



United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

March 24, 2021

Memorandum

To: All Regional Directors
Attention: Regional Budget Officers
Regional Fire Management Officers
Agency Superintendents

From: Director, Bureau of Indian Affairs

Subject: National Emergency Rental Vehicle Program

As part of the Bureau of Indian Affairs' (BIA) ongoing effort to improve our financial management and efficiency, the Branch of Wildland Fire Management (BWFM) formally initiates the following new requirements for using vehicles under the National Emergency Rental Vehicle (NERV) Program. Please be advised, the NERV agreement is a United States Forest Service Agreement that allows the interagency partners to participate, and therefore, we are required to follow their requirements.

The NERV Agreement may be utilized for all of the following:

- Any single resource responding to an incident whose position requires a vehicle with 4x4 high ground clearance and HD tires to meet the needs of the assignment (3/4-ton and 1-ton trucks with e-rated or 10-ply tires only).
- Any single resource that is responding to an incident who needs a rental vehicle to meet the needs of the mission and is NOT self-sufficient or able to procure a vehicle (such as Administratively Determined or Casual Pay employees who do not have an agency travel card).
- Incident Pool vehicles that will be managed by a ground support, buying team, dispatch or other units and will be utilized by multiple resources or multiple incidents.

The NERV Program is not intended to circumvent employing agency travel card and rental car procedures if the criteria above are not met.

Resources who use the NERV Program must provide copies of all of their back-up documentation at the conclusion of their assignment (or every 30 days if the vehicle is rented out longer) to the NERV Program Coordination Center. The email for the NERV Program Coordination Center (to submit back-up documentation to) is: sm.fs.nerv@usda.gov. Back-up documentation should include:

- Copies of the Resource Order(s)
- Copies of the Payment Cover Sheet
- Copies of the rental agreement
- Copies of the rental agreement receipt(s)
- Other relevant documentation

Payments for NERV invoices will be made to the rental vehicle provider (Enterprise Holdings, LLC) by the Budget Office of the BWFM. Before payment is submitted, the regional offices will be given the opportunity to provide the Budget Office with a specific line of accounting for billing. For regional offices who do not provide the Budget Office with a specific line of accounting, the following default line of accounting will be used:

AAXX0044XX / 21XA1125TR / AF2001010.999900 / AF.SPXXXX0000.00000

Bolded items will be adjusted based on the location of the regional office, the fiscal year code, and the fire code associated with the incident

Copies of NERV invoices and back-up documentation will be retained on file with the BWFM. Regional offices may request copies of documents by submitting an email request to Rachael Larson, Budget Director, at the phone number and email address listed below.

If you have additional questions please contact Rachael Larson, Budget Director, at (208) 914-8324 or email at Rachael.Larson@bia.gov.