

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.

EFF Employment Information

Hiring is typically done in the Area or Regional Offices unless delegated otherwise. If delegated, check with the Area office to ensure that the correct forms are used and that the procedures for hiring are understood. An application must be included with any hiring packet and can be obtained at the Area or Regional Office.

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

EFF's 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 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 under the guidelines set forth in the Alaska Emergency Firefighter Type II Crew Management Guide.

All EFF, crew and non-crew, being considered for work are required to submit a [BLM and DNR Emergency Firefighter or Casual Support Worker](#) (Form 1) application annually.

Employees, including EFF, may not rent equipment/facilities to the Division of Forestry.

Any EFF hired as a driver must bring a recent copy (within 10 days of hire) of their driving record obtained from their local Department of Motor Vehicles.

ACCESS TO FIREARMS

Any EFF hired as a Warehouse Worker (WHHR), Driver (DRIV), Equipment Manager (EQPM), or Ground Support Unit Leader (GSUL) is required to fill out a [Qualification Inquiry - Firearms Possession](#) (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: [\(1117. Restrictions on the Possession of Firearms by Individuals Convicted of a Misdemeanor Crime of Domestic Violence | USAM | Department of Justice\)](#)

HOURS OF WORK

EFF's are hired as temporary emergency workers in response to all risk hazardous 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(s) off, or when being terminated. Non-crew EFF have no similar guarantee.

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 and DNR Emergency Firefighter or Casual Support Worker](#) (Form 1).

Previously employed EFF recommended for rehire with acceptable performance ratings may either be name requested from the 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 on hand, regular job orders can be placed by phone for EFF from the Area file.

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.

Each DOF office will use the [BLM and DNR Emergency Firefighter or Casual Support Worker](#) (Form 1) to hire non-crew EFF's when needed. Each DOF office will keep a log of all applicants. This log will be kept for three years.

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 [Classification Pay Rates](#) (Appendix C) and will be submitted on a [General Message](#) (Form 5) to the respective 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.)

SELF SUFFICIENCY

In mobilization to the Lower 48 and Canada, there is the expectation regarding self-sufficiency for single resource(s), 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](#) (Appendix D). Dispatchers should ensure employee meets self-sufficiency criteria prior to filling an order.

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 and approval. Scan the [Judgement Memo to HR](#) (Form 19) to dnr.recruitment@alaska.gov. 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 entering into IQS. For task book authorizations chart, see <http://int.dnr.alaska.gov/forestry/training/index> (sixth bullet -Training Guidance Documents). 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).

PAY/QUALIFICATIONS

State of Alaska adheres to the red card requirements as outlined in the PMS 310-1 ([PMS 310-1](#)), the AIBMH, and the NWCG Standards for Interagency Incident Business Management (SIIBM). Pay rates for positions requiring red cards will not be honored unless the red card indicating the appropriate qualifications for the pertinent position is in the employee's possession. In addition, by statute Forestry is mandated to pay only the rate commensurate with the job title as quoted in the List of EFF Classifications in Appendix C. Pay for any position not shown will be determined by the State Fire Operations Forester and entry into IQS of qualification as a THSP will be requested from the Training Officer. The [THSP Form](#) (Form 6a) or [THSP Pre Approved Form](#) (Form 6b) must be filled out and submitted.

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 (CTR). Permanent or long-term changes require a [General Message](#) (Form 5) and new Resource Order.

Alaska only pays for the position that is on the Resource Order for that person. If you are resourced for a Personal Time Recorder (PTRC) and have a higher qualification, you will only be paid at the PTRC rate as that is what you are resourced for. 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 HIRE PAPERWORK

FORM	FREQUENCY	ROUTING
Personnel Action EFF*	Every season and when there is an address change	To payroll
BLM Job Center EFF Application	Every season	To payroll
Equal Employment Opportunity Survey	Every season (not mandatory).	To payroll - Then shred
Designation of Beneficiary**	Every season and when changes occur	To payroll
W-4***	Every season	To payroll
I-9***	Every season	To payroll
Firearms Possession/Qualification	Only if being hired as driver, warehouse worker, GSUL, or EQMG	To payroll
Direct Deposit	Every season (not mandatory)	To Payroll
Classification Pay Rates	Every season	Does not go to payroll Stays with file
Fatigue Management Policy	Every season	Does not go to payroll Stays with file
Nepotism Waiver	Only if non-crew EFF is related to regular DNR employee or another non-crew EFF	Does not go to payroll Stays with file
Blood-borne Pathogens	Every season	Does not go to payroll Stays with file
Conditions of Hire	Every season	Does not go to payroll Stays with file

* See Appendices E and F for example and instructions

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

*** 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: A Social Security card must be presented only if the EFF chooses to use it as a document to complete the I-9.

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 Center Manager immediately.

NEPOTISM

If a non-crew EFF is related¹ to a Department of Natural Resources (DNR) employee or another non-crew EFF, the following procedure is required:

1. Get verbal approval from Area Forester for Area employee, State Support Forester for Warehouse/AK-NFDC/ Transportation positions, Administrative Officer for Regional Office positions, and State Fire Operations Forester for Statewide positions.
2. Complete Request for [EFF Nepotism Waiver](#) (Form 3) including all pertinent information for consideration, and an organization chart showing each person's position in the chain of command.
3. Appropriate Area Forester or Unit Supervisor² 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 respective 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](#), (Form 16) SOA Form 10-3138
- 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 stand by at the airstrip or pickup point, regardless of when transportation actually arrives to pick them up. The Crew Boss or Squad Boss may have additional time on CTR's because of extra duties associated with crew management.

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

¹ Includes father, mother, brother, sister, son, daughter, spouse, person in conjugal relationship, grandparent, grandchild, brother- or sister-in-law, stepfather, stepmother, stepsister, stepbrother, stepson, or stepdaughter.

²Unit supervisors are the Regional Admin Officer, Fire Operations Forester, Aviation Supervisor, Fire Support Forester, etc.

DISTRIBUTION OF HIRING PAPERWORK

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

Coastal Region - Palmer PH (907) 761-6289 Fax: (907) 761-6213 dnr.dof.cr.admin@alaska.gov	Northern Region - Fairbanks PH (907) 451-2660 Fax: (907) 451-2690 dnr.nroeff@alaska.gov
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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](#) (Form 3)
- Failure to submit a [Nepotism Waiver](#) (Form 3) within 3 days of hire

Termination of employment for any EFF will occur for:

- Failure to submit ID/documents for [I-9](#) (Form 9) verification within three days of hire
- Just cause

ROUTING AFS HIRING/PAYROLL PAPERWORK (CASUALS)

Note: Please enter the Federal Financial Fire Code into EISuite for OF-288's.
Originals to employee.

Alaska Fire Service (AFS) Crew Time Hiring/Payroll Paperwork

Please scan/email OF-288's/hire paperwork to Alaska Fire Service using Form 17 below to:
Alaska Fire Service P.O. Box 35005 Fort Wainwright, AK 99703-0005 PH: (907) 356-5579 Fax: (907) 356-5784 blm_ak_afs_casualhire@blm.gov Processing Incident Time Reports for Casuals (Form 17)