

Enclosure

Vendor Employee Training Inspections

Training qualification inspection has both a policy and process component. The policy on inspection of vendor training qualifications is included in National Wildfire Coordination Group (NWCG) PMS 310, which states in Section 310-3: “Agencies shall *not* certify private contractors except where formal agreements are in place. Clauses in contracts are to include stipulations that specify the service provider must meet the standards found in this guide.” Additional policy on inspection of vendor employee training qualifications is included in the Forest Service Manual (FSM) 5109.17-21(4): *Qualification for Incident and Prescribed Fire Positions*.

Additional guidance on vendor employee training record inspection is found in an Office of the Inspector General (OIG) Audit Report: Forest Service Firefighting Contract Crews (Report No. 08601-42-SF, March 2006). Although this report pertains to contract crews only, it has broader applicability, as the need to ensure that contractor employees’ qualifications meet minimum agency specifications is paramount to ensuring the safety of the contractor’s employees and those who work with the contractor’s employees during an incident. It is clear from responses to OIG Audits that the agency should consider the preseason inspection of vendor employee training qualifications, which would thereby hold vendor employees to a similar standard as that of agency employees who respond to incidents in the same capacity (e.g. firefighter, engine boss, etc).

In 2008 the faller module and mechanic with service truck solicitation templates, language is included stating that qualification and training information will be provided by the vendor when submitting their quote. The Government will validate the information provided post award but preseason. The vendor will not be included in the dispatch tables until the qualification data has been validated.

Fire & Aviation Management and Acquisition Management will be reviewing options for automation of vendor qualification and training information in 2008.