

Retrograde Team Inventory Checklist
Revision 2-22-05

Retrograde Inventories

Supply Unit / Receiving and Distribution:

1. Reconcile waybills to the Cache against orders from the Cache.
 2. Reconcile P.L.or D's and/or STD 152's against Cache Summary and waybills.
 3. Insure RCDM has completed STD 152's for property that has been destroyed on the incident.
 4. Insure SPUL or RCDM has faxed STD 152's to Sacramento Property Office (916) 445- 9838.
 5. MRT or waybills for replacement of items supplied by Local Unit/Camp(s) completed.
 6. Locate identified Target Items.
 7. Inventory and complete F72Y and / or F72O (Nomex MRT) for retrograde of CDF Nomex.
 8. Inventory and complete MRT for other items to be retrograded.
 9. Mark all boxes of retrograde items identifying the contents Incident name, Incident Number and date.
 10. Compile a list of outstanding items that will need to be returned or retrograded by the local Unit after this retrograde inventory is completed.
 Copy to be left with Unit Retrograde Representative.
 11. Include copies of MRT's and waybills in the retrograde package.
 12. Include copies of credit invoices for returns to vendors
 13. Location of storage or disposition of retrograded items:
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Medical Unit:

1. Locate identified Target Items
 2. Has the agency owned trailer been restocked against its written inventory?
 3. Inventory and complete MRT for items to be retrograded
 4. Mark all boxes of retrograde items identifying the contents, Incident name, Incident Number and date.
 5. Compile a list of outstanding items that will need to be returned or retrograded by the local Unit after this retrograde inventory is completed.
 Copy to be left with Unit Retrograde Representative.
 6. Include copies of MRT's and waybills in retrograde package.
 7. Include copies of credit invoices for returns to vendors.
 8. Location of storage or disposition of retrograde items:
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Ground Support Unit:

1. Locate identified target items
 2. Has the Demobilization Trailer been restocked against its written inventory?
 3. Inventory and complete MRT for items to be retrograded
 4. Mark all boxes of retrograde items identifying the contents, Incident name, Incident Number and date
 5. Compile a list of outstanding items that will need to be returned or retrograded by the local Unit after this retrograde inventory is completed.
 6. Copy to be left with Unit Retrograde Representative.
 7. Include copies of MRT's and waybills in retrograde package.
 8. Include copies of credit invoices for returns to vendors.
 9. Location of storage or disposition of retrograde items:
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Communications Unit:

1. Locate identified target items

EXAMPLE E

2. Has the MCC been restocked against its written inventory?
 3. Inventory and complete MRT for items to be retrograded
 4. Mark all boxes of retrograde items identifying the contents, Incident name, Incident Number and date
 5. Compile a list of outstanding items that will need to be returned or retrograded by the local unit after this retrograde inventory is completed.
 6. Copy to be left with Unit Retrograde Representative.
 7. Include copies of MRT's and waybills in retrograde package.
 8. Include copies of credit invoices for returns to vendors.
 9. Location of storage or disposition of retrograde items:
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Food Unit:

1. Locate identified target items
 2. Review invoices from Food Vendors for non food items.
 P.L.or D. or STD 152 completed for damaged, destroyed or replacement equipment.
 3. Has the MKU been restocked against its written inventory?
 4. Obtain copies of MRT's for transfer of perishables
 Include copies with retrograde package
 5. Inventory and complete MRT for items to be retrograded.
 6. Mark all boxes of retrograde items identifying the contents, Incident name, Incident Number and date.
 7. Compile a list of outstanding items that will need to be returned or retrograded by the local unit after this retrograde inventory has been completed.
 Copy to be left with Unit Retrograde Representative.
 8. Include copies of MRT's and waybills in retrograde package.
 9. Include copies of credit invoices for returns to vendors.
 10. Location of storage or disposition of retrograde items:
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Facilities Unit

1. Locate identified target items
 2. Inventory and complete MRT for items to be retrograded
 3. Mark all boxes of retrograded items with tags identifying the contents, Incident name, Incident Number and Date
 4. Compile a list of outstanding items that will need to be returned or retrograded by the local unit after this retrograde inventory is completed.
 Include this list with the retrograde package
 5. Include copies of MRT's and Waybills in retrograde package.
 6. Include copies of credit invoices for returns to vendors
 7. Location of storage or disposition of retrograde items
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Post Inventory General Directions:

- 1. Retrograde team leader shall insure the original and copies of the MRT's Abating or Charging any Holding Account (0099X) are forwarded to the Region BSO.

Region BSO information;

Name _____ Region: _____

Office number: _____

Cell number: _____

- 2. The Region BSO shall forward copies of these MRT's to the following:

- Advise this person that the original MRT's must be mailed to Sacramento DAO.
California Dept. of Forestry & Fire Protection
Departmental Accounting Office
P.O. Box 9444246, Room 1555
Sacramento, CA 94244-2460

- Send a copy of the MRT's the Unit Finance Clerk
- Send a copy of the MRT's the Incident Cost Unit
- Region BSO shall update the Logistics' Bulletin Board with items placed into the Holding Accounts.
- Location where the Finance Section will complete the Documentation after the close of the Incident

Base: _____

Completion of Retrograde Package:

The package shall contain the following:

- 1. The Executive Summary
 - The Incident Order Number and Incident name.
 - Participants of the retrograde team.
 - A brief overview of the retrograde findings.
 - List of STD 152ed Property Items.
 - List of excessive STD 152ed Durable items.
 - List of excessive STD 152ed Consumable items.
 - Notation of excessive amount of 00900 purchases moved to Holding Account.
 - Notation of good utilization of existing Holding Account inventory on Incident.
- 2. A copy of the Retrograde Team Plan.
- 3. List of all Target Items identified by the Retrograde Team.
- 4. Copies of the purchase documents for Capitalized Property.
- 5. Copies of all inventories taken and MRT's for distribution transactions.
- 6. Copies of all STD 152's used to account for property being or having been disposed of.
- 7. Copies of any MRT's generated to the Holding Account.

Routing of the Retrograde Package:

- RETG responsible for completion of letter to Region Chief: _____

Deliver or mail copies of Retrograde Package to the following:

- Region Chief or Representative. Address _____

- Responsible CAL FIRE Unit RETG. Address _____

Deliver or mail copies of Executive Summary to the following:

- Incident Commander or CAL FIRE Agency Representative (Non-CAL FIRE Incident) / Home Unit

Address _____

- CDF Logistics Section Chief. Address _____