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| UNIT OVERVIEW |
| **Course** Expanded Dispatch Support Dispatcher, D-310 |
| **Unit** 6 – Supplies |
| **Time** 3 hours |
| **Objectives**1. Mobilize supplies in a cost effective manner to meet time frames.2. Describe procedures unique to supplies such as NFES items, local procurement, Buying Team, etc.3. Utilize the NWCG National Fire Equipment System Catalog to accurately process supply orders specific to the catalog number, the catalog description, and unit of issue for cache supply items.4. Identify the location of national and local support caches and explain how closest forces and time frames affect mobilization and demobilization.5. Describe the interaction the supply dispatcher must have with other functional areas within the incident support organization. |
| **Strategy**Introduce students to the supply function as it relates to the EDSD. Discuss and explain the different types of supplies. Utilize reference material to accurately process supply orders. |
| **Instructional Method(s)*** Lecture, exercise, class discussion
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| **Instructional Aids*** Personal computer with LCD projector and presentation software
* Fireline Handbook (FHB)
* National Interagency Mobilization Guide (NIMG)
* National Fire Equipment System Catalog
* Hazardous Material Guides (USDA or OAS)
* Local agency Service and Supply Plan
* National Incident Radio System Cache (NIRSC) Users Guide
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| **Exercise*** NFES Catalog
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| **Evaluation Method(s)*** Participation
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| **Outline**I. Cache Item/CategoriesII. Geographic Area CachesIII. National Fire Equipment System CatalogIV. Procurement of Non-Cache ItemsV. Shipping and ReceivingVI. Demobilization |
| **Aids and Cues Codes**The codes in the Aids and Cues column are defined as follows:IG – Instructor Guide IR – Instructor ReferenceSW – Student Workbook SR – Student ReferenceHO – Handout Slide – PowerPoint |

# UNIT PRESENTATION

**Course**: Expanded Dispatch Support Dispatcher, D-310

**Unit**: 6 – Supplies

| OUTLINE | AIDS & CUES |
| --- | --- |
| Unit Title Slide.Present Unit Objectives.I. CACHE ITEM/CATEGORIESA. DefinitionSupplies are materials or goods not defined in any other resource or service category.This includes all, but is not limited to:* NFES items
* Mobile cache vans
* Telecommunications equipment
* Some services
* Local purchases (NIMG, Chapter 20)

B. Caches Stock Three Types of Goods1. Consumable itemsThose items normally expected to be consumed during incident use such as:* Batteries
* Plastic canteens
* Cubitainers
* Forms
* MREs
* Fusees
* Hot food containers
* Medical supplies

Consumable items returned in serviceable condition are credited to the incident. No loss tolerance/use rate percentage established.2. Durable itemsThose cache items considered to have a useful life expectancy greater than one incident such as:* Hose
* Clothing
* Sleeping bags
* Tools

3. Trackable itemsItems that have high dollar values, sensitive property classifications, limited quantities available, or other criteria set by each geographic area cache.Examples:* Chain saws
* Generators
* Pumps

Trackable items need to be accounted for from issue until they are returned to the cache.C. National ResourcesShared national resources; limited number available.1. Remote Automatic Weather Stations (RAWS) RAWS technicians accompany RAWS units and do not require a separate Overhead request (refer to the NIMG, Chapter 20).2. National Incident Radio Support Cache (NIRSC)D. National Incident Radio Support Cache (NIRSC)NIRSC is a national interagency resource composed of radio systems and kits available for incident communications.The priority use of NIRSC radio systems and kits is for active incidents.1. Information needed to order telecommunication systems:a. Latitude and longitude of incident is required on every order.b. Method of delivery – charter, air freight, or ground transportation.c. Destination* If chartered, list the closest airport and drop off point at airport.
* Ensure there is a contact name and number.
* If air freight, list closest jetport.

d. Order by NFES catalog number and description listed in the NIRSC User’s Guide or the NFES Catalog Communications Section.e. High demand and dollar value for these systems.f. Work with other functional areas (aircraft, ground support/transportation, overhead, etc.).Explain why the involvement of other functional areas is necessary.2. Other Radio Systemsa. Area communications trailers. These are non-standard; check local resources.b. Areas have similar equipment with local NFES number(s) that are unique in each area (7000-9999).3. ICS Starter System, NFES 004390This system includes 10 kits (10 individual boxes), 42 cubic feet, and seven antenna masts; total weight is 975 lbs.Components:a. CMD/TAC Radio Kits, 3 EA. – 48 radios (NFES 004381)b. CMD/TAC Repeater Kit, 1 EA. (NFES 004312)c. Ground to aircraft Radio/Link Kit, 1 EA. (NFES 004370)d. Remote Kits, 2 EA. (NFES 004330)e. Logistics Repeater Kit, 1 EA. (NFES 004248)f. Logistics Radio Kits, 1 EA. – 16 radios (NFES 004244)g. Masts, 24 EA. (NFES 004305)Check with the communications unit leader (COML), host unit communications technician, or communication coordinator, because frequencies may need to be specified.4. Numbering System for Each Item and ComponentSome kits or systems have a unique identifier and each component within that kit will have its own identifier.This enables you to identify individual portions of a kit that could be released separately.Refer to the example NIRSC System/Kit Issue/Return on page 6.19 in your student workbook (IG page 6.29):* The request number is S-2
* The NFES # is 0004390-127
	+ - 0004390 identifies the type (starter system)
		- 127 identifies the specific system
* Component “A” NFES 0004381-K141
	+ - 0004381 identifies CMD/TAC radio within S010 (system number 010)
		- K141 identifies the specific kit (4381-K452, 4381-K219, etc.)

Have students identify another component and explain the numbering system.5. DemobilizationAll NIRSC telecommunications components are national resources.Consolidate, release and return to NIFC as soon as possible; demand is high and supply is limited.II. GEOGRAPHIC AREA CACHESGeographical Area Caches maintain a support capability in excess of 2,500 personnel.* Great Basin – Boise, ID
* Northern Rockies – Missoula, MT
* Southwest – Silver City, NM and Prescott, AZ
* Northern California – Redding, CA
* Southern California – Ontario, CA
* Northwest – Redmond, OR
* Alaska – Fairbanks, AK
* Rocky Mountain – Lakewood, CO
* Eastern – Grand Rapids, MN
* Southern – London, KY

Discuss local caches which may be available in your area.A. Local Ordering Procedures1. Types of channelsa. Through the local cache.b. Direct to geographic area cache.c. Incident direct to geographic area cache.Fire caches will generally accept and process incident resource orders within their area of influence, directly, with the exception of the Critical Item Source List.2. Remember to consolidate ordersDon’t let the incident call you every five minutes with another item to add to the order.3. National resourcesOrders are processed through established dispatch channels.Examples include:* Cache vans
* Telecommunications kits
* Weather sensing kits

B. Critical Item Source List1. These are items which have a fixed inventory in the national system.2. GACCs will closely monitor these cache inventory levels and distribute those items appropriately.III. NATIONAL FIRE EQUIPMENT SYSTEM CATALOGHand out an NFES catalog to each student. Explain the NFES system.A. Catalog Format1. Introduction2. Alphabetical index* Format:
* NFES numbers
* Descriptions
* Unit of issue
* Stocking locations
* Item description by:
* Selection/NFES numbers
* Unit of issue
* Standard packing
* Stocking locations
* Weight and cubes
* Cost
* Hazardous materials identification

3. Numerical indexThe numerical index is an easy reference if you know NFES numbers of catalog items.4. Hazmat guide/catalog formatRequirements for various common items:* Shipping instructions
* Sign requirements
* Catalog format (the NFES numbers breakdown/ordering format is in this section)
* Ordering information

5. Alphabetical sectionHave students look up an item in the alphabetical section.6. Forms/signs7. Kit sectionAttention items:* Weights and cubes (volume for transporting)
* Dollar value

8. Catalog Part 2 (Publications)B. NFES Catalog NumbersDiscuss briefly; this was covered in the pre-course test.1. 000001-006999 (except 004000-005999)* Nationally stocked fire support items, including kits.
* These items are regularly shipped in support of incident situations.

2. 004000-005999* Communications and electronic equipment.
* This series is assigned by the NIRSC.
* These items are accountable property and need to be tracked.

3. 007000+* Local use items
* Assigned by the fire caches.
* Typically, these items are not shipped out of geographic area.

C. Ordering Procedures1. To order cache items, you must have the following information:a. Request numberb. Quantityc. Unit of issue/standard packd. NFES numbere. Descriptionf. Date/time needed (no ASAP)g. Delivery address and method of transporth. Billing addressi. Latitude and longitude (for communication equipment only)2. Cache ordering and potential problems. a. Caches sometimes substitute items with like items if necessary.b. NFES items that really should be procured locally through the Buying Team (*Example: office supplies*).Use common sense regarding the cost effectiveness of each order.c. Depending on the size of an order, it may be more cost effective to order everything from the cache, even those NFES items that could be procured locally (one stop shopping).d. Some items are not available from each cache; local vendors could fill those requests (ice, fruit, juice, bottled water).e. In some cases, local vendors can be depleted quickly.It may be necessary to set up alternatives in other nearby towns or cities and monitor the local vendor.When local vendors are restocked, start local procurement again.f. If you are unsure of the items being ordered – ASK!For example: A request for ping pong balls could be misconstrued as an order for recreational equipment instead of aerial ignition devices (NFES #003411).Share war stories of ordering wrong items.g. Check your catalog to be sure the proper unit of issue is used.For example: Numerous times, orders are placed for hose using feet (FT) as the unit of issue instead of length (LG).Errors could result in a shipment of hose stretching for miles if filled as ordered.h. Order in multiples of the standard pack for an item.Standard package information can be found in the NFES catalog.For example:* Shovels, NFES #000171 – unit of issue is each (EA) with a standard pack of 10 per box. (It would be appropriate to order in multiples of 10 with the unit of issue remaining each (ea).)
* Battery, size AA #000030 – unit of issue is package (PG) and there is a standard pack (Std Pk) of 24 batteries in each package.

Discuss local procedures. Solicit student’s experiences, questions, successes, and failures.**EXERCISE: NFES Catalog**Purpose: Familiarize students with NFES Catalog.Time: 30 minutesFormat: Small group followed by class discussionMaterials Needed: NFES Catalog (minimum 1 per group of 4 students)Preparation: Ensure the most recent version of NFES Catalog is being used. Instructions:Instruct students to use the NFES catalog to identify the information needed for the items below. Allow 10 minutes then review answers (answers are in **bold**).1. NFES #000038: **Canteen, 1 qt. w/ cover**Unit of issue: **Ea.**Wt/Cubes: **.31 lb (.14 kg.)/.04 ft. (.001 m.)**Standard pack: **100/box**Possible question: **With or without covers? Note the cost difference between the two and discuss possible scenarios when ordering items with similar descriptions.**2. Shovel, w/ plastic sheath, size #1NFES#: **000171**Unit of Issue: **Ea.**Wt/Cubes: **4 lbs., 8 oz. (2.04 kg.)/.41 ft. (.01 m.)**Standard pack: **10/box**3. Portable Pump (Mark III) NFES#: **000148**Unit of Issue: **Ea.**Weight: **58 lbs. (26.36 kg.)**Look at location of where they are issued from. You can get the Mark III NFES number from the kit section.4. Mark III Pump KitNFES#: **000870**Unit of Issue: KtWt/Cubes: **123.5 lbs. / 11.25 ft.**5. Lightweight sleeping bagNFES#: 001062Unit of Issue: **Ea.**Standard pack: **10/box**6. Battery for Radio repeaterNFES#: 001023Unit of Issue: **Ea.**7. Fire Pants - 34 x 34NFES#: 002704Unit of Issue: **PR**Weight: **1.5 lb /.1 ft** Question: Men’s or Women’s?**Answer: fire resistant jeans are unisex**8. Meals Ready-to-eatNFES#: 001842Unit of Issue: **BX****End of Exercise.**D. Mobile Cache VansMobile cache vans can provide the preliminary essentials for the initial support needs of a Type 2 or larger incident for one to two operational periods.They are not intended to be used in multiple initial or extended attack situations.Have students find NFES 002069 in the NFES catalog. Discuss contents.1. Ordering a cache van.Cache vans are ordered from the GACC.2. Using the cache van.* Each mobile cache van contains initial supplies to support 250 people.
* These vans are sealed. If the seal is broken, or any items are missing, the van is considered used; any replacement items and/or the use of the van will be charged to the incident.
* Additional quantities of component items may be ordered separately on a supply order.
* Most mobile cache vans are pre- positioned on host units.
* If you use your local cache van, notify the GACC. If there are no local cache vans available, follow established ordering procedures.
* Generally, upon arrival to an incident, mobile cache vans are to be unloaded and returned to the issuing cache without delay. Some geographic areas allow the cache van to stay at the incident.

IV. PROCUREMENT OF NON-CACHE ITEMSA. Non-cache Items Available Through Local Vendors1. Examples of common items: * Ice
* Fruit
* Juice

2. Examples of uncommon items:* Tires
* Horse feed
* Cooling fans
* Lumber
* Carpet remnants
* Others?

3. Local agency items may include:* Fax machines
* Printers
* Computers
* Copy machines
* Phone lines

4. Services: * Porta potty services
* Trash removal
* Newspaper delivery
* Mobilization center activation
* Meals (pre-caterer)
* Lodging
* Others?

B. Buying TeamsA Buying Team is ordered when purchasing requirements go beyond local capabilities and is ordered by the Overhead function.* The team assists the host agency administrative officer.
* Buying Team may be in close proximity to expanded.
* Buying Team functions include:
	+ - Dealing directly with the incident.
		- Rounding up supplies for expanded.
		- Purchasing food and hotel accommodations.
		- Being assigned a block of “S” numbers.
		- Procuring services, supplies, land and equipment rentals.

Have students explain ways the buying team interacts with each functional area.C. Service and Supply PlansService and supply plans provide basic information required to procure non-cache items locally.Supply Plans outline procedures for procurement without a Buying Team.The supply plan lists:* Current and local vendors
* Contracts / Agreements
* Method of payment (Blanket Purchase Agreements, checks, purchase orders, and credit cards)
* Information about ordering directly from General Services Administration (GSA)

Reference the Interagency Incident Business Management Handbook (IIBMH) Chapter 20.V. SHIPPING AND RECEIVINGA. Methods1. Air freighta. Contract/call-when-needed b. Agency-ownedc. Commercial air freight companies2. Ground freighta. Commercial freight companiesb. Agency-ownedc. Private-equipment rental agreement3. Considerations to take into accounta. TimeframesDate and time needed.b. CostGround vs. air, holiday and weekend deliveries, hold and call.c. Quantity/cubic ft./weightThis will determine the size of the aircraft or truck to transport.B. Shipping Status Information* Number of pieces
* Date shipped
* Shipping mode
* Actual time of departure (ATD)/estimated time of arrival (ETA)
* Shipping document numbers: GBL, air bill number, etc.

Review the following forms with students:* Shipping Status (with Fed Ex) (SW page 6.21; IG page 6.31)
* Shipping Status (with Charter) (SW page 6.23; IG page 6.25)
* Flight Plan (SW page 6.25; IG page 6.35)

Emphasize interaction with the aircraft function.C. Unable to Fill, Partial Fill, Back Orders The cache system does not back order for emergency incidents.If they are unable to fill a particular item, the item will be cancelled.This information needs to be passed back to the ordering unit so they are aware that items need to be re-ordered. Usually done with a shipping status form.**Backorders get lost – ensure that the items are cancelled so they aren’t double ordered.**D. Hazardous MaterialsHazardous materials will be discussed in this section by definition of the Department of Transportation (DOT).1. Hazardous materials are:Any substance or material designated by the Secretary of Transportation as capable of posing an unreasonable risk to health, safety or property when transported in commerce.The definition includes hazardous materials as defined in 49 CFR, part 171 to 180.Under extreme circumstances, some federal agencies may be exempt from DOT compliance.Show students the Hazardous Material Guide for reference.2. Examples of hazardous materials:* Liquid fuels
* Petroleum oils
* Fusees
* Batteries/battery fluid
* Explosives
* Compressed gas
* Small-arms ammunition
* Aerial ignition devices/materials

VI. DEMOBILIZATIONUsually supply orders are closed after shipping and travel information is passed.The exceptions to this are trackable items (radio kits, cache vans, electronics, etc.). The ordering unit is then responsible for the return of items to the geographical caches.Recycling is encouraged, but it is the incident’s responsibility to process.Discuss local procedures in your geographical area.A cache demobilization specialist may come from your local cache. They will help facilitate the demobilization of the supplies from the incident.Review Unit Objectives. | Slide 6-1Slide 6-2 toSlide 6-4Slide 6-5Slide 6-6Slide 6-7Slide 6-8Slide 6-9Slide 6-10Slide 6-11Slide 6-12Slide 6-13Slide 6-14IR 6-1SR 6-1Slide 6-15Slide 6-16Slide 6-17Slide 6-18Slide 6-19Slide 6-20Slide 6-21Slide 6-22Slide 6-23Slide 6-24Slide 6-25Slide 6-26Slide 6-27Slide 6-28Slide 6-29Slide 6-30IR 6-2SR 6-2Slide 6-31Slide 6-32Slide 6-33 toSlide 6-35 |

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**Great Basin Supply**

**Shipping Status (with Fed Ex)**

ISSUE NUMBER: **N/A** DATE: **1/16** ATTN: **NICC**

FAXED FROM: **JERI** INCIDENT ORDER NO: **TX-TXS-006003**

INCIDENT/PROJECT NAME: **NORTH CENTRAL TEXAS IA** S #: **S20-S21**

DATE SHIPPED: **1/16** CARRIER: **FED EX** GBL:

SHIPPER TRACKING NUMBER(S): **7186 9515 6345/6367/6356/6378**

TOTAL PIECES: **14** TOTAL WEIGHT: **242**

ISSUE TOTAL COST: COST OF SHIPPING: **266.61**

ITEMS SHIPPED ON ORDER: **ALL**

ITEMS ON BACKORDER: **NONE**

ITEMS CANCELLED/NOT CARRIED:

SHIPPING ITINERARY: **ETA: 1/17 BY 1000**

REMARKS: **R/S 05743**

ORDER COMPLETE: YES: **X** NO: \_\_

*PHONE: (208) 387-5104 FAX (208) 387-5573*

**Great Basin Supply**

**Shipping Status (with Charter)**

ISSUE NUMBER: **N/A** DATE: **1/10** ATTN: **NICC**

FAXED FROM: **JERI** INCIDENT ORDER NO: **TX-TXS-006003**

INCIDENT/PROJECT NAME: **NORTH CENTRAL TEXAS IA** S #: **S10**

DATE SHIPPED: **1/10** CARRIER: **CHARTER**  GBL:

SHIPPER TRACKING NUMBER(S): **NICC FLIGHT PLAN**

TOTAL PIECES: **17** TOTAL WEIGHT: **975**

ISSUE TOTAL COST: COST OF SHIPPING:

ITEMS SHIPPED ON ORDER: **ALL**

ITEMS ON BACKORDER: **NONE**

ITEMS CANCELLED/NOT CARRIED:

SHIPPING ITINERARY: **FLIGHT PLAN**

REMARKS:

ORDER COMPLETE: YES: **X** NO: \_\_

*PHONE: (208) 387-5104 FAX (208) 387-5573*

