**PROCEDURES FOR ORDERING**

The National Fire Equipment System Catalog, NFES 0362 should be used as the reference catalog when ordering from the Fire Cache. Taking the time to reference the General Information portion of this catalog will provide valuable information about the Fire Cache system and proper ordering etiquette. In all cases, order by the NFES number in conjunction with the correct unit of Issue.

To best serve incidents and expedite the supply process the Fire Cache operates best with lead time. Do not wait until supply reserves are exhausted before reordering. Whenever possible order quantities in standard packs and ensure units of issue are correct on order forms.

**Incident Orders**

**Incident to Dispatch to Cache Ordering**

All initial attack and extended attack incident (Type 3, 4 and 5) supply orders should be placed through the local dispatch centers. Dispatch centers will place the Supply Resource Order into ROSS where it will be electronically delivered to the Cache and the Incident Cache Business System (ICBS-R) inventory management system for processing.

Incident orders for cache supplies should be submitted on a Resource Order form. Incorrect or incomplete information may cause delays and or errors in the processing of the orders.

Fire Cache items (NFES) and non-NFES items must be submitted on separate Resource Orders.

**Direct Incident to Cache Ordering**

Once an Incident Management Team is activated direct to Fire Cache ordering may occur. This process is initiated by the incident supply representative (LOGS, SPUL, etc.) by contacting the supporting Cache’s Manager upon activation of the team. This initial phone call will be used to establish ordering processes, supply expectations, and provide information sharing between the incident and the Cache.

The preferred method of ordering from the Prescott Fire Cache is via email using the provided [Excel Supply Resource Order Form](file:///C:\Documents%20and%20Settings\hrbasso\Desktop\LOG%20Drive\Inventory%20Management%20Forms\SUPPLY%20RESOURCE%20ORDER%20FORM.xlsx) and our incident ordering address: [prescottfirecache@gmail.com](file:///C:\Documents%20and%20Settings\hrbasso\Application%20Data\Microsoft\Word\prescottfirecache@gmail.com). Orders will also be accepted faxed direct to the Fire Cache (928) 777-5608, hand delivered, or by other predetermined delivery methods. **Orders normally will not be accepted over the telephone.**

Direct to cache ordering uses the S-100,000 to S-199,999 block of numbers in the Incident Cache Business System (ICBS-R) inventory management system. Assigning and tracking of these “S” numbers is the responsibility of the incident. The Prescott Fire Cache does not and will not control the resource ordering numbers for any incident.

**The Fire Cache Manager reserves the right to terminate “direct to cache ordering “at any time.**

**Routine Ordering-Non-Incident**

Forest Service units can order direct from the Cache. Supply request should be submitted on a [Procurement Request AD\_700](file:///C:\Documents%20and%20Settings\hrbasso\Desktop\LOG%20Drive\Inventory%20Management%20Forms\AD-700%20Writeable%20&%20Saveable.rtf) complete with pertinent account codes and supervisors signatures.

Non Forest Service units-we are currently unable to process orders without proper Forest Service Job Codes.

**Incident Replacement Requisitions**

Prior to release from an incident, personnel may request replacement of equipment and supplies that were consumed, lost, damaged or rendered unserviceable on the incident.

The IMT or other incident personnel may authorize replacement of items at the incident if available, or by approving an Incident Replacement Requisition; OF-315/NFES 001300 for replacement of NFES items by the incident’s servicing cache. Should the replacement of the approved items not be feasible prior to demobilization of the requesting resource, the incident’s servicing cache will forward the request to the resource’s servicing cache.

**Caches may only process requests for NFES items**. Requests for non-NFES items should be requested on a separate incident replacement requisition to be processed by the home unit.

Please refer to the current Interagency Incident Business Management Handbook, Chapter 30, for procedures dealing with replacement of non-NFES supplies and equipment.