

AIMS INCIDENT Response

<p><u>Dispatch</u></p> <p><i>Forest Service Fires Only</i> Identifies a need for warranted support -></p> <p>AIMS Support workload: EERA LUA's Commercial Agreements</p>	<p><u>Engage AIMS</u></p> <p>Call the Duty Phone (720-473-4105) (regular & after hours) Identify the need and location Send resource order and general message to AIMS inbox: SM.FS.WOAIMS@usda.gov</p> <p>Note: no work will be assigned for action until resource order is received by AIMS via inbox</p>	<p><u>AIMS Assignment</u></p> <p>Workload assignments: Duty Officer will rotate based on workload capacity</p> <p>After business hours- Contact AIMS duty phone for support</p> <p>Militia Support: Will be assigned by lead/ acting.</p> <p>Request will be added to AIMS workload tracking where customers can track status and personnel assigned.</p>	<p><u>AIMS Execution: See below for hours</u></p> <p>Time starts for workload assignments when the resource order is received</p> <p>EERA's /Commercial Agreements/ LUA's - initial contact with vendor within 3 hours</p> <p>AIMS personnel will update tracking tool with the status as the procurement evolves. When completed, attach a fully executed copy of the agreement, package, receipt in the tracking tool.</p> <p>Dispatch and Incident personnel are <u>NOT to make changes to the AIMS Tracker</u> Files will be named in accordance with the structure below.</p>	<p><u>Fill Information, Transitions & Records:</u></p> <p>Fill information: Dispatch can download tracking tool and filter for up to date fill information.</p> <p>Transition: AIMS team lead will coordinate with incoming BT lead (as they are identified) & INBA for workload cut off and workload transition.</p> <p>Records: AIMS records will be available through the Tracker</p>
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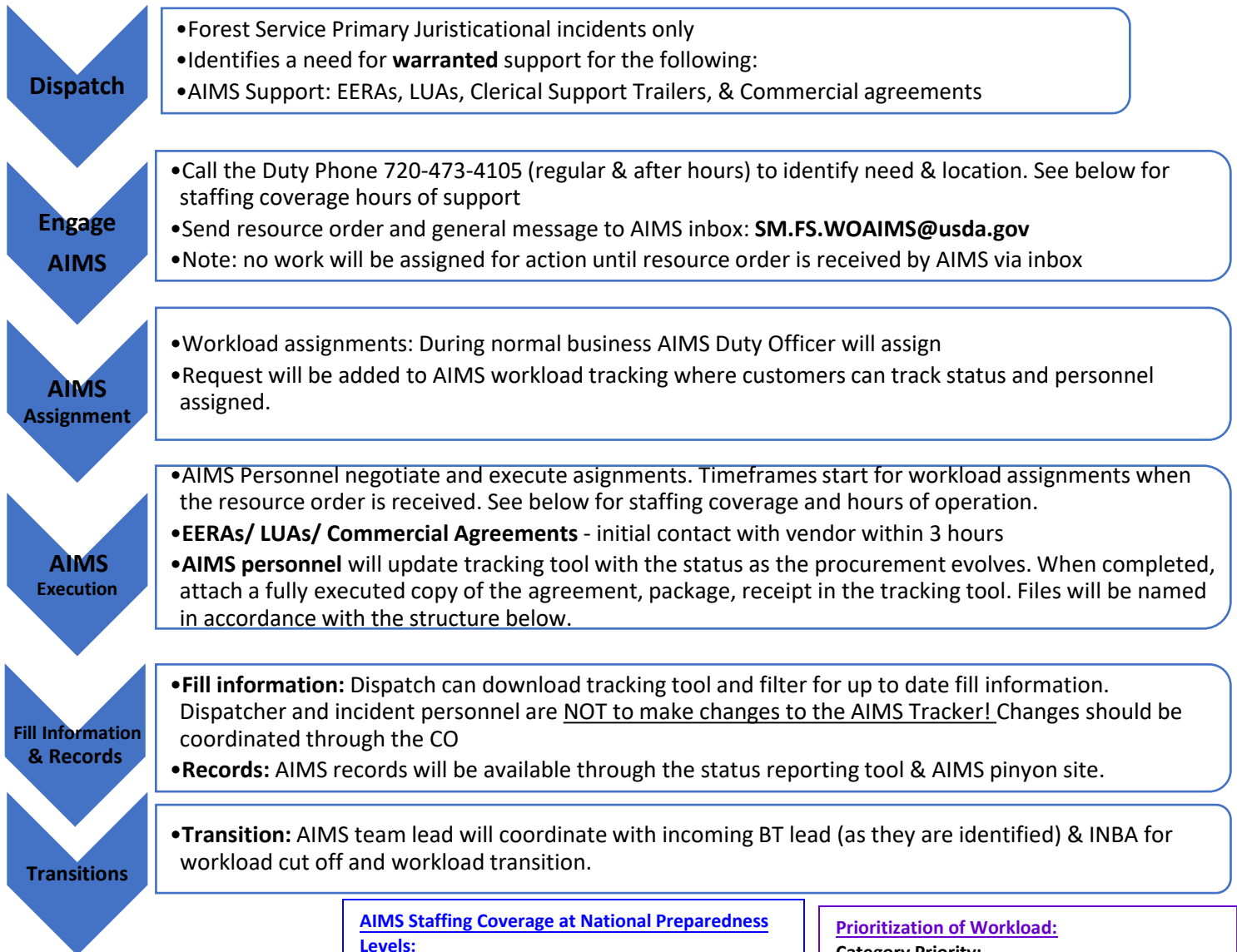
<p><u>Prioritization of Workload:</u></p> <p>Category Priority:</p> <ol style="list-style-type: none"> 1) Sanitation services (Toilets, handwash, dumpster) 2) LUAs for ICP locations 3) Critical Supplies over the Micro- Purchase threshold (i.e. hydration) 4) EERA/LUAs 5) Supplies over the Micro-purchase threshold <p>Incident Priority:</p> <ol style="list-style-type: none"> 1) Initial Attack 2) Extended Attack <p>NOTE: If a conflict occurs it will be left to the CO's discretion.</p>

<p><u>Incident Unit Responsibilities:</u></p> <ul style="list-style-type: none"> • Processing of OF286 invoices for EERAs and LUAs • Providing documentation to COs for credit card purchases • Coordinate with CO for commercial agreement equipment pickup and closeout • Coordinating with vendors on release/ pickup of <u>EERA</u> and <u>LUA</u> resources only
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<p><u>AIMS Staffing Coverage at National Preparedness Levels:</u></p> <p>PL 3 and above</p> <ul style="list-style-type: none"> • Operational hours 0700-1900 PT • Staffed 7 days a week <p>PL 2</p> <ul style="list-style-type: none"> • Operational hours 0700-1900 PT Mon-Fri • Staffed as needed with on-call phone and email being monitored • Evening, weekend, and holiday needs to be requested 72 hours in advance • Call when orders are submitted <p>PL 1</p> <ul style="list-style-type: none"> • Staffed Mon Mon-Fri, during normal office hours. On-Call phone monitored • Extended hours requested 72 hours in advance • Call when orders are submitted
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<u>Filing Naming Structure:</u>		
<u>Doc Type</u>	<u>Naming Convention</u>	<u>Example</u>
EERA	GACC Incident Name RO # Vendor Name Agreement No	GBCC Riverside E35 MountainSky 1202RZ221K5016
LUA	GACC Incident Name RO # Vendor Name Agreement No	PNCC Riverside S15 SunriseSchool 1202RZ221K4003
Service Agreement	GACC Incident Name RO # Vendor Name Agreement No	PNCC Gulch E92 Flareflash 1202RZ22K5487
Commercial Agreement	GACC Incident Name RO # Vendor Name Commerical Agmt	SWCC August S604 SallysKitchen ComAgmt
Commercial Rentals	GACC Incident Name RO # Vendor Name Commerical Rental	RMCC Creek E67 Uhaul 9863D784

At- Incident Management Support Branch (AIMS) Process Flows



Dispatch

- Forest Service Primary Jurisdictional incidents only
- Identifies a need for **warranted** support for the following:
- AIMS Support: EERAs, LUAs, Clerical Support Trailers, & Commercial agreements

Engage AIMS

- Call the Duty Phone 720-473-4105 (regular & after hours) to identify need & location. See below for staffing coverage hours of support
- Send resource order and general message to AIMS inbox: **SM.FS.WOAIMS@usda.gov**
- Note: no work will be assigned for action until resource order is received by AIMS via inbox

AIMS Assignment

- Workload assignments: During normal business AIMS Duty Officer will assign
- Request will be added to AIMS workload tracking where customers can track status and personnel assigned.

AIMS Execution

- AIMS Personnel negotiate and execute assignments. Timeframes start for workload assignments when the resource order is received. See below for staffing coverage and hours of operation.
- **EERAs/ LUAs/ Commercial Agreements** - initial contact with vendor within 3 hours
- **AIMS personnel** will update tracking tool with the status as the procurement evolves. When completed, attach a fully executed copy of the agreement, package, receipt in the tracking tool. Files will be named in accordance with the structure below.

Fill Information & Records

- **Fill information:** Dispatch can download tracking tool and filter for up to date fill information. Dispatcher and incident personnel are NOT to make changes to the AIMS Tracker! Changes should be coordinated through the CO
- **Records:** AIMS records will be available through the status reporting tool & AIMS pinyon site.

Transitions

- **Transition:** AIMS team lead will coordinate with incoming BT lead (as they are identified) & INBA for workload cut off and workload transition.

- Incident Unit Responsibilities:**
- Processing of OF286 invoices for EERAs and LUAs
 - Providing documentation to COs for credit card purchases
 - Coordinate with CO for commercial agreement equipment pickup and closeout
 - Coordinating with vendors on release/ pickup of EERA and LUA resources only

- AIMS Staffing Coverage at National Preparedness Levels:**
- PL 3 and above**
- Operational hours 0700-1900 PT
 - Staffed 7 days a week
- PL 2**
- Operational hours 0700-1900 PT Mon-Fri
 - Staffed as needed with on-call phone and email being monitored
 - Evening, weekend, and holiday needs to be requested 72 hours in advance
- Call when orders are placed**
- PL 1**
- Staffed Mon Mon-Fri, during normal office hours. On-Call phone monitored
 - Extended hours requested 72 hours in advance
- Call when orders are submitted**

- Prioritization of Workload:**
- Category Priority:**
- 1) Sanitation services (Toilets, handwash, dumpster)
 - 2) LUAs for ICP locations
 - 3) Critical Supplies over the Micro- Purchase threshold (i.e. hydration)
 - 4) EERA/LUAs
 - 5) Supplies over the Micro-purchase threshold
- Incident Priority:**
- 1) Initial Attack
 - 2) Extended Attack
- NOTE: If a conflict occurs it will be left to the

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