**2014**

**Alaska Smokejumper**

**Mission Statement,**

**Crew Goals**

**&**

**Employee Operating Guide**

**Mission Statement**

Provide users with highly qualified, safe, and aggressive firefighters whom quickly and effectively respond to initial attack, extended attack, and point protection missions in Alaska and the L48.

**Core Expectations for Alaska Smokejumpers**

1. Work for the user
2. Be on time
3. Be fit for duty
4. Be low maintenance
5. Work hard

**Crew Goals 2014**

* Have a personal commitment to a very high level of competence and safety in all parachute, aviation, and fire operations that is beyond reproach. Take action when safe operations are jeopardized.
* Prioritize your time, energy, and focus on what can kill or injure. Bringing everyone home safely is always the first priority.
* Be prepared for quick action; maintain the suit-up standard of 2 minutes.
* Continue the aggressive, competent IA and extended attack firefighting, as individuals and as a crew, which we are known for.
* Maintain the high level of physical fitness that enables us to do our job safely and well.
* Demonstrate personal integrity and honesty as a representative of the Alaska Smokejumpers and the BLM. Take responsibility for your own actions. Choose the harder right over the easier wrong.
* Strive for high quality work on all job assignments, whether on fires, around the base or on project work. Use the chain-of-command to solve problems and air complaints.
* Demonstrate competence and courtesy when dealing with other people and other branches of AFS, State DOF, and other agencies. Treat others with the respect and courtesy that you would expect.
* Complete essential paperwork correctly and completely; fire reports, time sheets, jump logs, credit card statements, travel vouchers, leave slips, CA-1's and whatever else.
* Never forget that our job performance tells people who we are, what we do, and what we stand for. Let your job performance and your conduct make a statement that represents the BLM, AFS and the Alaska Smokejumpers well.

**PRIORITY #1; BRING EVERYONE HOME SAFELY**

**SMOKEJUMPER EMPLOYEE OPERATING GUIDE--2014**

**I. Time and Attendance**

A. Normal tour of duty will be 0900 to 1300 and 1400 to 1800 (summer) 0730 to 1130 and 1230 to 1630 (winter), Monday through Friday. On weekends and Holidays, normal starting time will be at 1000. Exceptions to these “normal” hours may apply during high fire activity. Weekday hours worked in excess of 8 hours and weekend hours will be paid at current overtime rate.

a. During the summer schedule, paper time sheets will be completed every week and must be approved by Operations. Time worked outside Fairbanks must be approved by the Zone FMO or authorized representative before returning to Fairbanks. Winter schedule time may be recorded on the computer.

b. Smokejumpers will follow the Interagency Standards for Fire and Fire Aviation (Red Book) work rest guide lines. Following is part of the Work/Rest policy that can be found in Chapter 7 page 3 of the Red Book;

 To mitigate fatigue, agency administrators, fire managers, supervisors, incident commanders, and individual firefighters should plan for and ensure that all personnel are provided a minimum 2:1 work/rest ration (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest). Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception. When this occurs, the following actions are required:

 • Personnel will resume 2:1 work/rest ratio as quickly as possible.

 • The Incident Commander or Agency Administrator will justify work shifts that exceed 16 hours and/or consecutive days that do not meet 2:1 work to rest ratio. Justification will be documented in the daily incident records, and must include mitigation measures used to reduce fatigue.

***C. All Sick or Annual leave of 3 days or more requires a leave slip. It is a good idea to get your request for leave in as early as possible.***

* ***Leave requests made and approved 30 days in advance will be guaranteed.***
* ***Leave requests made with less than 30 days will be granted based on operational needs.***
* ***Days off should include all the days the Jumper will be off the list. ( include weekends if you will be unavailable)***

D. Roll call will be taken at 0900 (summer) or 0730 (winter) hours each morning. Pertinent announcements will be made after roll call is taken. Jumpers reporting late to work will report to Operations upon arrival. Jumpers will normally be considered late if they do not report in person to operations at or before roll call.

E. Tardiness

a. Both on weekdays and weekends you are considered late when roll call is completed. Roll call is considered complete after the names of people not answering the first time are read once more.

b. If you are going to be tardy you need to let the Box know as soon as possible. When you arrive tardy you need to let the Box know as soon as you arrive. You will be off the load till 1400 on weekdays. On weekends you will be off the load for the day if a replacement has been found. Operations primary goal is to **put jumpers on jumpships**.

c. Jumpers missing roll call will be off the list until 1400. At 1400, they may return to active jump status. Exceptions may be made at the discretion of the Operations Supervisor.

d. Tardiness will be tracked by Operations and the Crew section. Individuals who are habitually tardy will be dealt with by the employee’s supervisor.

F. Jumpers will report to their assigned work supervisor at 1030 on weekdays and 1130 on weekends or after the weather briefing. There will be no morning coffee break. As it is part of your PT time.

E. Sick leave is an employee's right, but a doctor's confirmation will be required in case of suspected misuse. Make sure that Operations is notified promptly if you require Sick Leave.

F. See attached 1 in 21/ Days Off policy.

**II. Daily Routine**

1. Roll call will be followed by approximately one (1) hour of Physical Training (PT). Loads will be set following roll call. First load personnel will ready their gear prior to PT.

[The first load run is down Gaffney to the Golf Course, left on Kenny Road, across the bridge up and around the approach lights, down to E. Ammo Road (Sage Hill Rd) and back. ]

 P.T. during summer hours is from, 0915 to 1020 and during winter hours, 10:15 to 11:30.

B. A morning Weather briefing will be held around 1030 hours during fire season.

C. Project work assignments may be expected when on evening and weekend standby. Exceptions will be at the discretion of the Operations Supervisor.

D. PT will be optional on Sunday.

E. Jumpers assigned to the first three loads will have their jump gear on the suit up racks.

F. When not assigned to a specific aircraft, jumpers will store their gear in assigned lockers. Each jumper may have 1 large locker and 2 small lockers. The jumpers name should be clearly marked on all lockers and on the master locker board by the Loft entrance.

G. Jump boots will be worn when on the first load. The only exceptions will be during the morning PT, or when specifically authorized by the Operations Supervisor. During periods of high fire activity jump boots may be required for 2nd and 3rd load jumpers.

H. All Jumpers will adhere to the policies for proper Personal Protective Equipment found in the Red Book Chapter 7 page 8. (07-8)

I. Field work projects will be scheduled as frequently as the fire season and work load permits. Projects could last up to seven (7) days and might **not** involve overtime. Crew selection will be determined by Operations and will be in accordance with the Jump List Rules.

J. Personal diaries noting daily work assignments and hours should be kept by all jumpers. (OT BOOK)

**III. Jump List**

1. The Smokejumper Employee Operating Guide is the policies and procedures guiding Smokejumper employees. “The Jump list Rules” are established to assist the Operations Section and the jumpers manage the Jump List. Refer to The Jump list Rules for specific concerns that may not be addressed in the SEOG.

B. The PT test, the 45lb. Pack test, and Refresher Training must be successfully passed before a jumper can be active on the jump list.

C. The Jump list Rules are a guide and may be altered at the discretion of the Operations Supervisor.

D. A master jump list will be kept current in the Operations office by Operations personnel. Only Operations will alter the jump list. A separate Aircraft list will also be maintained by Operations.

E. Jumpers taken from the jump list for planned project work, special loft and paracargo assignments will be on rotational hold and will move up the list.

F. Jumpers returning from fires will be placed on the jump list in the order that the I.C. or Jumper in Charge reports to Operations.

G. Single Resource and Prescribed fire overhead assignments will be made based on Red Card qualifications and training needs without regard to the jump list.

H. Jumpers will rotate on all fire jumps, fire assignments (Including RX), projects, field assignments, and pounders, from Fairbanks exceeding 72 hours.

I. Visiting Booster crews may be interspersed on the jump list (at Ops discretion) when they first arrive, and throughout their stay. Once interspersed, they will follow normal rotation on the jump list.

**IV. Standby**

A. It is the jumper’s responsibility to make Operations aware of their availability/unavailability status in regards to lunchtime, evening, and weekend standby.

B. Evening standby will be posted at or before 1800. Jumpers must inform the box of their availability by 1745hrs. to be eligible for evening manning.

C. To be eligible for weekend and holiday standby. Jumpers must inform the box of their availability by 1745 the night before the day they want to work (Friday night for Saturday standby, Saturday night for Sunday standby, and Holiday eve for Holiday standby).

D. In Fairbanks, standby jumpers may be paid during meals. Only individuals specifically notified by Operations are authorized to log lunchtime or evening standby. Local policy will be followed regarding work hours, standby, etc., outside the Fairbanks area.

**V. Fire Calls**

A. A fire call will normally be signaled by a long, steady siren. Or by a call or page to the box for FMO briefing or if there is more information to pass on to the Jumpers.

B. EMT runs will be called or paged to the box. As many EMT’s that are available will be placed on the load. Expired EMT’s will be called upon next to fill out the load the remainder of the load will go off of the list.

C. Jumpers should be suited and aboard the aircraft within two minutes of the fire call siren.

D. There is no smoking in the aircraft cabin or with in 50 feet of the aircraft.

**VI. After Hours Calls**

A. Jumpers are responsible to respond to after hours and Lunch time fire calls.

B. An attempt will be made to notify jumpers on the list for after hour’s calls. Specifically, barracks rooms and phone numbers that are on the **After Hours List** will be checked.

C. If the individuals on the load are not successfully contacted in the barracks, at home, or by cell phone, attempts will be made to contact jumpers in the order of their position on the list.

D. Only jumpers specifically told to report by Operations will receive two (2) hours overtime in the event the fire call is canceled or they do not wind up on the load. Exceptions are that if a jumper on the original list of 6 or 8 shows up in time to replace a substitute without delaying the fire call, both he and the substitute may receive the overtime.

**VII. Fire Jump Procedures**

A. The spotter will determine who will be I.C. or jumper in charge of the fire.

B. Each jumper is required to carry a radio and will carry at least one extra battery in jump gear. If the fire does not have FM communication a Sat phone or PLB will be dropped. In the rare case that these options are not available a fly-by will be arranged.

C. Once on the ground, jumpers will take immediate, aggressive action as directed by the Incident Commander or Jumper in Charge.

D. Normally, demobilizing will be accomplished according to jump order.

E. When less than everyone is demobing a fire, choice will normally be given to jumpers at the top of the fire list. ***In some instances, the I.C. or jumper in charge may designate jumpers who are to remain on the fire.***

F. The I.C. is responsible for all equipment issued to the fire. When relieved by replacements, the I.C. should have the person relieving him sign a release of responsibility for items remaining on the fire.

G. All garbage will be hauled off the fire.

H. When possible, time sheets should be completed and signed by a Zone FMO before departing a Zone. The I.C. will sign time sheets for their crew's fire time before they go home when leaving a fire.

I. Fire reports should be completed as soon as possible after returning from a fire. When possible, complete the fire report before departing a Zone.

**VIII. Sub-base Operations**

A. All jumpers are advised to keep a fully packed travel bag (not to exceed fifteen (15 pounds) in their small locker with enough items to sustain them for 2 weeks at a sub-base. Jumpers are responsible for putting their locker number on the Locker board near the loft entrance.

B. Sub-base demob will normally be choice from the top of that sub-base jump list. Solutions to unique situations or the ***need to meet 1-21 guidelines***, will be determined through consultation between the sub-base operations/Spotter and the Operations Supervisor in Fairbanks. Crews returning from fires through sub-bases to Fairbanks will not be placed on that sub-base jump list and therefore are not affected by this demobilization rule.

**IX. Lower 48 Duty**

A. All BLM Alaska jumpers are subject to lower 48 duty. If a call occurs while the booster crew is here, it will be sent first.

B. While on detail, BLM jumpers will conform to all applicable USFS or NIFC policies and procedures.

C. In addition, all jumpers will carry a Gov. issued charge card, and enough cash for personal use.

D. For some Lower 48 assignments a Gov. issued cell phone may be available. Check with Operations.

E. Each jumper should make sure that their Gov. Trip account is open and that they can log in to make travel.

**X. Length of Employment**

a. Length of employment is contingent upon how serious the fire season is and management's head count requirements.

b. All Career Seasonal employees will be expected to work 6 months and a day. Some long- term employees may work up to 11 ½ months depending on projects, fire season, or budget. Temp employees will work up to 6 months depending on fire season and budget.

c. When an employee resigns or is voluntarily placed in non-pay status for the winter, he/she is not eligible for immediate unemployment compensation. If an employee is terminated or placed on non-pay status due to lack of work or funds, he/she will be eligible for immediate compensation.

**XI. Parachute Loft**

A. Any jumpers seeking work in the loft must receive assignments and instructions from the loft supervisor, identified at roll call each day.

B. No food or drinks are allowed on the rigging or repair tables.

C. All riggers are required to pass a currency test each spring, including practice packs of each type he or she is qualified to rig.

D. All Jumpers must be checked out on a particular model sewing machine, by loft personnel, before the jumper is allowed to operate it.

E. No one will be allowed to pack or repair a parachute at the loft or in the field unless he/she is a field rigging supervisor or is under the supervision of a field rigging supervisor.

F. No items will be removed from the loft without authorization from the Loft Supervisor or acting.

G. A Loft supervisor will be identified at roll call each day and will be required to be on hold and working when at least one load of jumpers is on, unless deemed unnecessary by the Loft or Smokejumper Operations. If a Loft supervisor is not available a field rigging supervisor will be identified to supervise the loft.

**XII. Barracks**

A. The Barracks Managers' hours are 0900 to 1800.

B. Jumpers who occupy a room in the barracks by themselves must be prepared for the extra bed to be assigned when it is needed, even during their absence.

C. Damage and cleaning fees to your room will be deducted from your final pay check. In the event of damage to your room, write a report on the incident and bring it to Operations.

**XIII. General Topics**

A. In order to receive BLM jump pins, it is the responsibility of ex-USFS jumpers to request a copy of their jump records from the base(s) jumped previously to be sent to the Training Supervisor. .

B. Handguns may be carried only in compliance with BLM policy. All firearms brought on to Ft. Wainwright must be registered with the Provost Marshals office. Jumpers interested in carrying a handgun will be required to attend BLM/AFS Firearms Certification course and qualify with the handgun at the range. Handguns should remain unloaded and secured unless there is a danger to life and property.

C. Incoming personal calls should be limited during duty hours.

D. Jumpers will be on camp rate per-diem ($5.00 per day) when away from duty station. However each Jumper should carry some cash at all times to cover expenses while on detail to sub-bases in Alaska.

E. When jumpers are demobed to unfamiliar areas with no BLM representatives, they should call Zone dispatch and inform them of their location and inquire about food, lodging, and transportation arrangements.

F. PG bags will not exceed (30) pounds in weight. If fishing poles are carried, they must be carried inside the PG bag. Maximum length allowable is 16". Fishing regulations must be adhered to including the purchase of a fishing license.

G. BLM personnel are allowed on the Fort Wainwright Army Post as guests of the military and are subject to all general post regulations-- traffic, drugs, etc. A serious violation or repeated infractions of these regulations could result in an individual being restricted from entering the base, causing loss of your job.

H. No personal use of government vehicles will be allowed. Violators are subject to an automatic thirty days (30) day suspension without pay.

I. Fort Wainwright Post Office will not forward mail that comes to the BLM Post Office box 35005 or 1513 Gaffney Rd during the winter. It is your responsibility **to change your address when you terminate.**

J. Annual Leave, for trips to the bank, downtown on personal business, etc, which cannot be reasonably accomplished during off-duty hours will normally be granted **prior to 1300**. Contact Operations immediately after roll call.

K. It is each jumpers responsibility to update his fire experience and jump records prior to leaving each fall. Each jumper will also complete both the AFS and SMJ check out sheets.

L. The BLM SMKJ PT High Standards are voluntary but all smokejumpers are encouraged to meet or exceed these standards. Jumpers whom meet or exceed these standards by May 1 are authorized to perform non-supervised PT.

M. Photography, Video, and Social Media: Social media enables firefighters to express a thought or opinion almost at any time from any location. This capability can be positive for the smokejumper community. Yet there have been instances of video or photographs of unprofessional or embarrassing circumstances. When this happens, it reflects poorly on the entire smokejumper and fire community.

 Posting video or photos that depict unsafe or unprofessional behavior is a serious breach of ethics. The content might have been the result of a simple mistake, a lapse in thought, or a moment of bad judgment. But it’s a conscious decision to post unflattering images. In that sense, posting them could be viewed as a more serious lapse of ethics and judgment than the activity portrayed in the video or photo and could result in disciplinary action.

 Smokejumper management does not want to police all video and photo postings. We do request all video posting be approved by smokejumper management and photos posted for public viewing to be approved by smokejumper management. Public viewing is anywhere the public has free, unfiltered access to the video or photo. For example newspapers, websites, and YouTube. These places have unfiltered public access. This does not include private use where people have control of who has access. For example sharing with friends and family and postings on Facebook.

**2013 Alaska Smokejumper**

**1 in 21/ Days-Off Policy**

**Intent**

Alaska Smokejumper supervisors, spotters and IC’s are responsible for monitoring and mitigating fatigue levels for personnel under their supervision to ensure productive and safe performance of all duties. All jumpers are responsible for monitoring their fatigue levels and informing their supervisor of fatigue issues.

**Policies**

1. Jumpers will be given 1 day off in 21 days worked when at their Home Unit.

* 2012 Red Book, 07-3[[1]](#endnote-1)
* Home Unit Days Off Policy CH. 1, Sect. D, Sub Sect. 5. Page 201 AFS Employee Handbook

2. Jumpers will be given 2 days off after being away from Fairbanks on fire assignment(s) for 14 days or more.

* 2012 Red Book, 07-3

**Base Management of Policies**

**Rules**

* Supervisors must manage work schedules for initial attack, dispatch and incident support personnel during extended incident situations. During periods of non- routine or extended activity, these employees will have a minimum of 1 day off in any 21-day period.
* A day off includes a regularly scheduled day off, annual leave, leave with-out pay, or a management directed day off.
* The standard day off will be considered 1 calendar day off the clock in Fairbanks. Some situations may arise that a day off will be granted away from Fairbanks. This will be an exception not the norm.
* Sick leave does not count as a day off. Required days off for employees at the home unit are non-compensable when they occur on the employee’s scheduled days off.
* Each jumper is responsible for keeping track of their last day off and letting operations or spotter know when they reach day 15.

**Management Directed Days Off and Excused Absence at Home Unit**

* Chief or Deputy Chief may grant excused absences for employees after day 10 if current, predicted, or potential fire activity warrants.
* Operations may grant excused absences for jumpers after day 14 if current, predicted, or potential fire activity warrants.
* Jumpers will be granted an additional day **of annual leave** following a management directed day off upon request if past day 14.
* Spotters or ICs may grant up to 4 hours of excused absence to individuals in the event of arrivals at base after 2200.

**Out Stations**

* In Fairbanks you will be available for preposition to an out station up to day 16. After day 16 you will not be available for prepositions to an out station but will be available to jump fires out of Fairbanks until you get a day off.
* The number of days set for availability, as a jumper, at and Out Station is set so when a jump ship leaves Fairbanks the users should get at least 3 days out of the jumpers on board before they have to meet their 21 day commitment.
* If you are at an out station you are eligible for a fire assignment up to and including day 19. Day 20 will be needed to travel back to Fairbanks for your day off.
* Spotters need to work with the zones and operations to give enough heads up to get jumpers back to town to meet the 21 day rule.

**Assignment(s)**

* When an employee is dispatched to an incident, the home unit days off policy is not applicable.[[2]](#endnote-2)
* An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order or the first fire jumped and commencement of return travel to the home unit.
* Standard assignment length is 14 days, exclusive of travel from and to home unit, with possible extensions identified below. Time spent in staging and preposition status counts toward the 14-day limit, regardless of pay status, for all personnel, including Incident Management Teams.
* If you are away from Fairbanks on fire assignment or assignments for 14 consecutive days you will have 2 days off on your return to Fairbanks.
* If you are away from Fairbanks for less than 14 days and return before your 21st day you may get 1 day off. This will be determined by fire activity and fatigue levels.
* Lower 48 assignments will generally be a 21 day commitment with week by week extensions. Days off will be determined by the host base.
1. 2011 Interagency Standards for Fire and Fire Aviation Operations [↑](#endnote-ref-1)
2. AFS Employee Handbook, Chpt 1, Sec D, Subsection 5 [↑](#endnote-ref-2)