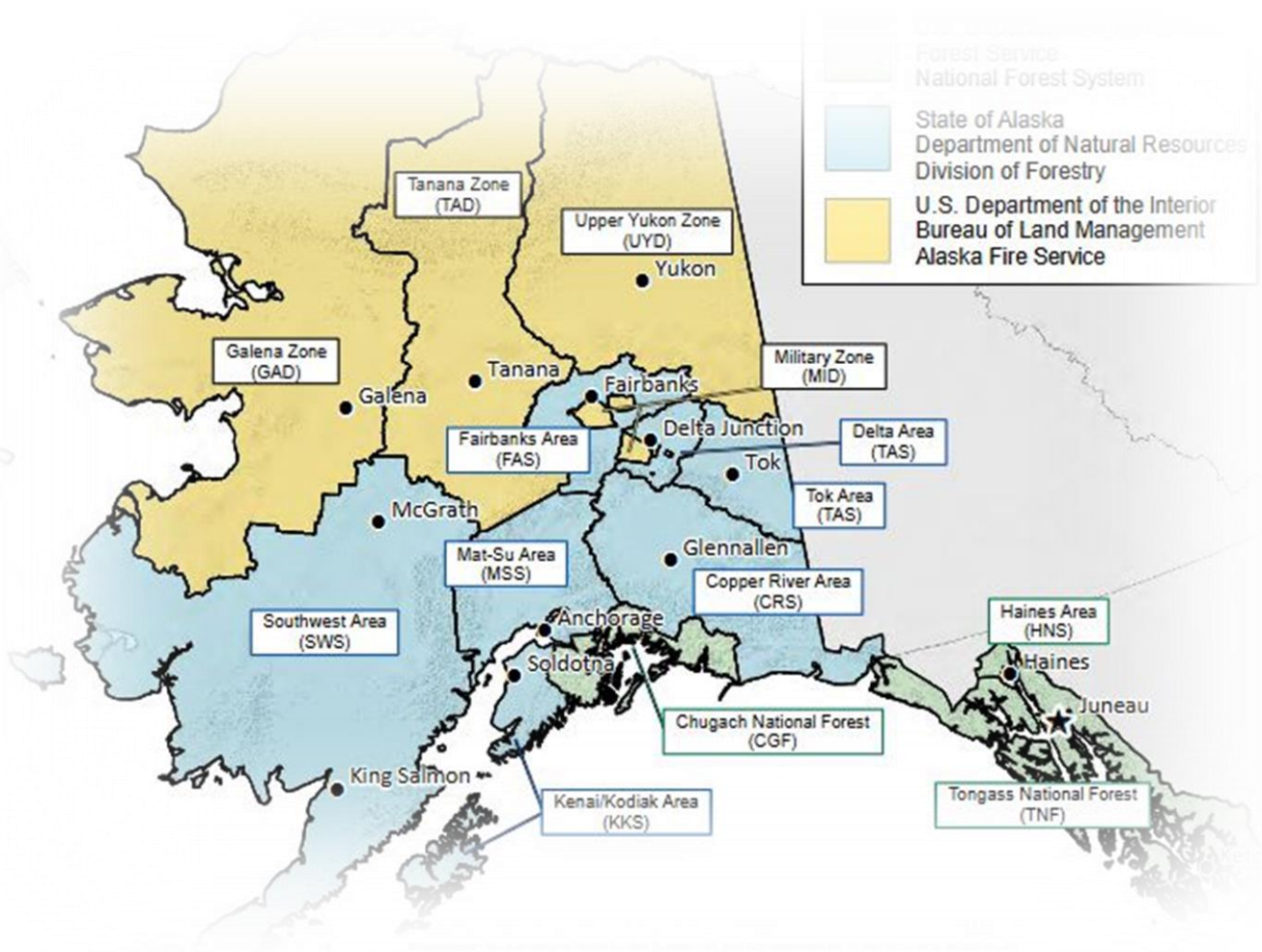


# *Alaska Single Resource AD/EFF Casual Hire Guide*



## Contents

Introduction.....	2
Sponsoring Units:.....	2
Sponsoring Unit Responsibilities:.....	3
AD/EFF Responsibilities: .....	3
Training / Incident Qualification Cards: .....	4
Position Task Books: .....	4
Hiring Policies and Procedures .....	4
Resource Requests / Resource Orders .....	5
Pay Provisions.....	5
Accountability.....	6
Self Sufficiency.....	6
Travel.....	6
Fatigue Management / Assignment Extensions .....	7
Rest and Recuperation .....	8
Workers Compensation:.....	8
Agency Provided Medical Care (APMC): .....	8
References:.....	8

## Introduction

Alaska wildland fire agencies recognize the importance and need for Casual Hire Authority (Administratively Determined (AD) for federal agencies and emergency firefighters (EFF) for the State of Alaska / Division of Forestry) as an integral part of the Alaska emergency incident workforce. The purpose of this guide is as a condensed reference document to address common issues, promote standardized procedures, and provide general guidance for AD/EFF administration for agencies within Alaska.

This guide does not supplant existing national, state or local policy and is not to be used as final authority. Official regulations take precedence and must be relied upon when conflicts and interpretive questions arise.

Federal and State AD/EFF policy define the situations that warrant the use of AD/EFF hiring authority (emergency incidents, training, prescribed fire) but also ensure that available and qualified agency employees and/or cooperators (i.e. state/local government) are dispatched for all incident positions prior to dispatching an AD/EFF.

## Sponsoring Units:

Sponsorship of AD/EFF creates a significant administrative, dispatch, and supervisory workload on Alaska wildland fire agencies. The primary reasons for this sponsorship are to bolster incident surge capacity within the State of Alaska, and to increase participation on the Alaskan Incident Management Teams. There is no guarantee of sponsorship, and agencies will not prioritize those who are not a direct benefit to the State or the Alaska IMTs. Sponsoring units have the discretion whether to sponsor, certify or make available any AD/EFF based on statewide needs, financial capabilities or administrative capacity as identified by the Agency Administrator. Individuals with felony or misdemeanor convictions will be evaluated on a case-by-case basis by the sponsoring agency

AD/EFF are sponsored by the sponsoring unit region in which the employee permanently resides. Any exceptions to this must be approved by the sponsoring unit supervisor.

If the AD/EFF responder changes their primary residence, they must request that their records are transferred to the new sponsoring unit. Due to work load, transfers are generally not accepted after **June 1** until the end of the fire season. If accepted by the new sponsoring unit, training records will be established and the Resource Ordering and Status System (ROSS) will be updated to reflect the change.

The individual AD/EFF responder must make sure their hard copy and/or digital records are transferred to the new home sponsoring unit. All related resource administration, dispatching and records management will then be handled by the new home unit.

AD/EFF who move outside of the Alaska region must be released in ROSS to the new region's home unit. The new sponsor will request that the employee provide training and experience records. It is the responsibility of the individual AD/EFF to make sure their hard copy and digital records get delivered to the new home unit.

## Sponsoring Unit Responsibilities:

- Verify that individuals are hired via the appropriate local sponsoring unit in relation to their residence. If not, the EFF/AD may be referred to a geographically closer unit or justification prepared and maintained in records.
- Maintain certification and training records.
- Maintain Assignment History/Experience Records in IQCS/IQS.
- Maintain EFF/AD availability in ROSS.
- Annually issue an Incident Qualification's Card, upon approval from the Sponsoring Unit's Qualification Review Committee.
- Document poor performance (on the job or administratively) and any behavior issues. Discipline as needed (see EFF Crew Management Guide for guidelines).
- Ensure discipline actions (probation or suspension) are provided to the AICC Intel Desk.
- Ensure AD/EFF meets agency requirements to drive an agency vehicle, including rental vehicles, if applicable.
- Issue EFF/AD personnel required personal protective equipment and other equipment needed for assignment.
- Transfer training, qualification and experience records and ROSS status to new home unit if an AD/EFF has a change in their primary residence.
- Collect and process hiring paperwork, firefighter time reports (OF-288) and travel reimbursement documentation.

## AD/EFF Responsibilities:

- Obtain approval for sponsorship with local home unit, and ensure existing training, experience and qualification records are transferred. Home unit will determine the acceptability of previous training and qualifications.
- Coordinate training and provide appropriate training and certification documents to their sponsoring unit.
- Communicate availability to their home unit for Resource Ordering Status System (ROSS) status updating.
- Ensure all task books are initiated or verified by sponsoring unit FMO/Duty Officer.
- Maintain possession of open task books and certifications.
- Complete Single Resource Casual Hire form for each assignment, in accordance with the EFF/AD Pay Plan.
- Turn in all time and travel paperwork to the sponsoring unit immediately following return travel from assignment. All paperwork should be completed before being made available in ROSS for a new assignment.
- Take care of government issued clothing and equipment, and return to incident or home unit as issued at the end of the assignment.
- Return copies of completed task books and all evaluations to Zone/Area Duty Officer.

## Training / Incident Qualification Cards:

Red card will be issued at the beginning of the fire season after completion of all required refreshers / fitness test / etc. It is the EFF's responsibility to make sure necessary documentation is given to their agency sponsoring supervisor and training officer. Red Cards are updated and issued in the spring by **June 1**, they may be updated upon completion of task books if needed, all training and qualifications will be documented in IQCS or IQS.

National qualification requirements may vary according to the interpretation of the sponsoring agency and individual home unit supervisor. Home unit supervisors or qualification committees (if applicable) have the authority to accept or reject an AD/EFF's current or previous NWCG qualifications based on, but not limited to acceptability of documentation, currency, or their own judgment of the quality of an individual's experience.

Position qualifications that require participation in fire line activities will be required to attend annual fire line safety refresher training, obtain the appropriate Work Capacity Test (WCT), and/or attend other additional training or medical examination as required by the Sponsoring Unit's policies.

Training may be provided to maintain qualifications as needed for those positions for which individuals are currently certified at the discretion of the sponsoring unit. Agency Zones/Areas have the authority to determine additional training needs and who is sponsored under these authorities based on budget, local agency staffing and fire activity.

Individual AD/EFF responders must maintain their own copies of their training records, assignment records, performance evaluations and all other work/training related documents including but not limited to: training certificates, red cards, resource orders, CTRs, evaluations and pay documents.

## Position Task Books:

Alaskan AD/EFF employee qualifications are maintained utilizing procedures set forth in the NWCG Red Book and the NIMS Wildland Fire Qualification System Guide, PMS 310-1.

The sponsoring unit supervisor is responsible for initiating and certifying AD/EFF task books. The home unit is responsible for maintaining copies of initiated cover, and evaluators pages, and certification page for completed task books as hard copy documentation to accompany electronic records.

AD/EFF employees are responsible for maintaining possession of all task books and other related documentation, and providing the sponsoring unit with copies when requested.

## Hiring Policies and Procedures

Such hiring is of uncertain or purely temporary duration and must be terminated when other employment methods can be initiated. This plan does not provide the authority to hire individuals for out of country assignments.

AD/EFF may be hired and reimbursed for travel expenses for training and agency sponsored meetings, however compensation is not universal among all agencies. Time and travel compensation will be made

in accordance with sponsoring unit policy. AD/EFF must gain approval from their host agencies before committing to any activity or travel that would cause them to incur reimbursable expenses.

If an AD/EFF is assigned to an Incident Management Team (IMT) position, all efforts should be made to assign an agency employee as a trainee. IMTs will not approach an AD/EFF for a team position without first checking to ensure there are no agency employees available. They must contact the sponsoring unit to determine if they are willing to host that individual. Host units do not delegate authority to hire AD/EFF to an IMT.

## Resource Requests / Resource Orders

Individuals who are dispatched to an emergency incident will receive one resource order number identifying the position into which they are assigned.

Resource orders for AD/EFF should state self-sufficiency requirements. If necessary, communication between the sending and receiving units should clarify any of these requirements.

Any special equipment needs (laptop, cell phone, etc) should be listed in the “Special Needs” section of the resource order and may be provided by the sending unit if available.

Occasional or infrequent duties at a higher level do not always justify a change in the pay rate, but EFF/AD may be paid at the new rate if they 1) Qualify for the position which they are assuming 2) Are formally requested to perform in this position by the incident 3) This change is documented on Crew Time Reports and/or OF-288s. These changes are typically made for position changes that span multiple days. In addition, a new resource order can provide additional documentation of a position change.

## Pay Provisions

The hiring of AD/EFF requires communication between the employee, sponsoring unit supervisor/duty officer, unit dispatch and administration personnel. It is essential for sponsoring units to have operating procedures in place to ensure AD/EFF are informed of their requirements for payroll and travel, are properly hired before travel begins, and that they have all the necessary documents needed for the assignment.

Compensable travel time begins at time of departure from residence or duty station to airport or incident and ends when the EFF/AD returns to the point of hire. Time spent at an individual’s residence preparing for an assignment or refurbishing personal gear after returning from assignment are not considered compensable. Compensated time outside of the period of travel must be justified by the EFF/AD supervisor and documented on CTRs/Timesheets.

Specific payroll provisions can be found in the following documents:

- Alaska Incident Business Management Handbook
- NWCG Standards for Interagency Incident Business Management
- Forest Service AD Pay Plan
- Department of Interior AD Pay Plan

The AD/EFF employee should have contact information from the home unit which will allow them to contact administration and/or payroll personnel should they have questions or problems during their



assignment.

Both the State of Alaska and Federal Agencies are prohibited from hiring a contractor as an AD/EFF. This includes anyone who is renting equipment under an EERA or other contracting mechanism.

## Accountability

All incident responders, regardless of position or employment type, will be held accountable according to ethical standards of duty and will abide by the Conditions of Hire. They will be subject to the same conduct and performance standards as agency employees hired under other authorities.

AD/EFF are expected to perform their duties to the best of their abilities, to follow all agency and inter-agency guidelines for their positions, to follow all standard safety guidelines, to follow administrative guidelines and procedures, to care for all equipment as though they owned it, and to document or report all significant events promptly.

AD/EFF should always get an evaluation from their incident supervisor before check out and provide it to the home unit on return. Home unit supervisors will evaluate AD/EFF not only on incident, but also from point of hire, during travel and interactions with the sponsoring unit, to meeting all requirements upon demobilization. Performance and behavioral issues may be grounds for loss of qualifications, termination of sponsorship, and/or addition to the Statewide Suspension List (See EFF Crew Management Guide for discipline guidelines, and probation/suspension procedures).

## Self Sufficiency

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. Self-subsistence requirements can vary widely depending on the assignment, and individual sponsoring units may have specific requirements.

Self sufficiency should be discussed prior to filling an order with an AD/EFF. Any expectation of incident provided subsistence should be clearly documented on the individual's resource order and discussed with the receiving unit dispatch if necessary. Even with an understanding of incident provided subsistence and transportation, AD/EFF can sometimes find themselves having to provide for their own meals, lodging, or transportation on occasion.

If mobilizing as self-sufficient, EFF should be able to provide for all their expenses (meals, lodging, transportation) on lower 48 assignments, even if the order is for a position located at a fire camp or with an Incident Management Team. Commonly reassignments occur to another incident, where lodging is not provided, and employees are expected to subsist themselves.

## Travel

The AD/EFF is responsible to be aware of agency travel regulations, per diem rates, and procedures for reimbursement. They must maintain possession and turn in receipts for out of pocket expenses, and may be personally responsible for unauthorized expenses. If ever in doubt, AD/EFF should contact home unit to ensure proper procedures are being followed.

The AD/EFF/Casual's method of transportation will be indicated on the Single Resource Casual Hire Information Form (PMS 934) or other agency forms. Air transportation will be arranged and paid by the government. The dispatch/mobilization center will determine the method of travel based on needs of the requesting incident. Personal vehicle (POV) mileage reimbursement rules will be set by the sponsoring agency.

Vehicle transportation will be provided in the following order of preference.

1. The AD/EFF/Casual is driven to the airport or to the incident. There will be no reimbursement for a personal vehicle if the employee turns down an available ride.
2. The AD/EFF/Casual is assigned a government vehicle if one is available. The AD/EFF/Casual must meet agency driving requirements, if applicable, before a government vehicle can be assigned.
3. If a government vehicle is not available, use of the AD/EFF/Casual's personal vehicle may be authorized. The AD/EFF/Casual will be paid the standard agency mileage rate for using a personal vehicle if/when a government or agency vehicle is not available.
4. If a rental vehicle is authorized, the appropriate dispatch office will place the order and track as applicable.

\*Authorization for personal or rental vehicle use must be documented on a resource order.

Travel deviations while on assignment must be pre-approved by the supervisor. An employee may choose to terminate their employment upon demobilization, but travel arrangements and/or compensation will not be afforded to the employee after demobilization from the incident.

AD/EFF employee will still be responsible to report to sponsoring unit supervisor or designee after the assignment to close out pay / travel documentation and turn in evaluations, completed task books, and any other required paperwork.

## Fatigue Management / Assignment Extensions

Assignments may be extended when the ordering agency desires an individual to remain at an incident. To be considered for an extension, AD/EFF need to fill out and submit an extension request form via email to their Zone/Area Duty Officer for approval.

Procedures and needed signatures for an extension form vary by incident and home unit, but the overriding expectation is that the supervisor will be notified of and will approve or deny any extension request in writing.

Extensions are not automatically granted, and personnel may be denied extensions due to safety or fatigue concerns, a need for resources at the home unit or availability of regular government employees to fill assignments.

- The expectation from the Ordering Unit for resource ordered Overhead, In-State and L48, is a standard 14-day assignment, with the potential for a 7-day extension should the situation merit.
- For assignments, outside of Alaska, travel days to and from the assignment will not count towards "work days".
- The first shift of an assignment, including staging and preposition periods, will start the clock for calculating days toward the work-rest policy. A day off may not include standby pay. Days off may



be at your home unit or you can rest in place if the Ordering Unit requests this to occur.

- On travel days, travelers should be at home or in a hotel for the night by 2200.
- Drivers are limited to 10 hours/day of driving in a 16-hour shift.

## Rest and Recuperation

Circumstances may justify the need to extend resources and incident management teams beyond 21 days. Per the Interagency Incident Business Management Handbook (IIBMH), extensions past 21 days require 2 mandatory days off prior to the 22nd day (Chapter 10-18). The authority to grant a day off away from the incident camp lies with the Incident Commander (IIBMH Chapter 10-16). Factors for the IC to consider before making decisions include:

- R&R is intended to be two full days – not including drive time.
- Sleeping conditions, such as location, accommodation, temperature and noise.
- Duty day length, daily travel time, travel method, and distance to an appropriate R&R location.
- Environmental conditions of the incident and community, and fatiguing factors of the position.
- Cost associated with using an alternate R&R location, including per diem rate.
- Anticipated duration of the incident and national availability of resources.

## Workers Compensation:

It is incumbent on the home unit to provide the AD/EFF employee with guidance on injury procedures, contacts, and forms.

## Agency Provided Medical Care (APMC):

APMC authority and use is an agency-specific determination made by the Agency Administrator(s). Each agency shall provide specific instructions for APMC management via their Incident Business Operating Guidelines.

## References:

- **Alaska Incident Business Management Handbook**
- **Department of the Interior AD Pay Plan**
- **Interagency Standards for Fire and Aviation Operations (Red Book)**
- **Standards for Interagency Incident Business Management Handbook (Yellow Book)**
- **Wildland Fire Qualifications System Guide (PMS 310-1)**
- **Alaska EFF Crew Management Guide**