

Alaska

Emergency Firefighter Type 2 Crew Management Guide



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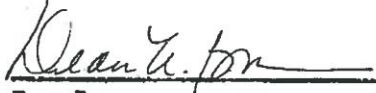
Tanana Chiefs Conference

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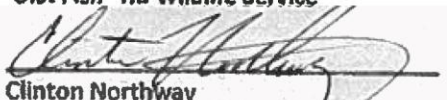
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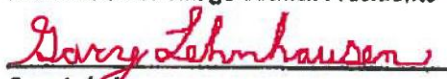
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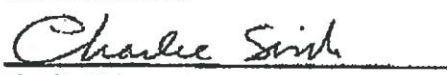
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LINKS:

An electronic version of the Alaska EFF Crew Management Guide can be downloaded from:

<http://fire.ak.blm.gov/logdisp/crews.php>

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>

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

Since organized fire suppression efforts first expanded into the remote areas of Alaska in 1942, fire suppression agencies have been relying upon Alaskan communities to provide a local workforce to aid in wildfire response when large labor pools were needed quickly and with little warning. Advantages of this Alaskan workforce include their proximity to fires for rapid deployment, skill in living and working in remote environments, and having an inherent inter-crew familiarity and cohesion as a unit.

As fire suppression organizations continued to evolve and grow over the next four decades, it was determined that a formal interagency approach to the management of these Alaskan firefighting crews was needed. In 1980, BLM policy was established that standardized the configuration of Alaskan Emergency Firefighter (EFF) Crews and a statewide crew rotation was created to monitor statewide crew use and ensure fair and equal dispersal. In 1985 State and Federal agencies produced the first Alaska EFF Crew Management Guide (the Guide), which established interagency standards for crew configuration, administration, training and conduct and discipline.

The Guide is maintained by the Alaska EFF Crew Committee, 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). When fire managers determine that a revision or review of EFF crew policy is needed, The Alaska Wildland Fire Coordinating Group (AWFCG) Operations Committee selects members from the appropriate suppression agencies, with the option of including advisory representation from jurisdictional partners and/or native entities, to form the EFF Crew Committee.

The purpose of the Guide is to establish standard operating procedures and guidelines to be used by the fire suppression organizations in Alaska for utilization of Type 2 EFF crews. The Guide 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 Guide implementation will be conducted by the AWFCG Operations Committee. The Guide 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.

MISSION STATEMENT

The mission of the Alaska Emergency Firefighter Type 2 Crew Guide is to promote a standardized, consistent, and equitable system for managing the Alaska Type 2 EFF program, which will create opportunity for Alaskan crews by meeting the demand for a safe, dependable and motivated work force for use on emergency incidents.

I. DESIGNATED CREWS

A. Village/Community Designation

Designated Alaskan villages/communities which serve as a source of EFF crews for suppression agencies (See Appendix A – Interagency Type 2 EFF Crew Source List) have been selected based on the need for fire crews within each Area/Zone, proximity to historical fire occurrence, logistical factors such as access and weather, as well the availability of a reliable labor pool to attend required training and be available for fire assignments. Due to budgetary and personnel limitations, Areas/Zones must also consider their ability to properly train and administer the number of crews that they manage. Local Area/Zone Fire Management Officers (FMOs) have the authority to add and/or remove source villages/communities from the list, utilizing the procedures listed below.

At the beginning of each fire season, as crews become available Local Areas/Zones will update the status of crews on the Alaska Interagency Coordination Center (AICC) Crew Rotation List, utilizing the criteria listed in this guide. This will determine the number of crews available on the statewide rotation for fire season. In any given year, it is possible that some designated source villages/communities may not have a crew listed on the statewide rotation due to the lack or unavailability of qualified firefighters.

Areas/Zones/Forests may also support additional EFF crews for local use. These "undesignated EFF crews" are not shared statewide, or out of State.

B. Criteria and Procedure 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. The Area/Zone must demonstrate a need for the additional crew(s) within the local unit or the State as a whole.
2. The Zone/Area must demonstrate the capability to properly train and administer the additional crew(s).
3. There must be at least 25 qualified emergency firefighters available in the village/community prior to establishing a crew.
4. The village/community will have, at a minimum, a 2500' runway in a good state of repair.
5. Each Area or Zone within the fire prone area of the state, except the AFS Military Zone and South Zone, is entitled to at least one designated crew.

In order to establish a new village/community on the Designated Type 2 EFF Crew List, the Area/Zone will notify the AWFCG Operations Committee and submit the request to AICC in writing by May 15th.

C. Criteria and Procedure for Removal and Notification

A community/village may be removed from the Designated EFF Crew List if any one of the following criteria is met:

1. Unable to establish a crew on the rotation list due to lack of qualified overhead and/or crewmembers for two consecutive years.
2. Unable to fill a crew order due to lack of qualified overhead and/or crewmembers in two consecutive years. If a crew is dispatched with less than 18 crewmembers due to critical need, it will not be considered a qualifying assignment for this purpose.

If an Area/Zone has determined that an EFF crew will be removed from the Designated EFF Crew list, the Area/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:

1. The reason for which the crew is being decertified.
2. The history leading to the decision to decertify the crew.
3. The date the crew will be decertified.
4. Procedure by which the village governing body may appeal the decision.
5. The name and address of the official to whom the village governing body may appeal.

Appeals must be hand delivered or postmarked within 30 days of receipt of the notice to decertify. Notices 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.

II. GENERAL CREW REQUIREMENTS

A. Alaska Type 2 EFF Crew Expectations

All Alaska EFF are expected to conduct themselves in a safe, orderly, and professional manner whether on-shift or off-shift. The following expectations are required of Alaska EFF Crews:

1. Being in good physical condition to perform as a competent and safe firefighter.
2. Executing incident objectives within assigned timeframes from supervisors unless otherwise prevented by unsafe conditions or situations. Following standard safe working practices at all times; observing the Ten Standard Firefighting Orders, the Eighteen Situations That Shout Watch Out, LCES, and using safety equipment (PPE) provided.
3. Maintaining assigned government equipment and tools in good, serviceable condition and, at the end of the assignment, returning this equipment in good condition to the place or person designated.
4. Reporting for duty at the place and time designated, ready to begin the assignment. This includes having the proper tools, equipment and supplies needed for the assignment.
5. Maintaining clean, orderly living areas; including fire camps. Garbage, tools, and equipment will be picked up and disposed of or stored properly at all times.
6. Maintaining professional and respectful working relationships with fellow workers, other crews, and supervisors. An attitude of cooperation and professionalism will be expected from all crew members.

B. Crew Structure

The standard Alaska EFF crew structure for **in-state** assignments consists of a **18 to 20 person**, qualified, red-carded crew with the following configuration:

- 1 Crew Boss
- 3 Squad Bosses
- 0 - 4 Sawyers
- 10 – 16 Crewmembers for a total crew size of 18-20 people

The standard Alaska EFF crew structure for assignment to the **Lower 48** consists of a **20 person** qualified, red-carded crew with the following configuration:

- 1 Crew Representative (provided by the hiring agency)
- 1 Crew Boss
- 3 Squad Bosses
- 0 - 4 Sawyers
- 9 - 15 Crewmembers for a total crew size of 20 people

The Sawyers will serve as the chainsaw operators on the crew. There can be up to 4 Sawyers per crew. Sawyers will be paid at the Faller A rate, even if they possess a higher chainsaw rating on their qualification card. The hiring unit will determine the needed number and ensure qualification of Sawyers during the hiring process.

In order to maintain acceptable production rates, an EFF crew must maintain a staffing level of at least 15 people and a qualified Crew Boss throughout the duration of an assignment. Should the crew numbers fall below 15 the crew may be demobilized, at the discretion of the incident management team.

In certain circumstances, such as in periods of extreme need, it may be acceptable for a Zone/Area to fill a crew order with less than the required 18 personnel, if they notify and get permission from the receiving unit. In no case will a crew be dispatched without the required qualified overhead.

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 legal age requirement.

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

Suppression agencies will ensure all EFF have passed the currently approved physical fitness testing process prior to the fire season. In no case will any individual who does not have a current 'Arduous fitness rating be considered eligible for crew employment.

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

Appropriate 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 Crew Member Selection upon Dispatch

1. The Area/Zone FMO has the responsibility to ensure that all individuals dispatched are fully qualified and final manifest is accurate.
2. The Zone/Area will choose and notify Crew Boss upon an order for the crew, and relay any pertinent information about the order; including maximum number of crewmembers allowable (may depend on logistical factors).
3. In no case will a crew be dispatched outside of the local area with less than 18 total crewmembers including a full complement of qualified overhead without notification and approval from the receiving unit.
4. The Crew Boss will select qualified Squad Bosses and Crew Members. DOF/AFS retains authority for final approval of all selections to ensure individuals are fully qualified and meet conduct, performance and safety standards.

III. OPERATIONS

A. Coordination

Coordination of statewide EFF crew use is the responsibility of the AICC. The AICC Intelligence Unit will maintain the Statewide Type 2 Crew Rotation List, which will be updated daily and made available to all Areas, Zones, Forests and land managers. Zones/Areas will coordinate all Type 2 Crew orders and mobilizations with the AICC Intelligence Unit (AICC Intel). The following guidelines apply only to EFF Crews that have been hired for suppression purposes or all-risk incidents. A partial crew that is hired for initial attack and/or standby is not considered to be an EFF Crew.

B. Closest Available Resources

During initial attack or critical fire situations, Zones, Regions or Forests may use the closest available resources to staff fires in the most expedient method available. Once the fire situation stabilizes or moves into the extended attack phase, or crews hired initially have cycled through an assignment, additional crews should be ordered from the Crew Rotation list. Additionally, factors such as the availability of transportation or poor weather conditions may affect the use of the Crew Rotation List.

C. Crew Rotation List

The purpose of establishing a statewide crew rotation is to achieve consistency in strength and experience levels of the statewide EFF crew program as a whole, by promoting equity in the opportunity for Type 2 crew assignments. The Crew Rotation List will also determine the number of statewide crews that are available each fire season.

The AICC Intelligence Section is responsible for managing the Statewide Crew Rotation List (the Rotation) according to the procedures outlined in the Alaska Interagency Mobilization Guide (AK Mob Guide). The AK Mob Guide is updated on an annual basis and will be considered the default authority on crew rotation procedures if discrepancies exist between it and this guide or other

documents. <http://fire.ak.blm.gov/logdisp/aimg.php>

The general principles of the Crew Rotation List involve procedures and criteria for Areas/Zones to make crews available at the beginning of each season, guidelines for rotation as crews take assignments, and availability requirements for crews to hold their spot on the Rotation.

1. There will be no dedicated spots held for individual crews on the Rotation. Crews from designated villages/communities will be added to the Rotation on an annual basis at the request of the Area/Zone, following the criteria listed below.
 - a) As Areas/Zones train and redcard their crew personnel each spring, they will maintain a roster of fully qualified personnel for each Area/Zone crew to be listed as available on the rotation. In no case will the same person be listed on more than one roster within the State.
 - b) These rosters are for statusing purposes; when a crew is ordered, it is acceptable, though not encouraged, to hire EFF that are not on the crew's roster.
 - c) In order to account for attrition and/or unavailability of personnel during a typical season, it is recommended that a village/community have at least 25 redcarded personnel for each crew that it intends to field. In no case will a crew be added to the Rotation with less than 18 fire personnel on a roster.
 - d) If an Area/Zone uses EFF personnel from more than one village on a crew roster it is accepted that either:
 - i. Personnel listed on the roster must be able to report to the single point of hire (See Appendix A) within a reasonable time frame on their own.
 - ii. The Area/Zone has determined that the logistics, timeframes and costs are within reason to hire the crew from multiple points.
 - e) Areas/Zones are under no requirement to hire a crew at more than one point of hire, and will do so only if it is determined reasonable.
 - f) Each roster should have at least 1 qualified Crew Boss (CRWB) and 3 qualified Squad Bosses (SQDB) to field a crew. The Zone/Area may approve a roster with one trainee in each position if they have a plan in place to work towards full qualification, and if they have identified fully qualified trainers from other units to fill-in on the crew. *In no case will a crew be dispatched without the required number of fully qualified overhead.*
 - g) When a Zone/Area has the required personnel to make a crew available in a designated village/community, it will notify the AICC Intelligence Section in writing with the date and time of crew availability. AICC will then status the crew as available in the proper place on the Rotation.
2. Crew order on the Rotation List will be retained from the previous fire season until June 15th, after which any crew that Areas/Zones have not rostered and made available will be removed from the Rotation. (In certain cases the Area/Zone may request an exception in the event that there was a delay in annual training that was beyond the control of the village/community).
3. Crews may be added to the Rotation after June 15th, but will be placed at the bottom of the list.
4. If a crew that was not on the Rotation from the previous season is activated, it will be placed at the bottom of the list.
5. If a standing order could not be filled by a crew due to a lack of qualified personnel, or failure to meet the designated hiring time frames, the crew will move to the bottom of the list. The

Area/Zone may ask for an exception to this rule in rare cases with extenuating circumstances. AICC Intel will document all exceptions.

6. An EFF Crew's place on the EFF Type 2 Statewide Crew Rotation List is dependent on the termination of pay status (or travel if more than one crew's pay is terminated at the same time), 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 Rotation List.
7. If an Area/Zone determines that a crew that is on the Rotation lacks the necessary personnel to field a crew, the Area/Zone will notify AICC and the crew will be removed from the Rotation List until such time as they regain the ability to field a crew. The Area/Zone may then notify AICC of availability, and the crew will rotate in at the bottom of the list. In certain circumstances the Area/Zone may request that a crew be made unavailable but keep their spot on the Rotation. These exceptions should last no longer than two weeks, and are typically for cases of extreme hardship such as a death in the village or natural disaster. AICC Intel will document all exceptions.

D. Crew Ordering

1. Orders for EFF Crews from outside any Area/Zone are placed with the AICC Overhead/Crews desk.
2. The EFF Type 2 Statewide Crew Rotation List will be used to fill those orders.
3. AICC Intelligence Section will be notified of the date and fire number for all crew hires.

E. Crew Hire

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:

1. Select and notify the Crew Boss of impending order.
2. Verify the EFF crew's availability.
3. Notify AICC when a crew has been ordered and determined to be available for assignment.
4. Arrange or coordinate arrangement of transportation.
5. Notify Crew Boss of the transportation plan.
6. Determine the point of hire, and coordinate the crew hire process following local guidelines.
7. Insure that all items on the "EFF Crew Hiring Checklist" are accomplished at the time of EFF crew hire.
8. Notify AICC of the exact date and time of hire (typically the time at which the crew was told to assemble for pick up and time sheets were initiated).

Call-up Lead Times

1. Villages have 1 hour to respond to initial contact as to whether or not an EFF crew can be provided.

2. EFF Crews have a maximum of three hours to mobilize and be completely fire ready for transportation pickup.
3. Area/Zone and, if necessary, AICC will schedule aircraft to allow for the proper amount of time for EFF crews to mobilize and be ready for pickup.

F. EFF Crew Requirements/Conditions of Hire

All EFF Crewmembers will read, sign and agree to adhere to the conditions of hire before being employed as an Emergency Firefighter.

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. Tent (highly recommended)
- c. Serviceable 8" lace-type leather boots
- d. Warm jacket
- e. Extra socks
- f. Extra underwear
- g. Personal hygiene supplies, toothbrush, toothpaste, etc.
- h. Adequate supply (21-day suggested) of any needed prescription medications.
- i. Consumers of tobacco products should bring enough to last the entire assignment.

EFF personnel will 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. No items will be replaced without proper paperwork that documents all facts surrounding the loss.

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

Nomex Clothing**	
• Pants**	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.

All EFF crews will be available for up to 14 days, exclusive of travel (per National Mobilization Guide), 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.

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.

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.

G. 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 they are returned 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.

Crewmember (FFT2)

1. Safety comes first on every fire, every time.
2. Abide by the Conditions of Hire from the time of hire to the time of release including duty and non-duty time.
3. Complete work assignments within given time frames.
4. Conduct themselves in an orderly manner while on fire line, in fire camp, on Paid Days Off, in travel status and during standby duty.
5. Follow safe working practices at all times and use safety equipment provided.
6. 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.
7. 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.
8. Carry out instructions from supervisors unless otherwise prevented by unsafe conditions or situations.
9. 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.
10. Maintain compatible working relationships with fellow workers, other crews, and supervisors. An attitude of cooperation will be expected from all EFF Crewmembers.

Squad Boss (FFT 1)

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:

1. Supervise up to six EFF Crewmembers.
2. Ensure that squad members understand and carry out orders from the Crew Boss.
3. Report any discipline problems to the Crew Boss.
4. Ensure that all EFF Crewmembers have the proper tools and that they are properly maintained.
5. May be required to assume Crew Boss's duties, if qualified, during absences, i.e. injuries, etc.
6. Responsible for completion of shift work assignments.
7. Assist in the training of the EFF crew.
8. Provide for first aid for minor injuries received on-the-job and report all on-the-job injuries to the supervisor.
9. Review the squad's work on a continuing basis.

Sawyer (FALA)

In addition to all of the duties and responsibilities listed for the Crewmembers, the Sawyers are responsible for the following:

1. Be fully qualified to operate a chainsaw and have FALA or higher qualification on a current Red Card.
2. Operate a chainsaw in a safe and efficient manner.
3. Be responsible for and maintain their chainsaw(s) in good, serviceable condition and at end of assignment return the equipment in good condition to the place or person designated to receive it.

Crew Boss (CRWB)

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:

1. 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.
2. Be completely familiar with the current Alaska EFF Crew Management Guide.
3. Confirm that picture ID's are valid for their EFF Crewmembers.
4. 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.
5. Ensure all personnel have the proper personal gear for the duration of the job.
 6. Responsible for the performance, conduct and discipline of the EFF crew at all times.
 7. Supervise up to three squads consisting of a Squad Boss and crewmembers.
 8. 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.
 9. Serve as the primary contact between overhead and the EFF crew.
 10. Request assistance from supervisor when unsure of assignment or when assignment exceeds the EFF crew's capabilities.
 11. Review the EFF crew's work on a continuing basis.
 12. Maintain a compatible working relationship with other crews.
 13. Administer EFF crew and/or individual discipline within the chain of command under the existing fire organization and agency policy.
 14. Ensure that the EFF crew is given a completed evaluation for their assignments.
 15. Complete Position Task Books as an evaluator for Squad Bosses and Crew Boss trainees.
 16. Responsible for the care and return of all government property issued to the EFF crew.
 17. Perform administrative duties including timekeeping, initiating injury compensation and claims paperwork, obtaining prompt medical treatment, etc.

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.

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

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 themselves in all aspects of the fire assignment such as travel, eating, sleeping, etc.
5. The CREP is responsible for assisting the Crew Boss in 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. Refer problems which were not able to be resolved to IARR. 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. Document and 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 is returned to its point of hire.
 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. Be equipped with a kit of all necessary forms and administrative materials.
 22. 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. Ensure crew and/or individual disciplinary actions are documented, timely, and accomplished within the chain of proper command.
 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.

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, they will work for the IARR.

The IARR normally works for AICC and is under the Command section while on the incident. Specific duties of the IARR include:

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. 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 AICC 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. Assist the Demobilization Unit in demobilization of the assigned EFF crews. Keep AICC 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.

H. EFF Crew Work Shifts

Work shifts for EFF crews on fires may often be 12 to 16 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, 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. Refer the National Mobilization Guide for current fatigue management policy.

1. 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.
2. 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.

1. If granted, paid days off will be arranged by the incident management team through the IARR, CREP, or Crew Boss.
2. Paid days off are only compensated to that extent to complete the guaranteed 8 hours for that calendar day.
3. EFF may not be granted paid days off at their point of hire.
4. The EFF crew must stay together under the jurisdiction of the Crew Boss.
5. The possession and/or use of firearms and all forms of illegal drugs are strictly prohibited.
6. 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.

IV. EFF CREW CONDUCT AND DISCIPLINE

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. 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.

A. Offenses and Penalties

Violations will be treated as either major offenses or minor 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. Minor Offenses are all violations that are not considered a major offense. Minor offenses include (but are not limited to) tardiness, attitude problem, trouble- making, violation of camp procedures, etc. Discipline for violations may include probation, termination, suspension for the remainder of a season, and suspension for subsequent season(s) subject to the following guidelines and procedures. Area/Zone FMOs have full authority to alter the penalty guidelines below according to the specific situation and circumstances of the violation.

Guidelines for Disciplinary Actions.

No.	Violation	1 st Offense	2 nd Offense
1	Willful failure to follow the reasonable instructions of supervisors or other flagrant demonstration of insubordination.	Suspension for remainder of season plus one year	Lifetime suspension
2	Absence without permission from place of duty assignment.	Termination	Current Season + 1 Year Suspension
3	Violations of safety rules and practices that immediately threaten the safety of any personnel.	Suspension for remainder of season plus one year	Lifetime Suspension
4	Willful infliction of bodily injury to another person.	Three Year Suspension	Lifetime Suspension
5	Theft or malicious damage of government and/or private property.	Suspension for remainder of season plus one year	Lifetime Suspension
6	Conduct that is offensive or abusive to the public.	Suspension for remainder of season plus one year	Lifetime Suspension

7	Possession, use, and/or under the influence of intoxicating beverages while in pay status.	Suspension for remainder of season plus one year	Lifetime Suspension
8	Collection and/or transportation of wildlife.	Suspension for remainder of season plus one year.	Current Season + 2 Year Suspension
9	Knowingly violating or abetting a violation of the Conditions of Hire statement by any person on the EFF crew.	Suspension for remainder of season	Current Season + 1 Year Suspension
10	Other Major Offenses	FMO Discretion	FMO Discretion
	Violation	1st Offense	2nd Offense
1	All minor offenses including (but not limited to) tardiness, attitude problem, trouble- making, violation of camp procedures, etc.	Probation	Termination (+ Current Season Suspension)

B. Procedures, Documentation and Notification

1. Field supervisors will document all violations in writing and notify the Crew Boss of the EFF personnel involved, indicating the nature of the violation and crewmember(s) names.
2. The involved EFF personnel shall be afforded an opportunity to respond orally to the charges, if circumstances permit. In Alaska, the Incident Commander, or designee, will hear and document the verbal response. On an assignment outside of Alaska, the IARR, or designee, will hear and document the verbal response.
3. Based on the violation, gathered evidence, and verbal response, the CREP, IARR, or IC will recommend an appropriate level of disciplinary action consistent with the listed guidelines. Whenever an offense is a violation of law, the matter will be referred to the appropriate law enforcement agency.

Probation

1. Field supervisors 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.
2. Field supervisors 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.
3. Field supervisors, 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.

Termination or Termination + Suspension

1. Terminated individuals will be required to sign his/her timesheet to confirm the end of his/her employment. Return travel may be provided based on convenience to the government and space available.
2. 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. The unit with responsibility for the incident will immediately notify both AICC and the employee's home unit supervisor 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.
3. Within 30 days of receiving final 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 terminated, the Crew Boss, and, if appropriate, the

village governing body. The written notice will contain the following information:

- a. The nature of the violation.
 - b. The additional disciplinary action imposed, if any, beyond the initial termination, and when such disciplinary action is to begin and end.
 - c. Suggestion of what the individual or crew should do to correct the violation, or prevent future termination, probation, or suspension.
 - d. The name and address of the official to whom the individual(s) may appeal.
 - e. Notification that the appeal must be in writing.
 - f. Notification that the written notice of appeal must be hand delivered or postmarked within thirty (30) days of receipt of the notice of disciplinary action.
4. 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. Impact of Individual Terminations on Continued Employment of Crew

Because of acceptable production rates, when an EFF crew drops below 15 personnel due to terminations, injuries or other causes, at the ICs 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.

D. 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.

E. Impact on Future Employment

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.

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.

V. 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.

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.

Who to Appeal to:

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

The first appeal will be made to the FMO. 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.

VI. EFF CREW TRAINING

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 that meet expectations for safety, quality and experience.
3. To promote 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 Alaska Interagency Crew Management Committee, along with individual Areas/Zones.

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 is identified.

Areas/Zones will maintain a list of acceptable candidates who meet the prerequisites to be Crew Boss Trainees and work with the village/community governing body to choose the best candidate. Area/Zone FMOs have final approval on all candidates.

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/Zone 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. 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 information to the responsible Area/Zone for data input.

E. Funding

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

VII. CREW EVALUATIONS

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, <http://www.nwcg.gov/pms/forms/ics224.pdf>) 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 Requirements

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.
4. EFF Crew evaluations will be sent to the crew's local governing body as soon as possible.

*When "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. The evaluation will become part of the crew's records. Evaluations will be reviewed and used for determining training effectiveness and performance.

D. Position Task Books (PTB)

1. All Position Task Books for EFF Squad Boss and EFF Crew Boss will be initiated by the home Area/Zone.
2. PTB's for individuals needing an additional position performance assignment will be kept by the individual between assignments.
3. Completed PTB's will be submitted to the EFF's home Area/Zone for review and certification, at the discretion of the local Fire Management Officer.

VIII. ADMINISTRATIVE REQUIREMENTS

The following general administrative requirements and procedures will be used in the management of EFF crews. There may be some differences in administrative procedures between each Area/Zone.

A. 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 - Faller A
EFF-4 - Squad Boss
EFF-6 - Crew Boss

AFS EFF crew pay will use AD rates as follows:

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

B. 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.

C. 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.

D. Conditions of Hire

All EFF personnel will read and sign a "Conditions of Hire" statement before they are hired. The form will be kept on file by the local Area/Zone. Refusal to sign such form will prevent an individual from being hired.

E. 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.

F. 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" .

G. 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.

H. Fire Training and Experience Records

The home Area/Zone will maintain fire training and experience records. In the event an EFF moves to a different Area/Zone, these records will be transferred to the new Area/Zone.

I. Emergency Commissary

1. It is incumbent upon Areas/Zones to inform all EFF of their responsibility to be prepared with personal items for the duration of an assignment.
2. EFF are responsible to be prepared with their own footwear, clothing, personal hygiene items, prescription medications, and other personal items (including tobacco products) sufficient for a 14 day incident assignment, exclusive of travel. Crew Bosses should ensure that crewmembers have all necessary items before mobilization. Well-fitting and serviceable boots are a must, and should be checked by Crew Bosses and hiring officials before the crew is hired.
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. Any other items (e.g. boots, raingear) are on an emergency order basis only.
5. Areas/Zones are under no requirement to replace boots or other personal items, especially if they were unserviceable or poor fitting to begin with. If an EFF is mobilized with unserviceable footwear to the point of being a safety hazard or hindering the ability to work, this may be grounds for dismissal.
6. *If there are crewmembers that are found to be underprepared in regards to personal items , especially boots, **this should be documented in the crew evaluation**, and the Area/Zone should take steps to correct the problem for the next mobilization.

J. Mail

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

K. 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 – Interagency Type 2 EFF Crew Source List

Village/Community	Airport Designator	Agency	Area/Zone
Allakaket	6A8	AFS	TAD
Ambler	AFM	AFS	GAD
Beaver/Stevens Village	WBQ	AFS	UYD
Buckland	BVK	AFS	GAD
Chevak	VAK	DOF	SWS
Copper River	Z93	DOF	CRS
Delta	BIG	DOF	DAS
Fairbanks	FAI	DOF	FAS
Fort Yukon	FYU	AFS	UYD
Galena	GAL	AFS	GAD
Grayling	KGX	AFS	GAD
Holy Cross	4Z4	AFS	GAD
Hooper Bay	HPB	DOF	SWS
Huslia	HSL	AFS	GAD
Kaltag	KAL	AFS	GAD
Kenai	ENA	DOF	KKA
Kiana	IAN	AFS	GAD
Koyuk	KKA	AFS	GAD
Koyukuk	KYU	AFS	GAD
Lower Kalskag	KLK	DOF	SWS
Marshall	MLL	AFS	GAD
Mat-Su	PAQ	DOF	MSA
Minto	MNT	AFS	TAD
Mountain Village	MOU	AFS	GAD
Nikolai	5NI	DOF	SWS
Nondalton	5NN	DOF	SWS
Noorvik	ORV	AFS	GAD
Nulato	NUL	AFS	GAD
Pilot Station	OAK	AFS	GAD
Ruby	RBY	AFS	GAD
Selawik	WLK	AFS	GAD
Shageluk	SHX	DOF	SWS
Shungnak	SHG	AFS	GAD
Sleetmute	SLQ	DOF	SWS
St Mary's	5S8	AFS	GAD
St Michael	SMK	AFS	GAD
Stebbins	WBB	AFS	GAD
Stevens Village	SVS	AFS	UYD
Tanana	TAL	AFS	TAD
Upper Kalskag	KLK	DOF	SWS
Upper Tanana	TSG	DOF	TAS
Venetie	VEE	AFS	UYD

APPENDIX B – Addresses of Participating Federal 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 21647
Juneau, AK 99802
(907) 586-7404

Galena Fire Management Zone
PO Box 35005
Ft. Wainwright, AK 99703
(907) 356-5627

Tanana Fire Management Zone
P.O. Box 35005
Ft. Wainwright, AK 99703-0005
(907) 356-5553

Upper Yukon Fire Management Zone
P.O. Box 35005
Ft. Wainwright, AK 99703-0005
(907) 356-5553

Military Fire Management Zone
P.O. Box 35005
Ft. Wainwright, AK 99703-0005
(907) 356-5553

APPENDIX B - Addresses of Participating State Agencies

State Agencies

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

Northern Regional Office Fire
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
Division of Forestry
P.O. Box 130
McGrath, AK 99627
(907) 524-3010

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

Kenai-Kodiak Area Office
Alaska Division of Forestry
42499 Sterling Hwy
Soldotna, AK 99669
(907) 262-4124

Tok Area Office
Alaska Division of Forestry
P.O. Box 10
Tok, AK 99780
(907) 883-1400

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

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

APPENDIX C – Conditions of Hire

DEPARTMENT OF INTERIOR
BUREAU OF LAND MANAGEMENT
RESOURCES ALASKA FIRE SERVICE

STATE OF ALASKA
DEPARTMENT OF NATURAL
DIVISION OF FORESTRY

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. 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. 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.
11. 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.
12. 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.
13. 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.
14. Whenever the Officer-in-Charge decides it is necessary, the Government will furnish meals and lodging with no cost

to you. 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.

15. 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 due to a disciplinary action, quit without good reason, or intentionally deviate from your provided travel itinerary.
16. The cost of anything purchased through 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.
17. 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 may be deducted from your check.
18. 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.
19. 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.
20. 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.
21. Possession, use, and/or being under the influence of intoxicating beverages while in pay status constitutes grounds for immediate discharge.
22. Collection and/or transportation of wildlife during your period of employment may be grounds for immediate discharge.
23. If you are fired, or you quit without good reason before your scheduled demobilization, 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 # (LAST 4 DIGITS)

HIRING OFFICIAL'S PRINTED NAME

HIRING OFFICIAL'S SIGNATURE

DATE