

Rocky Mountain Interagency Support Cache

Cache Operating Procedures

2010



1. Objectives, Policy and Scope

1.1 Purpose of Procedures

The purpose of this document is to communicate the mission, role, responsibilities, and authority of the Rocky Mountain Interagency Support Cache (RMK); and provide users the fundamental operational procedures. These procedures are tiered to interagency direction defined in the following:

- a. National Interagency Support Cache System Standard Operating Procedures, 2003
- b. OIG Audit Report No. 08099.107-SF, 1990
- c. NWCG Cache Management Plan, 2003
- d. Interagency Fire Business Management Handbook (NWCG Amendment 04-1)
- e. 2006 NFES National Supply & Equipment Catalog, Part 1, plus Cache Van
- f. Interagency Standards for Fire & Aviation Operations, NFES 2724, 2006
- g. Forest Service Manual 5160, Amendment 5100-98-9
- h. National Interagency Mobilization Guide, Section 23
- i. Rocky Mountain Area Mobilization Guide, Section 23
- j. NWCG Emergency Driving Policy

Where applicable, specific reference will be made to these documents within the body of the document citing a-j.

Mission Statement

The Rocky Mountain Cache's interagency mission embodies the principles, regulations, rules, standards, procedures and facilities designed to provide equipment and supplies to wildfire and other emergency incidents, or in the case of conducting land management activities with the use of fire. Although funded, sized, and planned primarily for wildland fire suppression/wildland fire use support, the Cache may also support non-wildland fire projects providing such support does not adversely affect inventories for existing or emerging suppression needs or obligations under the National Response Framework. Ultimately, fire cache personnel are committed to the support of our fire fighters in the field.

Scope

The objective of the Rocky Mountain Interagency Support Cache is to provide interagency service to regional, national, and international organizations. RMK is the National Interagency Support Cache for the Rocky Mountain Geographical Area. It provides logistical and material support directly to incidents, organizations supporting incidents, and individual units or projects.

Rocky Mountain Interagency Support Cache

Cache Operating Procedures

2010

Concept of Operations

The Cache is a National Shared Resource of reusable standardized supplies and equipment that is commonly available to all customers to meet short-term needs within a geographic specified area. Inherent to the cache concept is reusability; therefore, the use of these items is considered a loan, not sales and the Cache has an extensive refurbishment program in place to accommodate the fire equipment on-hand. Customers are defined by agreements in place with the USDA Forest Service (c,g).

Authority

Authority for Operating Procedures is provided by the National Interagency Support Cache Management Plan in accordance with applicable Federal, State, Agency laws, regulations, policy, and best business practices governing property management. The Cache Manager has authority to amend minor aspects of this plan during the course of a critical incident situation; and in consultation with the agency representative to the RMA Operations Committee. Such may be the case under PL 4&5 whereby NMAC or RMACC may set priorities for National Caches (c,e-i). All changes will be communicated and agreed upon by all participating senior leaders.

2. Participating Agencies

2.1 National Interagency Support Caches

- 2.1.1 Rocky Mountain Area Cache (RMK)
- 2.1.2 Northern Rockies Cache (NRK)
- 2.1.3 Southwest Area Prescott Cache (PFK)
- 2.1.4 Southwest Area Silver City Cache (SFK)
- 2.1.5 Great Basin Cache (GBK)
- 2.1.6 Northern California Cache (NCK)
- 2.1.7 Southern California Cache (LSK)
- 2.1.8 Northwest Area Cache (NWK)
- 2.1.9 Southern Area Cache (SAK)
- 2.1.10 Northeast Area Cache (NEK)
- 2.1.11 Alaska Cache (AKK)

2.2 Agencies Served

- 2.2.1 USDA Forest Service
- 2.2.2 USDI Bureau of Land Management
- 2.2.3 USDI Bureau of Indian Affairs
- 2.2.4 USDI National Park Service
- 2.2.5 USDI Fish and Wildlife Service
- 2.2.6 Federal Emergency Management Agency
- 2.2.7 State, County and local government agencies via State Cooperative Agreements

Rocky Mountain Interagency Support Cache Cache Operating Procedures 2010

3. Support Level

3.1 Coverage

3.1.1 International

- 3.1.1.1 The Rocky Mountain Cache will be the only cache in the Rocky Mountain area to process international orders.
- 3.1.1.2 All orders will be processed through the National Interagency Fire Center.

3.1.2 National

- 3.1.2.1 Rocky Mountain Cache is a primary servicing cache for all supply orders from outside the Rocky Mountain Geographical Area.

3.1.3 Rocky Mountain Geographical Area

- 3.1.3.1 Rocky Mountain Cache is the primary servicing cache for all supply orders within the Rocky Mountain Geographical Area and is committed to equally supporting Type 1, 2, and 3 incidents.
- 3.1.3.2 No orders will be placed directly with any other National Cache except for publications through the Great Basin Cache or Smokey Bear materials through the Northeast Cache. Any exceptions will be approved by the Rocky Mountain Area Multi-agency Coordination Group (RMCG).

3.2 Stocking Plan

- 3.2.1 Adequate supplies to outfit and initially support 2500 fire fighting personnel.
- 3.2.2 Capacity to build up to five National Mobile Cache Support Vans (NFES 2069). In addition to this requirement, supplies to recycle and restock the vans will be on-hand during high operational tempo.
- 3.2.3 Primary source for water handling supplies, generators, and chainsaws.
- 3.2.4 Maximum stocking level will be based on an average of the previous multi-year activity and set by the RMK Cache Manager. Major changes in stocking levels will be approved in this plan.

Rocky Mountain Interagency Support Cache

Cache Operating Procedures

2010

4. Staffing

4.1 Permanent Workforce

The RMK is funded to support 5 permanent employees. In addition, two on-call seasonal employees are funded when needed through budget authority and incident activity. Additions to the permanent or a future seasonal staffing level are based on the RMK Cache Manager's projected needs and are subject to R2 F&AM approval and will be filled only if budget and position authorizations are approved (c).

4.1.1	Supervisory Supply Program Manager	1 Each	PFT
4.1.2	Asst Cache Manager Operations	1 Each	PFT
4.1.3	Supply Technician/Records Manager	1 Each	PFT
4.1.4	Materials Handler	2 Each	PFT
4.1.4.1	Small Engine Mechanic	Contracted services	

4.1.5 Expanded Emergency Workforce

The RMK currently utilizes a variety of hiring authorities to meet complexity needs. Requests for interagency staffing support will continue to be made annually however specialty positions require properly trained and qualified personnel. The following reflects a typical staffing level beginning with PL4:

4.1.5.1	Supply Technician Clerk	1 Each	AD Authority
4.1.5.2	Returns Material Handler	1 Each	AD Authority
4.1.5.3	QA Materials Handler	1 Each	AD Authority
4.1.5.4	Indoor Refurbishment Handler	1 Each	AD Authority
4.1.5.5	Outdoor Refurbishment Handler	1 Each	AD Authority
4.1.5.6	Material Handlers	5-25 Each	AD Authority
4.1.5.7	Cache Demobilization Specialists	1-5 Each	AD Authority
4.1.5.8	Drivers	1-10 Each	AD Authority

ICS positions will be utilized to supplement workforce as necessary. These positions include but are not limited to: Logistics Section Chief, Supply Unit Leader, Ordering Manager, Receiving and Distribution Manager, Procurement Unit Leader with contract authority and organized camp crews.

General Staffing Strategy

4.1.6 The cache is staffed with Permanent Full Time (PFT) staff all year.

4.1.7 Unless the Cache is closed for business, the minimal staffing mix will be one person in the administrative unit and one in the operations unit.

4.1.8 The Cache will be staffed with FTE cache personnel and whatever required augmentation during the period of June through September except as required by early

Rocky Mountain Interagency Support Cache

Cache Operating Procedures

2010

season preparedness levels, i.e. severity; or other national tasking. These dates represent the typical high fire activity months for the RMK.

- 4.1.9 Non-permanent staffing in the Operations unit have their tours adjusted to provide maximum presence from April through October. These employees may be extended through, or called back in, January for the 100% annual physical inventory. During years of minimal activity, the non-permanent employees or detailers are held to their minimal tour with the exception of any call back. All staffing requirements are determined by the RMK Cache Manager.
- 4.1.10 Call-when-needed employees including ADs and detailers, will be hired for task-specific activities as needed during the off-season. These activities will include either post-season refurbishment or pre-season preparation. Pre-season work will encompass training and procedure orientation with the objective to build a skill and knowledge base.

4.2 Expansion Parameters

- 4.2.1 Composition and the extent of expanded workforce is guided by preparedness levels, implementation of seven-day coverage, business volume, availability, and nature of activity. This includes the need to support activity in other geographic areas.
- 4.2.2 Primary criteria for expansion is safety, supervision, cost-effectiveness, efficiency and service. The RMK Manager is the only authorized individual to expand the workforce.
- 4.2.3 The workforce will expand as the number of geographic area and inter-geographic area support needs increase. An RMK support code will be used to preposition cache staffing as needed.

4.3 Preparedness Level Strategy

The elevation of staffing levels at the RMK will tier to the Interagency Preparedness Levels outlined in the RMA Mobilization Guide, Chapter 20, Section 26, and at the Cache Manager's discretion. This is a National Cache and staffing levels may accelerate independent of the RMA Preparedness Level to support national requests relating to preparedness levels in other geographic areas. Coordination will be made between the Cache Manager and the RMACC Manager to monitor local zone conditions which may directly affect the need for staffing changes.

4.3.1 **Preparedness Levels 1 and 2**

4.3.1.1 The permanent workforce will handle ordering needs without the assistance of additional workers if business volume is constrained within the standard workday/workweek configuration. Hours may be extended from 8 to 10 hour workdays based on Cache Manager's work plan.

Rocky Mountain Interagency Support Cache

Cache Operating Procedures

2010

4.3.2 Preparedness Level 3

4.3.2.1 If business activity remains consistent or increases but work hours remain within twelve hours per day in addition to sporadic weekend calls, the permanent workforce will support, with an additional workforce on call. Hours may be extended from 8 to 10 hour workdays with the addition of weekends.

4.3.2.2 For after hour and weekend callbacks, the Cache Manager will be “On-Call”. The manager’s name and contact information will be provided to RMACC for distribution to Dispatch Centers and Incidents. The hierarchy for contacting RMK Cache staff after hours is through the Cache Manager. Only the Cache Manager is authorized to make informed decisions and coordination for staff call-back and work schedules.

4.3.3 Preparedness Level 4

4.3.3.1 When weekend increased fire activity is consistent, full time staffing on the weekends will be instituted with the permanent workforce splitting the days. A temporary workforce will expand as needed. The workday hours will range from 8 to 10 hour shifts.

4.3.4 Preparedness Level 5

4.3.4.1 Once business demands more than twelve-hour days and seven-day coverage, the Cache will implement split shifts, adding temporary and detailed staff, as needed.

4.3.5 Cache Demobilization Specialists should be ordered by the hosting unit and local caches to facilitate the demobilization of cache supplies and equipment based on the anticipation of approved incident demobilization plans. The RMK will order Cache Demobilization Specialists if requested by the hosting unit, in PL 4 & 5 to further assist with large incident demobilization.

5. Schedules

5.1 Standard Workweek: Monday through Friday, 0700 to 1530.

5.2 Light Activity (PL 1 & 2): Monday through Friday, 0700 to 1530 or 0700-1730, if required. Weekend and after hour call backs will be handled on an “on-call” basis through the Cache Manager. Cache support will be available on a 1-hour call-back.

5.3 Moderate Activity (PL 3): Seven days, 0700 to 1730 with weekends.

5.4 Heavy Activity (PL 4): Seven days, 0600 to 2100 which include split shifts.

5.5 Extreme Activity (PL 5): Seven days, 0600 to 2200 which include split shifts.

Rocky Mountain Interagency Support Cache

Cache Operating Procedures

2010

Note: Under severe geographic or national conditions, twenty four hour staffing will be implemented given the same parameters noted above. Safety statistics show more accidents occur between midnight and 0500, the Rocky Mountain Interagency Cache will not implement 24-hour operations except under critical situations for the protection of life or other critical incident tactical needs or logistical demands. Agency night driving regulations and cache policy will be strictly adhered to (j).

- 5.6 If a Type 1 or Type 2 Incident Management Team is assigned in the Rocky Mountain Region, the cache will remain open 7 days a week unless an agreement is reached by the Agency Administrator, IMT, and Cache Manager to place cache in an on call status.

When an IMT3 is assigned within the geographic area, cache hours will be determined by the level of support needed as agreed upon by dispatch, the Agency Administrator (or authorized representative), the Incident Commander and the Cache Manager. Standard work week staffing and cache hours will be the default, with the cache manager available for call back.

6. Communications

6.1 Fax: 303-202-4965

6.2 Telephones:		Cell:
6.2.1 Cache Manager	303-202-4943	303-378-4171
6.2.2 Asst Cache Manager	303-202-4941	720-273-2422
6.2.3 Supply Orders	303-202-4944	
6.2.4 Materials Handler	303-202-4942/4945	
6.2.5 Shipping Desk	303-202-4940	

6.3 Web Site: <http://gacc.nifc.gov/rmcc/logistics/cache/index.html>

Postal Address

Rocky Mountain Cache
USDA Forest Service
DFC, P.O. Box 25507
Lakewood, CO 80225

Shipping/Delivery Address

Rocky Mountain Cache
Denver Federal Center, Bldg 810, Dr N-27
Lakewood, CO 80225

e-mail: cormk@dms.nwcg.gov

7. Resource Orders

7.1 All orders for supplies will be submitted using the Resource Order Form (NFES 2215) or Incident Replacement Requisition (NFES 1300). Resource orders may be faxed or mailed electronically. RMK will negotiate with Incident Management Teams to establish ordering schedules as soon as possible, for consolidation of supply orders and efficient use of limited

Rocky Mountain Interagency Support Cache

Cache Operating Procedures

2010

logistical resources.

7.2 The Cache processes requests for NFES items only. All other items are special order and should be handled locally through assigned buying team.

7.3 NFES items are requested as “S” category resources, including the Mobile Cache Support Van NFES 2069 (e) with the exception of those items listed in the National Mobilization Guide, section 23.1.

7.4 Orders for Mobile Cache Support Vans, Radio Kits and NFES 1835 (500-person Field First Aid Station) must be requested through Rocky Mountain Coordination Center and will not be issued by Rocky Mountain Geographic Area Cache until RMCC approval is received. This is to ensure proper protocol is followed, particularly in the assignment of qualified personnel to operate associated items such as the NFES 1835 (500-person Field First Aid Station).

7.5 Incident orders must have an agency issued fire code. Resource orders failing to provide fire codes or S-numbers will not be filled until all required information is provided to the cache.

7.6 Unless the order requests later delivery, the Cache will ship all orders as quickly as possible based upon driver availability, work-rest limitations, and the availability of vehicles and/or commercial transportation (11 hour limitation). Drivers will not be sent out for delivery later than 2000 unless specifically requested by the IMT.

7.7 All NWCG Fire and Emergency Driving policies/regulations will be adhered to.

7.8 All IMTs and units are requested to submit resource orders prior to 1200hrs daily to ensure early delivery for the next operational period. Actual ordering schedules will be coordinated between the cache and IMT or dispatch (IMT3), as quickly as possible, based upon incident needs and cache capability. All IMT’s and units are requested to consolidate and submit *one order per day from the incident after the first 48 hour period by 1200hrs.*

8. Demobilization

8.0 The procedures for the demobilization of all supplies and equipment are outlined in the Rocky Mountain Area Mobilization Guide, 23.2 (f).

8.0.1 All accountable/sensitive, durable and unused consumable property will be returned to the servicing geographic area Cache within 30 days of the incident or project closure/containment (c,f).

8.0.2 Cache Demobilization Specialist (CDSP)

8.0.2.1 A CDSP is a valuable asset for large incident in support of demobilizing cache supplies. The CDSP is skilled in identifying, sorting,

Rocky Mountain Interagency Support Cache

Cache Operating Procedures

2010

documenting, labeling, and preparing supplies for shipment back to the cache.

8.0.2.2 The Rocky Mountain Cache will staff CDSP personnel when available, as large-scale fire activity breaks occurs. The number will vary based upon activity. These personnel will be assigned to the Cache, therefore assisting multiple incidents.

8.0.2.3 Individual incidents have the option to order CDSP per their needs. An incident's need depends on the volume of supplies, timeframes and available skills; not every incident will have a need for a specialist.

9. Transactions

9.1 Field Office Replenishment

9.1.1 The procedures for field office replenishment are outlined in the RMA Mobilization Guide, 23.3.2 and 23.3.3 (e,h).

9.2 Incident Replacement

9.2.1 The procedures and requirements regarding incident replacement are defined in the Interagency Incident Business Management Handbook Chapter 30, the National Interagency Mobilization Guide Chapter 23 and the RMA Mobilization Guide Chapter 20 for all Type 1, 2, 3 and 4 incidents (c).

9.2.2 The Interagency Incident Business Management Handbook Chapter 30, requires that all replacement orders must be processed within 30 days of control/containment of the incident. This is further substantiated in the 2010 NFES Catalog Part 1; and within the contents of the NWCG Cache Management Plan.

9.2.3 Initial and/or extended attack replacements may be delayed due to on-going large fire activity priorities. Units are encouraged under these conditions to purchase directly through GSA and/or approved vendors.

9.3 Outstanding Items Report

9.3.1 The Outstanding Items report is a useful tool for demobilizing supplies. It identifies the durable and accountable property still recorded as issued to a customer. It also displays items in surplus of those originally issued or items not specifically issued by the Cache to the customer.

9.3.2 The report can be produced and delivered upon request. It will automatically be produced and delivered once returns from the incident or customer begin to be processed.

9.3.3 The report is continuously updated as returns are processed. A final report will be

Rocky Mountain Interagency Support Cache

Cache Operating Procedures

2010

sent to Forest Supervisor per Forest Service Manual FS-5100, Chapter 5160, Paragraph 5161.45c within 60 days after an incident returns to local management; or to the appropriate Agency Administrator. For Forest Service incidents, upon conclusion/containment, all accountable property (FSM 5161.05) will be returned to the national servicing cache or Form AD-112, Report of Unserviceable, Lost or Damaged Property (or equivalent document) will be completed to document missing or damaged property within 30 days (f).

- 9.3.4 The Cache will provide additional documentation to the customer upon request to coordinate “S” numbers with the outstanding items. The customer also has shipping papers on which “S” numbers can be referenced with the NFES numbers on the report.

9.4 Loss Documentation

- 9.4.1 Rocky Mountain Cache cannot replace lost, stolen, destroyed or damaged property without documentation verifying the condition, describing the efforts to recover and identifying means to mitigate future occurrences. Both appropriation law and Federal Property Management regulation defines this position (d,f).
- 9.4.2 Form AD-112 or OF-289 are the appropriate forms to document lost, stolen or destroyed accountable property. Other damaged, destroyed, missing durable property can be reported on the AD-112 or OF-289 as needed.
- 9.4.3 In absence of Form AD-112 or equivalent, a simple document signed by the appropriate line officer will suffice if it: (1) identifies the missing item(s) (including property number if appropriate); (2) describes the effort to recover it; (3) specifies means of mitigating future occurrences (if possible to determine); and (4) states no further recovery action is intended.
- 9.4.4 The loss documentation must be sent to the RMK’s Records Manager. A copy of it should be included with the incident closeout package for auditing purposes.

9.5 Costs

- 9.5.1 All costs associated with the issue, return, refurbishment and replacement of Cache property are reimbursable except those incurred between USDA Forest Service and US Department of Interior agencies for supported incidents (d,h).
- 9.5.2 In cases where an item is returned in unused condition (and seals unbroken if present), the only charges to be applied are shipping and restocking costs.

9.6 Refurbishment Cost

- 9.6.1 Rocky Mountain Cache applies actual refurbishment costs to items returned in

Rocky Mountain Interagency Support Cache

Cache Operating Procedures

2010

used condition. These costs are calculated for every durable and accountable property item based on the total refurbishment cost incurred which include labor and materials.

9.6.2 Items Not Issued By RMK

- 9.6.2.1 The customer should make every reasonable attempt to return items to the originating cache in order to obtain proper credit. If the origin of the order cannot be located, they will be returned to the RMK for attempted return.
- 9.6.2.2 RMK can not credit a customer for the return of an item that was not originally issued, and is not stocked by RMK. The customer will be offered the opportunity to receive the item back.
- 9.6.2.3 If RMK can determine the originating cache, it will return the item to that location where an appropriate credit will be made. All related shipping costs would be charged back to the incident or customer account.
- 9.6.2.4 If the originating cache cannot be determined, the NFES item will be offered in the redistribution process and no credit made.
- 9.6.2.5 Incident units should not return items purchased directly for incidents as no credit can be made. Based on the volume of materials returned, the RMK will not be responsible for returning such items to the incident unit.
- 9.6.2.6 Items meeting NFES specifications will be placed in stock if RMK carries it, or offered for redistribution if not.
- 9.6.2.7 Non-NFES items returned to RMK cache will be disposed of through the Federal Excess Property Program (FEPP) as required by 41 CFR, Part 102-36, Disposition of Excess Personal Property.

10. Transfers Between Incidents

10.1 The procedures, notification, and reporting requirements for transferring supplies between incidents are defined in the Interagency Incident Business Management Handbook, Chapter 30, the 2010 Interagency Standards for Fire & Aviation Operations 20-3 and the National Interagency Mobilization Guide 23.3.6.

10.2 Due to the limited availability and control requirements of these National Shared resources, the transfer of incident radio kits and 1835 First Aid Kits will only be made with the approval of the Rocky Mountain Area Coordination Center Manager, Assistant Center Manager or Coordinator on Duty. These items may be shipped through and returned to but are not issued by RMK.

Rocky Mountain Interagency Support Cache Cache Operating Procedures 2010

11. Reports

11.1 Annual Reports

11.1.1 Business Summary

11.1.2 Inventory Level -Stock Status Report will be ran 1 October, 1 March & 30 September of each calendar year

11.1.3 Physical Inventory Results

11.2 Fire Loss/Use Reports

11.2.1 National Type 1 and Type 2 Incidents (can include Type 3)

11.2.2 Geographic Area Type 1 and Type 2 Incidents-Data compiled from all GA Type 1&2 Incidents for use in the National report

11.2.3 Geographic Area All Customers

12. Physical Inventory

12.1 The Cache will conduct periodic inventory counts as prescribed in the National Interagency Support Cache Physical Inventory Policy and customized to the Cache.

12.2 In accordance with the Rocky Mountain Interagency Support Cache Inventory Management Policy document, a full inventory will be conducted annually, no later than January 31st.

12.3 The Cache will close for business until the inventory and yearend processes are completed, including all documentation, adjustments and annual price changes. The only exception will be for orders to incidents protecting life and property and declared emergencies; and pre-existing training agreements.

These procedures will remain in effect for a period of one year from the date of approval. These procedures will be reviewed and updated annually by April 1 of the current year to incorporate any changes in national or geographic area direction.

Concurrence: /s/ Kim J. Luft
Manager,
USFS RMK Interagency Cache

Date: 01/01/2010

Concurrence: /s/ Kelly Kane
Branch Chief,
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Date: 06/18/10

Rocky Mountain Interagency Support Cache
Cache Operating Procedures
2010

Concurrence: /s/ William Ott
Deputy Director,
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Date: 06/18/10

Concurrence: /s/ Mark Boche
Chair, Rocky Mountain
Coordinating Group

Date: 06/18/10

Approval: /s/ Mark Boche
Director, S&PF/F&AM
USFS, Rocky Mtn. Region

Date: 06/18/10