



NWCG Standards and Best Practices for Incident Rental Vehicles

May 2016

Geographic Areas:

- Use regional BPAs as the procurement instrument for competitively soliciting rental vehicles.
 - Northern Rockies - <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/2014-vendors-and-eeras>
 - Great Basin - http://gacc.nifc.gov/gbcc/admin/docs/SOP_Rental_Cars_Final.pdf
 - Pacific Southwest – will be posted later this year
 - Pacific Northwest - <http://www.fs.usda.gov/detailfull/r6/workingtogether/contracting/?cid=stelprd3840811&width=full>
 - As other GACCs get vehicle rental agreements completed, they will be posted to the IBC website.
- Use established GSA vehicle rental contracts
 - http://www.nwcg.gov/sites/default/files/ibc_rental_vehicles_faq.pdf
- Implement and require the use of a tracking and accountability form.

Agency Administrators:

- Limit authorization of rental vehicles based on position/qualification needed and not on the employee's hiring authority.
- Require IMTs to identify IMT mobilization needs and strategies by identifying rostered members who require rental vehicles, car-pooling efforts, and utilization of bus/coach-bus to transport team members and gear.

Dispatch Centers:

- If agency travel regulations allow, procure rental vehicles through agency-centralized billing accounts (CBAs).
- When filling orders in ROSS, do not utilize support requests for rental vehicles. For Overhead, Crew, Aircraft or Equipment, documentation of rental vehicle authorized on the parent request resource order will serve as the resource order for the rental vehicle

Procurement Officials:

- Procurement officials and dispatch employees jointly develop a common understanding of how transportation tools are to be ordered, utilized, and paid.
- Discourage the use of personal credit cards for procurement of rental vehicles.

Emergency Responders:

- Utilize the appropriate type of rental vehicle that will be required for the assignment (e.g., pick-up, SUV, van).