



# Northern Rockies Coordinating Group

Federal, State, and Local Government Agencies Working Together in Emergency Response Management

Date: January 21, 2020 NRCG Memo# 2020-001

To: Northern Rockies Interagency Wildland Fire Community

From: Chair, Northern Rockies Coordinating Group

Subject: NRCG Standard Operating Procedure for National Emergency Rental Vehicle (NERV) Agreement

The NERV BPA is intended to be utilized by personnel from the NWCG agencies which include: Bureau of Indian Affairs, Bureau of Land Management, U.S. Fish & Wildlife Service, National Park Service, USDA Forest Service, and the National Association of State Foresters.

The *authority* to rent a vehicle has not changed because the NERV agreement is in place. When an Incident Management Team assumes command of an incident, they are responsible for determining who is authorized to rent a vehicle. When the vehicle required for the position must be off-road capable, "NERV Rental authorized (Include type of vehicle)" must be relayed to dispatch. When the position does not require an off-road capable vehicle, then "Rental authorized" will be relayed to dispatch. The NERV agreement rental process does NOT supersede guidance provided in the Northern Rockies Chapter 10 Supplement to the NWCG Standards for Interagency Incident Business Management for travel and transportation of AD/EFF overhead.

The NERV BPA may be used to procure vehicles on incidents when:

1. The vehicle is anticipated to be traveling off maintained roads
2. The renter needs a 4x4 SUV or Pickup to meet the needs of the assignment
3. The vehicle needed is to support an incident and will be assigned to a ground support, buying team or dispatch center and utilized by multiple resources
4. The renter is NOT self-sufficient or able to procure the vehicle needed for the assignment through the agency standard travel reservation system.

Standard Travel Reservation Systems must be used to procure vehicles when:

1. The assignment does not require a 4X4 SUV or Pickup Truck, and
2. Agency personnel are self-sufficient, are in travel status and possess an agency-issued travel charge card.





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## Ordering NERV Vehicles:

Each vehicle rented through the NERV BPA must be requested electronically through the NERV website with a valid resource order. All renters and those reserving vehicles should be familiar with the ordering and payment processes outlined on the NERV website, on the “New NERV Request” tab: (<https://sites.google.com/a/firenet.gov/nerv/new-nerv-request>). Vehicles obtained through the BPA will be paid by the NERV Payment Center and reconciled to each associated request. If vehicles are reassigned, the last driver is responsible for completing the paperwork process for payment.

Renters should assure that a procurement method is in place for fueling the vehicles. This can be the driver’s travel charge card (if in travel status), purchase card (with an “S” number issued), incident fuel tender, or BPA with a local gas station supported by a Buying Team or local procurement personnel.

Ordering vehicles will follow the procurement processes described in the matrix below.

Resource Type	Vehicle Type	Source of Supply	Who Places the Order	Resource Request Number	Payment Processing
Ground Support “Pool” vehicle	4x4 SUVs and Pick Ups, Mini Vans, Cargo Vans, Box Vans or Stake Body trucks	NERV	Dispatch	E	NERV Payment cover sheet provided by dispatch
Self Sufficient Overhead	4X4 SUV or Pick Up	NERV	Overhead Personnel	Documentation on “O” Number as “NERV 4x4 Rental Vehicle Authorized”	NERV Payment cover sheet downloaded from NERV website.
Self Sufficient Overhead	Sedan or other 2 wheel drive	Agency travel process (NOT a NERV rental)	Overhead personnel through travel	Documentation on “O” Number as “Rental Vehicle Authorized”	Agency travel charge card through the travel vouchering process





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Resource Type	Vehicle Type	Source of Supply	Who Places the Order	Resource Request Number	Payment Processing
Casuals or other non-self-sufficient overhead	Any vehicle type	NERV	The first renter will place the order on the NERV website.	Documentation on "O" Number as "NERV Rental Vehicle Authorized (type of vehicle)"	NERV Payment cover sheet downloaded from NERV website. The last assigned driver is responsible for document submission.

It is critical to ensure that Northern Rockies personnel comply with the guidelines above, including the NERV website and NR Chapter 10 supplement, so that this agreement can be utilized appropriately and efficiently.

Thank you for your cooperation. Questions can be directed to your local dispatch center or your agency incident business lead.

Mike DeGrosky  
Chair, Northern Rockies Coordinating Group (NRCG)

