**NORTHERN ROCKIES
INCIDENT SIGN ORDERING
PROTOCOLS**

Pre-Season:

1. R1 Regional Office Engineering (RO-E) will validate vendor sources, type, and price of signs by April 15th.
2. RO-E will coordinate a Northern Rockies inventory of all agencies for the NRCG by June 1st. Each NRCG agency will submit their annual sign inventory to RO-E by May 15th each year, for consolidation into a NRCG inventory. Unit inventories will be posted on the NRCG website.
3. All agencies acquisition departments will place sign ordering and payment protocol, as well as vendor list with kind and price of signs into their respective Incident Business Plans by May 1st.
4. RO-E will provide to NRCC a list of qualified personnel, with contact information, to be dispatched for sign installation, traffic control, and technical assistance by June 1st. These individuals must have annual fire line safety refresher.

During Incidents:

1. Logistics will identify the need for incident signs by completing the NRCG Incident Sign Ordering & Tracking Form and determining the source for signs from a, b, or c below:
    a. Host unit. Validate the host unit sign inventory at the in-briefing. Attain a copy of the host unit sign inventory and attach to the NRCG Incident Sign Order & Tracking Form. The host unit sign inventory is also located on the NRCG website, http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm.

       If the host unit inventory does not meet the incident's needs, proceed to b.

    b. R1 Engineering Stash. Determine with host unit if signs are available from the R1 Engineering stash (located in Missoula, MT) by contacting RO-E (see contacts page 3). The inventory will be posted on

http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm

If the R1 Engineering stash does not have signs to meet the incident's needs, proceed to c.

   c. If sources a. and b. above are not adequate, proceed with procurement of signs by coordinating with the host unit representative for approval (usually the Incident Business Advisor or Agency Administrative Representative).

2. Logistics will request an S# from Dispatch for each line on the NRCG Incident Sign Order & Tracking Form.   This will allow tracking accountability for borrowed or purchased signs.

3. Logistics will determine the need for sign installation, traffic control, or other transportation technical assistance. If a need is identified, they will request an O# from Dispatch for a THSP-Sign.

4. Dispatch will:
   a. Assign S# and O# upon request from Logistics. Sign installation assistance will be ordered as an O#, THSP-Sign. Establish the method of filling the sign order by
      i. Placing the order to borrow signs from the host unit or the R1 Engineering Stash,
      OR
      ii. If procurement of signs is necessary, placing an order to purchase signs with the local acquisition support group or the Buying Team.
         1. Appropriate procurement methods will be followed to secure the signs for the incident within the identified timeframes. The NRCG Incident Sign Order & Tracking Form, with S numbers, submitted by Logistics will serve as the "requisition" for acquisition.
         2. Technical assistance in the procurement of the signs, including any sign not in the sign catalog, may be requested of RO-E. See contact list.

5. For Forest Service Fires: Upon coordinating with R1 Fire, Aviation & Air, RO-E may perform compliance checks at the incidents.

6. Delivery of Signs:
    a. If signs are borrowed from the host unit or R1 Engineering Stash they must be issued with a waybill to the incident team for tracking purposes.
    b. If signs are procured they will be tracked via an invoice. Invoices need to be signed upon delivery and the invoice given to the procurement official making the purchase.

7. End of Incident:
    a. When the IMT is demobed, there will be a reconciliation of signs by using the NRCG Incident Sign Order and Tracking Form. The last IMT that transitions with the host unit will insure the following:
        i. If signs are borrowed from the host unit or the R1 Engineering Stash, they must be returned and tracked via the waybill.
        ii. If signs are purchased, they must be given to the host unit and documented on the NRCG Incident Sign Order and Tracking Form.

    b. If signs are missing and not accounted for the host unit will finish the reconciliation of the inventory on the NRCG Incident Sign Order and Tracking Form by completing the appropriate property forms.

    c. If appropriate, the original S# will be used for replacement.

Storage & Marking of Signs:

1. The host fire unit may store the incident signs that were purchased at the host unit for future incident use. The host unit will be accountable for conducting an annual inventory.

2. The host unit will be responsible for marking all incident signs as government property.

3. Incident signs may be transferred to FS R1 Engineering in Missoula. Signs transferred will become part of the R1 Engineering Stash and will be used for all incidents in the Northern Rockies.

Contacts:

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- Donna Sheehy, 406-329-3312 (office), 406-240-5289 (cell), 406-251-5245 (home)
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