

Alaska Interagency Coordination Center NERV Standard Operating Procedures

A National Emergency Rental Vehicle Agreement (NERV) Blanket Purchase Agreement (BPA) was awarded to Enterprise Holding on June 14, 2018.

All who reserve rental vehicles should be familiar with the processes outlined on the NERV website. (<https://sites.google.com/a/firenet.gov/nerv/new-nerv-request>). Regular government and state employees will reserve their own vehicles via the NERV website if one of the conditions below is true.

1. Vehicle will be driven off-road.
2. A Sport Utility Vehicle (SUV) or 4x4 pickup is required to meet the needs of the incident.
3. The vehicle will be managed by Ground Support unit and utilized by multiple resources.
4. The renter is not self-sufficient or able to procure the vehicle needed for the assignment through an agency travel reservation system.

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 incident's host agency and reconciled to each resource order associated with the rental by NERV personnel. Fuel must be purchased by the traveler or through other means (i.e., contract fuel tender).

The following process will be used in Alaska for rental vehicles:

- Dispatch will reserve/rent all NERV Vehicles for agency employees including AD's using the NERV password and billing codes.
- Dispatch will print and complete the NERV Payment coversheet located on the website and return the completed package (i.e., coversheet, resource orders, rental agreement and claims documentation) to the NERV address listed on the coversheet after the rental vehicle has been returned to Enterprise.

Casual employees and incident pool vehicles will be reserved by the local dispatch center.

- Dispatch will provide the complete NERV Payment coversheet to rental drivers or Ground Support upon the rental of each vehicle.
- The requesting dispatch will add the proper NERV rental documentation into the resource order.
<https://sites.google.com/a/firenet.gov/nerv/dispatch-fill-report>.
- The resource or incident Ground Support is responsible for returning the completed package (i.e., coversheet, resource orders, rental agreement and claims documentation) to the local dispatch center after the vehicle has been returned to Enterprise. The local dispatch center or administrative personnel will ensure the package is complete prior to submitting it to the NERV address listed on the coversheet.
- When vehicles change hands, this will be facilitated by the incident dispatch and a new line will be added to the cover sheet for the new user and their request number. A copy of the new user's resource order and Rental Vehicle Checklist will also go in the NERV envelope with "Rental Vehicle Authorized" in Special Needs.
- Ground Support personnel shall maintain a log of users for pool vehicles. The log shall remain in the fire package upon demobilization.

Questions regarding the NERV process should be directed to NERV@fs.fed.us or to the Alaska Interagency Coordination Center's Equipment desk: 907-356-5687.