

POINT OF HIRE TASK LIST

<u>LOCATION</u>	DESIGNATED CREW	3-LETTER CODE	DOF CREW TASK	ADMIN OFFICE	AGENCY	# OF CREWS
Allakaket	Y	6A8		TAD	AFS	1
Aniak		ANI	F302	SWS	DOF	
Chevak	Y	VAK	F303	SWS	DOF	1
Coastal Region			F709			
Copper Center		GKN	F304	CRS	DOF	
Delta	Y	BIG	F305	DAS	DOF	1
Dillingham		DLG	F327	SWS	DOF	
Fairbanks	Y	FAI	F306	FAS	DOF	2
Ft. Yukon	Y	FYU		UYD	AFS	2
Grayling	Y	KGX		GAD	AFS	1
Haines/Juneau		JNU	F307	SWS	DOF	
Hooper Bay	Y	HPB	F309	SWS	DOF	2
Homer		HOM	F308	KKS	DOF	
Huslia	Y	HLA		GAD	AFS	2
Kalskag, Lower	Y	KLG	F310	SWS	DOF	1
Kalskag, Upper	Y	KLG	F324	SWS	DOF	1
Kaltag	Y	KAL		GAD	AFS	1
Kenai/Soldotna		ENA	F328	KKS	DOF	
Koyukuk	Y	KYU		GAD	AFS	1
Marshall	Y	3A5		GAD	AFS	1
McGrath		MCG	F311	SWS	DOF	
Mentasta		MEN	F312	TAS	DOF	
Minto	Y	51Z		TAD	AFS	1

POINT OF HIRE TASK LIST...continued

Nenana		ENN	F313	FAS	DOF	
New Stuyahok		KNW	F326	SWS	DOF	
Nikolai		5NI	F314	SWS	DOF	
Nondalton	Y	5NN	F315	SWS	DOF	1
Northern Region		NRO	F708			
Northway		ORT	F317	TAS	DOF	
Nulato	Y	NUL		GAD	AFS	1
Palmer		PAQ	F318	MSS	DOF	
Ruby	Y	RBY		GAD	AFS	1
Scammon Bay		SCM	F325	SWS	DOF	
Selawik	Y	WLK		GAD	AFS	1
Shageluk		SHX	319	SWS	DOF	
Slana		GKN	F308	TAS	DOF	
Sleetmute		SLQ	F320	SWS	DOF	
St. Michael	Y	5S8		GAD	AFS	1
Stebbins	Y	WBB		GAD	AFS	1
Tanacross		TSG	F321	TAS	DOF	
Tetlin		3T4	F322	TAS	DOF	
Tok		6K8	F323	TAS	DOF	
Upper Tanana	Y	TSG		TAD	AFS	2
Venetie	Y	VEE		UYD	AFS	1

Home Unit and Acronym List

Fairbanks – JBA - Home Unit Z31F

Copper River/Delta/Fairbanks/Nenana/Northern Region/Northway/Tanacross/Tetlin/Tok/Mentasta

Anchorage – EBA – Home Unit Z31A

ALL OTHER LOCATIONS

AFS Areas:

GAD - Galena Zone, Galena

TAD - Tanana Zone, Tanana

UYD - Upper Yukon Zone, Fairbanks

DOF Areas:

SWS - Southwest Area, McGrath – Home Unit Z31A

MSS - Mat-Su Area, Palmer – Home Unit Z31P

CRS - Valdez-Copper River Area, Glennallen – Home Unit Z31F

TAS - Tok Area, Tok – Home Unit Z31F

DAS - Delta Area, Delta – Home Unit Z31F

FAS - Fairbanks Area, Fairbanks – Home Unit Z31F

KKS - Kenai-Kodiak Area, Soldotna – Home Unit Z31A

2022 LIST OF APPROVED EFF CLASSIFICATIONS

Title	Mnemonic	Rate	Title	Mnemonic	Rate
Admin Aide***	THSP	EFF-5	Heavy Equipment Boss	HEQB	EFF-6
Advanced Emergency Med Tech (not fireline)	AEMT	EFF-8	Helibase Manager	HEBM	EFF-9
Advanced Emergency Med Tech (fireline)	AEMF	EFF-9	Helicopter Crew Member*	HECM	EFF-4
Agency Representative*	AREP	EFF-11	Helicopter Manager, Single Resource*	HMGB	EFF-7
Aircraft Base Radio Operator*	ABRO	EFF-5	Incident Commander Type 5*	ICT5	EFF-5
Aircraft Dispatcher*	ACDP	EFF-8	Incident Commander Type 4*	ICT4	EFF-6
Aircraft Timekeeper	ATIM	EFF-4	Incident Commander Type 3*	ICT3	EFF-10
Air Operations Branch Director	ASGS	EFF-11	Incident Communication Center Mgr*	INCM	EFF-5
Air Space Coordinator	ASCO	EFF-11	Incident Communication Technician	COMT	EFF-6
Air Support Group Supervisor*	AOBD	EFF-10	Initial Attack Dispatcher *	IADP	EFF-8
Air Tactical Group Supervisor*	ATGS	EFF-10	Interagency Resource Rep*	IARR	EFF-9
Air Tactical Supervisor	AITS	EFF-11	Laborer***	THSP	EFF-3
Airtanker Base Manager*	ATBM	EFF-10	Lead Accounting/Admin Tech***	ACCT	EFF-7
Base Camp Manager*	BCMG	EFF-5	Line Officer***	LINE	EFF-11
Camp Crew Member***	CAMP	EFF-1	Loadmaster***	LOAD	EFF-9
Camp Crew Squad Boss***	THSP	EFF-3	Mixmaster*	MXMS	EFF-7
Camp Crew Boss***	CACB	EFF-4	Materials Handler *	WHHR	EFF-5
Cache Liaison	THSP	EFF-7	Materials Handler Leader *	WHLR	EFF-6
Carpenter***	CARP	EFF-9	Mechanic (Automotive/Heavy Equip)***	GMEC	EFF-7
Clerk***	THSP	EFF-3	Mechanic, Maintenance***	FMNT	EFF-6
Comp for Injury Specialist	INJR	EFF-5	Medical Unit Leader*	MEDL	EFF-8
Cook, Head Camp***	COOK	EFF-6	Operations Branch Director*	OPBD	EFF-11
Cook Helper***	THSP	EFF-3	Ordering Manager*	ORDM	EFF-5
Crew Administrative Representative***	THSP	EFF-8	Personnel Time Recorder*	PTRC	EFF-5
Crew Representative*	CREP	EFF-7	Pilot* or Pilot***	PILO	EFF-12
Deck Coordinator*	DECK	EFF-6	Prevention/Education Team Leader	PETL	EFF-11
Detection Specialist***	AOBS	EFF-6	Prevention/Education Team Member	PETM	EFF 10
Crew Representative*	CREP	EFF-7	Prevention Technician***	PREV	EFF-6
Division/Group Supervisor*	DIVS	EFF-10	Public Information Officer Type I*	PIO1	EFF-12
Driver-Class A CDL	DRVA	EFF-5	Public Information Officer Type II*	PIO2	EFF-11
Driver-Class B CDL	DRVB	EFF-5	Public Information Officer*	PIOF	EFF-9
Driver, >1 Ton and ≤ 4 Tons (No CDL)	DRIV	EFF-4	Radio Operator*	RADO	EFF-4
Emergency Medical Tech Basic	EMTB	EFF-7	Ramp Manager*	RAMP	EFF-6
Emergency Medical Tech Fireline	EMTF	EFF-8	Receiving & Dist. Manager*	RCDM	EFF-5
Emergency Medical Tech Paramedic (fireline)	EMPF	EFF-10	Resource Advisor***	READ	EFF-10
Emergency Medical Tech Paramedic	EMTP	EFF-10	Retardant Crewmember***	RTCM	EFF-5
Engine Boss* or Engine Boss**	ENGB	EFF-6	Safety Officer Type 1*	SOF1	EFF-12
Equipment Inspector	EQPI	EFF-4	Safety Officer Type 2*	SOF2	EFF-11
Engine Operator* or Engine Operator**	ENOP	EFF-5	Safety Officer, Line*	SOFR	EFF-9
Equipment Manager*	EQPM	EFF-5	Section Chiefs Type 1*		EFF-12
Equipment Time Recorder*	EQTR	EFF-5	Section Chiefs Type 2*		EFF-11
Expanded Dispatch Recorder*	EDRC	EFF-3	Section Chiefs Type 3*		EFF-10
Expanded Dispatch Coordinator*	CORD	EFF-10	Security Guard	SECG	EFF-3
Expanded Supervisory Dispatcher*	EDSP	EFF-8	Security Manager*	SECM	EFF-5
Expanded Support Dispatcher*	EDSD	EFF-6	Staging Area Manager*	STAM	EFF-6
Basic Faller *	FAL3	EFF-4	Status Check-In Recorder*	SCKN	EFF-5
Intermediate Faller *	FAL2	EFF-5	Strike Team Leader -All Types*		EFF-8
Advanced Faller *	FAL1	EFF-10	Structure Protection Specialist*		EFF-10
Field Observer*	FOBS	EFF-6	Task Force Leader*	TFLD	EFF-8
Firefighter Type 1*	FFT1	EFF-4	Unit Leaders* (with exception of		EFF-8
Firefighter Type 2*	FFT2	EFF-3	DOCL & PROC which are EFF 6 & 9 respectively)		
Firefighter, Single Resource, IA Yr 2 +	THSP	EFF-4	UAS Data Specialist	UASD	EFF-8
Fire Behavior Analyst*	FBAN	EFF-10	UAS Manager	UASM	EFF-9
Fire Investigator*	INVF	EFF-11	UAS Module Leader	UASL	EFF-9
Fixed Wing Base Manager*	FWBM	EFF-9	UAS Pilot	UASP	EFF-9
Fixed Wing Parking Tender*	FWPT	EFF-3	Warehouse Work Leader***		EFF-5
Food Service Worker***	THSP	EFF-1	Warehouse Worker***		EFF-4
Fork Lift Operator***	FLOP	EFF-2			
Fueler***	THSP	EFF-2	Type 2 Crew		
Fuel Specialist***	FUEL	EFF-4	Crew Member*	FFT2	EFF-3
GIS Specialist*	GISS	EFF-7	Squad Boss*	FFT1	EFF-4
			Crew Boss*	CRWB	EFF-6

* Must meet ICS requirements and possess a valid Red Card. Trainees are hired at one pay rate below qualified hires.

** Must be dispatched as part of a Structure Fire Department (SFD) unit of apparatus.

*** Alaska positions, local hire, not normally sent to the Lower-48 states except for CAR.

+Non-ICS position, use mnemonic only in Alaska.

EFF-1	\$13.48	EFF-6	\$21.80	EFF-11	\$35.61
EFF-2	\$14.79	EFF-7	\$23.76	EFF-12	\$42.64
EFF-3	\$16.53	EFF-8	\$26.64	EFF-13	\$50.69
EFF-4	\$18.16	EFF-9	\$29.42		
EFF-5	\$20.00	EFF-10	\$32.43		

To get the rate of a position not listed here, the equivalent can be found in the Federal AD pay plan or contact the Admin Officer Northern Region at (907) 451-2663.

All THSPs must be approved by the State Fire Operations Forester through the Statewide Training Officer Kelly Gisolo(907) 761-6264 or Carrie Hale (907)822-5534

3/15/2022

MEMORANDUM
Department of Natural Resources

STATE OF ALASKA
Division of Forestry

TO: All Fire Staff

DATE: August 5, 2014

Thru: Tom Kurth 
Chief, Fire and Aviation
tom.kurth@alaska.gov

TELEPHONE NO.: (907) 451-2675

SUBJECT: Single Resource
Self Sufficiency



Recent mobilizations to the firefighting effort in the Lower 48 and Canada have brought forth issues regarding "self-sufficiency" for single resources, particularly emergency fire fighters (EFF). The expectation of self-sufficiency is that a single resource can navigate their way to/from and often during an entire incident. Self-sufficiency can be defined as providing for one's own needs without external assistance. This has been a long standing trend on Lower 48 fire assignments. DOF is not expected to provide these on a short term basis outside of our regular state employees. The Division of Forestry needs to adjust to this expectation and individuals, particularly EFF, will need the following:

- Cell phone with Lower 48 coverage,
- Driver's license – a Class D (rural) off highway license does not meet this requirement,
- Credit Card with an available balance of at least \$2500. A debit card or cash will not satisfy this requirement. A personal credit card would have to be the requirement for EFF,
- Completed and signed time sheets (OFF-288) for all hours claimed on assignment and submitted to home unit administration on return,
- An ability to document and complete travel authorization (TA) upon return,
- Credit card receipts for all assignment related charges.

If a firefighter is not capable of being self-sufficient, it is possible that they can still participate in alternative mobilizations. This would include crew mobilizations, helicopter modules, engine assignments, or assignments where they would be paired up with regular agency employees who are self-sufficient.

We are also examining ways to assist through this transition. For example, SLC is setting up car rental agreements to allow for direct billing to a fire. If we have an incident or cooperating agency with prior approval that can guide a resource through the transportation, meals and lodging, and related requirements, we can facilitate that order. This process must have prior approval with sending and receiving agency dispatch approvals. This method is often impractical in today's Lower 48 environment.

This situation does not apply to Alaskan incidents where we often are providing all the requirements to and from an incident.

We will also develop a "Single Resource EFF Guide" to assist DOF in oversight regarding single resources.

PERSONNEL ACTION - EMERGENCY FIREFIGHTER 2022

Employee ID 1 _____	2 New Hire <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Change of Address
Name: 3 _____	4 <input type="checkbox"/> Crew <input checked="" type="checkbox"/> Single Resource
Date of Birth: 5 _____	6 Are you at least 18 years old? <input type="checkbox"/> Yes
Home Phone: 7 _____	8 Are you a State Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Married <input type="checkbox"/> Single 9	10 Are you related to a DNR State Employee or non-crew EFF? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address for Paycheck: 11 _____ _____ _____	12 Same address for W-2? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No" please fill in: _____ _____ _____

13 EMERGENCY CONTACT INFO

Name: _____
 Address: _____

 Phone #: _____

Name: _____
 Address: _____

 Phone #: _____

CONDITION OF HIRE AND BLOODBORNE PATHOGEN ACKNOWLEDGMENT

I have read, or had read to me, and understand the documents noted in items I and II listed below:
 I. State of Alaska - Division of Forestry's Conditions of Hire; and I agree to abide by them throughout the duration of employment, and
 II. State of Alaska brochure entitled "Protecting Employee from Hepatitis A Virus, Hepatitis B Virus, and Human Immunodeficiency Virus"
 and realize that by doing so, I have fulfilled the Level I training requirement of the Bloodborne Pathogens Exposure Control Plan.

14
 Signature of EFF Employee _____
16
 Signature of Witness (Hiring Person) _____

15
 Date _____
17
 Date _____

TO BE COMPLETED BY HIRING PERSONNEL:

EFF Hire Date: **18** _____
 Job Title: **19** _____
 Home Unit/Task: **20** _____
 Crew Name (if applicable): **21** _____
 3 Letter Designator: **22** _____ (3-letter code)
 EFF Type - Check One: _____ Pay Rate - Check One: **23**

24 Crew Member _____	EFF 1 <u>\$13.48</u>	EFF 7 <u>\$23.76</u>
Squad Boss _____	EFF 2 <u>\$14.79</u>	EFF 8 <u>\$26.64</u>
Crew Boss _____	EFF 3 <u>\$16.53</u>	EFF 9 <u>\$29.42</u>
25 Other _____	EFF 4 <u>\$18.16</u>	EFF 10 <u>\$32.43</u>
	EFF 5 <u>\$20.00</u>	EFF 11 <u>\$35.61</u>
	EFF 6 <u>\$21.80</u>	EFF 12 <u>\$42.64</u>
		EFF 13 <u>\$50.69</u>

HR Staff - Input by: _____

3/16/2022

26 Reviewed by (initials): _____
 Date sent to Region: _____

INSTRUCTIONS FOR PERSONNEL ACTION-EMERGENCY FIREFIGHTER

1. Employee ID#: Make sure it matches on all paperwork
2. Always mark “New Hire” the first time the EFF Personnel Action is done each season
3. Name: Full legal name, include Jr., Sr., etc. No nick names
4. Hired as crew or single resource
5. Date of Birth: Verify 18 years of age
6. Must be at least 18 year’s old
7. Home Phone: Village phone, cell phone, or contact phone may be used
8. Are you a State Employee?
9. Married or single
10. For non-crew EFF only: If answer to this question is “yes”, a request for EFF Nepotism Waiver form must be filled out
11. Where paycheck should be mailed (Mandatory)
12. If not the same as paycheck, you must provide address where your W-2 should be sent
13. Emergency Contact Information: At least one. Be sure is legible. (Mandatory)
14. Employee Signature
15. Date of employee signature
16. Witness or Hiring Person: Must be signed
17. Date of Witness Signature
18. Date of Hire: Must match thru out paperwork
19. Job Title: Must be from the EFF Classification List. Exceptions must be requested through the Training Office and approved by the State Fire Operations Forester
20. Home Unit: See Appendix B
21. Crew name: If none, write “Single Resource”
22. 3 Letter Designator: See Appendix A
23. EFF Pay Rate: Must match EFF type and qualifications
24. EFF Type: Check only one
25. Other: Check when hiring non-crew EFF
26. Admin Initial