

Northern Rockies Cache Management Plan

2003

Northern Rockies Coordinating Group

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Northern Rockies Cache Management Plan
February 2003

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Chapter 10 Objectives, Policy and Scope

11 Mission Statement

The Northern Rockies Cache System is an interagency body of principles, regulations, rules, standards, procedures and facilities designed to provide equipment and supplies for wildland fire suppression activities. Although planned, sized and funded to support wildland fire suppression, the NFES Interagency Support Cache System may support other emergency, disaster, fire-related or land management activities, provided that such support is permitted by agency policies and does not adversely affect the primary mission.

12 Purpose of the Plan

The purpose of this plan is: (1) document and communicate the mission, authority, role and responsibility of the various components of the National Fire Equipment System; (2) identify the standard operating procedures (SOP); and (3) describe the development and maintenance of policies and procedures.

13 Scope

This plan applies to all NFES Interagency Support Caches and agencies within the Northern Rockies Geographic Area that supply logistical material support for fire management or emergency response. Coverage by NFES Interagency Support Caches may be local, across geographic boundaries or international.

14 Cache Concept

The Cache concept is to provide a reusable resource of standardized equipment and supplies that is commonly available to all customers within a specified area to meet short-term needs for wildland fire management.

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Chapter 20 Roles and Responsibilities

21 Partnership

The Northern Rockies Cache System is a cooperative partnership between members of the Northern Rockies Coordinating Group (NRCG), General Services Administration (GSA), National Fire Equipment System (NFES), and other established sources of equipment and supplies.

22 National Wildfire Coordination Group (NWCG)

The National Wildfire Coordination Group is a composite of federal and state representatives engaged in coordinating wildland fire suppression activities on a national scale. It provides the operational guidelines that define the standards for NFES caches.

22.1 Fire Equipment Working Team (FEWT)

The Fire Equipment Working Team has the general responsibility to recommend national fire equipment policy, standard or procedure, or change thereto, to NWCG.

22.2 National Fire Equipment System Committee (NFES)

The NFES Committee of FEWT has the specific responsibility to approve standard operating procedures for the NFES Cache system, including the assignment of NFES numbers to nationally stocked items. The chairperson is a sitting member of FEWT.

22.2.1 National NFES Representative

A sitting member of the NFES Committee who is delegated the responsibility to provide administrative and managerial support to the NFES program. The position supports and advises the NFES Chairman and Cache Coordinator on NFES operational issues.

22.3 National Cache Managers Group

The National Cache Managers Group is chartered as a subcommittee of NFES, with which it meets semiannually to discuss issues and recommendations. This group has the specific responsibility to execute the standard operating procedures as established by the NFES Committee. All cache managers are required to adhere to policies, rules and regulations governing the management of NFES caches. Exchange of information with NFES is facilitated through the NFES Cache Manager representative.

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22.3.1 NFES Cache Manager Chair

The management officers of the National Interagency Support Caches elect a chairperson to serve a two-year term. The biannual election is conducted at the spring meeting in even-numbered years.

Duties:

- Coordinate and conduct meetings
- Coordinate and preside over cache conference calls
- Coordinate information within National Cache System
- Liaison with NICC
- Work with NFES Representative on issues relating to all caches

22.3.2 NFES Cache Manager Representative

The management officers of the National Interagency Support Caches elect a Cache Manager to sit on the NFES Committee. The two-year termed election is conducted at the spring meeting in even-numbered years. The representative shall serve as a liaison to take issues, concerns and proposals for changes in the Cache system to the NFES Committee. Likewise, the representative shall relay information and decisions from NFES to the National Cache managers.

22.3.3 National Cache Coordinator

The National Cache Coordinator is activated in the National Interagency Coordination Center at Planning Level IV and V to augment the role of National NFES Representative. The position coordinates the flow of Cache Restock orders, monitors the inventory levels of critical items (in Caches and GSA), and prioritizes Cache restock among the National Interagency Support Caches. The Coordinator is assigned from among the available National Cache Managers unencumbered by emergency support activities.

23 Northern Rockies Coordinating Group (NRCG)

- 23.1 The Northern Rockies Coordinating Group, through the Operations Committee, provides the general operational guidelines, which define the standards, or augment National standards, for Northern Rockies caches.

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- 23.2 The Operations Committee may establish a chartered or ad hoc subcommittee to provide guidance to the Caches. It meets as needed to provide guidance to approve additions or deletions for items unique to the Northern Rockies, review policies and operational procedures, and recommend changes.
- 23.2.1 Supply Management Officer
- 23.2.1.1 The Supply Management Officer of Northern Rockies Cache is the permanent advisor to NRCG's Operations Committee for supply logistic issues. As such, it shall represent the interests of all Interagency Support Caches in the Northern Rockies Geographic Area, communicating concerns, advisories and decisions to and from the committee.
- 23.2.1.2 The Supply Management Officer of Northern Rockies Cache is the NFES-National Interagency Support Cache representative for NRCG. The Officer shall take issues, concerns and proposals for changes in the Cache system to the NFES Committee. Likewise, the Officer shall relay information from NFES to NRCG and its associated Caches.
- 23.2.1.3 As the permanent advisor to NRCG Operations Committee, the Officer also serves as an advisor regarding NFES supply issues to the MAC Group at Preparedness Levels IV and V.
- 23.2.1.4 At Preparedness Levels IV and V, the position coordinates the flow of Cache orders, monitors the inventory levels of critical items and prioritizes Cache restock among the NFES Interagency Support Caches within the Geographic Area.
- 23.2.2 Appropriate agency representatives, at their discretion, may present Cache-specific concerns directly to the committee.
- 24 Host Agencies
- 24.1 Agencies participating in the NRCG Cache System agree to provide service on an equitable basis to all cooperating agencies within their geographical zone of influence.
- 24.2 Agencies hosting NFES Interagency Support Caches are responsible for the Caches' operation and administrative support.
- 24.3 National and Local Area Interagency Support Caches are hosted by USDA Forest Service, USDI Bureau of Land Management, USDI Bureau of Indian Affairs and the State

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of Idaho. Initial Action and other local support caches are hosted by a variety of agencies.

- 24.4 Common responsibilities held by all agencies using the Northern Rockies Cache System include cooperation in adherence to NFES-recognized standards, accountability and the proper return of Cache property. All participating agencies shall assure that agreements and financial reimbursement protocols are in place.

25 National Interagency Coordination Center (NICC)

- 25.1 The National Interagency Coordination Center manages the mobilization of resources across geographic and international boundaries.
- 25.2 Through Preparedness Level III, movement of supplies among NFES National Interagency Support Caches shall be facilitated through the Cache-to-Cache process.
- 25.3 The National Cache Coordinator is activated in the National Interagency Coordination Center at Preparedness Level IV and V.
- 25.4 During Preparedness Levels IV and V, the National Multi-Agency Coordination Group (NMAC) sets National incident priorities for NICC.

26 Northern Rockies Dispatch and Coordination Centers

- 26.1 Supplies and equipment shall be ordered and tracked via zone dispatch centers for fire suppression, fire use, prescribed fire and emergency incidents. Orders for other uses may sidestep the dispatch centers per discretion of servicing Cache.
- 26.1.1 Type 1 and Type 2 Incident Management Teams may order directly to the servicing Cache upon agreement and arrangement with the managing officer.
- 26.2 The Northern Rockies Coordination Center (NRCC), located at Missoula's Aerial Fire Depot, is the Northern Rockies clearinghouse for resource requests that cannot be filled at the local or zone level. It is also the channel for requests from other Geographic Areas and NICC.
- 26.2.1 The Northern Rockies Cache executes NFES Supply coordination.
- 26.2.2 With the exception of pre-existing agreements, all NFES supply orders originating outside the Geographic Area shall be coordinated through the Northern Rockies Cache in Missoula.

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- 26.3 During Preparedness Levels IV and V, the Multi-Agency Coordination Group (GMAC) sets Incident Priorities for NRCC.

27 Northern Rockies Caches

- 27.1 The Northern Rockies Interagency Support Caches are responsible for:
- Compliance with NFES-recognized standards for the acquisition, assembly, package, storage, shipment and refurbishment of supplies and equipment.
 - Maintenance of stocking levels for supplies and equipment as committed in their respective support plans. Inventories may fluctuate based on supply demand and availability.
 - Application of generally accepted accounting and inventory management principles as established by appropriate governmental oversight.
 - Assurance of accurate documentation for management and financial accountability as well as its timely delivery to appropriate parties.
 - Implementation of computer application(s) for inventory management and tracking.
 - Compliance with applicable transportation and safety rules, regulations and laws.
 - Communication with other NRCG Interagency Caches on matters of mutual interest.
 - Sharing resources during large-scale National mobilization to the extent such participation does not jeopardize Geographic Area specific mission requirements.
 - Cooperation in the redistribution of excess stock.
 - Distribution of cache memorandums.
 - Provision of technical advice and support.
- 27.2 Technical direction for the Caches comes from the National, Regional and/or State level of their parent host, National Wildfire Coordination Group and/or Northern Rockies Coordinating Group, and/or the Geographic Area Board.
- 27.3 National Interagency Support Caches
- Network of 11 Geographic Area Caches, independently hosted, staffed and managed.
 - Foremost responsibility to service all customers in a designated Geographic Area.
 - Primary source and collector of information for the Fire Loss/Use Program.
 - Complex role of meeting Geographic and National emergency supply needs.

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- Capability of supporting most emergency response activities.
- Cooperation in the redistribution of excess supplies.

27.4 National Interagency Support Satellite Caches

- Associated with a National Interagency Support Cache, but independently staffed and managed.
- Information management is integrated with the supporting National Interagency Support Cache.
- Serves as an agent for the supporting National Interagency Support Cache, but services a segment of the designated Geographic Area.

27.5 Local Area Interagency Support Caches

- Independently hosted, staffed and managed, but may be associated, or work in partnership, with a National Interagency Support Cache.
- Service area is within a Geographic Area. In some cases, agency agreements may require service into adjacent Geographic Areas.
- Contribute to national mobilization and inventory management activities.

27.6 Local or Initial Action Caches

Montana Department of Natural Resources and Conservation, Idaho Department of Lands, Bureau of Indian Affairs, Bureau of Land Management, National Park Service, National Forests and Grasslands have small initial action caches varying in support capacity from a few fire fighters to several hundred. These may or may not adhere to NFES standards.

28 Customers

- 28.1 Customers of the NRCG Cache System include all Federal and State agencies and other cooperators as established by any cooperative or mutual support agreements. These may include disaster agencies, local governmental entities, military, and foreign governments.
- 28.2 Service to customers for purposes other than fire and other declared emergencies shall be secondary as resources permit.
- 28.3 Refurbishment, replacement and/or administrative charges shall be assessed as per current interagency agreements.

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Chapter 30 Administrative Procedures

31 Cache Designation

31.1 NFES-National Interagency Support Cache (NISC)

- 31.1.1 Hosted, staffed, funded and managed by Federal agencies. In some cases, a State agency may be a co-host.
- 31.1.2 Primary servicing Cache for a specific established Geographic Area as defined in the National Interagency Mobilization Guide.
- 31.1.3 Serve multiple customers across governmental, agency, administrative and geographical boundaries.
- 31.1.4 Provide support to any other Geographical Area or across an adjacent international boundary.
- 31.1.5 Located within one-hour driving time of transportation facilities for large cargo aircraft (e.g., C-130), and 40,000+ pound exclusive use ground transport.
- 31.1.6 Have ability to obtain, outfit, maintain, store and preposition cache support vans upon request.
- 31.1.7 Follow established NFES standards in operating procedures (SOP), refurbishment and kit configurations.
- 31.1.8 Incorporate the national standard common inventory management and cache support computer application.
- 31.1.9 NFES-National Interagency Support Caches may have one or more satellite locations within their Geographic Area.
- 31.1.10 "NFES-National Interagency Support Cache", "National Interagency Support Cache", "National Support Cache", "Geographic Area Cache" and "National Cache" are synonymous terms.

31.2 Satellite Cache

- 31.2.1 An interagency support cache directly associated with a designated NFES-National Interagency Support Cache. (*Note: None are located in the Northern Rockies Area.*)
- 31.2.2 Information management is integrated with the servicing National cache.

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31.2.3 Operations are independently managed but closely integrated with the servicing National Cache.

31.2.4 Meets criteria defining National caches.

31.3 Remote Cache

31.3.1 An *ad hoc* satellite cache, which is established to meet extraordinary supply logistic needs for a temporary period of time. As an extension of a hosting NFES-National Interagency Support Cache, the host cache provides program oversight and information management support.

31.3.2 Managed by qualified personnel from NFES-National Interagency Support Cache system.

31.3.3 Generally created when one or more incidents are located at a significant distance from the primary servicing cache, and demand exceeds servicing capability.

31.4 Local Area Interagency Support Cache

31.4.1 Hosted, staffed, funded and managed by one or more Federal and/or State agencies.

31.4.2 Provide direct support to more than one agency and generally cover more than a single administrative management unit within a Geographic Area. May also provide direct support to units in adjacent Geographic Areas as govern by formal or ad hoc agreements. Boundaries are determined by the cooperating agencies and agreements.

31.4.3 Follow established NFES standards in operating procedures (SOP), refurbishment and kit configurations.

31.4.4 Incorporate NFES-approved inventory management and cache support computer application.

31.4.5 "Local Area Interagency Support Cache", "Local Area Support Cache" and "Local Area Cache" are synonymous terms.

31.5 Initial Action Cache

31.5.1 Hosted, staffed, funded and managed by a Federal or State administrative unit.

31.5.2 Generally provide single agency support to one administrative unit. It may provide interagency support based on local agreements.

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- 31.5.3 Not required to meet NFES standards: Consequently, use of such inventory is restricted to local use only and not generally available for large-scale mobilization, unless the standards are met.
- 31.5.4 Provide an inventory report of critical resources to the servicing National Interagency Cache in compliance with direction from the National Wildfire Coordination Group. (See Chapter 40.)
- 31.5.5 "Initial Action Cache", "Initial Attack Cache", "Forest Cache", "BD Cache", "Local Cache" and "District Cache" are synonymous terms.

32 Zone of Influence (Service Area)

32.1 Definitions

- 32.1.1 Zone of Influence, or Service Area, is generally based on geographic boundaries and service agreements.
- 32.1.2 Sustainable capacity is the number of simultaneous Type 1 or Type 2 incidents a cache is capable of supporting, assuming continuous restocking from the National Fire Equipment System, under ideal conditions. Sustainable capacity may vary with complexity of ongoing incidents.
- 32.1.3 Unless otherwise agreed between Cache Managers, Northern Rockies Cache shall automatically assume support of additional incidents after the sustainable capacity is reached.
- 32.1.4 Once a Cache commences to service an incident, it shall continue to service it throughout the life of that incident.
- 32.1.5 Exceptions and service to marginal areas shall be negotiated between the Northern Rockies Cache and the primary servicing Cache.

32.2 Northern Rockies Interagency Support Cache

- 32.2.1 Primary responsibility for providing support to all agencies and authorized cooperators within the Northern Rockies Geographic Area.
- 32.2.2 Obligated to support all other National Interagency Support Caches *to the extent such support does not compromise Geographic needs*.
- 32.2.3 Primary source for supporting provinces in south central Canada upon request.
- 32.2.4 Support all incidents in Western and Central Montana, and any incident demand beyond the sustainable capacity of Local Area Interagency Support Caches.

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32.3 Coeur d' Alene Interagency Support Cache

- 32.3.1 All land under the jurisdiction of the Idaho Department of Lands, all land under the jurisdiction of the USFS Idaho Panhandle Forest as well as all other Federal and tribal land in northern Idaho, southward to the Clearwater River, including North Fork Clearwater and St. Joe drainages.
- 32.3.2 Under the “closest forces” concept and established agreements, provide support to areas adjacent to the zone.
- 32.3.3 Sustainable capacity is one (1) Type 1 and two (2) Type 2 incidents, or two (2) Type 1 incidents, or four (4) Type 2 incidents.

32.4 Billings Interagency Support Cache

- 32.4.1 All Federal and State land east of a north-south line generally drawn along the Boulder River, through Big Timber, Fort Benton and Havre to the Canadian border.
- 32.4.2 Under the “closest forces” concept and established agreements, provide support to areas adjacent to the zone.
- 32.4.3 Sustainable capacity is one (1) Type 1 and two (2) Type 2 incidents, or two (2) Type 1 incidents, or four (4) Type 2 incidents.

32.5 State of Montana

- 32.5.1 The Department of Natural Resources (DNRC) 100-person vans are coordinated through their respective zone support centers.

33 Ordering Protocol

33.1 Incidents Within Zone of Influence

- 33.1.1 Type 1 and Type 2 incidents may order directly from the servicing Cache, providing the conditions in the Incident Direct Ordering Policy are met and the servicing Cache has not exceeded its sustainable capacity.
- 33.1.2 All other incidents and projects shall route their orders through the servicing Dispatch Center, unless a specific agreement, with concurrence of the Dispatch Center, is made with the servicing Cache.
- 33.1.3 If the servicing Cache’s sustainable capacity is reached or exceeded, orders shall be routed to the Northern Rockies Cache upon agreement between the affected Cache Manager and the Supply Management Officer.

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33.2 Incidents Outside Zone of Influence

- 33.2.1 Orders from other Geographical Areas, including bordering Canadian provinces, shall be routed to and coordinated by the Northern Rockies Cache.
- 33.2.2 Local Area Interagency Support Caches shall accept and process orders from units in neighboring Geographic Areas, providing a pre-existing agreement is in place.
- 33.2.3 In the absence of pre-existing agreements, support to neighboring Geographic Areas by Local Area Interagency Support Caches shall be contingent upon agreement between the affected Cache and the Northern Rockies Cache.

34 Cache Operating Plan

- 34.1 Each Cache participant of the NRCG Cache System shall establish, publish or post, and execute a site-specific Cache Operating Plan.
- 34.2 NRCG Operations Committee shall review the Interagency Cache Operating Plans annually no later than April 15.
- 34.3 Cache Operating Plan shall describe support level, staffing, schedules, budget cycles, service areas and customers, standard operating procedures beyond those in this document. The Plan shall specify modifications for various Planning Levels.
- 34.4 To the extent permissible by agency mandates, all Interagency Support Caches shall closely coordinate operations to establish a consistent, cohesive strategy geographically.

35 Staffing Requirements

- 35.1 Cache-specific staffing levels shall be established in the Cache Operating Plan, per host agency approval.
- 35.2 The NFES-National Interagency Support Cache shall meet the minimum staffing requirements established in the NFES Cache Management Plan.
- 35.3 The Local Interagency Support Caches shall have a minimum of Cache Manager (or equivalent), Material Handler and Supply Clerk: If motorized handling equipment is used, there shall be a minimum of two Material Handlers for safety reasons. Material Handler Leader may replace either the Assistant Cache Manager or Material Handler.

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36 Cache Property Management

36.1 Applicable Federal, State and Agency laws, regulations, policy and best business practices govern property management. Certain fire business practices are explicitly outlined in the NWCG Interagency Incident Business Handbook. Generally accepted business management principles pertaining to finance, accounting and inventory management shall be applied as well.

36.2 Custodianship

36.2.1 The managing official of a NRCG cache is the designated custodian of cache property: As such, the officer is accountable for the whereabouts of the property.

36.2.2 Property not returned to the cache must be documented regarding the efforts to locate and the reason for loss, damage or destruction. Documentation for loss, damage or destruction becomes permanent record for auditing purposes.

36.3 Property Classification

36.3.1 Classification of property is determined by value, durability, sensitivity, utility, capacity for reuse, maximum acceptable loss rates, and agency-specific property guidelines.

36.3.2 Classes

36.3.2.1 Accountable/Sensitive (Maximum acceptable loss: Zero.)

36.3.2.2 Durable 10% (Maximum acceptable loss: 10%.)

36.3.2.3 Durable 20% (Maximum acceptable loss: 20%.)

36.3.2.4 Durable 30% (Maximum acceptable loss: 30%.)

36.3.2.5 Consumable (Maximum acceptable loss: 100%.)

36.3.3 Accountable/sensitive property includes any item an agency or cache has a particular interest in tracking or has a zero tolerance for loss.

36.3.4 Consumable property includes those having a limited lifetime, a single use purpose, or a refurbishment cost that exceeds acquisition.

36.4 Property Purchased Directly For Incidents

36.4.1 Equipment and supplies purchased for an incident become the property of the host agency for that incident and shall be returned to the appropriate

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cache of that agency. Such property shall be marked as appropriate for the agency's policy.

36.4.2 The Interagency Fire Business Handbook is the authoritative source for disposition of property acquired for fire suppression.

36.5 Returns and Outstanding Items

36.5.1 All accountable/sensitive, durable and unused consumable property should be returned to the servicing Cache within 30 days of the incident or project closure.

36.5.2 The Cache shall assist customers with identifying outstanding items. (Interagency Support Caches have an Outstanding Items report available.)

36.5.3 Documentation is required for unserviceable, lost, stolen, damaged or destroyed property.

36.6 Repair and Refurbishment

36.6.1 Accountable/sensitive and durable property should be repaired and/or refurbished to the fullest extent possible in order to optimize utility and cost effectiveness.

36.6.2 The National Storage and Refurbishment Standards (NFES 2249) shall be adhered.

36.6.3 Specialized equipment requiring unique facilities or equipment for refurbishment such as pumps may be sent to the Northern Rockies Cache, in Missoula, for refurbishment.

36.6.4 Mobile Cache Support Vans shall be maintained, serviced and refurbished by the servicing cache of the Agency having ownership.

36.6.5 Missoula shall provide refurbishment assistance when partner caches become overburdened with such activity.

36.7 Incident Replacement

36.7.1 Protocol prescribed in the National Interagency Mobilization Guide for incident replacement of supplies shall be strictly adhered.

36.8 Shortages In Supply of NFES Items

36.8.1 NICC, with NFES guidance, shall advise all fire and cooperating agencies of those items determined critical and in short supply.

36.8.2 NRK shall relay the advisory from NICC to NRCG Caches and agencies.

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- 36.8.3 Identified items shall be ordered through established ordering channels and shall be coordinated by the NRK Supply Management Officer and the NFES Representative (or National Cache Coordinator) at NICC.
- 36.8.4 NFES Interagency Support Caches in geographic areas experiencing heavy incident support shall have preferential priority for acquisition of shortage items.

36.9 Redistribution Program

- 36.9.1 The Redistribution Program is fully discussed as to purpose, protocol and constraints in the NFES National Cache Management Plan
- 36.9.2 The Northern Rockies Cache shall include the Billings and Coeur d'Alene caches as partners in the redistribution program.
- 36.9.3 The Supply Management Officer (Northern Rockies Cache), or its delegate, shall coordinate the program in the Northern Rockies Geographic Area.
- 36.9.4 The process consists of soliciting and compiling a list of available excess inventory, identifying needs by each Cache, and producing a schedule of redistribution.
- 36.9.5 Redistribution may occur in one or more phases, but must be completed no later than March 1 immediately following the previous fire season.
- 36.9.6 Supplies in the Northern Rockies Cache not redistributed to other NFES Support Caches, as outlined above, shall be handled as specified in the AFD Property Management Policy, section titled "Property Disposal", subsection 10.

36.10 Automated Inventory Application

- 36.10.1 NFES Interagency Support Caches are required to implement a computer application for inventory management and tracking, which incorporates NFES and resource ordering protocols.
- 36.10.2 Requirements include provision for continued operation on principle computer systems of participating agencies (24/7 coverage), with a software link among systems. The linkage insures data transmission and information flow to the NFES Caches and the National Interagency Coordination system.
- 36.10.3 The Northern Rockies, Billings and Coeur d'Alene Interagency Support Caches shall utilize the current application employed by the NFES-National Interagency Support Cache system.

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36.11 NFES Number System

36.11.1 A unique four-digit number protocol has been established for all items stocked in the NFES Cache System. The inventory management application in use by the NFES-National Caches has the capacity to employ up to six digits.

36.11.1.1 Numbers 0001 through 6999 are assigned to items having system-wide availability. These numbers are approved and assigned by the NFES Committee, whose Chair monitors the national assignments. A Cache's utilization of a numbers in this series implicitly guarantees compliance with NFES standards.

36.11.1.2 The National Incident Radio Cache and the Remote Area Weather Program assign numbers 4000 through 5999.

36.11.1.3 Numbers 7000-plus are assigned on a local basis for internal, local and geographic use only.

36.11.1.4 If an item is unique to two or more Northern Rockies caches, the item shall have a number assigned that is common to those caches.

36.11.2 The NFES number has no direct relationship to National Stock Numbers as assigned by General Services Administration. A complete listing of all assigned numbers, cross referenced to National Stock Numbers, if applicable, is included in the National Fire Equipment System Catalog.

36.11.3 New Item Introduction

36.11.3.1 Procedure and required information are described in the National Fire Equipment Catalog.

36.11.3.2 If the item is exclusive to a specific Cache, its management shall assign the NFES number in the appropriate series.

36.11.3.3 If the item shall be exclusive to the Northern Rockies Geographic Area, the Operations Committee of NRCG shall review and approve the request. The Northern Rockies Cache management shall make a number assignment upon approval.

36.11.3.4 If the item is recommended for national inclusion, NRCG shall forward the request via the Northern Rockies Supply Management Officer to the NFES Committee for review, approval and number assignment.

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36.11.3.5 Some items may require additional reviews by specialty groups, such as Health and Safety, prior to final approval.

37 Standard Operating Procedures

37.1 Procedures For Changes

37.1.1 Modification, deletion or addition of standard operating procedures shall be approved and distributed by the appropriate authority affecting the specific Cache, depending upon the scope and effect of the change.

37.1.1.1 The authority for NFES-National Caches is NWCG Fire Equipment Working Team via the NFES Committee.

37.1.1.2 Those SOPs specific to caches of the Northern Rockies shall be approved and distributed through the Operations Committee of NRCG.

37.1.1.3 The Cache Manager shall be the authority for Cache-specific SOPs.

37.1.2 Copies of standard operating procedures shall be provided to cache managers, NRCG, coordination and dispatch centers, and fire management officials of all cooperating agencies.

37.2 National Fire Equipment System (NFES)

A system of standards and specifications for supplies and equipment used in wild land fire suppression activities. A unique identification methodology, called the NFES Number, is incorporated to catalog and process all items in the NFES Cache system.

37.3 Cache Management Plan

The Cache Management Plan is the umbrella for management of NFES Interagency Support Caches. The oversight body has the responsibility to maintain its content and currency. The Plan shall be reviewed annually as necessary and updated as appropriate, with the approval of the responsible oversight body. Interim procedural changes may be incorporated as deemed necessary; however, such changes shall be temporary unless permanently approved by the oversight commission.

37.3.1 National Cache Management Plan

Document provides the umbrella plan for management of NFES Interagency Support Caches. Being a NWCG document, the NFES Committee has the responsibility to maintain its content and currency. The Plan shall be

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reviewed annually as necessary and updated as appropriate, with the approval of NWCG. Changes may be incorporated as deemed necessary by the NFES Committee pending final approval by NWCG.

37.3.2 Northern Rockies Cache Management Plan

This document, it provides guidance for management of Northern Rockies Geographic Area Interagency Support Caches. The Operations Committee of NRCG has the oversight responsibility to maintain its content and currency. With delegated authority from NRCG, the Operations Committee shall review, approve and update the Plan and any interim changes as necessary and appropriate.

37.4 National Fire Equipment System Catalog (NFES 0362)

The NFES Catalog is the definitive resource for identifying, locating and ordering Cache supplies and equipment as well as NWCG publications. *Northern Rockies Cache in Missoula shall post a supplemental catalog on its Internet Web Page specific to the Cache. The Billings and Coeur d'Alene Interagency Caches may, at their discretion, publish a supplemental catalog for their respective zones of influence.*

37.5 National Interagency Support Cache System Standard Operating Procedures

This manual is a compilation of relevant policy and procedure documents for National Interagency Support Caches. Each National Cache updates their specific copy as additions, deletions or changes are made. It is advisable that all lesser-scoped caches do similar.

37.6 Storage and Refurbishment Standards (NFES 2249)

Provides standards for the storage and refurbishment of supplies and equipment.

37.7 Job Performance Requirements (PMS 330-2)

Identifies the Job Performance Requirements (JPR) for the Cache Manager, Assistant Cache Manager, Materials Handler Leader, Materials Handler and Supply Clerk in the areas of Inventory Management, Receiving, Distribution, Facilities Management, Program, Budget and Personnel Management, Hazardous Materials Management, Waste Disposal/Recycling, and Cataloging. Additional requirements are being considered for Cache Demobilization Specialist.

37.8 Interagency Cache Business System (ICBS)

A standard interagency automated inventory management and database for the inventory control, mobilization, tracking and cost accounting of all items stocked in

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the NFES Cache System. (Notes: The Alaska Interagency Support Cache is currently exempt from this requirement. All three NFES Interagency Support Caches in the Northern Rockies are using ICBS.)

- 37.9 National Interagency Support Cache Periodic Inventory Policy
Prescribes roles, responsibilities, procedures, documentation and acceptable results for conducting annual and random inventory counts.
- 37.10 National Interagency Support Cache Coordinator Operational Guidelines
Prescribes roles, responsibilities, objectives, authorities, procedures and documentation requirements for coordinating mobilization of supplies during Preparedness Levels 4 and 5.
- 37.11 Cache Operating Plan
Provides Cache-specific parameters for daily operations, support levels, staffing and funding. This is optional per management prerogatives.
- 37.12 Inventory Management Plan
Establishes the basis for inventory acquisition and maintenance, by identifying the items to stock and their quantity. Federal Appropriations Law mandates this for Federal entities.
- 37.13 National Interagency Mobilization Guide (NFES 2091)
Standard procedures to guide operations of multi-agency logistical support activity. Each Geographic Area may have its own mobilization guide to further refine and enhance this guidance for Geographic Area needs. Chapter 23 provides guidance specific to supplies and equipment, covering such topics as mobilization, demobilization, cache ordering procedures, restock, replacement and transfers.
- 37.14 Fire Loss/Use Tolerance (Interim Directive 5160-93-1)
Provides for the management oversight of equipment and supplies on all Type 1 and 2 incidents supported by NFES Caches. Defines "fire loss/use rate", categories of equipment and supplies, reasonable anticipated fire loss/use percentage, procedures for reviewing incidents and investigating those cases where loss/use tolerance rates may have been exceeded.

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- 37.15 OIG Inventory Report (USFS Caches Only)
Due October 15 of each year, this report displays inventory values on October 1, March 1 and September 30 of the previous fiscal year, and explains the changes in value during the interim periods.
- 37.16 US Department of Transportation Hazardous Material Regulations
Specifies policy and procedures for transporting hazardous material.
- 37.17 Office of Safety and Health Administration (Federal and State)
Specifies policy and procedures for handling and storage of various types of materials.
- 37.18 Interagency Incident Business Management Handbook (and Supplements)
Provides finance and business management procedures for interagency fire suppression.
- 37.19 NWCG Memorandum Regarding Local Cache Inventories
Memorandum to Federal and State partners of NWCG to provide information about local cache inventories to National Caches in response to 1990 USDA OIG Audit Recommendation 4a.
- 37.20 Hazardous Material Haul Back Policy
Specifies policy and procedures for transporting hazardous material to the Northern Rockies Cache. Specifically prohibits the return of fuel other than propane and lantern fuel.
- 37.21 Incident Direct Ordering Policy
Specifies policy and procedures for direct ordering by Type 1 and Type 2 Incident Management Teams.
- 37.22 SOPs Yet To Be Developed
- 38 Management Plan Amendments and Modifications
- 38.1 The Supply Management Officer shall provide oversight of the Management Plan and maintain version control.
- 38.2 NRCG Ops Committee shall review and approve recommendations for changes to the Plan.

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Chapter 40 Local Cache Inventories

41 Requirement For Local Cache Inventories

- 41.1 Per NWCG direction based on findings from the 1990 USDA OIG Audit, all local caches are required to provide annual inventories of all NFES items identified in the memorandum dated April 13, 1995 (or as subsequently modified).
- 41.2 These inventories must be completed and forwarded to the servicing National Interagency Support Cache no later than April 1 of each year.
- 41.3 The Cache retains this information as reference to potential resources in the event of severe shortage due to fire activity. The items remain in the possession and discretion of the local unit.
- 41.4 All items shall conform to refurbishment standards as set forth in the current edition of NFES 2249 Fire Equipment Storage and Refurbishing Standards. Nonconforming items are not included.

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Chapter 50 Interagency Support Caches

51 National Interagency Support Caches

51.1 Northern Rockies Cache (NRK)

51.1.1	Location:	Missoula, Montana
51.1.2	Managed By:	USDA Forest Service
51.1.3	Geographic Area:	Northern Rockies Area
51.1.4	Zone of Influence:	Idaho Panhandle, central Idaho, Montana, North Dakota, northwest South Dakota and northwest Wyoming
51.1.5	Primary Backup To:	Billings and Coeur d' Alene Interagency Caches
51.1.6	International Support:	Bordering Canadian Provincial areas
51.1.7	Normal Unit Strength:	5000 people plus 10 Mobile Cache Vans

52 National Interagency Support Satellite Caches

52.1 None currently existent in Northern Rockies Geographic Area.

53 Local Area Interagency Support Caches

53.1 Coeur d'Alene Interagency Support Cache (CDK)

53.1.1	Location:	Coeur d'Alene, Idaho
53.1.2	Managed By:	State of Idaho
53.1.3	Geographic Area:	Northern Rockies Area
53.1.4	Zone of Influence:	Idaho Panhandle, northwestern Montana and eastern Washington as well as all other State of Idaho lands.
53.1.5	Primary Backup To:	Northern Rockies Cache, and Great Basin Cache [areas beyond the Idaho Panhandle].
53.1.6	International Support:	n/a
53.1.7	Normal Unit Strength:	1500 people plus 3 Mobile Cache Vans

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53.2 Billings Interagency Support Cache (BFC)

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|--------|------------------------|--|
| 53.2.1 | Location: | Billings, Montana |
| 53.2.2 | Managed By: | USDI Bureau of Land Management and USDI Bureau of Indian Affairs |
| 53.2.3 | Geographic Area: | Northern Rockies Area |
| 53.2.4 | Zone of Influence: | Generally extends eastward from a north-south line between Havre and Big Timber, including North Dakota, northwestern South Dakota and northern Wyoming (under "closest forces" agreements). |
| 53.2.5 | Primary Backup To: | Northern Rockies Cache |
| 53.2.6 | International Support: | n/a |
| 53.2.7 | Normal Unit Strength: | 750 people plus 6 Mobile Cache Vans |