

## Pacific Northwest Wildfire Coordinating Group

### M E M O R A N D U M

SUBJECT: CONTRACT PERSONNEL TRAINING, CERTIFICATION and DOCUMENTATION  
TO: Pacific Northwest Wildfire Coordinating Group  
FROM: Doug Coyle, Chair, PNWCG *Doug Coyle*  
DATE: October 26, 1993

At the July 29, 1993, meeting of the PNWCG Steering Committee, a discussion was held regarding training, certification and documentation for contract personnel on fire incidents.

Mr. Rick Dice, President of the National Wildfire Suppression Association (NWSA) provided an explanation of the training program and tracking system being implemented by the NWSA. The system includes the capability for a photo identification fire qualifications card for issue to contract personnel -(attached). NWSA will provide this ID card to both members and non-members with proof of successful completion of certified training.

In recognition of the steps taken by the private sector, PNWCG adopts the following position:

1. The NWSA training, certification and documentation program for contract personnel meets all the current and anticipated needs of the PNWCG for the levels of single resource boss and below.
2. The work underway with public education providers to provide wildland fire training is complimentary to the NWSA program and should be continued.
3. Additional agency sanctioned actions to address these training issues for contractor personnel are not required at this time.
4. The NWSA photo ID fire qualification card and supporting documentation satisfies the requirements in the crew and engines contracts.

I would encourage agency representatives to support and recognize the work done by the contracting community regarding these issues.

DJC:JMB:bn

Attachment

cc: file

Rick Dice - President NWSA

cc: Dice



# NATIONAL WILDFIRE COORDINATING GROUP

FEB 3 1994

## Memorandum

To: Members  
Working Team Chairs

From: Chairman

Subject: Training, Qualifications and Certification

At the National Wildfire Coordinating Group (NWCG) meeting on January 12, 1994, the membership approved a final version of the position paper entitled "Training, Qualifications and Certification for Non-NWCG Entities." A copy of the document is attached.

Members are reminded to make the paper available to their regional offices and to their members on the Geographic Area Coordination Groups.

Attachment

Training, Qualifications and Certification for Non-NWCG Entities

With the vast expansion of private sector contractors in the wildland fire suppression and prescribed fire business, NWCG must set forth guidelines regarding training, qualifications and certification for non-NWCG member entities.

This NWCG position paper provides guidance to member agencies, private sector contractors, and educational institutions such that all will be treated similarly and will mutually benefit by others' capabilities, while still remaining within legal and contractual constraints and establishes NWCG standards.

## NWCG POSITION:

## I. General:

A. All wildland fire training which will ultimately benefit NWCG members (such as that utilized by contractors) shall meet or exceed NWCG standards, as identified in instructional objectives contained in each course package and in NWCG 310-1, "Wildland Fire Qualifications Guide."

B. Instructor qualifications and presentation standards shall meet or exceed those outlined in NFES 2226, "NWCG Course Coordinator's Guide."

C. NWCG recommends that member agencies not certify contractors' employees or educational institutions' trainees or instructors except where formal agreements are in place.

D. NWCG course certificates shall only be issued to successful graduates of NWCG member-sponsored (or member designee-sponsored) training. Educational institutions should utilize their respective certificates, indicating completion of NWCG training courses. (Exceptions may occur under II B below.)

E. Any entity who deletes NWCG training material from course packages, and then presents that modified material, may not represent that course as an NWCG training course. However, materials may be added to enhance NWCG training packages.

F. NWCG course materials are available from the NWCG Publication Management System at the National Interagency Fire Center.

G. Proper use of performance-based NWCG position task books (PTB's), as outlined in the PTB instructions, should be required of contractors and educational institutions. They should document actual incident experience of contractors' employees or institutions' students (trainees).

H. Contractors' and educational institutions' trainees are strongly encouraged to obtain task book performance evaluation on NWCG members' incidents whenever possible. This facilitates incident experience verification if necessary.

I. As consistent with NWCG 310-1 "Wildland Fire Qualifications Guide," NWCG member agency personnel may sign off on individual tasks of contractors' and educational institutions' trainees.

J. Geographic Area Coordination Groups may enter into MOU agreements with recognized contractor associations to allow the association to certify their members employees qualifications, and for the board to accept this certification for purposes of employment provided: (1) The association meets the guidelines in section IA, IB, IIC, IIIC, and IIID of this position statement; (2) The geographic board reviews the procedures of the association annually to insure compliance with these guidelines; (3) Positions certified are at the Leader level or lower.

## II. Training Management:

A. NWCG encourages member agencies, at the local level, to assist educational institutions in an advisory and support capacity, establishing or guiding wildland fire training programs consistent with applicable laws, regulations and policies. Programs should include both classroom and field performance-based training.

B. Memorandums of Understanding (MOU's) to formalize training advisory and support arrangements between NWCG members and educational institutions or recognized contractor associations are highly recommended. These MOU's should be done at the local level with educational institutions, and at a regional geographic board level with national contractor associations.

C. Certification of non-NWCG member agency instructors and students is not the responsibility of NWCG, but rather that of educational institutions and/or recognized contractors associations. This particularly includes contract instructors. This responsibility includes assurance that both instructors and students meet or exceed appropriate NWCG prerequisite qualifications and currency requirements.

NWCG Approved January 12, 1994

### III. Private Contractors:

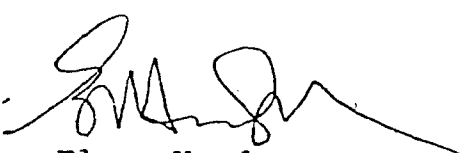
For purposes herein, "private contractors" includes private sector individuals, companies or corporations who provide training, suppression or prescribed fire services for financial reimbursement.

A. All contracts with private sector contractors should stipulate applicable "General" statements above and be enforced via usual contractual procedures. A generic contract with standard language format outlining these stipulations is suggested.

B. NWCG vigorously encourages recognized contractors' associations to establish oversight committees and to monitor member compliance with both these and related association training and certification guidelines.

C. Private sector contractors are encouraged to avail themselves of training opportunities provided by local community colleges or universities. This type of training is a prime reason for the existence of community colleges. At their discretion, NWCG members may wish to provide training to contractor or other non-member employees and issue a certificate of completion for the classroom training. A certificate of training completion states that the individual completed the classroom requirements for a given position but does not certify an individual as being qualified for the position.

D. Private sector instructors should receive certification from appropriate educational institutions or recognized contractors associations. (See II C above.)



Elmer Hurd  
Chairman, NWCG