



Rocky Mountain Area National Emergency Rental Vehicle (NERV) Program Standard Operating Procedures

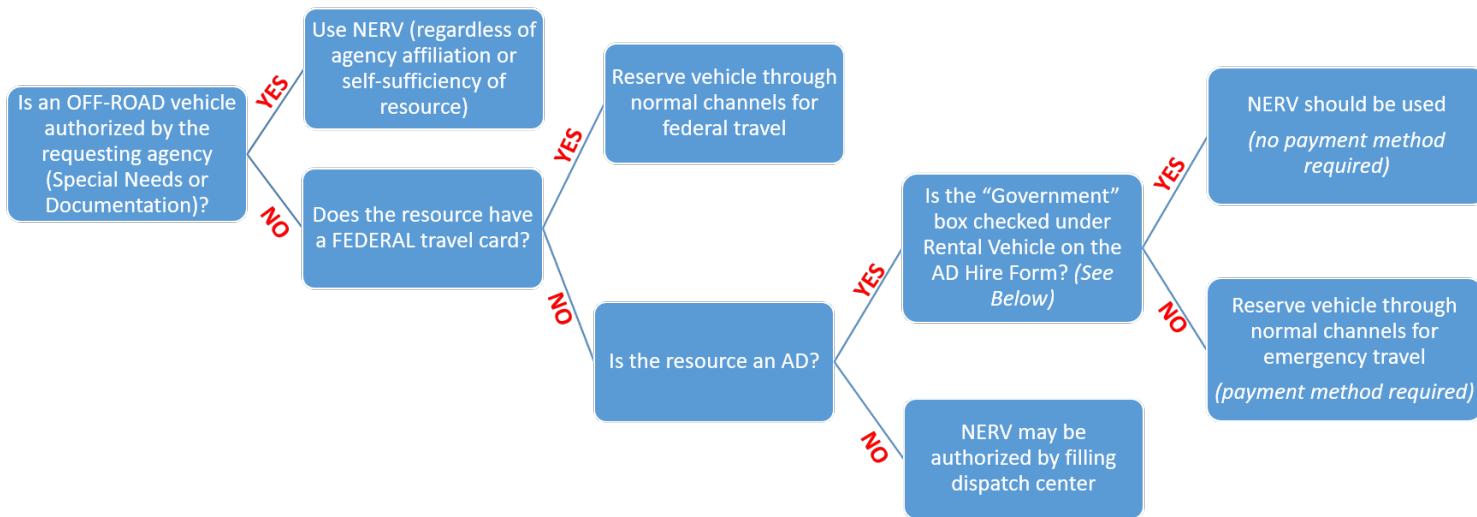
A National Emergency Rental Vehicle (NERV) Blanket Purchase Agreement (BPA) was awarded to Enterprise Holdings to provide vehicles to incidents. As of May 1, 2019, this BPA is available to use nationwide in all Geographic Areas.

The following is the standard procedure for utilization of NERV. All renters and those reserving vehicles should be familiar with the processes outlined on the NERV website: <https://sites.google.com/a/firenet.gov/nerv/>

ALL NERV RENTALS ARE CENTRALLY-BILLED AND DO NOT REQUIRE ANY FORM OF PAYMENT AT TIME OF PICKUP.

CONTRACTORS ARE NEVER AUTHORIZED TO OPERATE NERV RENTAL VEHICLES!

Use the following decision tree to determine whether or not the NERV Program should be used on a single resource mobilization **when a rental vehicle is authorized:**



AD Hire Form:

TRAVEL/TRANSPORTATION/SUBSISTENCE
<p>Travel for casual hires will be processed in accordance with Federal Travel Regulations, AD Pay Plan, and agency policy.</p> <p>Casual is entitled to transportation to and from the incident: <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Transportation method:</p> <p><input type="checkbox"/> Airline</p> <p><input type="checkbox"/> POV (mileage reimbursement authorized)</p> <p><input type="checkbox"/> Rental vehicle (must be on resource order). Rental provided by: <input type="checkbox"/> Casual or <input checked="" type="checkbox"/> Government.</p> <p><input type="checkbox"/> Other (such as bus, gov't vehicle, EERA): _____</p>

SINGLE RENTAL VEHICLES CAN BE RENTED USING THE O, C or A# ASSIGNED TO THE RESOURCE. THEY DO NOT REQUIRE A SEPARATE E# OR SUPPORT REQUEST.

The NERV BPA may also be used for vehicles:

1. In a Ground Support unit (or similar) that are utilized by multiple resources;
2. Needed for large loads/cargo hauling (short- or long-term use);
3. To temporarily supplement agency vehicles that have broken down or must be taken out of service for maintenance (i.e. crew buggies, sup trucks, etc.).

VEHICLES ORDERED FOR GROUND SUPPORT OR OTHERWISE NOT ASSIGNED TO SINGLE RESOURCES OR CREWS MUST BE ASSIGNED TO AN E# FOR EACH INCIDENT.

Each vehicle rented through the NERV BPA must be requested electronically through the NERV website with a valid resource order (SEE ABOVE). Rental charges for vehicles obtained through the BPA will be invoiced and paid by the NERV program payment team. Fuel must be purchased by the traveler (agency travel card or personal credit card) or by another procurement method (agency purchase card, fuel tender at incident, etc.). **FLEET/WEX CARDS ARE NOT TO BE USED ON RENTAL VEHICLES!!**

The Rocky Mountain Area will utilize the following process for rentals:

Single Resource Request

- If NERV isn't already indicated on the resource order, dispatchers must document "NERV RENTAL AUTHORIZED" in Documentation on requests where the above decision tree indicates NERV should be used. This DOES NOT need to be authorized/entered by the requesting dispatch center/unit, provided that a rental vehicle is already authorized on the order.
- Resources authorized to do so may reserve **their own** vehicles via the NERV website: <https://sites.google.com/a/firenet.gov/nerv/new-nerv-request>
- Each renter will be responsible to print and complete the **NERV Payment coversheet** located on the website and return the completed package (i.e. payment coversheet, copies of resource orders for each incident, rental agreement, inspections, and damage/claims documentation) to the NERV address listed on the coversheet after the rental has been returned.

Resources must ensure NERV rental is authorized on the resource order prior to initiating the rental request through the NERV site.

Equipment Resource Request

- Incident pool vehicles (ground support, BUYT and dispatch pool vehicles) – will be reserved by the local dispatch center with an E#.
 - Dispatch will ensure rental drivers or Ground Support Unit personnel are provided a complete NERV Payment coversheet upon rental (one per vehicle).
 - The local dispatch center will be responsible for entering the rental vehicle information into ROSS. See the following link for ROSS fill information: <https://sites.google.com/a/firenet.gov/nerv/dispatch-fill-report>.
 - Ground Support Unit Leader, BUYT Leader or Dispatch personnel who are responsible for the vehicle must send the completed package (i.e. payment coversheet, copies of resource orders for each incident, rental agreement, inspections, and claims documentation) to the NERV address listed on the coversheet after the rental has been returned.

- Ground support personnel shall maintain a log of users for pool vehicles. The log shall remain in the fire package upon demobilization.
- Re-assignments—vehicles MAY be reassigned from one incident to another. Please ensure all vehicles that are assigned an E# are re-assigned in ROSS, and provide the ENTIRE PAYMENT PACKAGE to the new operator/ground support unit.

Questions pertaining to the NERV process should be directed to the Main NERV Help Line:
505-563-7860, NERV@fs.fed.us