



United States Department of the Interior



BUREAU OF LAND MANAGEMENT
Alaska Fire Service
P.O. Box 35005
Fort Wainwright, Alaska 99703-0005
<http://www.blm.gov/ak>

In Reply Refer To:
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March 18, 2010

Instruction Memorandum No. AK-300-2010-007
Expires: 09/30/2010

To: Branch Chiefs, FMOs, and Section Chiefs

From: Kent Slaughter
Manager, Alaska Fire Service

Subject: Single Resource Casual Hiring Procedures Utilizing the Preferred Hire List
and Fairbanks Job Center

DD: 5/15/2010

Purpose: This Instruction Memorandum describes the Alaska Fire Service Single Resource Casual Hiring Program and provides guidance to Branch Chiefs, FMO's and Section Chiefs for implementation of the Preferred Hire List. The attached Preferred Hire List Recommendation form is provided for use during 2010.

Policy/Action: Hiring of single resource casuals will be within the authorities established in the current Administratively Determined Pay Plan for Emergency Workers (AD Pay Plan) and the guidelines provided in the Interagency Incident Business Management Handbook.

Financial Services hires casuals within the local commuting area of the Alaska Fire Service for duty locations on Fort Wainwright and for single resource requests for incident assignments. Zone personnel hire local resources within their individual zone boundaries to fill crew orders and single resource requests.

Casuals will be hired using the classification levels AD-A through AD-M and corresponding pay rates as stated in the AD Pay Plan. There are provisions within the AD Pay Plan for the establishment of exception positions to meet local needs for use within the local/geographical area. See Financial Services for details on exception positions.

All casual payments are processed out of the Casual Payment Center located in Boise, Idaho. Payment is normally processed within 7 – 14 days after receipt of pay documents at the Casual Payment Center.

The Preferred Hire List

Financial Services will compile a list of experienced, trained individuals available for hire after receipt of written recommendations from Approving Officials (Branch Chief or FMO). The Manager, Alaska Fire Service will review and approve the list prior to use. An individual must meet at least one of the following criteria, within the previous three seasons, to be on the list:

successful performance as an AFS casual,
former AFS regular government employee, or
received specialized training and/or certification

Preferred Hired List Recommendations

Supervisors must make contact with recommended individuals to confirm their work availability prior to recommending them. Do not recommend individuals if they are unavailable for the field season due to other employment or other commitments or if the phone numbers provided are not valid.

The Preferred Hire List Recommendation form is due to Financial Services by May 15, 2010 and must have an Approving Official signature on the form prior to submission. No email requests will be accepted by the Financial Services office and no more than twenty five recommendations from each office will be accepted. Supervisors are responsible to ensure individuals have a current Incident Qualification Card, Work Capacity Fitness Test, and meet medical standards when required.

Financial Services will compile and submit the initial list of recommendations to the Manager, Alaska Fire Service for approval after the May 15, 2010 deadline. Names may be added to the list throughout the season as individuals gain specialized training or certification however; all subsequent name additions will also require Manager approval.

Procedures to Hire a Single Resource

When requesting a single resource for work locations at Fort Wainwright, supervisors must submit an Emergency Worker Request form (pink card) to Financial Services. The appropriate Branch Chief or FMO will sign as the Approving Official prior to submitting requests to Financial Services. The need for the casual hire must be validated every thirty days and will be documented on the pink card with the Approving Official's justification and signature when employment extends beyond thirty days. A new request must be submitted each time there is a change in the individual's assignment. Blank pink cards are available from the Financial Services office.

If the individual is being hired to attend training, provide the course name and number or a detailed outline of the proposed training. Indicate whether the individual will be attending the training as a student or will be instructing and the number of hours of each. Please provide Financial Services with a copy of the sign-in roster or certificate upon completion of training so that it may be included as documentation for the Preferred Hire List.

AICC will submit a resource order request to Financial Services when requesting a single resource casual for work locations on incidents in the Lower 48 or locations within Alaska other than Ft. Wainwright.

Hiring Process

Financial Services will refer to the Preferred Hire list upon receipt of an Emergency Worker Request form or resource order to check the individual's availability. If the name requested individual is not available, Financial Services will check to see if there is another individual available from the Preferred Hire list that meets the qualifications for the position being filled. Once the Preferred Hire list is exhausted, Financial Services will turn to the Fairbanks Job Center for referrals. Financial Services will coordinate with the supervisor for reporting time and location. The supervisor will request the individual be placed on Fort Wainwright Post Access List via email to the Manager's Secretary.

The casual initially reports to Financial Services to complete all hiring paperwork on their first day of hire prior to reporting for duty. All hiring paperwork will be retained in Financial Services; *retention of "personnel" related hiring documents by supervisors is prohibited.* For positions that require red card qualifications, the casual should provide a current Incident Qualification Card at the time of hire. An OF-288 Emergency Incident Time Report will be initiated and the casual's time will start when all paperwork is completed. Financial Services will provide the casual with an Information Sheet for Single Resource Casuals and direct the casual to their supervisor or duty location sending their original OF-288 with them.

Time Under Hire

Casuals should always be working under the supervision of a regular government employee. Supervisors are responsible to ensure casuals adhere to established work/rest guidelines, meal breaks, and codes of conduct. Supervisors will ensure the casual has read and understands the Information Sheet for Single Resource Casuals and will provide any needed guidance.

Time sheets should be submitted to Financial Services on the 1st and the 16th of each month, or at the end of assignment or training. Supervisors or administrators will sign and ensure that time sheets are completed verifying all time posted and fire codes used. Incomplete or incorrect time sheets will be returned for any needed corrections. Supervisors are responsible to inform subordinates of these procedures.

Manual/Handbook Sections Affected: None.

Time Frame: This IM is effective immediately.

Contact: For technical assistance regarding hiring single resource casuals, contact Melody Roos in Financial Services at 907-356-5780.

Signed by:
Kent Slaughter
Acting Manager

Authenticated by:
Michele Vanderpool
Records Manager

Attachment

1 – Preferred Hire List Recommendation Form (2 pp)

**BLM ALASKA FIRE SERVICE
PREFERRED HIRE LIST RECOMMENDATION FORM
2010**

APPLICANT INFORMATION		
DATE AVAILABILITY VERIFIED:		
APPLICANT NAME:		
CONTACT PHONE NUMBER:		ALTERNATE PHONE NUMBER:
FORMER AFS CASUAL? YEAR:	FORMER GOVERNMENT? YEAR:	SPECIALIZED TRAINING? 1. 2. 3.

APPLICANT INFORMATION		
DATE AVAILABILITY VERIFIED:		
APPLICANT NAME:		
CONTACT PHONE NUMBER:		ALTERNATE PHONE NUMBER:
FORMER AFS CASUAL? YEAR:	FORMER GOVERNMENT? YEAR:	SPECIALIZED TRAINING? 1. 2. 3.

APPLICANT INFORMATION		
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FORMER AFS CASUAL? YEAR:	FORMER GOVERNMENT? YEAR:	SPECIALIZED TRAINING? 1. 2. 3.

***** **SEE REVERSE FOR SIGNATURE** *****

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CONTACT PHONE NUMBER:		ALTERNATE PHONE NUMBER:
FORMER AFS CASUAL? YEAR:	FORMER GOVERNMENT? YEAR:	SPECIALIZED TRAINING? 1. 2. 3.

REQUESTER OFFICE CODE: _____

REQUESTER NAME & SIGNATURE: _____

APPROVING OFFICIAL NAME & SIGNATURE: _____