

EXHIBIT N -- QUALIFICATIONS

WILDLAND FIRE PERSONNEL QUALIFICATION REQUIREMENTS

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

MINIMUM QUALIFICATIONS.

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 National Incident Management System: Wildland Fire Qualification System Guide (PMS 310-1) <http://www.nwccg.gov/>.

ADDITIONAL REQUIREMENTS TO PMS 310-1 FOR PERSONNEL QUALIFICATIONS.

FFT1:

In addition to PMS 310-1 Required Experience, individuals must have documented satisfactory performance for a total of fifteen (15) operational periods on three (3) separate wildland fire incidents as a FFT1 trainee on a wildland fire incident.

ENGB:

In addition to PMS 310-1 Required Experience, individuals must have documented satisfactory performance for a total of fifteen (15) operational periods on three (3) separate wildland fire incidents as a ENGB trainee on a wildland fire incident.

SUPPORT WATER TENDER OPERATOR:

Training requirements for a support water tender operator is not listed in the National Incident Management System: Wildland Fire Qualification System Guide. The following training is required by this agreement:

Required Training: Annual Fireline Safety Refresher Training (RT-130)

Experience: None

Physical Fitness: None

ENGINE CREWS:

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

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.

TRAINING REQUIREMENTS.

CONTRACTOR will ensure that all training received by employees meets the course content and instructor standards listed in PMS 901-1, *NWCG Standards for Course Delivery* <https://www.nwcg.gov/publications/pms901>. Instructors used by Contractors for fire training must be recognized through a Geographic Area Coordinating Group Memorandum of Understanding or other formal agency agreement.

CONTRACTOR shall ensure that all employees receive Annual Fireline Safety Refresher Training (RT-130). This training will include core course components as identified in PMS 901-1, *NWCG Standards for Course Delivery*, and shall be a minimum of 4 hours. Information on course content available at <http://www.nifc.gov/wfstar/>. Per PMS 310-1, Annual Fireline Safety Refresher (RT-130) is not required for the first year as a Firefighter Type 2 (FFT2); however, it is required for subsequent years.

Contractor may use Government incidents, for which they are assigned, to qualify and certify employees for FFT1 and ENGB positions. Only one training position or evaluation assignment will be permitted per engine on each incident. The coach/evaluator must, as a minimum, be certified in the position(s) they are coaching or evaluating.

PROOF OF QUALIFICATIONS.

The CONTRACTOR will ensure that all employees possess a valid and current Incident Qualification Card. This card will identify the qualifications for the position the employee is occupying.

Information on the Incident Qualification Card shall include: name of the company with VIPR agreement, name of the person typewritten or printed, 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.

The Incident Qualification Card must be signed by the Certifying Official (Contractor or MOU Training Provider), which validates the contractor or contractor's employee(s) qualifications. The CONTRACTOR must maintain all documentation (training certificates, performance evaluations, proof of work capacity testing, and completed position task books) that supports qualifications.

The GOVERNMENT is not responsible for certifying or maintaining qualification records for contractors or contractor's employee(s); however, it is the Government's responsibility to validate the training and qualification records of vendor personnel periodically. 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.

POSITION PERFORMANCE ASSIGNMENTS POSITION TASK BOOKS.

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 engine crew position requirements are not compromised.

The Crew manifest shall clearly identify CONTRACTOR employees who are considered trainees while participating on an Incident.

RECORD KEEPING.

A. Contractor Responsibilities:

The CONTRACTOR shall maintain a complete set of training and experience records for each employee. Training and experience records for employees separated from the company will be maintained for a minimum of three years from the date of separation.

Training and experience records will, at a minimum, include course certificates, task books, work capacity test records and applicable performance evaluations.

The CONTRACTOR will maintain employee 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 Agreement period.

B. Government Responsibilities

Contracting Officer may review the contractor's certification records for all employees prior to agreement award. The Contracting Officer may request employee training and experience records prior to award during spring inspections. The government reserves the right to review records and evaluate contractor employee's qualifications at any time during the agreement period.

WATER HANDLING CONTRACTOR RECORDS FORMAT & VERIFICATION FORM.

A. Employee File System Creation and Maintenance.

The Contractor (Vendor) shall maintain a file system which will contain the employee's training, certification (PTB and evaluation), current position qualification and next higher training position, wildfire/prescribed fire experience records, and fire assignment documents (i.e., assignment evaluations, etc.).

It is further recommended that a position-progressive format be maintained for each employee. In other words, an employee cannot move from FFT-2 qualified to ENGB. Records must show, from the most recent to the first over time, that the individual has been trained and has performed each qualifying requirement in sequence to reach certification of the individual's current qualification status.

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

Following is a manual file system that can be implemented at each **CONTRACTOR** office. For the purpose of this agreement, the only elements that will be recorded are employee payroll name, **ENGINE and/or WATER TENDER CONTRACTOR** Company name and fire qualifications. The **ENGINE and/or WATER TENDER CONTRACTOR** will maintain a file system which will contain the employee's training, certification (PTB and evaluation), current position qualification and next higher training position, and wildfire/prescribed fire experience records, and fire assignment documents (i.e., assignment evaluations, etc.).

B. Record System Content.

Section 1 – Employee Information:

- Employee payroll name
- Last 4 digits of employee's Social Security Number

Section 2 - Employee Qualification and Certification Verification Summary: This should be a form that summarizes the employee's complete history for wildfire training, task book completion and incident experience. (see sample Employee Training and Qualification Summary Form below)

Section 3 – Position Task Books: This section contains specific documentation of all applicable position task books.

- Highest ICS level PTB on top followed by progressively lower level PTBs.
- Completed PTBs and PTBs in progress should all be kept in this section of the file.
- All PTBs must include all pages, including Evaluation Records.
- The PTB on file may be the original or a copy.

Section 4 – Training Record: This section contains specific documentation of all wildfire training.

- Record of formal classroom training and support documentation (i.e., certificates, etc.)
- FFT2 files, as a minimum, must have a copy of the S-130 and S-190 basic firefighter training course certificate, signed by a recognized instructor. L-180 is required for FFT2s beginning in 1/06. ICS-100 and IS-700 are required.
- FFT1 files, as a minimum, must have everything a FFT2 file has plus a training certificate, signed by a recognized instructor. S-131/S-133 are required for FFT1s beginning in 1/06. A certificate for S-133 is also required if employee became FFT1 qualified between 1/2006 and 9/2016. A full and complete FFT1 Position Taskbook, meeting NWCG Guidelines, is also required (See Section 3).
- ENGB files, as a minimum, must have everything a FFT1 file has plus training certificates, signed by a recognized instructor, from both S-230 and S-290. ICS-200 is required. A full and complete ENGB Position Taskbook, meeting NWCG Guidelines, is also required (See Section 3).
- All returning firefighters (FFT2, FFT1, and ENGB) must have a copy of the course roster or certificate that contains their name, signed by a recognized instructor, from the current year's Annual Fireline Safety Refresher Training (RT-130) session they have attended.

Section 5 – Incident Experience: This section contains specific documentation of all wildfire and prescribed fire assignments including Training and Position Evaluation Assignments.

- Documents in this section should be sorted by position with the highest level on top and lowest level on the bottom.
- The first (top) document in this section should be the employee's Incident Assignment History (See sample form below.)
- Readable copies of any Incident Blanket Purchase Agreement (I-BPA) Performance Evaluations (Exhibit E) completed by **ENGINE and/or WATER TENDER CONTRACTOR'S** and **GOVERNMENT** evaluators.
- Readable copies of incident shift tickets from crews should be kept showing that the employee as a FFT2, FFT1 and/or ENGB. For incident assignments lasting longer than five (5) operational periods, only the first five day's and the last day's shift tickets need to be kept in the file.

Section 6 – Physical Work Capacity Fitness Test: This section contains specific documentation of all fitness tests taken and passed.

- All files must have a Work Capacity Test Record form or official pack test roster or similar document that contains their name, signed by the test administrator, from the current year and any previous year pack tests they have taken and passed.
- The document must show the test's location, date taken, level of the test and the time it took the individual to complete the test.

Refer to the next two pages for copies of the Incident Assignment History Record and Employee Training and Qualification Summary Form.

INDIVIDUAL EMPLOYEE TRAINING VERIFICATION FORM
Interagency Water Handling Agreement

Employee Name: Government Issued Photo Identification Verified (e.g. Driver’s License, Passport, etc.) _____	Qualified ICS Position:
Contractor/Company:	Hiring Date:

WILDLAND FIRE COURSES & POSITION TASK BOOKS (PTB) COMPLETED
 (Certification of Training Must Be In Employee's Training File)

ICS Position	Required Course/PTB	Month & Year Of Training Or PTB Completed	Instructor, Institution or PTB Certifier	Location &/or Phone# of Instructor, Institution or Certifier
Firefighter II	S-130			
FFT2	S-190			
	I-100 (1/06+)			
	L-180 (1/06+)			
Firefighter I	S-131*			
FFT1	S-133* (1/06-9/16)			
	PTB			
Engine Boss	ICS-200 (10/12+)			
ENGB	S-230 (3/99+)			
	S-290			
	PTB			
All Positions (except WTOP)	IS-700a			
All Positions (FFT2, FFT1, ENGB, WTOP)	RT-130 Annual Fireline Safety Refresher			

Wildland Fire Experience
 (List the Previous 5 Years Wildland Fire Experience)

YEAR	POSITION	INCIDENT NAME	LOCATION (City & Agency)	Fire Size (Acres)	Number of Days Worked

Signature of Contractor (or representative)	Contractor/Representative (Print Name)	Phone Number	Date of Submission
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* From 1/06 to 9/30/16, FFT1 required training included both S-131 and S-133. Beginning on 10/1/16, only the S-131 course material dated September 2016 is required and S-133 and the earlier version of S-131 are discontinued.