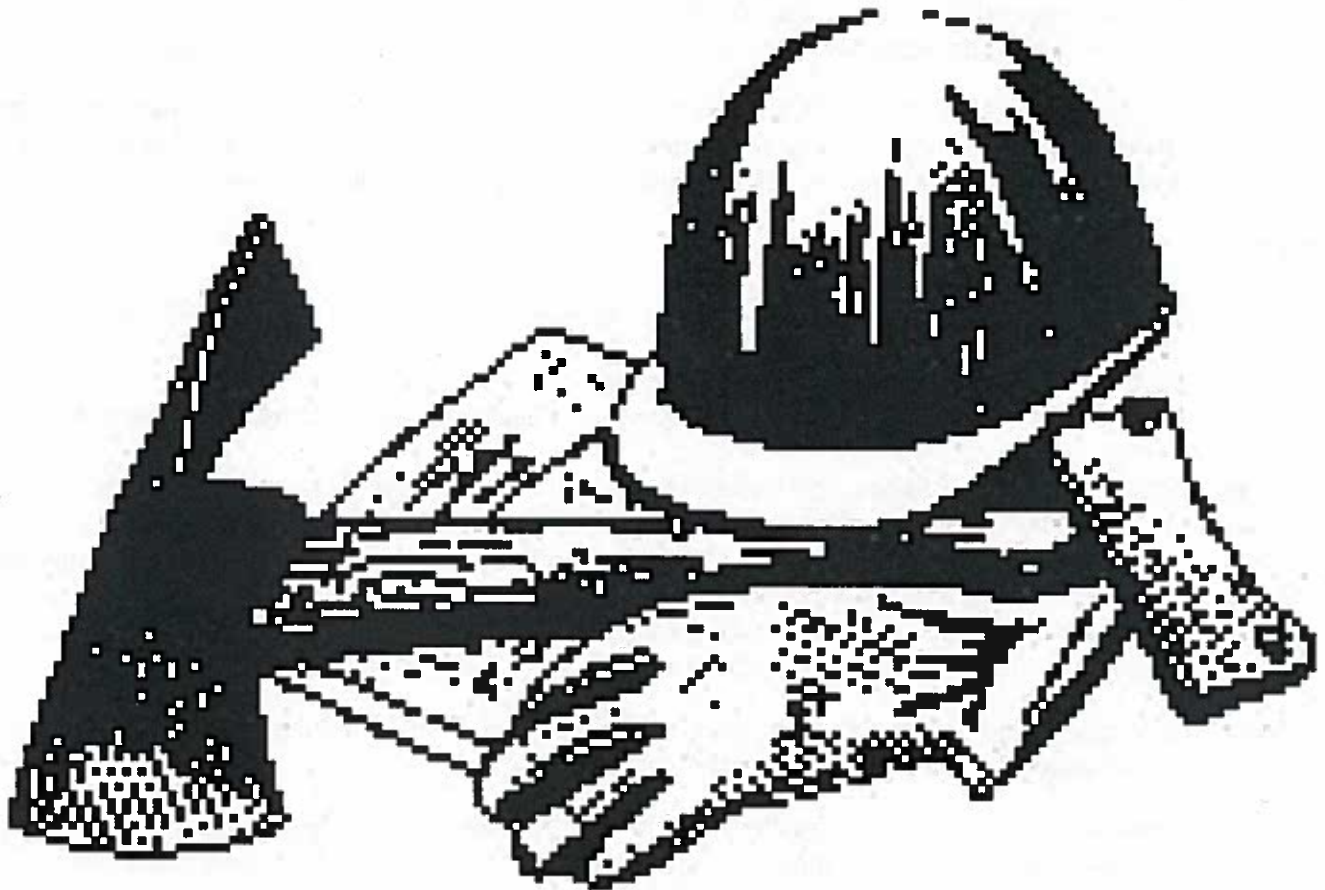


GREAT BASIN CACHE ORDERING INFORMATION

2019 GREAT BASIN INCIDENT SUPPORT CACHE ORDERING GUIDELINES AND TIPS

Everything You Want to Know When Ordering From
Great Basin Incident Support Cache (GBK)



**Great Basin Incident Support Cache is located at:
National Interagency Fire Center
3833 South Development Ave, Boise ID 83705**

**Supply Office Telephone Number: 208-387-5104
An On-Call Operations Duty Officer is Available 24 Hrs. for
Emergency Incident Support.**

Great Basin Cache is Located in Boise, Idaho, in Mountain Time Zone.

GBK Supply Office: 208-387-5104 (24 hr. Rolls to Emergency Ops Duty Officer)

GBK Supply Office Fax: 208-387-5573

GBK Large Incident Support Email: blm_fa_gbk@blm.gov

- ✓ Use GBK Supply Office phone number, 208-387-5104 for all NFES Supply notifications, questions and updates.
- ✓ All National Equipment System (NFES) Supply Orders, including Type 1 and Type 2 Incident Management Team (IMT) mobilization and initial orders, must be placed with a realistic date/time needed.
- ✓ All NFES Supply orders whether sent through ROSS/ICBS interface from host dispatch unit or by Type 1 and Type 2 IMTs using approved GBK NFES spreadsheets must be followed-up with a telephone call to GBK Supply Office. Positive confirmation from requestor to GBK Supply Office personnel should be made within 5-10 minutes of placing all order(s). ICBS unlike ROSS does not have “notifiers” to tell supply personnel a new order is pending.
- ✓ When placing supply and equipment orders ensure host unit and/or IMT personnel are on scene to meet GBK trucks at time of delivery and are properly equipped to unload these trucks, e.g. forklifts and qualified operators must be available. GBK delivery drivers are not responsible nor certified to unload supplies off trucks.

ORDERING

- ✓ Multi-Select / Multi-Place all ROSS requests for all NFES supply orders (think crew orders in ROSS; you order the crew not each person separately on the crew).
 - GBK cache vans are the one and ONLY exception!
 - NFES 008667, GBK enhanced cache vans orders must be placed separately from all other NFES orders.
- ✓ ROSS SPECIAL NEEDS there are known problems between ICBS and ROSS. Special Needs documentation must match exactly from S# to S# or it will cause the line items to split into separate orders through the ROSS/ICBS interface; e.g. if S1 for a Pulaski has special needs which reads “BOB” (all caps) and S2 special needs reads “Bob” (Upper and lower case) the items will split regardless of whether dispatcher multi-selects all S#s and places them up at once. This is the difference between a dispatch system and an inventory. ICBS is incredibly nitpicky even down to a period difference in special needs, one dispatcher uses a period, and another doesn’t and we all end up frustrated.
- ✓ Please try to consolidate orders – ordering once or twice daily will allow GBK supervisors to better plan cache operations staffing levels and delivery driver scheduling operations.
- ✓ Add-on orders hold up deliveries and often times cause GBK personnel to unload and reload trucks numerous times. Please if at all possible make add-on supply orders an exception rather than standard operating procedure.
- ✓ GBK drivers are instructed to refrain from driving between the hours of 2200 to 0600 due to safety concerns.
- ✓ If you find supplies you ordered are going unused, and are sitting in local warehouses, ICP Supply Unit, spike camp, or drop points, please don’t hesitate to send them back on a GBK truck rather than waiting for official demob. Remember, someone else may be in need of supplies and equipment; please return to GBK for distribution to other ongoing or emerging incidents. Thank you!

ORDERING DIRECT TO GBK FROM DISPATCH CENTERS AND/OR IMTs

Great Basin Dispatch Centers and Type 1 and Type 2 IMTs assigned within the Great Basin Geographic Area have authority to order directly from GBK for **most** National Fire Equipment System (NFES) items. Communication and RAWS equipment must be ordered via *approved* and *established* national dispatch standard operating procedures.

Great Basin Geographic Area enhanced Cache vans: NFES 008667 (Dispatcher must use this NFES number to order) Authorized for Initial IMT Type 1 or Type 2 responding to Incident. Only **ONE** van will be authorized **per Incident**.

- ✓ GBK cache vans are designed and enhanced to meet initial support and incident base needs of Type 1 and Type 2 IMTs for one to two operational periods within the Great Basin
- ✓ Van contents are listed in *NWCG Catalog: Part 1: Fire Supplies and Equipment* within Incident Kits Section. 2019 GBK cache van inventory has been updated to include new items and/or item quantity increases or decreases. See Incident Kits in *NFES Catalog: Part 1: Fire Supplies and Equipment*.
- ✓ All kits and kit components are listed with *NWCG Catalog: Part 1: Fire Supplies and Equipment Catalog*, in the Incident Kits Section. Be aware that some kits differ based on geographic area enhancements; when choosing a kit, equipment and/or supplies, make sure items ordered have **GBK** listed in Stocking Location.
- ✓ *NWCG Catalog Part 1: Fire Supplies and Equipment* is no longer available in print; however it is available in electronic format. Both *NWCG Catalog Part 1: Fire Supplies and Equipment* and *NWCG Catalog Part 2: Publications* are available at: <http://www.nwcg.gov/catalogs-ordering-quicklinks>.
 - Due to known coding issues between Internet Explorer (IE) and the NWCG Home Page; we suggest using any other web browser (i.e. Mozilla Firefox, Google Chrome) than IE to access the NWCG website.

SUPPLY ORDERS

100,000 Numbers: IMT direct to GBK Supply Orders (S#) **must** use **S100,000 ~ S199,999** numbers block; these numbers are for use by Type 1 and Type 2 IMT only. This allows these IMTs to order directly from incident to GBK.

100,000 Numbers do NOT originate in ROSS, they are outside the scope of ROSS and are managed by the IMTs. Host unit dispatch centers cannot see 100,000 numbers, nor do they need to “assign” these numbers to IMT. The 100,000 numbers are a specialized block of numbers which allow cache supply office personnel to directly input NFES supply requests into Incident Cache Business System (ICBS). Use of the 100,000 block streamlines ordering efficiencies between IMTs and GKB, freeing host unit and/or expanded dispatchers to concentrate on ordering personnel, services, equipment, coordinating with Buying Teams, and etcetera.

- ✓ IMT to GBK Supply Orders shall be submitted via email utilizing **GBK Incident Order Form Excel Spreadsheet**.
- ✓ Refer: to 2019 *Great Basin Mobilization Guide, Chapter 40, pg. 40-1, lines 30-50* at: https://gacc.nifc.gov/gbcc/admin/docs/MobGuide/2019/Chapter40_Equipment.pdf
- ✓ Duplicate S#s cannot and are not accepted by the Incident Cache Business System (ICBS). Until a valid S# number is given to GBK, the whole supply order must be placed on hold; causing a ripple effect of delays impacting GBK and delivery of items to incident.
- ✓ IMTs and/or their dispatch units must track and validate sequence of S# numbers, this is **not** a GBK responsibility.

COMMUNICATION EQUIPMENT –RAWS ARE NFES ITEMS NEVER AUTHORIZED FOR DIRECT ORDERING REGARDLESS OF GACC

National Interagency Communication Division (NIICD), National Interagency Radio Cache (NIRSC) radio communication system kits including satellite phones and Remote Automated Weather Stations (RAWS) are considered **NATIONAL RESOURCES** and are **NEVER** authorized for direct ordering from incident, host unit dispatch or geographic area centers to Great Basin Incident Support Cache.

- Great Basin Incident Support Cache (GBK), is co-located at the National Interagency Fire Center (NIFC) in Boise, Idaho. GBK is the primary logistics shipping and mobilization point for all outgoing NIRSC/RAWS equipment nationally.
- ROSS may show radio communication system kits, satellite phones and RAWS kits as available for direct ordering. Don't be fooled by technology, no matter what ROSS shows, these orders must be placed up. Each time. Every time.

RADIO – RAWS ORDERING PATHWAY

Radios: Incident → Local / Expanded Dispatch → GACC → NICC → NIRSC (Frequency & Radio Fulfillment) → GBK (shipping)

RAWS: Incident → Local / Expanded Dispatch → GACC → NICC → RAWS Depot (RAWS) → GBK (shipping)

NFES USER TIP FROM THE PROs

- NFES 004000+ series are dedicated to national radio communication system items.
- NFES 005000+ series are dedicated to national meteorological & radio communication equipment items.
- All orders placed for items within NFES 004000+ and NFES 005000+ series must be placed up to GACC and to NICC.

REALISTIC DATE – TIME NEEDED

- List realistic DATE – TIME NEEDED; incoming Incident Management Teams (IMTs) are rarely able to deploy radio equipment at the same time they are scheduled for Inbrief; this may be a consideration to make before placing orders.
- Try to GROUP these orders to twice a day or as appropriate for the same incident, trickling them in throughout a shift, is a major safety consideration that should be taken into account for personnel delivering equipment to incident.

ALL ORDERS FOR RADIO COMMUNICATION SYSTEM KITS and RAWS MUST CONTAIN:

- **VALID STREET ADDRESS** with ZIP CODE; PO Boxes and driving directions are **NOT** allowed.
- **CONTACT NAME** and **PHONE NUMBER** of an on-scene receiving party; refrain from listing incident management team personnel enroute to incident. Often times, IMT personnel are not the best source for local address delivery related questions. **NOTE:** IMT personnel rarely need radio starter systems at the same time as Inbriefing. Ask before ordering.
- **Update** contact names and numbers in ROSS as personnel depart incidents; it's a huge bummer for GBK personnel to wake someone in the middle of the night, only to find out they demobed from the incident days or even weeks before.

DO NOT LIST AIRPORT LOCATIONS OR IDENTIFIERS AS VALID DELIVERY POINTS

- Do **NOT** list airport locations or identifiers as a valid delivery points. Charter aircraft are rarely used for radio/RAWS transportation. The approval and use of charter aircraft is never made by GBK personnel; the NICC makes this decision.
- Radio/RAWS are packaged, weighed, tagged and shipping logistics/mobilization are tasks performed by GBK personnel.
- GBK supply logistics personnel base delivery method, excluding charter aircraft on: date/time needed, delivery location (this *should* be contained in ROSS resource order) **AND** total equipment weight, bulk and number of shipment pieces.
Shipment delivery options are evaluated in this order:
 1. Charter aircraft approved by NICC? (Rarely → Go to Step 2)
 2. Will equipment be picked up by incident personnel directly from NIFC-GBK (Usually Not → Go to Step 3)
 3. Is delivery location close enough to send GBK delivery truck driver by date/time? (Usually Not → Go to Step 4)
 4. Is equipment weight, bulk and number of pieces feasible to ship FedEx Overnight (Usually Not → Go to Step 5)
 5. Employ third party freight forward delivery service; commercial air vs. ground delivery? (Date/time requested)
- When third party freight forward delivery service is employed, their personnel pick up equipment directly from GBK and equipment is legally tendered to them, they work directly with TSA for equipment security clearance, provides for commercial passenger aircraft routing, pick up at nearest larger jet port to incident and provides transportation services to designated delivery address. **NOTE:** Refrain from Hold/Call at airport as it rarely works well for all involved.
- Keep in mind, air shipments utilize available passenger cargo space; e.g. **737** or **52 Bombardier size passenger aircraft**, (Alaska, American, United, and Southwest); all flights originate from the **Boise Airport**, not NIFC Ramp.
- Missing or incomplete delivery location and/or receiving contact name and numbers within ROSS, **can** and **does** cause equipment to miss flights. All equipment has to clear TSA security cargo checks one hour in advance of air travel.

HEALTH AND SAFETY

If your incident is the host of norovirus outbreak or food poisoning, please communicate this to GBK personnel well in advance of backhaul from incident to cache. This will allow us to outfit transportation and receiving returns personnel accordingly. Food born intestinal issues can and do arise on occasion, it happens but please don't pass it on..... ☹

CACHE DEMOB SPECIALIST (CDSP)

A CDSP will assist in returning items to appropriate locations (i.e. non-NFES items back to local warehouse, NFES items to GBK), load trucks according to "Ready for Issue" or "Refurb" status as well as ensure waybills are completed appropriately to provide for effective and efficient supply and equipment cost reporting; documentation which is used in the development of final Incident Summary and Loss Use reporting and crediting back to incident.

- ✓ GBK CDSPs are able to provide rapid streamlined, professional warehouse experience and hazmat guidance and direction; in an effort to achieve safe, efficient, and effective return of NFES fire equipment and supplies from incident back to GBK.
- ✓ CDSPs are highly advised for incidents with more than 500 personnel and/or on complex Type 3 incidents.
- ✓ Incident personnel should facilitate requests for GBK CDSPs directly with GBK. A GBK CDSP should be in place at incident a **minimum** of 3 days prior to anticipated demob date; this allows for most effective use of CDSP skills for incident/host unit support and benefit.

WAYBILLS

Must accompany **ALL** supply and equipment returns to GBK, no matter the incident size or complexity level. Waybills are an integral part the financial documentation package and are the only way GBK has to account for equipment and supplies returned from an incident or project. Waybills should include the following information at a minimum:

- ✓ Incident Name, Incident Other Order Number and FireCode and/or Management Code
- ✓ Printed name and signature of shipping contact along with contact information
- ✓ NFES Number and Item Description along with quantity being returned (**No** MISC. pallets will be accepted)
- ✓ Property ID number if item(s) are accountable property (i.e. chainsaw, pump, generator, etc.)
- ✓ Hazmat must be identified, classified and weighed. No more than 1,000 lbs. of hazmat on each truck per DOT regs.

HOSE

GBK does **NOT** accept hose returned butterflyed, **ALL** hose **MUST** be returned **ROLLED**. (Ever tried to untangle yarn or string after kids have played with it? Apply same concept to thousands of feet of dirty/wet hose bounced around for hours in trucks). Roll your own folks, roll your own.

- ✓ Gas and electric hose rollers are available from GBK for use – order well in advance of demob.
 - NFES 000633 - Electric Hose Roller
 - NFES 000665 - Gas Powered Hose Roller
 - NFES 000666 - Manually Operated Hand Roller (anyone who has used these will immediately realize this particular NFES number is apropos. The thing is a beast!)
- ✓ Do **NOT** return burned hose to GBK; dispose of at incident. If hose couplings appear salvageable, cut them off and return to GBK, otherwise dispose of burned hose locally or at incident.

INVASIVE PLANTS & AQUATIC SPECIES

Quat disinfectant & fish screens; are **NOT** stocked by GBK; procure locally via host unit Incident Resource Advisor, local unit fire supply cache, and/or employ assistance of the Buying Team.

TRASH & RECYCLING

IMT and/or local units are responsible for trash disposal and onsite recycling, do **NOT** send to GBK.

FUEL

Fuel of any type is never accepted by GBK nor its drivers. All GBK drivers have been instructed to make sure gas cans, Dolmars, chainsaws, drip torches, generators and Sigg bottles have been emptied & purged before loading. If these items are found to still contain fuel, they will be left at ICP with incident personnel until emptied and purged.

- ✓ Fuel disposal is the responsibility of the IMT and/or local host unit.

HAZMAT

Inform drivers of all hazmat on every backhaul shipment. No more than 1,000 lbs. of hazmat can be loaded onto a single truck at one time. A shipment containing more than 1,000+ lbs. of hazmat will require special permits and endorsements.

- ✓ Refer: 2016 Emergency Response Guidebook; available in PDF format at:
<https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/docs/ERG2016.pdf>

Hazmat items listed below ARE accepted for return to GBK. Hazmat is limited to 1,000 lbs. or LESS per load.

NFES Number	Item Description	Item Weight
000372	#6 purple, blank, 22 caliber small arms	Full Box = 0.06 lbs. each
000371	Flare, ¾ X 3 ½ (use with NFES 000372)	Full Box = 1.00 lbs. each
000687	Flare, fire, "Stubby" 1 ½ X 2, pistol launched (use with NFES 000372)	Full Box = 1.80 lbs. each
000299	Flare, fire, 2 ½ X 6, hand launched	Full Box = 1.00 lbs. each
000690	Flare, fire, "Chubbie", 2 ½ X 2, hand launched	Full Box = 2.00 lbs. each
000105	Fusee, signal device, hand	Full Box = 37.50 lbs. each
003411	Aerial Ignition Device, Ping-Pong Balls	Full Box = 14.50 lbs. each
000491	Tank, propane fuel, LPG, 20# tank (5 GL)	Full Tank = 36.0 lbs. each
000307	Extinguisher, fire, 20A:120BC	Full Tank = 20.0 lbs. each
000270	Air Operations Kit (Contains one Fire Extinguisher NFES 000307)	Full Tank = 20.0 lbs. each
000520	Helicopter Support Kit (Contains one Fire Extinguisher NFES 000307)	Full Tank = 20.0 lbs. each
001835	500 Person Med Kit (Contains two Oxygen "D" Cylinder NFES 089616) (and one Oxygen, Small Cylinder NFES 089774)	Full Tank = 10.5 lbs. each Full Tank = 7.00 lbs. each
001727	Trauma Kit (Contains one Oxygen, Small Cylinder NFES 089774)	Full Tank = 7.00 lbs. each

INCIDENT LOSS AND INCIDENT REPLACEMENT OF GOVERNMENT PROPERTY

If GBK NFES supply/equipment are lost, destroyed or stolen during an incident, a fully completed copy of OF-289, Property Loss or Damage Report is required. NFES items categorized as "trackable" means they are of high dollar or sensitive in nature; e.g. pumps, chainsaws, generators, yurts, radio communication equipment, RAWS, etc.

- A copy of the completed OF-289 **MUST** be sent to GBK Assistant Manager for trackable equipment accounting.

For replacement of NFES items **not carried** by the National Incident Supply Cache responsible for supporting the incident (i.e. Wildland Firefighter Pants, Type II; kevlar/nomex BDUs; or gloves, brushed pigskin), replacement must be authorized using the Incident Replacement Requisition (OF-315), and should be accomplished by ordering the item(s) from Defense Logistics Agency (DLA) FedMall, or other approved vendor.

- Refer: 2019 Interagency Standards for Fire and Fire Aviation Operations, Chapter 11, Incident Management Response, pg. 268, lines 17-21 at: <https://www.nifc.gov/PUBLICATIONS/redbook/2019/RedBookAll.pdf>

ORDERING TIPS – THIS WILL HELP YOU

NFES 008667, GBK Enhanced Cache Vans – dispatch units must order this line item separately from all other NFES items in ROSS. GBK personnel will facilitate replacement of preposition GBK cache vans to original host unit locations; dispatchers are **NOT** responsible for reordering. Type 1 and Type 2 Incidents get one GBK cache van per incident only.

- ✓ National Fire Equipment System (NFES) numbers – if a supply or equipment item does not have a NFES number it isn't stocked at GBK or any of the other 15 National Incident Support Caches (NISCs) located geographically across the United States; e.g. Geographic area mobilization guides do not have NFES numbers and are not stocked at GBK.
- ✓ Always check **NWCG NFES Part 1: Fire Supplies and Equipment Catalog** for Unit of Issue (UI) and stocking locations; ROSS may show these items as available, however, that does **NOT** mean GBK stocks that particular item.
- ✓ Containers are ordered as box (1 BX = 20 containers)
 - NFES 000244 - Hot/Cold **Beverage** (1 BX = 20 beverage containers)
 - NFES 000246 - Hot/Cold **Food** (1 BX = 20 food containers)
- ✓ Cubitainers are ordered as box (1 BX = 20 cubitainers)
 - NFES 000602 - 2.5 Gallon Cubitainer (1 BX = 20 cubitainers)
 - NFES 000048 - 5.0 Gallon Cubitainer (1 BX = 20 cubitainers)
- ✓ Batteries
 - NFES 000030 - AA Batteries; 24 each per package (PG) / 25 PGs per Box/Case. Usually Vendor Specific.
 - NFES 007471 - AAA Batteries; 12 each per package (PG) / 12 PG per Box/Case
 - NFES 000033 – D Cell Batteries; 12 each per package (PG) / 10 PG per Box/Case. Usually Vendor Specific.
- ✓ Cartridges and Handheld Firing Devices
 - NFES 000372 - #6 purple, blank, 22 caliber small arms
 - *Unfortunately*, cartridges are ordered as each as in singular. One cartridge = one shot (good luck!)
 - 100 cartridges EACH must be ordered if you want a FULL BOX of cartridges.
 - NFES 000687 – Flare - “Stubby” Requires cartridges!
 - NFES 000690 – Flare – “Chubbie” Requires cartridges!!
- ✓ Earplugs (NFES 001027)
 - Ordered as each, if you want a box of earplugs order 200 each.
- ✓ Canteens (NFES 000037)
 - 1 QT, Plastic, Disposable w/o cover are ordered as each. If you want a full box of canteens order 100 each.

GREAT BASIN CACHE NEW NFES ITEMS

- ✓ NFES 001880 Oil, Bar and Chain
 - Unit of Issue = GALLON (GL) Std PK 4 GL per Box/Case ← SEE THIS!!! FINALLY!!!! 😊
- ✓ NFES 007172 Fan – Window, Table 20” 2 Speed
 - Unit of Issue = Each (EA)
- ✓ NFES 000544 Clipboard – Aluminum, w/Storage (Legal Size)
 - Unit of Issue = Each (EA)

HOTLIST - 2019 IMPORTANT CHANGES

NATIONAL RADIO CACHE CHANGES

NFES 004312 - Command Repeater/Link Kit

- **MUST** now be ordered with a **NFES 004100 - Mountain Top Accessory Kit**. (Separate S#)

NFES 004370 - Ground Aircraft Radio/Link Kit

- **MUST** now be ordered with a **NFES 004100 Mountain Top Accessory Kit**. (Separate S#)

NATIONAL MEDICAL KIT CHANGES

NFES 001835 – 500 Person Medical Kit – Has been DISCONTINUED

- ✓ Several sub-kits; trauma bag, oxygen kit, and SKED kit are offered as single standalone “a la carte” items now.
 - All “a la carte” items must be ordered separately. (Separate S#)
 - NFES 001760 – Incident Medical Support Kit
 - NFES 001727 – Trauma Bag
 - NFES 001728 – Oxygen Kit
 - NFES 000650 – SKED

NFES 001760 – 100 Person Medical Kit – Has been revised. Name change – NFES did not change.

- ✓ Is now called an “**Incident Support Medical Kit**”
 - Is now designated as a CONSUMABLE item. If opened, do **NOT** return to Great Basin Cache.

GREAT BASIN CACHE PUMP, BLADDER BAG, AND PERSONAL GEAR CHANGES

Pumps

NFES 000870 Kit-Pump, Portable High Pressure (Mark III) – Has been DISCONTINUED

- ✓ NFES 000148 Pump – Portable, High Pressure w/Fuel Line (Mark III) – is standalone. It no longer comes an accessory kit.
 - If an accessory kit for this particular pump is desired order:
 - NFES 003870 Kit – Accessory, Pump, Portable, High Pressure. (Separate S#)

NFES 006041 Kit-Pump, Volume, with Accessory – Has been DISCONTINUED

- ✓ NFES 001222 Pump – Volume, Trash, 3”, w/Spark Plug - is standalone. It no longer comes with an accessory kit.
 - If an accessory kit for this particular pump is desired order:
 - NFES 001060 Kit – Accessory, Volume Pump. (Separate S#)

Bladder Bags

NFES 001149 Pump – Backpack Outfit (Old Bladder Bag) – Has been DISCONTINUED

- ✓ NFES 000909 Waterbag Assembly – 5 Gallon; (New Bladder Bag) – Replaced Old Bladder Bag (NFES 001149)

Personal Gear Bag (Red Bag)

NFES 001885 Pack – Personal Gear (Old Red Bag) – Has been DISCONTINUED, as has NFES 000281 Bag – Tent, Personal Gear.

- ✓ NFES 000679 Personal Gear Bag (New Improved Red Bag) replaced both items above. This bag was designed to combine both pack and tent bag into one item; the tent pouch is now supposed to be large enough to fit a two second tent. No further need to order two separate items.