

Region 5 Expanded Dispatch Guide
VIPR DPL, IBPA, Incident Only/EERA
Equipment and Miscellaneous Resources
2021



Version 2

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Introduction

This guide is intended for the use of dispatchers and expanded support dispatchers in Region 5. The guide supplements the California Mobilization Guide and serves as a quick reference. It is not intended to be all-inclusive, just as a reference, for the more-common orders.

Incident contracted equipment falls into two categories:

- Incident Blanket Purchase Agreements (IBPA)/VIPR – Dispatch Priority List (DPL)
- Non-Solicited equipment – Incident Only/Emergency Equipment Rental Agreements

Immediate Need Dispatches

Only operational equipment (Engines, Dozers & Water Tenders) may be ordered immediate need and deviate from the VIPR DPLs. The establishment of an “immediate need” request will be at the sole discretion of the IC. These requests will be placed for contract equipment within the Host Dispatch Zone listed on the priority dispatch list(s) and are determined to be the closest available resources. The Planned Need procedures do not apply to Immediate Need dispatches.

If the resources from the VIPR DPLs are exhausted or equipment cannot meet the immediate need, then the dispatch center may utilize locally available resources not on a VIPR DPL as an exception due to emergency fire conditions that warrant immediate deployment of resources. The Incident Only/EERAs issued in these situations shall be for that incident only. In these instances, equipment hired on an “Incident Only Basis” should be replaced with equipment from the local centers VIPR DPL as soon as practical, especially when additional operational periods are expected and or planned for the needs of the incident.

Planned Need Dispatches

When dispatching Planned-Need Equipment, the Dispatch Center will use the DPLs. During planned-need dispatches, when the available resources within a dispatch zone are exhausted, dispatch centers should utilize neighboring centers priority dispatch lists. This procedure incorporates dispatch centers already established in IROC as neighboring units (See listing in Appendix A). When placing an order through the selection area, a courtesy call should be placed advising the neighboring dispatch center of the order. If the neighboring centers cannot fill the needed resource the order should be placed up to the GACC for normal mobilization procedures.

All equipment should have a VIN#, Serial # or unique ID number noted on the resource order. Before orders are accepted by any priority dispatch contractor, the specific piece of equipment or person from the priority dispatch list ordered (by VIN, serial number or name) must be able to meet the date and time needed requirements established by the incident. If that specific piece of equipment or person is not available or cannot meet the date and time needed the dispatcher will move on to the next available resource on the DPL. Remember to DOCUMENT in IROC.

When dispatches are being made, if the contractor cannot be reached, the dispatcher may proceed with ordering the next resource on the DPL. If a Contractor is not able to be contacted, dispatchers will leave voice messages. If there is no response to these message(s) generally within 10 minutes, that resource will be deemed non-responsive and the next resource on the DPL will be called. Not responding to a call does not remove a Contractor from the DPL. Repeated non-responsiveness may be grounds for other contractual remedies and should be noted to Fire Operations within the VIPR program. Dispatchers must carefully document all of these calls and actions in IROC.

At- Incident Management Support Branch (AIMS)

Forest Service Fires Only identifies a need for Warranted Support.

AIMS Support Workload: Emergency Equipment Rental Agreements (EERA), Land Use Agreements (LUA), Copier Trailers, and Commercial Agreements

Phone: 720-473-4105 (regular and after hours – same number)

Email: SM.FS.WOAIMS@usda.gov

Reassignment of State (HEMS) equipment to Federal (VIPR) resources

When there is probable reassignment of equipment from state to federal incidents for support, please contact the respective GACC, Fire Operations Program Manager, and/or Incident Business Personnel as soon as possible. See methodology below for the reassignment process.

All HEMS resources should not be automatically reassigned. The Host Dispatch Center Priority List MUST be considered as the first priority. Utilize the following guidelines when considering reassignments:

- 1) If the Resource is on a HEMS agreement and has a VIPR agreement on the Host Dispatch DPL, the resource can be reassigned.
- 2) If the Resource is on HEMS and not on the Host Dispatch DPL, but has a VIPR agreement on any other forest, it can be reassigned once it's determined there is no like equipment on the Host Dispatch DPL.
- 3) If the resource is currently assigned under HEMS agreement and doesn't have a VIPR agreement it should be considered for demob.

Example: A Type 2 water tender is currently assigned on the incident under a HEMS agreement, and they also have a VIPR agreement. If the vendor's VIPR agreement is not on the host dispatch DPL, the host Dispatch will first check their DPL for a Type 2 water tender. If no Type 2 water tender is available on the Host Dispatch DPL, then the water tender currently assigned could be reassigned using their VIPR agreement regardless of their respective VIPR DPL dispatch location. Documentation on the new resource order would show no Host Dispatch equipment was available on their DPL.

National Contracts for 2021

If in need of this information, you may submit an email request to FS-FS AQM ISB.

- Crew Carrier Buses
- Communication Units
- Fire Retardant
- GIS Trailer
- Helicopter Support Trailer
- Mobile Shower Facilities
- Mobile Food Unit
- Type 2 IA Crews (*extended to Dec 31, 2021)
- Type 2 Crews

Equipment List

ALWAYS check the most recent dispatch priority list.

Dispatch Priority Lists (DPL) website:

<http://www.fs.fed.us/business/incident/dispatch.php>

Orders for contract equipment from these categories will be placed utilizing VIPR DPLs.

- Buses (Crew)
- Communication Trailer
- Dozers – Types 1 to 3
- Engines – Types 3 & 6
- Faller Modules (2 fallers)
- Faller, Single
- Fuel Tender
- GIS Units – Types 1 to 2
- Gray Water Trucks – Types 1 to 4
- Helicopter Support Trailers
- Heavy Equipment: Dozers, Excavators, Road Graders, Feller-Bunchers, Masticators, and Skidders
- Mechanics w/Service Truck –
- Mobile Chainsaw Repair Unit
- Mobile Laundry Units – Types 1 to 2
- Mobile Sleeper Units
- Potable Water Trucks – Types 1 to 4
- Refrigerated Trailers
- Support Water Tenders – Types 1 to 3
- Trailer Mounted Hand Washing Stations – Type 1 to 2
- Vehicle w/Driver
- Weed Washing Unit

NOTE: CHECK VIPR DPL UPDATES BEFORE ORDERING EQUIPMENT

Orders for contract equipment from these categories will be placed utilizing Commercial Agreements

- Portable Toilets
- Portable Hand Washing Stations

Agency Representative (AREP)

1. Considerations to Create Request

Type

- **CCC** – When two or more CCC crews are ordered
 - **Special Needs: for CCC crews**
- **CDCR** – California Department of Corrections & Rehabilitation, ordered for inmate crews
 - **Special Needs: for CDCR**
- **Cal Fire** – When Cal Fire assist federal fires
 - **Special Needs: for Cal Fire**

2. How to Create Request in IROC

CATALOG: Overhead
CATEGORY: Positions
CATALOG ITEM: AREP

3. From the Pending Request screen, Place Request up, followed by a courtesy phone call to the GACC.

Note: More information can be found in California Mob Guide Chapter 30

Aircraft Rescue Firefighting Apparatus – ARFF (Crash Rescue) Incident Only/EERA

1. Considerations to Create Request

Type

- Crash Rescue (Aircraft), Type 1 (3,000+ gals.)
- Crash Rescue (Aircraft), Type 2 (1,500 to 2,999 gals.)
- Crash Rescue (Aircraft), Type 3 (500 to 1,499 gals.)

Ordering Attributes

- None
- Dispatch would first search for agency, then cooperator, and finally vendor
- If it is determined that agency and cooperator resources are not available, that must be documented in IROC.

When only hired vendors are available, the hiring priorities are as follows:

- Type needed
- Date and time needed
- Pricing
- Location (miles) from their equipment site to the incident

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Miscellaneous
CATALOG ITEM:	Crash Rescue (Aircraft), Type 1 Crash Rescue (Aircraft), Type 2 Crash Rescue (Aircraft), Type 3

3. Fill with Agreement. Order processes through AIMS or Buying Team

(Ex: CRASH RESCUE – T1 – Company – Unit Identifier (If applicable) – last 6 of VIN#)

Ambulance (Incident Only/EERA)

1. Considerations to Create Request

Type

- Ambulance, Type 1
- Ambulance, Type 2
- Ambulance, Type 3

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Medical
CATALOG ITEM:	Ambulance, Type 1 Ambulance, Type 2 Ambulance, Type 3

3. Fill with Agreement. Order processes through AIMS or Buying Team

(Ex: AMBULANCE – T1 – Company – Unit Identifier (If applicable) – last 6 of VIN#)

Buses

1. Considerations to Create Request

Type

- **Buses, Crew Carriers**
 - (school type buses) appropriate for gravel or mountain roads for short duration travel, typical for transportation of 22–person crews (Resources Item in IROC) (DPL List)
- **Buses, Coach**
 - 40+ passenger with bucket type seating, toilet (Incident Only/EERA)

- **Buses, Shuttle**
 - 16+ passenger does not include 15-passenger vans, appropriate for incident shuttle use (Incident Only/EERA)

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Transportation
CATALOG ITEM:	Transportation, Bus Crew Carrier Transportation, Bus, Coach Transportation, Bus, Shuttle

3. Fill from the Pending Request screen – from the “VIPR” tab

(Transportation, Bus Crew Carrier).

(Ex: BUS – CREW CARRIER – Company– Unit Identifier (If applicable) – last 6 of VIN#)

3a. Fill with Agreement. Order processes through AIMS or Buying Team

(Transportation, Bus, Coach, Transportation, Bus, Shuttle)

(Ex: BUS – COACH – Company– Unit Identifier (If applicable) – last 6 of VIN#)

or

(Ex: BUS – SHUTTLE – Company– Unit Identifier (If applicable) – last 6 of VIN#)

Caterers

1. Considerations to Create Request

Type

- Minimum 150 meals and 72 hours

Ordering Attributes

- None

Ordering requirement

- Food Service Request Form – Attach to request in IROC

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Food Service, Mobile
CATALOG ITEM:	Food Service, Mobile

3. Place request up and call GACC to confirm receipt of request and food service request – (National Mobile Food Services Contract)

Special Needs: Good address of the location, how many personnel being feed, first meal will be dinner and name of the incident contact person.

Note: If unable to attach Food Service Request Form in IROC, please fax to GACC and call GACC to ensure fax receipt, addressing any further issues/concerns. Consider ordering a gray water and potable water truck in addition. Notify GACC of tentative release information. Upon demobilization give 15-minute travel.

Caterer T3 (Incident Only/EERA)

1. Considerations to Create Request

Type

- Minimum 49 meals and Maximum 149 meals

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Food Service, Mobile
CATALOG ITEM:	Food Service, Mobile

3. Fill with Agreement. Order processes through AIMS or Buying Team

Special Needs: T-3 Caterer, Good address of the location, how many personnel being feed, first meal to be served and name of the incident contact person.

Cellular on Wheels or COWs

1. Considerations to Create Request

Requests for Cellular on Wheels or COWs can be done through Verizon by calling 800-264-6620 and selecting option 7. This will take you directly to the technician for all of California. Make sure to state you need for a Cellular on Wheels to support Emergency Operations Command Post and identify the nearest populated area.

SERT Teams

SERT Teams or Significant Emergency Response Teams can be requested to assist in setting up a Cellular on Wheels or to provide connectivity for a community that has been affected by a burned over cell site. A SERT team can be requested at 800-264-6620 press 1 and stay on the line for a technician.

2. How to Create Request in IROC

CATALOG:	Supply
CATEGORY:	Service, Communication
CATALOG ITEM:	Service-Cellular Telephone (NON-NFES)

*Note: In special needs – for COW and SERT Teams

3. Fill with Agreement

(Ex: SERVICE – Cellular on Wheels – Company Name)

Chippers

1. Considerations to Create Request

Type

- Type 1 – 18-inch minimum diameter capacity
- Type 2 – 13 to 17-inch diameter capacity
- Type 3 – 9 to 12-inch maximum diameter capacity

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Miscellaneous
CATALOG ITEM:	Chipper, Type 1
	Chipper, Type 2
	Chipper, Type 3
	Chipper, Type Any

3. Fill from Pending Request screen – fill from “VIPR” tab.

(Ex: CHIPPER – T1 - Company Name – last 6 of VIN#)

Clerical Support Unit (Incident Only/EERA)

1. Considerations to Create Request

Type

- None

Ordering Attributes

- Internet capability will be listed on the priority dispatch list, and if the incident specifically orders the equipment with this attribute, vendors offering that attribute will be given preference as they appear on the priority dispatch list.
- Internet is designed for that unit, if the incident requires services over and above those stated in this specification, an incident only EERA will be initiated by a warranted CO, and no payment will be made for optional internet that may be awarded on this agreement.

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Miscellaneous
CATALOG ITEM:	Clerical Support Unit

3. Fill with Agreement. Order processes through AIMS.

(Ex: CLERICAL SUPPORT UNIT – Company Name - last 6 of VIN #)

Communication Trailer

1. Considerations to Create Request

Type

- Type 1 – Includes cost of Internet Capability in the daily rate
- Type 2 – Does not Include Internet Capability in the daily rate

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Trailer
CATALOG ITEM:	Trailer – Communications

3. From Pending Request Screen, Place Request Up, followed by a courtesy phone call to GACC.

(Ex: TRAILER – COMMUNICATIONS – Company Name – last 6 of VIN#)

Computers (Incident Only/EERA)

1. Considerations to Create Request

Type

- None

2. How to Create Request in IROC

CATALOG:	Supply
CATEGORY:	Service, Office Support
CATALOG ITEM:	Service, Computer Rental

Process: Orders will be processed by the host unit dispatch.

Order form and EERA terms and conditions are listed at the website link below:

<https://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=stelprdb5303034>

Note: Plotters are now available from the caches.

3. Fill with Agreement. Order processes through AIMS or Buying Team

Critical Incident Peer Support Group (CISM)

1. Considerations to Create Request

Type

- None

2. How to Create Request in IROC

CATALOG:	Overhead
CATEGORY:	Groups
CATALOG ITEM:	Team, Critical Incident Stress

3. From the Pending Request screen, select Place Request Up, followed up with a courtesy phone call to GACC.

Note: All orders for peer support groups, need to be approved by the Forest Supervisor prior to the order being processed. Please note in special needs if rental cars are authorized. Rosters are hosted by the Northern California Coordination Center.

Dozers – (Private)

1. Considerations to Create Request

Type

- Type 1 – minimum 240 HP and greater and with Minimum base Weight of 60,000 lbs.
- Type 2 – minimum 150-250 HP and with Minimum base Weight of 35,000 lbs.
- Type 3 – minimum 99-165 HP and with Minimum base Weight of 20,000 lbs.
- Type 4 – minimum 50 – 110HP and with Minimum base Weight of 10,000 lbs.

Ordering Attributes

- Single or Double shift
- Grapple
- Rippers
- Low Ground Pressure
- Winch
- 6-way hydraulic blade- vendors offering that attribute will be given preference as they appear on the priority dispatch list

Note: Dozer contractors are required to provide transport, pilot cars, and any required permits under one request number (E#).

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Dozer
CATALOG ITEM:	Dozer, Type 1
	Dozer, Type 2
	Dozer, Type 3
	Dozer, Type 4

3. Fill from Pending Request Screen – fill from “VIPR tab.

(Ex: DOZER – T1 – Company Name – last 6 of VIN#)

Note: If known, document if the transport is to stay at the incident or be released.

Engines

Region 5 has awarded agreements for Type 3 & 6 engines.

1. Considerations to Create Request

Type

- Type 6 – 150-gallon min. (must be 4x4)
- Type 3 – 500-gallon min. – Minimum staff of 3 (total Staffing of 5) if additional staffing request, document in IROC.

Ordering Attributes

- All-Wheel Drive or 4X4
- Compressed Air Foam (CAFS)

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Engine
CATALOG ITEM:	Engine, Type (requested)

3. Fill from Pending Request screen – fill from “VIPR” tab.

(Ex: ENGINE – T6 – Company Name – last 6 of VIN# or Unique Identifier)

Note: Vendor must provide crew manifest to dispatch. Contract engine and crews are excluded from the Neighbor Unit VIPR DPL Process. If the engine or crew list is depleted, place an order to GACC not to neighboring dispatch center.

Excavators

1. Considerations to Create Request

Type

- Type 1 – 160 HP and 50,000 lbs.
- Type 2 – 111 HP and 30,000 lbs.
- Type 3 – 81 HP and 20,000 lbs.
- Type 4 – 60 HP and 15,000 lbs.

Ordering Attributes

- Clamshell Bucket
- Up Down Blade or Dozer Blade
- Steep Ground (self-leveling cab – Timco, etc.)

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Miscellaneous
CATALOG ITEM:	Excavator, Type 1
	Excavator, Type 2
	Excavator, Type 3
	Excavator, Type 4

3. Fill from Pending Request Screen – fill from “VIPR tab.

(Ex: EXCAVATOR – T1 – Company Name – last 6 of VIN#)

Note: If known, document in IROC if the transport is to stay at an incident or be released.

Expanded Dispatch Module

1. Considerations to Create Request

Type

- None

2. How to Create Request in IROC

CATALOG:	Overhead
CATEGORY:	Groups

CATALOG ITEM: Module, Suppression

3. From the Pending Request screen, select Place Request Up, followed up with a courtesy phone call to GACC.

Faller, Single – Faller, Module

1. Considerations to Create Request

Type

- Faller, Single (1 faller w/ all equipment and vehicle)
- Module, Faller (2 fallers w/ all equipment and vehicle)

Note: *Only agency fallers are ordered as FAL1, FAL2, and FAL3.* It's now suggested when a faller module DPL becomes exhausted, ask the incident if the ordering dispatch center can order single fallers two at a time. The incident can create a module once they arrive at the incident.

Ordering Attributes

- None

Work/Rest

- Companies with multiple fallers on approved rosters may replace fallers on the same request. If rostered personnel are no longer available, new orders will use DPL.

2. How to Create Request in IROC

Faller, Single	
CATALOG:	Overhead
CATEGORY:	Groups
CATALOG ITEM:	Faller, Single

Faller Module	
CATALOG:	Overhead
CATEGORY:	Groups
CATALOG ITEM:	Module, Faller

Note: Document in IROC names of faller or fallers. When the module unit is exhausted at the host dispatch DPL, It may be helpful asking if single fallers could be ordered two at a time to create a module at the incident.

3. Fill from Pending Request Screen – fill from “VIPR tab.
(Ex: MODULE – FALLER – Company Name and Faller Name)
(Ex: FALLER – SINGLE – Faller’s Name – Company Name)

Feller Bunchers

1. Considerations to Create Request

Type

- Type 1 – 226 + HP
- Type 2 – 160 to 225 HP
Specify tracked or rubber tire (wheeled) plus min requirements

Ordering Attributes

- Cutting Heads:
 - Bar saw
 - Rotating Disc saw (Hot saw)
 - Harvester processing Head
- Cab Leveling
- Rubber tired or tracked

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Miscellaneous
CATALOG ITEM:	Feller-Buncher, Type 1 Feller-Buncher, Type 2

3. Fill from Pending Request Screen – fill from “VIPR tab. (Ex: Feller Buncher – T1 – Company Name – last 6 of VIN#)

Fuel Tender

1. Considerations to Create Request

Type

- Type 1 – 3500 + gallons
- Type 2 – 2500 to 3499 gallons
- Type 3 – 500 to 2500 gallons

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Miscellaneous
CATALOG ITEM:	Fuel Tender, Type 1 Fuel Tender, Type 2 Fuel Tender, Type 3

3. Fill from Pending Request Screen – query on “VIPR” tab.
(Ex: FUEL TENDER – Company Name – last 6 of VIN#)

GIS Units

1. Considerations to Create Request

Type

- Type 1 – 4 Computer Workstations, 2 additional workstations – 6 total
- Type 2 – 2 Computer Workstations, 2 additional workstations – 4 total
- Type 3 – 1 Computer Workstations, workspace to accommodate 5

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Trailer
CATALOG ITEM:	Trailer – GIS

Note: In “Special Needs” on the “New Request” screen, indicate if the Trailer is Type 1, 2, or 3.

3. From the Pending Request screen, Place Request Up, followed by a courtesy call to GACC.
(Ex: TRAILER – GIS – T1 – Company Name - last 6 of VIN #)

Gray Water Truck

1. Considerations to Create Request

Type

- Type 1 – 4000 gallon +
- Type 2 – 2500 to 3999 gallon
- Type 3 – 1000 to 2499 gallon
- Type 4 – 400 to 999 gallon

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Gray Water Truck
CATALOG ITEM:	Gray Water Truck – T1

Gray Water Truck – T2
Gray Water Truck – T3
Gray Water Truck – T4

3. Fill from Pending Request screen – fill from the “VIPR” tab.

(Ex: GRAY WATER TRUCK – T1 – Company Name – last 6 of VIN #)

Handwashing Units - Portable (EERA or Commercial Invoice)

1. Considerations to Create Request

Type

- None

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Supply
CATEGORY:	Service, Sanitation
CATALOG ITEM:	Service – Handwashing Station (Portable)

Note: In “Special Needs” on “New Request” screen indicate, trailer portable.

3. Fill with Agreement. Order processes through Commercial agreement or AIMS or Buying Team

(Ex: HANDWASHING STATION - PORTABLE - Company Name)

Note: Only one request number needed per vendor. Quantity and location of handwashing stations ordered to be documented in IROC.

Handwashing Stations – Trailer Mounted

1. Considerations to Create Request

Type

- Type 1 – 12+ sinks
- Type 2 – 8 to 11 sinks

Ordering Attributes

- Minimum 8 sinks

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Miscellaneous
CATALOG ITEM:	Handwashing Station (Trailer Mounted), Type 1 Handwashing Station (Trailer Mounted), Type 2

Note: In “Special Needs” on the “New Request” screen indicate if trailer mounted. Potable Water tender provided by the government (ref to D.2.12 (a) (b) of the contract.

3. Fill from Pending Request screen – fill from the “VIPR” tab.

(Ex: HANDWASHING STATION – TRAILER MOUNTED – Company Name – last 6 of VIN# or unique identifier.)

Helicopter Operations Support (HOS) Units

1. Considerations to Create Request

Type

- None
- Ordered by specific incident needs – i.e. radios, workstations, etc.

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Trailer
CATALOG ITEM:	Trailer – Helicopter Operations Support

3. From Pending Request Screen, Place Request Up, followed by a courtesy phone call to GACC.

(Ex: TRAILER – HOS – Company Name – last 6 of VIN#)

Incident Base Recycling IBPA (Incident Only/EERA)

1. Considerations to Create Request

Type

- None

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Supply
CATEGORY:	Service, Sanitation

CATALOG ITEM: Service – Recycling

3. Fill with Agreement. Order processes through AIMS or Buying Team

(Ex: Incident Base Recycling – Company Name)

Incident Base Units (Camp in a Box)

1. Considerations to Create Request

Type

- Type 1 (full configuration with 10 trailers)
- Type 2 (reduced configuration with 5 trailers)

Ordering Attributes

- None Closest Available Concept

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Trailer
CATALOG ITEM:	Trailer - Mobile Office

Note: In “Special Needs” on “New Request” screen “Camp in the Box” and Type 1 or 2.

The request will be placed to the GACC, followed up with a courtesy phone call. The GACC will determine the closest resource (via MapQuest www.mapquest.com).

Special Needs: Physical Address

3. From Pending Request screen, Place Request Up, followed up with courtesy phone call to GACC.

(Ex: Incident Base Unit – T1 – Company Name)

Incident Management Teams (IMT)

1. Considerations to Create Request

Type

- Type 1
- Type 2

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Overhead
CATEGORY:	Group
CATALOG ITEM:	Team, Type 1 Long
	Team, Type 1 Short
	Team, Type 2 Long
	Team, Type 2 Short
	Team, Type 3

Note: In “Special Needs” include the following statement on all federal T1 or T2 team orders.

In-Briefing __ (Date & Time) _____, Location: _____

Rental Car and Agency Vehicle Authorized. CFAA Approved

3. From the Pending Request Screen, Place Request Up, followed by a courtesy phone call to the GACC.

Laundry Units - Mobile

1. Considerations to Create Request

Type

- Type 1 – Minimum production 2500 lbs. per day
- Type 2 – Minimum production 1500 lbs. per day

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Miscellaneous
CATALOG ITEM:	Laundry, Mobile

Note: In “Special Needs” on the “New Request” screen indicate Type 1, 2.

3. From the Pending Request screen, Place Request Up, followed by a courtesy call to the GACC.
(Ex: MOBILE LAUNDRY – T1 – Company Name – last 6 digits of VIN# or unique identifier.)

Masticator – Boom Mounted or Strip Mulchers/Masticator (Track Mounted)

1. Considerations to Create Request

Type

Mulcher/Masticator – Boom Mounted

- Type 1 – 160 HP and 50,000 lbs.

- Type 2 – 111 HP and 30,000 lbs.
- Type 3 – 81 HP and 20,000 lbs.
- Type 4 – 60 HP and 15,000 lbs.

Strip Mulchers/Masticators

- Type 1 – 200 to 350 HP
- Type 2 – 100 to 199 HP
- Type 3 – 50 to 99 HP
Specified tracked or rubber-tire (wheeled) plus min requirements

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Miscellaneous
CATALOG ITEM:	Masticator – Boom Mounted, Type 1
	Masticator – Boom Mounted, Type 2
	Masticator – Boom Mounted, Type 3
	Masticator – Boom Mounted, Type 4
	Strip Mulchers/Masticators, Type 1
	Strip Mulchers/Masticators, Type 2
	Strip Mulchers/Masticators, Type 3

3. Fill from Pending Request Screen – fill from “VIPR tab.

(Ex: MASTICATOR – Boom Mounted – T1 – Company Name – last 6 of VIN#)

(Ex: Strip Mulchers/Masticators – T1 – Company Name – last 6 of VIN#)

Mechanic w/ Service Truck

1. Considerations to Create Request

Type

- **Mechanic-Heavy – Type 1**
- **Mechanic Truck/Auto – Type 2**

Note: Until the catalog items are updated in IROC you will still need to generate requests using the catalog item with the Typing of T1 or_T2. These types have been paired with the new VIPR typing.

Ordering Attributes

- None

Work/Rest

- Companies with multiple mechanics may **NOT** replace mechanics. R&R in place or a new request must be placed using DPL.

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Miscellaneous
CATALOG ITEM:	Service Truck w/ Mechanic, Type 1
	Service Truck w/ Mechanic, Type 2

3. Fill from Pending Request Screen – fill from “VIPR tab.

(Ex: Mobile Mechanic – Heavy – Mechanic’s Name – Company’s Name)

Note: Companies with multiple mechanics May NOT choose a different mechanic if their company mechanic listed on the DPL is not available. Dispatch must always use DPL standing per each individual mechanic. This resource is not tracked by a VIN#, but by Mechanic Name.

Mobile Chainsaw Repair Unit

1. Considerations to Create Request

Type

- None

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Supply
CATEGORY:	Service, Miscellaneous
CATALOG ITEM:	Service – Mobile Mechanic

3. From the Pending Request Screen, Place Request Up, followed by a courtesy phone call to the GACC.

(Ex: SERVICE – Chainsaw Repair Service – Company Name)

Mobile Sleeping Units (MSU)

1. Considerations to Create Request

Type

- **Type 1** – 40-48 Berths

- **Type 2** – 21-39 Berths
- **Type 3** – 4-20 Berths

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Trailer
CATALOG ITEM:	Trailer – Mobile Sleeper Unit

3. From the Pending Request Screen, Place Request Up, followed by a courtesy call to the GACC.
 (Ex: MOBILE SLEEPER – Company Name – last 6 of VIN# or unique identifier)

Name Request

1. Considerations to Create Request

Type

- **Non- Cal OES**
 - **Special Needs:** Justification for Name Request, following IROC business practices.
- **Cal OES**
 - **Special Needs:** Justification for Name Request, following IROC business practices. CFAA approved and justification form faxed to Warning Center.
 - **Financial Code :** CFAA – CA FIRE ASSIST AGR
 - Fax Justification form received from incident to Warning Center. Instruction on Link – <http://www.caloes.ca.gov/FireRescueSite/Documents/CalOES%20-%20Name%20Request%20Form%20-%202020140901uax.pdf>

2. How to Create Request in IROC

CATALOG: Overhead

Non- Cal OES - From Pending Request screen, Place Request up, followed by a courtesy phone call to the GACC.

Cal OES – In the Pending Request screen, Under Other Resource Tab, place request to your local OES (Xbox) Op. area, followed by a courtesy phone call.

Portable Air Traffic Control Tower (Incident Only/EERA)

1. Considerations to Create Request

Type

- None

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Aircraft
CATEGORY:	Service - Aviation
CATALOG ITEM:	Service – Temporary Tower

3. Fill with Agreement. Order processes through AIMS or Buying Team.

(Ex: Service - TEMPORARY TOWER – Company Name – VIN# or unique identifier)

Portable Mobile Mixing Bases (Water Enhancers/National Contract)

1. Considerations to Create Request

Type

- None

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Aircraft
CATEGORY:	Service - Aviation
CATALOG ITEM:	Service – Mobile Retardant Base

Note: Staffing 1 to 3. The local unit can order direct from the vendor. Contact GACC if assistance is needed.

3. Fill with Agreement.

(Ex: RETARDANT PLANT – MOBILE – Company Name)

Potable Water Truck

1. Considerations to Create Request

Type

- Type 1 – 4000 gallon +
- Type 2 – 2500 to 3999 gallon
- Type 3 – 1000 to 2499 gallon
- Type 4 – 400 to 999 gallon

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Potable Water Truck
CATALOG ITEM:	Potable Water Truck – Type 1
	Potable Water Truck – Type 2
	Potable Water Truck – Type 3
	Potable Water Truck – Type 4

3. Fill on the Pending Request screen – use the “VIPR” tab.

(Ex: POTABLE WATER TRUCK – T1 – Company Name - last 6 of VIN#)

Radio Kits

1. Considerations to Create Request

Type

- None

Ordering Attributes

- See specific kits

2. How to Create Request in IROC

CATALOG:	Supply
CATEGORY:	NFES Supplies
CATALOG ITEM:	[query for specific kit]

- Add pertinent information to the “Navigation/Reporting Instructions” field.
- In “Special Needs,” **ADD** – Deliver to address, Bill to address, name and phone number of the contact person picking up radio kits
- Follow-up ETA in IROC and be sure the kits will be picked up by someone.
- Select Default Finance Code

3. Place a request to GACC.

Rapid Extraction Support Module (REMS)

1. Considerations to Create Request

Type

- None

2. How to Create Request in IROC

CATALOG: Overhead
CATEGORY: Groups
CATALOG ITEM: Module, Rapid Extraction Support (GACC ONLY)

Special Needs: Reference REMS identification in FIRESCOPE ICS – 223-12

In the Pending Request screen, Under Other Resource Tab, place request to your local OES Op. area, followed by a courtesy phone call.

Create New Request

The screenshot shows a web-based form for creating a new request. At the top, there are three buttons: 'Add New Location' (orange), 'Add New Financial Code' (blue), and 'Add New Contact' (purple). Below these is a header bar with a hamburger menu icon, the text 'Request - new record', and a pencil icon. The form is divided into several sections:

- Request:** Includes fields for 'Requesting Dispatch' (dropdown menu), 'Incident' (dropdown menu), 'Catalog' (dropdown menu), 'Catalog Category' (dropdown menu), and 'Catalog Item' (dropdown menu).
- Next Number:** A text input field containing '0-25'.
- Custom Request Block:** A dropdown menu.
- Number of Request:** A text input field containing '1'.
- Financial Code:** A dropdown menu.
- Documentation:** A large text area.
- Needed By Date:** A date input field.
- Needed By Time:** A text input field with a note: 'Please enter in military time e.g. 1500'.
- Needed By Time Zone:** A dropdown menu with 'Pacific' selected.
- Deliver To:** A dropdown menu.
- Navigation Instructions:** A text area.
- Request Contact:** A dropdown menu.
- Request Contact Number:** A text input field.
- Ordering Contact:** A dropdown menu.
- Ordering Contact Number:** A text input field.

Refrigerated Trailer Unit

1. Considerations to Create Request

Type

- Type 1 – >43 ft.
- Type 2 – 29 to 43 ft.
- Type 3 – 20 to 29 ft.

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG: Equipment
CATEGORY: Miscellaneous
CATALOG ITEM: Truck/Trailer, Refrigeration

Note: In “Special Needs” on the “New Request” screen, indicate Type 1, 2, or 3.

3. From Pending Request Screen, Place Request Up, followed by Courtesy Call to GACC.

(Ex: REFRIGERATOR TRAILER – T1 – Company Name – last 6 of VIN#)

Rental Vehicles (NERV process)

Follow instructions for Pacific Southwest Region NERV ordering process. See Contract agreement.

1. Considerations to Create Request

Type

- Compact Car/Sedan
- Minivan
- Pickups:
 - ¾ and 1 Ton Pickup Truck - Heavy **Duty Pickup (with HD tires)**
- Large Cargo Vehicles:
 - Cargo Van - Heavy Duty Cargo Van - Stake Bed Truck (> 20 ft.)
 - Large Stake Bed Truck (<20 ft.) - Box Truck & Cutaway Truck (>20 ft.)
 - Large Box Truck (<20 ft.)

2. How to Create Request in IROC for Ground Support Vehicles using NERV.

CATALOG: Equipment
CATEGORY: Transportation
CATALOG ITEM: Transportation, Pickup
Transportation, Vehicle, Passenger
Transportation, Stakeside
Transportation, Van, Box
Transportation, Van, Passenger

3. Fill with agreement.

(EX: Rental – NERV – Pickup – License plate #)

Note: When filling requests for non-ground support vehicles (i.e. Overhead & Crews) the vehicle information will be documented in the documentation on the Resource Order as **NERV – Vehicle Type – License plate #.**

<https://sites.google.com/a/firenet.gov/nerv/new-nerv-request>

Road Graders

1. Considerations to Create Request

Type

- Type 1 – 165 + HP
- Type 2 – 120 to 164 HP
12ft moldboard minimum

Ordering Attributes

- 14 ft moldboard
- 4 wheel or all-wheel drive
- Rippers

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Miscellaneous
CATALOG ITEM:	Road Grader, Type 1 Road Grader, Type 2

3. Fill from Pending Request Screen – fill from “VIPR tab.

(Ex: ROAD GRADER – T1 – Company Name – last 6 of VIN#)

Showers

1. Considerations to Create Request

Type

- None

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Shower, mobile
CATALOG ITEM:	Shower, mobile

Note: In special needs, estimate the number of persons and duration at the peak of the incident, a good location address, and incident name and phone number for the contact person.

3. Place request up and alert GACC – Attach “Mobile Food and Shower Service Request” form to the request.

Note: Notify the GACC with tentative release information. Upon demobilization, give 15 minutes of travel.

Skidder

1. Considerations to Create Request

Type

- Type 1 – 176 + HP
- Type 2 – 100 to 175 HP
- Type 3 – 60 to 99 HP

Can be ordered with different grapple configurations or winch line plus min requirements.

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Miscellaneous
CATALOG ITEM:	Skidder, Type 1 Skidder, Type 2 Skidder, Type 3 Skidder, Type 4 Skidder, Type 5

3. Fill from Pending Request Screen – fill from “VIPR tab.

(Ex: SKIDDER – T1 – Company Name – last 6 of VIN#)

Satellite Internet Service (EERA – Commercial Item)

1. Considerations to Create Request

Type

- None

2. How to Create Request in IROC

CATALOG:	Supply
CATEGORY:	Service, Communication
CATALOG ITEM:	Service – Data Line (NON-NFES)

Note: Process for ordering satellite services will be through AQM Incident Procurement or Buying Team.

Satellite Phones

1. Considerations to Create Request

Type

- None

2. How to Create Request in IROC

CATALOG: Supply
CATEGORY: Service, Communications
ITEM CODE: Service – Satellite Phone (NON-NFES)

Note: Fill out Shipping Address, due to IROC glitch do not fill out Shipping Instructions

Special Needs: Name of the person responsible for Satellite Phones

3. From the Pending Request screen, Place Request up, followed by a courtesy phone call to GACC.

Tents and Canopies (EERA – Commercial Item)

1. Considerations to Create Request

Type

- Type 1 – Canopy w/o sidewalls (40x40, 40x60,40x80)
- Type 2 – Canopy w/o sidewalls (20x40, 20x60)
- Type 3 – Tent (500-700 sq. ft.), which also includes a cooling unit
- Type 4 – Tent (200-500 sq. ft.), which also includes a cooling unit

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG: Equipment
CATEGORY: Miscellaneous
CATALOG ITEM: Tent, Type 1
Tent, Type 2
Tent, Type 3
Tent, Type 4

Note: The Caches stock tents/shelters that may support type 3 or 4 tent specifications. Tents/Shelters ordered from the Cache are ordered by NFES number as an “S’ number.

3. Fill with Agreement. Order processes through AIMS or Buying Team

(Ex: TENT – T1 – Company Name)

Note: Tents need to be ordered independently and show individual E# for each tent on the resource order.

Tent Cooling (Cooling unit adequate to maintain a temperature 15 degrees less than the outdoor temperature)

- Cooling Unit is optional for Type 1 & 2 Tents (D.2.1.1(7))
- Cooling Unit is required for Type 3 & 4 Tents (D.2.1.2(6))
Note: Type 3 & 4 Tent Vendors may bring whatever unit(s) (evaporative cooler, air conditioning unit, etc.) needed to meet the minimum cooling requirement

Tent Optional Equipment

Optional Equipment is NOT incorporated into tent agreements. Tent orders shall not include optional equipment (i.e., generators, cooling units, or ADA Tents) on any of the tent resource order documentation.

The optional equipment listed below will be ordered separately from Tent orders and will require a separate request number:

1. Generator, with a decibel rating no greater than 68 at 50 feet
2. ADA Accessible Tent
3. Cooling
 - Example: The incident calls requesting expanded to order one (1) Type 2 Canopy (20x60) with an AC unit and three (3) Type 4 Tents all with AC units due to high temperatures. Expanded will generate one "E#" for the Type 2 Canopy (Tent), three separate "E#" for the AC unit and three separate "E#" for the three (3) Type 4 Tents. All tent orders will be filled using the appropriate DPLs. The AC Unit for the Type 4 tents may be filled by the Buying Team or the Incident Contracting Officer. The dispatcher filling AC order can ask the tent vendor if they have an AC unit available and relay that information to the Buying Team or the Incident Contracting Officer as a source for possible Incident Only EERA. If the Government is unable to come to terms with the respective tent vendor, the Government reserves the right to utilize other means to procure the optional equipment (e.g. Buying Team commercial rental).
 - *Consider contacting the Fire Cache. Tents may be available that meet the Type 4 specifications.

Toilets - Portable (EERA or Commercial Invoice)

1. Considerations to Create Request

Type

- Regular Portable Toilets
- Accessible Toilets

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG: Supply
CATEGORY: Service, Sanitation
CATALOG ITEM: Service - Porta Potties

Note: In “Special Needs” on the “New Request” screen indicate Regular or Accessible. No servicing is included in the daily rate. Logistics sets the schedule and number of services per day. **Only one request number needed per Toilet Vendor for each type of Toilet (i.e. Regular or Accessible).** Quantity and location of toilets ordered to be documented in IROC.

3. Fill with Agreement. Order processes through Commercial Agreement or AIMS or Buying Team

(Ex: PORTA POTTIES – Company Name)

Note: When releasing document quantity and location in IROC

Tractors – Cache (Incident Only/EERA)

1. Considerations to Create Request

Type

- Tractor only
- Tractor w/ one trailer
- Tractor w/ 2 trailers

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG: Equipment
CATEGORY: Transportation
CATALOG ITEM: Transportation, Tractor
Transportation, Tractor/Trailer

3. Fill with agreement.

(Ex: TRACTOR – Company Name – last 6 of VIN#)

(Ex: TRACTOR/TRAILER – Company Name – last 6 of VIN#)

Transport, Lowboy (Stand Alone) EERA – Commercial Agreement

1. Considerations to Create Request

Type

- Type 1 – >70,000 lbs.
- Type 2 – 35,000 – 69,999 lbs.

- Type 3 – <35,000 lbs.

Ordering Attributes

- None

Note: Must have Carrier and Cargo Insurance

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Transportation
CATALOG ITEM:	Transportation, Lowboy, Type 1 Transportation, Lowboy, Type 2 Transportation, Lowboy, Type 3

Note: Is for a single transport only; dozers come with their own transportation under DPL.

3. Fill with Agreement. Order processes through AIMS or Buying Team

(EX: Lowboy – T1 – Company Name – last 6 of VIN#)

Water Tender - Support

1. Considerations to Create Request

Type

- Type 1 – 4000 gallon +
- Type 2 – 2500 to 3999 gallon
- Type 3 – 1000 to 2499 gallon

Ordering Attributes

- All-Wheel Drive or 4X4

Note: Special Needs, Staffing, Single Shift, Double Shift

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Tender, Water (Support)
CATALOG ITEM:	Tender, Water (Support), Type 1 Tender, Water (Support), Type 2 Tender, Water (Support), Type 3

3. Fill on pending screen – use “VIPR” tab.

(Ex: WATER TENDER – SUPPORT – T1 – Company Name – last 6 of VIN#)

Weed Washers

1. Considerations to Create Request

Type

- Type 1 – Self-contained with recycled water system and underbody wash system

Ordering Attributes

- None

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Miscellaneous
CATALOG ITEM:	Weed Washing Unit

3. Fill on pending screen – use “VIPR” tab.

(Ex: WEED WASHING UNIT – T1 – Company Name – last 6 of VIN# or unique identifier)

Vehicle with Driver (VIPR)

1. Considerations to Create Request

Type

- Pickup, Type 1 – GVWR of 8,501 lbs. to 19,500lbs, minimum 72-inch bed length, Max bed length 12’
- Pickup, Type 2 – GVWR of 6,001 to 8,500 lbs., minimum 66-inch bed length
- Pickup, Type 3 – GVWR up to 6,000 lbs., minimum 60-inch bed length
- Stakeside, Type 1 – GVWR 14,001 lbs. to 26,000 lbs, specify if the truck has dump/tilt box OR liftgate
- Stakeside, Type 2 – GVWR 10,001lbs. to 14,000lbs., specify if the truck has dump/tilt box OR liftgate

Ordering Attributes

- All vehicles – 4WD/AWD
- Stakeside Trucks
- Dump/Tilt Box
- Lift Gate

Note: Towing is no longer allowed under this solicitation. The full bed of the truck shall be available for incident use. Modifications to vehicles such as lift kits, aftermarket exhaust (i.e., glass packs), and other such modifications that would compromise the integrity of the vehicle may not be accepted. If safety is not compromised, it would be up to the incident personnel to determine if the equipment meets the needs of the incident.

2. How to Create Request in IROC

CATALOG:	Equipment
CATEGORY:	Transportation
CATALOG ITEM:	Transportation, Pickup
	Transportation, Vehicle, All Terrain (ATV)
	Transportation, Vehicle, Passenger
	Transportation, Vehicle, Sport Utility (SUV)

3. Fill with agreement.

Ex: AUTOMOBILE – Company Name – Vehicle model – License#

Ex: SUV – Company Name – Vehicle model – License#

Neighboring Units for VIPR DPLs in IROC

Below is a list of the forests and their recommended neighbors for accessing VIPR DPLs when their DPLs are exhausted. If these neighboring lists are exhausted due to activity, an order should be placed to the GACC. Contract Engine and Crews are excluded from the Neighbor Unit VIPR DPL Process. ***If the Engine or Crew list is depleted, place the order to GACC, not to Neighboring Dispatch Center.***

MNF – SRF, SHF, PNF, ENF, TNF

SRF – KNF, SHF, MNF, MDF

KNF – SRF, SHF, MDF, LNF, MNF

SHF – SRF, KNF, LNF, MDF, MNF, PNF

MDF – SHF, KNF, LNF, SRF

LNF – MDF, SHF, PNF, KNF

PNF – LNF, TNF, SHF, MNF, ENF

TNF – PNF, ENF, MNF, SHF, STF

ENF – TNF, STF, MNF, INF, PNF

STF – ENF, SNF, LPF, INF, SQF

SNF – STF, SQF, LPF, INF, ANF

SQF – SNF, LPF, BDF, INF, ANF

INF – SQF, BDF, ENF, SNF, STF, ANF

LPF – AND, SQF, SNF, STF

BDF – ANF, CNF, LPF, INF, SQF

ANF – BDF, CNF, LPF, SQF, SNF, INF

CNF – ANF, BDF, LPF, INF, SQF

With new national VIPR direction, it is no longer acceptable to give your neighbor's access to equipment on your VIPR Dispatch Priority List (DPL) directly. As a solution to the issue, the GACCs will designate selection areas for DPL equipment in IROC for each dispatch center and their neighbors. If a DPL at the incident dispatch center becomes exhausted, the incident dispatch center can place an order in IROC directly to one of its dispatching neighbors. The neighboring dispatch will then shop their DPL. If they have also exhausted their DPL; they will UTF the order back to the incident (requesting) dispatch center.

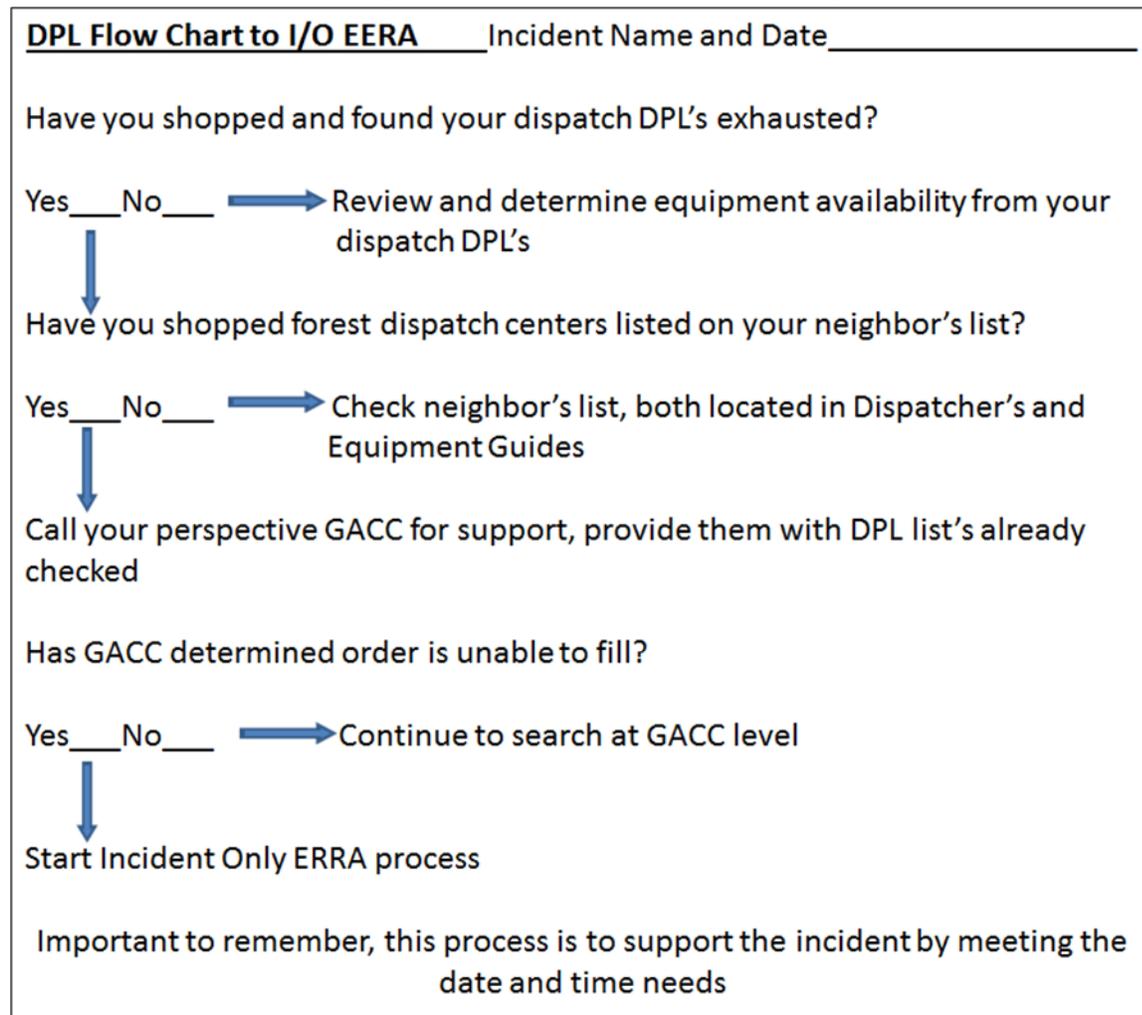
When this occurs, the incident dispatch center can place the request directly to the next neighbor on their list. After the incident dispatch center has exhausted their Neighbor's DPL, they will place the order to the GACC and the GACC will place the order to any remaining forest that has not been contacted by the Incident Host Dispatch Center. For consistency of documentation, dispatchers will be required to place the actual order to their neighbor for documentation purpose, just documenting a phone call to the neighbor, which states that the neighboring forest does not have the requested resource available without placing the order through the selection area will not meet an acceptable level of documentation.

Example

1. CNF has a request for a DPL Support Water Tender. CNF will first exhaust their list of DPL Support Water Tenders. CNF can then shop ANF, BDF, LPF, INF, and SQF for DPL Support Water Tender.
2. CNF will place the order through their selection area to the closest neighbor. For this example, CNF places the order to BDF.
3. BDF would then shop their DPL for Support Water Tenders. After BDF has exhausted their list, they would UTF the order back to CNF.
4. CNF would then place the order to the next neighbor on their list until the order is filled or their neighbors have exhausted their lists and have UTF it back to BDF. The recorded of UTFs will serve as documentation of which DPL was shopped for this request. Additional IROC "Documentation" or hard copy documentation will still need to be maintained to document communication with vendors on the DPL lists.
5. After CNF exhausts their neighbors' list, they would place the request to the GACC, and the GACC would place it to the next forest using the closest resource concept.

Most importantly, during your vendor contacts, if a vendor has indicated they have no equipment available, instruct the vendor to call dispatch to status themselves as available, when they become available. Remember to document this conversation/ vendor instructions. Suggestion: When the initial equipment orders start, the DPL lists can be printed out and used for your documentation of vendor calls and equipment status.

Below is a DPL flow chart to support decisions for Incident Only EERA process



AIMS Incident Response

AIMS INCIDENT Response

<p>Dispatch</p> <p><i>Forest Service Fires Only</i> Identifies a need for warranted support -></p> <p>AIMS Support workload: EERA LUA's Copier Trailers Commercial Agreements</p>	<p>Engage AIMS</p> <p>Call the Duty Phone (720-473-4105) (regular & after hours) Identify the need and location Send resource order and general message to AIMS inbox: SM.FS.WOAIMS@usda.gov</p> <p>Note: no work will be assigned for action until resource order is received by AIMS via inbox</p>	<p>AIMS Assignment</p> <p>Workload assignments: During normal business- first to regional AIMS</p> <p>Secondary- lead will rotate After business hours- Contact AIMS duty phone for support</p> <p>Militia Support: Will be assigned by lead/ acting.</p> <p>Request will be added to AIMS workload tracking where customers can track status and personnel assigned.</p>	<p>AIMS Execution:</p> <p>From assignments workload will be negotiated and executed Time starts for workload assignments when the resource order is received</p> <p>During normal business hours (0700-1900) EERA's- initial contact within 3 hours</p> <p>Commercial- initial contact within 2 hours</p> <p>LUAs- initial contact made within 3 hours</p> <p>AIMS personnel will update tracking tool with the status as the procurement evolves. When completed, attach a fully executed copy of the agreement, package, receipt in the tracking tool.</p> <p>Files will be named in accordance with the structure below.</p>	<p>Fill Information, Transitions & Records:</p> <p>Fill information: Dispatch can download tracking tool and filter for up to date fill information.</p> <p>Transition: AIMS team lead will coordinate with incoming BT lead (as they are identified) & INBA for workload cut off and workload transition.</p> <p>Records: AIMS records will be available through the status reporting tool &</p>
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