

**Electronic Submission  
of  
Contractor Performance Evaluation Forms**  
(05/01/2024)

National & CWN Mobile Food Service Units

National & CWN Mobile Shower Units

Type 2 & Type 2IA Firefighting Hand Crews

VIPR, AIMS & FS EERAs

Per NWCG Standards for Electronic Documentation, Incident Management Teams (IMTs) have been instructed to use the following naming conventions when submitting performance evaluations.

Dates: Enter as YYYYMMDD, Y=Year; M=Month; D=Day

Incident Number: Enter the six-digit incident number 000NNN, N=numeral  
(Example: 000363 represents the incident number RM-SJF-000363)

**PERFORMANCE EVALUATION – EQUIPMENT**

PerfEvalE\_CompanyName\_Date\_IncidentNumber

Example: Mobile Food Service Units & Mobile Shower Units:  
PerfEvalE\_BishopServices\_20240704\_000363

**PERFORMANCE EVALUATION – CREW**

PerfEvalC\_CompanyName\_Date\_IncidentNumber

Example: National Type 2 & Type 2IA Crews  
PerfEvalC\_GraybackForestry\_20240704\_000363

**Email all incident contractor performance evaluations to:**

[Perform.ct5w8ujitbvot9yi@u.box.com](mailto:Perform.ct5w8ujitbvot9yi@u.box.com)

Blank PDF fillable Performance Evaluation forms are available on the Logistics Contracting websites (see programs listed under each staff member):

Internal: [LOGISTICS INCIDENT PROCUREMENT \(fs.fed.us\)](https://fs.fed.us)

External: [Incident Procurement - \(usda.gov\)](https://usda.gov) (click on the Logistics tab)