**AIMS INCIDENT Response**

**Dispatch**

*_forest Service Fires Only_ Identifies a need for warranted support -> AIMS Support workload: EERA LUA’s Commercial Agreements*

**Engage AIMS**

Call the Duty Phone (720-473-4105) (regular & after hours) Identify the need and location Send resource order and general message to AIMS inbox: [SM.FS.WOAiMS@usda.gov](mailto:SM.FS.WOAiMS@usda.gov)

Note: no work will be assigned for action until resource order is received by AIMS via inbox.

**AIMS Assignment**

Workload assignments: Duty Officer will rotate based on workload capacity

**After business hours- Contact AIMS duty phone for support**

Militia Support: Will be assigned by lead/ acting.

Request will be added to AIMS workload tracking where customers can track status and personnel assigned.

**AIMS Execution: See below for hours**

Time starts for workload assignments when the resource order is received

EERA’s /Commercial Agreements/ LUA’s - initial contact with vendor within 3 hours

AIMS personnel will update tracking tool with the status as the procurement evolves. When completed, attach a fully executed copy of the agreement, package, receipt in the tracking tool.

Dispatch and Incident personnel are NOT to make changes to the AIMS Tracker Files will be named in accordance with the structure below.

**Fill Information, Transitions & Records:**

**Fill information:** Dispatch can download tracking tool and filter for up to date fill information.

**Transition:** AIMS team lead will coordinate with incoming BT lead (as they are identified) & INBA for workload cut off and workload transition.

**Records:** AIMS records will be available through the Tracker

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**Prioritization of Workload:**

**Category Priority:**

1) Sanitation services (Toilets, handwash, dumpster)
2) LUAs for ICP locations
3) Critical Supplies over the Micro- Purchase threshold (i.e. hydration)
4) EERA/LUAs
5) Supplies over the Micro-purchase threshold

**Incident Priority:**

1) Initial Attack
2) Extended Attack

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

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**Incident Unit Responsibilities:**

- Processing of OF286 invoices 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

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**Filing Naming Structure:**

<table>
<thead>
<tr>
<th>Doc Type</th>
<th>Naming Convention</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>EERA</td>
<td>GACC Incident Name RO # Vendor Name Agreement No</td>
<td>GBCC Riverside E35 MountainSky 1202RZ221K5016</td>
</tr>
<tr>
<td>LUA</td>
<td>GACC Incident Name RO # Vendor Name Agreement No</td>
<td>PNCC Riverside S15 SunriseSchool 1202RZ221K4003</td>
</tr>
<tr>
<td>Service Agreement</td>
<td>GACC Incident Name RO # Vendor Name Agreement No</td>
<td>PNCC Gulch E92 Flareflash 1202RZ222K5487</td>
</tr>
<tr>
<td>Commercial Agreement</td>
<td>GACC Incident Name RO # Vendor Name Commercial Agmt</td>
<td>SWCC August S604 SallysKitchen ComAgmt</td>
</tr>
<tr>
<td>Commercial Rentals</td>
<td>GACC Incident Name RO # Vendor Name Commercial Rental</td>
<td>RMCC Creek E67 Uhaul 9863D784</td>
</tr>
</tbody>
</table>

**AIMS Staffing Coverage at National Preparedness Levels through March 31, 2022:**

**PL 3 and above**
- Operational hours 0700-1900 PT
- Staffed 7 days a week
- Call when orders are submitted

**PL 2**
- Operational hours 0800-1700 PT Mon-Fri
- Staffed as needed with on-call phone and email being monitored
- Evening, weekend, and holiday needs to be requested 72 hours in advance
- Call when orders are submitted

**PL 1**
- Staffed Mon Mon-Fri. On-Call phone monitored
- Extended hours requested 72 hours in advance
- Call when orders are submitted

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Updated: 20220304