

Alaska Emergency Firefighter Type 2 Crew Management Guide



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Additional copies may be obtained at:

http://fire.ak.blm.gov/administration/awfcg_committees.php

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LINKS

Personnel Action (For State of Alaska use only).....
http://forestry.alaska.gov/pdfs/05AIBMH_C1C_PersonnelAction.pdf

Designation of Beneficiary for Unpaid Compensation (For State of Alaska use only).....
http://forestry.alaska.gov/pdfs/05AIBMH_C1D_NewBeneficiaryForm.pdf

Form W-4, Employee’s Withholding Allowance
Certificate <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

Form W-5, Earned Income Credit Advance Payment
Certificate..... <http://www.irs.gov/pub/irs-pdf/fw5.pdf>

ACRONYMS AND TERMINOLOGY

The following are acronyms and terminology used in this guide:

AD	Administratively Determined (federal name for Emergency Firefighters)
AD rate	Pay rate used by federal agencies for Emergency Firefighters
AEFCMC	Alaska Emergency Firefighter Crew Management Committee
AEFCMG	Alaska Emergency Firefighter Crew Management Guide
AFS	Bureau of Land Management, Alaska Fire Service
AICC	Alaska Interagency Coordination Center
Area	DOF Area Office(s)
AVCP	Association of Village Council Presidents
AWOL	Absent Without Official Leave
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
CAR	Crew Administrative Representative
CREP	Crew Representative
DOF	State of Alaska, Division of Forestry
EEO	Equal Employment Opportunity
EFF	Emergency Firefighter
EFF rate	Pay rate used by DOF for Emergency Firefighters
ETA	Estimated time of arrival
ETD	Estimated time of departure
FMO	Fire Management Officer
IARR	Interagency Resource Representative
IQCS	Incident Qualification and Certification System
NIFC	National Interagency Fire Center (Boise, ID)
NIIMS	National Interagency Incident Management System
TCC	Tanana Chiefs Conference
USFS	U.S. Forest Service
Zone	AFS Zone

INTRODUCTION

This Alaska Emergency Firefighter Crew Management Guide (AEFCMG), is maintained by the Alaska Emergency Firefighter Crew Management Committee (AEFCMC), an advisory committee organized to recommend emergency firefighter crew management policy to the three fire protection agencies in Alaska: Bureau of Land Management, Alaska Fire Service (AFS); the State of Alaska, Division of Forestry (DOF); and the USDA Forest Service (USFS). The AEFCMC is composed of one representative from each of the following four agencies: AFS; DOF; USFS; Bureau of Indian Affairs (BIA).

The purpose of the AEFCMG is to establish standard operating procedures and guidelines to be used by the fire suppression organizations in Alaska for utilization of Type 2 emergency firefighter crews, herein after referred to as EFF crews. The AEFCMG establishes requirements, standards, procedures, and practices for organizing, training, utilizing, and evaluating EFF crews. The Alaska Multi-Agency Coordinating (AMAC) Group when assembled will monitor implementation of The Guide. When the AMAC Group is inactive, monitoring of The Guide implementation will be conducted by the AWFCG Operations Committee. **The AEFCMG will remain in effect until fire managers determine a revision is needed.**

Fire suppression agencies in Alaska use EFF to supplement their regular workforce in the event of wildfire emergencies. The EFF workforce does not occupy any dedicated positions within any of the fire suppression organizations. The agencies are under no obligation to hire personnel as EFF in any position. Training received, or previous employment, does not constitute a preference for hire to any individual, except at the sole discretion of the hiring agency.

The AEFCMG is annually reviewed and updated as needed. As users utilize the AEFCMG, please feel free to suggest changes.

ACKNOWLEDGMENT

The AEFCMG was developed by the AEFCMC, a sub-group of the Incident Operations Committee, a chartered Alaska Wildland Fire Coordinating Group standing committee with participation from the following groups:

- Association of Village Council Presidents
- Bureau of Land Management, Alaska Fire Service
- Bureau of Indian Affairs
- State of Alaska, Division of Forestry
- Tanana Chiefs Conference
- USDA, Forest Service

I. **GENERAL CREW REQUIREMENTS**

A. **Crew Structure**

The standard Alaska EFF crew structure for in-state assignments consists of a 16-person, qualified, red-carded crew having 1 Crew Boss, 3 Squad Bosses with any number of trainees, and remaining Crewmembers to total 16 people. In order to maintain acceptable production rates, an EFF crew must have a staffing level of at least 75% of full strength and a qualified Crew Boss throughout the duration of the assignment.

The standard Alaska EFF crew structure for assignment to the Lower 48 consists of a 20 person crew having 1 Crew Representative, 1 Crew Boss, 3 Squad Bosses, and 15 Crewmembers.

Should the crew level fall below 75%, it will no longer be considered a fire suppression EFF crew and will be subject to release by the employing agency. At the discretion of the Incident Commander, the remaining crew personnel may be reassigned to other functions on the incident.

B. **Age, Training, and Physical Fitness Requirements**

To be qualified, all EFF crew personnel will meet the national minimum standards for age, experience, training, medical, and physical fitness (NWCG 310-1). All individuals will possess a valid Incident Qualification System Card (red card), and a government-issued picture identification (ID) card.

All individuals hired for EFF crew assignments must be at least 18 years of age. Crew Bosses are responsible for verifying the identity of members on their crew, and that all crew personnel meet the age requirement.

Suppression agencies will administer the currently approved physical fitness testing process to assure that it is passed by all EFF crew personnel. The physical testing of EFF Crewmembers will be prior to the fire season and before they can be employed for the current calendar year. Anyone who does not meet this requirement will not be considered eligible for crew employment.

Individuals hired will be medically and physically fit so they do not present a safety hazard to themselves or their crew in suppression activities.

The local Area/Zone will maintain physical fitness records indicating the date, place, scores and the signature of the testing individual. These records will be kept for one year following the physical fitness test.

C. **Equal Employment Opportunity**

EEO practices will be followed during all phases of crew management including selection, training, hiring, use and evaluation of EFF crew personnel.

D. **Crew Boss and Crewmember Selection**

Villages/communities will select the Crew Bosses/Crew Boss Trainees of their crews. Crew Bosses will select qualified Squad Bosses and crewmembers. DOF/AFS retains authority for final approval of all selections to ensure individuals are fully qualified.

II. DESIGNATED CREWS

The fire management agencies have determined from historical use that the maximum number of EFF crews normally required statewide, and that can be efficiently trained, kept current, and logistically supported is 73. These 73 "Designated EFF Crews" are EFF crews that the suppression agencies share statewide, and with the Lower 48 and Canada.

Areas/Zones/Forests may also have other EFF crews for use. These "undesigned EFF crews" are not shared statewide, or out of State.

A. Criteria for Selection

The following criteria have been established for use in selecting the villages/communities that will serve as the sources of Designated EFF Crews in Alaska:

1. There must be at least 25 qualified emergency firefighters available in the village/community.
2. Each Area or Zone within the fire prone area of the state, except the AFS Military Zone, is entitled to at least one designated crew.
3. The village/community will have a 2500' runway in a good state of repair.

B. Criteria for Designated Crew Removal, Notification and Replacement

1. An EFF crew may be removed from the Designated EFF Crew List if any one of the following criteria is met:
 - a. Unable to muster an EFF crew for two consecutive years in which it is called. An EFF crew will not be removed if they notify the appropriate Area/Zone in advance of periods that they will not be available for dispatch.
 - b. If enough individuals are suspended to prevent the village from mustering an EFF crew two years out of five years they are called.
2. When the Area/Zone has determined that an EFF crew will be removed from the Designated EFF Crew list, the Area Forester/Zone FMO will notify the next level of organizational supervision, and AICC. The affected village/community will also be given written notice containing the following information:
 - a. The nature of the non-compliance for which the crew is about to be decertified.
 - b. The history of non-compliance leading to the decision to decertify the crew.
 - c. The date the crew will be decertified.
 - d. The name and address of the official to whom the village governing body may appeal.
 - e. Inform the village governing body that they may appeal in writing. The appeal must be hand delivered or postmarked within 30 days of receipt of the notice to decertify.

The notice to decertify will be sent via certified mail, return receipt requested.

If the village governing body decides to appeal the decision to decertify, the appeal process will follow the appeal procedures contained in section VI.

3. The following criteria are established for adding EFF crews to the designated EFF crew list:
 - a. There must be a vacancy on the Designated EFF Crew list.
 - b. Except under extraordinary circumstances, the new EFF crew will be from the same Area/Zone as the removed crew.

C. Reallocation of Designated Crews

Within three years from the time it has been determined that an EFF crew slot will be removed from the Designated EFF Crew list, the Area/Zone will reallocate that Designated EFF Crew slot within that Area/Zone **or** reallocate the Designated EFF Crew slot to the AWFCG Operations Committee for elimination or reallocation to another Area/Zone. The recipient of the Designated EFF Crew will report the designation change to AICC.

D. Optional Crew Sources

When, due to abnormal fire occurrence, the 73 Designated EFF Crews are not sufficient to meet the needs of fire operations within Alaska and additional EFF crews are required, the following options should be considered:

1. Hire additional EFF crews from communities on the Designated EFF Crew List if the community can form additional EFF crews of trained firefighters.
2. Hire trained undesignated EFF crews in villages or communities, which have shown historical use but are not included on the Designated EFF Crew List.
3. Train/hire EFF crews in villages or communities not showing historical use.

The order of options listed is not prioritized, and cost and the urgency of the situation will largely determine the method of providing the additional crews needed by suppression agencies.

III. EFF CREW TRAINING MANAGEMENT

A. Objectives

1. To provide administrative and supervisory direction for the training of EFF crews and Crew Bosses in Alaska.
2. To establish a system to ensure that the fire suppression agencies have, on a yearly basis, a pool of trained and qualified EFF crews.

3. To ensure standardization of procedures for all EFF crews and Crew Boss Trainees in Alaska.

B. Responsible Agencies

Responsibility for overall coordination and management of EFF crew training in Alaska resides with the AEFCMC in conjunction with Area Foresters and Zone FMO's.

Training of individual EFF crews is the responsibility of the Area/Zone. Training will be conducted to NWCG standards.

C. EFF Crew Boss Training

EFF Crew Boss Training will occur in odd number years, when the need for a minimum of 12 Crew Bosses are identified from the Designated EFF Crew List (Appendix B).

EFF Crew Boss Training will be conducted as an interagency effort by the DOF and AFS. A coordinator from each agency will assemble the cadre and secure other agency resources to ensure the success of the EFF Crew Boss training session. Priority for seats will be given to designated crews without a Crew Boss. Seats for each session will roughly be divided equally between DOF and AFS course candidates. Area Foresters and FMO's will negotiate for agency seats following procedures set by their agency coordinator. They will also be responsible for selecting course candidates. Each course candidate must meet the published course prerequisites.

D. EFF Crew Training

1. Training/Experience Record Keeping

Each protection agency will be responsible for recording all EFF crew training and experience that occurs within their protection boundaries.

It will be the responsibility of the lead instructor to record successful completion of training of EFF on the agency training form and to send the form to the responsible Area/Zone for data input.

2. Funding

Funding of EFF Crew training will be the responsibility of the agency whose protection area encompasses the village or community. Where economically feasible, cost-sharing between the agencies is advisable.

IV. OPERATIONS

A. Crew Order and Hire

1. Coordination

Coordination of statewide EFF crew use is the responsibility of the Alaska Interagency Coordination Center (AICC). AICC will maintain a list of EFF crew availability, which will be updated daily and made available to all Areas, Zones, Forests and land managers. AICC will coordinate EFF crew hiring based on rotation and time requirements.

2. Crew Rotation Guidelines

Designated EFF crews will be rotated by individual crew to utilize the maximum number of villages during a fire season. However, during initial attack or critical fire behavior situations; Zones, Areas or Forests may use the closest available resources to staff fires in the most expedient method available. Additionally, the following factors may periodically prevent the normal rotation of crews: availability of transportation, poor weather conditions, prior notice of crew or unavailability. All other fire situations will use the current rotation list.

AICC Intelligence Section manages the EFF Type 2 Statewide Crew Rotation List. Orders for EFF Crews from outside any Area/Zone are placed with the AICC Overhead/Crews desk. Basic guidelines for use and rotation of EFF Crews are as follows:

- a. Orders for crews from outside a Area/Zone will be placed on a Resource Order to AICC. The EFF Type 2 Statewide Crew Rotation List will be used to fill those orders.
- b. These Crew Rotation Guidelines apply only to EFF Crews that have been hired for suppression purposes. A partial crew that is hired for initial attack and/or standby is not considered to be an EFF Crew.
- c. AICC Intelligence Section will be notified of the date and fire number for all crew hires.
- d. An EFF Crew's place on the EFF Type 2 Statewide Crew Rotation List is dependent on the date and time pay status terminates following a qualifying assignment. A crew will be rotated to the bottom of the List when it completes an assignment in which the Crew has been in pay status for a minimum of three 8-hour shifts. This is regardless of whether the crew was hired for in-Area/Zone use, or was hired for use outside of their Area/Zone. If the Crew has not been in pay status for three shifts, it will retain its original place on the list. A teletype message addressed to AICC Intelligence will be sent with the date and time the crew arrived home.

3. Hiring

EFF crew hiring will be the responsibility of the Area/Zone where the EFF crew is located. Upon determination to use an EFF crew or upon receiving a Resource Order for an EFF crew, the responsible Area/Zone will:

- a. Contact the designated village/community and determine/verify the EFF crew's availability.
- b. If resource ordered, give feedback to AICC of availability of EFF crew through normal channels.
- c. Arrange or coordinate arrangement of transportation.
- d. Notify EFF crew of hire and ETA of transportation.
- e. Provide for EFF crew sign-up. (Send an individual to the village to hire)

- f. Insure that all items on the "EFF Crew Hiring Checklist" (Appendix D) are accomplished at the time of EFF crew hire.
- g. Notify AICC at time of crew departure.

4. Call-up Lead Times

- a. Villages have **1 hour** to respond to initial contact as to whether or not an EFF crew can be provided.
- b. EFF Crews have a maximum of three hours to mobilize and be completely fire ready for transportation pickup.
- c. Area/Zone and AICC logistics coordinator must schedule aircraft to allow for the proper amount of time for EFF crews to mobilize and be ready for pickup.

5. EFF Crew Availability

It is the responsibility of the Area/Zone administering an EFF crew to make determinations of the EFF crew's availability and keep AICC informed of their availability. This must be done to insure the EFF crew is properly placed on the EFF crew rotation list for consideration for future assignments, or, in the case of EFF crew non-availability, to ensure the EFF crew is removed from availability.

B. EFF Crew Requirements/Conditions of Hire (Attachment 1)

- 1. All EFF Crewmembers will read, or have read to them, sign, and comply with all of the conditions listed in the "Conditions of Hire" statement (Attachment 1).
- 2. EFF Crewmembers must bring their own personal items/clothing when hired. Personal items will be contained in one bag, both to and from the fire, with a weight limitation of 45 pounds. All EFF crewmembers must arrive at the fire prepared for work and not rely on commissary to properly equip them. The minimum personal/clothing items required are:
 - a. Rain gear
 - b. Serviceable 8" lace-type leather boots
 - c. Warm jacket
 - d. Work pants, non-synthetic - 2 each
 - e. Work shirts, long sleeve, non-synthetic - 2 each
 - f. Extra socks
 - g. Extra underwear
 - h. Personal hygiene supplies, toothbrush, toothpaste, etc.
 - i. ***Adequate Supply (21-day suggested) of any needed prescription medications.***

Bring only items necessary to perform the work on the assignment.

If personal items are lost, stolen, or damaged, and it is determined to be the government's fault, the item value may be reimbursed by the government. See Appendix F for maximum personal item replacement values allowed. No items will be replaced without proper paperwork that documents all facts surrounding the loss.

3. An EFF bag will be provided to each crewmember. The EFF bags contain the following:

Nomex Clothing**	
BDU's	2 pair
Shirt	2 each
Burlap bag	1 each
Duffel bag**	1 each
Sleeping bag**	1 each
Canteen with cover	2 each
Cord, nylon, 100'	1 each
Cup, Metal	1 each
Ear plugs	1 pair
File, bastard, 10" w/handle**	1 each
Foot powder	1 can
Gloves 1 pair	
Goggles, Safety	1 each
Helmet**	1 each
Individual First Aid Kit	1 each
Mosquito net**	1 each
Repellant, insect	1 bottle
Visqueen, 10'x 20'	1 each
Wash cloth, with soap & towel	1 each
Headlamp**	1 each
Batteries	Several
Fire Shelter**	1 each
Firefighter pack**	1 each

**Must be returned at demobilization.

4. All EFF crews will be available for up to 14 days, exclusive of travel (per National Wildfire Coordinating Group policy), from the date of hire. Any EFF crews or individuals quitting at times earlier than the designated tour of duty will have their time stopped. Transportation to the point of hire will be at the convenience of the Government and on an as-available basis.
5. Individual EFF may be required to pay their own way home when they commit a major offense, or quit before the end of the assignment. This will be determined by the Interagency Resource Representative (IARR) for out-of-state assignments and by the Area Forester or Zone FMO for in-state assignments. If assessed, payment will be made by payroll deduction.
6. All fire personnel leaving a fire assignment because of injury or illness will be released if not fit for duty and **may be** returned to point of hire after treatment. Return to fire duty will not be at the option of the employee being treated.

C. EFF Crew Duties and Standards

EFF Crews are expected to complete work assignments and to maintain orderly conduct during the entire period of employment from time of hire (call-up) until the termination of the assignment and return to point of hire and released from employment. The Crew Boss has the ultimate responsibility for the conduct and performance of the EFF crew during the assignment.

1. EFF Crewmembers

- a. Safety comes first on every fire, every time.

- b. Abide by the Conditions of Hire from the time of hire to the time of release including duty and non-duty time.
- c. Complete work assignments within given time frames.
- d. Conduct themselves in an orderly manner while on fire line, in fire camp, on ***Paid Days Off***, in travel status and during standby duty.
- e. Follow safe working practices at all times and use safety equipment provided.
- f. Maintain government equipment and tools in good, serviceable condition and at end of assignment, return the equipment in good condition to the place or person designated.
- g. For each shift, report for duty at the place and time designated, ready to begin the work assignment. This includes the possession of the proper tools, equipment and supplies needed for the assignment.
- h. Carry out instructions from supervisors unless otherwise prevented by unsafe conditions or situations.
- i. Maintain clean, orderly living areas, including fire camps. Garbage, tools, and equipment will be picked up and disposed of or stored properly at all times.
- j. Maintain compatible working relationships with fellow workers, other crews, and supervisors. An attitude of cooperation will be expected from all EFF Crewmembers.

2. Squad Boss

The Squad Boss supervises up to five EFF and is supervised by the Crew Boss. On occasion, if the EFF crew is split up, the Squad Boss may report directly to fire overhead personnel.

In addition to all of the duties and responsibilities listed for EFF Crewmembers, the Squad Boss is responsible for the following:

- a. Supervise up to five EFF Crewmembers.
- b. Ensure that squad members understand and carry out orders from the Crew Boss.
- c. Report any discipline problems to the Crew Boss.
- d. Ensure that all EFF Crewmembers have the proper tools and that they are properly maintained.
- e. May be required to assume Crew Boss's duties, if qualified, during absences, i.e. injuries, etc.
- f. Responsible for completion of shift work assignments.
- g. Assist in the training of the EFF crew.

- h. Provide for first aid for minor injuries received on-the-job and report all on-the-job injuries to the supervisor.
- i. Review the squad's work on a continuing basis.

3. Crew Boss (Single Resource Boss - Crew)

The Crew Boss serves as the supervisor of an EFF crew. While on an assignment, the Crew Boss is supervised by the next highest supervision level. While on standby, the Crew Boss may be supervised by the local fire management personnel.

The position of Crew Boss carries with it high levels of authority and responsibility. When officially hired for duty, the Crew Boss represents the hiring agency, and the actions and decisions of the Crew Boss obligate the hiring agency. Crew Bosses must understand the importance of these responsibilities and conduct their duties appropriately.

In addition to all of the duties and responsibilities listed for the Crewmembers and Squad Boss, the Crew Boss is responsible for the following:

- a. Responsible for the safety and safe working practices of EFF Crewmembers. Correct and/or notify immediate supervisor of unsafe working environments. Provide EFF Crewmembers with safety briefings daily, or as conditions warrant.
- b. Responsible for the performance, conduct and discipline of the EFF crew at all times.
- c. Supervise up to three squads consisting of a Squad Boss and crewmembers.
- d. Ensure that the EFF crew is given a completed evaluation for their assignments. Complete Position Task Books as an evaluator for Squad Bosses and Crew Boss trainees.
- e. Serve as the primary contact between overhead and the EFF crew.
- f. Ensure that each member of the EFF crew meets physical, medical, training, and age standards and requirements as specified in the Alaska EFF Crew Management Guide and that they have the proper personal gear for the duration of the job.
- g. Brief the entire EFF crew before going on a shift as to their specific and general assignments for that day, and debriefs the crew after the shift.
- h. Maintain a compatible working relationship with other EFF crews.
- i. Review the EFF crew's work on a continuing basis.
- j. Responsible for the care and return of all government property issued to the EFF crew.
- k. Request assistance from supervisor when unsure of assignment or when assignment exceeds the EFF crew's capabilities.

- l. Be completely familiar with the current Alaska EFF Crew Management Guide.
- m. Administer EFF crew and/or individual discipline within the chain of command under the existing fire organization and agency policy.
- n. Confirm that picture ID's are valid for their EFF Crewmembers.
- o. Perform administrative duties including timekeeping, initiating injury compensation and claims paperwork, obtaining prompt medical treatment, etc.

D. Crew Representative (CREP)

Crew Representatives will be provided when EFF Crews are dispatched to out-of-state fires. A CREP will not usually be assigned to a crew when the crew is on assignment in Alaska. Exceptions to this practice may occur in the following situations:

- 1. The EFF crew and/or Crew Boss are inexperienced and it is determined that closer supervision is required.
- 2. EFF Crews are assigned to fires with overhead having no Alaska experience and management feels the CREP position should be filled to facilitate overhead-crew relations.
- 3. During periods of large scale EFF crew mobilization when maximum coordination of EFF crew movement is needed and will be best achieved through CREP contact with EFF crews.
- 4. When requested by the ordering agency.

E. Crew Representative's Duties

The CREP supervises the Crew Boss. In addition to being at least Strike Team Leader-Crew (T) qualified, the CREP must be knowledgeable of government agency procedures and policies.

Duties are as follows:

- 1. The CREP provides a contact between the EFF crew and the appropriate incident command organization as well as the IARR in the Command Section concerning the crew's performance, welfare, and administrative duties.
- 2. All CREPs are to be an example and leader for organized EFF crews. CREPs must demonstrate the highest qualities of leadership. This means attitudes of work, behavior, safety, concern, personal appearance, etc., must be excellent.
- 3. CREPs must have proper equipment and abide by the same clothing and personal gear requirements as the rest of the EFF crew (see section IV.B.2.).
- 4. The CREP must put the EFF Crewmembers before self in all aspects of the fire assignment such as travel, eating, sleeping, etc.
- 5. The CREP is responsible for the administrative duties, welfare, and safety of the EFF crew. Every CREP should have communications with the IARR.

6. Look after EFF crew's welfare on the fireline and in incident facilities; coordinate actions closely with the Crew Boss.
7. Maintain communications with the Crew Boss and appropriate supervisors regarding the EFF crew's safety and welfare.
8. Take to the IARR those problems, which cannot be resolved. Keep the IARR advised of the EFF crew's status.
9. Help the Crew Boss settle internal grievances within the EFF crew.
10. As needed, maintain contact with EFF crew's home base. Report the EFF crew's performance and problems to sending agency's headquarters upon completion of the assignment.
11. Responsibilities begin when meeting the EFF crew and continue 24 hours a day until the EFF crew returns to Alaska.
12. When meeting the EFF crew, obtain the crew roster and manifest.
13. Assist the Crew Boss in inspecting the EFF crew for proper qualifications, clothing, equipment, physical condition, and red cards.
14. Assist with travel and subsistence arrangements for the crew.
15. Upon arrival at the incident or destination, report, with the Crew Boss, to the individual in charge for instructions. Assist the Crew Boss in briefing and orienting the EFF crew.
16. Explain procedures and policies to the user agencies that are not familiar with the use of Alaska EFF crews.
17. Ensure that proper time records are kept for the EFF crew. Assist administrative personnel with timekeeping of EFF crews.
18. Assist the Crew Boss by providing the EFF crew with safety equipment and good tools and see that they adhere to safety and sanitary practices. Also, see that the EFF crew receives a reasonable amount of rest.
19. Remain alert to any unsafe situations and notify the Safety Officer or appropriate overhead as warranted. Ensure that the EFF crew is not assigned to jobs for which it is unqualified.
20. Assure that injuries are properly cared for and accident reports are prepared promptly.
21. Assist Crew Boss in handling EFF crew problems; set an example and show leadership, fairness, and concern for the crew.
22. Be equipped with a kit of all necessary forms and administrative materials. Promptly respond to additional requests by the using agency or hiring agency.
23. Report the EFF crew's performance, both positive and negative, to sending agency's headquarters upon completion of the assignment. May complete Position Task Books for Squad Bosses and Crew Boss trainees.

24. Maintain Unit Log (ICS Form 214)--Original for the fire and send a copy to the sending agency. Ensure that all daily activities are recorded.
25. Administer EFF crew and/or individual discipline, if this is not being accomplished within the chain of command under the existing fire organization.
26. The CREP may assume the duties of the Crew Boss if the Crew Boss should become incapacitated or unavailable and no member of the EFF crew is qualified to assume the Crew Boss responsibilities/duties.

F. Interagency Resource Representative (IARR)

Interagency Resource Representatives will be provided by one of the suppression agencies when dispatching multiple EFF crews outside of Alaska. Agency regular crews do not fall under this crew management guide, they follow their agency guidelines.

The Interagency Resource Representative (IARR) must be knowledgeable of government agency procedures and policies. Depending on the number of EFF crews to be sent on incident assignment outside Alaska, the IARR may have a Crew Administrative Representative (CAR) to assist with paperwork and administrative requirements. When a CAR is assigned, he/she will work for the IARR.

The IARR normally works for AICC and is under the Command section while on the incident.

G. Interagency Resource Representative's Duties:

1. Maintain EFF crew welfare throughout the assignment and serve as administrative liaison with the ICS organization.
2. Maintain high level of knowledge in fire business management procedures, especially in EFF crew timekeeping, accident investigation and reporting, commissary, and personnel management procedures.
3. Acquire and maintain an in-depth knowledge of the sending agency's policies and procedures relating to EFF crews.
4. Secure and maintain a complete list of names, social security numbers, home addresses, etc., of personnel assigned to the EFF crews for which they are responsible.
5. Maintain regular contact with CREPs and supervisory personnel to ensure that work is being performed effectively and that the CREPs are fully informed on conditions affecting the EFF crew. Investigate and assist with disciplinary cases, as needed. Brief CREPs describing the following:
 - a. Local agency policies.
 - b. Duties of the CREP. (Section IV.E)
 - c. Adherence to regulations by CREPs and EFF crews (drinking, narcotics, wearing hard hats/helmets, etc.). All regulations and operating procedures will be followed fully.
 - d. Discipline procedures will be the same for all firefighting personnel.

- e. Have CREPs check their EFF crews to see if they are all ICS qualified, have the proper gear for a 14-day assignment, etc. See "EFF Crew Hiring Checklist". (Appendix D.) Report discrepancies to the IARR prior to departure.
6. Provide direction and assistance to CREPs on matters relating to timekeeping, commissary, accidents and injuries, personnel problems, or emergencies and other administrative matters.
7. Maintain daily contact with the sending agency to exchange information and messages relating to the EFF crews.
8. Maintain Unit Log (ICS Form 214)--Original for the fire and send a copy to the sending agency. Ensure that CAR's and CREP's record all daily activities.
9. Assist with accident investigations involving EFF Crewmembers for which the IARR is responsible and provide follow-up contacts for EFF Crewmembers receiving medical aid.
10. Be available to local agency and fire officials, and be flexible and adaptable to their needs.
11. Provide assistance, as needed, to the Demobilization Unit for demobilization of the assigned EFF crews. Keep sending agency informed of demobilization plans.
12. Prepare a final report of activities, recognize outstanding individual or crew accomplishments, significant observations, problems solved and those needing solution, suggestions for improvement, and submit an end of assignment trip report to the Center Manager of AICC within five working days after returning to the home unit.
13. IARRs have the authority and responsibility to administer crew and/or individual discipline within the chain of command under the existing fire organization and according to the guidelines of the Alaska EFF Crew Management Guide.
14. Complete overhead evaluations on CREPs and CARs.
15. Upon return to the home unit, meet with administrative personnel and submit EFF crew timesheets, manifests, excess hour justifications, and make sure that injury compensation paperwork has been submitted according to agency policy. See Appendix E for a checklist.

H. EFF Crew Work Shifts

Work shifts for EFF crews on fires may often be 12 to 14 hours duty time with one 30-minute meal break in a 12 hour shift and two 30-minute meal breaks in a 12-16 hour shift. Operational periods should not exceed 16 hours, including meal breaks, with a minimum of 8 hours non-duty time between operational periods. Any shifts in excess of 16 hours will require a written justification by the Incident Commander. While employed, EFF crews are guaranteed a minimum of 8 hours of pay per calendar day except for the day of hire and the day of release. The *National Wildfire Coordinating Group 2 to 1 Work/Rest guidelines* will be followed.

While in ordered standby status, EFF crew duty time will not exceed 16 hours per shift with a minimum of eight hours non-duty time between operational periods.

During non-duty days, all Alaska EFF crews at the same incident, or demobilization center, will receive the same number of hours of pay per day, not to exceed eight (8) hours.

While in travel status, EFF crews will be paid for travel in accordance with the Interagency Incident Business Management Handbook.

I. Paid Days Off Policy for Fire Assignments

EFF may be granted *paid days off* during their fire assignment to give them a break from their firefighting routine, so they can get rest and relaxation in order to return to their firefighting duties refreshed and alert.

If granted, paid days off will be arranged by the incident management team through the IARR, CREP, or Crew Boss.

Paid days off are only compensated to that extent to complete the guaranteed 8 hours for that calendar day.

EFF may not be granted paid days off at their point of hire.

The EFF crew must stay together under the jurisdiction of the Crew Boss.

The possession and/or use of firearms, marijuana and all forms of illegal drugs are strictly prohibited.

The possession, use, and/or being under the influence of intoxicating beverages while in pay status is strictly prohibited.

J. Open/Closed Camp Policy

When EFF crews are hired for a fire assignment, whether or not they must stay in camp after the work shift will be determined by the Incident Commander and/or Agency policy where they are assigned.

V. EFF CREW CONDUCT AND DISCIPLINE

A. Overview

All EFF crew personnel will: abide by the Conditions of Hire (Attachment 1), laws, rules, regulations and policies established for personal conduct and safety; instructions given by supervisors; respect the rights of fellow workers; and properly care for government and private property. When a violation of the above occurs, the incident management personnel take the initial disciplinary action. The home Area/Zone of the EFF crew will take further appropriate disciplinary action.

Violations will be treated as either major offenses or minor offenses and written documentation of violations is required for all disciplinary action.

EFF personnel do not have any guaranteed employment rights. Their employment is based on emergency situations which are unplanned and unscheduled. An individual EFF is hired as part of a complete EFF crew. If the number of EFF in a village who are subjected to disciplinary action or otherwise unavailable for hire is so large that a complete EFF crew cannot be assembled from that village, the result

may affect the employment opportunities of individuals not subjected to discipline. This effect shall not be deemed as discipline, and shall not give rise to any appeal rights.

Likewise, once a member of an EFF crew has been fired and must be released, the result may affect the continued employment of individuals not subjected to discipline. This effect shall not be deemed as discipline, and shall not give rise to any appeal rights.

B. Major Offenses, Penalties, Procedures and Documentation

1. Major Offenses

Major Offenses are those violations that are illegal and punishable under law or violations that render the personnel involved no longer effective as employees. Major offenses are not limited to the below-listed examples of violations:

- a. Willful failure to follow the reasonable instructions of supervisors or other flagrant demonstration of insubordination.
- b. Absence without permission from place of duty assignment.
- c. Violations of safety rules and practices which immediately threaten the safety of any personnel.
- d. Willful infliction of bodily injury to another person.
- e. Thievery or malicious damage of government and/or private property.
- f. Conduct which is offensive or abusive to the public.
- g. Possession, use, and/or under the influence of illegal drugs, from the time of hire to the time of release at the point of hire.
- h. Possession of a firearm or any other dangerous weapon.
- i. Knowingly violating or abetting a violation of the Conditions of Hire statement by any person on the EFF crew.
- j. Possession, use, and/or under the influence of intoxicating beverages while in pay status.

2. Penalties

Discipline for major offenses will include immediate termination of employment. However, the firefighter(s) being terminated will be given notice of the major offense charged and, if circumstances permit, an opportunity to verbally respond to the charge. In Alaska, the Incident Commander, or designee, will hear the verbal response. On an assignment outside of Alaska, the IARR, or designee, will hear the verbal response.

Personnel terminated for a major offense will be returned to point of hire, if circumstances permit, and charged for the cost of their return transportation and subsistence through payroll deduction.

In addition to termination from the immediate job assignment, commission of a major offense will result in a firefighter being placed on probation or suspension for the rest of the current fire season and/or the following fire season.

Repeat offenders (individuals who have been suspended once before and who have committed a second major offense) may be suspended for longer periods at the discretion of the Area Forester or Zone FMO.

When a major offense is a violation of law, the matter will be referred to the appropriate law enforcement agency.

3. Procedures, Documentation, and Notification

- a. The supervisor will document the violation in writing and notify the personnel and/or Crew Boss of the EFF crew involved, indicating the nature of the violation and personnel involved.
- b. The affected EFF crew member(s) shall be afforded an opportunity to respond orally prior to being terminated, if circumstances permit. Return travel will be provided based on convenience to the government and space available.
- c. Each person who is terminated will be required to sign his/her timesheet to confirm the end of his/her employment.
- d. Immediately following the action, all documentation of discipline involving terminations will be submitted to the Area/Zone office responsible for the assignment where the termination occurred.
- e. A recommendation, with respect to probation or suspension, will be made by the CREP, IARR, or IC.
- f. The Area/Zone/Forest of assignment will immediately notify both AICC and the home Area/Zone/Forest by telephone of the personnel terminated, and, as soon as practical, will forward copies of all documentation to the home Area/Zone and to AICC.
- g. Within 30 days of receiving documentation, the home Area/Zone will prepare a written notice of disciplinary action. The notice of disciplinary action will be sent via certified mail, return receipt requested, to each individual affected, the Crew Boss, and, if appropriate, the village governing body. The written notice will contain the following information:
 - 1) The nature of the violation.
 - 2) The additional disciplinary action imposed, if any, beyond the initial termination, and when such disciplinary action is to begin and end.
 - 3) Suggestion of what the individual or crew should do to correct the violation, or prevent future termination, probation, or suspension.
 - 4) The name and address of the official to whom the individual(s) may appeal.

- 5) Notify the affected parties that any appeal must be in writing.
 - 6) State that the written notice of appeal must be hand delivered or postmarked within thirty (30) days of receipt of the notice of disciplinary action.
- h. AICC will notify all Areas/Zones/Forests of individuals and EFF crews currently on probation and suspension at the time of any disciplinary action notification, and at the start of each fire season.

C. Minor Offenses, Penalties, Procedures and Documentation

1. Minor Offenses

Minor Offenses are all violations that are not considered a major offense. Some examples of minor offenses are tardiness, attitude problem, trouble-making, violation of camp procedures, etc. Minor offenses are not limited to the above-listed violations.

2. Penalties

Personnel will be placed on probation for the duration of an employment assignment for committing their first minor offense. Committing a minor offense during the period of probation will result in immediate termination of employment. The EFF being terminated will be given notice of the second minor offense charged and, if circumstances permit, an opportunity to respond verbally prior to being terminated. In Alaska, the Incident Commander, or designee, will hear the verbal response. On an assignment outside of Alaska, the IARR, or designee, will hear the verbal response.

Personnel terminated for a minor offense during a period of probation, will be returned to point of hire, if circumstances permit, and charged for the cost of their return transportation and subsistence through payroll deduction.

In addition to termination from the immediate job assignment, commission of a second minor offense may result in a firefighter being placed on probation or suspended for the rest of the current fire season and/or the following fire season.

3. Procedures and Documentation

a. First Minor Offense

- 1) After gathering and analyzing the facts, the supervisor will document the violation in writing and notify the personnel and/or Crew Boss of the EFF crew involved, indicating the nature of the violation and personnel involved. The affected employee(s) will be interviewed, and informed of the corrective action expected of them.
- 2) The supervisor will inform the EFF crew member(s) or Crew Boss that they are on probationary status for the duration of employment and a subsequent violation will result in immediate termination of employment.

- 3) The supervisor will document the interview in writing. Copies of the violation and interview will be given to the affected personnel, the village governing body, if appropriate, and the Crew Boss of the EFF crew involved.
- 4) The supervisor, through appropriate channels, will inform the person in charge (Incident Commander, Zone FMO or Area Forester) of the violation and interview, and provide written copies of the violation and interview.

b. Second Minor Offense

- 1) The supervisor will document the violation in writing and notify the personnel and/or Crew Boss of the EFF crew involved, indicating the nature of the violation and personnel involved.
- 2) The affected EFF crew member(s) shall be afforded an opportunity to respond orally prior to being terminated, if possible. Return transportation will be provided based on convenience to the government and space available
- 3) Each person who is terminated will be required to sign his/her timesheet to confirm the end of his/her employment.
- 4) Immediately following the action, all documentation of discipline involving terminations will be submitted to the Area/Zone office responsible for the assignment where the termination occurred.
- 5) A recommendation with respect to probation or suspension will be made by the CREP, IARR, or IC.
- 6) The Area/Zone/Forest of assignment will immediately notify both AICC and the home Area/Zone by telephone of the personnel terminated, and, as soon as practical, will forward copies of all documentation to the home Area/Zone and to AICC.
- 7) Within 30 days of receiving documentation, the home Area/Zone will prepare a written notice of disciplinary action. The notice of disciplinary action will be sent via certified mail, return receipt requested, to each individual affected, the Crew Boss, and, if appropriate, the village governing body. The written notice will contain the following information:
 - a) The nature of the violation, and the Area/Zone/Forest findings.
 - b) The additional disciplinary action imposed, if any, beyond the initial termination, and when such action is to begin and end.
 - c) Suggestion of what the individual, or crew, should do to correct the violation, and prevent future termination, probation, or suspension.

- d) The name and address of the official to whom the individual(s) may appeal.
 - e) Notify the affected parties that they must appeal in writing.
 - f) State that the written notice of appeal must be hand delivered or postmarked within thirty (30) days of receipt of the notice of disciplinary action.
- 8) When disciplinary action is necessary, the Area/Zone will notify AICC at the time of the infraction, but no later than April 15th of each year. AICC will consolidate and distribute a list of individuals and EFF crews currently on probation and suspension to the Area/Zone by May 1st of each year.

D. Impact of Individual Terminations on Continued Employment of Crew

Because of acceptable production rates, when an EFF crew loses 25% or more of its members due to terminations, injuries or other causes, at the IC's discretion, it may no longer be considered a fire suppression crew (Section I.A.), and may be released from assignment, returned to point of hire, and terminated from employment. Individuals demobilized under these conditions are not being disciplined and have no right to appeal their release from hire.

E. Unsatisfactory Evaluation

Personnel and crews can also be subjected to disciplinary action based on a recommendation included in a Crew Evaluation prepared in accordance with Section VII.

F. Impact on Future Employment

1. Probation

An individual may be placed on probation status for the duration of a single fire assignment as a result of a minor offense. If no second minor offense and/or termination follow, the first minor violation shall not affect his/her eligibility for future employment.

An additional period of probation status may be imposed on member(s) of an EFF crew as the result of disciplinary action or as a consequence of a poor EFF crew evaluation. During an additional period of probation, an individual will be eligible for in-state assignments only.

2. Suspension

A period of suspension status may be imposed on member(s) of an EFF crew as the result of disciplinary action or as a consequence of a poor EFF crew evaluation. During a period of suspension, an individual is not eligible for fire assignment.

VI. APPEAL PROCEDURES FOR VILLAGES, CREWS, AND INDIVIDUALS

This section explains the appeal procedures for decertification of EFF crews and for disciplined individuals and EFF crews.

A. Procedure for Appeals

1. Affected villages, EFF crews, and individuals may appeal disciplinary decisions but must do so in writing within thirty (30) days of receipt of the notice of disciplinary action issued by the home Area/Zone.
2. Upon receipt of a written appeal, the suppression organization will schedule a meeting or conference call with the village governing body, EFF crew, or individual as soon as possible, but in any event, within thirty days. If the appellant village, EFF crew, or individual disputes the reported facts of the incident or evaluation on which the disciplinary action was based, an opportunity shall be afforded to present testimony. If the appellant village, EFF crew, or individual challenges only the nature or severity of the penalty, they shall be allowed to present both oral and written argument against imposition of such penalty, but need not be afforded a chance to personally confront the officer who imposed it.
3. The suppression organization will issue a written decision within seven (7) working days after conclusion of the appeal conference or hearing. The written decision will be sent via certified mail, return receipt requested, to each individual affected, the Crew Boss, and the village governing body, and shall inform the affected person or persons of their further appeal rights, if any.

B. Who to Appeal to:

For State of Alaska, DOF-managed EFF crews and crewmembers:

The first appeal will be made to the Regional Forester. Subsequent appeals will be made to the Fire Program Manager.

For BLM, Alaska Fire Service-managed crews and crewmembers:

All appeals will be addressed to the Manager of Alaska Fire Service.

VII. CREW EVALUATION

Prior to release from an assignment, an EFF crew and Crew Boss will be evaluated for that assignment by the immediate supervisor of the Crew Boss using the interagency "Crew Performance Rating" form (ICS Form 224, see Appendix G, Attachment 4) as documentation of the evaluation. As necessary, Position Task Book(s) will also be completed by the Crew Boss and/or Strike Team Leader and/or CREP for Squad Bosses and Crew Boss trainees.

A. Evaluation

An evaluation will be a thorough, accurate, and fair reflection of an EFF crew's performance in all aspects for the entire time period of their assignment.

The evaluation process will be ongoing at all times as a necessary part of supervisory responsibility. When observed EFF crew performance is highly

satisfactory or superior, the supervisor will immediately identify and reinforce this observation to the EFF crew through the Crew Boss. If superior performance continues throughout the assignment, it should be documented in the written final evaluation of the assignment.

When deficient EFF crew performance is observed during an assignment, the supervisor will immediately identify the deficiency and discuss appropriate corrective action with the Crew Boss in order to allow the crew to correct the deficiency. If the deficiencies continue to occur after identification, they will be documented in the written final evaluation of the assignment.

At the end of the assignment, the "Crew Performance Rating" must be completed by the supervisor and discussed with the Crew Boss*.

*If a "deficient" rating is given in any category in block #9, "Crew Evaluation", or block #10, "Supervisory Performance", the deficiency will be fully explained in block #14, "Remarks", and the evaluation will be reviewed and counter-signed as approved by the next higher person in the chain of command prior to discussion with the Crew Boss.

B. Outcome of Evaluation

Based on the ratings given for the categories, in blocks #9 and #10 of the "Crew Performance Rating", the final evaluation of an EFF crew for an assignment will have the following outcomes:

1. "Satisfactory" or "Excellent" Rating

When all categories are rated "Satisfactory" or better, the crew will be available for another assignment immediately, or if returned home, will remain on the crew rotation list as available for assignment. A copy of all crew ratings will be given to the Crew Boss.

2. "Deficient" Rating

If two categories or more are rated as deficient, the crewmembers involved will be placed on probation.

C. Evaluation Routing

When an EFF crew evaluation is completed, it will be routed as follows:

1. One copy will be given to the Crew Boss before returning home.
2. An evaluation will be submitted to the Area/Zone office of assignment.
3. The Area/Zone office of assignment will review the evaluation for completeness and "deficient" rating(s)*, and forward the evaluation to the home Area/Zone of the crew as soon as practicable to prevent similar occurrences. EFF Crew evaluations will be sent to the crew's local governing body as soon as possible.

*When a "deficient" rating(s) are noted, the home Zone/Area will be notified immediately by telephone. The home Area/Zone may determine if the evaluation changes the status of the crew (suspension, etc.) and notify the AICC of any changes affecting the crew's availability.

4. Evaluations for an EFF crew will be maintained by the home Area/Zone as part of the crew's records. Evaluations will be reviewed and used for determining training effectiveness and performance.

D. Position Task Books (PTB)

All Position Task Books for EFF Squad Boss and EFF Crew Boss will be initiated by the home Area/Zone.

PTB's for individuals needing an additional position performance assignment will be kept by the individual between assignments.

Completed PTB's will be submitted to the EFF's home Area/Zone for review and certification.

VIII. ADMINISTRATIVE REQUIREMENTS

The following administrative requirements and procedures will be used in the management of EFF crews. There are differences in administrative procedures depending on where the crew's home village is located.

A. Pay Rates and Pay Periods

1. Pay Rates

Pay will be at an hourly rate for each hour of compensable time for the duration of employment. All compensable hours will be paid at straight time rate for EFF crews residing in the AFS protection areas. DOF protection area EFF crews will be paid at time and one-half for all hours over 40 hours worked in the designated workweek in accordance with the Fair Labor Standards Act. The designated workweek starts Monday morning at 0001, and runs until Sunday night at 2400 hrs. EFF are expected to work weekends and holidays if they fall within the employment period.

DOF EFF crew pay will use the following rates:

EFF-3 - Crew Person
EFF-4 - Squad Boss
EFF-6 - Crew Boss

AFS EFF crew pay will use AD rates as follows:

AD-C - Crew Person
AD-D - Squad Boss
AD-F - Crew Boss

2. Pay Period

An employee's pay begins at the time given to an EFF crew by the Area/Zone as the estimated hire and pick-up time for the crew (the time a crew is to be ready), regardless of the actual pickup time and ends at the time the crew (or individuals) are returned to point of hire or are no longer available. Minimum compensable time for an employment period is two (2) hours.

All on-shift hours of the employment period are compensable and all off-shift hours are not compensable. On-shift time consists of all official travel time and ordered work or standby duty time. EFF personnel will be guaranteed a minimum eight (8) hours compensable time per day, except first and last day, of an employment period. Maximum compensable hours (work hours) per 24-hour period will normally be 16 hours. Any work shifts in excess of 16 hours will require a written justification by the Incident Commander.

B. Timekeeping

EFF crew time will be reported on a Crew Time Report and recorded on an "Emergency Incident Time Report" for all assignments. This form must be completed per agency requirements established in the Interagency Incident Business Management Handbook. Prior to release from employment, or upon completion of a timesheet, the timesheet must be received and signed by the employee.

C. Conditions of Hire

All EFF personnel will read and sign a "Conditions of Hire" statement when they are first hired. Refusal to sign such form will prevent an individual from being hired.

D. Income Tax Withholding Information

All EFF personnel will be afforded the opportunity to complete and sign a Form W-4, Withholding Allowance Certificate, Form W-5, Earned Income Credit Advance Payment Certificate (if eligible and claiming Earned Income Credit), and applicable State Income Tax Withholding Forms when they are first hired. Failure to complete and sign such forms will result in tax being withheld at the highest (default) rate for both federal and state income taxes.

E. Transportation Manifest

When an EFF crew is transported by air or ground, a transportation manifest will be prepared prior to departure of the crew. The manifest will show names and weights of all personnel traveling on the designated vehicle/aircraft.

A minimum of four (4) copies of the manifest will be prepared and distributed as follows:

- 1 copy - Crew Boss (to be given to receiving office)
- 1 copy - vehicle/aircraft operation
- 1 copy - retain at point of transportation origin
- 1 copy - mailed to Area/Zone office originating transportation

The following transportation manifest form will be used:

USDA/USDI Standard Form 245, "Passenger and Cargo Manifest" (Appendix G, Attachment #3).

F. Form I-9, Employment Eligibility and Verification

The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. All emergency firefighters will be required to complete Department of Homeland Security (DHS) Form I-9, Employment Eligibility and Verification, prior to employment. Each hiring agency will be responsible for ensuring completion of Form I-9 for all EFF.

All EFF crewmembers must have a social security number. This applies to United States citizens as well as nonresident aliens.

G. Fire Training and Experience Records

The appropriate Area/Zone will maintain fire training and experience records.

H. Commissary (In Alaska)

1. EFF crew personnel are responsible to be prepared with footwear, clothing, personal hygiene items, prescription medications, and other personal items sufficient for a 14 day incident assignment, exclusive of travel.
2. If commissary is approved for the incident by the Zone FMO, orders may be submitted on the 5th day after assignment to the incident for delivery on or about the 7th day. Items and amounts available are limited and only one commissary order per crew/individual per 14 day assignment will be filled. Commissary may only be provided to individuals working away from their point of hire.
3. When environmental conditions cause excessive wear on required personal gear, or if personal gear is burned over by wildfire, the Incident Commander may request emergency purchases on an individual basis. All emergency commissary requests are approved by the Zone FMO.
4. Commissary purchase will be limited to socks (wool and cotton), cigarettes and chewing tobacco.

Any other items (e.g. boots, raingear) are on an emergency order basis.

I. Mail

No mail or packages will be accepted or delivered to EFF crewmembers on fire assignment. Emergency messages will be delivered.

J. Hazardous Materials

Hazardous materials will not be transported on commercial aircraft to or from any fire assignment. A detailed list of prohibited items can be found at: <http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>

APPENDIX A

NIIMS WILDLAND FIRE QUALIFICATION GUIDE (310-1) QUALIFICATION REQUIREMENTS*

Firefighter (FFT2):

Must have successfully completed EFF crew training (which includes I-100 - Introduction to ICS, L-180 - Human Factors in the Wildland Fire Service, S-130 - Firefighter training, S-190 - Introduction to Wildland Fire Behavior training) and RT-130 - Annual Fireline Safety Refresher.

Advanced Firefighter/Squad Boss (FFT1):

Must have successfully completed EFF crew training, S-131 (Firefighter Type 1), S-133 (Look Up, Look Down, Look Around), FFT1 Position Task Book, and RT-130 - Annual Fireline Safety Refresher.

Crew Boss - Single Resource (CRWB):

Must have successfully completed Alaska EFF Crew Boss training (which includes S-230 - Crew Boss (Single Resource) training and S-290 - Intermediate Wildland Fire Behavior training), CRWB Position Task Book, and RT-130 - Annual Fireline Safety Refresher. Crew Boss candidates must be qualified as FFT1 and selected by their respective villages' governing body where appropriate, or by their sponsoring agency. Training and evaluation of candidates will be done by DOF/AFS with the final authority for qualifications of a candidate as Crew Boss resting with the appropriate sponsoring agency.

Crew Representative:

Shall be qualified at the Strike Team Leader-Crew (T) level, and must have successfully completed S-215 Fire Operations in the Urban Interface, agency specific Crew Representative training and RT-130 - Annual Fireline Safety Refresher..

Interagency Resource Representative:

Must have successfully completed agency specified training and experience.

Physical Fitness Level:

All EFF crew personnel will pass the currently approved physical fitness test at the arduous level.

* Qualification Requirements are excerpted from the June 2009 edition of the 310-1. Subsequent editions of the 310-1 may supersede the above requirements.

**APPENDIX B
INTERAGENCY DESIGNATED EFF CREW LIST**

<u>LOCATION</u>	<u>CREWS</u>	<u>AGENCY*</u>	<u>AIRPORT DESIGNATION</u>
Allakaket.....	2	AFS (TZ)	6A8
Ambler	1	AFS (GZ)	AFM
Aniak	1	DOF (SWA)	ANI
Beaver/Stevens Village	1	AFS (UYZ)	WBQ
Buckland	1	AFS (GZ)	BVK
Chevak	2	DOF (SWA)	VAK
Copper River	1	DOF (VCRA)	Z93
Delta	2	DOF (DA)	BIG
Fairbanks	2	DOF (FA)	FAI
Fort Yukon	3	AFS (UYZ)	FYU
Galena	1	AFS (GZ)	GAL
Grayling	1	AFS (GZ)	KGX
Holy Cross	1	AFS (GZ)	4Z4
Hooper Bay	3	DOF (SWA)	HPB
Huslia	2	AFS (GZ)	HSL
Kaltag	2	AFS (GZ)	KAL
Kenai	1	DOF (KKA)	ENA
Kiana	2	AFS (GZ)	IAN
Koyuk	1	AFS (GZ)	KKA
Koyukuk	1	AFS (GZ)	KYU
Lower Kalskag	1	DOF (SWA)	KLG
Marshall	1	AFS (GZ)	MLL
Mat-Su	1	DOF (MSA)	BGQ
Minto	2	AFS (TZ)	51Z
Mountain Village	1	AFS (GZ)	MOU
Nenana	1	DOF (FA)	ENN
Nikolai	1	DOF (SWA)	5NI
Nondalton	2	DOF (SWA)	5NN
Noorvik	2	AFS (GZ)	ORV
Nulato	2	AFS (GZ)	NUL
Pilot Station	1	AFS (GZ)	OAK
Ruby	1	AFS (GZ)	RBY
Salcha	1	DOF (FA)	FAI
Scammon Bay	1	DOF (SWA)	SCM
Selawik	2	AFS (GZ)	WLK
Shageluk	1	DOF (SWA)	SHX
Shungnak	1	AFS (GZ)	SHG
Sleetmute	1	DOF (SWA)	SLQ
St. Mary's	1	AFS (GZ)	5S8
St. Michael	1	AFS (GZ)	SMK
Stebbins	2	AFS (GZ)	WBB
Stevens Village	1	AFS (UYZ)	SVS
Tanana	1	AFS (TZ)	TAL
Upper Kalskag	1	DOF (SWA)	KLG
Upper Tanana	5	DOF (TA)	TSG
Venetie	2	AFS (UYZ)	VEE
VACANT	1	DOF (TA)	3/2010
VACANT	1	AFS (TZ)	3/2010
VACANT	3	AFS (UYZ)	3/2010

* **AFS Zones:**

GZ - Galena Zone, Galena
TZ - Tanana Zone, Fairbanks
UYZ - Upper Yukon Zone, Fairbanks

* **DOF Areas:**

DA - Delta Area, Delta Junction
FA - Fairbanks Area, Fairbanks
KKA - Kenai-Kodiak Area, Soldotna
MSA - Mat-Su Area, Big Lake
SWA - Southwest Area, McGrath
TA - Tok Area, Tok
VCRA - Valdez/Copper River Area, Glennallen

Summary:

AFS	44	4 vacant slots
DOF	29	1 vacant slots
Total	73 crews	5 vacant slots

APPENDIX C

ADDRESSES OF PARTICIPATING AGENCIES

Federal Agencies

Bureau of Land Management
Alaska Fire Service
P.O. Box 35005
Ft. Wainwright, AK 99703-0005
(907) 356-5500

Bureau of Indian Affairs
P.O. Box 25520
Juneau, AK 99802
(907) 586-7321

Galena Fire Management Zone
P.O. Box 15
Galena, AK 99741
(907) 656-1222
(907) 356-5623

USDA Forest Service
State & Private Forestry
3301 C Street, Suite 522
Anchorage, AK 99503
(907) 743-9455

Tanana Fire Management Zone
P.O. Box 35005
Ft. Wainwright, AK 99703-0005
(907) 356-5570

Upper Yukon Fire Management Zone
P.O. Box 35005
Ft. Wainwright, AK 99703-0005
(907) 356-5550

Military Fire Management Zone
P.O. Box 35005
Ft. Wainwright, AK 99703-0005
(907) 356-5875

State Agencies

Director's Office
Alaska Division of Forestry
550 W. 7th Ave. Suite 1450
Anchorage, AK 99501
(907) 269-8463

Coastal Region
Fire Management Office
Alaska Division of Forestry
101 Airport Road
Palmer, AK 99645
(907) 761-6238

Northern Regional Office
Alaska Division of Forestry
3700 Airport Way
Fairbanks, AK 99709
(907) 451-2660

Coastal Regional Office
Alaska Division of Forestry
101 Airport Road
Palmer, AK 99645
(907) 761-6200

Delta Area Office
Alaska Division of Forestry
P.O. Box 1149
Delta Junction, AK 99737
(907) 895-4225

Southwest District Office
Alaska Division of Forestry
P.O. Box 130
McGrath, AK 99627
(907) 524-3010

Fairbanks Area Office
Alaska Division of Forestry
3700 Airport Way
Fairbanks, AK 99709
(907) 451-2600

Kenai-Kodiak Area Office
Alaska Division of Forestry
HC 1, Box 107
Soldotna, AK 99669
(907) 262-4124

Tok Area Office
Alaska Division of Forestry
P.O. Box 10
Tok, AK 99780
(907) 883-5134

Mat-Su/Southwest Area Office
Alaska Division of Forestry
101 Airport Road
Palmer, AK 99645
(907) 761-6300

Valdez/Copper River
Area Office
Alaska Division of Forestry
P.O. Box 185
Glennallen, AK 99588
(907) 822-5534

APPENDIX D

EFF CREW HIRING CHECKLIST

Items to be completed by hiring official:

1. Conditions of Hire - form must be explained to the individual and signed every year at the time of hire.
2. I-9 Form, Employment Eligibility and Verification - to be completed by employee and hiring official (one time only) at initial hire.
3. Personnel Action Form - must be completed every year at time of hire. (State of Alaska requirement)
4. Designation of Beneficiary Form - unless individual needs to change beneficiary, this only needs to be filled out at initial hire (one time only). (State of Alaska requirement)
5. W-4 Form - unless individual needs to change information on this form, it only needs to be filled out at initial hire. Individuals claiming more than 10 exemptions must complete a new W-4 annually.
6. W-5 Form – if Earned Income Credit is claimed, must be completed every year at initial hire.
7. State Income Tax Forms – (if applicable) must be completed at initial hire.
8. Transportation Manifest - 4 copies (1 with crew, 1 mailed to Area or Zone office, 1 retained by hiring official, 1 with aircraft).
9. Picture I.D. - Individuals must have a picture I.D. issued by a state or federal government entity in their possession at the time of hire and for the duration of the assignment.
10. Qualification check - all personnel. (Red Card and Qualification List)
11. Inspect physical condition of all personnel to eliminate sick, injured, or those under the influence of alcohol or illegal drugs.
12. Inspect condition of personal gear. (Boots, pants, shirts, jacket, rain gear, etc.)
13. Time reports initiated - top portions completed and start time entered.
14. Crew given copy of evaluation to be used.
15. Checklist signed and attached to time book.
16. Time book given to Crew Boss or Crew Representative.

Crew hired by:

_____/_____
SIGNATURE PRINT NAME

Date: _____ Time: _____

Remarks:

APPENDIX E

INTERAGENCY RESOURCE REPRESENTATIVE'S CREW
DEMOBILIZATION CHECKLIST

Items to be completed by Interagency Resource Representative:

1. Submit Emergency Incident Time Report to agency administrative personnel.
2. Submit any **pay documents (i.e.,** federal and state income tax withholding documents, **direct deposit forms, etc.)** collected to agency administrative personnel.
3. Submit excess hour justifications to agency administrative personnel.
4. Submit copy of final manifests to AICC and agency administrative personnel.
5. Submit all injury compensation paperwork to agency administrative personnel.
6. Submit copies of your Unit Log to agency administrative personnel.
7. Submit written end of assignment trip report to AICC.
8. Submit overhead evaluation on Crew Representatives and Crew Administrative Representative to AICC.
9. Submit Crew Evaluations for each crew to AICC Situations.

IARR: _____ / _____
SIGNATURE PRINT NAME

Date: _____ Time: _____

Remarks:

APPENDIX F

PERSONAL ITEM REPLACEMENT

The following lists personal items that an EFF will be reimbursed for if burned over or otherwise destroyed on a fire, when not due to negligence or carelessness of the individual. Reimbursement is based on the purchase price/value or estimated repair cost less depreciation. If you claim an item not on the Reimbursable Items List, you must explain why the item is necessary to the performance of duty. Justification is required for specialized equipment or items claimed.

1	ea	Alarm clock
1	ea	Backpack or Duffel Bag
3	ea	Bandannas
1	ea	Blanket, Space (5'x 7')
1	pr	Boots, Leather
1	pr	Boots, Rubber-bottomed field type
2	ea	Cap
1	ea	Flashlight
		Hygiene items
1	ea	Jacket, Heavy (ex. lined denim)
1	ea	Jacket, Light (ex. unlined denim)
1	ea	Knife or Multi-purpose Tool
4	pr	Pants, Work
1	set	Raingear (jacket & pants)
4	ea	Shirts, Tee (printed image type)
2	ea	Shirt, Work (flannel/denim)
1	pr	Shoes, Athletic
1	pr	Shorts, Athletic
1	ea	Sleeping pad
8	pr	Socks: wool cotton
1	ea	Sweatshirt
1	ea	Tent (2-person)
1	ea	Towel
4	ea	Underwear (brassieres)
8	pr	Underwear (briefs)
1	set	Underwear (shirt & pants, long, insulating)
1	ea	Washcloth
1	ea	Watch
2	pr	Contacts/glasses/sunglasses

Claims must be submitted within 60 days of loss. See the Finance Section for instructions and forms for making the claim.

APPENDIX G

ADMINISTRATIVE FORMS

Exhibits of the following administrative forms are included as attachments to this Appendix.

- Attachment 1 - Conditions of Hire
- Attachment 2 - Emergency Incident Time Report
- Attachment 3 - USDA/USDI Standard Form 245 - Passenger and Cargo Manifest
- Attachment 4 - ICS Form 224 - Crew Performance Rating
- Attachment 5 - I-9 - Employment Eligibility Verification
- Attachment 6 - Personnel Action (For State of Alaska use only)
- Attachment 7 - Designation of Beneficiary for Unpaid Compensation
(For State of Alaska use only)
- Attachment 8 - Form W-4, Employee's Withholding Allowance Certificate
- Attachment 9 – Form W-5, Earned Income Credit Advance Payment
Certificate
- Attachment 10 - Standard Form 1199A – Direct Deposit Sign-Up Form (For Federal Use Only)

CONDITIONS OF HIRE
FOR
EMERGENCY FIREFIGHTERS

1. You are being hired as an emergency firefighter (EFF) by an agency of the U.S. Government or the State of Alaska. These agencies are referred to in this document collectively as the "Government". Procedures or policies that refer to either the federal or state agencies are specifically addressed. The work is hard and shifts often exceed 12 hours. Prompt compliance with your supervisor's instructions at all times is essential and mandatory. You must be at least 18 years old and in good physical health (a physical examination may be required at the discretion of your supervisor). Close living conditions in incident camps require personal cleanliness. Personal hygiene must meet standards set by your supervisor, particularly your hair, which must be maintained in such a way that a safety hat can be properly worn.
2. Disclosure of your Social Security Number (SSN) is mandatory. You will be ineligible for employment if you fail to provide your SSN. The SSN is the primary reference for the gathering of earnings data in connection with lawful requests from other agencies (Internal Revenue Service or State agencies). The hiring agency alone has direct access to this information. SSN use is necessary because another individual may have a name identical to yours. Always provide **YOUR FULL LEGAL NAME** on your hiring documents, not nicknames.
3. You must have a current valid Government issued picture identification card (ID card) in your possession at the time of hire and for the duration of the assignment. Tribal or village/regional corporation ID card is not acceptable for travel purposes. You must also have documents that meet federal I-9 requirements to be hired.
4. Standard length for each assignment is 14 days, exclusive of travel time; however, this is not a guarantee of employment. The hiring agency or incident organization may release you at any time.
5. You are required to bring a sufficient supply of all necessary prescription medication for each incident assignment. Notify your regular Government supervisor of any potential life threatening medical conditions, i.e., allergic reactions to bee stings.
6. You will be paid at an hourly rate. The Officer-in-Charge will advise you of the salary rate for your position.
7. Income tax will be withheld from your check. All pay as an EFF must be included as gross income for Federal Income Tax purposes. You may have to report it on your state income tax report, if applicable, in accordance with state instructions.
8. You will be given the opportunity to complete federal income tax withholding forms. Failure to complete the W-4, Employee's Withholding Allowance Certificate, will result in federal income tax withheld at the default tax rate (the highest withholding rate).
9. Alaska does not have a state income tax. If you wish income tax withheld for another state, you must provide the proper state income tax form to the Officer-in-Charge.
10. The U.S. Government will provide you the opportunity to complete a W-5, Earned Income Credit Advance Payment Certificate (EIC). EIC reduces the amount of tax you will owe, if you are eligible.
11. When you sign your time report, you are agreeing it is correct. Do not sign the report until you agree! Keep your time sheet copy until you are paid.
12. You can expect to receive payment within three to four weeks after the end of your employment period. The State of Alaska will mail your check to the address you provide on your hiring paperwork. Federal payments will be made either by Direct Deposit (if you complete the sign-up form) or Treasury check mailed to your address of record.
13. You are required to bring your own personal items to and from the incident in a single bag. The total weight of your bag cannot exceed 45 pounds for the entire duration of the assignment. Radios, "boom boxes", or other electronic gear must not exceed one pound. Individuals exceeding the personal gear weight limitation must leave excess weight items behind. The Government will not be responsible for these items. MINIMUM clothing requirements are listed in the Emergency Fire Fighter Crew Management Guide, Section IV.B.2.a-h.
14. When you are hired for incident assignment, whether or not you may be restricted to an incident camp or staging area is at the discretion of the Incident Commander, or local, regional, or agency policy. Your pay status will be determined by the Officer-in-Charge following Interagency Incident Business Management Handbook and/or the Alaska Incident Business Management Handbook, and the Emergency Firefighter Crew Management Guide.

15. Whenever the Officer-in-Charge decides it is necessary, the Government will furnish your meals and lodging without cost. You will not receive reimbursement for meals or lodging that you purchase, meals you do not accept, or when the Government is temporarily unable to furnish meals or lodging.
16. The Government will provide or pay for necessary transportation from the point of hire to the work location. The Government will also provide or pay for transportation back to the point of hire unless you are discharged for cause, quit without a good reason, or deviate your travel.
17. The cost of anything you buy from the commissary will be deducted from your check. The Officer-in-Charge may suspend your commissary privileges if purchases exceed wages earned, less tax withholding. Commissary purchases are included in your 45 pound weight limitation.
18. Designated Government property (such as hard hats, tools, sleeping bags, tents, nomex clothing, etc.) issued to you must be returned. If they are lost, destroyed, or left in bad condition, the cost of them may be deducted from your check.
19. Report any damage to or loss of your personal property to your supervisor before you leave the incident camp. The Government assumes no responsibility for loss of personal items not needed for incident assignment. Reimbursement may be limited to predetermined maximum dollar amounts per item.
20. The Incident Commander may approve paid days off for personnel assigned at the incident. During paid days off periods, the Crew Boss will remain in charge. You are obligated to adhere to any conditions that have been established governing paid days off situations. EFF are not entitled to paid days off at their point of hire.
21. Possession of firearms, marijuana, illegal drugs, and illegal use of a controlled substance is prohibited. Possession or any evidence of usage constitutes grounds for immediate discharge.
22. Possession, use, and/or being under the influence of intoxicating beverages while in pay status constitutes grounds for immediate discharge.
23. If you are fired, or you quit without good reason before your scheduled demobe, your pay will stop immediately. Additionally, the Interagency Resource Representative or Incident Commander will determine whether or not the Government will provide transportation back to the point of hire or pay you for this travel time. If not, you will be responsible for these transportation costs and/or the costs of personal needs during the waiting time.
24. If you are on active duty with the Armed Forces (Army, Air Force, Navy, Marine Corps, or Coast Guard) you are ineligible for U.S. Government EFF work. If you are on active duty with the Alaska National Guard you are ineligible for State of Alaska EFF work.
25. If you sustain an injury or become sick, report to your supervisor immediately.
26. THE U.S. GOVERNMENT AND THE STATE OF ALASKA ARE EQUAL EMPLOYMENT OPPORTUNITY EMPLOYERS. Unlawful discrimination or any kind of harassment will not be tolerated. (This includes behavior such as making threats, abusive language, slurs, unwelcome jokes, teasing and other such verbal or physical conduct.) Creating a hostile work environment will not be condoned. (This includes verbal or physical conduct of a sexual nature, making unwelcome sexual advances or requests for sexual favors, and unreasonably interfering with the work of others.)

I have read, or had read to me, and understand, the State of Alaska Exposure Control Plan, the Bureau of Land Management Exposure Control Plan, or the brochure entitled "Protecting Employees from Hepatitis A Virus, Hepatitis B Virus, and Human Immunodeficiency Virus" and realize by doing so I have fulfilled the Level 1 training requirement of the Bloodborne Pathogens Standard.

I have been provided the opportunity to complete income tax withholding forms.

I have read, or had read to me, and understand the above conditions and upon signing below, agree to abide by said conditions for the duration of this calendar year.

EFF'S PRINTED NAME

EFF'S SIGNATURE

SOCIAL SECURITY NUMBER

HIRING OFFICIAL'S PRINTED NAME

HIRING OFFICIAL'S SIGNATURE

DATE

Instructions**Read all instructions carefully before completing this form.**

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the United States) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-8155.

What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986, is authorized to work in the United States.

When Should Form I-9 Be Used?

All employees (citizens and noncitizens) hired after November 6, 1986, and working in the United States must complete Form I-9.

Filling Out Form I-9**Section 1, Employee**

This part of the form must be completed no later than the time of hire, which is the actual beginning of employment. Providing the Social Security Number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

Employers should note the work authorization expiration date (if any) shown in **Section 1**. For employees who indicate an employment authorization expiration date in **Section 1**, employers are required to reverify employment authorization for employment on or before the date shown. Note that some employees may leave the expiration date blank if they are aliens whose work authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia or the Republic of the Marshall Islands). For such employees, reverification does not apply unless they choose to present

in Section 2 evidence of employment authorization that contains an expiration date (e.g., Employment Authorization Document (Form I-766)).

Preparer/Translator Certification

The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his or her own. However, the employee must still sign **Section 1** personally.

Section 2, Employer

For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors. Employers must complete **Section 2** by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, **Section 2** must be completed at the time employment begins. Employers cannot specify which document(s) listed on the last page of Form I-9 employees present to establish identity and employment authorization. Employees may present any List A document **OR** a combination of a List B and a List C document.

If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employees must present receipts within three business days of the date employment begins and must present valid replacement documents within 90 days or other specified time.

Employers must record in Section 2:

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification in **Section 2**. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they must be made for all new hires. Photocopies may only be used for the verification process and must be retained with Form I-9. **Employers are still responsible for completing and retaining Form I-9.**

For more detailed information, you may refer to the *USCIS Handbook for Employers (Form M-274)*. You may obtain the handbook using the contact information found under the header "USCIS Forms and Information."

Section 3, Updating and Reverification

Employers must complete **Section 3** when updating and/or reverifying Form I-9. Employers must reverify employment authorization of their employees on or before the work authorization expiration date recorded in **Section 1** (if any). Employers **CANNOT** specify which document(s) they will accept from an employee.

- A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B. If an employee is rehired within three years of the date this form was originally completed and the employee is still authorized to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B; and:

- 1. Examine any document that reflects the employee is authorized to work in the United States (see List A **or** C);
- 2. Record the document title, document number, and expiration date (if any) in Block C; and
- 3. Complete the signature block.

Note that for reverification purposes, employers have the option of completing a new Form I-9 instead of completing **Section 3**.

What Is the Filing Fee?

There is no associated filing fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

USCIS Forms and Information

To order USCIS forms, you can download them from our website at www.uscis.gov/forms or call our toll-free number at 1-800-870-3676. You can obtain information about Form I-9 from our website at www.uscis.gov or by calling 1-888-464-4218.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from our website at www.uscis.gov/e-verify or by calling 1-888-464-4218.

General information on immigration laws, regulations, and procedures can be obtained by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our Internet website at www.uscis.gov.

Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Form I-9s for three years after the date of hire or one year after the date employment ends, whichever is later.

Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR 274a.2.

Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 12 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) _____
- An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)

Employee's Signature	Date (month/day/year)
----------------------	-----------------------

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)	
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.		
Document Title: _____	Document #: _____	Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

**Documents that Establish Both
Identity and Employment
Authorization**

LIST B

**Documents that Establish
Identity**

LIST C

**Documents that Establish
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States	
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)			
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)	
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	5. U.S. Military card or draft record		
	6. Military dependent's ID card		
	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document	
	8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)	
	9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	For persons under age 18 who are unable to present a document listed above:	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security	
	11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

DIRECT DEPOSIT

OMB No. 1510-0007

Sign-Up Form

Standard Form 1199A
(Rev. Feb. 2005)
Prescribed by Treasury Department
Treasury Department Cir. 1076

DIRECTIONS

Please refer to the information on the reverse side before completing this form.

You must complete a separate form for each type of federal payment (social security, supplemental security income, veterans' benefits, etc.).

You are responsible for keeping the paying agency informed of any name or address changes. Return the completed form to the federal agency from which you will be receiving Direct Deposit payments.

Casual Payment Center
1249 Vinnell Way, Suite 108
Boise, ID 83709

A. PERSON TO RECEIVE PAYMENT

NAME OF PERSON ENTITLED TO PAYMENT (last, first, middle initial)		
YOUR NAME (if different from above)		
YOUR ADDRESS (street, route, P.O. box, apartment number)		
CITY (or APO/FPO)	STATE	ZIP CODE
YOUR TELEPHONE NUMBER () -		
SOCIAL SECURITY NUMBER OR CLAIM NUMBER (of person entitled to) - -		

B. TYPE OF PAYMENT

(check only one)

<input type="checkbox"/> SOCIAL SECURITY	<input type="checkbox"/> CIVIL SERVICE RETIREMENT
<input type="checkbox"/> SUPPLEMENTAL SECURITY INCOME	<input type="checkbox"/> VA COMPENSATION OR PENSION
<input type="checkbox"/> RAILROAD RETIREMENT	<input type="checkbox"/> OTHER (specify) <u>Casual Pay</u>

C. BANK OR CREDIT UNION INFORMATION

TYPE OF ACCOUNT	<input type="checkbox"/> CHECKING	<input type="checkbox"/> SAVINGS
9-DIGIT ROUTING NUMBER (see sample check on reverse side)		
ACCOUNT NUMBER (see reverse side)		

D. CERTIFICATION

I certify that I am entitled to receive the payment identified above, and that I have read and understand the back of this form. In signing this form, I authorize this payment to be sent to the financial institution named in Part C above, to be deposited into the account above.

SIGNATURE	DATE
-----------	------

FOR JOINT ACCOUNT HOLDERS

I certify that I have read the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS on the back of this form.

SIGNATURE	DATE
-----------	------

PLEASE READ THIS CAREFULLY

PRIVACY ACT NOTICE

Your social security number and the other information requested will allow the federal government to make payments to you by Direct Deposit. This collection of information is authorized by Title 31 of the United States Code, Section 3332(g). Also, Executive Order 9397, November 22, 1943, authorizes the use of your social security number. Your social security number is requested to ensure the accurate identification and retention of records pertaining to you and to distinguish you from other recipients of federal payments.

This information will be disclosed to the Department of the Treasury or another disbursing official to process federal payments to you by Direct Deposit. This information may also be disclosed to a court, congressional committee or another government agency as authorized or required by federal law and to your financial institution to verify receipt of your federal payments. Although providing the requested information is voluntary, your Direct Deposit payment may be delayed or Treasury may be unable to send it if you fail to provide the information.

SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS

If your account is a joint account and receives Direct Deposit benefit payments, you must inform the federal agency and the financial institution of the death of a beneficiary. Payments sent by Direct Deposit after the date of death or ineligibility of a beneficiary (except for salary payments) must be returned to the federal agency. The federal agency will then determine if the survivor is eligible for benefits.

CANCELLATION

Your payment will be sent by Direct Deposit until the federal agency that issues the payments is notified to cancel,

such as in the case of death or legal incapacity of the payment recipient.

Your financial institution may cancel your Direct Deposit authorization. Your financial institution is required to give you written notice 30 days in advance of the cancellation date. If this occurs, you must notify the federal agency that the Direct Deposit authorization was cancelled.

SAMPLE CHECK		0001
	DATE _____	
PAY TO THE ORDER OF _____	\$ <input type="text"/>	
		DOLLARS
MEMO _____		
⑆ 123456789 ⑆	⑆ 0123456789 ⑆	0001
Routing Number	Account Number	

BURDEN ESTIMATE STATEMENT

The estimated average time (burden hours) associated with filling out this paperwork is 10 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this time estimate and suggestions for reducing the burden should be directed to the Financial Management Service, Administrative Programs Division, Records and Information Management Program, 3700 East-West Highway, Room 135, Hyattsville, MD 20782. THIS ADDRESS SHOULD ONLY BE USED FOR COMMENTS AND/OR SUGGESTIONS CONCERNING THE AMOUNT OF TIME SPENT COLLECTING THE DATA. DO NOT SEND THE COMPLETED PAPERWORK TO THE ADDRESS ABOVE FOR PROCESSING.

