

Completing your NERV Payment Cover Sheet – HELP guide

Introduction:

- The NERV Payment Cover Sheet, and entire user package, serve as documentation to pay the invoices associated with each individual rental.
- Users are responsible for submitting complete user packages to sm.fs.nerf@usda.gov.
- Fire personnel use the summarized information compiled by the NERV program for budget purposes.
- The best way to get reliable information regarding use at the end of the fire season is to have good information going into the system.
- This guide is intended to help you complete this form so that incidents can be charged properly and budget personnel can get the most valuable information for your program or dispatch center at the end of the season.
- While no guide can provide an example for every unique circumstance, this guide will show the proper way to complete the cover sheet for the most common uses.

The Cover Sheet:

Below is an example of a blank NERV Payment Cover Sheet (AKA “Cover Sheet”).

NERV (National Emergency Rental Vehicle) Payment Cover Sheet

****This sheet must be filled out and submitted for EACH vehicle rented under the NERV BPA****

REMIT COMPLETED PACKET TO:

Scan and Email entire package to: SM.FS.NERV@usda.gov

Package must be combined to one PDF format file with naming convention:
AB-CDE-000000_O-1-Plate#

RESOURCE HOST DISPATCH OFFICE & PHONE #:
ENTERPRISE RENTAL AGREEMENT # (on rental agreement from Vendor - example: 5K910V):
VEHICLE LICENSE #, MAKE & MODEL:

- This cover sheet is to REMAIN WITH THE VEHICLE until it is ready to be returned to Enterprise.
- It is the responsibility of each operator/host to ensure this sheet is filled out for each incident.
- The last operator or host is responsible for submitting the package to NERV.

INCIDENT NAME	INCIDENT NUMBER <small>(ex: OR-DEF-000146)</small>	RESOURCE ORDER # <small>(ER/DR/CR or AR on resource order)</small>	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE <small>(on resource order)</small>	OPERATOR/GROUND SUPPORT PRINT NAME & E-MAIL

REQUIRED SUPPORTING DOCUMENTS TO INCLUDE WITH THIS PAYMENT COVER SHEET

- Resource Order(s) for EACH Incident the vehicle is utilized on.
- Rental Agreement from vendor (provided at the time the vehicle is picked up or delivered)
- Copy of Inspection from Ground Support (Only if there was inspection done – not required)
- ALL Documentation of Damage (include pictures, damage report, accident report and contact names/numbers for all involved)

Questions? E-mail: SM.FS.NERV@usda.gov

For additional copies of this sheet or guidance of this BPA visit the NERV website: <https://sites.google.com/a/firenet.gov/nerf/>

- The Cover Sheet is one of three documents (see the bulleted list at the bottom of the form) that need to be submitted at the end of a rental or after 30-days in rental status (i.e. Feb 15 to Mar 17).
- Each vehicle rented needs to have its **OWN dedicated Cover Sheet** to track incident use.
- The cover sheet is to REMAIN WITH THE VEHICLE until it is ready to be returned to Enterprise.
- It is the responsibility of each operator/host to ensure this sheet is filled out for each incident.
- The last operator or host is responsible for submitting the package to NERV.
- When originally renting the vehicle
 - Use a separate RO for each vehicle rented.
 - Make sure you know which vehicle was assigned to which RO – IT MAKES A DIFFERENCE later on when problems arise.

Top Section:

RESOURCE HOST DISPATCH OFFICE & PHONE #:
ENTERPRISE RENTAL AGREEMENT # (on rental agreement from Vendor - example: 5K910V):
VEHICLE LICENSE #, MAKE & MODEL:

- **“Resource Host Dispatch Office & Phone #”** This section should contain the resource’s HOME dispatch center’s name and phone number
- **“Enterprise Rental Agreement #”** This section should contain the Rental Agreement (RA) number listed usually at the top of the rental agreement you should be given when you pick up your rental. KEEP THE RA WITH THE COVER SHEET (see bulleted list in the example cover sheet above).
- **“Vehicle License # Make & Model”** This section should pertain to the vehicle that is originally issued to the driver – i.e. License: ABC-123, 2020 Dodge Ram B250.

Incident List Section:

Scenario #1 – One incident

INCIDENT NAME <small>Always start with ordering incident</small>	INCIDENT NUMBER <small>(ex: OR-DEF-000146)</small>	RESOURCE ORDER # <small>(E#/O#/C# or A# on resource order)</small>	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE <small>(on resource order)</small>	OPERATOR/GROUND SUPPORT PRINT NAME & E-MAIL
Three Rivers Fire	NM-LNF-000130	O-107	4/15/21	4/29/21	P3NZN0 / 0308	physical or e-signature

- Whatever incident the vehicle was ordered on is the Ordering Incident. If the Ordering Incident and the actual incident are different, this is a re-assignment. See Scenario #3
- Start date is the day the vehicle is rented, end date is the day it is returned to Enterprise.
- Paycode is found on the RO in the upper right box labeled “Financial Codes.” When in doubt use the code with the [P] or ask the incident dispatch center. Both the override and the 6 or 8 character code must be provided.
- User signs

Scenario #2 – One incident, multiple drivers

INCIDENT NAME <i>Always start with ordering incident</i>	INCIDENT NUMBER (ex: OR-DEF-000146)	RESOURCE ORDER # (E#/O#/C# or A# on resource order)	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE (on resource order)	OPERATOR/GROUND SUPPORT PRINT NAME & E-MAIL
Three Rivers Fire	NM-LNF-000130	O-107, O-58	4/15/21	4/29/21	P3NZN0 / 0308	physical or e-signature

- Same as Scenario #1 then add in the O#'s from the resource orders of the additional drivers. Be sure to also submit the ROs for the other drivers.

Scenario #3 – Re-assignments – multiple incidents under 30 days

INCIDENT NAME <i>Always start with ordering incident</i>	INCIDENT NUMBER (ex: OR-DEF-000146)	RESOURCE ORDER # (E#/O#/C# or A# on resource order)	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE (on resource order) <i>See Financial Codes box top right of RO</i>	OPERATOR/GROUND SUPPORT PRINT NAME & E-MAIL
Three Rivers Fire	NM-LNF-000130	O-107	4/15/21	4/18/21	P3NZN0 / 0308	Driver signature & email (print or digital)
PSICC NF Fire Support	CO-PSF-000002	E-500	4/19/21	4/23/21	P2EK421 / 0212	Driver signature & email (print or digital)
Tussock	AZ-PHD-000455	O-52	4/24/21	4/30/21	PDNOGU / 1522	Driver signature & email (print or digital)

- Same as Scenario #1 then continue to add subsequent incident assignments until vehicle is returned.
- Vehicle may only be on one assignment for each day.

Scenario #4 – Re-assignments – multiple incidents over 30 days

Vehicles that are in rental status for 30-days or more MUST have user packages submitted every 30 days from the original date of rental. Every 30-days Enterprise will send an invoice to the NERV program officials for payment, the user package serves as supporting documentation to pay the invoice.

First 30-days – Example: a vehicle rented on February 15 hits the *30-day rental* mark on March 17, user package is due on March 17. The first cover sheet might look like this:

INCIDENT NAME <i>Always start with ordering incident</i>	INCIDENT NUMBER (ex: OR-DEF-000146)	RESOURCE ORDER # (E#/O#/C# or A# on resource order)	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE (on resource order) <i>See Financial Codes box top right of RO</i>	OPERATOR/GROUND SUPPORT PRINT NAME & E-MAIL
Three Rivers Fire	NM-LNF-000130	O-107	2/15/2021	2/28/2021	P3NZN0 / 0308	Driver signature & email (print or digital)
PSICC NF Fire Support	CO-PSF-000002	E-500	3/01/2021	3/17/2021	P2EK421 / 0212	Driver signature & email (print or digital)

Second 30-days – CONTINUE to use the SAME cover sheet and add incidents as they are assigned.

- In this rental period, the vehicle remains on the PSICC after the 30-day mark, but then gets transferred to another fire. The second rental period of 30-days is from 3/17/21 – 4/16/21, so the next package is due 4/16/21 and the cover sheet would be updated to look like this:

INCIDENT NAME Always start with ordering incident	INCIDENT NUMBER (ex: OR-DEF-000146)	RESOURCE ORDER # (EH/OH/CH or AH on resource order)	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE (on resource order) See Financial Codes box top right of RO	OPERATOR/GROUND SUPPORT PRINT NAME & E-MAIL
Three Rivers Fire	NM-LNF-000130	O-107	2/15/2021	2/28/2021	P3NZN0 / 0308	Driver signature & email (print or digital)
PSICC NF Fire Support	CO-PSF-000002	E-500	3/01/2021	3/17/2021 3/20/2021	P2EK421 / 0212	Driver signature & email (print or digital)
Tussock	AZ-PHD-000455	O-52	3/21/2021	3/28/2021	PDN0GU / 1522	Driver signature & email (print or digital)
Whitlow Fire	AZ-TNF-000711	C-14	3/29/2021	4/16/2021	P3NZ57 / 0312	Driver signature & email (print or digital)

Third (and final) 30-days – CONTINUE to use the SAME cover sheet adding incidents as they are assigned.

- At this point, or even earlier, there may not be enough lines on one cover sheet. If this is the case, continue the list of assignments onto another cover sheet. When submitting the package, ALL the pages will need to be submitted.

INCIDENT NAME Always start with ordering incident	INCIDENT NUMBER (ex: OR-DEF-000146)	RESOURCE ORDER # (EH/OH/CH or AH on resource order)	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE (on resource order) See Financial Codes box top right of RO	OPERATOR/GROUND SUPPORT PRINT NAME & E-MAIL
Three Rivers Fire	NM-LNF-000130	O-107	2/15/2021	2/28/2021	P3NZN0 / 0308	Driver signature & email (print or digital)
PSICC NF Fire Support	CO-PSF-000002	E-500	3/01/2021	3/17/2021 3/20/2021	P2EK421 / 0212	Driver signature & email (print or digital)
Tussock	AZ-PHD-000455	O-52	3/21/2021	3/28/2021	PDN0GU / 1522	Driver signature & email (print or digital)
Whitlow Fire	AZ-TNF-000711	C-14	3/29/2021	4/16/2021 4/20/2021	P3NZ57 / 0312	Driver signature & email (print or digital)
AZ-COF Fire Support	AZ-COF-000003	O-5	4/21/2021	4/24/2021	P3EK4X / 0304	Driver signature & email (print or digital)
Flag fire	AZ-CRD-000322	O-57	4/25/2021	5/2/21	PDNZK3 / 1522	Driver signature & email (print or digital)

New page

2021 LNF Large Fire Support	NM-LNF-000001	O-6	5/3/2021	5/15/2021	P3ABC1 / 0308	Driver signature & email (print or digital)
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- This is the FINAL 30 days as rentals over 90 days are prohibited by Federal Fleet rules, as such is prohibited for all non-federal users as well. On or prior to the 90-day from original rental mark, the vehicle will need to be returned to Enterprise.

Scenario #5 – Repeated re-assignments

During this scenario the vehicle is originally rented on a Support code, is sent to a fire then returns back to the support code to wait to be used for the next assignment. At one point it is prepositioned in Arizona and then is sent back to the original dispatch center. The same scenario could be applied to a vehicle/resource that is assigned to the same fire repeated times, but with other assignments in between the repeated assignment.

INCIDENT NAME <small>Always start with ordering incident</small>	INCIDENT NUMBER <small>(ex: OR-DEF-000146)</small>	RESOURCE ORDER # <small>(EH/CH/CA or A# on resource order)</small>	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE <small>(on resource order) See Financial Codes box top right of RO</small>	OPERATOR/GROUND SUPPORT PRINT NAME & E-MAIL
PSICC NF Fire Support	CO-PSF-000002	E-1	3/01/2021	3/5/2021	P2EK421 / 0212	Driver signature & email (print or digital)
First Fire	CO-PSF-210010	O-1	3/6/2021	3/9/2021	P2N0GU / 0212	Driver signature & email (print or digital)
PSICC NF Fire Support	CO-PSF-000002	E-1	3/10/2021	3/12/2021	P2EK421 / 0212	Driver signature & email (print or digital)
Whitlow Fire	AZ-TNF-000711	C-14	3/13/2021	3/18/2021	P3NZ57 / 0312	Driver signature & email (print or digital)
AZ-COF Fire Support	AZ-COF-000003	O-5	3/19/2021	3/21/2021	P3EK4X / 0304	Driver signature & email (print or digital)
Flag fire	AZ-CRD-000322	O-57	3/22/2021	3/25/2021	PDNZK3 / 1522	Driver signature & email (print or digital)
PSICC NF Fire Support	CO-PSF-000002	E-1	3/26/2021	3/30/2021	P2EK421 / 0212	Driver signature & email (print or digital)

- Continue to list incidents and dates assigned to that incident even when the incident is repeated.

Conclusion:

- This form determines how the rental charges will be allocated across assigned incidents.
- The information contained on it is verified by BOTH the Rental Agreement (provided by Enterprise) and the relevant resource orders.
- If DAMAGE occurs to the vehicle during one use, this document allows the damage to be charged to the appropriate incident. Please send damage documentation with user package.
- Frequently Asked Questions are addressed at <https://sites.google.com/a/firenet.gov/nerv/click-here-for-help>
- Questions regarding submitting paperwork properly for a unique situation can be submitted to sm.fs.nerv@usda.gov or you can leave a message at 505-563-7860 and a team member will get back to you.
- Without proper documentation of use (user package), the NERV program cannot properly document the payment for services and that puts the program at risk. NERV program officials have tried to keep this program simple to use, with as little accompanying paperwork as possible. The program is a valuable asset to wildland firefighting, AND it needs the time and support of users and dispatch centers to keep the program operating.