

## ORDERING FROM NWCG NFES CATALOG PART 2: PUBLICATIONS

If not an Incident Resource Order, mail or fax the order directly to the Great Basin Cache, located at the National Interagency Fire Center. The Great Basin Cache stocks all items listed in this catalog. If you have questions about items listed, order status, or ordering procedure, please call the Great Basin Cache Supply Office 208-387-5104.

The Great Basin Cache performs inventory during January every year: **please call in early December to verify ordering cut-off date.** During inventory, incident resource orders for active incidents are the ONLY orders processed. All other orders are processed & shipped after inventory in the order received at the Great Basin Cache.

Items are priced on a cost recovery basis. Prices are adjusted February 1 each year.

Call your geographic area cache or coordination center if you have questions regarding ordering fire supplies and equipment. ONLY active incidents using Incident Resource Orders in accordance to existing mobilization plans may order fire supplies from an NFES cache. Refer to the National Interagency Mobilization Guide and area mobilization guides for details.

### ORDER PROCEDURE Mail or fax orders: (no phone orders accepted)

National Interagency Fire Center, Attn: Great Basin Cache Supply Office  
3833 S. Development Avenue, Boise, ID 83705  
FAX: 208-387-5573/5548

Use the order and/or credit card forms provided or **any other form that contains the essential information:**

- Correct shipping address (do not use P.O. Box address),** contact person & phone number
- Payment method: *do not send any payment (cash, check) with the order.***
  - Questions about payment methods may be directed to Great Basin Cache Finance 208-387-5521 or Great Basin Cache Supply Office 208-387-5104.*
  - **Credit card: Visa, Mastercard, Discover, Amex accepted.** All ordering units may use credit cards. Federal agencies, private individuals, university/college bookstores, and military units must use credit cards: orders from these groups are not processed without credit card information. *For credit card number security, credit card information needs to be separate from order form (see credit card format).*
  - **Invoice:** order number and invoice address are required.
- Shipping method: best means or overnight.**
  - Shipping is FOB Origin** (shipping charges are in addition to item cost)
- For **each** item ordered, the following information is necessary:
  - NFES (item) number** If the NFES number is not provided, the item will not be sent
  - short description/title**
  - quantity ordered & unit of issue:** "unit of issue" in this catalog is EACH unless otherwise stated. others are: SE—Set, PG—Package, SH—Sheet

Each item is assigned an "NFES number" that must be used to order an item. Use the correct "unit of issue" for each item ordered.

### ORDER RECEIPT PROCEDURE

The items are shipped with a copy of the "issue"/packing slip. When you receive your order, immediately verify that all items listed on the computer "issue"/packing slip are enclosed. **Note the "Message" area on the packing slip/"issue" for information about back-orders, out of stock items, items not carried, or any other specific information about your order. ORDERS BILLED TO A CREDIT CARD WILL NOT ALLOW FOR "BACK-ORDERED" ITEMS: YOU WILL NEED TO REORDER IF AN ITEM IS OUT OF STOCK.** If there are questions once you receive the order, please refer to the "issue number" when calling the Great Basin Cache Supply Office 208-387-5104.

## **RETURN PROCEDURE**

Please refer to the "issue number" in correspondence when returning items. **Returned items** are credited to the specific "issue number" account. Items ordered from this catalog may be returned for credit within 30 days ONLY if they have not been used and are still a viable item stocked by the Great Basin Cache at NIFC. Discontinued or obsolete items are not credited.

## **INVOICE PROCEDURE**

The Invoice/Bill for Collection is sent within 45 days of order receipt. Payment is due upon receipt of the Invoice/Bill for Collection issued by National Interagency Fire Center. The cost of the items ordered and the shipping charge will appear on the bill. If you have any questions regarding Great Basin Cache billing procedures, please call Great Basin Cache Finance 208-387-5521.

## **EVALUATION**

If you have comments or suggestions that would benefit the overall distribution program, mail the comments to: Great Basin Cache Manager, National Interagency Fire Center, 3833 S. Development Avenue, Boise, Idaho 83705.

Mail or fax this suggested order format or your own form to: National Interagency Fire Center, Great Basin Cache Supply Office, 3833 S. Development Ave., Boise, ID 83705. FAX: 208-387-5573.

DATE:

**SHIPPING ADDRESS: The order will not be processed if address incomplete.**  
 Company/Agency Title: \_\_\_\_\_

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Shipping Address: (NO P.O. Box)  Business  Residential

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City, State, Zip: \_\_\_\_\_

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CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_  
**Contact person & phone number required for shipping via overnight means.**

**Shipping is FOB Origin: shipping charges are the responsibility of the office ordering the materials.**  
**SHIPPING CHOICE: choose one**

OVERNIGHT (FEDERAL EXPRESS) Requested date for overnight delivery \_\_\_\_\_  
*Overnight shipments sent within 48 hours upon receipt of order. Contact person and phone number required.*

BEST MEANS *Most economical method; normally sent within 2 weeks upon receipt of order.  
 If less than 200 pounds: FEDEXGround; if more than 200 pounds: ground freight*

**PAYMENT CHOICE: circle one Credit Card or Invoice**  
 If credit card, indicate type:  VISA  DISCOVER  MASTERCARD  AMERICAN EXPRESS  
**Do not write credit card information on this or any order form. Send credit card form with your order form. The credit card form information is protected separately from the order form information.**

**If invoice, your office reference number/order number:** \_\_\_\_\_

**INVOICE ADDRESS** (if different from shipping address):  
 Company/Agency Title: \_\_\_\_\_

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Mailing Address: \_\_\_\_\_

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City, State, Zip: \_\_\_\_\_

**I authorize this order for materials. I understand that the submission of this order constitutes an agreement that I (customer) will make payment for the items ordered and the associated shipping charges.**

**AUTHORIZED BY:**

	NFES	ITEM DESCRIPTION	QUANTITY	PRICE	TOTAL
1					
2					
3					
4					
5					
6					
7					

Suggested Ordering Format Continuation Page

page 2 of **Your Office Reference Number/Order Number:** \_\_\_\_\_

	NFES	ITEM DESCRIPTION	QUANTITY	PRICE	TOTAL
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Suggested Ordering Format Continuation Page

page 3 of Your Office Reference Number/Order Number: \_\_\_\_\_

	NFES	ITEM DESCRIPTION	QUANTITY	PRICE	TOTAL
40					
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43					
44					
45					
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47					
48					
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UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NIFC GREAT BASIN AREA CACHE  
3833 S. DEVELOPMENT AVE.  
BOISE, ID 83705  
FAX NUMBER (208)387-5573

**CREDIT CARD INFORMATION (MAIL OR FAX WITH ORDER)**

To protect credit card information, please complete the following information and submit with the copy of your order. **DO NOT PUT CREDIT CARD INFORMATION ON YOUR ORDER FORM.** Mail or fax the order and this page to the Great Basin Cache Supply Office. The Great Basin Cache requires the use of Visa / MasterCard / Discover / Amex for all orders placed by federal agencies, private individuals, university/college bookstores, and military organizations ordering from the Part 2: Publication Catalog. Orders received from these groups without the credit card information will not be processed. If you have any questions please call the Great Basin Cache Supply Office at (208)387-5104. **PLEASE NOTE: ORDERS BILLED TO A CREDIT CARD WILL NOT ALLOW FOR "BACK ORDERED" ITEMS. YOU WILL NEED TO REORDER IF AN ITEM IS OUT OF STOCK.**

*Information collected from this form may be subject to the requirements of the Privacy Act (5 U.S.C. 552a). This form is used solely as a method of payment for goods and/or services provided to federal agencies, businesses, and private individuals by the Bureau of Land Management at the National Interagency Fire Center. The information collected will be stored in a secure location with access limited to those employees designated as Collection Officers. Any information that we collect may be subject to disclosure, but will be handled in accordance with the requirements of the Privacy Act and the Freedom of Information Act to ensure the greatest protection of personal privacy in the face of any required disclosure. Except as might be required by law, we do not share any information we receive with outside parties.*

DATE: \_\_\_\_\_

\_\_\_\_\_  
**CARD HOLDER NAME (please print)**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY / STATE / ZIP CODE**

\_\_\_\_\_  
**TELEPHONE #**

American Express ( )  
DISCOVER ( )  
VISA ( )  
MASTERCARD ( )

**CREDIT CARD NUMBER**

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**EXPIRATION DATE (MO/YR)**

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**CARD HOLDER SIGNATURE (REQUIRED)**

Title 18 U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious or fraudulent statement or representations as to any matter within its jurisdiction.

FOR NIFC FINANCE USE ONLY

NIFC 1372-2 (February 2006)