

NM-SDC – SILVER CITY DISPATCH GENERAL MESSAGE

TO: Silver City Interagency Dispatch Center	POSITION: Supply Desk	
FROM: Woodsy Owl (575-388-XXXX)	POSITION: Engine Captain	
SUBJECT: Supply Order	TODAYS DATE: 2/11/2020	TODAYS TIME: 1030
INCIDENT: Incident Name (P#####)	DATE AND TIME NEEDED: 2/12/2020 @0800	

MESSAGE:

All information *MUST* be clear, understandable and readable. When completed the General Message needs to be sent to nmsdc_expanded@firenet.gov.

Information needed for NON-NFES Supply Request:

- Type of Supply if NOT an NFES order (EX. Local Purchases, Hotel Rooms, Meals, Water)
- Number of requests
- Special Request (Groceries are to be itemized)
- Identify point of contact (EX. Woodsy Owl 575-388-XXXX)
- Identify who is making the purchase
- Delivery Locations - Commercial deliveries you choose to have delivered, identify a correct physical address or incident command post location with navigational description if needed.

NOTE: Fill information for supplies will be needed ASAP if being purchased by local district. Generally S#'s (purchase authorization) should be generated prior to purchase.

Information needed for NFES (Cache)Supply Request:

- Correct NFES numbers *MUST* be attached with the description and unit of issue. **NOTE:** Cache supply orders will not be processed without NFES numbers.
- If you're not sure of the correct NFES refer to the SFK Cache Catalog on the NM-SDC website at: https://gacc.nifc.gov/swcc/dc/nmsdc/documents/Cache/NFES_CATALOG_FOR_SFK.pdf.
- Identify point of contact (EX. Woodsy Owl 575-388-XXXX)
- Delivery Locations - For Supplies if you choose to have items delivered identify a point of contact along with a name, contact number, correct physical address or incident command post location.

SIGNATURE: /s/ Smokey Bear (Agency Authorizing Official)	CONTACT NUMBER: 575-538-5371	POSITION: IC, DFMO, FFMO, etc
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REPLY:

DATE:	TIME:	SIGNATURE/POSITION:
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