

Casper Interagency Dispatch National Emergency Rental Vehicle Blanket Purchase Agreement Standard Operating Guide

I. NERV Basics

- A. NERV BPA - National Emergency Rental Vehicles Blanket Purchase Agreement.
It is a national agreement intended for use of NWCG agency personnel in all geographic regions. NERV is regulated by GSA under FAR (Federal Acquisition Regulations). Abuse of Federal Acquisition Regulations falls under the jurisdiction of GSA Office of Inspector General, the Office of Inspector General for each agency (BLM, USFS, NPS, FWS) and/or the Department of Justice/FBI.
- B. NERV rentals are reconciled by the primary two credit card holders for all NERV rentals nationwide.
- C. Vehicles ordered under the NERV BPA must fit specific criteria as follows:
 - i. A 4x4 OFF-ROAD vehicle is needed for OFF-ROAD use by incident personnel and is authorized by Incident Command Staff or Ordering Personnel
 - ii. The traveler is an EFF or AD or is not a self-sufficient government employee (Does not have a Government Travel Card)
 - iii. The vehicles will be managed by Ground Support or Buying Teams related to the ordering unit or incident management team

II. Ordering a NERV vehicle

- A. For AD or EFF personnel, NERV BPA is the primary mechanism for ordering rentals.
 - i. NERV Vehicle Authorized must be stated in Special Needs or Documentation on the Resource Order
 - ii. For AD or EFF personnel, either the ordering unit or the sending unit can authorize the use of a NERV vehicle
 - iii. AD and EFF Personnel should make their own NERV vehicle arrangements at: <https://sites.google.com/a/firenet.gov/nerv/home>
 - iv. If the traveler does not have access to a computer, Casper Dispatch may make arrangements for them.
- B. Regular government employees (Temp, Perms, or Volunteers) are to make their own travel arrangements concerning rentals utilizing their own travel cards.
 - i. The exception to this rule is if there is not an AOV (Agency Owned Vehicle) available for use **and** an off-road 4x4 vehicle has been authorized by the ordering unit. The following must be specified as follows on the Resource Order:
 - 1. In Special Needs or Documentation it must state **“4x4 OFF-ROAD Rental Authorized” or “4x4 OFF-ROAD NERV Rental authorized”**
 - 2. In Special needs or Documentation, it must state that **“there is no AOV available”**.
 - 3. **The above statement must be inputted in the ROSS order by the ordering unit (dispatch center or incident) in either Special Needs or Documentation.**
 - 4. Casper Dispatch may call the ordering unit and request that a NERV rental may be authorized. The Ordering unit must update the ROSS order before the NERV rental process is started.
 - ii. **Under no circumstance is Casper Dispatch to authorize a NERV vehicle for a resource order originating from outside the Casper Dispatch Zone/Area for an agency employee with a travel card.**

- iii. For regular agency personnel working for units within the Casper Dispatch Zone, NERV rentals must be authorized by Incident Command Staff or Ordering Manager (ORDM), unit Line Officers or Fire Staff - **NOT by Casper Dispatch**
 - 1. In Special Needs or Documentation, it must state “**4x4 OFF-ROAD Rental Authorized**” or “**4x4 OFF-ROAD NERV Rental authorized**”.
 - 2. The regular agency traveler will make their own NERV vehicle arrangements at: <https://sites.google.com/a/firenet.gov/nerv/home>
 - a. Casper Dispatch may assist with NERV only if there is an immediate need to get the traveler on the road or in the air, or if the traveler does not have access to a computer
 - b. This assistance and need for assistance must be documented in the ROSS order

III. Incident Ground Support may order vehicles under NERV for use on incidents.

- A. *NERV vehicles do not require an E# unless the vehicle is being ordered for Ground Support.*
- B. Incident Ground Support may also convert NERV vehicles to E#'s and retain those vehicles for use on the incident. Incident Ordering Manager, Incident Buying Team or Incident Command staff may call upon Casper Dispatch to make this happen.
 - i. **These requests must be thoroughly documented in Documentation on the ROSS Order by Casper Dispatch.**
 - ii. **Whoever authorized the above action must be contacted by dispatch and documented on the ROSS order.**
- C. **Under no circumstance is Casper Dispatch** to issue a support order or Equipment order (E#) in ROSS for a NERV vehicle unless requested by an Incident Ordering Manager or Command Staff

IV. Direction from Washington Office (Juanita - Contracting Officer)

- A. NERV is not to be used by self-sufficient travelers whether they are casual/AD or regular agency. The following are the criteria for using NERV:
 - i. Off-Road 4x4 vehicle NERV is authorized and requested on ROSS order for Casual or Regular agency traveler
 - ii. Casual hire/AD/EFF travelers can use NERV if self-sufficient box is **NOT** checked on PMS 934 Casual Hire form: +
 - 1. **Travel/Transportation/Subsistence:**
Casual is entitled to transportation to and from the incident:
Check “Yes”
 - iii. Casual Hire/AD/EFF travelers can use NERV if “subsisted by government” is checked under:
 - 1. **Travel/Transportation/Subsistence**
Check “Casual will be subsisted by government”.
- B. NERV must be authorized in Special Needs or Documentation in ROSS order.
- C. Travelers may not use personal credit cards for rental vehicles.
- D. GSA/IRS/Washington Office Audits will go back to PMS 934 Casual Hire forms and ROSS orders!!!!!!