

May 2009

**Position Description – Northern Rockies  
Incident Contract Project Inspector (ICPI)  
THSP Exception Position 4**

The Incident Contract Project Inspector (ICPI) Northern Rockies is a liaison for contract administration for contract resources assigned to an incident, with the exception of Aviation and National Contracts. When assigned to an incident management team (IMT), the ICPI will report to the Finance Section Chief. When assigned to a geographic inspection team, the CANR will be assigned to the Fire Contracting Officer or Fire Equipment Specialist.

**Requirements:**

1. Annually complete RT-130, Fireline Safety Refresher.

**Duties:**

- Assists IMTs, Contracting Officers/Contracting Officer Representatives, and contractors with incident contract administration needs and procedures.
- Reviews incident needs and any special procedures identified with IMT Unit Leaders. Maintains close ties with Procurement Unit Leader and host unit Contracting Officer.
- Provides assistance and guidance to Operations and Logistics on contract administration matters.
- Interprets all acquisition instruments and resolves issues to their ability.
- Maintains contract administration and performance of contract resources documentation.
- Coordinates and assists the Operations/Logistics personnel with final documentation of contract resources' performance and assures all contract resources have been given a Performance Evaluation before demobilization.
- Ensures copies of Performance Evaluations are mailed to the Northern Rockies Coordination Center or appropriate Contracting Officer (who signed the acquisition instrument).
- Briefs Command and General Staff on current problems and gives recommendations on resolution of the issues. Follows-up on the issues as required.
- Briefs the Host Agency Contracting Officer or COR of current problems and provides recommendations relating to outstanding issues and any follow-up that is needed.
- Maintains Unit Log (ICS Form 214).

Approved:

*/s/ Jane Haker*

Incident Business Coordinator, R1, USFS