

# IFCA/WHA Reference Guide

This reference guide directs users to IFCA & WHA specifications using category headings.

Subjects are listed alphabetically by major category

## Subject

## IFCA Reference

## WHA Reference

<b>Accidents/First Aid/Medical/Emergency</b>	Exhibit F 4.6 – 4.8; <b>page 62</b>	Section D.14; <b>page 27</b>
<b>Administration of Agreement</b>	Exhibit H; <b>pages 65-66</b> H 1.0 Role of PCSU H 2.0 Preliminary Assessment of Evaluation or Complaint H 3.0 Investigation and Action on the Evaluation or Complaint	VIPR Contracting Officer: <a href="#">Kermadine Barton</a> 541.471.6746 (o) 541.324.1206 (c) 541.471.6512 (f)  VIPR Supervisory Contracting Officer: <a href="#">Ben McGrane</a> 541.504.7273 (o) 541.410.5714 (c) 541.504.7245 (f)
<b>Accountable/Durable/Consumable Goods</b>	Exhibit F 5.0; <b>page 62</b> F 5.1 – Accountable Property or Durable Property F 5.2 – Consumable Goods	Section D.7.1; <b>page 26</b>
<b>Annual Training Requirements</b>	Exhibit B 3.0; <b>pages 24-27</b> B 3.1 – Annual Fireline Safety Refresher Training B 3.2 – Annual Incident Qualification Card (IQC) Attachment 1 to Exhibit B – IQC example; <b>page 30</b> B 3.3 – Annual Fitness and Work Capacity	Section D.3.0, Personnel Requirements; <b>pages 20-21</b> Exhibit F, Safety Standards; <b>pages 71-72</b>
<b>Applicable Laws/Policies</b>	Resources & Compensation Section; <b>pages 8-10</b> 10.0 – Compliance 10.1 – OSHA, WISHA, MSPA 10.2 – USDOL Wage Determination 10.3 – License Requirements 10.4 – 10.7 Zero Tolerance Policies 10.8 – Employment of Eligible Workers	Section C, Contract Clauses, <b>pages 5-13</b> C.1 Contract Terms & Conditions C.2 Clauses Incorporated by Reference C.3 Agreement & Performance Periods C.4 Authorized Personnel to Place Orders C.5 Claim Settlement Authority C.6 Changes to Agreements  Exhibit C, Harassment Free Workplace Policy, <b>page 55</b> Exhibit D, DOL Wage Determination, <b>pages 57-65</b>
<b>Arrival/Reporting at Incident</b>	Exhibit D 6.0; <b>pages 44-45</b> D 6.1 – Arrival time with copy of entire Agreement	Section D.3.1.1, Engine Staffing Requirements, <b>pages 20-21</b> D.3.1.2, Water Tender Staffing Requirements, <b>p 21</b>

	<p>D 6.2 – Fully staffed 20-person crew</p> <p>D 6.3 – Items provided by crew upon arrival</p> <p>D 6.4 – Loss of travel time</p> <p>D 6.5 – Government authorized remedy</p> <p>D 6.6 – Inspection</p> <p>D 6.7 – Other Duties as Assigned</p>	<p>D.8, Information to be Provided by Contractor at Check-In; <b>pages 26-27</b></p> <p>D.21.8.4, Engine Crew Downgrade or rejection, <b>p 34</b></p> <p>D.16 -17, Inspections; <b>pages 28-29</b></p>
<b>Award Summary Sheet</b>	Attachment A; <b>pages 14-15</b>	<a href="#">Awarded Water Handling Agreements</a>
<b>Call Back</b>	Exhibit C 6.3; <b>page 37</b>	<b>N/A</b>
<b>Company Manifest</b>	Exhibit B 4.0; <b>pages 27-28</b>	Exhibit L, Manifest, <b>page 80</b>
<b>Compensation</b>	<p>Exhibit C; <b>pages 34-39</b></p> <p><b>C 1.0 – Compensation Rates</b></p> <p>C 1.1 – Suppression/Severity/Preparedness Assignments</p> <p>C 1.2 – Compensation rates inclusions</p> <p><b>C 2.0 – Severity/Preparedness Assignments</b></p> <p><b>C 3.0 – Meal Periods</b></p> <p>C 3.1 – All conditions met</p> <p>C 3.2 – Compensable meal breaks</p> <p>C 3.3 – Fire contained or controlled</p> <p><b>C 4.0 –Travel Time</b></p> <p>C 4.1 – Calculation</p> <p>C 4.2 – Check-In time compensable</p> <p>C 4.3 – Expected time of arrival determined by Govt</p> <p>C 4.4 – Under strength crews</p> <p>C 4.5 – Govt will not pay travel home for IFCA violations</p> <p>C 4.6 – Contractor’s vehicle inoperable/ damaged</p> <p>C 4.7 – Crew member release, travel is contractor’s responsibility</p> <p>C 4.8 – No fire camp provided</p> <p>C 4.9 – Reassignment</p> <p><b>C 5.0 – Subsistence</b></p> <p>C 5.1 – First shift</p> <p>C 5.2 – During demobilization</p> <p>C 5.3 – Adequate R &amp; R time</p> <p>C 5.4 – Severity/Preparedness</p> <p>C 5.5 – Govt directs contractor to designated facility</p> <p>C 5.6 – After first shift worked</p> <p>C 5.7 – Travel/Commuting</p> <p>C 5.7.1 – Per Diem Lodging (Double occupancy)</p> <p>C 5.7.2 – Per Diem Meals</p>	<p><a href="#">IBPA Finance Copy Payment Clause</a></p> <p>Section C.8, Loss, Damage or Destruction; <b>pages 12-13</b></p> <p>Section D.10, Campsite; <b>page 27</b></p> <p>Section D.11, Commissary; <b>page 27</b></p> <p>Section D.21, Payments; <b>pages 31-35</b></p> <p>D.21.1 - Briefings</p> <p>D.21.2 - Withdrawal of Resources</p> <p>D.21.3 - Repairs</p> <p>D.21.4 - Operating Supplies</p> <p>D.21.5 - Remain Overnight Allowance (RON)</p> <p>D. 21.6 - Food &amp; Drink</p> <p>D.21.7 - Order Cancellation</p> <p>D.21.8 - Payments</p> <p>D.21.8.1 - Rates</p> <p>D.21.8.2 - Method of Payment</p> <p>D.21.8.3 - Exceptions</p> <p>D.21.8.4 - Engine.Crew Downgrade/Rejection</p> <p>D.21.9 - Invoicing Process</p> <p>Exhibit B, Payment Office Information; <b>page 53</b></p>

	<p>C 5.7.3 – Remain Overnight (RON)  C 5.7.4 – Maximum allowance  C 5.8 – Crew day less than 8 hours  C 5.9 – Request for pmt for subsistence, on-shift time</p> <p><b>C 7.0 – Record Keeping</b>  C 7.1 – Contractor to submit complete/accurate daily CTR  C 7.2 – Contractor and Govt shall reconcile CTR daily  C 7.3 – Contractor obtain signature of Govt Rep  C 7.4 – Pay terminates when crew member leaves fire line</p> <p><b>C 8.0 – Invoicing/Payment</b>  C 8.1 – Payments for services shall be made by Govt entity  C 8.2 – Invoices  C 8.3 – Payment of Invoices  C 8.4 - Compensation issues and claims</p> <p><b>C 9.0 – Assignment of Claims</b>  Exhibit J – Special compensation issues and payment centers;  <b>pages 70-77</b></p>	
<b>Contract and Crew Representative</b>	Exhibit D 4.10; <b>page 43</b> D 4.10.1 – CRNW D 4.10.2 – Contractor Representative	Section D.13, Contractor’s Representative; <b>page 27</b>
<b>Contract Compliance, Breach, Remedies</b>	Resources & Compensation Section; <b>page 8</b> 7.0 – Administration 8.0 – Default 9.0 – Remedies	Sections D. 18-19; <b>pages 30-31</b> D.18, Non Compliance After Acceptance D.18.1, Understrength Engine Crews D.19, Workmanship D.19.1 Incident Behavior
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<b>Definitions</b>	Exhibit A; <b>pages 16-20</b>	Exhibit A; <b>pages 46-51</b>
<b>Demobilization</b>	Exhibit D 8.0; <b>pages 46-47</b> D 8.1 – When Government can demobilize a crew	Exhibit D.6.8; <b>page 25</b> D.20 Performance Evaluation, <b>page 31</b>

	<p>D 8.2 – 8.4 Performance Evaluations  D 8.5 – Demobilization for Cause  <u>C 4.6</u> – Contractor’s vehicle damaged  <u>C 4.7</u> – Contractor’s crew member quits or is terminated</p>	<p>Exhibit E, Performance Evaluation, <b>page 67</b></p>
<b>Designated Dispatch Location</b>	<p>Exhibit D 1; <b>page 40</b></p>	<p>(Under Definitions Exhibit A) Designated Dispatch Point: Physical address where resource is located as identified in VIPR.  Section D.21.8.1.1, <b>page 33</b></p>
<b>Dispatch/Assembly</b>	<p>Exhibit D 4.0; <b>pages 41-43</b>  D 4.1 – Government shall initiate requests  D 4.2 – Resource Order  D 4.3 – Contractor to confirm 1 hr or less depending upon urgency  D 4.4 – Cancelling Resource Order  D 4.5 – Assemble or begin travel Within 2 hours or as agreed  D 4.6 – Monitor assembly  D 4.7 – Cancelling Dispatch  D 4.8 – Hand Crew manifest  D 6.2 – Arrival time</p>	<p>Sections D.6, Ordering Protocol for Resources; <b>pages 22-25</b>  D.6.1 - Dispatch Priority  D.6.2 - Ranking of Award  D.6.3 - Ordering Procedures for Resources  D.6.4 - Information Required When Placing Orders  D.6.5 - Dispatching Procedures  Section D.21.7, Order Cancellation; <b>page 33</b>  Exhibit L, Manifest, <b>page 80</b></p>
<b>English Speaking Requirement</b>	<p>Exhibit B 5.0; <b>pages 28-29</b>  B 5.1 – Mandatory testing  B 5.2 – LSA pre-season 3<sup>rd</sup> party testing  B 5.3 – LSA designation on IQC (E, E/S, S, E/R, NT designations)  B 5.4 – Annual completion deadline  B 5.5 – Prompt and efficient communication required  B 5.6 – Incident LSA testing  Attachment 2 to Exhibit B – Incident LSA evaluation</p>	<p><b>N/A</b></p>
<b>Equipment Required</b>	<p>Exhibit F; <b>pages 58-62</b>  F 1.1 – Contractor responsibilities  F 1.2 – Contractor’s cost and expense  F 1.3 – Equipment Manifest  F 1.4 – Crew members properly trained  F 2.0 – Vehicle Requirements  F 3.0 – Personal Protective Equipment  F 4.0 – Miscellaneous Equipment  F 4.1 – Chain saws</p>	<p>Section D.2, Equipment; <b>pages 14-20</b>  Standards  Personal Protective Equipment  Wildland Engines  Compressed Air Foam System (CAFS)  Wildland Water Tenders  Support Water Tenders  Tactical Water Tenders  Transportation</p>

	<p>F 4.2 – Table of required equipment</p> <p>F 4.3 – Radio requirements</p> <p>F 4.4 – Approved equal radios</p>	<p>Prohibited Marking</p> <p>Vehicle Identification</p> <p>Programmable Radios</p>
<b>Forms</b>	<p>Exhibit M; <b>pages 99-107</b></p> <p>Notification of Pack Test</p> <p>Employee Training and Qualification Summary</p> <p>Employee Wildland Experience</p> <p>Hand Crew Manifest</p> <p>Crew Performance Rating</p> <p>Interagency Crew Agreement Inspection Form</p> <p>Certificate of Insurance</p>	<p>Exhibit G, Emergency Equipment Shift Ticket; <b>page 74</b></p> <p>Exhibit M, Forms and Checklists; <b>pages 81-89</b></p> <p>Engine Inspection Form</p> <p>Chainsaw Kit</p> <p>Support Water Tender</p> <p>Tactical Water Tender</p> <p>Equipment Manifest</p> <p>Incident Assignment History Record; <b>page 96</b></p> <p>Individual Employee Training Verification Form; <b>page 97</b></p>
<b>General Terms and Conditions</b>	<p><b>pages 10-13</b></p> <p>11.0 Contractor Representation and Warranties</p> <p>12.0 Insurance</p> <p>13.0 Time is of the Essence</p> <p>14.0 Responsibility for Taxes and Withholding</p> <p>15.0 Indemnification</p> <p>16.0 Notices (in writing)</p> <p>17.0 Governing law, venue and consent to Jurisdiction</p> <p>18.0 Survival</p> <p>19.0 Severability</p> <p>20.0 Assignment &amp; Delegation</p> <p>21.0 Third Party Beneficiaries</p> <p>22.0 Access to Records and Audit Rights</p> <p>23.0 Certification of Compliance with tax laws</p> <p>24.0 Certification of Compliance with non-Discrimination laws</p>	<p>Sections B and C; <b>pages 3-13</b></p> <p>Pricing and Estimated Quantity</p> <p>Basis of Award</p> <p>Summary</p> <p>Contract Clauses</p> <p>C.1 – Terms and Conditions</p> <p>C.2 – Clauses Incorporated by Reference</p> <p>C.3 – Agreement and Performance Periods</p> <p>C.4 – Authorized personnel to place orders</p> <p>C.5 – Claim Settlement Authority</p> <p>C.6 – Changes to Agreements</p> <p>C.7 – Personal Injury/ Property Damage</p> <p>C.8 – Loss/Damage/Destruction</p> <p>C.9 – Firearm – Weapon Prohibition</p> <p>C.10 – Harassment Free Workplace</p> <p>C.11 – Optional Pre-Quote Meetings</p> <p>Section D.22, Replacement of Resources; <b>page 35</b></p> <p>Exhibit H, Geographic Area Terms and Conditions; <b>page 75</b></p>
<b>Hand Crew Manifest</b>	<p>Exhibit D 4.8; <b>pages 42-43</b></p>	<p>Exhibit L, Manifest, <b>page 80</b></p>
<b>Identification</b>	<p>Exhibit B 3.2.3, Photo ID required, No school ID; <b>page 26</b></p>	<p>Exhibit F; <b>page 72</b></p> <p>G. Incident Identification/Qualification Card</p> <p>Exhibit N, IQS Card Sample; <b>page 98</b></p>

<b>Inspection</b>	Exhibit D 6.6, Govt reserves the right to inspect the contractor’s crews and equipment at any time; <b>page 45</b>	Exhibit D 17; <b>pages 28-30</b> Exhibit M, Forms & Checklists, <b>pages 81-89</b> <a href="#">Compliance Inspection Website</a>
<b>Insurance</b>	Exhibit G Schedule of Insurance; <b>pages 63-64</b>	Section C.7 Contractor Liability for Personal Injury and/or Property Damage; <b>pages 12-13</b>
<b>Laundry</b>	Exhibit F 3.5.1; <b>page 60</b>	Section D.9, Laundry Service; <b>page 27</b>
<b>Noxious Weed Control</b>	Exhibit C 6.4; <b>page 37</b>	Section D.15 Vehicle Cleaning for Noxious Weed Control
<b>Out of Area Mobilization</b>	Exhibit D 9.0; <b>page 47</b>	
<b>Parties to Agreement</b>	Exhibit L; <b>page 98</b>	Exhibit B; <b>page 53</b>
<b>Performance Evaluations</b>	Exhibit D 8.2; <b>page 107</b>	Exhibit E, I-BPA Performance Evaluation Form; <b>pages 67-69</b>
<b>Qualifications</b>	Exhibit B 2.0; <b>pages 22-24</b> B 2.1 Strike Team Leader (STCR) B 2.2 Crew Boss (CRWB) B 2.3 Advanced Firefighter (FFT1) B 2.4 Basic Firefighter (FFT2) B 2.5 Additional Annual Training, Position Task Books B 2.6 Recertification Standards	Section D.3, Personnel Requirements; <b>pages 20-22</b> D.3.1.1, Engine Staffing Requirement, <b>pages 20-21</b> D.3.1.2, Water Tender Staffing Requirement, <b>p 21</b> D.3.2, English Speaking, <b>page 21</b> Exhibits N & O, Qualifications; <b>pages 91-103</b>
<b>Safety Standards</b>		Exhibit F, Safety Standards; <b>pages 71-72</b> A. Heat Stress B. Smoke and Carbon Monoxide C. ‘Six Minutes for Safety’ Training D. Seat Belts E. PPE F. Fireline Leadership Communication Skills G. Incident Identification/Qualification Card H. Physical Demands I. <a href="#">Work/Rest/Driving/Length of Assignment Guidelines</a>
<b>Sawyers</b>	Exhibit B 2.7, General Requirements; <b>pages 23-24</b> B 2.8 – Sawyer Recertification <b>NOTE:</b> sawyer is NOT qualified as faller under this Agreement F 4.1 – Chain saw operators and equipment may be used for fire line construction, mop-up or clearing access routes and emergency	Section D.2.1.2.1, Wildland Engines (Chainsaw kits), <b>p 16</b> <b>NOTE:</b> Chainsaw may be used for mop-up operations, clearing of access routes and emergency escape routes.

	<p>escape routes or safety zones.  <u>Crew members shall NOT perform as hazardous tree fallers.</u></p>	<u>Sawyers shall not perform as tree fallers.</u>
<b>Shift Briefings</b>	Exhibit C 6.1; <b>page 37</b>	Section D.21.1, Briefings; <b>page 32</b>
<b>Shift Guarantee</b>	Exhibit C 6.2; <b>page 37</b>	Section D.21.8.1 Rates of Payments, <b>pages 33-34</b>
<b>Special Terms and Conditions</b>	<p>Exhibit K; <b>pages 78-97</b>  Schedule 1 – Federal Incidents; <b>page 78</b>  Schedule 2 - State of Oregon Incidents; <b>page 95</b>  Schedule 3 – State of Washington Incidents; <b>page 96</b></p>	Exhibit H, Geographic Area Terms and Conditions; <b>page 75</b>
<b>Statusing of Crews (ROSS)</b>	<p>Exhibit D 3.0; <b>page 41</b>  Attachment 1 to Exhibit D – ROSS Statusing; <b>page 48</b></p>	Exhibit D.5, Availability; <b>page 22</b>
<b>Subsistence</b>	Exhibit C 5.0; <b>pages 35-37</b> – also see <b>Compensation</b> Topic	<p>Under <b>Compensation</b> topic  Section D.21.5, Remain Overnight (RON), <b>page 32</b>  D.21.6, Food and Drink, <b>page 32-33</b></p>
<b>Travel Standards/Limitations</b>	Exhibit D 5.0; <b>pages 43-44</b>	<p>Section D.6.6, Emergency Incident Driving, <b>page 25</b>  D.21.8.1.2, Driver Hour Limitation, <b>pages 33-34</b>  Exhibit F; <b>page 72</b></p>
<b>Trainee Assignments</b>	<p>Exhibit E 3.2, Incident Procedures; <b>pages 53-54</b>  E 3.2.1 – Contractors are responsible for administering PTBs  E 3.2.2 – The Incident Management Team will not provide PTBs  E 3.2.3 – Three trainee positions allowed for initial 14 days, replaceable upon extension of assignment  Must meet crew standards at all times not including trainees  Must be identified on Hand Crew Manifest submitted upon arrival  Must be shown on Daily CTR</p>	Exhibit N, Qualifications, <b>pages 82-103</b>
<b>Training Resources</b>	<p>Exhibit I; <b>pages 67-69</b>  Firefighting Contractor Associations  Public Training Providers</p>	Exhibit I, Contractor Associations and Public Education Providers; <b>page 75</b>
<b>Vehicle Requirements</b>	<p>Exhibit F 2.0; <b>pages 58-59</b>  F 2.1 – Contractor to provide vehicles that meet all laws/conditions  F 2.2 – Government reserves the right to inspect  F 2.3 – Government reserves the right to reject  F 2.4 – Contractor shall be responsible for maintenance  F 2.5 – Authorization to transport US DOL certificate required  F 2.6 – Meeting safety standards</p>	<p>Section D.2.1.2.1, Wildland Engines, <b>pages 15-17</b>  D.2.1.2.2, Wildland Water Tender, <b>pages 17-18</b>  Exhibit M, Forms and Checklists, <b>pages 81-89</b></p>

	<p>F 2.7 – Vehicle insurance, licenses and MSPA certificate  F 2.8 – STCR vehicle requirements  F 2.9 – Clearly visible external identification  F 2.10 – Vehicles must be shown on Hand Crew manifest</p>	
<b>Work Rest</b>	<p>Exhibit D 7.0; <b>pages 45-46</b>  D 7.1 – General Policy  D 7.2 – 2:1 ratio  D 7.3 – Work shifts exceeding 16 hours  D 7.4 – The IC must justify work shifts exceeding 16 hours  D 7.5 – Government shall provide R &amp; R  D 7.6 – Limited to 14 days or less exclusive of travel  D 7.7 – Assignment extensions</p>	<p>Section D.6.7, Work/Rest, Length of Assignments, and Crew Change Out; <b>page 25</b>  Exhibit F, <a href="#">(I) Work/Rest/Driving/Length of Assignment Guidelines</a>; <b>page 72</b></p>
<b>Zero Tolerance Issues</b>	<p>Section 10.4 – 10.7; <b>page 9</b>  10.4 – Drugs and Alcohol  10.5 – Dangerous Weapons  10.6 – Drug Free Workplace  10.7 – Harassment/Violence</p>	<p>Section C.9, Firearm – Weapon Protection; <b>page 13</b>  Section C.10, Harassment Free Workplace; <b>page 13</b>  Section D. 19.1, Incident Behavior; <b>pages 30-31</b>  Exhibit C, Harassment Free Workplace Policy; <b>page 55</b></p>