

ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 1
EMERGENCY FIREFIGHTER HIRING

PURPOSE: This chapter provides guidance on hiring of Emergency Firefighters (EFF) including specific forms needed under certain circumstances as well as distribution of the hiring paperwork. Timesheets and Pay is covered in Chapter 2 – Incident Payroll.

The Division of Forestry (DOF) employs two categories of EFF in its wildland fire program:

- Type II EFF crews
- Non-crew EFF

Type II EFF crews are hired, managed, and paid by the State of Alaska or BLM under the guidelines set forth in the Alaska Emergency Firefighter Type II Crew Management Guide. The list of crews with the appropriate Task is found on Appendix A. The Home Unit and key to acronyms for this list is also on Appendix A

All EFF, crew and non-crew, being considered for work are required to submit a *BLM or DNR Emergency Firefighter or Casual Support Worker* application (Form 1) annually so hiring personnel can tell if further action is warranted based on answers provided.

Access to Firearms

All incumbents of positions in the warehouse or as drivers are required to annually submit the *Applicant Qualification Inquiry – Firearms Possession* form. See Form 4.

Note: Firearms Inquiry forms should be accompanied by the definitions of “misdemeanor crime of domestic violence”, Select Portions of Title 18 United States Code at the following link: <https://www.justice.gov/usam/criminal-resource-manual-1117-restrictions-possession-firearms-individuals-convicted> (1117. Restrictions on the Possession of Firearms by Individuals Convicted of a Misdemeanor Crime of Domestic Violence | USAM | Department of Justice)

EFF EMPLOYMENT INFORMATION

General information about the EFF program, as well as an information packet and application for non-crew position’s, can be found at <http://www.forestry.alaska.gov/employ.htm>

Emergency Firefighters (EFF) must be 18 years of age to be eligible for employment. Individuals can receive crew training at age 16 or older.

HOURS OF WORK

EFF are hired as temporary emergency workers in response to hazardous wildfire situations. The State does not guarantee the length of employment, working schedules, or number of hours per day. EFF crews will be paid for no less than eight hours of work per day except for the first and last day of an assignment, mandatory day off, or when being terminated. Non-crew EFF has no similar guarantee.

**ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

ALASKA JOB CENTER

Different Alaska Job Center offices throughout the state offer varying levels of assistance. DOF is responsible for coordinating with local Job Center offices to develop procedures for referring and recruiting applicants during fire season for their Area.

Non-crew EFF hires must be made through Alaska Job Center offices whenever possible. Area or Regional offices can hire from applications previously collected by Job Center offices and forwarded to Forestry in lieu of contacting Job Center first each time. All DOF offices will use standardized employment applications (BLM or DNR Emergency Firefighter or Casual Support Worker Form (Form 1)).

Previously employed EFF recommended for rehire with acceptable performance ratings may either be name requested from Alaska Job Center or contacted directly because of fire operational needs. Some Alaska Job Center offices only accept applications for a specific time-period. If not, an application can be filled out and kept on file in each Area office. If completed Job Center applications aren't at hand, regular job orders can be placed by phone for EFF from the Area file.

At the end of the season, a list of all EFF hires will be supplied to the Job Service through the Area or Regional office.

ALTERNATE HIRING PROCEDURES

Applications will be available at each DOF office and Alaska Job Center. Nothing in this procedure prohibits hiring additional workers when Alaska Job Center is unavailable such as weekends, holidays, after hours or when there is no Job Center office.

To support equitable hiring practices, documentation of all attempts, both successful and unsuccessful, to contact applicants by phone are recorded on a contact log by Dispatchers, noting date, time of call and name of person making the call. Logs will be kept on file for two years by the Area or Regional Administrative Office.

REQUESTING A NON-CREW EFF

All EFF hires will be initiated and documented on a Resource Order. Requests for non-crew EFF will be made utilizing the List of Approved EFF Classifications (see Appendix C) and will be submitted on a General Message form to the State Logistics Center or respective Area Dispatch office for processing with the following information:

- Non-crew EFF position requested
- Name
- Date and beginning time needed
- Whether they need to be fully qualified or if a trainee is acceptable
- Incident name and number
- Reporting location
- Any other special instructions (i.e.; computer, rental car, hotel, etc.)

State Logistics or the Area Dispatch will generate a Resource Order and fill the request.

**ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

In mobilization to the Lower 48 and Canada, there is the expectation regarding self-sufficiency for single resource, particularly EFF. Self-sufficiency is defined as providing for one's own needs without external assistance. Please see Single Resource Self Sufficiency memo dated August 5, 2014 (see Appendix D). Dispatchers should ensure employee meets self-sufficiency criteria.

FELONY AND MISDEMEANOR CONVICTIONS FOR EFF

When applications reveal a misdemeanor conviction within the preceding five years or a felony conviction regardless of the date it occurred (2 AAC 07.091), a hiring supervisor or manager may not make a job offer without DOA Human Resources' review of the conviction information and detailed duties of the position. Scan the request to hire to Corrie Reeves, Brian Blessington, and Theresa Godfrey. After receiving approval, the EFF can be offered the position. Felony and misdemeanor convictions regardless of date it occurred, require additional processing if access to Ft. Wainwright is necessary.

CLASSIFICATION OF EFF

Anyone not fully qualified is considered a trainee and will be paid one level lower than a fully IQS-qualified individual. When a trainee's task book is signed off, certain positions need certifying authority to become IQS qualified. Task books must be scanned to the Alaska Training Officer for processing and entered into IQS. See <http://int.dnr.alaska.gov/forestry/training/index> for task book authorizations chart (fifth bullet on page). If a trainee is signed off during an assignment, the original hire rate remains in effect until completion of current assignment or the qualifications are certified and processed per Forestry procedures (see previous sentence).

Applicants will be hired and paid at the appropriate EFF classification according to the current List of Approved EFF Classifications (Appendix C). For positions not on the List, hiring offices will work with the Training Specialist/Officer and Fire Support Forester to determine appropriate pay rate of EFF positions not shown on the List of Approved EFF Classifications, who are then ordered as Technical Specialists (THSPs).

If the work assignment changes, the worker's classification and pay will be appropriately changed to reflect the new duties. Any incidental changes in assignment that cause a rate change must be documented on the crew time report. Permanent or long-term changes require a General Message and new Resource Order.

At no time will an EFF, regardless of length of service or qualifications, be paid at a higher rate than the assigned work requires.

**ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

EFF HIRING PAPERWORK

FORM

FREQUENCY

Personnel Action – Emergency Firefighter*
 *See Appendices E and F for example and instructions
 Equal Employment Opportunity Survey
 Designation of Beneficiary**
 W-4***
 I-9*** (Employment Eligibility Verification)
 Conditions of Hire for Emergency Firefighters
 Nepotism Waiver (Form 3)

 Applicant Qualification Inquiry -
 Firearms Possession (Form 4)

 Email approval to hire from HR

 Blood-borne Pathogens
 OF-288 (Emergency Firefighter Time Report)
 (Appendix J & K)
 Direct Deposit (Paycheck)
 Direct Deposit (Travel Reimbursement)

Once per season and any address change

 Once per season, shred after scan to Region
 Once per season unless changes occur
 Once per season
 Once per season
 Once per season, maintain at hiring office
 Only if non-crew EFF is related to regular
 DNR employee or another non-crew EFF

 Only if being hired as driver, warehouse
 worker, GSUL, or EQMG

 Only if circle “Yes” to questions 3 and/or 5
 on Application

 Once per season, give to EFF
 Kept current while under hire

 Once per season
 Once per season

**If primary and contingent beneficiary are listed, each must total 100%; see Appendix I for example
 *** **IMPORTANT:** DO NOT USE WHITEOUT, edit, or modify a W-4 or I-9. It will not be accepted by payroll.
 Please use a new form if corrections are needed.

USE LEGAL NAMES, NOT NICKNAMES ON ALL FORMS

Picture ID: Individuals must have picture ID issued by a state or federal government entity in their possession at the time of hire and for the duration of the assignment.

Social Security card: NEW THIS YEAR - Presenting a Social Security card is no longer a State of Alaska requirement in order to be hired. If choosing to use a Social Security card as a document to complete the I-9 the card must be presented for examination. The two alternatives possible to meet the previous State of Alaska Social Security Card requirements is not valid for completing the I-9 and have been discontinued.

Red Card: Individuals must possess a current Interagency Red Card if one is required for the position being hired. Check the Red Card for currency, an approved signature and appropriate fitness and work qualifications.

Inability to Perform Duties: If it appears that because of illness, injury or disorientation, an EFF’s ability to do their job is compromised, notify hiring office Dispatch Coordinator immediately.

**ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

Nepotism (See Form 3)

If a non-crew EFF is related to a DNR employee or another non-crew EFF, the following procedure is required:

1. BEFORE offering the position, get verbal approval from Area Forester for Area employee, State Support Forester for Warehouse/SLC/Transportation positions, Administrative Officer for Regional Office positions, and State Fire Support Forester for Statewide positions.
2. Complete Request for EFF Nepotism Waiver form (Form 3), including additional information for consideration, and an org chart showing each person's position in the chain of command.
3. Appropriate Area Forester or Unit Supervisor signs form.
4. Forward completed form and support information to the Regional Administrative Officer.
5. Regional Administrative Officer will forward to DOF Management Team Member in the supervisory chain for approval within three days of hire.
6. If denied, the Regional Administrative Officer or Management Team Member will notify the Area/Unit they must terminate the EFF immediately.
7. A log will be kept in the Regional Office of all nepotism requests.

CREW HIRING

The following items are needed in addition to those listed previously when hiring a crew:

- Passenger and Cargo Manifest (SOA form 10-3138 see Appendix G & H)
- Crew Time Report (CTR) book given to Crew Boss or Crew Representative
- OF-288's with headers completed including Employee ID's and time started are given to Crew Boss or Crew Representative

If there are less than 18-20 people in the crew, notify Dispatch and determine if the crew will still be needed. Make sure each individual is wearing serviceable 8" leather lace-up boots.

Begin crew's time from when they were ordered to standby at the airstrip or pickup point, regardless of when transportation actually arrive to pick them up. The Crew Boss or occasionally Squad Boss, may have additional time on CTRs because of extra duties associated with crew management.

The Crew Boss or Crew Representative is responsible for getting time reports, CTRs and Passenger and Cargo Manifest to the incident Finance Section or when applicable to the Area office.

DISTRIBUTION OF HIRING PAPERWORK

Scan completed hiring paperwork immediately upon completion to the appropriate Regional Administrative office and maintain originals in hiring Area offices. Be sure to shred both the scanned copy and the original of the Equal Employment Opportunity Survey.

Coastal Region - Palmer
Phone (907)761-6289
forcoaregadm@alaska.gov

Northern Region - Fairbanks
Phone (907)451-2660
dnr.nroeff@alaska.gov

Regional Administrative offices will audit hiring packets before forwarding to Payroll.

Termination of Assignment or Employment Due to Documentation Insufficiencies

Termination of employment for non-crew EFF will occur for:

- Failure to obtain approval of a nepotism waiver
- Failure to submit a nepotism waiver within 3 days of hire

Termination of employment for any EFF will occur for:

- Failure to submit ID/documents for I-9 verification within 3 days of hire
- Just cause

AFS Hiring/Payroll Paperwork: If out of area, please FED EX original OF-288's and hire paperwork to below address. (AFS **MUST have originals to process payroll)**

Alaska Fire Service
P.O. Box 35005
Fort Wainwright, Alaska 99703-0005
Attention: Financial Services
Phone (907)356-5571 or (907)356-5579