

CHAPTER 40 - EQUIPMENT / SUPPLIES

EQUIPMENT / SUPPLIES

All equipment and supply orders will follow established ordering procedures. Cache orders will be filled to meet timeframes specified, using the most economical service. All National Fire Equipment System (NFES) items are shipped ready for fire line use. See [National Interagency Mobilization Guide](#)

• EQUIPMENT/SUPPLIES MOBILIZATION

All equipment requests will be processed using ROSS. Requests for supplies and equipment will be ordered in two specific categories: “E” for Equipment and “S” for Supplies.

Examples of Equipment resources are:

- National Contract Mobile Food Services - Caterers
- National Contract Mobile Shower Facilities
- Rolling Stock - engines, water tenders, dozers, etc.

Supplies are identified as materials or goods not defined in any other resource category.

Example of Supplies are:

- NFES items
- Mobile Cache Vans
- Local Purchases
- Services

• EQUIPMENT/SUPPLIES DEMOBILIZATION

When demobilizing contracted equipment, vendors awarded IBPAs as a result of competitive solicitations should be given priority to remain on the incident over resources with Incident Only agreements, unless the IC determines it necessary to deviate based on a specific incident need or objective.

• NATIONAL INTERAGENCY SUPPORT CACHE (NISC) ORDERING PROCEDURES

See [National Interagency Mobilization Guide](#)

- **NFES Items In Short Supply** See [National Interagency Mobilization Guide](#)

Recognized categories of supplies for return and accounting purposes include trackable, durable and consumable.

- **Trackable**

Items with high dollar value, sensitive property classification, limited availability, or other criteria set by each NISC. Trackable items are usually engraved or tagged with a cache identification number and must be returned to the issuing cache at the end of the incident use, or documentation provided to the issuing cache as to why it was not returned.

If the equipment is not operating in a satisfactory manner, a repair tag is to be affixed to the equipment with possible cause of the problem identified. The expectation of accountability is 100 percent.

- **Durable**

Items considered having a useful life expectancy greater than one incident. Durable items in usable condition or economically repairable should be returned. Acceptable loss rates for the following durable goods have been established:

- 10% for water handling accessories, helicopter accessories, tents, and camp items (heaters, lights, lanterns, tables, chairs, etc.)

- 20% for hose, tools, backpack pumps, sleeping bags, pads, etc.
- 30% for personal protective equipment
- **Consumable**
Items normally expected to be consumed during a single incident. Examples include: batteries, plastic canteens, cubitainers, forms, MRE's, fusees, petroleum products, and medical supplies. **Do not return used consumables.**
- **Field Office Replenishment During Fire Season**
Agency dispatch centers will use ROSS to place restock orders to GBK. Restock orders must be the result of fire management activities and have the appropriate financial code. Miscellaneous "ABC" fires may be consolidated for ordering purposes to facilitate unit and cache procedures. Resource orders must be submitted no later than 30 days after fire closeout. The cache will make every effort to fill all restock orders prior to the end of each calendar year; however, back orders for cache restock will be canceled at the end of the calendar year. This will allow for close-out of incident specific fiscal charges.
- **Field Office Replenishment Outside Of Fire Season**
Whenever possible, local units must order directly from DLS for those items stocked in the Federal Supply System. All other items will be ordered directly from suppliers unless individual agency instructions prevail.
- **Incident Replacement Of NFES Items**
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.

Authorized IMT members and/or host unit agency officials may approve 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 NISC (i.e., the NISC with primary responsibility to support the incident). Approval of replacement requests are based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

- If local policy allows for direct ordering between incidents and NISCs, request numbers should be assigned to Incident Replacement Requisitions by incident personnel and the requisitions placed directly with the servicing NISC. A block of request numbers from S-100,000 to S-199,999 is reserved for "incident-to-cache" ordering.
- For replacement of NFES items not carried by the NISC responsible for supporting the incident, replacement must be authorized using the *Incident Replacement Requisition (OF-315)*, and should be accomplished by ordering the item from Defense Logistics Agency (DLA) or approved vendor.
- Notify NISC personnel that a ROSS order represents an incident replacement, the ROSS user should enter the words "Incident Replacement Requisition" in the ROSS "Special Needs" field of each replacement request.
- The Incident Replacement Requisition form, with preassigned request numbers within the "incident to cache" block (S-100,000 to 199,999), will be faxed to the servicing NISC for processing. NISC personnel are required to enter any supply request in ICBS. The request numbers must fall within this range of "incident-to-cache" request number blocks that are set aside for this purpose. Also, no request numbers in this range can be entered in ROSS.
- If a resource was unable to get an Incident Replacement Requisition signed or submitted prior to leaving an incident, the form should be filled out and sent to the incident dispatch office for

request number assignment, approval and placement with the servicing NISC.

- Completed forms may be taken back to the requestor's home unit and submitted to their Geographic Area NISC for processing.
- Replacement orders should be placed within 30 days of control of the incident, and before the end of the calendar year ordering cut-off in mid-December.

NISCs may only fill requests for NFES items. For this reason, requests for non-NFES items should be recorded on a separate Incident Replacement Requisition for processing by a home unit, and not placed with a NISC. Refer to the Interagency Incident Business Management Handbook, Chapter 30, for procedures dealing with replacement of non-NFES supplies and equipment.

○ **Incident To Incident Transfer Of Equipment And Supplies**

Transfer of supplies between incidents is not encouraged due to the increased possibility of accountability errors. However, in special instances, when determined to be economically and operationally feasible and advantageous, the following must be accomplished by the SPUL from the incident that is releasing the items.

Documentation will be completed on the Interagency Incident Waybill (NFES 001472) and must include the following:

- NFES number
- Quantity
- Unit of issue
- Description
- Property number, if item is trackable
- Receiving incident name, incident number and resource request number

The SPUL will send the waybill transfer information to the servicing NISC to maintain proper accountability.

○ **Great Basin Cache Procedures (GBK)**

GBK is the primary NISC for all Great Basin units. Dispatch centers within the Great Basin can place orders for NFES items directly with GBK.

GBK will process orders in the following priority:

- Initial attack
- Extended attack
- Restock of local caches

Orders should be consolidated and prioritized by ordering offices. Expanded dispatch organizations should consider placing consolidated orders to GBK **2 times per day** to assist GBK workload. Priority/critical requests, primarily to meet an extreme need, should be noted on the resource order in "Special Needs", or fax cover sheet.

Orders will be sent to GBK via ROSS, hard copy, or fax at **(208) 387-5573/5548**.

All supply ordering questions should be directed to **GBK Supply Office at (208) 387-5104**.

Phone notification of all NFES supply orders placed with GBK via fax or ROSS is essential

to ensure receipt and timely processing.

Resource order requests that GBK are unable to fill will be forwarded by GBK to the closest National Interagency Support Cache (NISC). Requested items may be replaced with a suitable NFES substitute, cancelled, or filled locally.

Resource orders to GBK shall include:

- Incident/Project Name, Order Number, and Fire Code or complete BLM FBMS financial code for non-suppression orders. All USFS financial codes require an override code.
- Complete billing and shipping address with the zip code should be include in the “Ship To:” box in ROSS, ***no P.O. Boxes will be used for shipping.***
- Incident Base phone number, jurisdiction or agency and ordering office.
- Request number, realistic date and time needed.
- Correct unit of issue (ordered by standard pack when practical), NFES number and description of item as identified in the NFES Catalog.
- Delivery instructions and mode of transportation preferred. If there is not a physical address associated with the delivery point (i.e., ICP, Helibase, etc.), driving instructions and/or a map may be required.

○ **Great Basin Incident Ordering**

Great Basin dispatch centers, expanded dispatch organizations may order directly to GBK for NFES supply items. GBK will retain responsibility for tracking and accounting of supplies that are sent to these incidents, through incident summary reports at GBK. The appropriate BLM FBMS financial code must be assigned by the ordering dispatch center before GBK can process these orders.

▪ **Incident to GBK orders:**

Type 1, 2 and Type 3 IMTs, may order directly to GBK using ROSS and the established dispatching ordering procedures with prior approval from the agency administrator and/or local center manager.

A block of “S” numbers from the “incident-to-cache” section (S-100,000 to S-199,999) will be assigned by the incident so GBK can initiate the order in ICBS. For long duration incidents, coordination between transitioning IMTs must take place to ensure “S” number duplication is avoided.

▪ **Incident to Local Dispatch orders:**

The host unit dispatch will initiate the “S” numbers between S-1 and S-99,999 in ROSS. NFES supply orders will be sent through ROSS and the ROSS/ICBS interface will push the orders through to GBK for processing.

○ **Great Basin Cache Restock Orders**

Restock orders are established to replenish local cache stocks. Issuing, tracking and accounting of these items will be the responsibility of the ordering unit. A financial code specific to the ordering unit will be used throughout the fiscal year for these types of orders.

At Great Basin preparedness levels 4 and 5, GBK may, in concurrence with GBCC Center Manager, discontinue filling orders other than those directly related to emergency incident support.

If an incident moves the Incident Command Post (ICP) or Base Camp, GBK must be notified immediately and provided new driving directions and/or map, as well as an incident phone number to facilitate timely planning and delivery.

- **Great Basin Cache Return Procedures**

Cache item returns should be made in the most expeditious manner available based on cost. Timely returns increase the logistical capabilities of the cache.

GBK will process returns for NFES items and credit the appropriate incident. Returns for credit should be received within 30 days after the control date of an incident.

All NFES items must be identified with the following information:

- The returning agency and/or office name.
- Incident name and Incident Number to ensure credit is applied appropriately.
- Use of the *OF-316 Interagency Incident Waybill* (NFES 001472) will be utilized.
- Returns for credit to specific project accounts will be accomplished within the same calendar year that items were issued.
- Items returned after the calendar year of issue will be credited to the agency's multiple fire account, unless accompanied by documentation of issue to specific project accounts.
- Items returned after the calendar year will affect fire loss/use reporting.
- Reports may be requested from GBK to assist in identifying outstanding supplies for return.
- Hazardous material shipping regulations are to be strictly enforced when returning hazmat items to GBK. See NFES Catalog section Hazmat Shipping Guide.
- Recycling is the responsibility of the incident or host agency and is strongly encouraged.
- Medical waste must be transported to a licensed facility for proper disposal.
Do not return medical waste to GBK.

- **Property Return Procedures For Local Purchase**

Supplies and equipment ordered with suppression funds will be returned to the ordering unit at the end of the incident. Local purchased property may be dispersed in the following ways:

- Items meeting NFES standards will be returned to the local cache or servicing NISC for re-use within the fire supply system.
- Items NOT meeting NFES standards will be purchased with project funds by the local unit.
- Items will be delivered to the unit's excess property program for disposal.

- **Incident Summary And Loss Use Report**

The Incident Summary and Loss Use report is provided to agency administrators, Type 1 and Type 2 IMTs regarding NFES supply item use for all Type 1 and 2 incidents. This form has been accepted by the NWCG as a tracking mechanism for all wildland fire by the interagency community. Guidelines and procedures for this accountability are provided in the Interagency Incident Business Management Handbook, Chapter 30.

These reports are compiled by the NISC and are forwarded to the responsible Agency Administrator by December 1st. The responsible Agency Administrator reviews the report and recommends appropriate follow-up action if losses are excessive. Such actions are documented and filed with the final incident records. The reports may not include late returns which could affect year end fire loss/use calculations.

The loss tolerance use rate is defined as all property and supplies lost, damaged or consumed on an incident. This rate is reported as a percentage that is calculated from the total dollar amount for items issued compared to items returned. The reasonable anticipated fire loss use rate is 15 percent for trackable and durable items only. Consumable items are not included in this total.

- **Great Basin Mobile Cache Support Van**

There are two different configurations of cache vans within the Great Basin. The National Standard NFES **002069** provides the minimum standard of supplies and equipment identified in the cache catalog. The Great Basin Cache Van NFES **008667**, is a supplemented inventory designed to meet the initial support and incident base needs of Type 2 or larger incidents for one to two operational periods within the Great Basin.

Cache vans are not intended to be an all-inclusive tactical resource, or to be used in multiple initial or extended attack situations. If a cache van is available and deemed to be a necessary resource for tactical requirements in other situations, discussion and negotiation may take place between the unit FMO and GBCC for possible assignment.

- **GBK Ordering Procedures**

Great Basin Cache Vans should be ordered as NFES **008667** on a Supply resource order in ROSS. All trailer electrical systems will be 12 volt with standard ICC 7 prong plug configuration and wired to DOT standards.

All cache van commitments require a Supply resource order to be placed by the local dispatch to GBK. Units with vans prepositioned at their location will fill incident requests with that prepositioned van, noting the location mobilized from and/or the cache van number under the resource requested (i.e., NFES **008667**, Winnemucca, GBK-20) in ROSS.

Receipt of the resource order for the cache van from the local dispatch center enables GBK to commit the van and issue the contents and their value to the appropriate incident, to begin the back-fill process of another prepositioned van to the correct location.

When determining date and time needed, ensure that appropriate lead time is considered to allow team personnel or an agency representative to be in place at the delivery point to unload the contents.

If GBK is unable to fill an order for a cache van, GBK will forward the order to the nearest NISC that is able to fill the request.

When the cache van arrives at the incident, it should be unloaded in anticipation of retrieval by GBK. For planning purposes, IMTs can anticipate that GBK will retrieve a committed GBK cache van within 24-36 hours of commitment. Any deviation from this procedure must be negotiated in advance with GBK.

- **Replacement of GBK Cache Vans**

Replacement of committed GBK prepositioned cache vans will be automatically performed by GBK. **A resource order is NOT required for replacement vans.** Vans will be prepositioned at the same location from which the dispatch was made, unless GBCC requests a different location.

Costs for the movement of the cache van from its assigned location to the incident, to GBK for rebuild and back to its assigned location will be charged to the incident that originally ordered the movement of the van.

GREAT BASIN MOBILE CACHE SUPPORT VAN LOCATIONS

State	Location	Number	Size	Type
IDAHO	GBK - Boise	2		Great Basin
	Salmon	1		Great Basin
	Idaho Falls	1		Great Basin
NEVADA	Winnemucca	1		Great Basin
	Reno	1	150	Local
	Carson City	1		Great Basin
	Elko	1		Great Basin
	Ely	1		Great Basin
	Las Vegas	1		Great Basin
UTAH	Moab	1		Great Basin
	Salt Lake City	1		Great Basin
	Richfield	1		Great Basin

- NATIONAL INCIDENT RADIO SUPPORT CACHE**

See [National Incident Radio Support Cache User's Guide](#) (NFES 000968), or the [NWCG National Fire Equipment System Catalogs](#): Part 1: Fire Supplies and Equipment (NFES 000362), Incident Communications Section.

Resource order requests for NIRSC resources, which include all **NFES 004000 series**, will be placed to GBCC and forwarded to NICC.

Resource orders to NIRSC shall include:

Incident/Project Name, Order Number, and Fire Code or complete BLM FBMS financial code for non-suppression orders. All USFS financial codes require an override code.

Complete billing and shipping address with the zip code should be include in the "Ship To:" box in ROSS, **no P.O. Boxes will be used for shipping.**

Incident Base Phone Number, Jurisdiction/Agency and Ordering Office.

NFES number and description of item as identified in the NFES Catalog.

A realistic date and time needed.

Delivery instructions and mode of transportation preferred. If there is not a physical address associated with the delivery point (i.e., ICP, Helibase, etc.), driving instructions and/or a map may be required.

The contact name and telephone number of the Communication Technician who will be receiving the order.

- **ALL NFES 004000 Series Communications Equipment**

All 004000 series must be returned to NIRSC at the National Interagency Fire Center as soon as an incident or the requirement has ended.

Before sealing the kit boxes ensure the contents will not be damaged in transit. Damages will be charged to the incident.

Accountable property reports are included in the communications kits and should be used as necessary to report lost or damaged equipment.

- **SMOKE PARTICULATE MONITORING KITS**

- NFES # 005840 - E-Samplers and NFES # 005841 – EBAMs**

These kits are available for deployment to wildland incidents and prescribed burns upon request from appropriate federal/state agencies and must have an appropriate USFS financial code. These kits are housed and maintained at the Rocky Mountain Interagency Support Cache (RMK) in Lakewood, CO. A National Smoke Monitor Coordinator will be available for technical support throughout the year.

For a complete list of kit components, refer to the NWCG Fire Supplies and Equipment Catalog, Part 1, NFES 0362

(http://www.nwcg.gov/sites/default/files/publications/NFES-Catalog-May-16-2016_1.pdf)

For technical support contact information and program history, refer to the National Smoke Monitoring Program (<http://smokemonitorcache.blogspot.com/p/blog-page.html>)

The E-Sampler Kits (NFES #005840) are designed to be used with no or limited modification. A limited number of EBAM kits (NFES #005841) are available for qualified users. EBAM kits require a significant amount of additional maintenance and calibration and should only be requisitioned by experienced personnel. The National Smoke Monitor Coordinator must be contacted at 720-347-5565 prior to placing an order for an EBAM kit.

- **Ordering Process**

Smoke monitor kits should be ordered as a Supply Request. Requests will be placed to GBCC for placement to the Rocky Mountain Area Coordination Center (RMACC) through established ordering channels. Each order must include an appropriate USFS financial code, complete physical shipping address, and receiving incident phone number.

Subject to kit availability, weekday orders processed by 1400 MT will be shipped that afternoon Next Day Air. Weekend orders processed prior to 1100 on Saturday can expect arrival on Monday; after 1100 Saturday expect arrival on Tuesday. In certain circumstances, arrangements can be made for expedited shipping after these general cut-off times. Contact RMK at 303-202-4940 if this is necessary.

- **Smoke Monitor Demobilization**

To maintain quality measurements and availability of monitors for the field, each kit will be returned to RMK for rehabilitation immediately after each assignment. Smoke monitor kits should not be reassigned unless pre-approved by the National Smoke Monitor Coordinator.

The incident or unit charged with custody of the smoke monitor kit is responsible for a complete inventory of that equipment upon return from the incident. NISMSC kits should be packed properly in their shipping cases and returned promptly to RMK. Do not stockpile kits. Incidents are responsible for ensuring all smoke monitor kits are returned or accounted for on a Property Loss Statement.

Return Shipping Address:
Rocky Mountain Interagency Support Cache
Denver Federal Center, BLDG 810, Door N27
Lakewood, CO 80225
303-202-4940

- **INCIDENT REMOTE AUTOMATIC WEATHER STATIONS (IRAWS) NFES 005869**
See [National Interagency Mobilization Guide](#)
- **NATIONAL CONTRACT MOBILE FOOD SERVICES AND NATIONAL CONTRACT MOBILE SHOWER FACILITIES** See [National Interagency Mobilization Guide](#)
- **ENGINES AND WATER TENDERS.** See [National Interagency Mobilization Guide](#)

The following principles and guidelines are set forth to establish some consistency within the Great Basin with regard to the hiring, dispatching and use of engines and water tenders. These principles and guidelines are established with the following objectives:

- Promote the use of closest forces, whenever possible.
- Promote the cost effective use of federal, state and private vendor resources.
- Preseason awarded contracts and local unit inspections are accomplished in order to facilitate efficient use of private resources during fire season.

The guiding principle in dispatching engines and water tenders to an incident is the use of the closest forces concept and/or DPL lists for the dispatch center. If federal, state, county, and cooperators have been exhausted within a local dispatch area, private equipment may be ordered using DPL or Incident only EERA.

When hiring private equipment for federal incidents, the local DPL will be used. Once the local DPL is exhausted the unit may request from the neighboring dispatch centers or send the order to GBCC via ROSS. A qualified Contracting Officer may sign up equipment that meets the specifications and inspection requirements if desired, at any time.

State incidents have varying procedures and authorities for hiring private equipment and do not have to follow the VIPR DPLs. Buying Teams involved in hiring equipment for state incidents are encouraged to consult agency-specific guides with appropriate state personnel prior to hiring.

- **INCIDENT SERVICE AND SUPPLY PLAN**

An updated service and supply plan should be available for each dispatch center to provide for fire readiness. Multiple copies should be available for local dispatch center, the expanded dispatch and incoming Buying Teams. Every effort should be expended to ensure that the maximum numbers of vendors with the appropriate types of equipment and services are identified in the DPL and incident only EERAs for the local dispatch area. See the [Interagency Incident Business Management Handbook](#) section 20, for specific documents to be included in the service and supply plan.

- **ORDERING COMPETITIVELY SOLICITED EQUIPMENT**

Dispatch priority for contracted resources does not preclude the government from using any agency owned or agency (federal, state, or local) cooperator resources for initial attack, extended attack and large fire support before mobilizing contracted resources under agreement. Agency owned and/or cooperator resources may be requested at any time.

All requests for contract equipment hired from Competitive Solicitation Templates will be statused in ROSS and ordered utilizing the best value dispatch priority listing (DPL) for each equipment type. The

first resource on the DPL that is available will be ordered. Upon release the resource will return to the original place on the DPL. No other rotations will be used. Each dispatch center should be provided a DPL by the Contracting Officer for that competitively solicited equipment. The specifications for that agreement will be adhered to in full.

The use of vendors and/or equipment who arrive at incidents without being ordered should be discouraged. Some situations may dictate the use of this resource to meet an immediate need. However, these resources should be replaced as soon as practical with equipment provided through established dispatch and hiring process using DPL.

DPL, IBPA and Incident Only EERA contracted resources **SHALL NOT BE HELD AS CONTINGENCY** unless ordered and placed under hire.

IBPA equipment that has been competitively bid may be used to fill severity requests normally at 75% of the work rate.

- **INCIDENT ONLY AGREEMENTS**

Incident Only Agreements are not on a national template or dispatch priority list. Resources will be hired and ordered using the established rates in the Great Basin Chapter 20 supplement of the Interagency Incident Business Management Handbook.

After local DPLs are exhausted, dispatch may order from neighbors or hire an incident only EERA. It is recommended that existing IBPAs be utilized over incident only, if date and time needed can be met. Once local DPL resources and IBPA commercial hire resources are exhausted, ALL resource requests will then be placed through established dispatch channels.

When hiring with “Fill with Agreement”, an “agency identifier” will be used, designating the state and private ownership (e.g. NV-PRI), this will serve to identify the resource as privately owned equipment rather than an agency resource.

- **SPECIALIZED EQUIPMENT AND SUPPLY PERSONNEL**

- **Cache Demobilization Specialist (CDSP)**

A CDSP will assist in the return of supplies, and provide advice in the handling of sensitive items and hazardous materials. Use of this position can help reduce costs associated with sorting and marking supplies, with documentation and to place supplies in an available status quickly. CDSP is recommended on all incidents with more than 500 personnel at full mobilization.

CDSP may be ordered by the IMT or local cache unit. The CDSP will report to the Logistics Section Chief or unit Fire Management Officer. A CDSP should be in place at the incident a minimum of 2 days prior to the demobilization date. However, they can be requested at any time to assist in the return of supplies, as needed.

- **Contract Equipment Specialist**

The Fire Contract Equipment Administrator (FCEA) works directly with the Intermountain Regional Fire Equipment Contracting Officer and all other Contracting Officers associated with IBPAs under an interagency agreement from the Great Basin Coordinating Group.

The FCEA duties include the following:

- Provides fire contracting support within the Great Basin including Forest Service, Intermountain Region 4, and Bureau of Land Management, Idaho, Nevada, and Utah.
- Coordinates and/or conducts inspections and reviews of contractor equipment, and personnel qualifications ensuring compliance to contracts and NWCG standards.

- Performs site visits after coordinating with local dispatch centers and fire management personnel to identify and evaluate contractor performance or other issues conducting formal and informal communications with GBMAC group, State FMOs, IMTs or local Fire Management officials.
 - Serves as a point of contact for the Incident Contract Project Inspector (ICPI) and affected Contracting Officers dealing with contract compliance issues. Provides Contracting Officer with proper documentation and coordinates corrective actions with Contractor and IMT.
 - Acts as representative for the Great Basin in national policy and procedural discussions as it relates to fire equipment and contract training.
 - Will follow up with local FMOs and IMTs providing written feedback regarding site visits addressing specific issues and recommendations.
- **Incident Contract Project Inspector (ICPI)**
ICPIs may be ordered to provide support to the local unit and IMT with inspections and documentation of contracted resources. ICPI will work closely with Operations, Logistics, Finance and the local unit conducting contract compliance inspections. ICPIs coordinate actions with the IMT, Contracting Officers and/or the Regional Fire Contract Equipment Administrator on non-compliance issues.
- **GREAT BASIN SPECIALIZED EQUIPMENT AND SUPPLIES**
 - **ATV / UTV Guidance For Use And Ordering**
All-Terrain/Utility Task Vehicles will be ordered through normal dispatch procedures upon approval by the IC or Safety Officer (SOF). Crews, Overhead or other personnel who arrive at an incident with an ATV or UTV should have the equipment documented on an initial Resource Order. If there is not proper documentation, and the incident wishes to operate the equipment, permission must be obtained from the IC or SOF and the equipment must be placed on a Resource Order, either in documentation or through a Support Request. It is at the discretion of the IMT or IC as to whether or not the equipment should be inspected prior to use.

ATV or UTV equipment that incurs damages on incidents without proper order/documentation from the incident is not covered by the incident and the home unit is responsible for costs.

Operation personnel requesting ATV or UTV equipment should consider the mission requirements in order to meet the needs of the incident. The Great Basin ATV/UTV Order Form will be utilized for all ATV/UTV rental requests. The order form can be found at:
<http://gacc.nifc.gov/gbcc/business.php>.

Incomplete order forms will not be accepted and the order will not be placed until the form is completed by the ordering unit.

Inspections of ATV/UTV's will be completed utilizing the Great Basin ATV/UTV Inspection form found at <http://gacc.nifc.gov/gbcc/business.php>.

Damages will be documented on form OF-289 with Great Basin Attachment along with the following procedures. The OF/289 and attachment can be found at
<http://gacc.nifc.gov/gbcc/business.php>.
 - **Great Basin Portable Camps**
Two 100-person camps are stored in McCall, Idaho, and pre-rigged for aerial delivery upon request.

These camps can be airborne within two (2) hours of receiving the order utilizing the McCall Smokejumpers.

The camps are designed to facilitate the initial set-up of a remote camp and support 100 firefighters for the first shift. Firefighting equipment and supplies, such as tools, food, and water are not included and must be ordered separately.

- **Hand Held Infrared Systems**

Hand held infrared equipment and operators can be ordered through normal dispatch channels utilizing and Equipment and Overhead resource order. Many units require trained personnel to accompany the infrared equipment off unit. Ordering dispatch centers will need to coordinate with the sending unit to ensure qualified personnel to operate infrared equipment.

HAND HELD INFRARED EQUIPMENT	DISPATCH
Probeye with Operator (1) - USFS	Boise Dispatch
EV's with operator (2) - USFS	Boise Dispatch
Inframetrics with operator (1) - USFS	Boise Dispatch
Xedar 410 with Operator - BLM	Boise Dispatch
Xedar 410 with Operator - USFS	Payette Dispatch
Western Censor Palm IR 250 (50mm lens) with Operator - USFS	Payette Dispatch
Western Censor Palm IR 250 (75mm lens) with Operator - USFS	Payette Dispatch

- **Great Basin Mobilization Centers**

There are two primary Mobilization Centers (MC) identified in the Great Basin, the Boise Mob Center and the Salt Lake Mob Center. Any local dispatch center, coordination center or the NICC may request the activation of a MC for moving overhead and/or crews inside and/or outside of the Great Basin. The requesting center will place a Supply Order as "Service-Mob Center" and will include the appropriate incident management code (FS and BLM) following standard dispatch ordering procedures and channels. The host center will generate an incident (i.e. Boise Mob Center) with an incident type of Preparedness/Preposition. All associated ordering for that Mob Center will be completed on this incident.

The local center manager may activate their local MC based on movement of resources within their jurisdiction. In this case, the local unit will initiate the appropriate supply order and provide supporting management codes as necessary.

The local center manager will coordinate with the Mob Center Manager or Staging Area Manager to order supplies and fill staffing needs according to the local operations plan. The mob center will not assume the responsibilities for screening and outfitting of resources (i.e., boots, gloves, etc.) as this is the responsibility of the sending unit.

Units activating and utilizing the MC will need to review and comply with the MC Mobilization Operating Plan including timely notification and communication with the local dispatch center manager and/or the Mob Center/Staging area manager for coordination efforts.

- **Mobilization Center Operations**

Each mobilization center is unique with the lay out and number of personnel it can support at any given time.

The requesting unit will coordinate with the MC and GBCC to provide specific information as to the number and type of personnel in transit, arrival/departure information, and support services requested. This could include requests for ground transportation to the incident, hand tools, PPE, chain saws, etc.

MCs will not automatically arrange transportation and tooling to or from an incident without a resource order. This needs to be coordinated between the sending and receiving units.

Crews requiring air transit are requested to arrive at the MC fully equipped with personal gear, PPE and double lunch by the home unit at a specific time no more than six (6) hours prior to, and not less than three (3) hours prior to scheduled departure when traveling by air. If crews require lunches or meals prior to departure, the MC requires six (6) hours notification.

- **Boise Mobilization Center Notification**

Boise dispatch Center Manager will be notified a minimum of 6 hours prior to the arrival of personnel, crews, and aircraft including notification of arrival and departure times.

- **Salt Lake City Mobilization Center Notification**

Northern Utah Center Manager will be notified a minimum of 48 hours prior to the arrival of personnel, crews, and aircraft including notification of arrival and departure times.

- **DEMOBILIZATION**

Orderly flow of personnel and resources from the incident to the place of origin must follow the reverse order of mobilization and remain within established communication channels. Emphasis will be placed on having personnel home no later than 2200 local time during all demobilization. It must be recognized that occasionally the availability of large transport aircraft will dictate the time frames of the demobilization of resources.

Local dispatch centers will work with GBCC to establish priorities for releases. Demobilization information shall specify the last days off, and how many days left, before end of commitment and final demobilization. GBCC will coordinate and facilitate reassignments as resources become available.

If a resource is released for disciplinary reasons, no reassignment will be considered. The home unit and GBCC will be informed of disciplinary action and documentation will be provided.

The local unit or IC will complete performance evaluations for all sub-standard performances based on qualification levels or the ability to do the job for suppression/support resources. These evaluations shall be immediately filled out and sent to the local line officer and forwarded to GBCC. GBCC will forward a copy to the Great Basin Operations Committee and to the responsible agency representative.

- **STAGING AREAS AND MANAGEMENT**

Staging areas are a pre-assigned location or at an incident, where resources can be placed while awaiting a tactical assignment. The resource is available, on duty and expected to mobilize within 15 minutes.

Staging Areas managed by IMTs are assigned to the team, within the IMT Operations Section.

Staging Areas assigned by local units or GBCC are managed by the local center manager or staging area manager.

Resources assigned to the Mob Center or Staging Areas are guaranteed 8 hours of time daily. They may be requested to work a longer day depending on need or fire weather forecast. See Interagency Incident Business Management Handbook for information on duty day regulations.

- **COST SHARE**

Agencies should consider entering into cost share agreements for support units such as Mobilization Centers and Staging Areas when appropriate.

- **AERIAL DELIVERY OF EQUIPMENT/SUPPLIES**

The McCall (USFS) and Great Basin (BLM) Smokejumper bases are capable of delivering nearly all types of equipment. Special requests can usually be airborne within several hours. Many items, such as chainsaws, pumps, hose, and fuel, are pre-rigged and ready for immediate dispatch.

Other cargo delivery needs can be met by moving the cargo aircraft, equipped with cargo rigging materials, chutes, and cargo kicking crew to any location with a suitable runway. The cargo can then be rigged and loaded on the aircraft for delivery. McCall Smokejumpers operate 2 Twin Otters with 2500-3500 lb. capacity. Great Basin Smokejumpers operate 3 Twin Otters with a 2500-3500 lb. capacity.

To order aerial delivery, an Aircraft request will be created in ROSS and sent to GBCC for processing. GBCC will coordinate with the available smokejumper resources for delivery.