

NFES - National Interagency Support Cache Standard Operating Procedure	Section: General	Page: Version 1.0
Subject: Forest Service Cache Support for Prescribed Fire and Fuels Management		

Scope: This Standard Operating Procedure (SOP) applies to the support of Forest Service prescribed fire projects by Forest Service National Interagency Support Caches (NISCs). Interagency cache support for prescribed fire either from Forest Service caches to other agencies, or from another agency cache to the Forest Service, currently requires reimbursable interagency agreements to be established. Cache support via interagency reimbursable agreements is not addressed in this SOP.

Purpose: This SOP provides direction for the support of Forest Service prescribed fire projects by Forest Service NISCs. When local units are not able to provide necessary equipment and supplies that are available via the cache system, this SOP shall be followed.

Procedures:

All Forest Service NISCs will support normal service area Forest Service prescribed fire projects.

Intermountain Region (R4) forests will be supported by the closest neighboring Forest Service NISC (NRK - Missoula MT, RMK - Lakewood CO, PFK - Prescott AZ, LSK - Ontario CA, NCK - Redding CA, LGK - LaGrande OR, or WFK - Wenatchee). Other FS NISCs that are not geographically closest to a prescribed fire incident may provide support via equipment refurbishment.

Funding:

A valid project code must be provided for all cache orders. The following will be charged to the project code:

1. Equipment refurbishment costs including labor costs for Administratively Determined (AD) cache employees.
2. Replacement costs for missing or unserviceable items (durable, trackable, and accountable property).
3. Replacement costs for consumable inventory, including but not limited to ground and aerial ignition devices (plastic spheres), Class A foam, batteries, etc.
4. Transportation and shipping costs.

Costs for agency cache employees, including base and overtime hours, will be charged to the cache home unit salary and expense (SE) code. Overtime related to prescribed fire support does not meet the criteria for affected exempt employees to claim the full overtime rate.

Transportation:

Transportation and shipping will be accomplished utilizing the NISC Tier 3 freight contract and/or GSA Transportation Management Services Solution (TMSS). NISCs will follow established procedures by charging costs to PWD1MB/1325. Once transportation and shipping are completed, NISC personnel will retain a copy of the freight Bill of Lading (BOL) and/or vendor freight invoice. A copy of the BOL and/or freight invoice will be provided to the Forest responsible for the prescribed fire project (ordering Forest) to be included as part of the accounting adjustment package (see below) to be processed.

Accounting Adjustments:

Each NISC will provide supporting documentation to the ordering Forest to support the submission of accounting adjustments to ensure the replacement cost of consumed, unreturned, or unserviceable items purchased with the suppression-funded stores account (PCD06K/1325) but issued to prescribed fire projects is charged to the appropriate project code(s).

Accounting Adjustment Procedure:

1. The servicing cache will generate the Enterprise Incident Summary Loss Use report after all refurbishment is completed and may generate interim reports as requested by the ordering Forest.
2. The servicing cache will provide a copy of the Enterprise Incident Summary to the ordering Forest with the Outstanding Balance with Consumables highlighted. The Forest may use interim reports to assist budget tracking and accountability for cache items during the life of the project and should use the final report to ensure that unused consumables and all durable, trackable, and accountable property has been returned for credit. Forests will be given 1-2 weeks to return any additional items or may report to the NISC prior to that timeframe that returns are complete.
3. The supporting NISC will provide a final Enterprise Incident Summary Loss Use report to the ordering Forest, highlighting the outstanding balance with consumables.
4. The ordering forest will process an accounting adjustment to move the outstanding balance shown on the final Enterprise Incident Summary Loss Use Report from PCD06K/1325 and any transportation costs shown on the BOL/freight invoice(s) from PWD1MB/1325 to the appropriate project code(s). After accounting adjustments have been processed, the ordering Forest will provide a copy of each adjustment to the NISC for record keeping.

Records:

Incident Summary and Loss Use reports for specific prescribed fire projects shall be maintained by the cache and will be provided to the Forest for review of charges recorded to their project.

Records must be retained in accordance with agency policy.

SOP Ownership Entity: NFES					Review Cycle: Annual	
NFES Chair Approved: Marcus Medina					Date: 12/12/2023	
FS Equipment/Logistics Branch Chief Approved: Nate Hesse					Date: 12/12/2023	
SOP Effective Date: December 12, 2023						
Version #	Date	Author	Publications SOP Associated With	To Be Reviewed By	Date Review Due	Comments
1.0	12/12/2023	Equip. Branch				