



United States Department of the Interior



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May 13, 2004

Instruction Memorandum No. AK-300-2004-017
Expires: 6/01/2005

To: Division Chiefs, FMOs, Staff Officers, Branch Chiefs
From: Manager, Alaska Fire Service
Subject: Single Resource Emergency Firefighter (EFF) Hiring Procedures

Purpose: This Instruction Memorandum (IM) describes the Alaska Fire Service (AFS) EFF Single Resource hiring program and provides guidance to supervisors, Fire Management Officers (FMO), Division Chiefs and Staff Officers for implementation of the Preferred Hire List. The attachments to this IM are provided for use during 2004.

Policy/Action: Hiring of Single Resource EFF will be within the authorities established in OF & A IM 2004-005, Department of Interior Pay Plan for Emergency Workers (AD Pay Plan) and the guidelines provided in the Interagency Incident Business Management Handbook (IIBMH). The Manager, Alaska Fire Service (M-AFS) approves all AD-5 hires.

BLM policy requires use of the Single Resource Casual Hire Form (Attachment 1) for all single resources hired using the AD Pay Plan. Single resources include all positions not covered under the Alaska Crew Management Plan, e.g. warehouse workers, helicopter crew personnel, personnel time recorders. The AFS Hiring Unit (Financial Services, Zone, or Incident Management Team (IMT)) is responsible to complete this form for each period of hire for all Single Resource Support EFF or those dispatched to an incident assignment. The original form is attached to the timesheet (OF-288), and a copy retained by the Hiring Unit. At the end of the hiring period, the original Single Resource Casual Hire Information Form and original OF-288 is submitted to Financial Services for payment processing.

Sources of EFF Recruitment:

1. **The Preferred Hire List (PH List).** Financial Services (FS) compiles a list of experienced, trained individuals available for potential EFF hire. The M-AFS reviews and approves the PH List. An individual must meet one of the following criteria, within the previous five seasons, to be on the PH List:
 - successful performance as an EFF,
 - former regular government employee, or
 - received specialized training.

2. **The Fairbanks Job Center (FJC) Roster.** By Memorandum of Understanding with the BLM, the FJC recruits potential EFF and collects applications during the month of April.
3. **Zone FMOs.** The M-AFS delegates authority to Zone FMOs to hire EFF within their Zone boundaries. Zones hire local resources as support EFF and use the dispatch system to order additional resources. FMOs ensure the required hiring documents are completed. Zone FMOs are responsible to provide hiring requirements to IMTs.

Preferred Hired List Recommendations :

1. By May 21, 2004, supervisors:
 - A. Complete the "*Preferred Hire List Recommendation*" (Attachment 2) to recommend an individual who :
 - meets PH List criteria, and
 - has confirmed work availability.
 - B. Obtain the approval and signature of the appropriate FMO, Division Chief, or Staff Officer. Due to the signature requirement, e-mail messages are not accepted.
 - C. Route completed forms to FS.
2. Upon receipt of PH List recommendation, FS will:
 - A. Compile a list of names and submit to the M-AFS, for review, approval, and signature.
 - B. Retain a copy of the approved PH List.

After May 21, FS may add names to the PH List if further specialized training is provided and the M-AFS approves.

The supervisor/requestor is responsible to ensure PH recommended individuals have a current Incident Qualification Card, Work Capacity Fitness Test (WCFT), and meet medical standards, if required.

Procedures to Hire a Single Resource:

1. **Requesting a Single Resource**
 - A. **Work Location – Fort Wainwright.** Supervisors submit an EFF Request to FS (Attachment 3).
 - A new request is required every thirty days and/or when there is a change in the individual's assignment or pay rate.
 - If the hire is for training, provide the course name and number; and whether the individual will attend or instruct.
 - Incomplete EFF Requests will be returned to the requestor.
 - B. **Work Location – Other (Alaska or Lower 48 Incidents).** AICC, the Duty Office, or requesting office submits a Resource Order Request to FS.
2. **Hiring Process**
 - A. FS verifies the name request on the PH List or requests an individual through the FJC.
 - B. FS coordinates with the supervisor for reporting time and location and the M-AFS Staff Assistant for addition to the Fort Wainwright access list.
 - C. EFF reports to FS to complete hiring documents.
 - Time starts when paperwork is completed.
 - FS initiates an OF-288 and assigns an EFF Request Number.

- FS initiates a Single Resource Casual Hire Information Form and attaches it to the OF-288.
 - FS directs the EFF to the supervisor location.
 - FS provides the EFF with the Information Sheet for Single Resource EFF (Attachment 4).
 - EFF submits the OF-288 to the supervisor.
3. **Time Under Hire**
- A. EFF should be supervised by a Regular Government Employee (RGE).
 - B. Supervisors are responsible to ensure that EFF under their direction adhere to established work/rest guidelines, meal breaks, codes of conduct, etc. Supervisors also provide guidance on the Information Sheet for Single Resource EFF.
 - C. The RGE supervisor ensures the time sheet is complete, verifies the time submitted, and at a minimum, signs Block 26 of the OF-288 as the Time Officer (Attachment 5).
 - D. Supervisor/Duty Office submits time sheets to FS on the 1st and the 16th of each month, or at the end of assignment. Attach the Single Resource Casual Hire Form to the first OF-288 in the hiring period submitted to FS for payment processing.
 - E. FS will return incomplete or incorrect time sheets to the supervisor.
4. **Termination**
- A. Supervisor/Duty Office initiates the Clearance Form (Attachment 6) upon termination.
 - EFF hired by the Zones are exempt from the clearance process.
 - B. The EFF obtains the appropriate office initials on the Clearance Form and returns the form to the initiating official.
 - C. Supervisor/Duty Office attaches the completed Clearance Form to the EFF's final OF-288 and submits the documents to FS.

Supervisors are responsible to inform subordinates of these procedures. The AD Pay Plan can be found on the AFS internal website, IB/IM site.

Manual/Handbook Sections Affected: None.

Time Frame: This IM is effective immediately.

Contact: For technical assistance regarding hiring Single Resource EFF, contact Financial Services at (907) 356-5780.

Signed by:
Scott Billing
Manager

Authenticated by:
Shirley Goforth
Records

6 Attachments

- 1 – Single Resource Casual Hire Information Form (1 p)
- 2 - Preferred Hire List Recommendation (1 p)
- 3 - EFF Request (1 p)
- 4 - Information Sheet for EFF (2 pp)
- 5 – OF-288, Emergency Firefighter Time Report (1 p)
- 6 – Single Resource EFF Clearance Sheet (1 p)