



NATIONAL WILDFIRE COORDINATING GROUP

Incident Business Committee

IBC Memorandum 26-03

May 4, 2026

TO: Geographic Area Incident Business Committees
FROM: Julie Bennett, Chair, NWCG Incident Business Committee (IBC)
SUBJECT: Pilot Test of the Revised Property Loss or Damage Report, OF 289

Purpose: The revised Property Loss or Damage Report, OF 289 is entering a pilot phase to evaluate its usability, confirm that it captures essential claim information, and identify areas for improvement prior to national adoption. The pilot phase will conclude on October 15, 2026.

Please distribute this information through your agency channels.

Issue/Action: The IBC TEST Form-289 documents, justifies, and routes claims for damaged or lost government property that can occur during an incident. The updated form consolidates critical information on the affected property, circumstances of loss or damage, review findings from Subject Matter Experts (SMEs), and final determinations for replacement or reimbursement.

Supporting documents for the revised two-page form include:

- Chainsaw Consumables for Incident Replacement, a national list of commonly used, expendable chainsaw items intended to be consumed, worn out, or depleted during typical incident operations. These items require routine replacement and may be replaced in kind using incident funds. Adopting this list will increase consistency across resources, Incident Management Teams, and home units.
- Instruction Guide, which provides step-by-step direction to for completing the form to improve accuracy and consistency. The key functions of the guide include:
 - Explaining each section of the form and clarifying required information and rationale.
 - Providing detailed field-by-field directions, such as how to enter contact information, incident details, damaged item descriptions, and required documentation.
 - Outlining standardized expectations for users across incidents and home units.
 - Describing user responsibilities such as what documentation to attach, what narrative detail is required, and how information supports routing and approval.

Incident Management Teams, federal, state, local agency personnel, and home units are encouraged to use the test form and supporting documents throughout the 2026 pilot period.

Feedback on the test form and supporting materials may be submitted to Jamie Wade at jamie_wade@firenet.gov no later than October 15, 2026. Following the pilot phase, IBC will evaluate feedback and incorporate necessary revisions before submitting the form for publication.

NWCG standards are interagency by design; however, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.

Background and Coordination: The Property Loss or Damage Report, OF 289 has not been updated since 1981. The revision reflects modernized business processes, resolves inconsistency in how the form is used across incidents and agencies, and incorporates a real-time testing and feedback period to validate improvements. IBC convened a task group of SMEs representing Logistics, Dispatch, Finance, Operations, and Incident Business. Their contributions, along with feedback from the National Interagency Hotshot Crew Steering Committee regarding chainsaw repair and replacement, significantly informed the revision. Information related to the pilot and supporting documents can be found at <https://www.nwcg.gov/committee/incident-business-committee>.

Contact: For questions, please contact your agency IBC representative. Member roster is available at <https://www.nwcg.gov/committee/incident-business-committee/roster>.

Attachments: Attachment 1 — *Revised* Property Loss or Damage Report (IBC TEST Form-289)

Attachment 2 — Chainsaw Consumables for Incident Replacement

Attachment 3 — Instruction Guide

Distribution: Geographic Area Incident Business Committees