



NATIONAL WILDFIRE COORDINATING GROUP

Incident Business Committee (IBC)

IBC Memorandum 25-02

To: Geographic Area Incident Business Committees

From: Julie Bennett, Chairperson, NWCG Interagency Incident Business Committee

Background: The Property Loss or Damage Report, OF 289, was last revised in 1981. The form is outdated and no longer meets the needs of the fire community. Multiple Geographic Areas have developed a supplemental second page for use with this form. These are neither approved nor consistent across Geographic Areas, creating confusion within the incident management community.

IBC recognizes both the need for an updated OF 289 and a job aid to provide a consistent interagency approach to incident replacement of NFES items, chainsaw parts and supplies, and non-standard cache items such as specialty tools and gear. These needs can be effectively addressed via a task group formed for this purpose.

Purpose: IBC is requesting volunteers for a new task group to revise the 1981 version of the Property Loss or Damage Report and create an incident replacement job aid. The volunteers may be recruited from within or outside the Geographic Area Incident Business Committees.

Objective: The revised form will replace the 1981 version currently available through GSA and a job aid will be provided to facilitate consistent and appropriate use of the new form.

Budget: Participation on this task group will be funded by the participant's home agency. The task group lead should work with team membership to determine conference call and video meeting schedule to meet the requirements of the tasking.

Membership: Volunteers will be utilized to make up the group which will include interagency participation. There will be a task group lead, members, and an IBC Liaison.

Time Estimate: Individuals interested in participating in the tasking group, please contact Julie Bennett at julie_bennett@nps.gov by **February 21, 2025**. The task group will be active from March 10, 2025, through April 25, 2025.

Roles & Responsibilities of Task Group:

- Collect the numerous versions of the OF 289 and supplement page from the Geographic Areas.
- Communicate with other working committees, groups, or SMEs for review, advice, and guidelines.
- Work as a team.
- Keep IBC Chair apprised of issues, concerns, and progress.
- Request additional time as necessary.

Task Group Deliverables:

- Revise the OF 289 to meet the current needs of the fire community.
- Create a job aid to provide interagency guidance on incident replacement for cache items, chainsaws, and non-cache items.
- Prepare and email a briefing paper to the IBC Chair with the suggested changes prior to the deadline.

IBC:

- Ensure interagency needs are represented.
- Provide oversight and support.
- Keep agencies apprised of issues, concerns, and progress.
- Identify technical specialists for task group use as necessary.

Individuals interested in participating in the tasking group, please contact Julie Bennett at julie_bennett@nps.gov by **February 21, 2025**.