



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT

ALASKA FIRE SERVICE

P. O. BOX 35005

FT. WAINWRIGHT, ALASKA 99703-0005

9210 (320)N

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Instruction Memorandum No. AK-300-2003-015

Expires: 6/01/2005

To: All AFS Employees

From: Manager, Alaska Fire Service

Subject: Day Off Policy

Supervisors are responsible to manage work schedules for initial attack, dispatch and incident support personnel during extended multiple fire situations to ensure that they remain productive, physically capable, and alert to safely perform their jobs. Supervisor should consider the type of work performed, the level of activity, shift lengths, the physical and mental condition of the employee and other factors that may influence the employee's fatigue level. **This is a critical responsibility of every manager and supervisor.**

Employees are responsible to meet day off requirements and to notify their supervisor of the need for days off to manage fatigue.

All personnel, including regular government employees and casuals, will have a minimum **of one day off in any 21 day period**. This "minimum" requirement should be rarely needed as regularly scheduled days off are normally given during periods of routine activity. A day off includes a regularly scheduled day off, annual leave, leave-without-pay, or a management directed day off. Sick leave does not count for a day off. Required days off for employees at the home unit are non-compensable when they occur on the employee's scheduled day(s) off. Casuals are not entitled to compensation for a day off at their point of hire.

Supervisors should make every effort to meet the day off requirement within the employee's regularly scheduled day off. In the rare circumstance when this is not possible, and the individual is critical to ensure AFS meets emergency staffing needs, the Division Chief, Staff Officer, or Fire Management

Officer may authorize one Management Directed Day Off.

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A management directed day off applies on a regular government employee's normal work day while at the home unit. A management directed day off is considered an excused absence and is compensable only to the extent to meet the base hours requirement. The base hour requirement is met by any hours recorded in a calendar day, e.g., work, travel, administrative leave, etc. A management directed day off is coded on the Time and Attendance (T&A) report as hours code 060 and charged to 0999-77. The employee/supervisor/timekeeper enters a PayCheck Memo Line "Management Directed Day Off authorized by 'name' on (month/day)." No other time in pay status shall be coded on this day.

The Day Off policy found in the current Office of Fire and Aviation (OF&A) memorandum applies to a day off relative to an incident assignment (1 day off after a 14 day incident assignment; 2 days off prior to a 14 day assignment extension).

Proper application of these standards will help ensure that safety comes first, every time.

Signed by:  
Scott Billing  
Manager

Authenticated by:  
Shirley Goforth  
Records