



NERV STANDARD OPERATING PROCEDURES FOR THE GREAT BASIN

Date: 04/03/2019

To: Great Basin Geographic Area

Subject: 2019 Use of National Emergency Rental Vehicle Agreement

A National Emergency Rental Vehicle (NERV) Blanket Purchase Agreement (BPA) was awarded to Enterprise Holdings on June 14, 2018. This BPA was restricted to pilot geographic areas during the 2018 fire season. The Great Basin will be phased into the NERV agreement beginning May 1, 2019. The current Great Basin Rental Vehicle BPA will expire on April 30, 2019. All rentals needed after April 30 shall be made via the NERV process outlined below.

There are process differences between the NERV agreement and the GB Rental Car BPA. All renters and those reserving vehicles should be familiar with the processes outlined on the NERV website.

(<https://sites.google.com/a/firenet.gov/nerv/new-nerv-request>)

The NERV BPA may be used on incidents where:

1. The vehicle is anticipated to be traveling off road
2. The renter needs a Sport Utility Vehicle (SUV) or 4x4 Pickup to meet the needs of the assignment
3. The vehicle needed will be managed by a Ground Support unit and utilized by multiple resources
4. The renter is not self-sufficient or able to procure the vehicle needed for the assignment through an agency travel reservation system

Each vehicle rented through the NERV BPA must be requested electronically through the NERV website with a valid resource order. Vehicles obtained through the BPA will be paid by the appropriate incident agency and reconciled to each resource order associated with the rental. Fuel must be purchased by the traveler or through other means (i.e., contract fuel tender).

The Great Basin will utilize the following process for rentals:

- Regular government and state employees – will reserve their own vehicles via the NERV website.
 - They will be responsible to print and complete the NERV Payment coversheet located on the website and return the completed package (i.e., coversheet, resource orders, rental agreement, and claims documentation) to the NERV address listed on the coversheet after the rental has been returned to Enterprise.
 - Rental car information shall be communicated back to the employee's local dispatch center in order for the rental vehicle information to be entered into ROSS. See the following link for ROSS fill information:
<https://sites.google.com/a/firenet.gov/nerv/dispatch-fill-report>

- Casual employees and incident pool vehicles – will be reserved by the local dispatch center.
 - Dispatch will ensure rental drivers or Ground Support Unit personnel are provided a complete NERV Payment coversheet upon rental (one per vehicle).
 - The local dispatch center will be responsible for entering the rental vehicle information into ROSS. See the following link for ROSS fill information:
<https://sites.google.com/a/firenet.gov/nerv/dispatch-fill-report>.
 - The AD or incident Ground Support is responsible for returning the completed package (i.e., coversheet, resource orders, rental agreement and claims documentation) to the local dispatch center after the vehicle has been returned to Enterprise. The local dispatch center will ensure the package is complete prior to submitting it to the NERV address listed on the coversheet.

- Rental vehicles are considered accountable property and are to be treated as such. Drivers are responsible to ensure the vehicle is properly cared for and shall ensure the rental is returned to the vendor, clean and fueled, and all paperwork, including damage paperwork, is forwarded to the NERV Payment Center. Rental cars should be returned to the same facility where rented. Returns at alternate locations should be approved at the incident and the cost of returning to an alternate location should be considered in the approval.
- As outlined in the Great Basin Chapter 30 supplement to the NWCG Standards for Interagency Incident Business Management, Ground Support personnel shall maintain a log of users for pool vehicles. The log shall remain in the fire package upon demobilization and shall be available to the payment agency if requested.
- Damages to rental vehicles shall be documented via the appropriate vehicle accident or damage forms and other documentation/investigations/photos, and a copy given to the finance section or incident agency if no finance section is present. The finance section/incident agency will retain a copy of the documentation in the finance records and will notify the employee that the original paperwork will need to be forwarded to the NERV Payment Center with the required payment documentation.

In order to be successful in the attempt to provide a consistent rental car process, it is imperative that all Great Basin resources comply with the NERV processes and procedures outlined on the website.

Questions pertaining to the NERV process should be directed to the NERV Agreement Coordinator, Juanita Dixon at 541-419-5173, or NERV@fs.fed.us.



PAUL PETERSEN
Chair, Great Basin Coordinating Group