

RECEIVING AND DISTRIBUTION (R&D) MANAGER

7546

(Revised 1996)

The receiving and distribution (R&D) manager is a member of the Supply Unit. The manager's broad responsibilities are:

- Receiving, check in and distributing all supplies and equipment.
- The storing, service and repair of tools and equipment and the accountability of those items.

The R&D manager is also in charge of setting up the receiving and distribution area which may be located at the base. The manager ensures that all invoices and receipts are sent to the Supply Unit leader, and that the ordering manager is notified of their arrival.

R&D MANAGER'S RESPONSIBILITIES

7546.1

(Revised 1996)

The following are the minimum responsibilities of the R&D manager:

- Obtain briefing from Supply Unit leader.
- Order required personnel to operate supply area.
- Organize physical layout of supply area.
- Establish procedures for operating supply area.
- Set up file system for receiving and distribution of supplies and equipment.
- Maintain inventory of supplies and equipment.
- Ensure reusable tools and equipment for supply area.
- Develop security requirements for supply area.
- Establish procedures for receiving supplies and equipment.
- Submit necessary reports to the Supply Unit leader.
- Notify the ordering manager of supplies and equipment received.

- Provide necessary supply records to the Supply Unit leader.

R&D MANAGER'S 12-HOUR CHECKLIST

7546.2

(Revised 1996)

BRIEFING INFORMATION

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- _____ Agencies assigned
- _____ Location of ICP, base, camps, etc.
- _____ Office trailers, logistics
- _____ Transportation routes
- _____ Communications:
 - _____ base radio
 - _____ HTs
 - _____ telephone
 - _____ mobile phone
 - _____ fax
 - _____ computer
- _____ Access from base to line
- _____ Helibase location
- _____ Drop points located
- _____ Maps
- _____ Predicted weather conditions
- _____ Security problems
- _____ Tables
 - _____ chairs for unit
- _____ Power source
- _____ Staging areas

ORGANIZATION

7546.3

(Revised 1996)

The R&D manager must determine the number of personnel required for each operational shift. Recommendations can be found in the Fields Operations Guide, pages 2-4. Suggested operational periods for this function are from 1200 to 2400, and 2400 to 1200.

Record keeping is an important function and must be up-to-date. The volume of supplies and equipment that need to be inventoried, loaded and unloaded will determine the total number of helpers that will be needed.

MAJOR PROCEDURES

7546.4

(Revised 1996)

The R&D manager will set up a function that will be held accountable for: a proper inventory system, check-out procedures, and security of all supplies and equipment.

ORDERING PERSONNEL

7546.4.1

(Revised 1996)

If the manager finds that staff for the receiving and distribution function have not been ordered, then the request should go through the Supply Unit leader. On an incident, the manager will need recorders, helpers, and tool and equipment specialists. As the incident expands, the manager may have to furnish personnel to work in the Supply Unit at camp (s). The manager must keep aware through the Supply Unit leader of any build-ups which will affect the operation and personnel in the unit.

WORK LOCATION

7546.4.2

(Revised 1996)

The Supply Unit will usually be located near other functions of the Logistics Section. The receiving and distribution area may require quite a bit of space and should be close to the ordering manager. Both units need to communicate what has been ordered and arrival times.

The location of the receiving and distribution area may have already been decided when the manager arrives. If not, or if the site is unsatisfactory, the manager and the Supply Unit leader should negotiate with the Facilities Unit leader for a more suitable site. This site should:

- Be located to provide easy access for loading and unloading supplies from large trucks.
- Be away from sleeping areas.
- Be away from heavy foot traffic.
- Provide security for stored supplies.
- Be near an electrical source for lighting and power needed to sharpen and maintain tools and equipment.
- Have space for storage and work area.

OPERATION OF UNIT

7546.4.3

(Revised 1996)

When the receiving and distribution manager arrives at the incident, the function will probably be at a critical stage. Many tons of equipment and supplies may have already been ordered. Some of it will have been delivered and distributed. Critical questions will need to be answered. They are:

- What orders have been placed and by whom?
- What orders have been received?
- Where are the invoices?
- Where are the supplies located?
- Where are the documents showing distribution/location of supplies?

Check with the ordering manager and the Supply Unit leader for any supplies that were ordered and/or arrived before the R&D manager's arrival. Check the items that are already stored in the Supply Unit and see if they match what was ordered. Hopefully, the Supply Unit leader has started a supply log and listed what items went out to the incident. The manager must take the time to check that all supplies that were ordered and arrived are accounted for.

CHECK-OUT PROCEDURES

7546.4.4

(Revised 1996)

When the unit's recorders and helpers arrive, teach them thoroughly about the accountability system being used. Make sure they understand the CDF-510, the property transfer forms, and to whom they may issue equipment. In addition, make sure they understand the use of the **division organization assignment list** (ICS 203), and the **division assignment list** (ICS 204). These forms tell who the leaders and supervisors are.

Require all unit personnel to ask for proper identification when they issue supplies, e.g., agency ID card, social security number or agency qualification card. The CDF-510 should be used for accountable property record keeping. On Forest Service incidents, the receiving and distribution manager will have to be familiar with the **USFS fire property transfer card**.

Make sure that the unit's personnel know the filing system for the CDF-510 so that when they accept returned equipment the records can be cleared. Specific

information about returned items must be given at the time of check-out. Leaders and supervisors should receive a copy of the CDF-510 listing all items that should be returned.

SUPPLIES

7546.4.5

(Revised 1996)

The R&D manager must establish a simple system for receiving incoming supplies and checking them against orders and delivery invoices. All incoming supplies must be inventoried and checked off against order forms or bills of lading as they are unloaded. Discrepancies must be noted on bills of lading or shipping invoices.

All copies of the invoices must be signed and printed legibly and titled by the individual picking up or receiving merchandise whether it be at the vendor's place of business or delivered to incident base to show accountability for the items. The invoices will then be given to the Supply Unit leader for proper distribution. The ordering manager must be notified when orders are received. Delivery invoice receipts and check-off lists should be taken to the ordering manager to be consolidated with the originals for incident documentation.

LOST OR UNRETURNED ITEMS

7546.4.6

(Revised 1996)

It is not uncommon for items or supplies to be lost or unreturned on an incident. These procedures should be followed for lost or unreturned items.

1. Make out a written report to the Supply Unit leader on an ICS 213.
2. Fill out a state property loss and damage form (____) for items lost.
3. Contact the security manager if it is suspected that items were stolen.
4. Write down details in the Unit Log (ICS 214).
5. Start a list of names for unreturned items to check for individuals when they come through the unit for demobilization. Also notify the Plans Section so it can post a message for these individuals.

COORDINATION

7546.4.7

(Revised 1996)

Coordination is vital to the efficient operation of the Logistics Section. The R&D manager must take an active part in that coordination effort. Some of the manager's primary contacts are:

1. Work with the Food Unit leader to inventory food supplies and gather invoices for the ordering manager.
2. Check with the Ground Support Unit leader for supplies that come directly to that unit, such as vehicle filters, bulbs, batteries, etc.
3. Check with the Communications Unit leader for radio caches, batteries and special apparatus such as repeaters, antenna and radio-telephone system hardware.
4. Consult with the Facilities Unit leader for changes to or expansion of the unit.
5. Ask the security manager for advice and assistance regarding stolen property or other security problems.
6. Continually check with the ordering manager regarding incoming supplies and equipment. Inform the ordering manager when supply items arrive.

CAMP SUPPLY ASSISTANTS

7546.4.8

(Revised 1996)

Camp supply assistants may be assigned to camps that are separated from the incident base. These assistants are under the supervision of the Supply Unit leader for the duration of the incident. They serve as the Supply Unit leader's representatives at the camps where they are assigned. The R&D manager must closely coordinate his/her activities with theirs, establishing a system for communicating with each of the units at the different camps.

INVENTORY

7546.4.9

(Revised 1996)

As a routine practice, the R&D manager should frequently check with the unit leaders in the Logistics Section to make sure that the total receiving and distribution system is working. The inventory process must provide information needed to order additional supplies in support of the incident. The inventory must establish adequate stocking levels during the incident and aid in the demobilization.

Design of the inventory system will vary with the size and contents of the inventory. High usage items such as flashlight batteries, rations, fuses and sleeping bags should be itemized each operational period.

Estimates of "on hand" supply items are needed at all times. Agency representatives and liaison officers can often be helpful in identifying special equipment needs. A declining balance sheet or index card can be set up to keep track of inventories of items on a moment's notice. A total inventory of all items in the Supply Unit must be done each operational shift.

UNIT LOG

7546.5

(Revised 1996)

The Unit Log (ICS 214) will be started by the R&D manager as soon as he/she has reported to the base. The manager must keep the log current and turn it into the Supply Unit leader at the end of each operational shift. Items that need to be included in the log are:

- Receiving and distribution staff.
- Events that occur in the unit's operation.
- Thefts and losses.
- Change in operational procedures.
- Deadlines not met.
- Current inventories attached.

DEMOBILIZATION

7546.6

(Revised 1996)

The Demobilization Plan will be given to the R&D Manager by the Logistics chief through the Supply Unit leader. The manager will need to meet with the Supply Unit leader. The manager will need to get with the Supply Unit leader and the ordering manager and make a plan for the unit's final demobilization. This should be done after receiving the Demobilization Plan and 24 hours ahead of the anticipated closure of the base.

The R&D manager must know what is on hand and where it is located. To do this, the manager must:

- Know the current inventory of supplies and equipment.
- Collect returnable supplies and equipment from those people being released.
- Clear the records of personnel turning in equipment.
- Recondition all tools and equipment as time permits before returning them.
- Package and make arrangements to ship supplies and equipment back to their source.
- Prepare paperwork for shipment/distribution of supplies and equipment to ensure proper accountability.
- Release surplus personnel to the Supply Unit leader after you make out their performance reports and discuss their rating with them.
- Make final inventory and shipping arrangements.

All perishables must be disposed of under the direction of the Logistics chief. With the Logistics chief's approval, fire stations, conservation camps or state institutions can be given food that is ready for immediate consumption. See retrograde procedures in Section 7585.2 ([see section](#)) Receipts for the acceptance of food must be placed in the documentation package for the Supply Unit and forwarded to the Documentation Unit upon demobilization of the incident.

Only the incident commander can approve a request to resupply original equipment complements from the incident supply inventory.

The manager must restore the receiving and distribution area to its original condition. Any forms or items used out of kits or trailers must be resupplied.

Take time to make out performance reports for the people who worked in the unit. Discuss their ratings with them before they leave the incident base. Also take the time to discuss the performance rating from the Supply Unit leader.

Gather all documents including Unit Logs, inventory records and receipts and performance records. Turn them in to the Supply Unit leader and, after reviewing, forward them to the Documentation Unit of the Planning Section.

When demobilization occurs, the orders in the "placed and confirmed" status files should be removed and the requesting parties notified if there is still a need. If the order is still needed, indicate the current status of the order on the order form and advise the requesting party.

As personnel become surplus to the unit's needs, notify the Supply Unit leader so they can be reassigned or released. The state requires that the performance of incident personnel be documented. The ordering manager will fill out the necessary performance rating forms for each person he/she supervised and review it with them.

All ordering unit records should be as current and complete as possible. Turn all records over to the Supply Unit leader, including:

- Ordering log.
- Current ordering form, (with status noted).
- Subordinate performance ratings.

Brief the Supply Unit leader on the status of all pending orders and provide any other important information. At this time the Supply Unit leader should complete and discuss the ordering manager's performance rating.

Check with the Supply Unit leader and determine if the telephones or radios will still be needed. If not, make arrangements to have them removed through the Communication Unit.

Return all work materials or equipment to the appropriate unit and clear any receipts for those items.

Return your work area to its pre-incident condition.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE
FOR FORMS/FORMS SAMPLES SITE LINK.**

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