



**National Wildfire Coordinating Group
(NWCG)
Preparedness Branch**

Incident Business Committee (IBC)

July 1, 2014

**Rental Vehicles – Incident Assignments
Frequently Asked Questions**

The intention of this document is to provide general guidance to the field regarding obtaining and appropriate use of rental vehicles on incident assignments.

General Incident Support

Q. What contract instruments are available to obtain rental vehicles for incidents?

- A.** There are several contract instruments in place for the rental of vehicles on incidents.
1. GSA programs
 2. Geographic Area agreements
Defense Travel Management agreement used for temporary duty travel.

Q. What are the GSA rental vehicle programs available to obtain vehicles for incidents?

- A.** GSA has two programs for agencies to supplement their fleet by renting vehicles for incidents:
1. Rental Supplemental Vehicle Program (RSVP)
 2. Short Term Rental (STR) Program

Q. What types of vehicles are available in the programs?

- A.** Pickup trucks, SUVs, box vans, and sedans are on the schedule, however, not all vendors offer all of these vehicle types. Check the pricelist of each vendor.

Q. Where can I find information on the rental vehicle programs?

- A.** The list of vendors offering vehicles along with their respective Terms & Conditions/Pricelist can be found at GSAAdvantage.gov. Click on elibrary in the upper right of the page. Then click on Travel & Transportation Solutions, then Transportation & Vehicle Rental Solutions, then Category 411 2. It can also be found at <http://www.gsaelibrary.gsa.gov/ElibMain/sinDetails.do?executeQuery=YES&scheduleNumber=48&flag=&filter=&specialItemNumber=411+2>

Q. What are some of the unique features of each program?

- A.** Rental Supplemental Vehicle Program (RSVP)

1. Payment may be made by purchase card.
2. Cardholder calls vendors to obtain quotes and selects vendor.
3. Cannot obtain a fuel card for vehicles.

Short Term Rental (STR)

1. Vehicles are billed through GSA fleet billing.
2. A BOAC (Billing Office Address Code) is needed to order vehicles and for billing purposes.
3. Once call is made to the Program Office at 866-886-1232 or an email to gsa_rental@gsa.gov and they will obtain quotes for the unit. The Program Office will deliver quotes for the requesting unit to select a vendor. GSA will coordinate order with the vendor.
4. Can obtain a fuel credit card for each vehicle and fuel will be billed through the fleet billing.

Q. Can vehicles obtained through the GSA programs be taken off-road?

A. Yes, however, you must inform the vendor that you will be taking them off-road at the time they are rented.

Q. How long can the vehicles be kept?

A. Both programs are designed to supplement the agency's fleet for up to 60 days. An estimate of time will need to be given to the vendor at the time the quote is obtained. You will need to inform the company if the original estimate will be exceeded.

Q. What is the cost of the vehicles?

A. The prices are found on the vendor's pricelist contained in the Terms & Conditions found on the GSA Advantage website. The prices are ceiling prices (the most they can charge for that type of vehicle). The vendor may give lower pricing depending on the quantity and length of rental.

Q. Are the charges on the GSA programs the same as the Defense Travel Management (DTM) vehicle rental contract for temporary duty travel?

A. No, the DTM contract will charge a GARS (Government Administrative Rate Supplement) rate of \$5.00 per day. The GSA programs will not charge this fee. Other fees such as airport fees (if rented from an airport facility) will apply on both contracts. Rates can also differ between the contracts.

Q. Who settles claims for vehicle damage?

A. The cardholder will settle claims for vehicles that sustain damage that were obtained on the RSVP program. For vehicles obtained on the STR program, a Contracting Officer will need to be involved.

Q. Can personal credit cards be used to obtain rental vehicles off the GSA Programs?

A. No, only government issued purchase cards or purchase orders can be used for payment.

Q. Can personal credit cards be used to obtain rental vehicles off the Defense Travel Management(TDY) agreement?

Personal credit cards can be used to rent vehicles on the Defense Travel Management agreement. However, if the renter has a Government-issued travel card, it is the mandatory method required under this agreement.

ADs and Rental Vehicles

Q. How can AD employees obtain rental vehicles?

A. There are basically 2 ways for an AD employee to obtain a rental vehicle:

1. Vehicle is provided to the AD by the hiring unit or the incident through the GSA programs using a warranted procurement official.
2. Vehicle is provided by the ordering unit through a geographic area agreement.
3. Vehicle is rented by the AD through the Defense Travel Management (TDY) Agreement using their personal credit card

Generally, if the AD employee **will not** be taking the vehicle off-road, the vehicle can be reserved off the temporary duty (TDY) contract and paid for with a personal credit card by the AD employee.

If the AD employee **will** be taking the vehicle off-road, warranted procurement officials should be contacted to obtain rental vehicles off the GSA programs. This may include a member of the buying team if a team is available. This option may also be used if the AD employee does not have a personal credit card.

A rental car must be authorized in advance, on a resource order, for an AD to obtain a rental car using a personal credit card. The cost of the rental car will be reimbursed to the AD through the government travel voucher process.