

CORMK RESOURCE ORDER FORM INSTRUCTIONS

The following are instructions for filling out CORMK FY15 Resource Order Form which is tailored specifically for the CORMK Cache. Instructions for completing the form are as follows:


Requesting

1. Open Excel Spreadsheet “**CORMK FY15 Resource Order v15.2.XLSX**” and immediately save excel spreadsheet using “**save as**” (i.e. High Park Incident Initial Order).
2. Complete Order Form Incident information (as much as possible). For the initial incident order, block 11 will be set at S# 100000. For additional incident orders, enter the next available S# in block 11, this is based on the last number used on the previous order. If you have forgotten or lost track of your last 100000 series S# call 303-202-4940.

Rocky Mountain Interagency Support Cache - Incident to Cache Resource Order Form (v15.1)				
REVIEW THE NATIONAL FIRE EQUIPMENT SYSTEM CATALOG (NFES 0362) IN THE LOGISTICS KIT (NFES 0910) OR ONLINE @ http://www.nwccg.gov/pms/pubs/catalog.htm				
USE THE UNIT OF ISSUE AS NOTED IN THE NATIONAL FIRE EQUIPMENT SYSTEM CATALOG AND ROUND THE REQUEST ORDER QUANTITY TO THE CASE COUNT QUANTITY IF NOTED. BASED ON ONGOING REGIONAL FIRE ACTIVITY SUPPORT. YOUR ORDER QUANTITY CAN BE ADJUSTED BY THE CACHE TO MEET REGIONAL OR NATIONAL NEEDS. IF BUYING TEAM ACTION IS REQUIRED IT WILL BE NOTED IN THE COMMENT FIELD ON THE ISSUE DOCUMENT. USE THE ICBS-R ISSUE DOCUMENT PRICE DATA SUPPLIED BY THE CACHE FOR COST MANAGEMENT REPORTS SINCE PRICES LISTED ON THIS SHEET ARE SUBJECT TO CHANGE. NOTE: UNABLE TO FILL (UT F) ITEMS CAN BE RE-SOURCED AND RECEIVED WITHIN 24-48 HRS FROM OTHER CACHES. SUGGEST REORDER THE ITEM THE FOLLOWING DAY.				
1. RESOURCE ORDER	2. INCIDENT NAME	3. ENTER INCIDENT OR PROJECT CONTROL NUMBER EXAMPLE: CO-SJ-F-000285	4. FIRE MGT CODE/OVERRIDE	5. ENTER YOUR OFFICE ORDER REFERENCE NUMBER
SUPPLIES				
6. LOCATION/RESPONSE	7. MAP REFERENCE TO ICP (CAMP)	8. INCIDENT POINT OF CONTACT, PHONE & FAX NUMBERS	9. JURISDICTION/AGENCY	10. ENTER YOUR ORDER COMMENTS AS REQUIRED
11. ENTER THE STARTING S-NUMBER	12. DATE/TIME MAT'L REQ'D	13. ENTER YOUR ORDER COMMENTS		RESOURCE ORDER TTL COST BASED ON ICBS-R 20 JUL 2013
100000	01/01/15 1500			\$0.00
ALL INCIDENT ORDERS FROM THE CACHE WILL BE DELIVERED TO THE ICP SUPPLY UNIT FOR FURTHER TRANSFER TO OTHER LOCATION(S)/DROP POINT(S) BY THE INCIDENT. OUTSIDE DELIVERIES AND GSA DROP SHIPMENTS MUST BE IN SAFE LOCATION AND REQUIRE THE APPROVAL OF THE CACHE MANAGER. PROVIDE GOOD TRAVEL MAP DATA FOR DELIVERIES AND ANY KNOWN VEHICLE RESTRICTIONS. ALL ADMINISTRATIVE SUPPLIES USED IN NFES KITS MUST BE PURCHASED BY THE INCIDENT BUYING TEAM.				
(303) 202-4940 FOR QUESTIONS				

3. Enter requested **quantity** required for each NFES item. The 100000 series S# will auto populate based on the next available S# listed in block 11 of the CORMK Resource Order Form.

S-	100000	000048	1	BX	CONTAINER - 5 GL (18.9L), PLASTIC, COLLAPSIBLE, W/OVERPACK 20 CO PER BX, 8 BX PER PALLET	\$12
S-	100001	000053	5	EA	COT - FOLDING, 12 OZ COVER, 31" X 77 1/2" 48 EA PER PALLET	\$7

4. When complete, click on the **filter button** located in cell E29 of page 1 (highlighted in yellow) 
5. Select **Number Filters**
6. Select **Greater Than**
7. Enter “0” Zero in the “**is greater than**” field, click **OK**
8. Save your order to keep track of the 100000 series numbers used.
9. **Fax** to CORMK CACHE @ **303-202-4965** or **email** the RMK Cache at rockymountainfirecache@gmail.com or the follow recipients mmedina@fs.fed.us; hontiveros@fs.fed.us; rreynoso@fs.fed.us
10. **Call 303-202-4940** to confirm receipt of your order or if you have any questions.
11. To submit your **next order** to CORMK Cache **start over at step 1** of these instructions.