

## **CHAPTER 90**

### **EMPLOYEE FILE AND MAINTENANCE SYSTEM**

**90 – EMPLOYEE FILE SYSTEM CREATION AND MAINTENANCE.** The Contractor should maintain a file system that will contain the employees' training, Position Task Books, current position qualification, and next higher training position, project work, wildfire experience records, and fire assignment documents (i.e., assignment evaluations, etc.).

The NWSA further recommends that a position-progressive format be maintained for each employee. In other words, an employee is very unlikely to move from FFT-2 qualified to CRWB in a single year. Records must show that the individual has been trained and has performed overtime to reach certification and qualification of the individual's current ICS Position by NWCG standards, government contracts, and MOUs.

The file must be maintained in such a manner that easy verification and inspection by a government agency or third-party representative can be accomplished when required, by government contracts and MOUs.

#### **90.1 SAMPLE RECORD SYSTEM CONTENT.**

This system is a result of the Office of Inspector General (OIG), Western Region, 2005 Audit of Forest Service Firefighting Contract Crews.

The order of the sections listed below is the required file format. Employee files containing all the documentation listed in this exhibit will meet the record maintenance requirements. Beginning January 1, 2006, the contractor shall maintain all files for current employees identified on the Contractor's Company Manifest in this format, or the records will not be accepted.

##### Section 1-Employee Information:

- Employee payroll name
- Date of birth
- The government issued identification numbers.
- Two pieces of identification, one with a picture. The Incident Qualification Card is not acceptable.

##### Section 2- Employee Qualification and Certification Summary:

- Current ICS or skilled position
- Chronological listing of Training Certificates
- Chronological listing of Performance Appraisals

- Record of formal classroom training and support documentation (i.e., certificates, etc.)
- Corresponding Task Book, project training assignments (OJT assignment training records (e.g., prescribed burn, etc.)

Section 4-Work performance

- Wildfire assignment history and performance record, by qualified position (FFT-2, FFT-1, ENGB or CRWB)
- An FFT-2 or FFT-1 needs some type of documentation to support a crew performance rating, since the crew boss's name is the only name appearing on The evaluation. The crew boss could write separate evaluations for each member of the crew.

Section 5-Project Work Log:

- Project work experience should be maintained separate from wildfire incidents. Prescribed fire assignments may be used to maintain currency for operational positions as listed in the PMS 310-1. Proper documentation is mandatory for certification.

Section 6- Fire Assignment Log:

- The fire assignment log should contain the following information.

- a. Name of individual
- b. Incident name
- c. Agency
- d. Number of days
- e. Qualified position for this record
- f. Incident size
- g. State
- h. Year