GREAT BASIN SUPPLY STANDARDS

Updated May 2022
Great Basin Dispatch Steering Committee
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1. How to Use this Guide
This guide has been developed to assist in ordering and filling Supply catalog items in a dispatch office located in the Great Basin. Within are directions on creating and filling NFES, Service, and Non-NFES Supply orders, as well as sample resource orders of some commonly ordered Supply items.

Our goal when ordering and filling Supplies is to create a complete document from order to audit in the IROC system. At this time, this means forcing some of the information we require into fields so that it will print on a resource order. Our goal is to standardize our order and fill information so we can provide consistency across the Great Basin in the processing of Supply requests. Standardization is also key for reports that IROC generates for the IMTs, Buying Teams, GACCs, etc.

A more in-depth explanation for entering, placing and filling orders, refer to the IROC home page and utilize the IROC Quick Reference Cards/Videos.

2. Creating New Requests
In IROC, items under the Supply catalog can be ordered from the following categories: NFES Supplies, Services, Non-NFES Supplies, and Consumables. Here are some factors to consider when creating a Supply request. Under Non-NFES Supplies there are chainsaw parts and radio equipment commonly ordered, as well as supplies such as bottled water and first aid under Consumables as Catalog Items.

Quantity Requested/ Number of Requests
When ordering various Supplies, depending on what item, IROC will determine if the item will be “Quantity Requested” or “Number of Requests”. If the option is “Quantity Requested”, you can enter the number of items you want, IROC will only generate one S#. If the option is “Number of Requests”, IROC will generate multiple S#s.

Blocks
Supply requests are often broken out by block. For example, an incident may have a block of numbers set aside for the buying team, local purchase, incident replacement etc. Before creating a request, make sure you know what custom request block of numbers you should be using. Refer to the local center’s policy on block use.

Special Needs
The Great Basin uses the "Special Needs" field for a brief description/documentation area. Pertinent information such as model numbers, part numbers, etc. should be entered in clear and concise language.

Do not repeat information already supplied in other boxes such as “Resource Requested” or “Navigation/Reporting Instructions”.

Do not put special needs in NFES orders going to the Great Basin Fire Cache (GBK).
Tracking
Think carefully about whether an item needs to be tracked or not. For payment purposes, the Great Basin tracks the usual service type items (Porta Potties, Computers, Phones, Radios, etc.) as well as sensitive, non-consumable, high-cost items or items that may need to be returned to a supplier.

When you order an NFES item, IROC determines whether the item will be tracked or not.

When a "Service" Category item is ordered, IROC will allow the same filling options, but you will use the "Fill with Agreement" option (see Filling Requests). This will track resources IROC defaults to track, or services chosen to track, by placing it in Incident Resources. Once filled with agreement, these resources will need travel entered to have them show “at incident.” Make sure to check the Incident Resources on a regular basis for items that may need to be released. Remember that releasing the resource in IROC does not guarantee the resource leaves the incident. You need to coordinate and document vendor contacts when demobing resources. This will help to ensure no over payments for resources that do not get picked up by the vendor.

When a NON-NFES Supply -!Not in Catalog Supplies item is ordered, IROC gives the option to "Track" the resource. You get two chances to do this. The first is by selecting the "Trackable" button in the New Request screen. The second chance is on the info tab when you are in the manage request screen. You do not get a third chance to track an item after it has been filled.

If Tracking is not desired or selected the order will be "Filled/Closed" after the fill information has been entered. Use this method for consumable items.

Buying Team button
This button appears on Non-NFES and Service requests. Click it if the Buying Team will be purchasing and tracking the order. You get two chances to do this. The first is by selecting the "Buying Team" button in the New Request screen. The second chance is on the info tab when you are in the manage request screen. You do not get a third chance after it has been filled. Use this button as appropriate to the local center’s protocol.

3. Filling Requests
Standards
The Great Basin uses "Fill with Agreement" and "Fill with Local Purchase".

All items marked with an asterisk must be filled out in IROC. When using “Fill with Agreement”, you must enter the resource name, fill catalog item, and provider.

When using “Fill with Local Purchase”, you must enter Description, the quantity, posted date and time, time zone and vendor. Use the drop-down list under vendor or check the “Enter Vendor by Name” box to fill it in manually. In order to get the Vendor name to show up on the printed Resource Order put the Vendor and who paid for the item in the Description box.

NFES requests are filled by the Great Basin Cache. Some centers may fill NFES supplies placed with a local cache, consult the local unit for their protocol.
4. NFES Supplies
A. Creating an NFES request to be filled by the Great Basin Cache

- Catalog: Supply
- Category: NFES
- You can search by Item Name, Item Code (NFES number) or Keyword
- Catalog Item: Select the desired item. Reference NFES catalog
- Depending on the item ordered, IROC will determine if it is Quantity Requested or Number of Requests
- IROC will also determine if an ordered item will be tracked and auto select the Trackable button
- Select Date/Time Needed
- Leave Navigation Instructions box blank
- Select or enter Request Contact and Phone Number

- Leave Special Needs box blank
- Select or create and enter Shipping Contact and include phone number
- Select or enter Shipping Address
- DO NOT USE SHIPPING INSTRUCTIONS. This field does not transfer through Incident Cache Business System (ICBS) and the cache cannot see it
- Note the Standard Pack and Unit of Issue – Cross reference with the NFES catalog. IROC may not always correct
- Service Cache is not a required field. If a cache is selected here it will auto populate when you go to place to the cache. Click Save (Ctrl + s)
### Request Features

**Special Needs**

### Inclusions/Exclusions

**Inclusions**

- None

**Activities**

**Documentation**

### Supply Details

**Shipping Contact**

- **Cache Manager**

**Shipping Method**

- **Address**

**Supply Details**

- **Shipping Address**
  
  702 North Industrial Way HC 33 Box 33590, Ely, NV, 89301

### Servicing Cache

- **Great Basin Area Incident Support Cache**
B. Filling NFES Supply Requests

All orders placed to the Great Basin Fire Cache (GBK) will be filled in IROC by the Incident Cache Business System (ICBS). Some dispatch centers may elect to create and fill NFES orders with their local cache, check for local protocols.
C. Completed NFES Resource Order

The information entered when the request was created is outlined in red. From, is the shipping contact and phone number entered. A Qty of 1 was ordered, by paying attention to the unit of issue and standard pack. In the above order we ordered 1 box (unit of issue) and the standard pack is 20 per box which equals 20 cubitaners. Although the Shipping Address does not show on the resource order, it is visible in the ICBS system for the cache to reference.

D. Great Basin Cache Ordering Guide and Tips

The Great Basin Incident Support Cache (GBK) developed a guide to assist in ordering cache items. This guide can be found on the Great Basin Equipment/Supplies page under the Great Basin Support section.

GB Cache Ordering Guide and Tips
5. Service

A. Creating a Service Request from an existing IROC Category

- Catalog: Supply
- Category: Service – IROC has 8 Service sub-categories. If the Service being requested is not in the catalog pick list, see ordering instructions for Service not Found
- Catalog Item: Select the applicable item
- Some services are defaulted trackable by IROC, others are not.

- Pay close attention to Quantity / Number of Requests
- Select Need Date/Time and Deliver To location
- Select Request Contact
- More detailed information can be added in Special Needs
- Click Save (Ctrl + s)
B. Filling a Service Request

- From Manage Request, click Fill with tab, then click Fill with Agreement
- The only required fields are: Resource Name, Fill Catalog Item and Provider. No other fields print to the resource order, this includes quantities assigned and fill date and time
- For Resource Name, enter the vendor providing the service and the payment method (name on credit card or agreement number)
- Fill Catalog Item is a drop down box that will be the same as that which was selected when creating the request
- The Provider is the agency who issued the credit card or established the agreement
- Once you click Save at the bottom of the screen, you will need then to click Complete Fill with Agreement
- Enter Travel if applicable. Remember this resource will mob to Incident Resources screen, don’t forget to release it
C. Completed Resource Order

The Information entered when the request was created shows up on the resource order in the blocks outlined in red. The information entered when the order was filled shows in the blocks outlined in green.
6. Service not found

What if a service cannot be found in the IROC service category? The Great Basin does not use **Service, Category Not Listed** at any time. If you choose Service, Category Not Listed, there is no place to type in the resource type that will show up on the resource order. See example below.

If you have need of a service not listed, see procedures below.

A. Creating a Service Request that is not found in the IROC Service category

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>From</th>
<th>To</th>
<th>Resource Requested</th>
<th>Needed Date/Time</th>
<th>Deliver To</th>
<th>From Unit</th>
<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Resource Assigned</th>
<th>Resource Unit ID</th>
<th>M/D Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel mode</td>
<td>Financial Code</td>
<td>Named Request</td>
<td>Special needs</td>
<td>Tent, Type 4, 20x20ft - with power, heat and lighting.</td>
<td>Navigation/Reporting Instructions</td>
<td>Cascade Ranger District</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Incident: Choose correct incident
- Catalog: Supply
- Category: Non NFES
- Catalog Item: !Not in Catalog Supplies
- Select the “Trackable” button, if needed
- Item Description: Enter the Item Description beginning with the word SERVICE
- Enter Quantity Requested
- Financial Code: Choose correct financial code; Add New Financial Code if needed from link near top of page
- Select Need Date/Time and
- Add Deliver To location, or add New Location as needed from link near top of page.
- Add or edit Navigation / Reporting instructions
- Select Request Contact. Add New Contact as needed from link near top of page.
- More specific descriptions can be entered as Special Needs
- Add Documentation as needed
- Click Save (Ctrl + s)
B. Filling a Service Request not found in the IROC Service Category

- From Manage Request click FILL WITH tab, then click Fill w/ Local Purchase
- Here you will fill in the required fields: Description, Quantity, Post Date/Time, and Vendor
- The Item Description field will already be populated with what was entered as the Item Description when the order was created. That information will print on the resource order in the Resource Requested block, and in the first part of the resource assigned block
- The Description box does not populate anything into the Resource Order
- The Quantity Box will populate on the Resource Order in the Resource Assigned box in parenthesis
- For Vendor, check Enter Vendor By Name, and fill in the box. This is the second part of what populates the Resource Assigned block on the Resource Order. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number)
- The Payment Type and Card Holder name does not show on the Resource Order
- Anything you type in the comments section does not get put in the documentation on the resource order
- Once you click Save at the bottom of the screen, you will then need to click Complete Local Purchase. Resource will be in Fill/Close status and will be unable to edit
Request Purchase

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Service - Tow Truck</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>S. Bear's Tow Service, E. Pulaski CC</td>
</tr>
<tr>
<td>City State</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>1</td>
</tr>
<tr>
<td>Total Cost</td>
<td>9.00</td>
</tr>
<tr>
<td><strong>Posted Date Time</strong></td>
<td>03-24-2022 14:15:59</td>
</tr>
<tr>
<td><strong>Posted Date Time</strong></td>
<td>03-23-2022 11:15:50</td>
</tr>
</tbody>
</table>

**Purchase Details**

- **Vendor Name**: S. Bear's Tow Company - E. Pulaski CC
- **Payment Type**: Credit Card
- **Card Holder**: Ed Pulaski
- **Check Number**: 03-24-2022 21:15:50

**Internal**

- **Posted Date Time**: 03-24-2022 21:15:50

**Comments**

- This does not appear into documentation
C. Completed Resource Order

<table>
<thead>
<tr>
<th>RESOURCE ORDER</th>
<th>Initial Date/Time</th>
<th>2. Incident / Project Name</th>
<th>3. Incident / Project Number</th>
<th>Financial Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPPLY</td>
<td>03-01-2022 1732 PST</td>
<td>Sawmill</td>
<td>NV-ELD-040011</td>
<td>PD PGX4 (1522) [P]</td>
</tr>
</tbody>
</table>

5. Descriptive Location
south from Caliente, NV 5 miles on SR 317, ICP is on the east side of the road

6. TWN | RNG | SEC | Base MDM |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4S</td>
<td>66E</td>
<td>SN6</td>
<td>Mt. Diabio, NV</td>
</tr>
</tbody>
</table>

LAT. 37°33'30" N
LONG. 114°22'52" W

The information entered when the request was created shows up on the resource order in the blocks outlined in red. By adding the word SERVICE ahead of the item Description, it identifies this request as a service not in category. The information entered when the order was filled shows in the blocks outlined in green.

There is no travel as the item was filled/closed.

1. Request Number
2. Ordered Date/Time
3. From
4. To
5. Qty
6. Resource Requested
7. Needed Date/Time
8. Deliver To
9. From Unit
10. To Unit
11. Assigned Date/Time
12. Resource Assigned
13. Resource Assigned Unit ID
14. M/D Ind
15. Estimated Time Of Departure
16. Estimated Time Of Arrival
17. Released Date
18. Released To

Travel Mode
Financial Code
PD PGX4 (1522)

Named Request
Special Needs
Needs to be a 4x4 and able to tow a T3 engine

Navigation/Reporting Instructions
south from Caliente, NV 5 miles on SR 317, ICP is on the east side of road

13. User Documentation
14. Documentation
15. Entered By
7. NON-NFES Supplies

There are new catalog items of Non-NFES Supplies in IROC. If the item requested is an item choice, use that instead of SCNS - !Not in Catalog Supplies. For any common consumable items not listed in IROC under Consumable category, they will be done as a Non-NFES, SCNS - !Not in Catalog Supplies.

A. Creating a NON-NFES Supplies Request

- Catalog: Supply
- Category: NON-NFES Supplies
- Catalog Item: !Not in Catalog Supplies
- Enter the Item Description in concise terms
- Enter Quantity Requested
- Select Need Date/Time and Time Zone
- Select the Deliver To location
- Select Track Request if tracking is desired
- Select Request Contact
- More specific descriptions can be entered as Special Needs
- Click the button next to Buying Team, if needed
- Click Save (Ctrl + s)
B. Filling a NON-NFES request

- From Manage Request click FILL WITH tab, then click Fill w/ Local Purchase
- Here you will fill in the required fields: Description, Quantity, Post Date/Time, and Vendor
- The Item Description field will already be populated with what was entered as the Item Description when the order was created. That information will print on the resource order in the Resource Requested block
- The Description box does not populate anything into the Resource Order
- The Quantity Box will populate on the Resource Order in the Resource Assigned box in parenthesis
- For Vendor, check Enter Vendor By Name, and fill in the box. This is the second part of what populates the Resource Assigned block on the Resource Order. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number)
- The Payment Type, and Card Holder name does not show on the Resource Order
- Once you click Save at the bottom of the screen, you will then need to click Complete Local Purchase
**Request Purchase**

- **Request**
  
  | NV-ELD-040095 | S-1 |

<table>
<thead>
<tr>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Intake Filter, Polaris Ace 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Polaris Air Filter - fill at home unit - Stevens Gov CC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City State</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Quantity</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Cost</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Posted Date Time</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>07-10-2021 10:10:28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Posted Date Time TZ</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pacific</td>
</tr>
</tbody>
</table>

**Purchase Details**

- **Enter Vendor By Name**

<table>
<thead>
<tr>
<th>Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>fill at home unit NV-ELD- Stevens Gov CC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>- None -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Card Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chack Number</td>
</tr>
<tr>
<td>Chack Number</td>
</tr>
</tbody>
</table>

**Comments**

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
</table>

**Related Lists**

<table>
<thead>
<tr>
<th>Save (Ctrl + S)</th>
</tr>
</thead>
</table>

**Complete Local Purchase**
C. Completed Resource Order

<table>
<thead>
<tr>
<th>RESOURCE ORDER</th>
<th>Initial Date/Time</th>
<th>2. Incident / Project Name</th>
<th>3. Incident / Project</th>
<th>Financial Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPPLY</td>
<td>07-12-2021 1911 PST</td>
<td>4. Office Reference Number</td>
<td>NV-ELD-040103</td>
<td>PD N5Q6 (1522) [IP]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Descriptive Location</th>
<th>6. TWN</th>
<th>RNG</th>
<th>SEC</th>
<th>Base MDM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Echo Canyon State Park, State Routes 322, Pioche, NV 89043</td>
<td>TS</td>
<td>69E</td>
<td>SN10</td>
<td>Mt. Diablo, NV</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LAT.</th>
<th>LONG.</th>
</tr>
</thead>
<tbody>
<tr>
<td>37° 52' 25&quot; N</td>
<td>114° 14' 58&quot; W</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. Aircraft Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bearing</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>151.72° 24</td>
</tr>
<tr>
<td>264.25° 56</td>
</tr>
<tr>
<td>315.20° 57</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. Request Number</th>
<th>Ordered Date/Time</th>
<th>From</th>
<th>To</th>
<th>Qty</th>
<th>Resource Requested</th>
<th>Needed Date/Time</th>
<th>Deliver To</th>
<th>From Unit</th>
<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Resource Assigned Unit</th>
<th>Resource Assigned</th>
<th>M/D Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
</table>

**Travel Mode**

<table>
<thead>
<tr>
<th>Financial Code</th>
<th>Named Request</th>
<th>Special Needs</th>
<th>Navigation/Reporting Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD N5Q6 (1522)</td>
<td></td>
<td></td>
<td>Echo Canyon State Park, State Routes 322, Pioche, NV 89043</td>
</tr>
</tbody>
</table>

The information entered when the request was created shows up on the resource order in the blocks outlined in **red**. The information entered when the order was filled shows in the blocks outlined in **green**.

There is no travel as the item was filled/closed.
### 8. Table of Commonly Ordered Supply Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioning or Utilities</td>
<td>22</td>
</tr>
<tr>
<td>Ambulance</td>
<td>22</td>
</tr>
<tr>
<td>Audio Visual Equipment</td>
<td>22</td>
</tr>
<tr>
<td>AV-GAS</td>
<td>30</td>
</tr>
<tr>
<td>Bar Oil</td>
<td>23</td>
</tr>
<tr>
<td>Breakfast</td>
<td>36</td>
</tr>
<tr>
<td>Building Rental/Agreements</td>
<td>28</td>
</tr>
<tr>
<td>Campground Rental/Agreements</td>
<td>28</td>
</tr>
<tr>
<td>Chainsaw Parts</td>
<td>23</td>
</tr>
<tr>
<td>Computer Rental</td>
<td>24</td>
</tr>
<tr>
<td>Copy Machine Rental</td>
<td>24</td>
</tr>
<tr>
<td>Copy Machine Service/Repair</td>
<td>25</td>
</tr>
<tr>
<td>Copy Machine Print Cartridge</td>
<td>25</td>
</tr>
<tr>
<td>Data Lines</td>
<td>26</td>
</tr>
<tr>
<td>Diesel Fuel / Gas</td>
<td>29</td>
</tr>
<tr>
<td>Dinners</td>
<td>36</td>
</tr>
<tr>
<td>Dip Tank</td>
<td>48</td>
</tr>
<tr>
<td>Drip Torch Fuel</td>
<td>29</td>
</tr>
<tr>
<td>Electric Service / Repair</td>
<td>47</td>
</tr>
<tr>
<td>Equipment Inspection Service</td>
<td>27</td>
</tr>
<tr>
<td>Excavation Service</td>
<td>27</td>
</tr>
<tr>
<td>Facility Rental</td>
<td>28</td>
</tr>
<tr>
<td>Fax Machine Rental</td>
<td>28</td>
</tr>
<tr>
<td>Fax Machine Service / Repair</td>
<td>29</td>
</tr>
<tr>
<td>Fuel Agreements</td>
<td>29</td>
</tr>
<tr>
<td>Fuel Purchase</td>
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</table>
### AIR CONDITIONING or UTILITIES RENTAL

**ORDER USING:**
- **Category:** NON-NFES Supplies
- **Catalog Item:** SNCS - Not in Catalog Supplies
- **Item Description:** Service - Utilities

**TRACK THIS ITEM**

**FILL USING:**
- **Fill with Local Purchase**
  - The **Item Description** box is already populated and will print on the Resource Assigned block.
  - The **Description** box does not print on the resource order even though it is a required field.
  - The **Vendor Name** box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.
  - Enter **Posted Date** and **Time**.

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<th>From</th>
<th>To</th>
<th>Qty</th>
<th>Resource Requested</th>
<th>Needed Date/Time</th>
<th>Deliver To</th>
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<th>To Unit</th>
<th>Resource Assigned Date/Time</th>
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<th>M/D</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
</table>

**Travel Mode:** Special Needs
**Reporting Instructions:**

---

### AMBULANCE…order using EQUIPMENT catalog

### AUDIO VISUAL EQUIPMENT RENTAL

**ORDER USING:**
- **Category:** Service, Office Support
- **Catalog Item:** SAVE - Audio/Visual Equipment Rental
- **Special Needs:** Note equipment needs/specifications.

**FILL USING:**
- **Fill with Agreement**
  - **Resource Name** is the vendors name, serial number and payment method (agreement number or name on credit card).
  - **Fill Catalog Item** will be the same as that which was selected when creating the request.
  - **Provider** is the agency that established the agreement or issued the credit card.

**IROC** adds this resource to the Incident Resources Screen. It will need to be released upon demob.

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</thead>
</table>

**Travel Mode:** Special Needs
**Reporting Instructions:**

---

Need PowerPoint projector and P.A. system for public briefing.
AV-GAS AGREEMENTS...see FUEL

BAR OIL...see Chain Saw Parts

BREAKFAST...see MEALS

BUILDING RENTAL/AGREEMENTS...see Facility Rental

CAMPGROUND RENTAL...see Facility Rental

CHAINSAW PARTS (*Chain, Bar Oil, air filters etc.*)

ORDER USING:
Category: NON-NFES Supplies
Catalog Item: Select appropriate chainsaw part, i.e., CPCN - Chainsaw Parts - Chain
CP2C - Chainsaw Parts - 2-cycle mix
CPOP - Chainsaw Parts - Other Parts
Special Needs: Specify make and model of saw and what parts are needed.
DO NOT TRACK ITEM
If item is not listed, use !Not in Catalog Supplies

FILL USING:
Fill with Local Purchase
The Item Description box is already populated and will print on the Resource Assigned block
The Description box does not print on the resource order even though it is a required field.
The Vendor Name box is where you will want to enter the vendor providing the service and the
payment method (name on credit card or agreement number). This prints on the resource order.
Enter Posted Date and Time.

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<th>To</th>
<th>Qt</th>
<th>Resource</th>
<th>Needed</th>
<th>Requested</th>
<th>Date/Time</th>
</tr>
</thead>
</table>

Travel Mode
Special Needs Model Still 440, chain Driver Count 91 RSF, Gauge .050" Pitch 3/8".

Reporting Instructions
### COMPUTER RENTAL for any duration of use

**ORDER USING:**
- **Category:** Service, Office Support
- **Catalog Item:** SCMP - Service - Computer Rental
- **Special Needs:** note equipment needs/specifications

**FILL USING:**
- **Fill with Agreement**
  - **Resource Name** is the vendor's name, serial number and payment method (agreement number or name on credit card).
  - **Fill Catalog Item** will be the same as that which was selected when creating the request.
  - **Provider** is the agency that established the agreement or issued the credit card.

IROC adds this resource to the Incident Resources Screen. It will need to be released upon demobilization.

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<th>To</th>
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<th>M/D Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
</table>

**Travel Mode**
- Special Needs: Need laptop computer for use by BUYT

**Reporting Instructions**

### COPY MACHINE RENTAL for any duration of use

**ORDER USING:**
- **Category:** Service, Office Support
- **Catalog Item:** SCPY - Service - Copy Machine Rental
- **Special Needs:** note equipment needs/specifications

**FILL USING:**
- **Fill with Agreement**
  - **Resource Name** is the vendor's name, serial number and payment method (agreement number or name on credit card).
  - **Fill Catalog Item** will be the same as that which was selected when creating the request.
  - **Provider** is the agency that established the agreement or issued the credit card.

IROC adds this resource to the Incident Resources Screen. It will need to be released upon demobilization.

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<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
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</thead>
</table>

**Travel Mode**
- Special Needs: Need high volume capacity with collate, staple and duplex capability.

**Reporting Instructions**
**COPY MACHINE SERVICE/REPAIR** one time Repair/Service Call

**ORDER USING:**
- **Category:** Service, Office Support
- **Catalog Item:** SOMR - Service - Office Machine Repair
- **Special Needs:** Note make and model number

**FILL USING:**
- **Fill with Agreement**
  - **Resource Name** is the vendor's name, serial number and payment method (agreement number or name on credit card).
- **Fill Catalog Item** will be the same as that which was selected when creating the request.
- **Provider** is the agency that established the agreement or issued the credit card.

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<th>Qty R/A</th>
<th>Resource Requested</th>
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<th>Deliver To From Unit</th>
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<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
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</thead>
</table>

**Special Needs**
- Need service call on IKON Mdl 398FX, continuous paper jams.

**COPY MACHINE PRINT CARTRIDGE** or other parts not covered by agreement

**ORDER USING:**
- **Category:** NON-NFES Supplies
- **Catalog Item:** SNCS - Not in Catalog Supplies
- **Item Description:** Printer Cartridge, note color, EA
- **Special Needs:** Note make and model number
- **DO NOT TRACK ITEM**

**FILL USING:**
- **Fill with Local Purchase**
  - The **Item Description** box is already populated and will print on the Resource Assigned block. The **Description** box does not print on the resource order even though it is a required field.
  - The **Vendor Name** box is where you want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.
  - **Enter Posted Date and Time.**

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<th>Request Number</th>
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</thead>
</table>

**Special Needs**
- Need service call on IKON Mdl 398FX

**Reporting Instructions**
**DATA LINES (T1 ETC) Installations, Activation etc.**

**ORDER USING:**
- **Category:** Service, Communications
- **Catalog Item:** SDAT - Service - Data Line
- **Special Needs:** What for or where to install

**FILL USING:**
- **Fill with Agreement**
  - **Resource Name** is the vendor’s name, serial number and payment method (agreement number or name on credit card).
  - **Fill Catalog Item** will be the same as that which was selected when creating the request.
  - **Provider** is the agency that established the agreement or issued the credit card.
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<th>To</th>
<th>Qty/Date/Time</th>
<th>Resource</th>
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<th>Estimated Time Of Arrival</th>
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<td>MFC</td>
<td>MFC</td>
<td>1000 MST</td>
<td>Data Line, EA</td>
<td>1250 MST</td>
<td>1425 MST</td>
<td>1255 MST</td>
<td>1250 MST</td>
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</tbody>
</table>

**Travel Mode**
- Need additional data lines for BUYT

**Reporting Instructions**

**DIESEL FUEL / GAS**...see FUEL

**DINNERS**...see MEALS

**DIP TANK** (NON-NFES) ...see TANK

**DRIP TORCH FUEL**...see FUEL

**ELECTRIC SERVICE/REPAIR**... see SERVICE/REPAIR
**EQUIPMENT INSPECTION SERVICE** any duration of use. Consider ordering as OVERHEAD (EQPI)

**ORDER USING:**
- Category: Service, Miscellaneous
- Catalog Item: SEQI - Service - Equipment Inspection

**FILL USING:**
- Fill with Agreement
- **Resource Name** is the vendor's name, serial number and payment method (agreement number or name on credit card).
- **Fill Catalog Item** will be the same as that which was selected when creating the request.
- **Provider** is the agency that established the agreement or issued the credit card.
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</tr>
</thead>
</table>

**EXCAVATION SERVICE** for one time use. For any duration order as Equipment

**ORDER USING:**
- Category: NON-NFES Supplies
- Catalog Item: SNCS - !Not in Catalog Supplies
- **Item Description:** SERVICE - Excavation

**FILL USING:**
- Fill with Local Purchase
- The **Item Description** box is already populated and will print on the Resource Assigned block.
- The **Description** box does not print on the resource order even though it is a required field.
- The **Vendor Name** box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.
- Enter **Posted Date and Time**.

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</table>

Travel Mode
- Special Needs
- Need inspector for 5 contract engines coming in.

Reporting Instructions

Travel Mode
- Special Needs
- Need trench dug for new phone lines.

Reporting Instructions
FACILITY RENTAL For Land Use Agreements, ensure a LUA Intake Form has been completed: https://www.fs.fed.us/business/incident/buyingteam.php?tab=tab_b

**ORDER USING:**
Category: Service, Facility-Land Rental  
Catalog Item: Choose from Service – Conference (SCON), Land (SLND), Refrigeration Facility (SREF), or Shower Facility Rental (SSHW)

**FILL USING:**
Fill with Agreement  
Resource Name is the vendors name, serial number and payment method (agreement number).  
Fill Catalog Item will be the same as that which was selected when creating the request.  
Provider is the agency that established the agreement.

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<tbody>
<tr>
<td>S-7</td>
<td>4/16/2006 1412 MST</td>
<td>UT-CDC EXPD B1k 8 UT-CDC</td>
<td>1/1</td>
<td>Service - Shower Facility Rental</td>
<td>4/16/2006 1000 MST</td>
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<td>UT-CDC</td>
<td>UT-CDC</td>
<td>4/16/2006 1425 PNT</td>
<td>UT-DIF</td>
<td>USAF - Camp Good Times - Agf</td>
<td>UYJ001367845</td>
<td>M</td>
<td>4/16/2006 1250 MST</td>
<td>1255 MST</td>
</tr>
</tbody>
</table>

Travel Mode: Special Needs Needed for 3 crews, 60 crewmembers. 40 male 20 female.  
Reporting Instructions:

**FAX MACHINE RENTAL** for any duration of use

**ORDER USING:**
Category: NON-NFES Supplies  
Catalog Item: SNCS - !Not in Catalog Supplies  
Item Description: Service - Fax Machine Rental

**FILL USING:**
Fill with Local Purchase  
The Item Description box is already populated and will print on the Resource Assigned block.  
The Description box does not print on the resource order even though it is a required field.  
The Vendor Name box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.

Enter Posted Date and Time.

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</table>
**FAX MACHINE SERVICE/REPAIR** one time Repair/Service Call

**ORDER USING:**
Category: Service, Office Support  
Catalog Item: SOMR – Service - Office Machine Repair  
Special Needs: Note make and model number.

**FILL USING:**
Fill with Agreement  
Resource Name is the vendors name, serial number and payment method (agreement number or name on credit card).  
Fill Catalog Item will be the same as that which was selected when creating the request.  
Provider is the agency that established the agreement or issued the credit card.  
IROC adds this resource to the Incident Resources Screen. It will need to be released upon demobilization.

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**FUEL AGREEMENTS**

**ORDER USING:**
Category: Service, Fuel Delivery  
Catalog Item: Select desired type from drop down

**FILL USING:**
Fill with Agreement  
Resource Name is the vendors name, serial number and payment method (agreement number or name on credit card).  
Fill Catalog Item will be the same as that which was selected when creating the request.  
Provider is the agency that established the agreement or issued the credit card.  
IROC adds this resource to the Incident Resources Screen. It will need to be released upon demobilization.

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</table>

Travel Mode
Special Needs  
Need service call on FastFax 400, crumples paper.

Reporting Instructions
**FUEL PURCHASE** one time purchase

ORDER USING:
Category: NON-NFES Supplies
Catalog Item: SNCS - !Not in Catalog Supplies
Item Description: FUEL - specify type (unleaded, diesel, saw, drip torch etc.) and size/quantity.

**DO NOT TRACK THIS ITEM**

FILL USING:
Fill with Local Purchase
The Item Description box is already populated and will print on the Resource Assigned block
The Description box does not print on the resource order even though it is a required field.
The Vendor Name box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.

Enter Posted Date and Time.

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Travel Mode
Special Needs
Picked up by NV-HTF 431, B. Mason

**GATORADE…see Sports Drinks**

**GENERATOR RENTAL** for any duration of use

ORDER USING:
Category: NON-NFES Supplies
Catalog Item: SCNS - !Not in Catalog Supplies
Item Description: SERVICE - Generator Rental, EA.

**TRACK THIS ITEM.**

FILL USING:
Fill with Local Purchase
The Item Description box is already populated and will print on the Resource Assigned block
The Description box does not print on the resource order even though it is a required field.
The Vendor Name box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.

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Travel Mode
Special Needs
To support IMET equipment.

**Reporting Instructions**
### GRAY WATER REMOVAL

**ORDER USING:**
- **Category:** Service, Sanitation
- **Catalog Item:** SGRY - Service – Grey Water Disposal

**FILL USING:**
- **Fill with Agreement**
- **Resource Name** is the vendor's name, serial number, and payment method (agreement number or name on credit card).
- **Fill Catalog Item** will be the same as that which was selected when creating the request.
- **Provider** is the agency that established the agreement or issued the credit card.

IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.

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**Travel Mode**
- Special Needs: Need to pump out gray water bladder bags, approx. 1000 gal.

**Reporting Instructions**

### HAND WASH STATIONS & SERVICE

**ORDER USING:**
- **Category:** Service, Sanitation
- **Catalog Item:** SHWS - Service - Handwashing Station (Portable)

**ORDER USING:**
- For any duration of use. Trailer Mounted are ordered as EQUIPMENT (VIPR)

**FILL USING:**
- **Fill with Agreement**
- **Resource Name** is the vendor's name, serial number, and payment method (agreement number or name on credit card).
- **Fill Catalog Item** will be the same as that which was selected when creating the request.
- **Provider** is the agency that established the agreement or issued the credit card.

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**Travel Mode**
- Special Needs: Need Double Sinks, units must be weighted down due to high winds.

**Reporting Instructions**
HARDWARE Order each type of Hardware on own resource order.

ORDER USING:
Category: NON-NFES Supplies
Catalog Item: SNCS - !Not in Catalog Supplies
Item Description: Misc. Hardware
Special Needs: Specific items
DO NOT TRACK LOW-COST ITEMS

FILL USING:
Fill with Local Purchase
The Item Description box is already populated and will print on the Resource Assigned block
The Description box does not print on the resource order even though it is a required field.
The Vendor Name box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.
Enter Posted Date and Time.

| Request Number | Ordered Date/Time | From To | Qty R/A | Resource Requested | Needed Date/Time | Deliver To From Unit | To Unit Assigned Date/Time Resource Assigned Unit ID Resource Assigned | M/D | Estimated Time Of Departure | Estimated Time Of Arrival | Released Date | Released To |
|----------------|-------------------|---------|---------|--------------------|------------------|----------------------|----------------------|----------------------|-------------|-----------------------------|---------------------------|--------------|------------|
|                | 1412 PNT          | EXPD Blk 8 |        |                    |                  |                      |                      |                      | Home Depot - Lloyd Johanson CC |                          |             |            |

Travel Mode
Special Needs
7/16” Bolts for Information Board for ICP. Wood ordered separately
Reporting Instructions

HOTEL/MOTEL ROOMS for any duration. If creating for Overhead resources, put all rooms on separate Resource Orders.

ORDER USING:
Category: Service, Meals, Food, Lodging
Catalog Item: SLDG – Service - Lodging
Special Needs: Note number of rooms and associated O,C,E #s if known.

FILL USING:
Fill with Agreement
Resource Name is the vendors name, serial number and payment method (agreement number or name on credit card).
Fill Catalog Item will be the same as that which was selected when creating the request.
Provider is the agency that established the agreement or issued the credit card.
IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.

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|----------------|-------------------|---------|---------|--------------------|------------------|----------------------|----------------------|----------------------|-------------|-----------------------------|---------------------------|--------------|------------|
|                | 1412 PNT          | EXPD Blk 8 |        |                    |                  |                      |                      |                      | Homewood Suites, Highland Ave, Phx. - R. Edwards CC | D                      | 4/16/2006 | 1250 PNT |

Travel Mode
Special Needs
Hotel rooms for Alta Hotshots C-14
Reporting Instructions
ICE, BAGGED  one-time purchase

ORDER USING:
Category: NON-NFES Supplies
Catalog Item: SNCS - !Not in Catalog Supplies
Item Description: ICE - BAGGED, BG
DO NOT TRACK ITEM.

FILL USING:
Fill with Local Purchase
The Item Description box is already populated and will print on the Resource Assigned block
The Description box does not print on the resource order even though it is a required field.
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<td>30</td>
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<td>NV/LIC</td>
<td>Payson R.D.</td>
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</table>

Travel Mode: Special Needs
Large size bags

Reporting Instructions

ICE, BLOCK  one-time purchase

ORDER USING:
Category: NON-NFES Supplies
Catalog Item: SNCS - !Not in Catalog Supplies
Item Description: ICE - BLOCK, EA
DO NOT TRACK ITEM

FILL USING:
Fill with Local Purchase
The Item Description box is already populated and will print on the Resource Assigned block
The Description box does not print on the resource order even though it is a required field.
The Vendor Name box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.
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Travel Mode: Special Needs

Reporting Instructions
**ICE DELIVERY SERVICE** agreement for ongoing delivery

**ORDER USING:**
- Category: Service, Delivery
- Catalog Item: SICE - Service - Delivery, Ice
- Special Needs: Specify amount and terms of delivery

**FILL USING:**
- Fill with Agreement
- Resource Name is the vendor's name, serial number and payment method (agreement number or name on credit card).
- Fill Catalog Item will be the same as that which was selected when creating the request.
- Provider is the agency that established the agreement or issued the credit card.
- IROC adds this resource to the Incident Resources Screen. It will need to be released upon demobilization.

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Travel Mode
- Special Needs
- Need 500 bags on 1st delivery, keep stocked at 300 bags min. for duration of season. Check supply 3 times weekly.

**LAND USE AGREEMENT...see Facility Rental**

**LAUNDRY SERVICE** local - For in-camp contractor see INBA or Center Manager to order

**ORDER USING:**
- Category: Service - Miscellaneous
- Catalog Item: SLAU - Service - Laundry

**FILL USING:**
- Fill with Agreement
- Resource Name is the vendor's name, serial number and payment method (agreement number or name on credit card).
- Fill Catalog Item will be the same as that which was selected when creating the request.
- Provider is the agency that established the agreement or issued the credit card.
- IROC adds this resource to the Incident Resources Screen. It will need to be released upon demobilization.

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Travel Mode
- Special Needs
- Need vendor to p/u and return laundry.

**REPORTING INSTRUCTIONS**
**LOCAL CATERERS**
This is a sensitive Item: see EDSP or Center Manager. If approved, order in the following manner:

**ORDER USING:**
- **Category:** Service, Meals, Food, Lodging
- **Catalog Item:** SCAT – Service - Food Catering
- **Special Needs:** Specify meals and number to be fed.
- **Documentation:** Add daily amounts needed to documentation for duration of use.

**FILL USING:**
- **Fill with Agreement**
  - **Resource Name** is the vendors name, serial number and payment method (agreement number or name on credit card).
  - **Catalog Item** will be the same as that which was selected when creating the request.
  - **Provider** is the agency that established the agreement or issued the credit card.
  - **IROC** adds this resource to the Incident Resources Screen. It will need to be released upon demob.

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**Travel Mode**
Special Needs Breakfast, lunch and dinner for 75 people, 5 vegetarians

**Reporting Instructions**

**LUMBER**

**ORDER USING:**
- **Category:** NON-NFES Supplies
- **Catalog Item:** SNCS - !Not in Catalog Supplies
- **Item Description:** Lumber
- **Special Needs:** Specify items desired.
- **DO NOT TRACK ITEM**

**FILL USING:**
- **Fill with Local Purchase**
The **Item Description** box is already populated and will print on the Resource Assigned block
The **Description** box does not print on the resource order even though it is a required field.
The **Vendor Name** box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.

- **Enter Posted Date and Time.**

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**Travel Mode**
Special Needs 4 X 8 3/8" CDX PLYWOOD, to make information board for ICP

**Reporting Instructions**

35
LUNCHES…see Meals

MAPS

ORDER USING:
Category: NON-NFES Supplies
Catalog Item: SNCS - Not in Catalog Supplies
Item Description: MAPS - Type/Location, EA
DO NOT TRACK ITEM

FILL USING:
Fill with Local Purchase
The Item Description box is already populated and will print on the Resource Assigned block
The Description box does not print on the resource order even though it is a required field.
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Travel Mode: Special Needs
Need maps for incoming team and resource personnel

Reporting Instructions

MEALS

ORDER USING:
Category: Service, Meals, Food, Lodging
Catalog Item: SMEL- Service - Meals
Special Needs: Document type and number

FILL USING:
Fill with Agreement
Resource Name is the vendors name, serial number and payment method (agreement number or name on credit card).
Fill Catalog Item will be the same as that which was selected when creating the request.
Provider is the agency that established the agreement or issued the credit card.
IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.

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Travel Mode: Special Needs
BREAKFAST for 30

Reporting Instructions
Must be to Red Draw Staging no later than 0600 for heli shuttle.
## MEDICAL SUPPLIES Non-consumable or returnable

### ORDER USING:
- **Category:** Service - Miscellaneous
- **Catalog Item:** SMED – Service - Medical
- **Special Needs:** Note items/service desired

### FILL USING:
- **Fill with Agreement**
- **Resource Name** is the vendor's name, serial number and payment method (agreement number or name on credit card).
- **Fill Catalog Item** will be the same as that which was selected when creating the request.
- **Provider** is the agency that established the agreement or issued the credit card.
- IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.

### MEDICAL SUPPLIES, MISC one time purchase, consumable

### ORDER USING:
- **Category:** Consumable
- **Catalog Item:** MSOT – Medical Supplies – Other Meds
- **Special Needs:** Desired Item, size, EA/CS/BX
- **DO NOT TRACK ITEM**

### FILL USING:
- **Fill with Local Purchase**
- The **Item Description** box is already populated and will print on the Resource Assigned block.
- The **Description** box does not print on the resource order even though it is a required field.
- The **Vendor Name** box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.
- Enter **Posted Date and Time**.

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### Travel Mode

**Special Needs:** Reporting Instructions

### MEDICAL SUPPLIES, MISC one time purchase, consumable

### ORDER USING:
- **Category:** Consumable
- **Catalog Item:** MSOT – Medical Supplies – Other Meds
- **Special Needs:** Desired Item, size, EA/CS/BX
- **DO NOT TRACK ITEM**

### FILL USING:
- **Fill with Local Purchase**
- The **Item Description** box is already populated and will print on the Resource Assigned block.
- The **Description** box does not print on the resource order even though it is a required field.
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</table>
NEWSPAPER DELIVERY SERVICE agreement for continuous delivery. Must be approved by Agency Administrator

ORDER USING:
Category: Service, Delivery
Catalog Item: Service – Delivery, Newspaper
Special Needs: Specify amount and terms of delivery

FILL USING:
Fill with Agreement
Resource Name is the vendors name, serial number and payment method (agreement number or name on credit card).
Fill Catalog Item will be the same as that which was selected when creating the request.
Provider is the agency that established the agreement or issued the credit card.
IROC adds this resource to the Incident Resources Screen. It will need to be released upon demobilization.

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<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
</table>

Travel Mode
Special Needs
5 copies of Phoenix Sun delivered daily

Reporting Instructions

NFES SUPPLIES - ordered from Great Basin Fire Cache

ORDER USING:
Category: NFES Supplies
Catalog Item: Desired NFES Number
*BE SURE TO ENTER SHIPPING ADDRESS

Be sure to enter shipping address

Place request to Great Basin Fire Cache, they will fill in IROC.

<table>
<thead>
<tr>
<th>Request Number</th>
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<th>Released To</th>
</tr>
</thead>
</table>

Travel Mode
Special Needs
Reporting Instructions

38
NFES SUPPLIES - Replacement requisition for supplies handled by the home unit

ORDER USING:
Category: NFES Supplies
Catalog Item: Desired NFES Number
Special Needs: Specify who the requisition is for and it is to be filled at the home unit.

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered/Date/Time</th>
<th>From</th>
<th>To</th>
<th>Qty</th>
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<th>Estimated Time Of Arrival</th>
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</tr>
</thead>
</table>

Travel Mode: Special Needs

OFFICE EQUIPMENT RENTAL for any duration of use

ORDER USING:
Category: NON-NFES Supplies
Catalog Item: SNCS - !Not in Catalog Supplies
Item Description: Service - Office Equipment Rental
Other Special Needs: note equipment needs/specifications

<table>
<thead>
<tr>
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<th>Resource</th>
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Travel Mode: Special Needs

Place order through the cache system.

Report Instructions:
Need high volume shredder - Authorized by Joe Smith FMO
OFFICE SUPPLIES - generally low-cost miscellaneous items

**ORDER USING:**
Category: NON-NFES Supplies  
Catalog Item: SNCS - !Not in Catalog Supplies  
Item Description: Misc. Office Supplies  
Special Needs: List items or reference General Message
**DO NOT TRACK ITEM**

**FILL USING:**
Fill with Local Purchase
The **Item Description** box is already populated and will print on the Resource Assigned block
The **Description** box does not print on the resource order even though it is a required field.
The **Vendor Name** box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.
Enter **Posted Date and Time**.

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<tr>
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<th>Qty/RA</th>
<th>Resource Requested</th>
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<th>Vendor Name</th>
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<th>Estimated Time Of Arrival</th>
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<th>Released To</th>
</tr>
</thead>
</table>

**OIL** one time purchase – Bar Oil or 2 stroke mix, see Chainsaw Parts

**ORDER USING:**
Category: NON-NFES Supplies,  
Catalog Item: SNCS - !Not in Catalog Supplies,  
Item Description: OIL- Motor, Oil Type, Quantity  
**DO NOT TRACK ITEM**

**FILL USING:**
Fill with Local Purchase
The **Item Description** box is already populated and will print on the Resource Assigned block
The **Description** box does not print on the resource order even though it is a required field.
The **Vendor Name** box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.
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Travel Mode
Special Needs  
Need for use in both Diesel & Gas engines.

Reporting Instructions
PALLET JACK RENTAL

ORDER USING:
Category: NON-NFES Supplies
Catalog Item: SNCS - Not in Catalog Service
Item Description: Service - Pallet Jack Rental, EA

TRACK THIS ITEM

FILL USING:
Fill with Local Purchase
The Item Description box is already populated and will print on the Resource Assigned block
The Description box does not print on the resource order even though it is a required field.
The Vendor Name box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.
Enter Posted Date and Time.

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Travel Mode: Special Needs
Need for one day to rearrange warehouse
Reporting Instructions

PHONES …see Telephone Lines and Satellite Phones

PORTA POTTIES & SERVICE for any duration of use

ORDER USING:
Category: Service, Sanitation
Catalog Item: SPPT - Service - Porta Potties
Only one request number needed per vendor per incident.
Quantity and location of Porta Potties to be added to documentation in IROC.

FILL USING:
Fill with Agreement
Resource Name is the vendor's name, serial number and payment method (agreement number or name on credit card).
Fill Catalog Item will be the same as that which was selected when creating the request.
Provider is the agency that established the agreement or issued the credit card.
IROC adds this resource to the Incident Resources Screen. It will need to be released upon demobilization.

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Travel Mode: Special Needs
Need daily service
Reporting Instructions
Deliver to the Mob Center 150 North Main.
**PORTA TANK** (NON-NFES) …see TANK

**PROPANE DELIVERY** for any duration of use

<table>
<thead>
<tr>
<th>ORDER USING:</th>
<th>FILL USING:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category:</strong> Service, Fuel Delivery</td>
<td><strong>Fill with Agreement</strong></td>
</tr>
<tr>
<td><strong>Catalog Item:</strong> SFPP - Service – Fuel Delivery, Propane</td>
<td>Resource Name is the vendors name, serial number and payment method (agreement number or name on credit card).</td>
</tr>
<tr>
<td></td>
<td>Fill Catalog Item will be the same as that which was selected when creating the request.</td>
</tr>
<tr>
<td></td>
<td>Provider is the agency that established the agreement or issued the credit card.</td>
</tr>
<tr>
<td></td>
<td>IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.</td>
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<th>To</th>
<th>Qty</th>
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<th>Deliver To Unit</th>
<th>From Unit</th>
<th>Assigned Unit</th>
<th>Assigned Date/Time</th>
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**Travel Mode**

Special Needs Fill both radio shack and cabin tanks at Mt. Trumbull.

**Reporting Instructions**
RADIOS ARE CLASSIFIED AS SENSITIVE ITEMS
YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION

**RADIO (USE)** purchase of new or use of existing radio

**ORDER USING:**
- **Category:** Service - Communication
- **Catalog Item:** Service - Radio
- **Special Needs:** Specify who will be using the radio or who the purchase is for.

**FILL USING:**
- **Fill with Agreement**
- **Resource Name** is the vendor's name, serial number and payment method (agreement number or name on credit card).
- **Fill Catalog Item** will be the same as that which was selected when creating the request.
- **Provider** is the agency that established the agreement or issued the credit card.
- **IROC** adds this resource to the Incident Resources Screen. It will need to be released upon demob.

### Example of: Use of existing local radio, entered this way to track where it is

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**Travel Mode**

Special Needs
- UT-CCD handheld radio for use by Rapid Response Team ICT3 for duration of Severity.

**Reporting Instructions**

### Example of: Purchase of radio from outside vendor

<table>
<thead>
<tr>
<th>12 Request Number</th>
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**Travel Mode**

Special Needs
- Need radio for CDC. Authorized by John Smith Line Officer

**Reporting Instructions**
RADIO one time Repair/Replacement

ORDER USING:
Category: NON-NFES Supplies
Catalog Item: SNSC - Not in Catalog Supplies
Item Description: RADIO - Repair/Replacement
Special Needs: Specify who the radio is for, the serial number of the radio being replaced and who approved the replacement.

DO NOT TRACK.

<table>
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Travel Mode
Special Needs
Repair or Replace as needed for E-4.1, Bendix King S/N 948575 damaged on fire, approved by IC Jim Hicks. To be handled by home unit.

REPORTING INSTRUCTIONS

RECYCLING – ALL, for any duration of use

ORDER USING:
Category: Service, Sanitation
Catalog Item: SREY - Service - Recycling

FILL USING:
Fill with Agreement
Resource Name is the vendors name, serial number and payment method (agreement number or name on credit card).

Fill Catalog Item will be the same as that which was selected when creating the request.
Provider is the agency that established the agreement or issued the credit card.

IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.
**REFRIGERATION SERVICE** for any duration of use

**ORDER USING:**
- **Category:** Service, Facility-Land Rental
- **Catalog Item:** SREF - Service - Refrigeration Facility Rental
- **Special Needs:** Note what and where

**FILL USING:**
- **Fill with Agreement**
- **Resource Name** is the vendors name, serial number and payment method (agreement number or name on credit card).
- **Fill Catalog Item** will be the same as that which was selected when creating the request.
- **Provider** is the agency that established the agreement or issued the credit card.

IROC adds this resource to the Incident Resources Screen. It will need to be released upon demobilization.

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**Travel Mode**
- Special Needs: Need service/repair to icemaker in warehouse
- Reporting Instructions

**ROAD GRADING SERVICE** for one time use. For longer duration, order as EQUIPMENT

**ORDER USING:**
- **Category:** NON-NFES Supplies
- **Catalog Item:** SNCS - Not in Catalog Supplies
- **Item Description:** Service - Road Grading

**FILL USING:**
- **Fill with Local Purchase**
  - The **Item Description** box is already populated and will print on the Resource Assigned block
  - The **Description** box does not print on the resource order even though it is a required field.
  - The **Vendor Name** box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.

**Enter Posted Date and Time.**

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**Travel Mode**
- Special Needs: Need Harmens Ranch Road Graded due to fire traffic. Need small unit due to culverts.
- Reporting Instructions
## SANITATION SERVICE, OTHER

**ORDER USING:**
- **Category:** NON-NFES Supplies
- **Catalog Item:** SNCS - Not in Catalog Supplies
- **Item Description:** Service, Sanitation, Other
- **Special Needs:** Note items/service desired

**FILL USING:**
- **Fill with Local Purchase**
  - The **Item Description** box is already populated and will print on the Resource Assigned block.
  - The **Description** box does not print on the resource order even though it is a required field.
- **Vendor Name** box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.

### Example

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<th>Estimated Time Of Arrival</th>
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</tr>
</thead>
</table>

**Special Needs:** Need items/service desired

**Travel Mode**

**Reporting Instructions**

### SATELLITE PHONES & RADIOS ARE CLASSIFIED AS SENSITIVE ITEMS

**YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION**

## SATELLITE PHONE

**ORDER USING:**
- **Category:** Service, Communications
- **Catalog Item:** SSAT - Service - Satellite Phone (NON-NFES)

**FILL USING:**
- **Fill with Agreement**
  - **Resource Name** is the vendors name, serial number and payment method (agreement number or name on credit card).
  - **Fill Catalog Item** will be the same as that which was selected when creating the request.
  - **Provider** is the agency that established the agreement or issued the credit card.
  - IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.

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<td>S-1</td>
<td>4/16/2006 06 1412 MST</td>
<td>AZ-PHC EXPD Bk 8</td>
<td>AZ-PHC</td>
<td>1 / 1</td>
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<td>AZ-PHC</td>
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<td>4/16/2006</td>
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<td>1255 MST</td>
<td></td>
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</tr>
</tbody>
</table>

**Special Needs**

**Travel Mode**

**Report for LEO operations.**
SAW GAS…see FUEL

SAW OIL....see CHAIN SAW PARTS

SERVICE/REPAIRMAN  one time Repair/Service Call

ORDER USING:
Category: NON-NFES Supplies
Catalog Item: SNCS - !Not in Catalog Supplies
Item Description: SERVICE - Desired Service (i.e., Electrical, Plumbing, Dry Walling, etc.)
DO NOT TRACK FOR ONE TIME SERVICE

FILL USING:
Fill with Local Purchase
The Item Description box is already populated and will print on the Resource Assigned block
The Description box does not print on the resource order even though it is a required field.
The Vendor Name box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.
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Travel Mode
Special Needs
Need electrician to run 5 power lines for rental computers in EXPD.

Reporting Instructions

Extended duration of use or on-call resource - TRACK THIS ITEM

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Travel Mode
Special Needs
Need on call electrician at base camp for duration of incident

Reporting Instructions

SCHOOL FACILITY RENTAL/AGREEMENTS…see FACILITY RENTAL
**SPORTS DRINKS** one-time purchase

**ORDER USING:**
- Category: Consumable
- Catalog Item: CCSD – Case of Sports Drink

**FILL USING:**
- Fill with Local Purchase
  
The Item Description box is already populated and will print on the Resource Assigned block.
  
The Description box does not print on the resource order even though it is a required field.
  
The Vendor Name box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.

**Enter Posted Date and Time.**

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**Travel Mode**

Special Needs
Need 1 pallet, case count can be adjusted dependent on size of bottles, assorted flavors if possible.

**Report Instructions**

---

**TANK (NON-NFES) …Specify Dip or Portable**

**ORDER USING:**
- Category: NON-NFES Supplies
- Catalog Item: SNCS - Not in Catalog Supplies
- Item Description: TANK, Type, (size) GL

**FILL USING:**
- Fill with Local Purchase
  
The Item Description box is already populated and will print on the Resource Assigned block.
  
The Description box does not print on the resource order even though it is a required field.
  
The Vendor Name box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.

**Enter Posted Date and Time.**

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>From</th>
<th>To</th>
<th>Qty</th>
<th>Resource Requested</th>
<th>Resource Needed</th>
<th>Deliver To</th>
<th>From Unit</th>
<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Assigned Unit ID</th>
<th>Resource Assigned</th>
<th>M/D</th>
<th>Estimated Departure</th>
<th>Estimated Arrival</th>
<th>Released Date</th>
<th>Released</th>
</tr>
</thead>
</table>

**Travel Mode**

Special Needs
Deliver to Matt Johns at Dip site

**Report Instructions**
**TELEPHONE LINES** for any duration of use

**ORDER USING:**
Category: Service, Communication  
Catalog Item: SVLN - Service - Voice Line

**FILL USING:**
Fill with Agreement  
Resource Name is the vendor's name, serial number and payment method (agreement number or name on credit card).

Fill Catalog Item will be the same as that which was selected when creating the request.

Provider is the agency that established the agreement or issued the credit card.

IROC adds this resource to the Incident Resources Screen. It will need to be released upon demobilization.

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>From</th>
<th>To</th>
<th>Quantity</th>
<th>Resource Requested</th>
<th>Required Date/Time</th>
<th>Deliver To</th>
<th>From Unit</th>
<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Assigned Resource</th>
<th>M/D</th>
<th>Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
</table>

Travel Mode: Special Needs

**TIRE REPAIR/REPLACEMENT IS CLASSIFIED AS A SENSITIVE ITEM**  
YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION

**TIRE REPAIR/REPLACEMENT** Ensure a Great Basin Tire Replacement Order Form has been completed:  
https://gacc.nifc.gov/gbcc/admin/IBCdocs/GB_Tire_Replacement_Order_FormFINAL.pdf

**ORDER USING:**
Category: NON-NFES Supplies  
Catalog Item: !Not in Catalog Supplies  
Item Description: TIRE - Repair or Replacement, EA

**DO NOT TRACK**

**FILL USING:**
Fill with Local Purchase
The Item Description box is already populated and will print on the Resource Assigned block.

The Description box does not print on the resource order even though it is a required field.

The Vendor Name box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.

Enter Posted Date and Time.

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>From</th>
<th>To</th>
<th>Quantity</th>
<th>Resource Requested</th>
<th>Required Date/Time</th>
<th>Deliver To</th>
<th>From Unit</th>
<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Assigned Resource</th>
<th>M/D</th>
<th>Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-2</td>
<td>4/16/2006 06 1412 MST</td>
<td>UT-CDC ExPD Blk 8</td>
<td>UT-CDC</td>
<td>2</td>
<td>TIRE - Repair EA</td>
<td>4/16/2006 1000 MST</td>
<td>N/A</td>
<td>UT-CDC</td>
<td>UT-CDC</td>
<td>4/16/2006 1425 MST</td>
<td>UT-SWS</td>
<td>Big O Tire - Y. Phillips CC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Travel Mode: Special Needs

E-18 right rear duels - Approved by Jill Johnson FMO

Reporting Instructions
TIRE REPAIR/REPLACEMENT Incident Delivery and Replacement

Ensure a Great Basin Tire Replacement Order Form has been completed:

<table>
<thead>
<tr>
<th>ORDER USING:</th>
<th>FILL USING:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category: Service, Miscellaneous</td>
<td>Fill with Local Purchase</td>
</tr>
<tr>
<td>Catalog Item: STRP – Service – Tire Repair / Replacement</td>
<td>The Item Description box is already populated and will print on the Resource Assigned block</td>
</tr>
<tr>
<td>Special Needs: Note items needed / quantity desired</td>
<td>The Description box does not print on the resource order even though it is a required field.</td>
</tr>
</tbody>
</table>

### DO NOT TRACK

<table>
<thead>
<tr>
<th>12 Request Number</th>
<th>Ordered Date/Time</th>
<th>From</th>
<th>To</th>
<th>Qty</th>
<th>Resource Requested</th>
<th>Needed Date/Time</th>
<th>Deliver To</th>
<th>From Unit</th>
<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Resource Assigned Unit ID</th>
<th>Resource Assigned M/D</th>
<th>Estimated Time Of Departure</th>
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</tr>
</thead>
</table>

Travel Mode: Special Needs  
4 Tires, Size, 225/70R19 - Approved by Jill Johnson  
FMO

### TOW TRUCK for one time use

<table>
<thead>
<tr>
<th>ORDER USING:</th>
<th>FILL USING:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category: NON-NFES Supplies</td>
<td>Fill with Local Purchase</td>
</tr>
<tr>
<td>Catalog Item: SNCS - !Not in Catalog Supplies</td>
<td>The Item Description box is already populated and will print on the Resource Assigned block</td>
</tr>
</tbody>
</table>

### Item Description: SERVICE - Tow Truck, towing capacity/size  
The Description box does not print on the resource order even though it is a required field.  
The Vendor Name box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.

Enter Posted Date and Time.

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<th>Deliver To</th>
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<th>Resource Assigned Unit ID</th>
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</tr>
</thead>
</table>

Travel Mode: Special Needs  
For E-18, blew both right rear duels  
Reporting Instructions
**VEHICLE PARTS**

ORDER USING:
Category: NON-NFES Supplies
Catalog Item: SNCS - Not in Catalog Supplies
Item Description: Identify Item and quantity
Special Needs: Specify parts and vehicle ID

DO NOT TRACK THIS ITEM

FILL USING:
Fill with Local Purchase

The Item Description box is already populated and will print on the Resource Assigned block. The Description box does not print on the resource order even though it is a required field. The Vendor Name box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.

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<th>To Unit</th>
<th>Assigned Date/Time</th>
<th>Resource Assigned Unit ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-2</td>
<td>4/16/2006 1412 PNT</td>
<td>NV- ECC EXPD Blk 8</td>
<td>NV- ECC</td>
<td>1 / 1</td>
<td>Repair or replace mirror</td>
<td>4/16/2006 1000 PNT</td>
<td>N/A</td>
<td>NV- ECC</td>
<td>NV- ECC</td>
<td>4/16/2006 1425 PNT</td>
<td>UT- GBP Home Unit - E5788 - Joe Hurl CC</td>
</tr>
</tbody>
</table>

Travel Mode
Special Needs: E-3 (E5788) right side mirror and blind spot. Damaged on fire, approved by INBA S.Bear

Reporting Instructions

**VEHICLE REPAIR IS CLASSIFIED AS A SENSITIVE ITEM**
YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION

**VEHICLE REPAIR** for one time use. For any duration of use order as EQUIPMENT (VIPR). NERV vehicle repair is arranged through Enterprise.

ORDER USING:
Category: NON-NFES Supplies
Catalog Item: SNCS - Not in Catalog Supplies
Item Description: Vehicle Repair
Special Needs: Specify the type of repair and vehicle ID

DO NOT TRACK THIS ITEM

FILL USING:
Fill with Local Purchase

The Item Description box is already populated and will print on the Resource Assigned block. The Description box does not print on the resource order even though it is a required field. The Vendor Name box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.

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Travel Mode
Special Needs: E-7 (BLM VT1942), starting problems

Reporting Instructions
WATER, BOTTLED one-time purchase

**ORDER USING:**
Category: Consumable, 
Catalog Item: CWTR – Case of Water, or CPWA – Pallet of Water
DO NOT TRACK ITEM

**Fill Using:**
Fill with Local Purchase
The Item Description box is already populated and will print on the Resource Assigned block
The Description box does not print on the resource order even though it is a required field.
The Vendor Name box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.
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<th>R/A</th>
<th>Resource Requested</th>
<th>Needed Date/Time</th>
<th>Deliver To</th>
<th>From Unit</th>
<th>To Unit</th>
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<th>Resource Assigned Unit ID</th>
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<th>Estimated Time Of Departure</th>
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Travel Mode
Special Needs
Would prefer 1 ltr size

Reporting Instructions

---

WATER, BOTTLED or BULK for continuous delivery

**ORDER USING:**
Category: Service, Delivery
Catalog Item: SPWT – Service – Delivery, Potable Water

**Fill Using:**
Fill with Agreement
Resource Name is the vendors name, serial number and payment method (agreement number or name on credit card).
Fill Catalog Item will be the same as that which was selected when creating the request.
Provider is the agency that established the agreement or issued the credit card.
IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.

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Travel Mode
Special Needs
Want 5 pallets per day delivered to ICP, quantity may be adjusted as needed.

Reporting Instructions