

# NERV Rental

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## STEP BY STEP 2023 NERV PROCESS

- If you need a NERV rental for your assignment, notify that to Dispatch during your initial call.
- Dispatch will handle:
  1. Heavy Duty NERV rentals
  2. AD NERV rentals
  3. Pool vehicle rentals.
- Fill out questionnaire on Dispatch website. Please do not fill out questionnaire until you have your Resource Order. You need that information for the questionnaire.
- If you are a Regular Government employee and do not need a Heavy Duty rental, please rent your vehicle through your agency travel program.
- Dispatch will email the Resource a copy of the following:
  1. Resource Order
  2. NERV Cover Sheet
  3. NERV Confirmation from Enterprise
- It is the responsibility of each operator/host agency to ensure this sheet is filled out for each incident.

### Nerv Extensions

1. You may keep your rental for 120 days
2. Payment package is due every 30 days for all agencies
3. No requirement to extend with Enterprise. "no extension is necessary"

### Nerv Transfers

Updated in 2022- Person-to-person vehicle transfers are prohibited. Dispatch centers are the only facilitators of a vehicle transfer. Only HD vehicles are eligible for transfer. Dispatch centers reserve the right to facilitate transfers.

### Once your assignment is complete you will need:

1. Complete NERV payment coversheet with all the incidents you were assigned to.
  - Ensure Beginning and Ending Mileage is recorded on coversheet
  - Job Code=Fire Code (not position code)
  - PDF Format (No JPEG's or Pictures)
2. Resource orders that the vehicle was charged to.
3. Copy of your rental agreement from Enterprise.
4. Copy of the inspection form - Ground Support Only (Only if there was inspection done- not required)
5. All documentation of vehicle damage. (Include pictures, damage report, accident report and contact names/numbers for all involved)
6. Before turning in the vehicle, please take video or pictures of the Rental you have rented. This will help protect you and the agency.
7. ALL OTHER AGENCIES- Send your NERV Paperwork into NERV.
8. BLM-Please upload those documents to the NERV Tracker.
  - Submit payment package in one PDF (No JPEG's or Pictures)
  - Use Naming Convention listed on the NERV Coversheet
    - Incident Number\_Resource Order-License Plate Number
    - Example: AB-CDE-000000\_O-1-License Plate Number
  - Illegible or incomplete payment packages will be returned to employee for revision

**BLM PROCESS** – Fire Business will submit NERV Payment Package. If you do not have access to the SND Sharepoint, please email your NERV Payment Package to [blm\\_nv\\_snd\\_firebusiness@blm.gov](mailto:blm_nv_snd_firebusiness@blm.gov)