

NWCG Standard Wildland and Prescribed Fire Contract Provisions

The following are standard contract provisions pertaining to training and qualifications for wildland and prescribed fire contractors.

I. Minimum Qualifications

- A. By signing this agreement or contract, the **CONTRACTOR** certifies that all employees hired by **CONTRACTOR** and employed in firefighting or prescribed fire operations meet the minimum qualification requirements pursuant to the following categories and defined by the Wildland and Prescribed Fire Qualification System Guide (PMS 310-1). Position qualification requirements are included in Appendix A.
1. Hand Crews
The standard for a Hand Crew is 20 properly trained individuals, available at the time of dispatch. At a minimum, contract hand crews will contain one Single Resource Crew Boss (CRWB) and three (3) Advanced Firefighter / Squad Bosses (FFT1). The remaining crewmembers must be minimally qualified as Firefighter (FFT2).
 2. Engine Crews
Engine Crews must be supervised by at least one Single Resource Engine Boss (ENGB). The remaining engine crew personnel must be minimally qualified as Firefighter (FFT2).
 3. Other Personnel
Other contracted resources or positions must meet the minimum standards identified in the Wildland and Prescribed Fire Qualification System Guide (PMS 310-1). For any position identified in PMS 310-1 with a fitness level of "None" or any technical specialist positions with the need to be on the fireline for non-suppression tasks, the required fitness level shall be "Light." Examples of "other personnel" include overhead resources or other single resource positions.
- B. The **GOVERNMENT** reserves the right to reject any contractor or contractor's employee(s) that is not in full compliance with the qualification requirements for the position they occupy. Failure of any contractor or contractor's employee(s) to demonstrate an ability to perform tasks listed in the Position Task Book (PTB) or standard tasks of the position they occupy shall be cause for immediate release.

II. Proof of Qualifications

- A. The **CONTRACTOR** will ensure that all employees possess a valid and current Wildland Fire Qualification System certification record. This certification card will identify the qualifications for the position the employee is occupying.
- B. Information on the certification card shall include: name of the person typewritten or printed, social security number, list of position(s) the person is qualified for, the date they passed the work capacity fitness test if required for the position(s), and the date of the individual's annual refresher training.
- C. The certification card must be signed by the Certifying Official (Contractor or Contractor Association), which validates the contractor or contractor's employee(s) qualifications. The **CONTRACTOR** must maintain all documentation (training certificates and completed task books) that support qualifications.
- D. The **GOVERNMENT** is not responsible for certifying or maintaining qualification records for contractors or contractor's employee(s).

- E. The certification card will be in the possession of each employee while assigned. The **CONTRACTOR** or their representative must also have a copy of this certification while assigned.
- F. An example of a qualification certification record is included in Appendix B.

III. Training Requirements

A. In addition to the training requirements defined by the 310-1, the **CONTRACTOR** shall ensure that all employees receive Annual Safety Refresher Training. This training will include, at a minimum, "Standards for Survival," and "Your Fire Shelter" (2001 Pamphlet and Video) refresher courses.

1. **CONTRACTOR** will ensure that all training received by employees meets the course content and instructor standards listed in PMS 907 (Course Coordinator Guide) and PMS 901-1 (Field Managers' Course Guide). Instructors used by Contractors for fire training must be recognized through a Geographic Area Coordinating Group Memorandum of Understanding or other formal agency agreement.

IV. Position Performance Assignments

A. Position Task Books

1. The **CONTRACTOR** may allow employees to perform position performance assignments (task book assignments) in order to qualify for upper level positions, as long as the minimum hand crew or engine crew position requirements are not compromised (Section I.A.).
2. The Crew manifest shall clearly identify **CONTRACTOR** employees who are considered trainees while participating on an Incident.
3. Pursuant to PMS 310-1, the evaluator/coach of the trainee must be fully qualified in the position.
4. Refer to Exhibit C for Task Book Administration guidelines.

V. Record Keeping

A. Contractor Responsibilities:

1. The **CONTRACTOR** shall maintain a complete set of training and experience records for each employee, for a minimum of three years. This will, at a minimum, include
 - a) course certificates required as a prerequisite for the position employee is occupying
 - b) task books for each employee, showing proof of final evaluation and certification by contractor or contractor association
 - c) Annual Safety Refresher Training documentation
 - d) work capacity test records if applicable
 - e) performance evaluations
2. The **CONTRACTOR** will maintain employee training and experience records, including records and certification cards for workers that are hired subsequent to receiving a dispatch order, in such a manner that they can be easily obtained and available for inspection at any time during the Contract, Agreement period, or Incident.
3. The Contractor should make available all documentation to the employee relative to the individual's training and experience.

VI. Government Responsibilities

- A. Contracting Officer will review the contractor's certification records for all employees prior to contract award or establishment of an agreement. The Contracting Officer may request employee training and experience records prior to award.
- B. The government reserves the right to review records and evaluate contractor employee's qualifications at any time during the contract period.

EXHIBIT A

POSITION QUALIFICATION REQUIREMENTS

I. Purpose:

The purpose of this exhibit is to present the minimum training, experience, and prerequisite qualifications that will be accepted for the contractor's employees performing these functions. This information can be found in the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1.

II. Scope:

The following qualifications for Single Resource Boss - Crew (CRWB), Single Resource Boss - Engine (ENGB), Advanced Firefighter/Squad Boss (FFT1) and Firefighter (FFT2) are consistent with the NWCG-approved PMS 310-1. Please refer to the minimum qualification requirements for other contractor positions in this document.

III. Position Qualifications Standards:

A. CREW BOSS (SINGLE RESOURCE) (CRWB)

1. REQUIRED TRAINING Crew Boss (S-230)
Intermediate Fire Behavior (S-290)
2. ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS Basic ICS (I-200)
Ignition Operations (S-234)
Interagency Business Management (S-260)
Basic Air Operations (S-270)
3. EXPERIENCE Satisfactory performance as an Advanced Firefighter/Squad Boss
AND
Satisfactory position performance as a Single Resource Crew Boss on a wildland or prescribed fire incident.
4. PHYSICAL FITNESS Arduous
5. OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY Single Resource Boss (Dozer, Engine, Felling, Firing, Tractor/Plow)
Incident Commander Type 4

B. ENGINE BOSS (SINGLE RESOURCE) (ENGB)

1. REQUIRED TRAINING Crew Boss (S-230)
Intermediate Fire Behavior (S-290)
2. ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS Basic ICS (I-200)
Engine Boss (S-231)
Ignition Operations (S-234)
Interagency Business Management (S-260)
Basic Air Operations (S-270)

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|----|---|--|
| 3. | <u>EXPERIENCE</u> | Satisfactory performance as an Advanced Firefighter/Squad Boss
AND
Satisfactory position performance as a Single Resource Engine Boss on a wildland or prescribed fire incident. |
| 4. | <u>PHYSICAL FITNESS</u> | Arduous |
| 6. | <u>OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY</u> | Single Resource Boss (Dozer, Engine, Felling, Firing, Tractor/Plow)
Incident Commander Type 4 |

C. ADVANCED FIREFIGHTER/SQUAD BOSS (FFT1)

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|----|---|--|
| 1. | <u>REQUIRED TRAINING</u> | Advanced Firefighter Training (S-131) |
| 2. | <u>ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS</u> | Supervisory Concepts and Techniques (S-281)
Portable Pump and Water Use (S-211)
Power Saws (S-212) |
| 3. | <u>EXPERIENCE</u> | Satisfactory performance as Firefighter (FFT2)
AND
Satisfactory position performance, as an Advanced Firefighter/Squad Boss on a wildland fire incident. |
| 4. | <u>PHYSICAL FITNESS</u> | Arduous |
| 7. | <u>OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY</u> | Incident Commander Type 5 |

D. FIREFIGHTER (FFT2)

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|----|---|---|
| 1. | <u>REQUIRED TRAINING</u> | Firefighter Training (S-130)
Introduction to Fire Behavior (S-190) |
| 2. | <u>ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS</u> | Introduction to ICS (I-100) |
| 3. | <u>EXPERIENCE</u> | None |
| 4. | <u>PHYSICAL FITNESS</u> | Arduous |
| 8. | <u>OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY</u> | None |

E. ADDITIONAL REQUIREMENTS:

Annual Safety Refresher Training for all returning employees.

EXHIBIT B

SAMPLE TRAINING RECORDS FORMAT

A. EMPLOYEE FILE SYSTEM CREATION AND MAINTENANCE

The **CONTRACTOR** will maintain a file system which will contain the copies of employee training certificates, task books, red cards, and experience records.

The file must be maintained in such a manner that easy verification and/or inspection by a **GOVERNMENT** representative can be accomplished when required.

Following is a suggested manual file system that can be implemented at each **CONTRACTOR** office.

B. SAMPLE RECORD SYSTEM CONTENT

Section 1 – Employee Information:

- Employee payroll name
- Social Security Number
- Date of birth
- Medical or physical data pertinent to the employee

Section 2 – Qualification:

- Copy of current certification record

Section 3 – Training/Task Book Record:

- Record of formal classroom training and support documentation (i.e., copy of course certificates, etc.)
- Task Book initiation and completion record.

Section 4 – Experience:

- Wildland or prescribed fire assignment history and performance record. The job, incident type, incident complexity, incident size, incident name, fuel type, incident size, and number of operational periods worked on incident should be noted. Evaluations, if any, should be maintained.

Section 5 – Work Capacity Test:

- Record that certifies passing the Work Capacity Test at the appropriate level, who administered the test, when the test was taken and the employee's score.

Refer to the next page for a sample summary record.

ICS Management Types	Complexity Levels	Fuel Type (select primary carrier)	Fire Sizes (in acres)
TYPE A - national area command team assigned TYPE 1 - national type 1 team assigned TYPE 2 - regional type 2 team assigned TYPE 3 - extended attack with multiple resources TYPE 4 - initial attack TYPE 5 - initial attack with very few resources	LEVEL 1 LEVEL 2 LEVEL 3 (For Prescribed Fires)	1 - grass 2 - shrub 3 - timber 4 - slash	A .1 - .25 B .26 - 9.9 C 10 - 99.9 D 100 - 299.9 E 300 - 999.9 F 1,000 - 4,999.9 G 5,000 +

Initiated but not Completed Task Books	
Mnemonic	Initiated Date
<i>Example: FFT1</i>	<i>Example: MM/DD/YYYY</i>
Certified Task Books	

EMPLOYEE SIGNATURE		DATE	
CERTIFYING OFFICIAL		DATE	

EXHIBIT C

POSITION TASK BOOKS

POSITION TASK BOOK ADMINISTRATION

I. Purpose:

The purpose of this Exhibit is to describe how **CONTRACTORS** will use the Position Task Books (PTB) component of the Wildland and Prescribed Fire Qualification System Guide to qualify their employees for positions such as those indicated in EXHIBIT A of this Agreement.

II. Pre-Assignment Procedures:

- A. The **CONTRACTOR** is responsible to issue an employee a PTB prior to assignment to a trainee position. The government will not issue PTBs to contract employees.
- B. **CONTRACTOR** can obtain PTBs from the National Interagency Fire Center (NIFC) in Boise, ID or download them from the NWCG web site at www.nwcg.gov. The Contractor should also obtain a copy of the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, which constitutes the NWCG qualification policy and covers the Position Task Book Administration.

1. All orders must be faxed or requested in writing to:

National Interagency Fire Center
ATTN: Supply
3833 South Development Avenue
Boise, ID83705
FAX #(208) 387 5573

2. The catalog numbers for ordering the PTBs are:

Hand Crews

The standard for a Hand Crew is 20 properly trained individuals, available at the time of dispatch. At a minimum, contract hand crews will contain one Single Resource Crew Boss (CRWB) and two (2) Advanced Firefighter / Squad Bosses (FFT1). The remaining crewmembers must be minimally qualified as Firefighter (FFT2).

NFES #2318 – CRWB/ENGB

NFES #2319 – FFT1

NFES #2320 – FFT2

Engine Crews

Engine Crews must be supervised by at least one Single Resource Engine Boss (ENGB). The remaining engine crew personnel must be minimally qualified as Firefighter (FFT2).

NFES #2318 – CRWB/ENGB

NFES #2320 – FFT2

3. The catalog number for ordering the Wildland and Prescribed Fire Qualification System Guide NFES #1414 - PMS 310-1.

- C. **CONTRACTOR** assures each employee completes **all** required training for the position prior to task book initiation.

1. *All **FFT2's** are required to successfully complete S-130 and S-190 before assignment to a wildfire.*
2. *All **FFT1 trainees** are required to successfully complete Advanced Firefighter Training S-131, and be fully qualified as a FFT2 prior to initiation of the FFT1 task book.*
3. ***Crew Boss trainees, either CRWB or ENGB**, are required to successfully complete Intermediate Wildland Fire Behavior (S-290) and Crew Boss (S-230) training, and be fully qualified as FFT1 prior to initiation of the CRWB task book.*

III. Assignment Procedures:

A. General

Only one training or evaluation assignment will be permitted per hand or engine crew on each assignment (one trainee with one position task book) with prior authorization by agency administrator through the dispatch system and documented on the resource order. The coach/evaluator must, as a minimum, be certified in the position they are coaching or evaluating and will be a paid member of the contract hand or engine crew. The trainee will be part of the contract hand or engine crew since they are qualified as a FFT2.

1. **CONTRACTORS** are responsible for administering the Position Task Books for their employee's. Individuals in a trainee or evaluation assignment must carry their PTB.
 - a. **FFT2** personnel must be certified prior to assignment. No task book administration at an Incident is required.
 - b. **FFT1, CRWB, and ENGB** trainees require a minimum of one performance evaluation assignment on a wildland fire to qualify for certification (three quality assignments are preferred). The **GOVERNMENT** will NOT participate in the administration of any PTB.
 - c. Other contracted resources or positions may have a PTB. If an individual arrives on an incident in a trainee assignment, the supervisor of the position will have to provide the evaluation.
2. The Incident Management Team or other government official will not issue PTBs to contractor employees. The government Training Specialist will not be involved in PTB administration for **CONTRACTORS**, except to answer technical questions. Agency personnel will not sign the certification portion of the PTB.
3. **CONTRACTOR** employee trainee status must be clearly identified as such on the Crew manifest that is submitted to each Incident Commander or their designee in order for **GOVERNMENT** to confirm acceptance of trainee(s).

B. Performance Evaluation Assignments and PTB administration shall be accomplished through the following procedures:

2. During the assignment the **CONTRACTOR'S** Evaluator will observe the Trainee's performance and initial all tasks in the PTB that the Trainee demonstrates successfully. The position performance assignment should be of sufficient duration and complexity so that the Trainee has the opportunity to demonstrate all the tasks of the position. Upon completion of the position

performance assignment, the **CONTRACTOR'S** Evaluator will complete an "Evaluation Record" in the back of the PTB.

3. The **GOVERNMENT** supervisor determines if the assignment was of sufficient complexity and duration and documents the information on the Evaluation Record of the PTB. If the Trainee does not have the opportunity to demonstrate all the tasks, subsequent position performance assignments will be necessary.

IV. Post Assignment Procedures:

The **CONTRACTOR** is responsible for certifying its employees' PTBs in accordance with the task book administration procedures listed in PMS 310-1.

- A. **CONTRACTOR** reviews all information written in each PTB to assure it has been properly completed. This review should include checking that an Evaluator has initialed all tasks, the Evaluation Records in the back of the PTB have been appropriately completed, that **GOVERNMENT** supervisor's statements have been obtained.
- B. **CONTRACTOR** reviews each employee's training and experience records to assure all other qualification standards for the position are met.
- C. When all qualification standards are met, **CONTRACTOR** completes the "Agency Certification" portion of the inside cover of the PTB.
- D. **CONTRACTOR** places a copy of the completed PTB in the employee's training file. The employee retains the original task book.
- E. **CONTRACTOR** places newly acquired qualification on the employee's qualifications record.