

# Intermountain Region Standard Operating Guide for Using Contracted Resources for Priority Fuels Work

April 2023



**Background:** In December of 2022 a letter was signed by the WO Deputy Director stating that we could expand the use of Contracted Equipment for Priority Fuels Work due to the Wildfire Crisis Strategy. In March of 2023, additional documents were produced by the WO FAM group that provided better clarification.

*This document was prepared by using both the original letter, and FACT sheets, the VIPR agreements and National Crew Contract/Agreements.*

There is a critical need for hazardous fuels reduction to address the growing wildfire risk due to past fire exclusion, accumulating fuels, a warming climate and expanding development in the wildland – urban interface.

The contracted resources may be used for prescribed burn unit preparation, ignition, holding, and contingency. They **cannot be used** for mechanical fuels projects such as thinning **where not directly** in support of prescribed fire planned on the landscape. This is a temporary solution to access the use of contracted resources to implement prescribed fire. Use your approved prescribed fire plan for guidance on specific activities, specifically Element 9 - pre-burn considerations.

**What is available for use?** All VIPR equipment, Mobile Showers, Food Units, T2IA Crews (with a task order and cannot be ordered through IROC), T2 Crews, and Vehicles.

- For additional fleet/pool vehicles:
  - Consult fleet manager to request necessary vehicles (i.e. holdovers), or
    - [Short-Term Rentals \(STR\) | GSA](#)
- For Single Resources that do not require a Heavy Duty (HD) vehicle:
  - Agency Travel System (ETS2) or Travel Management Company (TMC)
- For Single Resources with an Overhead Resource Order (O number) requiring an HD vehicle or Administratively Determined hires (ADs):
  - NERV

**Who Can Order?** Currently only the US Forest Service can order these resources.

**When to Order?** When no agency resources are available, and your standard, established processes for prescribed fire resource procurement have been exhausted, or to fill a special need unavailable elsewhere.

**Who Pays?** Funding for contract resources will be covered by the Washington Office. **Type 2 Crews, Showers, Caterers and VIPR Equipment** ordered for a **Wildfire Crisis Landscape (WCL)** will use the shorthand code NIHXXL23, override 1511. For resource orders **outside** of the 21 Wildfire Crisis Landscapes units should use shorthand code NIHXXN23, override 1511.

Contract administration and logistical support positions can be ordered through IROC, but they must charge their salary to the appropriate salary and expense code (See FY23 FAM Toolbox) or local project code (ADs).

**NIHX funds specified above cannot pay for salary of any kind.**

Contract support positions (ICPI's, EQPI's, EQTR's, FDUL, FACL, LSC, HEQB's, FSC, EQTR, etc.) can be filled with qualified personnel on unit or ordered using the same process as a suppression incident but using a project code.

- Mobile Showers will require a FACL or Logs Section Chief
- Food Units will require a FDUL or Logs Section Chief
- VIPR resources require a ICPI to verify compliance, EQPI to complete mechanical safety inspections.

Vehicles: (see National FAQ for Rates)

**STR:** Forest Service Hosted units will need to provide funding (either through allocated funding or in coordination with their regional office) through a project code to cover resource costs.

- Forest will be charged using BOAC and appropriate Fund Code.
- GSA will bill Forest.

**NERV:** Units need to provide funding (either through allocated funding or in coordination with their regional office) through a project code to cover resource costs.

Submit a package to: [sm.fs.NERV@usda.gov](mailto:sm.fs.NERV@usda.gov)

- Package needs to include:
  - Coversheet
  - Resource Order (with appropriate project code).
  - Rental Agreement
  - Inspection
  - Any documentation of damage or accident reports

**Who Prepares the Payment Package?** All VIPR, Mobile Showers, Food Units and Crews require invoice packages sent to ASC-IF, see table below for specifics for each category. It is the ordering unit's responsibility to create and submit these packages.

The R4 Incident Business (IB) Group is available to provide oversight and training to establish a RX Pay group beginning at the local level. The IB group can also provide training, as needed, to field personnel working directly with the resources to properly complete shift tickets and understand contract specifications that effect payments. The IB group can enhance traditional local support with training to be incorporate into the RX Pay group. The process for payment information to and from the RX Pay group will be established prior to use of contracted resources.

It will be important for communication to be established between the Fuels and IB groups, at all levels, throughout the process to create the right level of payment support per project.

**When to use VIPR, Crew BPAs, National Showers or Food Units?** Local contracts provide familiar vendors, are generally located within the local commuting area, and have non-suppression rates, which may provide an economical alternative. Use caution with State Contracted resources and ensure use is allowed prior to ordering. When local contracts are not established or are unavailable during the needed window then the above resources can fill that need provided funds are available to cover expected costs.

### How does ordering work?

Dispatch Centers create an incident – Example Name for Incident: **2023 FIF Spring RX Fire**. For those WCLs that cover two forests/dispatch areas, one incident will be created for each forest or dispatch area i.e., **2023 Sierra Front Spring RX Fire**. Ordering will follow the already established process for wildland fire. **All contact will be made through dispatch.**

- **T2IA Crews need to be ordered via a Task Order through the Contracting Officer.** (See National FAQ for additional information)
- **T2 Crews** – Ordering will follow the already established process for wildland fire, orders will be placed through IROC and filled by the host dispatch center.
- **Mobile Showers and Food Units** - Ordering will follow the already established process for wildland fire, orders will be placed through IROC and filled by the host dispatch center.
- **VIPR** - Ordering will follow the already established process for wildland fire, orders will be placed through IROC and filled by the host dispatch center.
- **STR** - Known need for additional vehicles being used on Forest Service Prescribed Fire Projects and other agency vehicles are not available.
  - Fleet Manager will submit a worksheet using GSA Customer Number, Billing Office Address Code (BOAC) and funding code.
  - GSA develops and posts RFQ for 5-10 days;
  - GSA sends quote to customer for review;
  - GSA awards BPA Call to vendor
  - For more information on STR: [Short-Term Rentals \(STR\) | GSA](#)
- **NERV** – Single Resource – Overhead requiring an HD vehicle or ADs assisting in Forest Service Prescribed Fire Projects that are unable to obtain a vehicle through the Local Forest Fleet Manager.
  - General Message is placed to appropriate hosting dispatch office.
  - Resource Order is generated with appropriate funding code for Single Resource, Overhead.
  - Dispatch places order for vehicle, <https://nerv.firenet.gov/>

*R4 considers a WCL project area the entire WCL. For those WCLs that cover two forests/dispatch areas they will be broken out by their respective forest/dispatch area, i.e., Sierra Front or Boise.*

**How long does it take? For all resource types** – Response time will be like a wildland fire order with the date and time specified when inputting the resource order, except for the type 2 IA crews which are mobilized through a task order, which may take from a few days to a few weeks. There may be a delay in mobilization during the off-season as resources adjust to being mobilized outside of normal fire season. Also, dispatch centers may only be open during regular business hours, and not on weekends.

Resource availability may be subject to prioritization.

**Can I Move Resources Between Projects?**

- **Crews** – No. Resources shall follow the same procedures used during wildland fire suppression operations utilizing established standard operating procedures to ensure financial accountability and tracking of resources. **They can however be moved between different burn units within the same WCL project area.** Resources ordered for a WCL project area must be de-mobilized and a new request must be submitted for the new project area. Resources ordered for a non-WCL project area must be de-mobilized and a new request must be submitted for a new project.
- **Showers and Food Units** – No. Resources shall follow the same procedures used during wildland fire suppression operations utilizing established standard operating procedures to ensure financial accountability and tracking of resources. Resources ordered for a WCL project area must be de-mobilized and a new request must be submitted for the new project area. Resources ordered for a non-WCL project area must be de-mobilized and a new request must be submitted for a new project.
- **VIPR** – No. **They can however be moved between different burn units within the same WCL project area.** Resources ordered for a WCL project area must be de-mobilized and a new request must be submitted for the new project area. Resources ordered for a non-WCL project area must be de-mobilized and a new request must be submitted for a new project.

*\*Note - R4 considers a WCL project area the entire WCL. For those WCLs that cover two forests/dispatch areas they will be broken out by their respective forest/dispatch area, i.e., Sierra Front or Boise.*

Available Incident Procurement Operations Contracts and Agreements

<p><b>Type 21A Crews</b></p>	<p>Requestion package must be submitted through the appropriate Contract Service Area. Request for Quote (RFQ) must be issued by Contracting Officer.</p>	<p>A Contracting Officer Representative will complete necessary documentation as required by the contract. Payments will be completed through the Invoice Processing Platform.</p>	<p>These resources cannot be ordered through IROC. Each task order must be made available to each vendor through the RFQ process.</p> <p><i>An IAS requisition and related submittals <u>is</u> needed for each individual order.</i></p>	<p>This process may take from a few days to a few weeks.</p>
<p><b>Type 2 Crews</b></p>	<p>Orders will be placed through IROC and filled by the National Interagency Coordination Center.</p>	<p>Government representatives will review and sign daily crew time reports developed by the contract crew. Times shall be posted to the daily use invoice (OF-286). At demobilization, the OF-286 and supporting documentation must be reviewed and signed by both the Government and Contractor.</p>	<p>Final invoice packages must be audited and submitted to; <a href="mailto:Sm.fs.asc_eera@usda.gov">Sm.fs.asc_eera@usda.gov</a></p> <p><i>An IAS requisition is <u>not</u> needed for each individual order.</i></p>	<p><b>Per Agreement:</b> Power saws are utilized to clear brush and fall trees that would otherwise provide a canopy of fuel over the fireline. Burnout operations to secure the fireline utilize drip torches and fusees. T2 Crews are required to carry 3 Chainsaws w/kits.</p>
<p><b>Mobile Showers</b></p>	<p>Orders will be placed through IROC and filled by the National Interagency Coordination Center.</p>	<p>Government representative (Facilities Unit Leader or Logistic Section Chief) will review and sign daily invoices. The vendor is required to submit invoice packages to; <a href="mailto:sm.fs.asc_eera@usda.gov">sm.fs.asc_eera@usda.gov</a></p>	<p><i>An IAS requisition is <u>not</u> needed for each individual order.</i></p>	<p>Require potable and gray water truck. The Government is responsible for designating potable water site and gray water dump site.</p>
<p><b>Mobile Food Units</b></p>	<p>Orders will be placed through IROC and filled by the National Interagency Coordination Center.</p>	<p>Government representative (Food Unit Leader or Logistic Section Chief) will review and sign daily invoices. The vendor is</p>	<p><i>An IAS requisition is <u>not</u> needed for each individual order.</i></p>	<p>Require potable and gray water truck. The Government is responsible for designating potable water site and gray water dump site.</p>

USING CONTRACTED RESOURCES FOR FUELS/RX FIRE – R4

		<p>required to submit invoice packages to;  <a href="mailto:sm.fs.asc_eera@usda.gov">sm.fs.asc_eera@usda.gov</a></p>		
<p><b>VIPR – IBPAs          (Dozers,          Masticators,          Feller          Bunchers,          Water          Tenders, Fuel          Tenders,          Fallers, etc.)</b></p>	<p>Orders will be placed through IROC and filled by the host dispatch center.</p>	<p>Government representatives will review and sign daily shift tickets (OF-297) developed by the contractor. Daily rates will be posted to the daily use invoice OF-286 and supporting documentation must be reviewed and signed by both the Government and Contractor.</p>	<p>Final invoice packages must be audited and submitted to;  <a href="mailto:sm.fs.asc_eera@usda.gov">sm.fs.asc_eera@usda.gov</a></p>	<p>Before using any VIPR Resource the local district should have someone available to do mechanical, compliance inspections and personnel to process the payment packages.  <b>Heavy Equipment:</b> Will have agency provided Supervision (HEQB) per Redbook for each piece of equipment. Once the heavy equipment is delivered and unloaded at the incident the transport is considered released. However, the <b>transport may be retained at the incident</b> for the sole purpose of transporting the equipment that was originally ordered. <b>Retained transports must be documented on the shift ticket.</b>  <b>Water Handling:</b> Per the agreement. The chainsaw may be used for the clearing of access routes and emergency escape routes. The engine crew shall not perform as tree fallers. They are not required to carry a drip torch, but many/most do have them.  <b>Support Tender:</b> 1 person, RT-130 only  <b>Tactical Tender:</b> 2 Personnel (1-FFT1, 1-FFT2)   <b>All VIPR Equipment:</b> Performance Evaluations should be sent to the CO or Contract Operations.  <b>Inspections:</b> Prior to incident use or anytime the resource is under hire, the Government <b>may</b> perform inspections.  <b>Consider</b> ordering an EQTR to track the daily shift tickets and input into eISuite.</p>

Access to these Incident Procurement Operations contracts and agreements is available immediately. However, there may be delay in contractor availability this time of year; **so please plan accordingly.**

**Questions?** Questions may be directed as follows:

- **Type 2 and T2IA crews:**
  - Bryce Pitchford, Contracting Officer, (208) 991-7639 or [bryce.pitchford@usda.gov](mailto:bryce.pitchford@usda.gov)
  - Mary Fields, Contracting Officer Representative, (406) 370-7312 or [mary.fields@usda.gov](mailto:mary.fields@usda.gov)
  - Shane Greer, National Crew Program Manager, (720) 315-5626 or [richard.greer@usda.gov](mailto:richard.greer@usda.gov)
- **National mobile catering contract:**
  - Dana Price, Contracting Officer, (703) 431-6656 or [dana.price2@usda.gov](mailto:dana.price2@usda.gov)
  - Mary Fields, Contracting Officer Representative, (406) 370-7312 or [mary.fields@usda.gov](mailto:mary.fields@usda.gov)
- **National mobile shower contract:**
  - Amanda Sommerville, Contracting Officer, (208) 949-8517 or [amanda.somerville@usda.gov](mailto:amanda.somerville@usda.gov)
  - Mary Fields, Contracting Officer Representative, (406) 370-7312 or [mary.fields@usda.gov](mailto:mary.fields@usda.gov)
- **VIPR Resources:**
  - Contact your Regional Operations Specialist(s) Cathy Baird, (208) 866-7291 or [cathy.baird@usda.gov](mailto:cathy.baird@usda.gov) or Michael “Ryan” Green, (208) 871-7217 or [michael.r.green@usda.gov](mailto:michael.r.green@usda.gov) , or Ron George, WO-FAM at (541) 604-6988 or [ronald.george@usda.gov](mailto:ronald.george@usda.gov) , or Jill Leguineche at 208-387-5357 or [amanda.leguineche@usda.gov](mailto:amanda.leguineche@usda.gov)
- **R4 Incident Business:**
  - Fauzia Massey, Incident Business Coordinator, Acting, (406) 690-4541 or [fauzia.massey@usda.gov](mailto:fauzia.massey@usda.gov)

## Other Resources

- The [Incident Procurement – VIPR](#) website provides contact information for the regional fire contract operations specialist.
- The [National Mobilization Guide](#) and the [NWCG Standards for Interagency Incident Business Management](#) provide guidance on established ordering procedures and incident business practices.
- [VIPR Quick Reference Guide](#)
- [VIPR Dispatch Priority Lists \(DPLs\)](#) – Do not download and save lists, as they continually change with no notice.
- [PPS Incident Procurement](#)
- [National RX Fire Contracted Resources FAQs](#)