



Nebraska Task Force 1 – Asset Inventory

April 2018

Overview

The FEMA-US&R Program requires an annual inventory of all assets purchased and/or maintained utilizing Cooperative Agreement Funding. This includes cache equipment, warehouse equipment, administration & training equipment, property acquired through the military excess property program, vehicles and support equipment.

NE-TF1 Inventory Program

NE-TF1 assigns asset numbers to all cache items and task force support equipment and vehicles. The asset numbers are an 8 digit number in Barcode 39 format that are utilized to identify individual equipment that shall be tracked from purchase to disposal. NE-TF1 also utilizes cache inventory numbers to identify the location of items when stored in containers ready for transport or when returning items to their storage container after use.

Cache Equipment & Supplies

NE-TF1 coordinates the inventory of cache equipment and supplies year round when cache is accessed for training, scheduled maintenance, cache rehab, replacement of expired items, or deployment. As containers are access for these various functions, inventory is checked and documented in hard copy as well as electronic format. Items that are not frequently accessed for use shall be subject to at least one inventory within one year from the last documented date of inventory or two years for Cooperative Agreement Funding purchased equipment. Reports can be generated from the NE-TF1 database to indicate expiration dates and last inventory dates in order to maintain equipment and conduct annual inventories. Hard copy records of inventories are maintained for the current and previous year in the inventory and maintenance files at the NE-TF1 Logistics Center.

Task Force Member Issued Gear

Most gear issued to task force members is stored at the NE-TF1 Logistics Center. Gear is inventoried and sealed until the next use by the task force member or access by Logistics to conducts checks or updates. 61-9 Government Property on Personal Charge forms are utilized to document gear issued to members. Inventory including quantities and sizes is maintained in the NE-TF1 database. Hard copy records of issued gear are maintained on file at the NE-TF1 Logistics Center and are referenced when conducting inventory checks or updates. Updated records are added to the file whenever inventory or gear checks are conducted.

Vehicles & Support Equipment

Inventory of vehicles and support equipment such as ATV's, utility trailers, forklifts, loaders, semi-trailers, etc shall be conducted annually. The current condition of vehicles and support equipment shall be determined and included in any reports that may be required by the National US&R program. Annual inventory is documented in electronic format in the NE-TF1 database.