



2019 REVIEW - EASTERN AREA

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OVERVIEW - OUTLOOK

- **Award and Usage Overview**
- **Reservation Process**
- **Payment Coversheet**
- **Dispatch Fill Report**
- **2019 Review**
- **Common Q & A**
- **Questions**

AWARD BACKGROUND

- **AWARD**

- BPA was solicited and awarded to Enterprise Holdings Inc on June 14, 2018 as a 3 year award.

- **2018 Pilot Year:**

- Pacific Northwest Area
- Southwestern Area
- Eastern Area
- Southern Area

- **NERV was made available Nationwide May of 2019**

NERV – OVERVIEW

INTERAGENCY AVAILABILITY

- **This BPA is intended to be utilized by personnel from all of the NWCG agencies which include:**
 - Bureau of Indian Affairs
 - Bureau of Land Management
 - U.S. Fish & Wildlife Service
 - National Park Service
 - USDA - Forest Service
 - National Association of State Foresters
 - Other USDA agencies are also authorized to place orders against this BPA.
- *Note – The Pacific SW GACC will be Federal agencies only.*

NERV – OVERVIEW

WHERE/WHEN CAN THIS BE USED

Any INCIDENT when...

- The vehicle is anticipated to be traveling OFF-ROAD (off maintained roads).
- The traveler needs a 4x4 SUV or Pickup to meet the needs of the incident.
- The vehicle(s) needed will be utilized by multiple resources and managed by a hosting unit; ground support, expanded dispatch center or Buying Team
- The traveler is NOT self sufficient or able to procure the vehicle needed for the assignment through the agency standard travel reservation system (TCM or ETS2).

NERV – TYPES OF VEHICLES AVAILABLE

- Car's:
 - Economy - Compact - Intermediate - Standard - Full Size
- Van's
 - Minivan - Large Passenger Van
- SUV's:
 - Small to Standard SUV - Large SUV (including 4x4)
- Pickup's:
 - ½ Ton (including 4x4)
 - Pickup Truck - **Heavy Duty Pickup (with HD tires)**
- Large Cargo Vehicle's:
 - Cargo Van - Heavy Duty Cargo Van - Stake Bed Truck (> 20 ft)
 - Large Stake Bed Truck (<20 ft) - Box Truck & Cutaway Truck (>20 ft)
 - Large Box Truck (<20 ft)

NERV – OPERATOR/HOST REQUIREMENTS

- Each operator must have a valid drivers license and required training (per the operators hiring agency) to operate the vehicle being requested.
- If the vehicle is damaged or in an accident ensure all required documentation is filled out for the host incident agency and provided with the NERV Payment Cover Sheet when submitted to NERV.
- Accidents/Damages – notify rental location of all accidents immediately.

NERV – RESERVATION PROCESS

- Each area has an Standard Operating Procedure for who may place orders. Ensure you have read and understand the SOP for the area you are placing the order for.
- Each vehicle rented through the NERV BPA must be requested through the home unit dispatch with a valid p-code and Resource Order (C#, E# or O#).
- Each request must be placed with an associated Resource Order from the requesting incident. (E, O, C, A#)
- All information from the resource order must be filled out on the New Request form before a reservation will be accepted.
- A copy of the associated resource order will be required when the vehicle is picked up for verification and security purposes.

STANDARD VEHICLE REQUEST

Vehicles include:

- Cars
 - SUV's (including 4x4)
 - Vans
 - ½ Pickups (including 4x4)
-
- *These vehicles are not guaranteed to have 10 ply E rated tires but have the standard NERV "off road" coverage.
 - *When using this site you will get instant confirmation and no need for a callback from Enterprise.

HD PICKUP VEHICLE REQUEST

Vehicles include:

- ¾ & 1 Ton 4x4 Pickups (with HD tires)
- Once the request has been submitted an associate from Enterprise will contact the requester via the contact number/email provided on the form to confirm the reservation.
- The reservation is NOT confirmed until this has happened.
- KEEP IN MIND that these vehicles are not always available at airports and may be at an offsite truck rental location.
- **Truck rental locations are not all available for evening/weekend pickup.**
- Check with the Enterprise representative to verify that you know location and pick up time for the vehicle.

NERV PAYMENT COVER SHEET

- For each vehicle ordered off the NERV BPA a NERV Payment Cover Sheet must be filled out and maintained by the operator or host incident managing official.
- **Required Documentation to be attached to the NERV Payment Cover Sheet:**
 - A Copy of each resource order the vehicle was assigned to.
 - The original Enterprise Rental Agreement (Provided by Enterprise when the vehicle is pick up).
 - Copy of any inspections from Ground Support (if inspection is done – Not required).
 - Copy of any and all accident/damage documentation.
- **Submitting NERV Payment Cover sheet:**
 - Entire package is to remain with the vehicle if it is being reassigned to another overhead resource or new E#. Document the new assignment on the Payment Cover Sheet and include the resource orders in the package.
 - Once the vehicle has been returned to Enterprise the NERV Payment Cover Sheet and required associated documents must be submitted to NERV either by email or mail (Mobile App coming soon)

NERV (National Emergency Rental Vehicle) Payment Cover Sheet

****This sheet must be filled out and submitted for EACH vehicle rented under the NERV BPA****

REMIT COMPLETED PACKET TO:

Scan and Email entire package to: NERV@fs.fed.us

Or Mail entire package to:

NERV @ Albuquerque Service Center – Incident Finance
5141 Masthead NE
Albuquerque, NM 87109

RESOURCE HOST DISPATCH OFFICE & PHONE #:

ENTERPRISE RENTAL AGREEMENT # (on rental agreement from Enterprise - example: 5K910V):

VEHICLE LICENSE #, MAKE & MODEL:

- This cover sheet is to REMAIN WITH THE VEHICLE until it is ready to be returned to Enterprise.
- It is the responsibility of each operator/host to ensure this sheet is filled out for each incident.
- The last operator or host is responsible for submitting the package to NERV.

INCIDENT NAME	INCIDENT NUMBER (ex: OR-DEF-000146)	RESOURCE ORDER # (EM/OM/CM or AM on resource order)	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE (on resource order)	OPERATOR/GROUND SUPPORT PRINT NAME & SIGNATURE

☐ REQUIRED SUPPORTING DOCUMENTS TO INCLUDE IN THIS PACKAGE

- Resource Order(s) for EACH Incident (for vehicle – E#)
- Enterprise Rental Agreement (From Enterprise when vehicle is picked up)
- Copy of Inspection from Ground Support (Only if there was inspection done – not required)
- ALL Documentation of Damage (include pictures, damage report, accident report and contact names/numbers for all involved)

Questions? Call the NERV Help Line @- (505) 563-7860 or NERV@fs.fed.us

For additional copies of this sheet or guidance of this BPA visit the NERV website: <https://sites.google.com/a/firenet.gov/nerv/>

NERV PAYMENT COVER SHEET

Payment Cover Sheets No Returned!!

- To date over **1100 (32%)** of the Payment Cover Sheets have not been returned
- This causes additional workload for NERV with payments and claims
- EASTERN AREA = 29 Missing

NERV – DISPATCH FILL REPORT

Resource Order Fill Requirements

- To fill the Equipment Resource Order (E#) please include the following in the naming convention:
 - NERV_Make of Vehicle_ License Plate #
- Orders placed with Single Resource (O, C. or A.#) order must have NERV 4x4 authorized on resource order and may enter the following in documentation or travel:
 - NERV Rental, Make of vehicle & License Plate #

** Vehicles will not show reassignments on dispatch fill report.

**Vehicles remain on the Dispatch Fill Report until they are returned back to the vendor

NERV – DISPATCH FILL REPORT

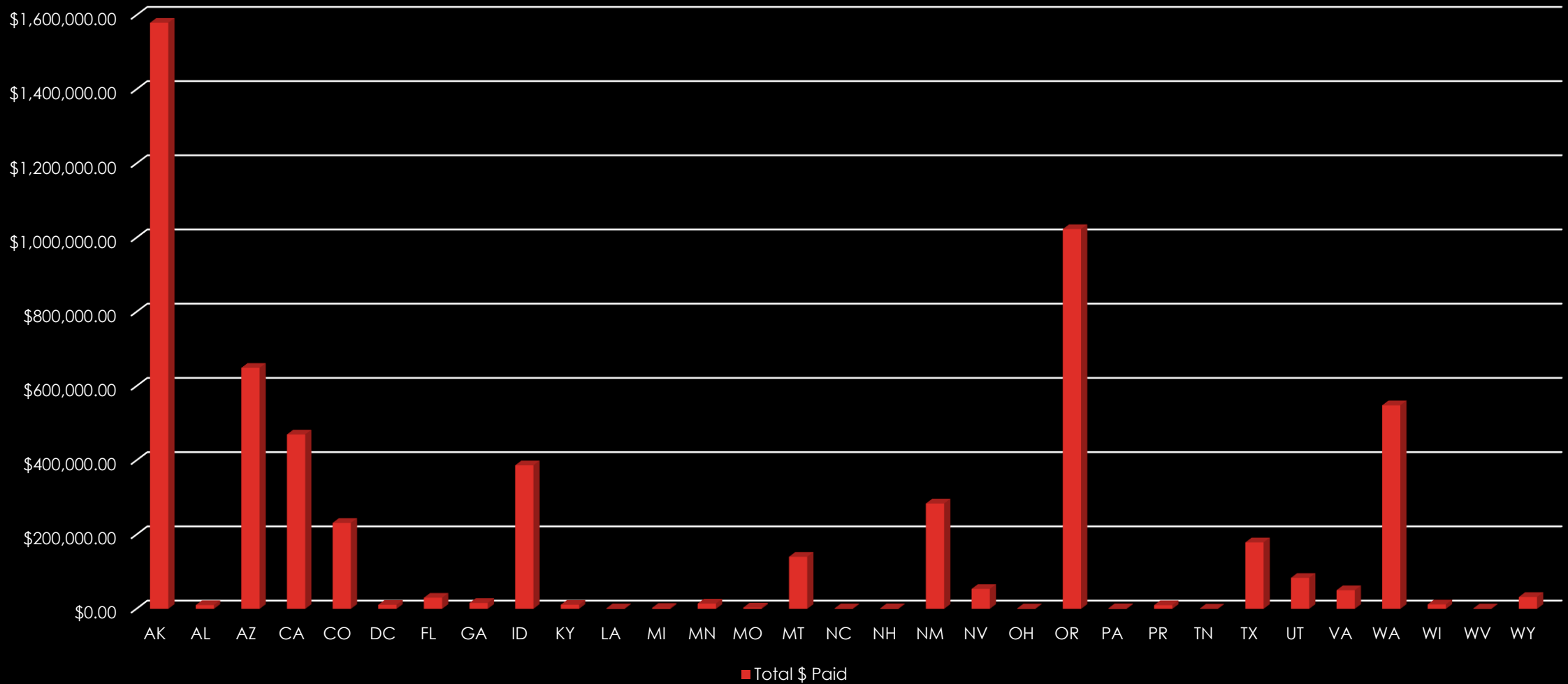
RA	Incident and Request	Check Out Date	Rental City	Rental State	Make	Model	Year	License Plate	License Plate State	VIN
5F0DT8	AZ-COF-000003 E-55	Apr 11, 2019	PHOENIX	AZ	FORD	F25C	2019	CH02146	AZ	1FT7W2BT0KEE56490
5F0G6C	AZ-COF-000003 E-55	Apr 11, 2019	PHOENIX	AZ	FORD	F25C	2019	CK91661	AZ	1FT7W2BT2KED76902
5BY5VK	KY-DBF-090058/O-2	Apr 4, 2019	LEXINGTON	KY	FORD	F25C	2018	ZLH7592	PA	1FT7W2B6XJEB91022
55KJ3K	KY-DBF-190041 O-1	Mar 19, 2019	WINCHESTER	KY	CHEV	SUB1	2018	741YXN	KY	1GNSCHKC5JR227582
5BH9JH	MO-MTF-190004 O-51	Apr 3, 2019	BRIDGETON	MO	FORD	F25C	2019	2CAU72	MO	1FT7W2BT8KED75169
56Q3FC	NM-R03-000001 E-2	Mar 22, 2019	ALBUQUERQUE	NM	FORD	F35C	2018	KSC5337	TX	1FT8W3BT2JEB91046
56PR18	NM-R03-000001 E-3	Mar 22, 2019	ALBUQUERQUE	NM	FORD	F25C	2018	KXG6511	TX	1FT7W2B68JEC60208

2019 IN REVIEW – FS PAID NATIONWIDE

Agency	Total \$ Paid	Total Vehicles/Invoices
Forest Service	\$3,733,292.52	2543
STATE	\$1,835,606.14	1074
FEMA	\$37,790.24	49
DOI - BIA	\$19,643.14	21
DOI - BLM	\$213,151.35	163
DOI - NPS	\$2,502.47	4
DOI - FWS	\$1,660.93	5
TOTAL	\$5,843,646.79	3859

2019 IN REVIEW – FS PAID NATIONWIDE

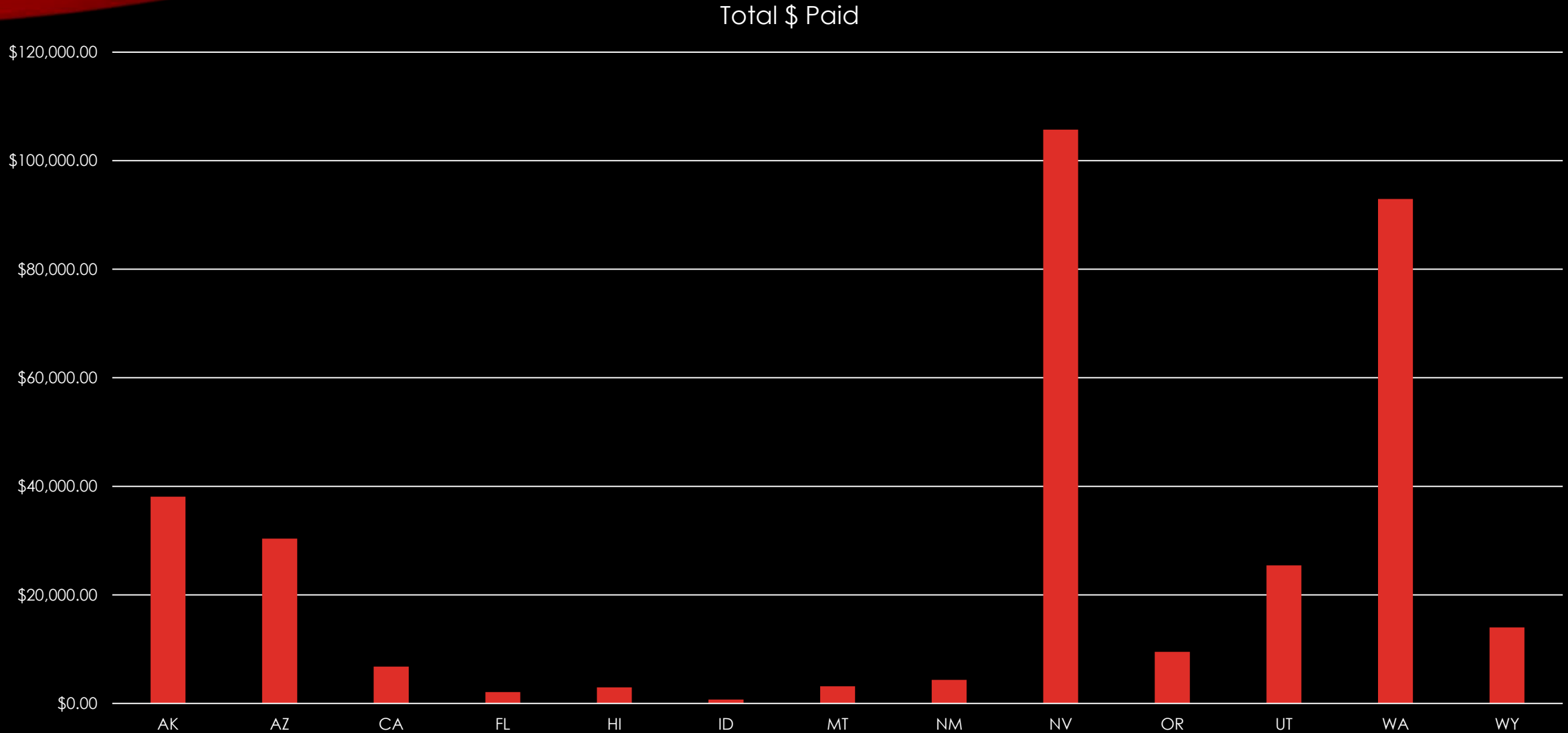
Total \$ Paid



2019 IN REVIEW – DOI PAID NATIONWIDE

Agency	Total \$ Paid	Total Vehicles/Invoices
BLM	\$205,684.03	173
BIA	\$115,325.68	92
NPS	\$11,702.62	12
FWS	\$3,397.25	6
DOI Total	\$336,109.58	283

2019 IN REVIEW – DOI PAID NATIONWIDE



NERV – COMMON Q & A

- Reassignments:
 - Do not inform vendor of reassignments
 - Every reassignment *MUST* be on NERV Payment Cover Sheet (even if it is remaining on the same incident)
 - Vehicles may be reassigned from incident to incident
 - Vehicles may be reassigned from one single resource to another (Ensure NERV is authorized on all resource orders)
 - Vehicles may be reassigned from a single resource (O,A,C#) to a pool/ground support vehicle. Ensure the vehicle is assigned a new E# for the incident
 - Do not return NERV Payment Cover Sheet and required documentation until the vehicle is being returned to the vendor

NERV – COMMON Q & A

- TIRES

- The host incident is responsible for replacing all damaged tires. A TIRE Replacement Guide is available on the NERV site.
- 10 Ply E Rated tires are ONLY guaranteed on HD pickups (3/4 ton and 1 ton)

- FUEL

- The operator or host incident is responsible for ensuring the vehicle is full of fuel at the time of return to Enterprise or it will be charged on the invoice
- Operators who put fuel on travel cards and claim the fuel on a travel voucher will need to put in “NERV rental provided” as justification

- Drop Off

- Once the vehicles have been picked up they may be driven and dropped off at any Enterprise within the US (LARGE Truck dropped off at Truck locations). There is a negotiated drop fee based on mileage. The cost will be added to the invoice.

NERV – COMMON Q & A

- Who May Drive the Vehicles
 - NO - CONTRACTORS/VENDORS
 - YES - Employee of the host agency (including AD's and rural department employees under O#'s)
 - **Some areas SOP for utilization may be different
- Mechanical Breakdown
 - If the breakdown is not the fault of the host/operator CALL ENTERPRISE. They will tow the vehicle and replace it (Note new vehicle info in documentation of resource order – no new E# is needed)
- Towing Ability
 - YES – You can tow a trailer within the vehicles rated towing capacity and operator is licensed per host agency requirements

NERV – COMMON Q & A

- Where Can the Vehicles be Taken
 - Once the vehicle is picked up it may be driven anywhere within the US.
- What Forms must be Filled Out for DAMAGE
 - The host agency of the incident will have forms for accident/damage reporting. I need copies of ALL forms as claims come to NERV to settle
- Oil Change Needed on Vehicle
 - Contact Enterprise and they will tell you the closest place to you to take the vehicle and will also pay for the cost of the service
- Who is Paying for the Rentals
 - NERV Personnel will process and reconcile each invoice. Renters should NOT ever be asked to give a credit card for a NERV rental.
 - Ordering Agency will pay for rentals.

QUESTIONS?



NERV – WEB SITE

- Lets go live!
- <https://sites.google.com/a/firenet.gov/nerv/>