

## EMERGENCY FIREFIGHTER HIRING

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

The Division of Forestry (DOF) employs two categories of Emergency Firefighters (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 Point of Hire Charge Code List is found in this chapter on page 6. The key to acronyms for this list are on page 7.

All non-crew EFF being considered for work are required to submit a *BLM or DNR Emergency Firefighter or Casual Support Worker* application 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 *Qualifications Inquiry – Firearms Possession* form. See Supplement.

*Note: Firearms Inquiry forms should be accompanied by the definitions of “misdemeanor crime of domestic violence”, Select Portions of Title 18 United States Code*

### **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.

**Timesheets and Pay** – See Chapter 2 – Incident Payroll

### **EFF Employment Information**

General information about the EFF program, as well as an information packet and application for non-crew positions, can be found at [//forestry.alaska.gov/employ.htm](http://forestry.alaska.gov/employ.htm).

### **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 whenever possible. Area or Regional offices can hire from applications previously collected by Job center and forwarded to Forestry in lieu of contacting Job Center first each time. All DOF offices will use standardized employment application (BLM or DNR Emergency Firefighter or Casual Support Worker form-found in supplement).

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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. Employment-related telephone inquiries from perspective non-crew EFF should be referred to the nearest Alaska Job Center office provided the Job Center is accepting applications.

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, or 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 their application or on a contact log, noting date, time of call, and name of person making the call. Logs and applications 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 supplement) 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, per diem, etc.)

State Logistics or the Area Dispatch will generate a resource order and fill the request.

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 on page 14. Dispatchers should ensure employee meets self-sufficiency criteria.

**Felony and Misdemeanor Convictions for Non-crew 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. A hiring supervisor or manager who has knowledge of a conviction will report the information to Human Resources at the time of EFF hiring need.

**Classification of EFF**

Anyone not fully qualified is considered a trainee, and will be paid one level lower than a fully IQS-qualified individual.

**Applicants will be hired and paid at the appropriate EFF classification according to the current List of Approved EFF Classifications (See Supplement).** Hiring offices will work with their Regional Administration Offices to determine appropriate pay rate of EFF positions not shown on the List of Approved EFF Classifications. 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 new resource order. If rate change occurs during assignment, original hire rate remains in effect until completion of current assignment.

When a trainees 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).

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

**EFF Hiring Paperwork**

FORM

Personnel Action – Emergency Firefighter  
 Equal Employment Opportunity Survey  
 Designation of Beneficiary\*  
 W-4  
 I-9 (Employment Eligibility Verification)  
 Conditions of Hire for Emergency Firefighters  
 Nepotism Waiver  
  
 Blood-borne Pathogens  
 OF-288 (Emergency Firefighter Time Report)  
 Direct Deposit

FREQUENCY

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

\*If primary and contingent beneficiary are listed, each must total 100%

**USE LEGAL NAMES, NOT NICKNAMES ON ALL FORMS**

**Nepotism**

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 positions, and Regional Forester for Regional position.
2. Complete Request for EFF Nepotism Waiver form, include additional information for consideration and org chart. (Example page 17)
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 Regional Forester or DOF Management Team Member in the supervisory chain for approval within three days of hire.
6. If denied, the Regional Administrative Officer or Regional Forester will notify the Area/Unit they must terminate the EFF immediately.
7. A log will be kept in the Region Office of all nepotism requests.

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.

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.

**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 example page 14)
- Crew Time Report (CTR) book given to Crew Boss or Crew Representative
- OF-288's with headers completed 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 arrives to pick them up. The Crew Boss, or occasionally Squad Boss, may have additional time on CTR because of extra duties associated with crew management.

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Match SSN's on EFF Time Reports (OF-288) and all other hiring paperwork. The Hiring official is responsible for the hiring forms reaching the administrative unit in the hiring Area.

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

**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.

**Distribution of Hiring Paperwork**

Scan completed hiring paperwork to Regional Administrative office and maintain originals in hiring Area offices. Do not wait until the end of the pay period. Be sure to shred both the scanned copy and the original Equal Employment Opportunity Survey.

**State Hiring Paperwork**

Review and forward originals or scan to appropriate Region.

Coastal Region  
Division of Forestry  
101 Airport Road  
Palmer, AK 99645  
Phone (907)761-6289

Northern Region  
Division of Forestry  
3700 Airport Way  
Fairbanks, AK 99709  
Phone (907)451-2660

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 Paperwork: If out of area, please FED EX original OF-288's to below address.**

Alaska Fire Service  
P.O. Box 35005  
Fort Wainwright, Alaska 99703-0005  
Attention: Financial Services  
Phone (907)356-5781 or (907)356-5780

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**POINT OF HIRE COLLOCATION LIST**

<b><u>LOCATION</u></b>	<b>DESIGNATED CREW</b>	<b>3-LETTER CODE</b>	<b>DOF CREW CC</b>	<b>ADMIN OFFICE</b>	<b>AGENCY</b>	<b># OF CREWS</b>
Allakaket	Y	6A8		TAD	AFS	1
Chevak	Y	VAK	10317034	SWS	DOF	1
Delta	Y	BIG	10317038	DAS	DOF	1
Fairbanks	Y	FAI	10317131	FAS	DOF	2
Ft. Yukon	Y	FYU		UYD	AFS	2
Grayling	Y	KGX		GAD	AFS	1
Hooper Bay	Y	HPB	10317136	SWS	DOF	2
Huslia	Y	HLA		GAD	AFS	2
Kalskag, Lower	Y	KLG	10317139	SWS	DOF	1
Kalskag, Upper	Y	KLG	10317337	SWS	DOF	1
Kaltag	Y	KAL		GAD	AFS	1
Koyukuk	Y	KYU		GAD	AFS	1
Marshall	Y	3A5		GAD	AFS	1
Minto	Y	51Z		TAD	AFS	1
Mt. Village	Y	MOU		GAD	AFS	1
Nondalton	Y	5NN	10317234	SWS	DOF	1
Nulato	Y	NUL		GAD	AFS	1
Ruby	Y	RBY		GAD	AFS	1
Selawik	Y	WLK		GAD	AFS	1
St. Michael	Y	SMK		GAD	AFS	1
Stebbins	Y	WBB		GAD	AFS	1
Upper Tanana	Y	TSG		TAD	AFS	2
Venetie	Y	VEE		UYD	AFS	1

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**AFS Areas:**

GAD - Galena Zone, Galena

TAD - Tanana Zone, Tanana

UYD - Upper Yukon Zone, Fairbanks

**DOF Areas:**

SWS - Southwest Area, McGrath

MSS - Mat-Su Area, Palmer,

CRS - Valdez-Copper River Area, Glennallen

TAS - Tok Area, Tok

DAS - Delta Area, Delta

FAS - Fairbanks Area, Fairbanks

KKS - Kenai-Kodiak Area, Soldotna

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**PERSONNEL ACTION - EMERGENCY FIREFIGHTER**

SSN: (1) 123-45-6789 (2) New Hire  Yes  No  Change of Address

Name: (3) John Doe, JR (4)  Crew  Single Resource

Date of Birth: (5) 01/02/1956 (6) Are you at least 18 years old?  Yes

Home Phone: (7) 907-123-4567 (8) Are you a State Employee?  Yes  No

Married  Single (9) (10) Are you related to a DNR State Employee or non-crew EFF?  Yes  No

Address for Paycheck: (11) P.O. Box 123 (12) Same address for W-2?  Yes  No  
McGrath, AK  
99627  
 If "No" please fill in: \_\_\_\_\_

(13) **EMERGENCY CONTACT INFO**

Name: John Doe, SR  
 Address: P.O. Box 123  
McGrath, AK 99627  
 Phone #: 907-123-4567

Name: Jane Doe  
 Address: P.O. Box 123  
McGrath, AK 99627  
 Phone #: 907-123-4567

**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) John Doe, Jr  
 Signature of EFF Employee -  
 (16) Admin Assistant  
 Signature of Witness (Hiring Person)

(15) 05/01/20XX  
 Date  
 (17) 05/01/20XX  
 Date

**TO BE COMPLETED BY HIRING PERSONNEL:**

EFF Hire Date: (18) 05/01/20XX (19) \_\_\_\_\_  
 Job Title: (20) Field Observer (FOBS)  
 Point of Hire Collo Code: (21) 10317230  
 Crew Name (if applicable): (22) Single Resource  
 3 Letter Designator: (23) MCG (3-letter code)

Check here if Social Security Card was requested but the employee was unable to provide a copy

EFF Type - Check One: (24) Pay Rate - Check One:

Crew Member (25) _____	EFF 1 _____ \$11.75	EFF 7 _____ \$20.75
Squad Boss _____	EFF 2 _____ \$12.93	EFF 8 _____ \$23.27
Crew Boss _____	EFF 3 _____ \$14.40	EFF 9 _____ \$25.76
Other (26) _____	EFF 4 _____ \$15.87	EFF 10 _____ \$28.34
	EFF 5 _____ \$17.41	EFF 11 _____ \$31.12
	EFF 6 <input checked="" type="checkbox"/> \$19.05	EFF 12 _____ \$37.34
		EFF 13 _____ \$44.38

HR Staff - Input by: \_\_\_\_\_

3/25/2014

Reviewed by (initials): ad  
 Date sent to Region: 05/01/20XX

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**INSTRUCTIONS FOR PERSONNEL ACTION-EMERGENCY FIREFIGHTER**

1. SSN: 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 years old
7. Home Phone: Village phone, cell phone, or contact phone may be used
8. Are you a State Employee? If the answer is yes, immediately contact the Regional Admin Assistant so they can determine if the hire will be approved
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
12. If not the same as paycheck, you must provide address where your W-2 should be sent
13. Emergency Contact Information: Include 2 contacts when possible
14. Employee Signature: Employee signs here to acknowledge Conditions of Hire for Emergency Firefighters and the brochure “Protecting Employees From Hepatitis A Virus, Hepatitis B Virus and Human Immunodeficiency Virus”, have been read and understood
15. Date of employee signature
16. Witness or Hiring Person: Must be signed
17. Date of Witness Signature
18. Date of Hire
19. Social Security Card requested but employee was unable to provide, check box
20. Job Title: Must be from the EFF Classification List. Exceptions must be requested through the Regional Admin and approved by the Regional FMO
21. Point of Hire Charge Code: Each Point of Hire is assigned a charge code, see pages 6 & 7 of this chapter
22. Crew name: See Point of Hire Charge Code List on pages 6 & 7. If not on a crew, write “Single Resource”
23. 3 Letter Designator: Generally the 3 letter airport designator for the EFF’s point of hire
24. EFF Pay Rate: Must match EFF type and qualifications
25. EFF Type: Check only one
26. Other: Check when hiring non-crew EFF

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**STATE OF ALASKA  
DESIGNATION OF BENEFICIARY FOR UNPAID COMPENSATION**

This form names the people you want to receive unpaid wage compensation in the event of your death while an employee of the State of Alaska. It can also be used to change those names at any time. Your wishes may not be carried out as intended if the form is not completed correctly.

Employee Name John Doe, JR Department Natural Resources  
Employee ID 123-45-6789 Date of Birth 01/02/1956  
 INITIAL AUTHORIZATION  CHANGE

PRIMARY BENEFICIARY (IES)				CONTINGENT BENEFICIARY (IES)			
Name <u>John Doe, SR</u>				Name <u>Jane Doe</u>			
Address <u>P.O. Box 321</u>				Address <u>P.O. Box 321</u>			
City, State & Zip Code <u>McGrath, AK 99627</u>				City, State & Zip Code <u>McGrath, AK 99627</u>			
Relationship <u>Father</u>	DOB (if minor)	Percentage <u>100</u>	%	Relationship <u>Mother</u>	DOB (if minor)	Percentage <u>50</u>	%
Name				Name <u>Tom Doe</u>			
Address				Address <u>P.O. Box 321</u>			
City, State & Zip Code				City, State & Zip Code <u>McGrath, AK 99627</u>			
Relationship	DOB (if minor)	Percentage	%	Relationship <u>Brother</u>	DOB (if minor)	Percentage <u>50</u>	%
Name				Name			
Address				Address			
City, State & Zip Code				City, State & Zip Code			
Relationship	DOB (if minor)	Percentage	%	Relationship	DOB (if minor)	Percentage	%
Name				Name			
Address				Address			
City, State & Zip Code				City, State & Zip Code			
Relationship	DOB (if minor)	Percentage	%	Relationship	DOB (if minor)	Percentage	%
TOTAL PRIMARY PERCENTAGE MUST EQUAL			<b>100%</b>	TOTAL CONTINGENT PERCENTAGE MUST EQUAL			<b>100%</b>

Employee Signature <u>John Doe Jr</u>	Date <u>3/01/20XX</u>	Witness <u>Admin Assistant</u>	Date <u>3/01/20XX</u>
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**INSTRUCTIONS**

1. You may designate one primary beneficiary who would be the sole beneficiary.
2. You may designate primary beneficiary(ies) and contingent beneficiary(ies). Primary beneficiaries receive the benefit first if you die. Contingent beneficiaries receive the benefit if the primary beneficiary has died.
3. You may designate any number of beneficiaries to share in any manner you wish. Please designate the percentage to pay each beneficiary. The total percentage of all Primary beneficiaries must equal 100% and the total of all Contingent beneficiaries must equal 100%. List each name separately; attach additional forms if necessary.
4. If you are designating a minor (under 18 yrs of age) as your beneficiary, you must add the minor's date of birth (DOB).
5. Should you wish to change or alter your designation of beneficiary, be sure to complete a new form in its entirety.
6. This form must be witnessed by someone who can verify your identity and who is not your beneficiary.

Return this completed form to your Payroll Services Section or Agency HR Office, or you may send it directly to Dept. of Administration, Div. of Finance, Payroll Section, P.O. Box 110204, Juneau AK 99811-0204.

Rev. 04/25/2012

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Instructions for Emergency Firefighter Time Report (OF-288)

Block 1: El-Suite will create a unique identifier number for each employee. Use only 7 digits followed by A,B,etc., for multiple pages.

Block 2: SSN: Make sure this number matches all other (hiring) paperwork.

Block 3: Type of Employment: EFF are "Other" employees. Write "State EFF."

Block 4: Hiring Unit Name

Block 5: NAME (First, Middle, Last)

Block 6: Hiring Unit Phone Number

Blocks 7: Hiring Unit Fax Number

Block 8-14: Self-explanatory

Blocks 15: Accounting Code

Year: Put in Year

Block 16: Total hours of column

Block 17: Total hours of all columns

Block 18: Commissary and Travel

Block 19: Remarks

Block 20: Employee Signature

Block 21: Time Officer Signature

See Chapter 2 Incident Payroll for recording time and closing out OF-288.

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**STATE OF ALASKA** (1) Hooper Bay # 1

<b>DIVISION of FORESTRY</b>		<b>PASSENGER and CARGO MANIFEST</b>					
ORDERING UNIT OR ORDER NUMBER (2) AK-CRS-042		INCIDENT NAME (3) Glenn Fire		INCIDENT NUMBER (4) 73X14042			
NAME OF CARRIER (5) Hagelund		VEHICLE # AND TYPE (6) N732A		VEHICLE OPERATOR or AIRCRAFT PILOT NAME (7) Joe Pilot			
CHIEF OF PARTY (8) Boss Mann		REPORT TO (9)		IF DELAYED, CONTACT (10) CRS			
DEPARTURE PLACE		INTERMEDIATE STOPS		DESTINATION PLACE			
(11) HPB		(12) MCG		(13) GKN			
PASSENGER AND OR CARGO NAME		M	F	PASSENGER WEIGHT (17)	CARGO WEIGHT (18)	DUTY ASGMT. IF APPLICABLE (19)	HOME UNIT (20)
1. (14) Boss Mann CB	X			220	42	(19)	(20)
2. Joe Friday SB	X			165	40		
3. Henry Lake SB	X			160	43		
4. William Irarraz SB	X			170	40		
5. Joe Crew CM	X			185	42		
6. Sandra Smith CM	X			125	42		
7. Candy Clark CM	X			130	40		
8. Colin McKenzie CM	X			140	41		
9. Ben Prax CM	X			200	43		
10. Leanna Williams CM	X			130	42		
11. Amanda Copeland CM	X			140	40		
12. AJ Pirrotta CM	X			165	41		
13. Jeff Monck CM	X			210	42		
14. John Bjunes CM	X			170	40		
15. Dan Anderson CM	X			185	43		
16. Larry Malimberg CM	X			165	43		
17. Cindy Lands CREP	X						
18.							
19.							
20.							
21.							
22.							
SIGNATURE OF AUTHORIZED REPRESENTATIVE (21) Sally Mae House						DATE 05/01/0X	

10-3138 (3/87) Distribution: White - Retain in Book Yellow - Chief of Party Pink - Check in Recorder/Mail Goldenrod - Pilot or Driver

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**INSTRUCTIONS FOR PASSENGER AND CARGO MANIFEST**

Prepare a Passenger and Cargo Manifest (SOA form 10-3138, page 25) if personnel are to be transported away from the point of hire. Press firmly through all four layers.

Regardless of the mode of transportation for the crew, a manifest should be prepared. This document serves as an excellent tracking tool, and it provides for expedience in the event that transportation plans change.

1. Crew Name if applicable in the upper right hand corner.
2. Ordering unit or order number: Resource order number
3. Incident Name: Name of incident.
4. Incident Number: 8-digit state fire number
5. Name of Carrier: Use air transportation carriers name or ground transportation name (i.e.: Laidlaw, Evergreen).
6. Vehicle # and Type: Use tail number, license plate number, or equipment number.
7. Name of vehicle operator or aircraft pilot.
8. Chief of Party: Crew Boss or Crew Representative's name.
9. Report to: Leave blank.
10. If Delayed contact: Hiring dispatch office.
11. Departure Place: Airport or town party is leaving (use 3 letter designator).
12. Intermediate Stops: Aircraft only, refueling stops.
13. Destination Place: Final destination if possible.
- 14-20. Self-explanatory.
21. Signature of Authorized Representative: Must have a signature.
22. Date: Date when manifest is prepared.
23. Distribution: 4 copies (1 with crew, 1 forwarded to SLC or Area office, 1 retained by hiring official, 1 with aircraft pilot or bus driver)

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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](mailto:tom.kurth@alaska.gov)

TELEPHONE NO.: (907) 451-2675

SUBJECT: Single Resource  
Self Sufficiency



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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.

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

**Request for EFF Nepotism Waiver**

Date: \_\_\_\_\_

In accordance with Division Policy, no person may be employed in an EFF position for the Division of Forestry who is the spouse of, or is in a conjugal relationship with, or related by blood or marriage within and including the second degree of kindred to, their immediate State supervisor,\* or supervisor in the chain of command.

However, the Division of Forestry has determined a nepotism policy concerning EFF personnel is necessary for effective and efficient operations during emergency situations. Occasionally emergency employment of personnel related to a DNR Employee is necessary to expedite business associated with an emergency. Authority is requested to employ the individual listed below as a non-crew EFF. He/she will not be placed in any situation where a supervisor/subordinate relationship is inconsistent with Division policy with another classified State employee or another non-crew EFF.

**EFF Non-crew Employee**

<u>John Doe, JR.</u>	<u>Father</u>
Name	Relationship
<u>Fairbanks</u>	<u>FFT 2</u>
Location	Position

**Regular DNR State Employee or Non-crew EFF**

<u>John Doe, III</u>	<u>Son</u>
Name	Relationship
<u>Fairbanks</u>	<u>FFT 2</u>
Location	Title

John Doe, JR was hired 6/01/20xx, John Doe, III was hired 6/03/20xx  
There is no direct/indirect supervision. See attached OrgChart

Additional information for Area Forester/MTM member consideration.

A current ORG chart must accompany request showing Supervisor relationship between employees.

**Approvals/Disapprovals**

<u>6/03/20xx</u>	<u>Woody Owl</u>	Approval	Disapproval
Date	Area Forester or Unit Supervisor **	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>6/03/20xx</u>	<u>Smoke E. Bax</u>	Approval	Disapproval
Date	DOF Management Team Member in Supervisory Chain	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. Get prior verbal approval from the Area Forester or Unit Supervisor before hiring. Any hire is contingent on final approval by a Management Team member within 3 days of the original hire.
2. Get written approval from the Area Forester or Unit Supervisor.
3. Forward waiver to the Regional Admin Officer with organizational chart attached.
4. The waiver will then be submitted for review and final approval or denial by the DOF Management Team member in the Supervisory Chain within 3 days of the hire.
5. Regional Admin Officer or Regional Forester will notify the Area/Unit if the EFF won't be retained, and the EFF will terminate work immediately.

\*State supervisor is defined as a permanent classified employee of the State.

\*\*Unit supervisors are the Regional Admin Officer, Regional FMO, Aviation Supervisor, Fire Support Forester, etc.

Revised 03/2016

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