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

Dispatch
- Forest Service Primary Jurisdictional Incidents only (Requirements w/RO)
- Identifies need for **warranted** procurement support ($2,500 service/$15,000 supply)
- Engage AIMS

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- 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
  - EMAIL SUBJECT FORMAT: GACC:INCIDENT NAME RESOURCE and RO#

AIMS Assign
- Orders will be assigned in AIMS Tracker during operational hours
- Check AIMS Tracker for Status, Updates & Notes
- 2026 AIMS TRACKER LINK

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

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 IMT's or INBA's and contact information.
- Coordination efforts will need to be made to ensure all Finance and other POC information is collected and correct.

Helpful Information:

Incident LUAs: Submitting a RO to AIMS immediately once you know there is going to be an LUA request can help mitigate risks and expedite property owner approval to occupy. 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 or nonemergency requests will need to be procured through the IAS Contracting System with a Requisition if funding obligation is associated. Resource order-type program support will require RO, general message, POC for performance, and POC for payment package creation & submittal.

Pre-Season LUA 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.