



# (NATIONAL EMERGENCY RENTAL VEHICLES)

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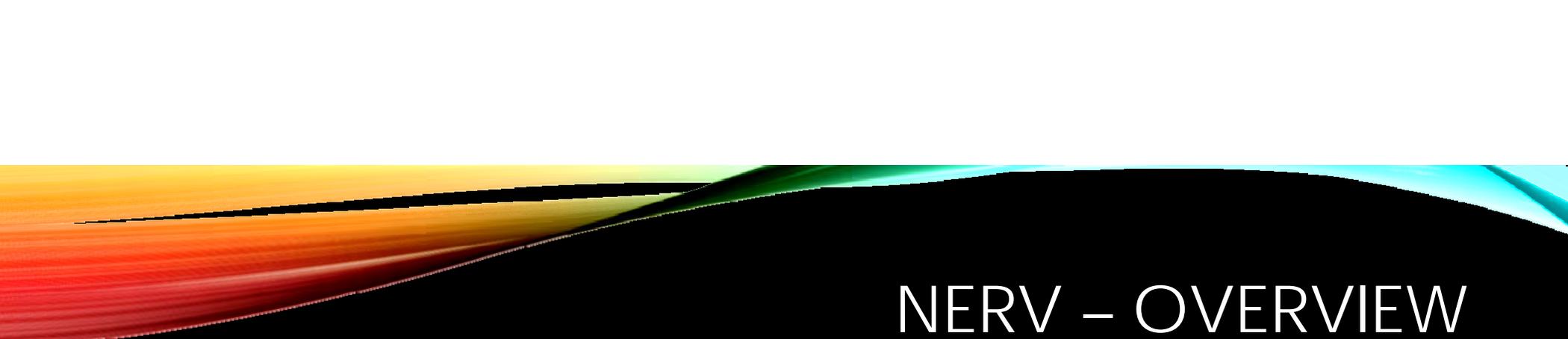
# NERV BACKGROUND AND AWARD

- Each region has had different options for incident vehicles
- The Intention is to provide a standardized BPA nationally
- NERV was modeled after multiple areas previous BPA's taking each areas unique needs into consideration
- **AWARD**
  - BPA was solicited and awarded to Enterprise Holdings Inc on June 14, 2018 as a 3 year award.
- **2018 Pilot Year:**
  - Pacific Northwest Area
  - Southwestern Area
  - Eastern Area
  - Southern Area
- **NERV will be available nation wide by May of 2019**



# NERV – OVERVIEW INTERAGENCY AVAILABILITY

- **This BPA is intended to be utilized by personnel from all of the NWCG agencies which include:**
  - Bureau of Indian Affairs
  - Bureau of Land Management
  - U.S. Fish & Wildlife Service
  - National Park Service
  - USDA - Forest Service
  - National Association of State Foresters
  - Other USDA agencies are also authorized to place orders against this BPA.
- *Note* – The Pacific SW GACC will be Federal agencies only.



# NERV – OVERVIEW

## WHERE/WHEN CAN THIS BE USED

Any INCIDENT when...

- The vehicle is anticipated to be traveling off road or used for shuttling personnel or cargo.
- The vehicle needed is:
  - 4x4  $\frac{3}{4}$  or 1 Ton Pickup
  - Van (Mini/Cargo)
  - Box/Stake Truck
  - Sedan
- Administratively Determined (AD) personnel or Federal Crews have obtained approval to order a vehicle on their resource order.
- The vehicles needed at the incident will be managed by ground support and utilized by multiple resources.

# NERV – TYPES OF VEHICLES AVAILABLE

- Compact Car
- Minivan
- Pickup's:
  - $\frac{3}{4}$  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)



# NERV – RESERVATION PROCESS

- Each vehicle rented through the NERV BPA must be requested through the home unit dispatch with a valid p-code and Resource Order (C#, E# or O#).
- Each request must be placed with an associated Resource Order from the requesting incident. (E, O, C, A#)
- All information from the resource order must be filled out on the New Request form before a reservation will be accepted.
- Individual Order: Confirmation will be delivered electronically.
- Multiple Vehicles: Once the request has been submitted an associate from Enterprise will contact the requester/logistics via the contact number provided on the form to confirm the reservation.
  - Fill information must be provided by requestor/logistics to dispatch once vehicles are delivered to the incident.
- Each Area has an Standard Operating Procedure for who may place orders. Ensure you have read and understand the SOP for the area you are placing the order for.



# NERV – OPERATOR/HOST REQUIREMENTS

- Each operator must have a valid drivers license and required training (per the operators hiring agency) to operate the vehicle being requested.
- If the vehicle is damaged or in an accident ensure all required documentation is filled out for the host incident agency and provided with the NERV Payment Cover Sheet when submitted to NERV.
- Accidents/Damages – notify rental location of all accidents immediately.

# NERV (National Emergency Rental Vehicle) Payment Cover Sheet

**\*\*This sheet must be filled out and submitted for EACH vehicle rented under the NERV BPA\*\***

**REMIT COMPLETED PACKET TO:**

NERV @ Redmond Air Center  
 Attn: Juanita Dickson  
 1740 SE Ochoco Way  
 Redmond, OR 97756

ORDERING DISPATCHING OFFICE & PHONE #:
ENTERPRISE RENTAL AGREEMENT REFERENCE # (example: 5K910V):
VEHICLE LICENSE #, MAKE & MODEL:

**OR – Scan and Email entire package to: [NERV@fs.fed.us](mailto:NERV@fs.fed.us)**

- This cover sheet is to REMAIN WITH THE VEHICLE until it is ready to be returned to Enterprise.
- It is the responsibility of each operator/host to ensure this sheet is filled out for each incident.

INCIDENT NAME	INCIDENT NUMBER <small>(ex: OR-DEF-000146)</small>	RESOURCE ORDER # <small>(E#/OE - on resource order)</small>	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE <small>(on resource order)</small>	OPERATOR/GROUND SUPPORT PRINT NAME & SIGNATURE

**REQUIRED SUPPORTING DOCUMENTS TO INCLUDE IN THIS PACKAGE**

- Resource Order(s) for EACH Incident (for vehicle – E#)
- Enterprise Rental Agreement (From Enterprise when vehicle is picked up)
- Copy of Inspection from Ground Support (Only if there was inspection done – not required)
- ALL Documentation of Damage (include pictures, damage report, accident report and contact names/numbers for all involved)

**Questions? Contact Juanita Dickson: (541) 419-5173 or [NERV@fs.fed.us](mailto:NERV@fs.fed.us)**

For additional copies of this sheet or guidance of this BPA visit the NERV website: <https://sites.google.com/a/firenet.gov/nerv/>



# NERV PAYMENT COVER SHEET

- For each vehicle ordered off the NERV BPA a NERV Payment Cover Sheet must be filled out and maintained by the operator and provided to the host incident managing official.
- **Required Documentation to be attached to the NERV Payment Cover Sheet:**
  - A Copy of each resource order the vehicle was assigned to.
  - The original Enterprise Rental Agreement (Provided by Enterprise when the vehicle is pick up).
  - Copy of any inspections from Ground Support (if inspection is done – Not required).
  - Copy of any and all damage documentation.

# NERV PAYMENT COVER SHEET

- **Submitting NERV Payment Cover sheet:**
- Entire package is to remain with the vehicle if it is being reassigned to another overhead resource or new E#. Document the new assignment on the Payment Cover Sheet and include the resource orders in the package.
- Once the vehicle has been returned to Enterprise the NERV Payment Cover Sheet and required associated documents must be submitted to NERV either by email or mail.
  
- **Scan & Email to:**
  - [NERV@fs.fed.us](mailto:NERV@fs.fed.us)
  
- **NEW Mailing Address coming Soon...**

# NERV – DISPATCH FILL REPORT

## Resource Order Fill Requirements

- To fill the Equipment Resource Order (E#) please include the following in the naming convention:
  - NERV\_Make of Vehicle\_ License Plate #
- Orders placed with an Overhead Resource (O, C. or A.#) order may enter the following in documentation or travel:
  - NERV Rental, Make of vehicle & License Plate #

Fill Report information available at NERV website the day after vehicle pickup.

## Re-Assignments

- Ensure all vehicles are re-assigned IN ROSS and the resource order for each incident is provided to the operator and attached with the NERV Payment Cover Sheet.
- There is no need to notify Enterprise of re-assignments and you will NOT see re-assignment information on this report. Payments will be reconciled per the incidents shown on the payment cover sheer and attached resource orders.

# NERV – COMMON Q & A

- TIRES

- The host incident is responsible for replacing all damaged tires. A TIRE Replacement Guide is available on the NERV site.
- 10 Ply E Rated tires are ONLY guaranteed on HD pickups (3/4 ton and 1 ton)

- FUEL

- The operator or host incident is responsible for ensuring the vehicle is full of fuel at the time of return to Enterprise or it will be charged on the invoice
- Operators who put fuel on travel cards and claim the fuel on a travel voucher will need to put in “NERV rental provided” as justification

- Drop Off

- Once the vehicles have been picked up they may be driven and dropped off at any Enterprise within the US (Truck dropped off at Truck locations). There is a negotiated drop fee based on mileage. The cost will be added to the invoice.

# NERV – COMMON Q & A

- Who Drive the Vehicles
  - NO - CONTRACTORS/VENDORS
  - YES - Employee of the host agency (including AD's)
  - \*\* *Some Area SOPs for utilization may be different*
- Mechanical Breakdown
  - If the breakdown is not the fault of the host/operator CALL ENTERPRISE. They will tow the vehicle and replace it (Note new vehicle info in documentation of resource order – no new E# is needed).
    - Driver must provide new fill information to dispatch!

# NERV – COMMON Q & A

- Oil Change Needed on Vehicle
  - Contact Enterprise and they will tell you the closest place to you to take the vehicle and will also pay for the cost of the service
- Who is Paying for the Rentals
  - NERV Personnel will process and reconcile each invoice. Renters should NOT ever be asked to give a credit card for a NERV rental.
  - Ordering Agency will pay for rentals.

QUESTIONS?





# NERV – WEB SITE

- Lets go live!
- <https://sites.google.com/a/firenet.gov/nerv/>