

## CHAPTER 90

### EMPLOYEE FILE AND MAINTENANCE SYSTEM

**90 – EMPLOYEE FILE SYSTEM CREATION AND MAINTENANCE.** The Contractor should maintain a file system which will contain the employee's 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 over time to reach certification and qualification of the individual's current ICS Position in accordance with NWCG standards, government contracts and MOU's.

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

#### **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 contractor shall maintain all files for current employees identified on Contractor's Company Manifest in this format or the records will not be accepted.

##### Section 1-Employee Information:

- Employee payroll name
- Date of birth
- Government issued identification number
- Two pieces of identification, one with 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

### Section 3-Training Record:

- 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 crews performance rating, since the crew boss name is the only name appearing on the evaluation. The crew boss could write separate evaluations for each member on 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:

- 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

