

Incident Ordering Guidelines



When placing orders, the ICS 213 form **must** include the following items:

Your Phone Number

Your Resource Order Number

Date and Time Needed (*ASAP is **not** an acceptable time*)

*Note: Different types of resources **must** be placed as separate orders (I.e. Overhead, Equipment, Crews, Supplies)*

Incident Replacement Guidelines

Prior to release from the incident, personnel may request replacement of standard equipment and supplies (**NFES**) that were damaged, lost, consumed, or worn out during the incident. Personnel must document the request on the most applicable form – Incident Replacement Requisition (OF-315), Saw Parts Order, or General Message (OF-213). This request should include a description of the use on the incident and/or why the item(s) need to be replaced. Requests must be signed by the **Division Supervisor** then approved by the **Operations Section Chief** prior to taking to Supply. Worn out or damaged property **will be turned into the Supply Unit**.

Approval for replacement of non-standard items (**Non NFES**) may need to be approved by the Incident Business Advisor (INBA). You should initiate this process at least two days prior to demob.

Personnel who need to replace/repair damaged property will document the request on an OF-289, Property Loss or Damage Report. This form requires Incident Supervisor recommendation as well as Subject Matter Expert determination, if appropriate. The form will then need to be turned into the Comp/Claims Unit Leader, who will track the claim and facilitate recommendation by the Finance Section Chief (FSC). Additional documentation may be required by the FSC. The FSC will make a recommendation to the INBA, as to whether the items can be replaced or repaired with incident funds. After approval, Supply/Ordering will issue S numbers.

Items originally provided through use of preparedness funds which need to be replaced due to **normal wear and tear** (e.g. worn out tire tread, worn out chain saw bar, 5-yr old GPS that stops working, etc.) should be accomplished using home unit funds, not incident funds. If government property was damaged on the incident due to a specific event, (e.g. wind event destroys a tent) the incident could, upon receipt of required documentation and proof of damage, authorize replacement. **Replacement of non standard items that are worn out is the responsibility of the home unit.**

The OF-289, Property Loss or Damage Report is available at the Finance yurt or on the linktr.ee by accessing the QR code.

Please feel free to visit Finance, Logistics, or Operations if you have any questions.

- GB Team 4