cost beyond this amount should be covered by home unit program dollars. You should keep a copy of the OF-289 for documentation and a resource order (S#) with a not-to-exceed amount in the documentation. Your home unit will be responsible for purchasing the item.

Who Facilitates the Process for **consumable** items?

On incidents with IMTs, the Logistics (LOGS) is responsible for handling the non-NFES consumable incident replacement and obtaining appropriate approval when necessary (i.e., Standard vs Non-Standard -water or Gatorade vs. Mountain House Meals). If there is no IMT on the incident, the IC and/or module leader is responsible for obtaining appropriate approvals and submitting for replacement.

The Process for **consumable** items:

Non-standard NON-NFES

All Non-standard NON-NFES consumable items (i.e., Mountain House Meals) must go through the same process as accountable and durable items to be replaced.

Standard Non-NFES

On Type 1, 2, or 3 incidents every effort will be made to have the items replaced at the incident. If replacement at the incident is not possible, the resource will complete an OF-315 and obtain appropriate approvals before submitting to dispatch for issuance of a resource order.

On Type 4 or 5 incidents every effort will be made to have the IC sign and approve NON-NFES Standard (bar oil, water, Gatorade) items that were consumed on the incident before the resource is released. Personnel will fill out an ICS-213 form to document the request. Once approval is obtained the request may go to dispatch for S#s to be issued and filled by the local cache.

If replacement upon release of the incident is not possible, the resource will restock from their local IA caches and will track items used, to the corresponding incident. The AFMO/Station Manager will compile a replacement order(s) and the incident agency's Duty Officer will be responsible for approving and signing the *Incident Replacement Requisition*, OF-315.

All replacement requests will go through Dispatch to be issued S#s.

Who can approve standard non-NFES consumable items?

The incident agency is responsible for approving non-NFES incident replacements. This approval authority may be delegated from the Forest Supervisor to the Incident Business Advisor, Finance Section Chief or Logistics Section Chief on Type 1, 2, or 3 incidents.

Type 4 and 5 incident approvals are limited to the IC (while still on the incident) or the incident agency's Agency Administrator or Representative (i.e., Fire Management Officer or Duty Officer).

What does this mean to you?

If you need to replace water, Gatorade, bar oil, etc. on a fire, you must do one of the following

- (1) Have the IC sign an ICS-213 form to replace the items that have been consumed. This must be a reasonable amount (i.e., Do not try to replace 6 cases of water and 6 cases of Gatorade on a .10-acre fire). This ICS-213 can then be sent to Dispatch to be issued S#s.
- (2) If not able to obtain the IC's signature before you were released from the incident, you can replace your consumed items from your local IA caches. The DAFMO will complete an Incident Replacement Order to restock the local cache. If replacing items from more than one incident, the replacement order must show the items broken out by individual fires they were consumed/damaged on. This must be signed by the incident agency's Duty Officer for approval unless the requesting DAFMO is the Duty Officer in which case it would need to be approved by the FMO.
- (3) If your IA Cache does not have the items, complete the Incident Replacement Requisition, OF-315 or ICS-213, which then must be signed by the incident agency's Duty Officer and then sent to dispatch.

All Incident Replacement Requisitions must be approved and signed by the appropriate agency representative before it is taken to Dispatch. All Incident Replacement Requisitions must be placed within 30 days of control of an incident.

NCK or LSK Cache will supply water and Gatorade for replacement when needed. All other consumable non-NFES items will be purchased by the home unit.

Vehicle Damage & Repairs

All vehicle damages and repairs will need approval from the delegated official (i.e., AA, FMO, INBA, and FSC) prior to being charged to the incident. Type 5, 4, and 3 ICs are not delegated authority to approve vehicle repairs to be charged to the incident.

Normal wear and tear will be charged to the home unit accounting code, not the incident. Normal wear and tear are defined as maintenance required after using the equipment for its intended purpose within its design and performance capabilities. This includes failure of mechanical components due to normal life cycle and regularly scheduled maintenance such as lube and oil changes, alignments, rotation of tire, etc. Form AD112, *Report of Unserviceable, Lost or Damaged Property* to document the decision of final financial responsibility for each charge.

Coordinate with the Safety Officer and Security manager to assist the individual(s) in completing their agency specific forms and notifications regardless of whether the government is at fault.

If motor vehicle accident occurs on public roads it will be investigated by the appropriate law enforcement agencies and in accordance with jurisdictional agency policy. The *Motor Vehicle Accident Report*, SF-91 and the *Statement of Witness*, SF-94 may be used to document motor vehicle accidents.

Air Filters

Air filters can be charged to the incident, only if it is determined that conditions of the incident are extremely dusty and exceed “normal” off-road driving conditions that the vehicle might encounter (this is an exception to maintenance required for normal wear and tear).

Tires

It is appropriate to fund the replacement of tires only when it is considered outside or normal wear and tear. This includes damage such as side wall cuts, punctures, damage due to “chucking” of tread due to spinning of tires, etc. that occurs during suppression efforts while the vehicle is being used on the fire line.

Typical normal wear and tear is considered low tread depth, wear bars showing across the width of the tread, blowouts (due to low tread), cupping or uneven wear due to under or over-inflation, camber wear or feathering due to misalignment, etc. Examples of tread depth measurements that indicate tire replacement include the following:

FS – Front Axle 4/32”; Rear Axle 2/32”

BLM – All Season (street) Tires 1/16”; On/Off Road, All Terrain Tires 1/8”

Replacement for tires at the incident’s expense where the resource believes the incident caused the damage shall follow the following procedures:

1. Complete the Property Loss or Damage Fire Suppression, OF-289 with the Region 5 attachment.
 - a. The resource requesting the replacement shall complete the form with specific documentation as to how the incident was the cause of the damage/destruction of the tire(s).
 - b. All additional documentation and signatures shall be obtained (witness, supervisor, subject matter expert, finance section/or agency representative) prior to submission for approval.
 - c. Photos shall accompany the request whenever possible.
2. The *Property Loss or Damage Fire Suppression*, OF-289 with R5 Attachment and all supporting documentation shall be presented to the approving official (i.e., Incident Business Advisor, Finance Section Chief, Agency Administrator, or Fire Management Officer – depending on the size of incident). Approving officials shall take into consideration all provided documentation, statements and photos when making an approval determination
3. Refer to the vehicle’s owner’s manual for specific recommendations on tire replacements, specifically on 4x4 and AWD vehicles. These vehicles often require all four tires (or a minimum of two) be replaced.

Vehicle Damage/Repairs

Vehicle damage/repairs can be charged to the incident if the damage meets the definition of Non-standard use.

Non-standard use is when a repair is required because the equipment was used in a manner for which it was not intended, or beyond the designer operational capabilities of the equipment. Non-standard use does not include damage caused by abuse or negligence. Some examples of incident damage due to Non-standard use include:

- Damage to mirrors, antennas, dents, headlights, taillights, cracked windshields, and the underside of the vehicle (including steering and drivetrain components) caused by impact due to terrain and/or off-road conditions of the incident.
- Alignments if directly associated with impact damage or impact with rocks, boulders, water bars, etc.
- Replacement of shocks from long, unimproved roads on an incident.

References

- ✓ Standards for Interagency Incident Business Management Handbook, Chapter 30
- ✓ National Wildfire Coordinating Group (NWCG) preparedness Branch – Federal Agency Vehicle Property Damage Incident Response Frequently Asked Questions, dated July 1, 2014
- ✓ Guidance for Tire Inspections and Replacement

INCIDENT REPLACEMENT REQUISITION

INCIDENT ORDER NUMBER	ISSUE NUMBER (FOR CACHE USE)
INCIDENT NAME	ACCOUNTING/MANAGEMENT CODE
AGENCY BILLING ADDRESS NAME	AGENCY SHIPPING ADDRESS NAME
UNIT NAME	UNIT NAME
BILLING ADDRESS	ADDRESS (NO P.O. BOX)
CITY STATE ZIP	CITY STATE ZIP
AUTHORIZED BY TITLE	PERSON ORDERING TITLE
TELEPHONE NUMBER	TELEPHONE NUMBER
DATE/TIME ORDERED	DATE/TIME REQUIRED
REQUESTED METHOD OF DELIVERY	

REQUEST NUMBER	NFES NO.	QUANTITY	U/I	ITEM DESCRIPTION	PAGE	OF

PROPERTY LOSS OR DAMAGE REPORT Fire Suppression		1. CREW NAME OR NO. [O#, A#, E# or C#]	2. ID NO. (FORM of-288, Emerg. Firefighter Time Report) Not Applicable
		3. ISSUED TO (Name and Address) (Individual Name [point of contact], Home Unit & Address, email, and telephone numbers – fax, cell, work, etc.)	
4. ISSUING OFFICE OR CAMP			
5. FIRE NAME	6. FIRE NO.	7. TYPE EMPLOYEE (Mark one with "X") <input type="checkbox"/> Regular Govt <input type="checkbox"/> Casual Firefighter <input type="checkbox"/> Other _____	
8. DESCRIPTION OF PROPERTY LOST OR DAMAGED (Include Property No. if applicable) If request is for such items as parts of an equipment or vehicle, include approximate year of age of equipment.)			QUANTITY
a.			
b.			
c.			
9. Employee report on circumstances of loss or damaged to property listed: (Be specific – date, place, division on fire; be descriptive of damage, loss, how did it occur, etc.)			
10. SIGNATURE			11. DATE
12. Witness report: (Be specific –date, place, division on fire. Be descriptive of damage, loss, how did it occur, what did you see, etc.)			
13. SIGNATURE			14. DATE
15. Fire Boss or Property Control Officer comments regarding loss or damage: <div style="text-align: center; background-color: #cccccc; padding: 5px;">See REGION 5 ATTACHMENT TO OF-289. Do not fill out this block.</div>			
16. SIGNATURE	17. TITLE	18. DATE	

REGION 5 ATTACHMENT TO OF-289

Claim # _____ **Claimant Name:** _____ **Claimant RO#:** _____

Incident Supervisor Name and Incident Position: _____

Comments:

Signature & Date: _____

Do Not Recommend Recommend

Email & Phone #: _____

Subject Matter Expert Name: _____

Ground Support Communications Computer Specialist Other: _____

Comments:

Signature & Date: _____

Do Not Recommend Recommend

Email & Phone #: _____

Finance Section Chief Name: _____

Comments:

Signature & Date: _____

Do Not Recommend Recommend

Email & Phone #: _____

Incident Agency Representative Name and Position: _____

(IBA/Fire Admin Representative, etc. *Note: This final approval may be delegated to the IMT IC or FSC*)

Decision:

Not Approved Approved

Approved with the following contingencies:

Comments:

Name and Title: _____ Signature & Date: _____

Contact Phone: _____ Email: _____

Supply Unit:

Sent to Dispatch (Date): _____ Resource Order Assigned: **S**-_____

U.S. DEPARTMENT OF AGRICULTURE		PROPERTY REPORT NO.	DATE	
REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY				
SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT				
1. STATUS OF PROPERTY <i>(Check only one - report each type separately)</i>		2. REPORTING ACTIVITY <i>(Show agency, unit, and address)</i>		
<input type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete <input type="checkbox"/> Damaged		<input type="checkbox"/> Lost or stolen <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Destroyed <input type="checkbox"/> Others		
4. PROPERTY ITEMS <i>(See attachment for additional entries)</i>				
QUANTITY <i>(Or property no.)</i> (A)	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE <i>(Give present condition and estimated cost of repair)</i> (B)	ACQUISITION COST (C)	EXPLANATION/DISPOSAL INSTRUCTIONS <i>(If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)</i> (D)	
4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN		DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER	
			DATE	
SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY				
1. After due consideration of all known facts and circumstances in this case, it is determined that:				
<input type="checkbox"/> a. The loss, theft, damage, or destruction did not result from employee negligence and any involved employees are hereby relieved of liability. <input type="checkbox"/> b. There appears to be gross negligence involved; therefore, the case is returned to agency officials for appropriate action under the Debt Collection Act. <input type="checkbox"/> c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.				
2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE	
SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY				
1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3 (D):				
<input type="checkbox"/> a. Property has no commercial value. <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction.				
<input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. <i>(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)</i>				
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE	
SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3 (D).				
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER			2. DATE	
3. SIGNATURE OF WITNESS			4. DATE	
SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS				
1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER <i>(The necessary entries have been made to adjust property records.)</i>			2. DATE	
3. SIGNATURE OF FISCAL OFFICER <i>(The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).)</i>			4. DATE	