



Southwest Area Standard Operating Procedures for use of the National Emergency Rental Vehicle, (NERV) BPA

A National Emergency Rental Vehicle (NERV) Blanket Purchase Agreement (BPA) was awarded to Enterprise Holdings on June 14, 2018, to provide vehicles to incidents. As of May 1, 2019, the BPA is available to use nationwide in all Geographic Areas.

The following is the standard procedures 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/>

The NERV BPA is for use on incidents where one of the following needs are present:

- The vehicle is anticipated to be traveling off the maintained road.
- The renter needs a 4x4 SUV or Pickup to meet the needs of the assignment.
- The vehicles needed will be managed by Ground Support or a Buying Team and utilized by multiple resources.
- The renter is not able to procure the vehicle or use an agency standard travel reservation system (TCM, BCD or ETS2).

Resources must ensure NERV rental is authorized on the resource order prior to initiating the rental request through the NERV site. Authorization should meet at least one of the requirements above.

Each vehicle rented through the NERV BPA must be requested electronically through the NERV website with a valid resource order. Vehicles obtained through the BPA will be paid by the appropriate incident agency and reconciled to each resource order associated with the rental. Fuel must be purchased by the traveler or through other means (i.e., agency travel card, contract fuel tender or local BPA)

The Southwest Area will utilize the following process for rentals:

Single Resource Request

- Regular government, state employees, and Casual Hire (AD) employees with NERV authorized on single resource order – will reserve **their own** vehicles via the NERV website.
<https://sites.google.com/a/firenet.gov/nerv/new-nerv-request>
- They will be responsible to print and complete the NERV Payment coversheet located on the website and return the completed package (i.e. payment coversheet, resource order, and rental agreement, inspections, and claims documentation) to the NERV address listed on the coversheet after the rental has been returned to Enterprise.

- Dispatch Centers may assist resources on a case by case basis if capability is limited to process the request (e.g. resources in the field, limited connectivity, etc.)

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 Leader, BUYT Leader, or Dispatch personnel responsible for the vehicle must send the completed package (i.e. payment coversheet, resource order, rental agreement, inspection and claims documentation) to the NERV address listed on the coversheet.
 - Ground Support personnel shall maintain a log of users for pool vehicles. The log shall remain in the fire package upon demobilization.

Reassignments

Vehicles MAY be reassigned from one incident to another. Please ensure all vehicles that are assigned an E# are reassigned in ROSS, and provide the new Resource Order and payment cover sheet to operator. Vehicles may also be transferred from one overhead resource to another. The transfer information must be provided on the NERV payment cover sheet and documentation is in the overhead resource order in ROSS. The NERV payment cover sheet will remain with the vehicle until it is ready to be returned to Enterprise. The last resource who was operating it or host will need to send the package to NERV.

In order to be successful in providing needed rental vehicles for incidents, it is imperative that all Southwest Area resources comply with the NERV processes and procedures outlined on the website and the Southwest SOPs.

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