

## 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 IROC. 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.

All efforts should be made to fill equipment requests with federal and state personnel/equipment first, followed by cooperators, then contractors.

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.

1       ▪ **Durable**

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

- 5       • 10% for water handling accessories, helicopter accessories, tents, and camp items  
6       (heaters, lights, lanterns, tables, chairs, etc.)
- 7
- 8       • 20% for hose, tools, backpack pumps, sleeping bags, pads, etc.
- 9
- 10      • 30% for personal protective equipment

11      ▪ **Consumable**

12      Items normally expected to be consumed during a single incident. Examples include: batteries,  
13      plastic canteens, cubitainers, forms, MRE's, fuses, petroleum products, and medical supplies.

14      **Do not return used consumables.**

15

16      ○ **Replenishment During Fire Season**

17      Agency dispatch centers will use IROC to place restock orders to GBK. Restock orders must be  
18      the result of fire management activities and have the appropriate financial code. Miscellaneous  
19      "ABCD" fires may be consolidated for ordering purposes to facilitate unit and cache procedures.  
20      Resource orders must be submitted no later than 30 days after fire closeout. The cache will make  
21      every effort to fill all restock orders prior to the end of each calendar year; however, back orders for  
22      cache restock will be canceled at the end of the calendar year. This will allow for close-out of  
23      incident specific fiscal charges.

24

25      ○ **Replenishment Outside of Fire Season**

26      Whenever possible, local units must order directly from DLA for those items stocked in the Federal  
27      Supply System. All other items will be ordered directly from suppliers unless individual agency  
28      instructions prevail.

29

30      ○ **Incident Replacement of NFES Items**

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

33

34      Authorized IMT members and/or host unit agency officials may approve replacement of items at  
35      the incident if available, or by approving an Incident Replacement Requisition; OF-315 / NFES  
36      001300 for replacement of NFES items by the incident's servicing NISC (i.e., the NISC with primary  
37      responsibility to support the incident). Approval of replacement requests are based on Engine  
38      Accountability sheets or other fire equipment inventory documents approved by the requesting  
39      resource's home unit.

- 40
- 41      ▪ If local policy allows for direct ordering between incidents and NISCs, request numbers should  
42      be assigned to Incident Replacement Requisitions by incident personnel and the requisitions  
43      placed directly with the servicing NISC. A block of request numbers from S-100,000 to S-  
44      199,999 is reserved for "incident-to-cache" ordering.
- 45      ▪ For replacement of NFES items not carried by the NISC responsible for supporting the incident,  
46      replacement must be authorized using the *Incident Replacement Requisition (OF-315)* and  
47      should be accomplished by ordering the item from Defense Logistics Agency (DLA) or  
48      approved vendor.
- 49      ▪ The Incident Replacement Requisition form, with preassigned request numbers within the  
50      "incident to cache" block (S-100,000 to 199,999), will be faxed to the servicing NISC for  
51      processing. NISC personnel are required to enter any supply request in ICBS. The request  
52      numbers must fall within this range of "incident-to-cache" request number blocks that are set  
53      aside for this purpose. Also, no request numbers in this range can be entered in IROC.
- 54      ▪ If a resource was unable to get an Incident Replacement Requisition signed or submitted prior  
55      to leaving an incident, the form should be filled out and sent to the incident dispatch office for  
56      request number assignment, approval and placement with the servicing NISC.
- 57      ▪ Completed forms may be taken back to the requestor's home unit and submitted to their

1 Geographic Area NISC for processing.

- 2 ▪ Replacement orders should be placed within 30 days of control of the incident, and before the
- 3 end of the calendar year ordering cut-off by November 30.

4  
5 NISCs may only fill requests for NFES items. For this reason, requests for non-NFES items  
6 should be recorded on a separate Incident Replacement Requisition for processing by a home  
7 unit, and not placed with a NISC. Refer to the [NWCG Standards for Interagency Incident](#)  
8 [Business Management \(SIIBM\)](#), Chapter 30, for procedures dealing with replacement of non-  
9 NFES supplies and equipment.

10  
11 ○ **Incident to Incident Transfer of Equipment and Supplies**

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

16  
17 Documentation will be completed on the Interagency Incident Waybill (NFES 001472) and must  
18 include the following:

- 19 ▪ NFES number
- 20 ▪ Quantity
- 21 ▪ Unit of issue
- 22 ▪ Description
- 23 ▪ Property number, if item is trackable
- 24 ▪ Receiving incident name, incident number and resource request number

25  
26 The SPUL will send the waybill transfer information to the servicing NISC to maintain proper  
27 accountability.

28  
29 ○ **Great Basin Cache Procedures (GBK)**

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

32  
33 GBK will process orders in the following priority:

- 34 ▪ Initial attack
- 35 ▪ Extended attack
- 36 ▪ Restock of local caches

37  
38 Orders should be consolidated and prioritized by ordering offices. Expanded dispatch organizations  
39 should consider placing consolidated orders to GBK **2 times per day** to assist GBK workload.  
40 Priority/critical requests, primarily to meet an extreme need, should be noted on the resource order  
41 in "Special Needs", or fax cover sheet.

42  
43 Orders will be sent to GBK via IROC, hard copy, or fax at **(208) 387-5573/5548**.

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

45  
46 **Phone notification of all NFES supply orders placed with GBK via fax or IROC is essential**  
47 **to ensure receipt and timely processing.**

48  
49 Resource order requests that GBK are unable to fill will be forwarded by GBK to the closest National  
50 Interagency Support Cache (NISC). Requested items may be replaced with a suitable NFES  
51 substitute, cancelled, or filled locally.

52  
53 Resource orders to GBK shall include:

- 54 ▪ Incident/Project Name, Order Number, and Fire Code or complete BLM FBMS financial code  
55 for non-suppression orders. All USFS financial codes require an override code.
- 56 ▪ Complete billing and shipping address with the zip code should be include in the "Ship To:" box  
57 in IROC, **no P.O. Boxes will be used for shipping.**

- 1       ▪ Incident Base phone number, jurisdiction or agency and ordering office.
- 2       ▪ Request number, realistic date and time needed.
- 3       ▪ Correct unit of issue (ordered by standard pack when practical), NFES number and description
- 4       of item as identified in the NFES Catalog.
- 5       ▪ Delivery instructions and mode of transportation preferred. If there is not a physical address
- 6       associated with the delivery point (i.e., ICP, Helibase, etc.), driving instructions and/or a map
- 7       may be required.

8

9       ○ **Great Basin Incident Ordering**

10      Great Basin dispatch centers' expanded dispatch organizations may order directly to GBK for NFES

11      supply items. GBK will retain responsibility for tracking and accounting of supplies that are sent to

12      these incidents, through incident summary reports at GBK. The appropriate BLM FBMS financial

13      code must be assigned by the ordering dispatch center before GBK can process these orders.

14      ▪ **Incident to GBK orders:**

15      Type 1, 2 and Type 3 IMTs, may order directly to GBK using IROC and the established

16      dispatching ordering procedures with prior approval from the agency administrator and/or local

17      center manager.

18

19      A block of "S" numbers from the "incident-to-cache" section (S-100,000 to S-199,999) will be

20      assigned by the incident so GBK can initiate the order in ICBS. For long duration incidents,

21      coordination between transitioning IMTs must take place to ensure "S" number duplication is

22      avoided.

23      ▪ **Incident to Local Dispatch orders:**

24      The host unit dispatch will initiate the "S" numbers between S-1 and S-99,999 in IROC. NFES

25      supply orders will be sent through IROC and the IROC/ICBS interface will push the orders

26      through to GBK for processing.

27

28      ○ **Great Basin Cache Restock Orders**

29      Restock orders are established to replenish local cache stocks. Issuing, tracking and accounting of

30      these items will be the responsibility of the ordering unit. A financial code specific to the ordering

31      unit will be used throughout the fiscal year for these types of orders.

32

33

34      At Great Basin preparedness levels 4 and 5, GBK may, in concurrence with GBCC Center

35      Manager, discontinue filling orders other than those directly related to emergency incident support.

36

37      If an incident moves the Incident Command Post (ICP) or Base Camp, GBK must be notified

38      immediately and provided new driving directions and/or map, as well as an incident phone number

39      to facilitate timely planning and delivery.

40

41      ○ **Great Basin Cache Return Procedures**

42      Cache item returns should be made in the most expeditious manner available based on cost.

43      Timely returns increase the logistical capabilities of the cache.

44

45      GBK will process returns for NFES items and credit the appropriate incident. Returns for credit

46      should be received within 30 days after the control date of an incident.

47

48      All NFES items must be identified with the following information:

- 49      ▪ The returning agency and/or office name.
- 50      ▪ Incident name and Incident Number to ensure credit is applied appropriately.
- 51      ▪ Use of the *OF-316 Interagency Incident Waybill* (NFES 001472) will be utilized.
- 52      ▪ Returns for credit to specific project accounts will be accomplished within the same calendar
- 53      year that items were issued.
- 54      ▪ Items returned after the calendar year of issue will be credited to the agency's multiple fire
- 55      account, unless accompanied by documentation of issue to specific project accounts.
- 56      ▪ Items returned after the calendar year will affect fire loss/use reporting.
- 57      ▪ Reports may be requested from GBK to assist in identifying outstanding supplies for return.

- 1           ▪ Hazardous material shipping regulations are to be strictly enforced when returning hazmat  
2 items to GBK. See NFES Catalog section Hazmat Shipping Guide.  
3           ▪ Recycling is the responsibility of the incident or host agency and is strongly encouraged.  
4           ▪ Medical waste must be transported to a licensed facility for proper disposal.  
5           **Do not return medical waste to GBK.**  
6
- 7           ○ **Property Return Procedures for Local Purchase**  
8 Supplies and equipment ordered with suppression funds will be returned to the ordering unit at the  
9 end of the incident. Local purchased property may be dispersed in the following ways:  
10           ▪ Items meeting NFES standards will be returned to the local cache or servicing NISC for re-use  
11           within the fire supply system.  
12           ▪ Items NOT meeting NFES standards will be purchased with project funds by the local unit.  
13           ▪ Items will be delivered to the unit's excess property program for disposal.  
14
- 15           ○ **Incident Summary and Loss Use Report**  
16 The Incident Summary and Loss Use report is provided to agency administrators, Type 1 and Type  
17 2 IMTs regarding NFES supply item use for all Type 1 and 2 incidents. This form has been accepted  
18 by the NWCG as a tracking mechanism for all wildland fire by the interagency community.  
19 Guidelines and procedures for this accountability are provided in the NWCG Standards for  
20 Interagency Incident Business Management (SIIBM), Chapter 30.  
21  
22 These reports are compiled by the NISC and are forwarded to the responsible Agency  
23 Administrator by December 1<sup>st</sup>. The responsible Agency Administrator reviews the report and  
24 recommends appropriate follow-up action if losses are excessive. Such actions are documented  
25 and filed with the final incident records. The reports may not include late returns which could affect  
26 year end fire loss/use calculations.  
27
- 28 The loss tolerance use rate is defined as all property and supplies lost, damaged or consumed on  
29 an incident. This rate is reported as a percentage that is calculated from the total dollar amount for  
30 items issued compared to items returned. The reasonable anticipated fire loss use rate is 15  
31 percent for trackable and durable items only. Consumable items are not included in this total.  
32
- 33           ○ **Great Basin Mobile Cache Support Van**  
34 There are two different configurations of cache vans within the Great Basin. The National Standard  
35 NFES **002069** provides the minimum standard of supplies and equipment identified in the cache  
36 catalog. Great Basin Cache Van, NFES **008667**, is a supplemented inventory designed to meet the  
37 initial support and incident base needs of Type 2 or larger incidents for one to two operational  
38 periods within the Great Basin.  
39
- 40 Cache vans are not intended to be an all-inclusive tactical resource, or to be used in multiple initial  
41 or extended attack situations. If a cache van is available and deemed to be a necessary resource  
42 for tactical requirements in other situations, discussion and negotiation may take place between  
43 the unit FMO and GBCC for possible assignment.  
44           ▪ **GBK Ordering Procedures**  
45 Great Basin Cache Vans should be ordered as NFES **008667** on a Supply resource order in  
46 IROC. All trailer electrical systems will be 12 volts with standard ICC 7 prong plug configuration  
47 and wired to DOT standards.  
48
- 49 All cache van commitments require a Supply resource order to be placed by the local dispatch  
50 to GBK. Units with vans prepositioned at their location will fill incident requests with that  
51 prepositioned van, noting the location mobilized from and/or the cache van number under the  
52 resource requested (i.e., NFES **008667**, Winnemucca, GBK-20) in IROC.  
53
- 54 Receipt of the resource order for the cache van from the local dispatch center enables GBK to  
55 commit the van and issue the contents and their value to the appropriate incident, to begin the  
56 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 will be charged to the incident that ordered the van from its originating location to the incident, to GBK for rebuild and back to its assigned location.

**GREAT BASIN MOBILE CACHE SUPPORT VAN LOCATIONS**

State	Location	Catalog Item Number	Number	Type
IDAHO	GBK - Boise	NFES 8667	2	Great Basin
	Salmon	NFES 8667	1	Great Basin
	Idaho Falls	NFES 8667	1	Great Basin
NEVADA	Winnemucca	NFES 8667	1	Great Basin
	Carson City	NFES 8667	1	Great Basin
	Elko	NFES 8667	1	Great Basin
	Ely	NFES 8667	1	Great Basin
	Las Vegas	NFES 2069	1	Prescott
UTAH	Color Country	NFES 2069	1	Prescott
	Moab	NFES 8667	1	Great Basin
	Salt Lake City	NFES 8667	1	Great Basin
	Richfield	NFES 8667	1	Great Basin

1 Local Cache vans may be available for use within the local dispatch area. Make inquiries with the  
2 hosting dispatch office or local agency duty officer.

3  
4 • **NATIONAL INTERAGENCY INCIDENT COMMUNICATIONS DIVISION (NIICD)**

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

8  
9 Resource order requests for NIICD resources, which include all **NFES 004000 series**, will be placed to  
10 GBCC and forwarded to NICC.

11  
12 Resource orders to NIICD shall include:

13  
14 Incident/Project Name, Order Number, and Fire Code or complete BLM FBMS financial code for non-  
15 suppression orders. All USFS financial codes require an override code.

16  
17 Complete billing and shipping address with the zip code should be include in the "Ship To:" box in  
18 IROC, **no P.O. Boxes will be used for shipping**.

19  
20 Incident Base Phone Number, Jurisdiction/Agency and Ordering Office.

21  
22 NFES number and description of item as identified in the NFES Catalog.

23  
24 A realistic date and time needed.

25  
26 Delivery instructions and mode of transportation preferred. If there is not a physical address associated  
27 with the delivery point (i.e., ICP, Helibase, etc.), driving instructions and/or a map may be required.

28  
29 The contact name and telephone number of the Communication Technician who will be receiving the  
30 order.

31  
32 ○ **NFES 004150 SLA Battery Kit**

33 Due to 7.5V Alkaline batteries shortages, NIRSC is replacing all 7.5V alkaline batteries with a 12V  
34 Sealed Lead Acid batteries. Shipping and weight regulations do not allow the SLA batteries to be  
35 shipped in each kit. A separate kit (NFES# 004150 SLA Battery Kit) will be shipped and is required  
36 to properly operate the NIRSC equipment.

37  
38 When ordering a standalone NFES 4248, 4330, 4330EX, 4312, 4281 or a 4370 you must also order  
39 a NFES 004150 SLA Battery Kit.

40  
41 Due to airline shipping weight restrictions, the NFES 4248, 4330, 4330EX, 4312, 4281 and 4370  
42 will be shipped as 2 separate kits each.

43  
44 With these NFES 004150 SLA Battery Kits, an NFES 004100 Mountain Top Accessory Kit will **NO**  
45 **LONGER** need to be ordered in addition to a VHF Repeater/Links NFES 004312 or Ground Aircraft  
46 Radio/Link Kits NFES 004370.

47  
48 ○ **ALL NFES 004000 Series Communications Equipment**

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

51  
52 Before sealing the kit boxes ensure the contents will not be damaged in transit. Damages will be  
53 charged to the incident.

54  
55 Accountable property reports are included in the communications kits and should be used as  
56 necessary to report lost or damaged equipment.

- 1 • **INCIDENT REMOTE AUTOMATIC WEATHER STATIONS (IRAWS) NFES 005869**
- 2 See National Interagency Mobilization Guide
- 3
- 4 • **PROJECT REMOTE AUTOMATIC WEATHER STATIONS (PRAWS) NFES 005970**
- 5 See National Interagency Mobilization Guide
- 6
- 7 • **SMOKE MONITOR KITS NFES 005840 - E-Samplers and NFES 005841 – EBAMs**
- 8

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

13  
 14 For a complete list of kit components, refer to the NWCG Fire Supplies and Equipment Catalog, Part  
 15 1, NFES 0362. <https://www.nwcg.gov/catalogs-ordering-quicklinks>

16  
 17 For technical support contact information and program history, refer to the National Smoke Monitoring  
 18 Program. <https://www.wildlandfiresmoke.net/smoke-monitor-ordering>

19  
 20 The E-Sampler Kits (NFES 005840) are designed to be used with no or limited modification. A limited  
 21 number of EBAM kits (NFES 005841) are available for qualified users. EBAM kits require a significant  
 22 amount of additional maintenance and calibration and should only be requisitioned by experienced  
 23 personnel.

24  
 25 The National Smoke Monitor Coordinator must be contacted at 720-595-4901 or 303-736-9246 prior to  
 26 placing an order for an EBAM kit.

27  
 28 ○ **Ordering Process**

29 Smoke monitor kits should be ordered as a Supply Request. Requests will be placed directly to  
 30 RMK, by placing to external cache. Contact RMK at 303-202-4940 to confirm that the request was  
 31 received successfully. Each order must include an appropriate USFS financial code, complete  
 32 physical shipping address, and receiving incident phone number.

33  
 34 Subject to kit availability, weekday orders processed by 1400 MT will be shipped that afternoon  
 35 Next Day Air. Weekend orders processed prior to 1100 MT on Saturday can expect arrival on  
 36 Monday; after 1100 Saturday expect arrival on Tuesday. In certain circumstances, arrangements  
 37 can be made for expedited shipping after these general cut-off times. Contact RMK at 303-202-  
 38 4940 if this is necessary.

39  
 40 ○ **Smoke Monitor Demobilization**

41 All smoke monitoring kits should be returned to RMK for rehabilitation immediately after each  
 42 assignment. Smoke monitor kits should not be reassigned unless pre-approved by the National  
 43 Smoke Monitor Coordinator.

44  
 45 The incident or unit charged with custody of the smoke monitor kit is responsible for a complete  
 46 inventory of that equipment upon return from the incident. NISMSC kits should be packed properly  
 47 in their shipping cases and returned promptly to RMK. Do not stockpile kits. Incidents are  
 48 responsible for ensuring all smoke monitor kits are returned or accounted for on a Property Loss  
 49 Statement.

50  
 51 Return Shipping Address:  
 52 Rocky Mountain Interagency Support Cache  
 53 Denver Federal Center, BLDG 810, Door N27  
 54 Lakewood, CO 80225  
 55 303-202-4940



- 1 • **NATIONAL CONTRACT MOBILE FOOD SERVICES AND NATIONAL CONTRACT MOBILE**  
 2 **SHOWER FACILITIES** See National Interagency Mobilization Guide

- 3  
 4 • **ENGINES AND WATER TENDERS** See National Interagency Mobilization Guide

5  
 6 The following principles and guidelines are set forth to establish some consistency within the Great  
 7 Basin with regard to the hiring, dispatching and use of engines and water tenders. These principles and  
 8 guidelines are established with the following objectives:

- 9  
 10 ○ Promote the use of closest forces, whenever possible.  
 11  
 12 ○ Promote the cost-effective use of federal, state and private vendor resources.  
 13  
 14 ○ Preseason awarded contracts and local unit inspections are accomplished in order to facilitate  
 15 efficient use of private resources during fire season.

16  
 17 The guiding principle in dispatching engines and water tenders to an incident is the use of the  
 18 closest forces concept and/or DPL lists for the dispatch center. If federal, state, county, and  
 19 cooperators have been exhausted within a local dispatch area, private equipment may be ordered  
 20 using DPL or Incident only EERA.

21  
 22 When hiring private equipment for federal incidents, the local DPL will be used. Once the local DPL  
 23 is exhausted the unit shall request from the neighboring dispatch centers or send the order to  
 24 GBCC via IROC. After all DPLs have been exhausted and/or if the date and time cannot be met, a  
 25 qualified Contracting Officer may sign up equipment that meets the specifications and inspection  
 26 requirements. Equipment currently on agreement within the VIPR system should not be signed up  
 27 on an Incident Only EERA. See NWCG Standards for Interagency Incident Business Management  
 28 (SIIBM) Chapter 20.

29  
 30 State incidents have varying procedures and authorities for hiring private equipment and do not  
 31 have to follow the VIPR DPLs. Buying Teams involved in hiring equipment for state incidents are  
 32 encouraged to consult agency-specific guides with appropriate state personnel prior to hiring.

- 33  
 34 • **INCIDENT SERVICE AND SUPPLY PLAN**

35  
 36 An updated service and supply plan should be available for each dispatch center to provide for fire  
 37 readiness. Multiple copies should be available for local dispatch center, the expanded dispatch and in-  
 38 coming Buying Teams. See the NWCG Standards for Interagency Incident Business Management  
 39 (SIIBM), Chapter 20, for specific documents to be included in the service and supply plan.

- 40  
 41 • **ORDERING COMPETITIVELY SOLICITED EQUIPMENT**

42  
 43 Dispatch priority for contracted resources does not preclude the government from using any agency  
 44 owned or agency (federal, state, or local) cooperator resources for initial attack, extended attack and  
 45 large fire support before mobilizing contracted resources under agreement.

46  
 47 All requests for contract equipment hired from Competitive Solicitation Templates will be statused in  
 48 IROC and ordered utilizing the best value dispatch priority listing (DPL) for each equipment type. The  
 49 first resource on the DPL that is available will be ordered. Upon release the resource will return to the  
 50 original place on the DPL. No other rotations will be used. Each dispatch center should be provided a  
 51 DPL by the Contracting Officer for that competitively solicited equipment. The specifications for that  
 52 agreement will be adhered to in full.

53  
 54 The use of vendors and/or equipment who arrive at incidents without being ordered should be  
 55 discouraged. Some situations may dictate the use of this resource to meet an immediate need.  
 56 However, these resources should be replaced as soon as practical with equipment provided through  
 57 established dispatch and hiring process using DPL.

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

3  
 4 IBPA equipment that has been competitively bid may be used to fill severity requests normally at 75%  
 5 of the work rate.

6  
 7 Transports that arrive with heavy equipment will have the same resource order number as the heavy  
 8 equipment. The transport is considered released once the heavy equipment is delivered and  
 9 unloaded at the incident, unless one of the following exceptions apply:

- 10
- 11 ○ If approved by the government, the contractor may keep the transport at the incident, after it has  
 12 been released, at no additional cost to the government.
- 13
- 14 ○ Incident may retain transport under hire for the sole purpose of transporting the heavy equipment  
 15 that was originally ordered; the mileage rate or 65% of the minimum daily guarantee, whichever is  
 16 greater, will be paid until the transport is released. The decision to retain the transport must be  
 17 documented on the Resource Order and shift ticket.
- 18

19 Transports (Stand Alone) will be ordered under a separate resource order number by the government  
 20 to remain at the incident and transport other vendor's equipment.

## 21

### 22 • INCIDENT ONLY AGREEMENTS

23  
 24 Incident Only Agreements are not on a national template or dispatch priority list. Resources will be hired  
 25 and ordered using the established rates in the Great Basin Chapter 20 supplement of the NWCG  
 26 Standards for Interagency Incident Business Management (SIIBM).

27  
 28 Once the local DPL is exhausted the unit shall request from the neighboring dispatch centers or send  
 29 the order to GBCC via IROC. After all DPLs have been exhausted and/or if the date and time cannot  
 30 be met, a qualified Contracting Officer may sign up equipment that meets the specifications and  
 31 inspection requirements. Equipment currently on agreement within the VIPR system should not be  
 32 signed up on an Incident Only EERA. See NWCG Standards for Interagency Incident Business  
 33 Management (SIIBM) Chapter 20.

34  
 35 When hiring with "Fill with Agreement", an "agency identifier" will be used, designating the state and  
 36 private ownership (e.g. NV-PRI), this will serve to identify the resource as privately owned equipment  
 37 rather than an agency resource.

### 38

### 39 • NATIONAL EMERGENCY RENTAL VEHICLE (NERV)

40  
 41 The National Emergency Rental Vehicle (NERV) program is a single portal for placing rental vehicle  
 42 orders, nationwide. <https://nerv.firenet.gov/>

43  
 44 NERV allows for a centralized billing, payment, and claims office for incident rented vehicles.  
 45 Rentals are paid directly by the NERV program, and individual travel cards are not utilized through  
 46 NERV.

47  
 48 Vehicles rented through NERV are meant for:

- 49
- 50 ○ Incident use only (resource order required)
- 51
- 52 ○ ¾ Ton and 1 Ton 4X4 pickups and SUVs for off-road use
- 53
- 54 ○ Pool/Ground Support vehicles
- 55
- 56 ○ Vans, stake sides, and box trucks

- Vehicles for employees who are not self-sufficient such as ADs and State Cooperators

For additional information and Geographic Area SOPS see NERV web site.

- **SPECIALIZED EQUIPMENT AND SUPPLY PERSONNEL**

- **Cache Demobilization Specialist (CDSP)**

CDSP may be ordered by the IMT or local cache unit and must be coordinated with GBK prior to ordering. 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.

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.

- **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. All ATV/UTVs (including agency machines) will be inspected upon approval of use.

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

3  
4 Operation personnel requesting ATV or UTV equipment should consider the mission  
5 requirements in order to meet the needs of the incident. The Great Basin ATV/UTV Order Form  
6 will be utilized for all ATV/UTV rental requests. The order form can be found at:

7 <https://gacc.nifc.gov/gbcc/business.php>.

8  
9 Incomplete order forms will not be accepted, and the order will not be placed until the form is  
10 completed by the ordering unit.

11  
12 Inspections of ATV/UTV's will be completed utilizing the Great Basin ATV/UTV Inspection form  
13 found at <https://gacc.nifc.gov/gbcc/business.php>.

14  
15 Damages will be documented on form OF-289 with Great Basin Attachment along with the  
16 following procedures. The OF-289 and attachment can be found at

17 <https://gacc.nifc.gov/gbcc/business.php>.

18  
19 ○ **Hand Held Infrared Systems**

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

24  
25 Hand held infrared equipment can be requested through the following dispatch centers:

26 Boise Interagency Dispatch Center: 208-984-3400 and

27 Payette Interagency Dispatch Center: 208-634-2757

28  
29 ○ **Heavy Equipment Task Force (HETF)**

30 HETFs are solicited through VIPR only within the Great Basin, and intended for use in forested  
31 terrain. The HETF can be ordered using the standard configuration or established options:

32  
33 Standard Configuration:

- 34 ▪ Job Site Foreman with 4-wheel drive transportation
- 35 ▪ One leveling Feller Buncher (bar or rotating disc) capable of bunching several stems in a  
36 bundle
- 37 ▪ One rubber-tired Skidder equipped w/grapple and light duty piling blade
- 38 ▪ One Type 2 Dozer w/6-way (PAT) blade or manual angle w/hydraulic tilt
- 39 ▪ One drop tank Skidgine or Pumpercat capable of skidding logs
- 40 ▪ One Transport w/operator stays w/the Task Force
- 41 ▪ Second Transport – may be un-operated
- 42 ▪ Additional Transports – Optional

43  
44 Alternative Options:

- 45 ▪ 2<sup>nd</sup> Leveling Feller Buncher may be added, if vendor has capability
- 46 ▪ Option 1 – Excavator (min 85 HP, 25,000 lbs.) may be added or replace the dozer (only dozer  
47 may be exchanged for an excavator)
- 48 ▪ Option 2 – Boom Mounted Masticator (min 111 HP) may be added

49  
50 When ordering, define in Special Needs which configuration is needed. The HETF will be  
51 rostered under one E#, using E-dots for each piece of equipment, not to exceed 6 components.  
52 The Job Site Foreman will not have their own resource order, but the name and phone number  
53 MUST be put in the documentation of each fill.

54  
55 Each piece of equipment must come with an operator, including the transport remaining at the

1 incident.

2  
3 It is strongly encouraged that the HETF get the pre-use inspection at incident. The equipment will  
4 likely be coming from different directions and could delay the mob if required to inspect at the  
5 local unit.

6  
7 HETFs must be kept together working on the same operation at all times. Breaking the HETF into  
8 individual resources is out of the scope of the agreement.

9 Examples of out-of-scope practices are as follows:

- 10 • One piece of the HETF (excluding transport) stays in camp while others are working on  
11 the line
- 12 • Some pieces are working Night Shift, while others are working Day Shift
- 13 • Some pieces of HETF assigned to the opposite side of the fire as others (they must be  
14 on consecutive line of the fire

15  
16 Once the mission is complete, the entire HETF will be released and demobed.

17  
18 If the IMT determines that an individual resource within the HETF is needed to complete the  
19 mission, the contractor must agree to allow the individual resource to remain under hire. A new  
20 resource order or agreement (VIPR or Incident Only EERA) must be issued for that resource for  
21 the remainder of the time under hire. That piece of equipment can then be reassigned to the new  
22 resource order, or Filled With Agreement in the case of an EERA. The entire HETF Resource  
23 Order will then be released and demobed, minus the single reassigned resource.

#### 24 Ad Hoc HETF

25 Ad Hoc HETFs can be assembled, with the understanding that they will take additional time to  
26 build and mobilize. There are two ways that they can be hired:

- 27 1. Assemble by a CO with an Incident Only EERA, modeled on the VIPR solicitation, which will  
28 include the equipment and the Job Site Foreman. Order will be Filled With Agreement.
- 29 2. Assemble using existing single resource VIPR agreements. Equipment cannot be used  
30 outside the scope of its' VIPR agreement.

31  
32 No Job Site Foreman will be included, greater government oversight will be required. The  
33 following Overhead must be assigned for the task force, per the HETF CO, due to being  
34 individual VIPR resources:

- 35 • One TFLD
- 36 • One HEQB for each piece of equipment

37  
38 When filling, HETF is to be rostered under one E#, using E-dots for each piece of equipment.  
39 The parent request will use the following naming convention

40 HETF – Dispatch ID – Three Digit Sequential Number

41 Example: HETF – BDC – 005

#### 42 • **Great Basin Mobilization Centers**

43  
44 There are two primary Mobilization Centers (MC) identified in the Great Basin, the Boise Mob Center  
45 and the Salt Lake Mob Center. Any local dispatch center, coordination center or the NICC may request  
46 the activation of a MC for moving overhead and/or crews inside and/or outside of the Great Basin. The  
47 requesting center will place a Supply Order as “Service-Mob Center” and will include the appropriate  
48 incident management code (FS and BLM) following standard dispatch ordering procedures and  
49 channels. The host center will generate an incident (i.e. Boise Mob Center) with an incident type of  
50 Preparedness/Preposition. All associated ordering for that Mob Center will be completed on this  
51 incident.

52  
53 The local center manager may activate their local MC based on movement of resources within their  
54  
55  
56  
57

1 jurisdiction. In this case, the local unit will initiate the appropriate supply order and provide supporting  
2 management codes as necessary.

3  
4 The local center manager will coordinate with the Mob Center Manager or Staging Area Manager to  
5 order supplies and fill staffing needs according to the local operations plan. The mob center will not  
6 assume the responsibilities for screening and outfitting of resources (i.e., boots, gloves, etc.) as this is  
7 the responsibility of the sending unit.

8  
9 Units activating and utilizing the MC will need to review and comply with the MC Mobilization Operating  
10 Plan including timely notification and communication with the local dispatch center manager and/or the  
11 Mob Center/Staging area manager for coordination efforts.

12  
13 ○ **Mobilization Center Operations**

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

16  
17 The requesting unit will coordinate with the MC and GBCC to provide specific information as to the  
18 number and type of personnel in transit, arrival/departure information, and support services  
19 requested. This could include requests for ground transportation to the incident, hand tools, PPE,  
20 chain saws, etc.

21  
22 MCs will not automatically arrange transportation and tooling to or from an incident without a  
23 resource order. Transportation needs to be coordinated between the sending and receiving units.

24  
25 Crews requiring air transit are requested to arrive at the MC fully equipped with personal gear, PPE  
26 and double lunched by the home unit at a specific time no more than six (6) hours prior to, and not  
27 less than three (3) hours prior to scheduled departure when traveling by air. If crews require lunches  
28 or meals prior to departure, the MC requires six (6) hours notification.

29  
30 ▪ **Boise Mobilization Center Notification**

31 Boise dispatch Center Manager will be notified a minimum of 48 hours prior to the arrival of  
32 personnel, crews, and aircraft including notification of arrival and departure times. If  
33 transportation is needed for arriving personnel, 72 hours is suggested.

34  
35 ▪ **Salt Lake City Mobilization Center Notification**

36 Northern Utah Center Manager will be notified a minimum of 48 hours prior to the arrival of  
37 personnel, crews, and aircraft including notification of arrival and departure times. If  
38 transportation is needed for arriving personnel, 72 hours is suggested.

39  
40 ● **DEMOBILIZATION**

41  
42 Orderly flow of personnel and resources from the incident to the place of origin must follow the reverse  
43 order of mobilization and remain within established communication channels. Emphasis will be placed  
44 on having personnel home no later than 2200 local time during all demobilization. It must be  
45 recognized that occasionally the availability of large transport aircraft will dictate the time frames of  
46 the demobilization of resources.

47  
48 Local dispatch centers will work with GBCC to establish priorities for releases. Demobilization  
49 information shall specify the last days off, and how many days left, before end of commitment and final  
50 demobilization. GBCC will coordinate and facilitate reassignments as resources become available.

51  
52 If a resource is released for disciplinary reasons, no reassignment will be considered. The home unit  
53 and GBCC will be informed of disciplinary action and documentation will be provided.

54  
55 The local unit or IC will complete performance evaluations for all sub-standard performances based  
56 on qualification levels or the ability to do the job for suppression/support resources. These evaluations  
57 shall be immediately filled out and sent to the local line officer and to Great Basin Operations

1 Committee Chair, and to the responsible agency representative.  
2

3 • **STAGING AREAS AND MANAGEMENT**  
4

5 Staging areas are a pre-assigned location or at an incident, where resources can be placed while  
6 awaiting a tactical assignment. The resource is available, on duty and expected to mobilize within 15  
7 minutes.  
8

9 Staging Areas managed by IMTs are assigned to the team, within the IMT Operations Section.  
10

11 Staging Areas assigned by local units, or GBCC, are managed by the local center manager or staging  
12 area manager.  
13

14 Resources assigned to the Mob Center or Staging Areas are guaranteed 8 hours of time daily. They  
15 may be requested to work a longer day depending on need or fire weather forecast. See NWCG  
16 Standards for Interagency Incident Business Management (SIIBM) for information on duty day  
17 regulations.  
18

19 • **COST SHARE**  
20

21 Agencies should consider entering into cost share agreements for support units such as Mobilization  
22 Centers and Staging Areas when appropriate.  
23

24 • **AERIAL DELIVERY OF EQUIPMENT/SUPPLIES**  
25

26 The McCall (USFS) and Great Basin (BLM) Smokejumper bases are capable of delivering nearly all  
27 types of equipment. Special requests can usually be airborne within several hours. Many items, such  
28 as chainsaws, pumps, hose, and fuel, are pre-rigged and ready for immediate dispatch.  
29

30 Other cargo delivery needs can be met by moving the cargo aircraft, equipped with cargo rigging  
31 materials, chutes, and cargo kicking crew to any location with a suitable runway. The cargo can then  
32 be rigged and loaded on the aircraft for delivery.  
33

34 McCall Smokejumpers operate 2 Twin Otters with 2500-3500 lb. capacity.  
35

36 Great Basin Smokejumpers operate between a Twin Otter with 2500-3500 lb. capacity, a Dornier 228  
37 with 3000-4000 lb. capacity, and a DHC-8 (Dash-8) with 6000-7000 lb. capacity.  
38

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

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