



At- Incident Management Support Branch (AIMS) Process & Workflows

Dispatch

- Forest Service Primary Jurisdictional Incidents only
- Identifies need for **warranted** procurement support for the following:
 - ALL Requests for Clerical Support Units, Tent Systems, REMS & Medical Trailers, even when a Buying Team is assigned should go to AIMS inbox
 - EERA, LUA or Commercial Agreement when no Buying Team is assigned

Engage AIMS

- Contact AIMS for support (PL1 & 2 Call DO Phone: 720-473-4105)
- Email Resource Order (RO) & Gen Message to AIMS Inbox: sm.fs.woaims@usda.gov
- *NOTE: No orders will be assigned for action until AIMS has received a RO*

AIMS Assign

- Orders will be assigned in AIMS Tracker during operational hours
- Check AIMS Tracker for Status, Updates & Notes

AIMS Execute

- AIMS Staff negotiate & execute agreements. Timeframes start for orders when order is assigned in AIMS Tracker
- AIMS Staff will update order in AIMS Tracker with status and notes as procurement evolves & attach the fully executed agreement package in the AIMS Tracker
- See Page 2 for AIMS Staffing Coverage and File Naming Structure

Fill Info & Docs

- Dispatch can download documentation from the AIMS Tracker for needed fill information
- **Incident Personnel can download all required documents from the AIMS Tracker**
- **Please do not make any edits or changes to the AIMS Tracker. All changes required should be coordinated with AIMS Staff**

Transition

- AIMS Duty Officer will need to be notified of any incoming Buying Team & any assigned INBA.
- Coordination efforts should be made with AIMS by Dispatch and Incident Business Personnel to ensure no orders are duplicated or missed.

Helpful Information:

LUA's: Submitting a RO to AIMS immediately once you know there is going to be an LUA request can help mitigate risks to Unauthorized Commitments (UAC). Notifying AIMS Staff with the RO and then working to gather information for the LUA Intake form is acceptable and appreciated.

Program Support Requests: season long requests will need to be procured through the local FPO Contracting Service Area and processed through the IAS Contracting System with a Requisition.

Pre-Season Requests: To establish a BPA for incident use of facilities or land, please submit a requirements package and requisition according to the AIMS Customer Guide.

AIMS STAFFING & COVERAGE AT NATIONAL PREPAREDNESS LEVEL



PL 3 and above AIMS Staffing Coverage

- Operational hours 0700-1900 PT
- Staffed 7 days a week

PL 2 AIMS Staffing Coverage

- Operational hours 0700-1900 PT Mon-Fri
- Duty Officer is monitoring phone and email.
- Staff is on 1 hour call back outside of operational hours.
- Weekend, and holidays requested 72 hours in advance.
- **Call when orders are submitted**

PL 1 AIMS Staffing Coverage

- Operational Hours Mon-Fri, 0730-1600PT.
- Duty Officer is monitoring phone.
- Staff is on 1 hour call back outside of operational hours.
- Weekend, and holidays requested 72 hours in advance.
- Extended weekday hours requested 72 hours in advance
- **Call when orders are submitted**

PRIORITIZATION OF WORKLOAD

Category Priority:

1. Sanitation services (Toilets, handwash, dumpster)
2. LUAs for ICP locations
3. Critical Supplies over the Micro- Purchase threshold: Examples: Meals Ice, & Hydration
4. EERA/LUAs
5. Supplies over the Micro-purchase threshold

Incident Type Priority:

1. Initial Attack
2. Extended Attack

NOTE: If conflict occurs it will be left to the CO's discretion.

INCIDENT UNIT RESPONSIBILITIES

- Processing of OF286 invoices for EERAs and LUAs
 - Submitting Payment Packages for EERAs and LUAs
 - Providing documentation to COs for credit card purchases
 - Coordinate with CO for commercial agreement equipment pickup and closeout
 - Coordinating with vendors on release/ pickup of EERA and LUA resources only
-

FILE NAMING STRUCTURE

Doc Type	Naming Convention:	Example:
EERA	EERA_Vendor_AGMTNo_RO_ACC_IncidentName	EERA_MountainSky_1202RZ241K5016_E35_GBCC_Moose
LUA	LUA_Vendor_AGMTNo_RO_GACC_IncidentName	LUA_SunriseSchool_1202RZ24K4003_S15_GBCC_Moose
Comm. Agmt.	COM_Vendor_AGMTNo_RO_GACC_IncidentName	COM_FlareFlash_1202RZ24K6321_E92_GBCC_Moose
Modification	TYPE_Vendor_AGMTMNo_RO_GACC_IncidentName	EERA_MountainSky_1202RZ24K5016M001_E35_GBCC_Moose