

# Rocky Mountain Interagency Support Cache

## Cache Operating Procedures

### 2017



## 1. Objectives, Policy and Scope

### 1.1 Purpose of Procedures

The purpose of this document is to communicate the mission, role, responsibilities, and authority of the Rocky Mountain Interagency Support Cache (RMK); and provide users the fundamental operational procedures. These procedures are tiered to interagency direction defined in the following:

- a. National Interagency Support Cache System Standard Operating Procedures, 2012
- b. OIG Audit Report No. 08099.107-SF, 1990
- c. NWCG Cache Management Plan, 2003
- d. Interagency Incident Business Management Handbook, NFES 2160, March 2016
- e. 2017 NFES National Supply & Equipment Catalog, Part 1
- f. Interagency Standards for Fire & Aviation Operations, NFES 2724, 2017
- g. Forest Service Manual 5160, Amendment 5100-98-9
- h. National Interagency Mobilization Guide, 2017
- i. Rocky Mountain Area Mobilization Guide, 2017
- j. NWCG Emergency Driving Policy

Where applicable, specific references will be made to these Guides within the body of the document citing a-j.

### 1.2 Mission Statement

The Rocky Mountain Cache's interagency mission embodies the principles, regulations, rules, standards, procedures and facilities designed to provide equipment and supplies to wildfire and other emergency incidents, or in the case of conducting land management activities with the use of fire. Although funded, sized, and planned primarily for wildland fire suppression/wildland fire use support, the cache may also support non-wildland fire projects providing such support does not adversely affect inventories for existing or emerging suppression needs or obligations under the National Response Framework. Ultimately, fire cache personnel are committed to the support of our fire fighters in the field.

### 1.3 Scope

The objective of RMK is to provide interagency service to regional, national, and international organizations. RMK is the National Interagency Support Cache (NISC) for the Rocky Mountain Geographical Area. It provides logistical and material support directly to incidents, organizations supporting incidents, and individual units or projects.

### 1.4 Concept of Operations

RMK is a National Shared Resource of reusable standardized supplies and equipment that is commonly available to all customers to meet short-term needs within a specified geographic area. Inherent to the cache concept is reusability; therefore, the use of these items are considered a loan and not a sale. The cache has

# Rocky Mountain Interagency Support Cache

## Cache Operating Procedures

### 2017

an extensive refurbishment program in place to accommodate the fire equipment on-hand. Customers are defined by agreements in place with the USDA Forest Service (c,g).

#### **1.5 Authority**

Authority for Operating Procedures is provided by the NISC Management Plan, in accordance with applicable Federal, State, and Agency laws, regulations, policy, and business practices governing property management. The Cache Manager has authority to amend minor aspects of this plan during the course of a critical incident situation; and in consultation with the agency representative to the RMA Operations Committee. Such may be the case under PL 4 and 5 whereby the National Multi-Agency Coordination (NMAC) may set priorities for the NISC's (c,e-i). All changes will be communicated and agreed upon by all participating senior leaders.

#### **1.6 Communications**

Standard Operating Hours: Monday through Friday, 0700 to 1530.

##### Telephones:

Cache Manager	Marcus Medina	303-202-4943
Asst. Cache Manager	Humberto Ontiveros	303-202-4941
Supply Technician	Ricardo Reynoso	303-202-4944
MH Supervisor	Ivan Gallardo	303-202-4945
Material Handler	Matt Mixon	303-202-4940
General Information		303-202-4940

##### Cell:

928-642-4653 (24 HR)  
720-437-1085

Fax: 303-202-4965

Web Site: <http://gacc.nifc.gov/rmcc/logistics/cache/index.html>

##### Postal Address

Rocky Mountain Cache  
USDA Forest Service  
DFC, P.O. Box 25507  
Lakewood, CO 80225

##### Shipping/Delivery Address

Rocky Mountain Cache  
Denver Federal Center, Bldg. 810, Door N-27  
Lakewood, CO 80225

**E-mail: [rockymountainfirecache@gmail.com](mailto:rockymountainfirecache@gmail.com)**

# Rocky Mountain Interagency Support Cache Cache Operating Procedures 2017

## 2. Participating Agencies

### 2.1 National Interagency Support Caches

- 2.1.1 Northern Rockies Area Incident Support Cache (NRK)
  - 2.1.1.1 Coeur d'Alene Incident Support Cache (CDK)
  - 2.1.1.2 Billings Incident Support Cache (BFK)
- 2.1.2 Rocky Mountain Area Incident Support Cache (RMK)
- 2.1.3 Southwest Area Prescott Incident Support Cache (PFK)
- 2.1.4 Southwest Area Silver City Incident Support Cache (SFK)
- 2.1.5 Great Basin Area Incident Support Cache (GBK)
- 2.1.6 Northern California Incident Support Cache (NCK)
- 2.1.7 Southern California Incident Support Cache (LSK)
- 2.1.8 Northwest Area Incident Support Cache (NWK)
  - 2.1.8.1 La Grande Incident Support Cache (LGK)
  - 2.1.8.2 Wenatchee Incident Support Cache (WFK)
- 2.1.9 Southern Area Incident Support Cache (SAK)
- 2.1.10 Eastern Area Incident Support Cache (NEK)
- 2.1.11 Alaska Incident Support Cache (AKK)

### 2.2 Agencies Served

- 2.2.1 USDA Forest Service
- 2.2.2 USDI Bureau of Land Management
- 2.2.3 USDI Bureau of Indian Affairs
- 2.2.4 USDI National Park Service
- 2.2.5 USDI Fish and Wildlife Service
- 2.2.6 Federal Emergency Management Agency
- 2.2.7 State, County and local government agencies via State Cooperative Agreements

## 3. Support Level

### 3.1 Coverage

#### 3.1.1 International

3.1.1.1 RMK will be the only cache in the Rocky Mountain Geographic Area to process international orders.

3.1.1.2 All orders will be processed through the National Interagency Fire Center (NIFC).

#### 3.1.2 National

# Rocky Mountain Interagency Support Cache

## Cache Operating Procedures

### 2017

3.1.2.1 RMK is a primary servicing cache for all supply orders from outside the Rocky Mountain Geographical Area.

#### 3.1.3 Rocky Mountain Geographical Area

3.1.3.1 RMK is the primary servicing cache for all supply orders within the Rocky Mountain Geographical Area and is committed to equally supporting Type 1, 2, 3, 4, and 5 incidents.

3.1.3.2 No orders will be placed directly with any other National Cache except for publications through the GBK or Smokey Bear materials through the NEK. Any exceptions will be approved by the RMACC Duty Officer/Center Manager.

#### 3.2 Stocking Plan

3.2.1 RMK will stock an adequate inventory of supplies & equipment to outfit and initially support 2500 firefighting personnel for Regional needs as well as be adequately stocked with items dedicated for National needs.

3.2.2 Capacity to build up to nine Regional “RMK Specific” Mobile Cache Support Vans (NFES 8602). All cache vans will be equipped to National Mobile Cache Support Van standards (NFES 2069) as well as additional equipment & supplies to meet Regional needs. In addition to this requirement, supplies to recycle and restock cache vans will be on-hand during high operational tempo.

3.2.2.1 NFES 8602 “RMK Specific” Mobile Cache Support Van contents list can be found at the following references:

2017 NFES Catalog

NWCG Web Site, NFES Catalog, Incident Kits  
<http://www.nwcg.gov/pms/pubs/catalog/kits.pdf>

3.2.3 RMK will preposition six Cache Vans throughout the region along with three positioned at RMK. Preposition locations are as followed:

Durango, CO, Grand Junction, CO, Fort Washakie, WY and Custer, SD, Pueblo, CO and Casper, WY.

3.2.4 Rocky Mountain Regions primary source for wild land fire and other emergency incident supplies and equipment. Examples: water handling equipment, camp supplies & equipment, kits, PPE, etc.

3.2.5 Minimum & maximum stocking levels will be set by the Cache Manager and will be based on a demand average of the previous multi-year Regional activity; as well as National kit, refurbishment and cache restock duties.

# Rocky Mountain Interagency Support Cache

## Cache Operating Procedures

### 2017

#### 4. Staffing & Strategies

##### 4.1 Permanent Workforce

The RMK is funded to support five permanent employees. In addition, eleven on-call seasonal employees are funded when needed through budget authority and incident activity. Additions to the permanent or a future seasonal staffing level are based on the Cache Manager's projected needs and are subject to R2 F&AM approval and will be filled only if budget and position authorizations are approved (c).

4.1.1	Cache Manager	1 Each	PFT
4.1.2	Asst Cache Manager	1 Each	PFT
4.1.3	Supply Technician/Records Manager	1 Each	PFT
4.1.4	Material Handler Supervisor	1 Each	PFT
4.1.5	Material Handler	1 Each	PFT
4.1.6	Supply Technician	1 Each	Seasonal/1039
4.1.7	Material Handler/Packer Leader	4 Each	Seasonal/1039
4.1.8	Material Handler/Packer	6 Each	Seasonal/1039
4.1.9	Small Engine Mechanic	Contracted services	

##### 4.2 General Staffing Strategy

4.2.1 RMK is staffed with Permanent Full Time (PFT) staff all year.

4.2.2 Unless RMK is closed for business, the minimal staffing will be one person in the administrative unit and one in the operations unit.

4.2.3 RMK will be staffed with PFT cache personnel and whatever required augmentation during the period of June through September except as required by early season preparedness levels, i.e. severity; or other national tasking. These dates represent the typical high fire activity months for the RMK.

4.2.4 Non-permanent personnel in the Operations unit have their tours adjusted to provide maximum staffing from April through October. These employees may be extended through, or called back in January for the 100% annual physical inventory. During years of minimal activity, the non-permanent employees or detailers are held to their minimal tour with the exception of any call back. All staffing requirements are determined by the Cache Manager.

4.2.5 Call-when-needed employees including ADs and detailers will be hired for task specific activities as needed during the off-season. These activities will include either post-season refurbishment or pre-season preparation. Pre-season work will encompass training and procedure orientation with the objective to build a skill and knowledge base.

# Rocky Mountain Interagency Support Cache

## Cache Operating Procedures

### 2017

#### **4.3 Expansion Parameters**

4.3.1 Composition and the extent of expanded workforce are guided by National responsibilities and duties and Regional preparedness levels.

4.3.2 Primary criteria for expansion are safety, supervision, cost-effectiveness, efficiency, support and service. The Cache Manager or the appointed “Acting Cache Manager” in the absence of the Manager is the only authorized individual to expand the workforce.

4.3.3 The workforce will expand as the number of geographic area and inter-geographic area support needs increase. RMK support code will be used to preposition cache staffing as needed.

4.3.4 RMK currently utilizes a variety of hiring authorities to meet complexity needs. Requests for interagency staffing support will continue to be made annually however specialty positions require properly trained and qualified personnel.

#### **4.4 Staffing & Schedules**

The elevation of staffing levels at RMK will tier to the Interagency Preparedness Levels outlined in the 2017 RMA Mobilization Guide, Chapter 10 and at the Cache Manager’s discretion. This is a National Cache and staffing levels may accelerate independent of the RMA Preparedness Level to support National requests relating to preparedness levels in other geographic areas. Coordination will be made between the Cache Manager and the RMACC Manager to monitor local zone conditions which may directly affect the need for staffing changes.

##### **4.4.1 Standard Staffing**

4.4.1.1 Standard Workweek: Monday through Friday, 0700 to 1530.

4.4.1.2 Staffing will be covered by permanent staff which typically applies to off-season hours, RMA-PL1 and not assisting any national caches with fire activity.

4.4.1.3 Additional staffing for annual inventory and National kit, restock and/or refurbishment duties may be needed to meet preparedness expectations and typically consist of 2-8 detailers or AD’s.

##### **4.4.2 Low Staffing**

4.4.2.1 Monday through Friday, 0700 to 1530.

4.4.2.2 Staffing will be permanent staff which typically applies to standard hours, RMA-PL1 or PL2 (Regional I/A) or not assisting any national caches with fire activity.

# Rocky Mountain Interagency Support Cache

## Cache Operating Procedures

### 2017

4.4.2.3 Additional staffing (warehouse, drivers, returns, kits, etc.) for fire activity and/or national duties will typically consist of 4-16 detailers or AD's depending on volume of work.

#### **4.4.3 Moderate Activity**

4.4.3.1 Seven Day Coverage, 0700 to 1730.

4.4.3.2 Staffing will be permanent staff which typically applies to increased days & hours, RMA-PL2 or PL3 and/or assisting 1-2 other National caches with fire activity.

4.4.3.3 Additional staffing (admin, warehouse, drivers, returns, kits, etc.) for fire activity and/or national duties will typically consist of 10-40 detailers or AD's depending on volume of work.

#### **4.4.4 High Activity**

4.4.4.1 Seven Day Coverage, 0600 to 2100, this may include split shifts.

4.4.4.2 Workday hours will range from 10 to 14 hour shifts. These shifts will be determined on mission needs and the availability of qualified personnel. If split shifts are implemented than 10-12 hours shifts will be established.

4.4.4.3 Staffing will be permanent staff which typically applies to increased days & hours, RMA-PL4 and/or assisting 2 or more other National caches with fire activity.

4.4.4.4 Additional staffing (admin, warehouse, drivers, returns, kits, etc.) for fire activity and/or national duties will typically consist of 20-60 detailers or AD's depending on volume of work.

#### **4.4.5 Extreme Activity**

4.4.5.1 Seven Day Coverage, 0600 to 2200, this may include split shifts.

4.4.5.2 Workday hours will range from 10 to 15 hour shifts. These shifts will be determined on mission needs and the availability of qualified personnel. If split shifts are implemented than 10-12 hours shifts will be established.

4.4.5.3 Staffing will be permanent staff which typically applies to increased days & hours, RMA-PL5 and/or assisting 2 or more other National caches with fire activity.

4.4.5.4 Additional staffing (admin, warehouse, drivers, returns, kits, etc.) for fire activity and/or national duties will typically consist of 50+ detailers or AD's depending on volume of work.

4.4.6 The staffing levels will increase as needed during high and extreme levels with added specialty positions such as; CDSP – Cache Demobilization Specialist and CLSP – Cache Liaison Specialist.

# Rocky Mountain Interagency Support Cache

## Cache Operating Procedures

### 2017

The following reflects typical staffing during moderate activity:

Supply Technician Clerk	1 Each
Material Handler Leader (Quality Assurance)	1 Each
Material Handler Leader (Returns & Refurb)	1 Each
Material Handler Leader (Kitting & Property)	1 Each
MH Leader (Shipping & Receiving)	1 Each
Material Handler Leader (Transportation)	1 Each
Material Handlers/Laborers	5-20 Each
Drivers	1-10 Each

4.4.7 For after hour and weekend callbacks, the Cache Manager will be “On-Call.” The manager’s name and contact information will be provided to RMACC for distribution to Dispatch Centers and Incidents. The hierarchy for contacting RMK staff after hours is through the Cache Manager. Only the Cache Manager or the appointed “Acting Cache Manager” in the Managers absence is authorized to make informed decisions and coordination for staff call-back and work schedules.

4.4.8 ICS positions will be utilized to supplement workforce as necessary. These positions include but are not limited to: Logistics Section Chief, Supply Unit Leader, Ordering Manager, Receiving and Distribution Manager, Procurement Unit Leader, Material Handlers, Supply Technicians, and CDSP’s along with contract authority and organized camp crews.

4.4.9 CDSP’s are strongly recommended to be utilized by any Type 1 or 2 incident and should be ordered by the IMT to facilitate the demobilization of cache supplies and equipment based on the anticipation of approved incident demobilization plans. The IMT will coordinate with RMK to determine the number and availability of CDSP’s.

4.4.10 If a Type 1 or Type 2 Incident Management Team is assigned in the Rocky Mountain Region, the cache will remain open 7 days a week unless an agreement is reached by the Agency Administrator, IMT, RMACC Manager and Cache Manager to place cache in an on call status.

4.4.11 When an IMT3 is assigned within the geographic area, cache hours will be determined by the level of support needed as agreed upon by the host dispatch, the RMACC Manager, the Agency Administrator (or authorized representative), the Incident Commander and the Cache Manager. Standard work week staffing and cache hours will be the default, with the cache manager available for call back.

4.4.12 Under severe geographic or national conditions, twenty four hour staffing will be implemented given the same parameters noted above. Safety statistics show more accidents occur between midnight and 0500. RMK will not implement 24-hour operations except under critical situations for the protection of life or other critical incident tactical needs or logistical demands. Agency night driving regulations and cache policy will be strictly adhered to (j).



# Rocky Mountain Interagency Support Cache

## Cache Operating Procedures

### 2017

#### **4.5 National Responsibilities & Duties**

4.5.1 With RMK's National kit building, refurbishment, and cache servicing/restock duties per the NISC Strategic Plan, RMK's staff and hours are subject to change. This can be impacted by a multitude of needs from increased activity in other/multiple geographic areas, Regional activity, and National duties and responsibilities. It will be at the discretion of the Cache Manager to increase/decrease staffing and hours to meet the required needs of the RMK to support these duties.

4.5.2 The following may reflect a combination or staffing needed to support the NISC Strategic Plan:

Material Handler Leader (Quality Assurance)	1 Each
Material Handler Leader (Returns & Refurb)	1 Each
Material Handler Leader (Kitting & Property)	1 Each
MH Leader (Shipping & Receiving)	1 Each
Material Handlers/Laborers	4-12 Each

Note: Some of the positions above may be filled with permanent or seasonal employee depending on current staffing and availability.

4.5.3 Standard work week will apply: Monday through Friday, 0700 to 1530. Extended and weekend hours will be based on emergency needs and at the Cache Manager's discretion.

#### **5. Resource Orders**

**5.1** All orders for supplies will be submitted using the Resource Order Form (NFES 2215) or Incident Replacement Requisition, when required (NFES 1300). Resource orders may be faxed or mailed electronically. RMK will negotiate with Incident Management Teams to establish ordering schedules as soon as possible, for consolidation of supply orders and efficient use of limited logistical resources.

**5.2** Incident orders for supplies may be placed by either using the host dispatch center/expanded dispatch or going direct to the RMK.

5.2.1 Incident orders placed through a dispatch center/expanded dispatch will be entered in ROSS first and assigned an S-number from ROSS (S-1 through S-99,999). Upon completion of an initiated order in ROSS, ROSS will transmit the order to ICBS-R (Interagency Cache Business System Re-Engineered) for fulfillment. Orders submitted through ROSS require a follow-up phone call to RMK to assure transmittal of an order.

5.2.2 Incident orders may also be placed direct to RMK upon approval from the hosting agency. Orders placed direct to the cache will have a designated block of S-numbers (S-100,000 to S-199,999). Orders will only be accepted on a hard or electronic copy of a Resource Order Form (NFES 2215) and have all the appropriate information list in 5.7. This should be followed by a confirmation phone call. Upon completion of an initiated order in ICBS-R, ICBS-R will transmit the order to ROSS with the fulfillment information.

# Rocky Mountain Interagency Support Cache

## Cache Operating Procedures

### 2017

**Note:** ROSS is the system of record for all incidents. All incidents must be created in ROSS prior to any orders being created by the cache in ICBS-R.

**5.3** RMK processes requests for NFES items only. All other items are special order and they should be handled locally through assigned buying team.

**5.4** NFES items are requested as supply “S” category resources, this includes the Mobile Cache Support Van and all NIRSC Radio Systems & Kits such as the Radio Starter System (NFES 4390).

**5.5** Orders for the “RMK Specific” Mobile Cache Support Van (NFES 8602) and NIRSC Radio Systems & Kits must be requested through the RMACC and will not be issued by RMK until RMACC approval is received. This is to ensure proper protocol is followed, particularly in the assignment of qualified personnel to operate and manage associated items such as the NFES 4390 Radio Starter System and other accountable property item.

**5.6** Orders for the 500+ Person Field First Aid Station (NFES 1835) and any additional First Aid Trauma and First Aid Oxygen Kits will be requested through RMK. These orders will be required to have the IMT’s Medical Unit Leader contact information for fulfillment and signature upon receipt.

**5.7** Incident resource orders must have all appropriate agency accounting and shipping information; this includes Incident Order Number, Incident Name, P-Code, S-numbers, Shipping location, Contact Name, Phone Number, Date and Time needed. Resource orders failing to provide the above information will not be filled until all required information is provided to the cache.

**5.8** RMK will ship all orders per the date and time requested based upon driver availability, work-rest limitations, and the availability of vehicles and/or commercial transportation (11 hour limitation). Drivers will not be sent out for delivery later than 2000 unless specifically requested by the IMT.

**5.9** All NWCG Fire and Emergency Driving policies/regulations will be adhered to.

**5.10** All IMTs and units are requested to submit resource orders prior to 1200hrs daily or by the time negotiated with the cache to ensure early delivery for the next operational period. Actual ordering schedules will be coordinated between the cache and IMT or the host dispatch (IMT3), as quickly as possible, based upon incident needs and cache capability. All IMT’s and units are requested to consolidate and submit *one order per day from the incident after the first 48 hour period by 1200hrs.*

## 6. Incident Replacement

### 6.1 TYPE I OR TYPE II INCIDENTS

The incident Supply Unit Leader (SPUL) will be responsible for handling incident replacement requisitions when a Type I or Type II incident management team is assigned. The SPUL approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the

# Rocky Mountain Interagency Support Cache

## Cache Operating Procedures

### 2017

requesting resource's home unit. The use of the Incident Replacement Requisition Form (OF-315) is requested.

- If equipment and supplies are available at the incident for replacement, the request is filled at the incident supply unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the Supply Unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the Supply Unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an Incident Replacement Requisition will be completed by the Supply Unit and forwarded to the incident servicing cache. The servicing cache will then determine if the order should be forwarded on to the requesting resources geographic area cache for delivery.
- Authorized approvals and signatures MUST be included on the requisition. For Type I and II incidents, these approvals are limited to: Incident Supply Unit Leader, Logistics Section Chief, Support Branch Director, Incident Commander or Agency Administrator or Representative.

#### 6.2 TYPE III, IV & V INCIDENTS

The hosting unit agency administrator or representative, such as the Fire Management Officer, will be responsible for handling incident replacement requisitions on Type III and IV incidents. The agency representative approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

- If equipment and supplies are available at the incident for replacement, the request is filled at the incident host unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the hosting unit will place a resource order for needed items through appropriate dispatch channels to be inputted into the ROSS/ICBS interface to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the host unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an Incident Replacement Requisition will be completed by the host unit and forwarded to the local dispatch unit for input into the ROSS/ICBS interface and sent to the servicing cache. The servicing cache will then forward to the requesting resources geographic area cache if applicable.

# Rocky Mountain Interagency Support Cache

## Cache Operating Procedures

### 2017

- Type 3 and 4 incident approvals are limited to the Agency Administrator or Representative (i.e., Fire Management Officer).

6.2 Replacement orders must be processed within 30 days of control of the incident.

6.3 The incident's serving cache may forward complete requisitions to the requesting unit's geographic area cache for processing.

6.4 If the cache is unable to fill the request (i.e., does not stock item), the cache will forward request to the closest cache that does stock the item for processing.

Note: This information is per the IIBMH, Chapter 30 (b).

## 7. Demobilization

7.1 The procedures for the demobilization of all supplies and equipment are outlined in the 2017 RMA Mobilization Guide, Chapter 40.

7.1.1 All accountable/sensitive, durable and unused consumable property will be returned to the servicing geographic area cache within 30 days of the incident or project closure/containment (c,f).

7.1.2 Cache Demobilization Specialist (CDSP)

7.1.2.1 A CDSP is a valuable asset for large incident in support of demobilizing cache equipment, supplies and hazmat. The CDSP is skilled in identifying, sorting, documenting, labeling, and preparing supplies for shipment back to the cache.

7.1.2.2 RMK will staff CDSP personnel when available, as large-scale fire activity breaks occurs. The number will vary based upon activity. These personnel will be assigned to the cache, therefore assisting multiple incidents.

7.1.2.3 Individual incidents have the option to order CDSP per their needs. An incident's need depends on the volume of supplies, timeframes and available skills; not every incident will have a need for a specialist.

## 8. Transactions

### **8.1 Field Office Replenishment**

8.1.1 The procedures for field office replenishment are outlined in the 2017 RMA Mobilization Guide, Chapter 40.

# Rocky Mountain Interagency Support Cache

## Cache Operating Procedures

### 2017

#### **8.2 Outstanding Items Report**

8.2.1 The Outstanding Items report is a useful tool for demobilizing supplies. It identifies the durable and accountable property still recorded as issued to a customer. It also displays items in surplus of those originally issued or items not specifically issued by the cache to the customer.

8.2.2 The report can be produced and delivered upon request. It will automatically be produced and delivered once returns from the incident or customer begin to be processed.

8.2.3 RMK will provide additional documentation to the customer upon request to coordinate “S” numbers with the outstanding items. The customer also has shipping papers on which “S” numbers can be referenced with the NFES numbers on the report.

#### **8.3 Loss Documentation**

8.3.1 RMK cannot replace lost, stolen, destroyed or damaged property without documentation verifying the condition, describing the efforts to recover and identifying means to mitigate future occurrences. Both appropriation law and Federal Property Management regulation defines this position (d,f).

8.3.2 Form AD-112 or OF-289 are the appropriate forms to document lost, stolen or destroyed accountable property. Other damaged, destroyed, missing durable property can be reported on the AD-112 or OF-289 as needed.

8.3.3 In the absence of Form AD-112 or equivalent, a simple document signed by the appropriate line officer will suffice if it: (1) identifies the missing item(s) (including property number if appropriate); (2) describes the effort to recover it; (3) specifies means of mitigating future occurrences (if possible to determine); and (4) states no further recovery action is intended.

8.3.4 The loss documentation must be sent to RMK for processing by the Cache Manager and Property Manager. A copy of it should be included with the incident closeout package for auditing purposes.

#### **8.4 Costs**

8.4.1 All costs associated with the issue, return, refurbishment and replacement of cache property are reimbursable except those incurred between USDA Forest Service and US Department of Interior agencies for supported incidents (d,h).

8.4.2 In cases where an item is returned in unused condition (and seals unbroken if present), the only charges to be applied are shipping and restocking costs.

# Rocky Mountain Interagency Support Cache

## Cache Operating Procedures

### 2017

#### **8.5 Refurbishment Cost**

8.5.1 RMK applies actual refurbishment costs to items returned in used condition. These costs are calculated for every durable and accountable property item based on the total refurbishment cost incurred which include labor and materials.

#### 8.5.2 Items Not Issued By RMK

8.5.2.1 Incidents should return all non-standard NFES items to the hosting unit. Incident units should not return these items purchased directly for the incident to the cache as no credit can be made. Based on the volume of materials returned, RMK will not be responsible for returning such items to the incident unit.

8.5.2.2 Items meeting NFES specifications will be placed in stock if RMK carries it, or offered for redistribution if not.

8.5.2.3 Non-NFES items returned to RMK will be disposed of through the Federal Excess Property Program (FEPP) as required by 41 CFR, Part 102-36, Disposition of Excess Personal Property.

#### **9. Transfers between Incidents**

**9.1** The procedures, notification, and reporting requirements for transferring supplies between incidents are defined in the Interagency Incident Business Management Handbook, Chapter 30, 2017 Interagency Standards for Fire & Aviation Operations, 2017 11-28 and the National Interagency Mobilization Guide, 2017 Chapter 40.

**9.2** Due to the limited availability and control requirements of these National shared resources, the transfer of incident radio kits will only be made with the approval of the RMACC Manager, Assistant Center Manager or Coordinator on duty.

#### **10. Reports**

##### **10.1 Annual Reports**

10.1.1 Annual Summary Report.

10.1.2 Stock Status Reports (October 1, January 1, April 1 & July 1 of each fiscal year).

10.1.3 Physical Inventory Results.

# Rocky Mountain Interagency Support Cache Cache Operating Procedures 2017

## **10.2 Loss Use Reports**

10.2.1 Loss Use Reports are to be generated for the following Incidents: National Type 1 and Type 2 Incidents (can include Type 3), Geographic Area Type 1 and Type 2 Incidents (Data compiled from all GA Type 1&2 Incidents for use in the National report), and all Geographic Area customers.

10.2.2 The Loss Use Report is continuously updated as returns are processed. A final report will be sent to the Forest Supervisor per Forest Service Manual FS-5100, Chapter 5160, Paragraph 5161.45c within 60 days after an incident returns to local management; or to the appropriate Agency Administrator. For Forest Service incidents, upon conclusion/containment, all accountable property (FSM 5161.05) will be returned to the national servicing cache or Form AD-112, Report of Unserviceable, Lost or Damaged Property (or equivalent document) will be completed to document missing or damaged property within 30 days (f).

## **11. Physical Inventory**

11.1 RMK will conduct periodic inventory counts as prescribed in the NISC Inventory Management Policy.

11.2 In accordance with the NISC Inventory Management Policy document, a full inventory will be conducted annually, no later than January 31st.

11.3 RMK will close for business until the inventory and year end processes are completed, including all documentation, adjustments and annual price changes. The only exception will be for orders to incidents protecting life and property and declared emergencies; and pre-existing training agreements.

These procedures will remain in effect for a period of one year from the date of approval. These procedures will be reviewed and updated annually by April 15 of the current year to incorporate any changes in national or geographic area direction.

Concurrence: /s/ Marcus Medina  
Cache Manager,  
USFS Rocky Mtn. Interagency Support Cache

Date: 03/19/2017

Concurrence: /s/  
Assistant Director,  
USFS R-2 Fire Operations

Date: \_\_\_\_\_

Approval: /s/  
Director, S&PF/F&AM  
USFS, Rocky Mtn. Region

Date: \_\_\_\_\_