Summary:

This unit focuses on the Supply function as it relates to the Expanded Dispatch Support Dispatcher (EDSD) position. The different types of supplies are reviewed. Students learn how to use reference material to accurately process supply orders.

Objectives:

- Mobilize supplies in a cost-effective manner to meet time frames.

- Describe procedures unique to supplies, such as National Fire Equipment System (NFES) items, local procurement, Buying Team (BUYT), etc.

- Utilize the NWCG NFES Catalog to accurately process supply orders specific to the catalog number, the catalog description, and the unit of issue for cache supply items.

- Identify the location of national and local support caches and explain how closest forces and time frames affect mobilization and demobilization.

- Describe the interaction the supply dispatcher must have with other functional areas within the incident support organization.

Unit at a Glance:

Topics	Method	Duration
Cache Item/Categories	Review	20 Minutes
National Incident Supply Caches	Review	5 Minutes
NFES Catalog	Review and Activity	75 Minutes
Procurement of Non-Cache Items	Review and Discussion	15 Minutes
Shipping and Receiving	Review	5 Minutes
Demobilization	Review and Discussion	5 Minutes
Total Unit Duration		**125 Minutes**

Preparation:

This course requires advance preparation. The course coordinator and instructor cadre must thoroughly review the following information and prepare all materials prior to presenting the course.

Course Materials:

- Personal computer with projector and presentation software
- *National Interagency Standards for Resource Mobilization*
- NFES Catalog
- Hazardous Material Guides (U.S. Department of Agriculture [USDA] or Office of Aviation Services [OAS])
- Local agency Service and Supply Plan
- National Interagency Incident Communications Division (NIICD) User's Guide

Classroom:

- The classroom should be free from outside interruptions and interferences.
- Provide adequate room and flexibility for student work groups and equipment, including supportive facilities such as break areas, restrooms, etc.
- The classroom should have controlled lighting, good acoustics, and good ventilation.
- Provide adequate access to copy and printing services.
- Provide adequate desk space and power outlets for laptop computers (one power strip for each table).
- Be sure a computer with projector and screen is available to show electronic presentations.
- If you will be printing in the classroom, a laptop and driver for the printer will be needed.

Unit Overview

Summary: Introduce students to the Supply function as it relates to the EDSD. Discuss and explain the different types of supplies. Use reference material to accurately process supply orders.

Methodology: The unit begins with a review of cache items and categories and an overview of the National Incident Supply Cache. It then reviews the NFES Catalog before having students participate in an activity. The unit reviews the procurement of non-cache items, shipping and receiving items, and demobilization. It ends with a summary of the unit's main points and the instructor answering any questions.

Review Unit Objectives

DO: Review the unit objectives.

By the end of this unit, students will be able to:

- Mobilize supplies in a cost-effective manner to meet time frames.

- Describe procedures unique to supplies, such as NFES items, local procurement, BUYT, etc.

- Utilize the NWCG NFES Catalog to accurately process supply orders specific to the catalog number, the catalog description, and the unit of issue for cache supply items.

- Identify the location of national and local support caches and explain how closest forces and time frames affect mobilization and demobilization.

- Describe the interaction the supply dispatcher must have with other functional areas within the incident support organization.

Incident Position Standards Alignment

Expanded Dispatch Support Dispatcher

This unit aligns with the following Expanded Dispatch Support Dispatcher (EDSD) Incident Position Standards located at https://www.nwcg.gov/positions/expanded-dispatch-support-dispatcher/standards-and-references.

EDSD responsibility alignment
- Review and manage existing requests.
- Receive and manage new requests.
- Communicate and manage resources in preparation for reassignment or demobilization.
- Perform effectively in each of the four functional areas.
- Establish and maintain communication with frequent contacts.

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Review Incident Position Standards Alignment

DO: Review the responsibilities addressed in this unit.

Responsibilities Addressed in Unit

- Review and manage existing requests.

- Receive and manage new requests.

- Communicate and manage resources in preparation for reassignment or demobilization.

- Perform effectively in each of the four functional areas.

- Establish and maintain communication with frequent contacts.

Group Discussion

DO: Review the following information.

- Definition
  - o Supplies are materials or goods not defined in any other resource or service category.
  - o This includes but is not limited to:
    - ▪ NFES items.
    - ▪ Mobile cache vans.
    - ▪ Telecommunications equipment.
    - ▪ Some services.
   - ▪ Local purchases (equipment and supplies).

🗔 Review

DO: Review the following information.

- National resources
  - Shared national resources, limited number available
    - Remote Automatic Weather Stations (RAWS)
      - ❖ RAWS technicians accompany RAWS units and do not require a separate overhead request (refer to the *National Interagency Standards for Resource Mobilization*).
    - NIICD
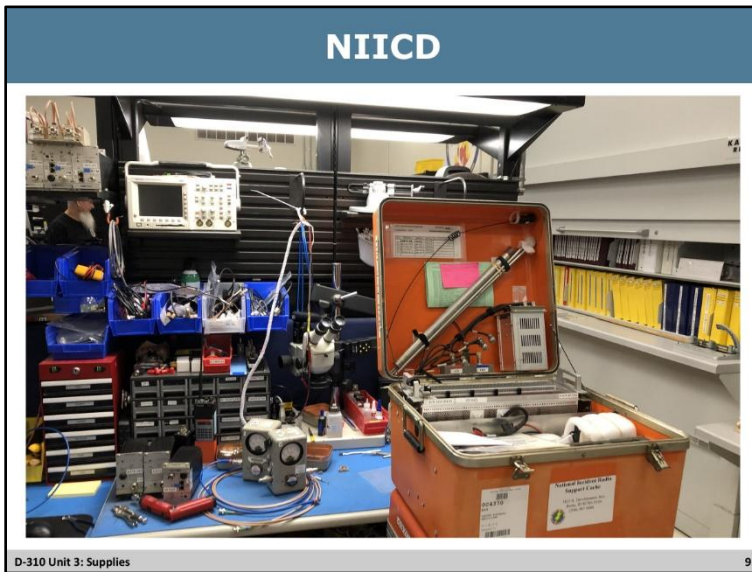
🖳 Review

DO: Review the following information.

- NIICD
  - NIICD is a national interagency resource composed of radio systems and kits available for incident communications.
  - The priority use of NIICD radio systems and kits is for active incidents.
  - The following information is needed to order telecommunication systems:
    - Latitude and longitude of the incident is required on every order.
    - Destination:
      - ❖ Ensure there is a contact name and number.
      - ❖ Delivery address (including zip code) is required.
      - ❖ If a charter is requested, list the closest airport and drop off point at the airport.
  - Order by NFES Catalog number and description listed in the NIICD User's Guide or the NFES Catalog's Incident Communications section.
  - High demand and dollar value for these systems.
  - Work with other functional areas (e.g., Aircraft, Ground Support, Transportation, Overhead).

DO: Explain why the involvement of other functional areas is necessary.

Other Radio Systems

- Area communications trailers (non-standard)
- NFES items/numbers unique to the region

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Review

DO: Review the following information.

- Other radio systems
  - o Area communications trailers are non-standard; check local resources.
  - o Areas have similar equipment with local NFES number(s) that are unique in each area (7000-9999).

Review

DO: Review the following information.

- Incident Command System (ICS) Starter System, NFES 004390:
  - o This system includes multiple kits (14 individual boxes) and 7 antenna masts. Components:
    - Command (CMD)/Tactical (TAC) Radio Kit, 3 EA. – 48 radios (NFES 004381)
    - CMD/TAC Repeater Kit, 1 EA. (NFES 004312)
    - Ground to Aircraft Radio/Link Kit, 1 EA. (NFES 004370)
    - Remote Kit, 2 EA. (NFES 004330)
    - Logistics Repeater Kit, 1 EA. (NFES 004248)
    - Logistics Radio Kit, 1 EA. – 16 radios (NFES 004244)
    - Sealed Lead Acid (SLA) Battery Kit, 5 EA. – (NFES 004510)
- Check with the Communications Unit Leader (COML), host unit communications technician, or communication coordinator because frequencies may need to be specified.

NFES 004390 Starter System Pallet

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📠 Review

DO: Review the following information.

- Numbering system for each item and component
  - o Some kits or systems have a unique identifier, and each component within that kit will have its own identifier. This enables you to identify individual portions of a kit for consolidation purposes.

NIICD System Kit Issue

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⌨ Review

DO: Review the following information.

- Refer students to the example NIICD System/Kit Issue/Return in the Unit Resources section of their student workbook.

    o The request number is S-3.

    o The NFES# is 004390.

        ▪ 004390 identifies the type (starter system).

        ▪ 183 identifies the specific system.

    o Component "1" NFES 004381-KD:

        ▪ 004381 identifies CMD/TAC radio kit.

        ▪ The trackable ID is 4381 KD-FCK-183.

DO: Have students identify another component and explain the numbering system.

DO: Review the following information.

- Demobilization

    o All NIICD telecommunications components are national resources. Consolidate, release, and return to the National Interagency Fire Center (NIFC) as soon as possible. Demand is high, and supply is limited.

⧉ Review

DO: Review the following information.

- National Incident Supply Caches
  - o National Incident Supply Caches are located throughout the U.S. in all geographic areas:
    - ▪ Great Basin
    - ▪ Northern Rockies
    - ▪ Southwest
    - ▪ Northern California
    - ▪ Southern California
    - ▪ Northwest
    - ▪ Alaska
    - ▪ Rocky Mountain
    - ▪ Eastern
    - ▪ Southern

DO: Discuss local caches which may be available in your area.

- Local ordering procedures
  - o Types of channels
    - ▪ Through the local cache.
    - ▪ Direct to geographic area cache.
    - ▪ Incident direct to geographic area cache.
    - ▪ Fire caches will generally accept and process incident resource orders within their area of

influence directly, except for the critical item source list.

- o Consolidation of orders
  - Remember to consolidate orders.
  - Do not let the incident call you every five minutes with another item to add to the order.
- o National resources
  - Orders are processed through established dispatch channels. Examples include:
    - ❖ Telecommunications kits.
    - ❖ Weather sensing kits.

- Critical item source list
  - o These are items which have a fixed inventory in the national system.
  - o Geographic Area Coordination Centers (GACCs) will closely monitor these cache inventory levels and distribute those items appropriately.

Review

DO: Refer students to the electronic NFES Catalog.

DO: Explain the NFES system.

NWCG NFES Catalog - Part 1: Fire Supplies and Equipment, PMS 449-1

https://www.nwcg.gov/publications/pms449-1

- NFES Catalog Items Excel Workbook
- Kits
- NFES Pandemic Support Items
- NFES National Interagency Support Caches
- Unit of Issue
- National Stock Numbers (NSN)
- Item Pricing
- Item Categorization
- Supply Orders
- Incident to Incident Transfers

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Review

DO: Review the following information.

- NWCG NFES web page
  - Introduction and general information
    - Cache locations
    - NFES numbers
    - Item categorization
      - Trackable
      - Durable
      - Consumable
    - Item location identifiers
    - Unit of issue
    - Supply order type
  - Digital catalogs that can be downloaded and sorted
    - *NWCG NFES Catalog – Part 1: Fire Supplies and Equipment*, PMS 449-1
    - *NWCG NFES Catalog – Part 2: Publications*, PMS 449-2

DO: Have students look up an item alphabetically and numerically.

🖥 Review

DO: Review the following information.

- Caches stock three types of goods.

  o Consumable items

    ▪ Those items are normally expected to be consumed during incident use, such as:

      ❖ Batteries.

      ❖ Plastic canteens.

      ❖ Cubitainers.

      ❖ Forms.

      ❖ Meals Ready-to-Eat (MREs).

      ❖ Fusees.

      ❖ Hot food containers.

      ❖ Medical supplies.

    ▪ Consumable items returned in serviceable condition are credited to the incident. No loss tolerance/use rate percentage has been established.

🖥 Review

DO: Review the following information.

- Durable items are cache items considered to have a useful life expectancy greater than one incident, such as:

    ▪ Hoses.

    ▪ Clothing.

    ▪ Sleeping bags.

    ▪ Tools.

Review

DO: Review the following information.

- Trackable items

  o Items that have high dollar values, sensitive property classifications, limited quantities available, or other criteria set by each geographic area cache.

  o Examples include:

    ▪ Chainsaws.

    ▪ Generators.

    ▪ Pumps.

    ▪ Radios.

Trackable items need to be accounted for from issue until they are returned to the cache.
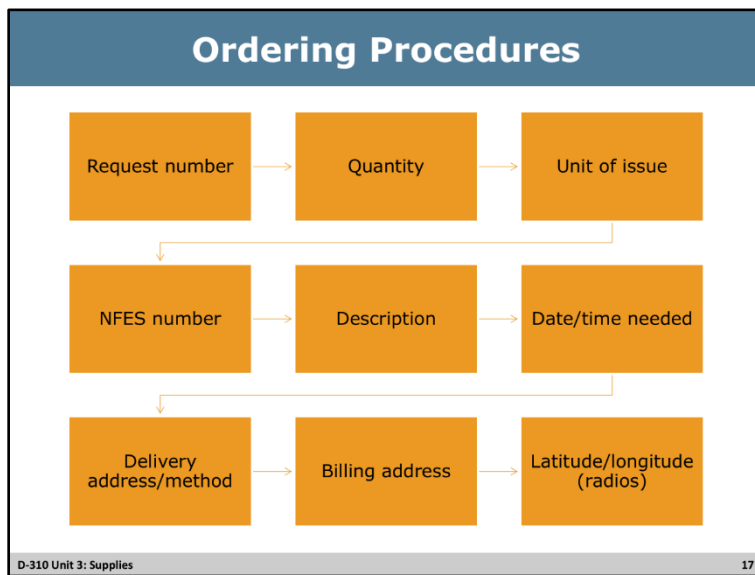
Review

DO: Review the following information.

- Ordering procedures
  - To order cache items, you must have the following information:
    - Request number.
    - Quantity.
    - Unit of issue/standard pack.
    - NFES number.
    - Description.
    - Date/time needed.
    - Delivery address and method of transport.
    - Billing address.
    - Latitude and longitude for communication equipment, etc.

Cache Ordering and Potential Problems

- Substitution
- NFES items that really should be procured locally
- Cost effectiveness – combined order
- Non-available items

Make sure you know what you are ordering.

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🖼 Review

DO: Review the following information.

- Cache ordering and potential problems
  - o Caches sometimes substitute items with like items if necessary.
  - o NFES items that really should be procured locally through the BUYT (e.g., office supplies). Use common sense regarding the cost effectiveness of each order.
  - o Depending on the size of an order, it may be more cost effective to order everything from the cache, even those NFES items that could be procured locally (one-stop shopping).
  - o Some items are not available from each cache; local vendors could fill those requests (e.g., ice, fruit, juice, bottled water).
  - o If you are unsure of the items being ordered – ASK!
    - ▪ Example: A request for ping pong balls could be misconstrued as an order for recreational equipment instead of aerial ignition devices (NFES 003411).
  - o Check your catalog to be sure the proper unit of issue is used.
    - ▪ Example: Orders have been received for hose using feet (FT) as the unit of issue instead of length (LG).
    - ▪ Errors could result in a shipment of hose stretching for miles if filled as ordered.
  - o Order in multiples of the standard package for an item.
    - ▪ Standard package information can be found in the NFES Catalog.
    - ▪ Examples:
      - ❖ Shovels, NFES 000171 – The unit of issue is each (ea.) with a standard pack of 10 per box. It would be appropriate to order in multiples of 10 with the unit of issue remaining ea.

❖ Battery, size AA NFES 000030 – The unit of issue is package (PG), and there is a standard pack (Std Pk) of 24 batteries in each package.

DO: Share personal examples of ordering wrong items.

DO: Discuss local procedures. Solicit students' experiences, questions, successes, and failures.

Activity

Activity: NFES Catalog

Purpose: Familiarize students with the NFES Catalog.

Time: 30 minutes.

Format: Small group followed by class discussion.

Material: Laptop with internet access (minimum one per group of four students).

Instructions: Tell students to use the NFES Catalog to identify the information needed for the items below. Allow 10 minutes, then review answers.

1. Canteen, 1 qt. w/ cover NFES 000038

    o Unit of issue: Ea.

    o Wt./Cubes:.31 lb. (.14 kg.)/.04 ft. (.001 m.).

    o Standard pack: 100/box.

    ASK: With or without covers?

    Answer: With covers. Use this as an opportunity to note the cost difference between the two and discuss possible scenarios when ordering items with similar descriptions.

2. Shovel, w/ plastic sheath, size #1 NFES 000171

    o Unit of issue: Ea.

    o Wt./Cubes: 4.88 lbs., (2.21 kg.)/.40 ft. (.011 m.).

    o Standard pack: 10/box.

3. High pressure portable pump NFES 000148

    o Unit of issue: Ea.

- o Weight: 58 lbs. (26.36 kg.).

4. High pressure pump kit NFES 000870
   - o Unit of issue: Kt.
   - o Wt./Cubes: 123.5 lbs./11.25 ft.

5. Warm weather sleeping bag NFES 001062
   - o Unit of issue: Ea.
   - o Standard pack: 10/box.

6. Battery for radio repeater NFES 001023
   - o Unit of issue: Ea.

7. Fire Pants – 34-38" x 34" NFES 002704
   - o Unit of issue: PR.
   - o Weight: 1.5 lb./.1 ft.

   ASK: Men's or Women's?

   Answer: Fire-resistant jeans are unisex.

8. MREs NFES 001842
   - o Unit of issue: BX.

Review

DO: Review the following information.

- Mobile cache vans

  - Mobile cache vans can provide the preliminary essentials for the initial support needs of a Type 2 or larger incident for one to two operational periods.

  - They are not intended to be used in multiple initial or extended attack situations.
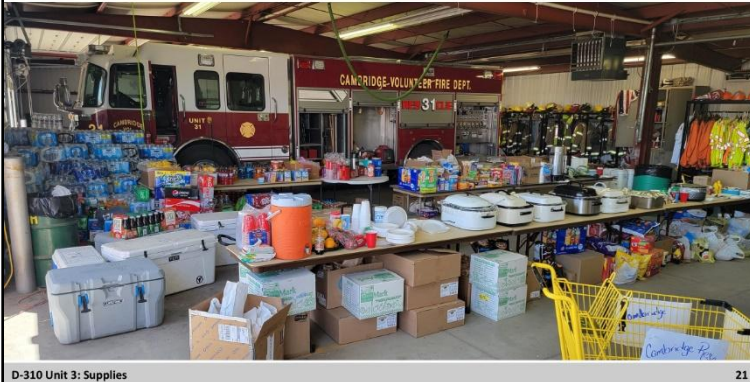
DO: Have students find NFES 002069 in the NFES Catalog. Discuss the contents.

- Ordering a cache van

  - Cache vans may be ordered from the GACC, or the order may be directly placed to the cache.

  - Check your local procedures prior to ordering.

- Using the cache van

  - Each mobile cache van contains initial supplies for 250 people.

  - These vans are sealed. If the seal is broken, or any items are missing, the van is considered used. Any replacement items and/or the use of the van will be charged to the incident.

  - Additional quantities of component items may be ordered separately on a supply order.

  - Most mobile cache vans are pre-positioned on host units.

  - If you use your local cache van, notify the GACC. If there are no local cache vans available, follow established ordering procedures.

  - Generally, upon arrival to an incident, mobile cache vans are to be unloaded and returned to the issuing cache without delay. Some geographic areas allow the cache van to stay at the incident.

🖼 Review

DO: Review the following information.

- Procurement of non-cache items

    o   Non-cache items are available through local vendors.

    o   In some cases, local vendors can be depleted quickly. It may be necessary to set up alternatives in other nearby towns or cities and monitor local vendors. When local vendors are restocked, start local procurement again.

Non-Cache Items Usually Available Locally

Common items
- Ice
- Fruit
- Juice

Uncommon items
- Golf carts
- Horse feed
- Carpet
- Lumber

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🖼 Review

DO: Review the following information.

- Examples of common items:
    - Ice
    - Fruit
    - Juice
- Examples of uncommon items:
    - Tires
    - Horse feed
    - Cooling fans
    - Lumber
    - Carpet remnants
- Local agency items may include:
    - Fax machines.
    - Printers.
    - Computers.
    - Copy machines.
    - Phone lines.

ASK: Are there other examples of common/uncommon/local items?

Services

- Portable toilet services
- Trash removal
- Land use agreements
- Mobilization center activation
- Meals (pre-caterer)
- Lodging

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🖥️👥 Group Discussion

DO: Review the following information.

- Services
  - Portable toilet services
  - Trash removal
  - Land use agreements
  - Mobilization center activation
  - Meals (pre-caterer)
  - Lodging

ASK: Are there other examples of services?

Group Discussion

DO: Review the following information.

- BUYTs

  o A BUYT is ordered when purchasing requirements go beyond local capabilities and is ordered by the Overhead function.

    ▪ The BUYT assists the host agency administrative officer.

    ▪ The BUYT has the capability to work closely with expanded dispatch.

    ▪ BUYT functions include:

      ❖ Dealing directly with the incident.

      ❖ Procuring supplies for expanded dispatch.

      ❖ Purchasing food and hotel accommodations.

      ❖ Procuring services, supplies, land, and equipment rentals.

DO: Have students explain ways the BUYT interacts with each functional area.

- Service and Supply Plans

  o Service and Supply Plans provide basic information required to procure non-cache items locally.

  o Service and Supply Plans outline procedures for procurement without a BUYT.

  o The Service and Supply Plan lists:

    ▪ Current and local vendors.

    ▪ Contracts/agreements.

- Method of payment (e.g., Blanket Purchase Agreements [BPAs], purchase orders, credit cards).

- Information about ordering directly from General Services Administration (GSA).

DO: Reference the *NWCG Standards for Interagency Incident Business Management*, PMS 902, Chapter 20.

Shipping and Receiving Methods

Methods
- Air freight – Contract/call-when-needed, agency-owned, commercial
- Ground freight – Commercial, agency-owned, private/rental

Considerations
- Timeframes (date and time needed)
- Cost – quantity, cubic ft., weight

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🖾 Review

DO: Review the following information.

- Shipping and receiving
  - Methods
    - Air freight
      - ❖ Contract/call-when-needed
      - ❖ Agency-owned
      - ❖ Commercial air freight companies
    - Ground freight
      - ❖ Commercial freight companies
      - ❖ Agency-owned
      - ❖ Private-equipment rental agreement
  - Considerations
    - Timeframes – date and time needed
    - Cost – ground versus air, holiday and weekend deliveries, quantity/cubic ft./weight

Note: This will determine the size of the aircraft or truck needed to transport the order.

Review

DO: Review the following information.

- Shipping status information
  - Number of pieces
  - Date shipped
  - Shipping mode
  - Actual time of departure (ATD)/estimated time of arrival (ETA)
  - Shipping document numbers (e.g., Bill of Lading [BOL], airbill number)

📺 Review

DO: Review the following forms with students in the Unit Resources section of their student workbook:

- Great Basin Cache Shipping Status (with FedEx)

- Great Basin Cache Shipping Status (with ground transport)

- Aircraft Flight Request/Flight Schedule

DO: Emphasize interaction with the Aircraft function.

DO: Review the following information.

- Unable to fill (UTF), partial fill, back orders

  o The cache system does not back order for emergency incidents. If it is unable to fill a particular item, the item will be UTF.

  o This information needs to be passed back to the ordering unit so they are aware that items need to be re-ordered.

Review

DO: Review the following information.

- Hazardous materials

  o Hazardous materials are defined in this section using the definition provided by the Department of Transportation (DOT).

  o Hazardous materials are any substance or material designated by the Secretary of Transportation as capable of posing an unreasonable risk to health, safety, or property when transported in commerce.

    ▪ The definition includes hazardous materials as defined in Title 49 Code of Federal Regulations (CFR), Parts 171 to 180.

    ▪ Under extreme circumstances, some federal agencies may be exempt from DOT compliance.

DO: Show students the Hazardous Material Guide for reference.

DO: Review the following information.

- Examples of hazardous materials

  o Liquid fuels

  o Petroleum oils

  o Fusees

  o Batteries/battery fluid

  o Explosives

  o Compressed gas

- o Small-arms ammunition
- o Aerial ignition devices/materials

Demobilization

- Requests are usually closed out after all transport information is passed.
  - Exception: Trackable items
- Recycling.

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Review

DO: Review the following information.

- Demobilization
  - o Usually supply orders are closed after shipping and travel information is passed.
  - o The exceptions to this are trackable items (e.g., radio kits, cache vans, electronics). The ordering unit is responsible for the return of these items to the geographical caches.
  - o Recycling is encouraged, but it is the incident's responsibility to process.

DO: Discuss local procedures in your geographical area.

- A cache demobilization specialist may be available from your local cache. They will help facilitate the demobilization of the supplies from the incident.

Summary

- Caches stock three types of goods:
  - Consumable
  - Durable
  - Trackable
- NIICD is a national interagency resource composed of radio systems and kits available for incident communications.
- The NFES Catalog contains information about incident fire supplies and equipment stocked by and ordered from the National Interagency Support Caches.
- Non-cache items can be procured through local vendors.
- BUYTs procure supplies when purchasing requirements go beyond local capabilities.
- Shipping and receiving methods include air freight and ground freight.
- Reference Hazardous Material Guides, when appropriate.
- Usually supply orders are closed after shipping and travel information is passed.

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Summary

DO: Review the summary of the unit on the slide.

DO: Answer any questions students may have before moving to the next unit.

Unit Resources:

- NIICD System/Kit Issue/Return
- Great Basin Cache Shipping Status (with FedEx)
- Great Basin Cache Shipping Status (with ground transport)
- Aircraft Flight Request/Flight Schedule