### Interagency Firefighting Crew Agreement - Fireline Supervisor Responsibilities Checklist for IFCA Resources

| Contract Resource Performance | *Evaluate if contract resources are able to perform the duties as assigned. If not, take appropriate action.*  
|                             | *Monitor the need for rest periods.*  
|                             | *Ensure the safety of resources (PPE, earplugs, hard hats, etc.).*  
|                             | Chain saw operators are only used for fireline construction, mop-up or clearing access routes and emergency escape routes or safety zones. They SHALL NOT perform as hazardous tree fallers under the IFCA.  

| Performance Evaluations | *Complete & turn in to Finance.*  
|                         | *Give CRWB a duplicate copy.*  

| Task Books | Government has no responsibility for contract resource Task Book completion.  

| Work/Rest | *Be aware of 2:1 work/rest ratio,*  
|           | *Ensure the CRWB attends shift briefings.*  

| Shift Ticket/CTR | *Be sure you are signing for hours that are actually worked as you are ultimately responsible for shift ticket accuracy. Travel to/from camp to line should be added.*  
|                 | *The entire crew should be listed on one Shift Ticket/CTR.*  
|                 | *Be sure documentation is **LEGIBLE**!**  
|                 | *Be sure the following information is included and **correct**:  
|                 |   ✓ Division/Shift  
|                 |   ✓ Resource Name & Order No.  
|                 |   ✓ Incident Name & No.  
|                 |   ✓ Date/Shift Start & End times (including meal breaks)  
|                 |   ✓ Legible signatures: Yours & CRWB  
|                 |   ✓ Your Resource Order No.  
|                 |   ✓ Trainees are identified with the letter ‘T’ next to their name  
|                 |   ✓ Documented meal breaks (see below)***  
|                 | *Use the 'Remarks' section to document:  
|                 |   ✓ Breakdowns  
|                 |   ✓ Short Crew  
|                 |   ✓ Accidents  
|                 |   ✓ Move to another division  
|                 |   ✓ Illness or injury  
|                 |   ✓ Hotline - note & initial if valid  
|                 | *Meal break only compensable as allowed (see below)***  
|                 | *You, not the CRWB shall turn in complete/accurate shift tickets/CTRs to the Time Unit on a daily basis.*  
|                 | *Keep the appropriate copy of the shift ticket/CTR for your records.*  

**Note:** On federal shift tickets (CTR), there is no line for the CRWB signature. You still need to ensure the CRWB signs.  

| Shift Ticket/CTR | ***Meal Breaks**  
|                 | *Meal breaks may be compensated if **ALL** of the following conditions are met:*  
|                 | → The fire is not controlled, **AND**  
|                 | → The OSC makes a decision that is critical to the effort of controlling the fire that personnel remain at their post of duty and continue to work as they eat, **AND**  
|                 | → The compensable meal break is approved by the government supervisor at the next level above the CRWB and is documented on the Shift Ticket/CTR  
|                 | *If not documented, no meal period will be paid and a meal break (if not shown) will be deducted from the total time submitted.*  

| Miscellaneous | *Be respectful. If there are legitimate issues that cannot be mitigated, follow the chain of command and/or take appropriate action.*  
|              | *Do not direct contract resources to wait around for possible reassignments.*  
|              | *Coordinate reassignments with Plans Section. Reassignments should be the exception, not the rule.*  

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