

Northeast Interagency Support Cache

RETURN GUIDELINES

In general, all items issued from an Interagency Support Cache must be returned, particularly accountable property, durable and unused consumable items. There are exceptions, and these guidelines will define what they are and how they are to be handled.

1. Prime Rule: Documentation

- a. Federal law requires that all government property that is lost, destroyed, damaged or otherwise disposed must be documented.
- b. Documentation must possess the following information as minimum:
 - i. Incident Number
 - ii. Incident or Project Name
 - iii. Job Code or Accounting Code
 - iv. Description of item (including the NFES number)
 - v. Quantity
 - vi. Correct unit of issue
 - vii. Statement of cause or reason for loss, damage, destruction or disposal.
 - viii. Name and signature of line officer or representative.
- c. The documentation **must be returned** to the servicing Cache in order to process records and produce accurate outstanding item reports.
- d. Several forms/formats are useful, provided the key information identified above is captured.
 - i. OF-316: Interagency Incident Waybill (NFES 1472)
 - ii. OF-289: Property Loss and Damage Report (NFES 1864)
 - iii. AD-112: Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property
 - iv. General Message Form.

2. Trackable Property

- a. Defined as an item with a high unit cost and having a tracking number attached. If in doubt, contact the Cache.
- b. In addition to documentation, return as much of the property as possible to enable accurate identification by Cache Management.

3. Consumable Property

- a. Generally single use items, such as batteries, plastic canteens, MRE, so forth, with a relative low cost.
- b. In determining whether an item is "used", consider the "unit of issue". If it is an aggregate unit, such as "Package (PG)", "Box" (BX), "Roll (RO)", etc., the item is considered used if the unit is

broken. More specifically, it is used if the innermost packaging is broken.

- c. For decision purposes, use your best judgment. If item is obviously used or the innermost packaging is broken, do not return.
- d. For health and safety reasons, do not reseal and return items that have been inadvertently opened.
- e. Partially packaged, but still useful, items may be turned over to the administrative unit for the incident. Per manual direction, it must be marked "For Fire Use Only". The cost will be reflected in the overall cost of the incident.

4. Durable Property

- a. Items having capability to being reused.
- b. Those destroyed or damaged beyond repair do not have to be returned if documentation is created and sent to the Cache. If you are uncertain about ability to be repaired, return the item to the Cache.
- c. If an item has several components, some of which are damaged, return as much as possible and document the components that are damaged beyond repair.
- d. Hose
 - i. If hose is partially damaged but appears to be repairable to within 90% of its original length, return it.
 - ii. If hose is destroyed or more than 10% damaged, document and dispose. There is no need to remove hose ends.

Should you have any questions concerning these guidelines, contact the Northeast Interagency Support Cache at 402 SE 11th Street, Grand Rapids, MN 55744, 217-327-4336 or any member of the Cache management.