

National Wildfire Coordinating Group Operations and Workforce Development Committee

March 27, 2012

To: Annemarie Carlson, Incident Business Committee
From: Mark Jones, Chair Operations and Workforce Development Committee
Subject: Establishment of the NWCG Incident Contract Project Inspector (ICPI) Position

Background:

In response to requests from the field, the NWCG Incident Business Committee (IBC) identified the need for an ICS position to serve as a project inspector for contract equipment on incidents. IBC developed proposed position training and qualification standards and a Position Task Book (PTB) for the Incident Contract Project Inspector (ICPI).

The Incident Contract Project Inspector (ICPI) represents the COR/COTR to secure compliance with the terms and conditions of the contract and notify the contractor of deviations from contract requirements. The ICPI will provide subject matter expertise in the field to the incident supervisor of contracted equipment (e.g. Equipment Manager, Equipment Inspector, Operations personnel) to ensure contract requirements are met. The ICPI may also consult with the Contracting Officers Representative or Contracting Officer concerning matters which may require contract action. For incidents with an assigned Incident Management Team (IMT), this position is supervised by the Procurement Unit Leader, and is a part of the Finance Section. This position will work closely with other incident personnel (e.g. Equipment Managers, Equipment Inspectors, Incident Business Advisors, Operations personnel, dispatchers).

In September 2011, IBC presented the proposal to establish the ICPI position and PTB to the NWCG Operations and Workforce Development Committee (OWDC).

Action:

On September 27, 2011, the OWDC approved the establishment of the position and PTB. Position requirements will be as follows:

- *Position Category:* ICS
- *Required Training:* Introduction to ICS (I-100), National Incident Management System (IS-700)
- *Required experience:* Successful position performance as an Incident Contract Project Inspector
- *Physical Fitness Level:* None
- *Other positions that will maintain currency:* Contracting Officers Technical Representative (COTR)

Implementation:

- ICPI will be incorporated into the October 2012 PMS 310-1.
- All position requirements for ICPI will be enforced in IQCS upon release of the October 2012 PMS 310-1.
- Beginning April 1, 2011, and prior to the release of the October 2012 PMS 310-1, ICPI will be available as a Technical Specialist position in IQCS. States/Regions/Centers will identify individuals within their agencies that are considered “fully qualified”, and manually award the ICPI competency in IQCS/IQS to these individuals. This will facilitate creating a pool of qualified individuals to certify position task books for ICPI trainees. This will also make ICPI’s available in ROSS for incidents during the 2012 fire season.
- After this initial action, all future ICPI’s will follow established procedures to become fully qualified.
- ICPI trainees will follow established processes to become qualified (e.g. initiate the PTB, complete the PTB, gain agency certification, etc.)



Mark L. Jones

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