

2021 Summary of Changes

Administrative Briefing –

Changes throughout the Handbook

Chapter 1 – Hiring

- Corrected THSP rate approver to Fire Operations Forester
- Updated the Unit Supervisors on the Nepotism Waiver form

Chapter 2 – Incident Payroll

- Updated language on use of employees through RSAs – removed distinction between working while on base or OT hours; added note about use of equipment
- Changed mention of 2 days off in 21 to coincide with the 2017 Maisch Fatigue Management memo and with the expectation that the P and Ps will be updated
- Added clarification on the use of the 24-hour break to reset days off – not to be used between back to back assignments
- Added that meal breaks should be shown when in travel status
- Added wording to record time worked on Hazard Pay Worksheets rather than 4 hour blocks
- Added information on when bi-weekly payroll went into effect and deadlines for timesheets for regular and EFF employees
- Removed time closeout requirement for June 30
- Clarified that CTRs are signed by incident supervisors
- Added that excess hours worked documentation must be brought back by employees
- Added the OF-288 Matrix to the Appendices
- Removed the regular timesheet

Chapter 3 - Commissary

Chapter 4 – Compensation for Injury

- Updated Admin Officer and CR Regional Forester contact info in OSHA Notification section
- Reorganized the section on filing procedures and responsibilities
- Removed the Release of Medical Documentation form – release is included on 07-6100
- Added what? Forms to Routing section
- Added where the paperwork for the EFF crew members of the UAF Nanooks Crew will be processed

Chapter 5 – Performance Evaluation

Chapter 6 – Equipment Acquisition

- Removed references to Single and Double shifts

Chapter 7 – Cooperator Fire Departments

Chapter 8 – Property Management

- Updated the section on claims
 - Area Foresters able to settle claims for \$5000.00 or less
 - Copies of claims will still be sent to the Admin Officer to log
 - Regional Foresters will settle claims above \$5000.00
- Added information on the SOA Lost/Stolen/Damaged Property Review and the SOA Property Salvage/Destruction forms – not used on incidents but are completed at home unit by Property Custodians
- Modified the OF-289 Property Loss or Damage Report to include the routing of the form for a decision on the claim

Chapter 9 – Meals, Lodging, and Travel

- Added that EFF must have a completed EFF Single Resource Hiring Information form for each assignment

Chapter 10 – Vehicle Accidents

- Changed references throughout from EERA to OLAS Innovative Procurement or Fire Hire
- Added information about Forestry MAs
- Updated NASPO information – Enterprise no longer available for AK

Chapter 11 – Contractor and Employee Property Claims

- Changed references throughout from EERA to OLAS Innovative Procurement or Fire Hires
- Updated who settles which claims
 - Area Foresters may settle claims \$5000.00 or less
 - Regional Foresters may settle claims for OLAS Innovative Procurement or Fire Hires and employees above \$5000.00
 - Regional Foresters will make a recommendation for claims over \$5000.00 for equipment/services procured through Master Agreements and for Cooperator Fire Departments

- Appeals will be sent to the Regional Administrative Officer for routing through the Forestry Division Director/Deputy Division Director to the Commissioner for a final decision, or to the DNR Procurement Officer depending on the type of agreement
- Revised the procedures to better outline who does what at what stage
- Revised the claim form
 - Estimates are now needed for claims above \$3000.00 and only 2 needed, although DOF reserves the right to request more; removed remote location bid information
 - Added area for each level of decision or recommendation

Chapter 12 – Cost Calculation and Reporting

Chapter 13 – Suppression Component Coding

Chapter 14 – Procurement

- In the list of Procurement Methods changed Contract Awards to Master Agreements
- Changed wording for EERAs throughout to OLAS Innovative Procurement or Fire Hires
- Rearranged the information on Aircraft Rental
- Changed established to suggested when referring to equipment rates
- Eliminated the 48 hour limitation for Field Hires; all equipment hiring is now incident only
- Updated preferences in hiring language
- Updated language for the use of the Activity Code “FIRE” –
- In the coding table replaced FMOs with Area Foresters
- In the documentation table added VPN to all; revised language for EERAs
- Added that invoices previously submitted to DNR Procurement may be submitted directly through the Portal

Chapter 15 – Allowable Fire Activity Cost

Chapter 16 – Land Use and Facility Rental Agreements

This page left intentionally blank.