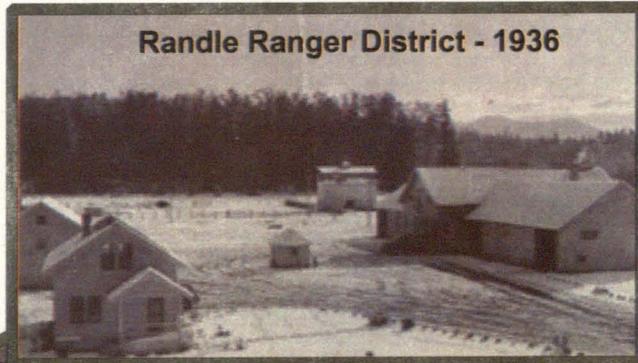


COWLITZ VALLEY RANGER DISTRICT ORIENTATION GUIDE "2008"



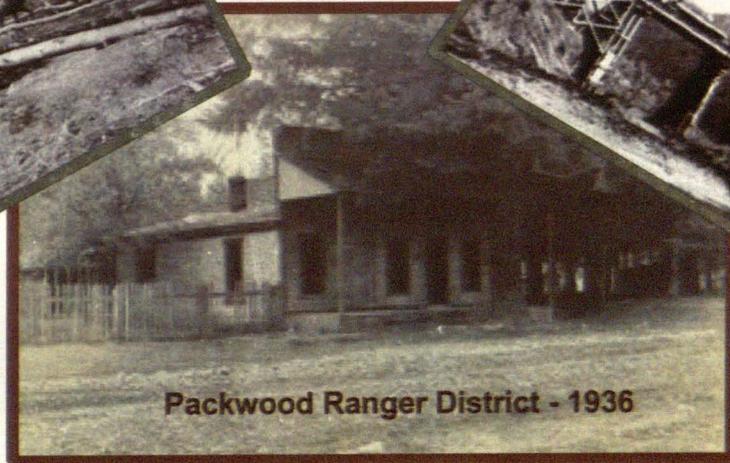
Randle Ranger District - 1936



Pack String



Log Train
Cowlitz River



Packwood Ranger District - 1936



CCC
Crew @ Cispus



La Wis Wis - 1937

GIFFORD PINCHOT NATIONAL FOREST

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United States
Department of
Agriculture

Forest Service

Gifford Pinchot National Forest
Cowlitz Valley Ranger District
360-497-1100
FAX 360-497-1102

10024 US Hwy 12
PO Box 670
Randle, WA 98377
TTY 360-497-1101

File Code: 6150

Date: June 12, 2007

Dear Employees;

Welcome to the Cowlitz Valley Ranger District.

This information has been provided for all New District employees as an easy reference guide.

This booklet contains information about the Cowlitz Valley Ranger District as well as policies, requirements, and other pertinent information designed to help orient employees. It is important for you to review and understand these policies and requirements. I urge you to spend time doing that.

You are encouraged to contact any of the District Leadership Team (Ranger and immediate staff) who can help you with any other questions you may have.

We hope your experience on the Cowlitz Valley Ranger District is a challenging and rewarding one.

We are looking forward to having you as a valuable member of our District organization.

Sincerely,

KRISTIE L. MILLER
District Ranger



Caring for the Land and Serving People

Printed on Recycled Paper



AGENDA
COWLITZ VALLEY RANGER DISTRICT
ORIENTATION

DATE: June 24, 2008.....

Starting Time: 09:00 am

Ending Time: 16:30 pm

AGENDA

ITEMS	RESPONSIBLE	TIME
Introductions	Kristie Miller	09:00 - 09:30
Deputy FS	Lynn Burditt	09:30 - 10:30
Break	All	10:30 - 10:45
Haz Mat	Terry Beahan	10:45 - 12:00
BQ LUNCH	ALL	12:00 - 13:00
Union	Eric Plimmer	13:00 - 13:30
Fleet	Dean Lawrence	13:30 - 13:45
Civil Rights	Terry Durazo	13:45 -14:30
Break	All	14:30 - 14:45
Fire	Tom Griffith	14:45 - 15:00
Law Enforcement	Bob Tokach Ron Malamphy	15:00 - 15:30
New Employee Information All Seasonal Employees	DLT	15:30 - 16:30

NOTES

ORGANIZATION

Organization Section

DISTRICT LEADERSHIP TEAM AND RESPONSIBILITIES

DLT	TITLE	RESPONSIBILITY
Kristie Miller	District Ranger	Overall District Leadership External/Internal Relations Personnel, Safety
Anna Hugh	Administrative Support Assistant	Personnel: Purchasing Payroll; Travel; Office Services; Temporary Employment, OWCP
Danna Hadley	District Engineer	Fleet & Facilities Transportation planning Roads
Jack Thorne	Public Service Assistant	Recreation/Wilderness/Trails Visitor Information Services Land Uses/ Minerals Grants, Community Assistance
Steve Boyer	North Zone Planning Team Leader	NEPA, FOIA Resource & Heritage Management Fire & Special Forest Products Forest FERC Coordinator
Tom Griffith	AFMO	Fire Management Fuels Management Aviation Air Quality

Organization Section

**PERMANENT EMPLOYEES DUTY STATIONED
@ Cowlitz Valley Ranger District**

ADMINISTRATION

NAME	TITLE
Kristie Miller	DISTRICT RANGER
Anna Hugh	Administrative Support Assistant
Julie Ashe	Forester (Special Forest Products)
Rob Jeter	Financial Assistant

OPERATIONS

NAME	TITLE
Steve Hansen	Forestry Technician – Pre Sale
George Schaefer	Forestry Technician – Sale Administration
Patricia Bennett	Forestry Technician – Sale Administration

INTEGRATED RESOURCE PLANNING

NAME	TITLE
Steve Boyer (Detail)	North Zone Planning Team
Ken Wieman	Fish Biologist
Paul Smale	Hydrology Technician
Marie Tompkins	Hydrology Technician
Tom Kogut	Wildlife Biologist
Ronelle Goens	Wildlife Bio - Tech
Terry Lawson	Fisheries Bio- Tech
Steve Freitas	Forestry Technician – Silviculture & Heritage
Linda Swartz	Botanist

FIRE

NAME	TITLE
Tom Griffith	AFMO
Ron George	Supervisory Fire Engine Operator
Rick Rae	Fire/Fuels Technician
Brian Wolvert	Fire Engine Operator

Organization Section

ENGINEERING

NAME	TITLE
DANNA HADLEY	DISTRICT ENGINEER
Dean Lawrence	Civil Engineering Technician
Kevin Eastman	Engineering Equipment Operator
Ed Powell	Engineering Equipment Operator
Joe Thompson	Engineering Equipment Operator
Sarah Rocky	Civil Engineer

PUBLIC SERVICES

NAME	TITLE
Jack Thorne	Public Service Assistant
Leo Zacher	Recreation
Diane Bedell	Recreation Planner
Steve Hoecker	Trails/Partnerships
Violet Nanpooya	Information Receptionist
Amber Malamphy	Information Receptionist

LAW ENFORCEMENT

NAME	TITLE
Bob Tokach	Law Enforcement Officer
Ron Malamphy	Law Enforcement Officer

CIO

Marilyn Coleman	Computer Assistant
-----------------	--------------------

Organization Section

ORGANIZATION OF THE FOREST SERVICE

USDA SECRETARY OF AGRICULTURE

|
Mike Johanns

DEPUTY SECRETARY OF NATURAL RESOURCES

|
Mark Rey

CHIEF FOREST SERVICE

Washington, D.C.

Washington Office Staff

|
Gail Kimball

PACIFIC NORTHWEST REGIONAL FORESTER

Region Six, Portland, Oregon

Regional Office Staff

| Acting Regional Forester

Cal Joyner

FOREST SUPERVISOR

DEPUTY FOREST SUPERVISOR

VANCOUVER, WA.

|
Lynn Burditt – Acting

DEPUTY FOREST SUPERVISOR

Field Offices

Manager, Tom Mulder

Mt St Helens Volcanic Monument Amboy, WA

District Ranger, Kristie Miller

Cowlitz Valley Ranger District, Randle, WA

District Ranger, Nancy Ryke

Mt Adams Ranger District Trout Lake, WA

Wind River Work Center

Forest Staff

Administrative Officer

Dave Olson

Fire

Deb Roy

Natural Resources

Earl Ford

Public Services Staff

Ron Freeman

Organization Section
GIFFORD PINCHOT NATIONAL FOREST

1893 – 2000

The Gifford Pinchot National Forest is one of the oldest National Forests in the United States and is situated on lands in the south central portion of Washington State. It was established in 1893 as the Pacific Forest Reserve and then in 1907 the northern area of the Forest was designated as part of the Rainier National Forest. Just a year later, in 1908, the southern area became the Columbia National Forest. Not until 1933 when the Rainier National Forest was dissolved did the area comprising of the Mt. Adams and Packwood Districts become part of the Columbia National Forest. In 1949, when the present boundaries of the Gifford Pinchot were basically established, President Truman renamed the Columbia National Forest, the Gifford Pinchot National Forest to honor the founder and chief of the Forest Service.

In the past the Gifford Pinchot consisted of 5 Ranger Districts, The Packwood Ranger District, Randle Ranger District, Wind River Ranger District, Mt. Adams Ranger District, and the St. Helens Ranger District. It now consists of two Ranger Districts, Cowlitz Valley Ranger District, Mt. Adams Ranger District and the Mount St. Helens National Volcanic Monument, which was created after the eruption of Mount St. Helens in 1980.

COWLITZ VALLEY RANGER DISTRICT

1897 - PRESENT

The Cowlitz Valley Ranger District was originally part of the Pacific Forest Reserve. It is approximately 657,000 acres in size including the Mineral block which is managed by Gifford Pinchot National Forest, but officially is part of Mount Baker Snoqualmie and is situated in the northwest portion of the Gifford Pinchot National Forest.

In 1902, the Cispus Burn destroyed thousands of acres. Many of the scars from that burn are still visible today. A lightning strike in June of 1918 caused a second large fire, which burned much of the same area and lasted long into the winter. Lookout stations weren't established until the early part of the 1920's.

The first road on the district was built back in 1909 and provided access to the Cispus River near Yellow Jacket Creek. Late in the 1930's, timber harvest began on a grand scale, and in 1936 logging companies set up major operations at Kosmos. Kosmos now lies under water near the upper end of Riffe Lake.

The largest Noble Fir that is located on the District is called "King of the Noble Firs". It measures 278 feet in height, has a circumference of 28.4 feet and a crown spread of 47 feet, with a diameter at breast height of 9.04 feet. There is enough lumber contained in this tree (27,600 board feet) to construct 3 ½ two bedroom homes. It's estimated to be at least 500 years old.

Listed in the American Forestry Association's National Register of Big Trees is a Pacific Yew, which measures over 4 ½ feet thick and stands 54 feet tall.

The District offers a variety of recreational opportunities. Such as hunting, fishing, camping, horseback riding, hiking, snowmobiling, and off road vehicle trails, just to name a few. Downhill skiing is available 40 miles to the east at White Pass.

Before 1859, native people inhabited the area now known as Packwood, for over 6,000 years. The first white people entered the area back in 1861. Billy Packwood, James Longmire, George Blankenship, Walter DeLacy, and five Nisqually packers were looking to find a pass over the Cascades. They didn't find the pass, but instead

Organization Section

found a camp of native people. Shortly after that a number of Anglo Americans trickled into the upper "Big Bottom" valley and established homesteads. From 1897-1906 no new homesteads were allowed.

Further development of the Packwood area occurred in 1906 when the Valley Development Company planned to build a dam at Packwood Lake and pipe the water down Snyder Mountain to a power plant. This enormous undertaking caused a boom in the area because of the need to supply the company and its many laborers. In 1910, the town of Lewis, named after the president of the Valley Development Company, was platted. This project was abandoned in 1912. In 1931 the name of the town of Lewis was changed, not only to avoid confusion with Fort Lewis, but because the Valley Development Company had failed in their plans to build the dam. Also in 1931 part of the Packwood District along with the Ohanapecosh Hot Spring was given to The Mount Rainier National Park.

Several Rangers have directed the Packwood District since 1906. The first Forest Officer was Frank Gates, who operated out of a homestead below Cora Bridge from 1897-1899. In 1907 the area was divided into Randle and Sulphur Springs Ranger District. The headquarters of the Sulphur Springs Ranger District was located at Skate Creek on the Ed Dixon Homestead. Ranger Harry Cunningham lived in one of Dixon's cabins until 1909, at which time a new ranger residence was built. In 1923 the ranger station was moved into the town of Lewis.

The most notable ranger was William Sethe who held was Ranger from 1914-1947. Sethe saw the district move from a grazing and Fire Lookout emphasis to a timber emphasis. Timber harvest had been a major activity since the early 50's with an increased awareness on resource protection since the early 1980's.

The Cowlitz Valley Ranger District has 5 Wilderness areas. The Wilderness Act created the Goat Rocks Wilderness in 1964. The Wilderness Addition Act created the William O. Douglas, Tatoosh, Glacier View, and additions to the Goat Rocks Wilderness in 1984.

Although logging has played a major role in the development of the valley, it has since become a tourism and recreation area.

The Randle Community, including outlying areas, has a population of approximately 3,500. The town has one grocery store, two mini-marts, two gas stations, four motels, and one bed and breakfast, three cafes, one drive-in café, five churches; two trailer courts, video store, two recreational trailer courts with swimming pools, and one golf course, and one hardware store.

The Packwood Community, including outlying areas, has a population of approximately 2,700. The town has seven motels, one grocery and video store, six restaurants, one sports store, two gift stores, three churches and one hardware store. Both communities have additional businesses.

PROGRAMS

Programs Section

PROGRAMS

CIVIL RIGHTS PROGRAM: The Forest Civil Rights Manager is Terry Durazo, located at the Forest Headquarters in Vancouver, Washington, phone number (360) 891-5060. Diane Bedell is the Cowlitz Valley Ranger District point of contact for Civil Rights, located at the district, phone number (360) 497-1173. The program effectively addresses common issues and concerns women and minorities, as well as the whole range of other human resource concerns.

FOREST SAFETY AND HEALTH COMMITTEE: Safety and Health is of major importance to the Forest Service. No job is so important that it can't be done safely. The Forest has a Safety and Health Committee, which reports directly to the Forest Supervisor and Forest Management Team (FMT). Each District is represented on the Forest Safety and Health Committee. Jeff Tanasse is the Forest Safety and Health Chairperson. Anna Hugh is the representative for the Cowlitz Valley Ranger District. Check the web site for important information on Safety. <http://fsweb.f3.r6.fs.fed.us/safety/>

DISTRICT SAFETY AND HEALTH COMMITTEE: The Cowlitz Valley Ranger district has a Safety and Health Committee composed of a representative from each department. The premise that a healthy employee, both mentally and physically, is a more productive worker, is the basis for the Safety and Health Program. Feel free to contact any of the District Safety and Health Committee members for any suggestions or concerns you may have in this area. District Safety and Health Committee members are:

Anna Hugh	Chair/Integrated Resource Planning Representative
Tom Griffith	Fire Safety Representative
Jack Thorne	Public Services Representative
Kevin /Eastman	Road Maintenance Representative
Ken Wieman	Planning
Steve Hansen	Timber Operations
Sarah Rockey	Engineering

EMPLOYEE ASSISTANCE PROGRAM (EAP): The Forest Service has provided a program called the Employee Assistance Program, by Com Psych. The Employee Assistance Program (EAP) is a no-cost, confidential source to help you or a member of your family. The program is separate from your medical benefits, so it doesn't tap into your deductibles or co-pay dollars. And, they are available 24 hours a day, seven days a week. You might be surprised at the types of problems they can help you solve: work/family life issues, emotional issues, parenting issues, relationship concerns, depression, stress, alcohol/drug dependencies, family counseling, grief counseling, spousal/child/parent abuse, and work/group dynamics. If you find yourself in need of these services call 1-800-290-4EAP, TDD 1-800-697-0353.

RECOVERY PROJECT: The Recovery Project policy is to prevent the adverse effects of substance use on employee health, safety, and productivity. It offers assistance to employees who need help. Identified unacceptable behavior relative to the use of alcohol and drugs, and clarifies prohibited use of alcohol and drugs. Contact for the Gifford Pinchot National Forest Human Resource section.

EMPLOYEE RIGHTS AND PRIVILEGES

COMPLAINTS, GRIEVANCES, AND APPEALS: *EEO Complaints:* All employees have a work environment where every employee is free from discrimination or harassment on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. If you feel you are being discriminated against for any of the above reasons you have the right to file a complaint. It is important that you report the complaint to your supervisor first or his/her immediate supervisor if the complaint is about your supervisor. *Grievances:* Temporary and seasonal employees who have reasonable expectation of re-employment are included in the bargaining unit of Local 1373, National Federation of Federal Employees (NFFE). Employees, who believe they are not being fairly treated, and cannot resolve the issue with the immediate supervisor, may file a grievance through a union steward to management. The names of the union president and stewards are posted in the book and on the bulletin board in the hallway at Randle. **REMEMBER** – you may be entitled to union representation for grievances and actions being taken against you, so learn your rights. WO Web Page: <http://fsweb.wo.fs.fed.us/center/>

EMPLOYEE BENEFITS: Permanent employees have the following employee benefits: Participation in the FERS Retirement System (employees prior to January of 1984 could still be in the CSRS retirement system), obtain Federal Employees Health Benefits, and/or obtain Federal Employees Life Insurance. Temporary employees contribute to the Social Security System at the rate established by law and regulation. Temporary employees may also purchase US Savings Bonds through payroll deduction. The Administrative Support Assistant can provide the forms and assistance.

RE-EMPLOYMENT: Some former temporary employees can be returned to duty without competition providing certain conditions are met. However, there is no guarantee that any former temporary employee will be returned to duty non-competitively.

NAME	POSITION	WORK PHONE	E-MAIL ADDRESS
Eric Plimmer	President	509-395-3359	eplimmer@fs.fed.us
	Vice-President		
Betty Transtrom	Secretary / Treasurer	509-395-3437	btranstrom@fs.fed.us
	Steward	360-247-3376	pthomas@fs.fed.us

FACTS ABOUT NFFE

NFFE has over 20,000 dues paying members nationwide and overseas.

NFFE has a National President, National Secretary/Treasurer, and National Vice President. Our National Office is in Washington D.C.

NFFE also represents federal employees in the DOD, National Guard, Corps of Engineer, Social Security, Administration, Bureau of Indian Affairs, Veterans Administration and many other agencies.

You are protected by the federal statute and labor contract when you form, join or assist any labor organization.

YOU SHOULD KNOW THAT . . . NFFE has the right under law and labor contract to negotiate with management on a broad range of issues before any changes in working conditions or personnel policy can be implemented.

For more information on NFFE see the book "Master Agreement between FS and NFFE. Supervisors have copies.



**UNITED STATES DEPARTMENT OF
AGRICULTURE
OFFICE OF HUMAN CAPITAL MANAGEMENT
WASHINGTON, D.C. 20250**

**Annual Weingarten Notice
MEMORANDUM TO ALL USDA OFFICES
(For Posting or Distribution to Bargaining Unit Employees)
June 13, 2007**

The Federal Service Labor-Management Relations Statute (FSLMRS), 5 U.S.C. Chapter 71, Section 7114(a)(2)(B) provides employees represented by a labor organization the right to request a Union representative in conjunction with investigations conducted by agency representatives under certain conditions. This memorandum fulfills the USDA's obligation under the FSLMRS to annually remind employees of their rights and the conditions when those rights may be exercised.

As a bargaining unit employee represented by a labor organization, you have the right to request representation from the labor organization (i.e. Union) at any investigative examination/interview where you reasonably believe the examination may result in disciplinary action being taken against you. You may make this request at any time prior to or during the interview. If requested, the agency may opt to: suspend questioning and grant your request then resume the interview; discontinue the interview; or offer you the choice to proceed with the interview without a Union representative, or to forego the interview.

Sources of additional information concerning your rights to representation are Union officials within the labor organization having exclusive recognition for employees in your work unit, the collective bargaining agreement for your bargaining unit, or the Federal Labor Relations Authority (FLRA) at www.flra.gov.

Paula D. Lucak

Paula D. Lucak
Program Manager for Labor Relations
USDA - Office of Human Capital Management

EMPLOYEE RIGHTS During INVESTIGATIVE INTERVIEWS 06/20/07
[Reference: NFFE-FS Master Agreement Article 4.2.b.(4)]

This document is intended to provide only general information regarding employee rights during an investigative interview. Additional information may be obtained from your Local Union or Servicing Personnel Office.

An **Investigative Interview** is any meeting during which an authorized representative of management (e.g. Personnelist, Special Agent, etc.) asks questions of a bargaining unit employee for the purpose of ascertaining facts about alleged misconduct.

Types of Misconduct:

1. **Administrative (non-criminal)** - alleged employee wrongdoing by violating established ethics and conduct regulations or agency policy. Examples: absence without leave (AWOL), misuse of government equipment, etc.
2. **Criminal** - involves wrongdoing arising from violation of Federal or State criminal statute.

Investigative interviews of alleged employee misconduct are either administrative or criminal in nature. Employee rights and obligations during these interviews vary depending on whether the allegations may result in criminal charges against the employee being interviewed.

Employee Rights - All Interviews

1. Right to a Union representative upon request of the employee, if the employee reasonably believes that the interview may result in disciplinary action being taken against him/her. The request for a Union representative may be made before or during the interview (Weingarten Right). When a representative is requested, the interview will be; discontinued for a reasonable amount of time until a Union representative is obtained, rescheduled, or ended by management.
2. Right to know the purpose of the interview and whether they are the subject of the investigation. If known at the time of interview, informed whether the course of action being pursued is administrative or criminal. When a situation warrants administrative action only, or prosecution has been declined in lieu of administrative action, the employee will be informed in writing if requested, that the investigation is strictly administrative and they will be required to respond to the questions being asked (Garity or Kalkines Warning). In those matters where a course of action is not known at the time of interview, the employee is obligated to cooperate with the investigator, recognizing their right to protect themselves from self-incrimination at any time during the interview per item 1 below. Making this determination is the employee's responsibility. If Fifth Amendment protections are invoked, an employee is not subject to disciplinary action for failing to answer questions they believe would be self-incriminating.

2.

3. To ask questions pertaining to their rights, obligations and consequences before and during the interview.
4. Upon request, to receive a copy of their signed affidavit and/or taped interview.

Employee Rights - Criminal Misconduct Interviews Only

In addition to those rights pertaining to all investigative interviews;

1. Employees may choose to invoke their right to non-self incrimination pursuant to the Fifth Amendment to the US Constitution (right to remain silent).
2. Employees may elect to have legal counsel (an attorney) present.
3. Absent exigent circumstances (e.g. life endangering situations), if the employee is placed into custody (or similarly detained), Miranda warnings must be given before asked any questions related to the offense.

Programs Section

NOTES:

CONDUCT & ETHICS

CONDUCT AND RESPONSIBILITIES OF EMPLOYEES

735-201 Prohibited conduct -general.

Employees are prohibited from:

- (A) Engaging in criminal, infamous, dishonest, immoral, or disgraceful conduct, or other conduct prejudicial to the Government;
- (B) Conducting, or participating in, any gambling activity including the operation of a gambling device, conducting a lottery or pool, a game for money or property, or selling or purchasing a numbers slip or ticket while on Government-owned or leased property or while on duty for the Government. This does not preclude activities:
 - (1) Necessitated by an employee's law enforcement duties; or
 - (2) Under section 7 of Executive Order 12353, permitting solicitations conducted by organizations composed of employees among their own members for organizational support or for the benefit of welfare funds for their members.
- (C) Engaging in teaching, lecturing, or writing, with or without compensation, for the purpose of the preparation of a person or class of persons for an examination of the Office of Personnel Management or Board of Examiners for the Foreign Service that depends on information obtained as a result of the employee's Government employment. This does not preclude such teaching, lecturing, or writing if:
 - (1) Prior written authorization is obtained from a Mission Area ethics official;
 - (2) Such teaching, lecturing, or writing is not performed at or for any educational institution or other organization that discriminates because of race, creed, color, sex, religion, age, national origin, or physical or mental disability, in the admission or subsequent treatment of students;
 - (3) The information upon which the preparation is based has been made available to the general public or will be made available on request; and
 - (4) Such preparation is authorized in writing by the Director of the Office of Personnel Management or his or her designees, or by the Director General of the Foreign Service or his or her designees, as applicable.
- (D) Using an intoxicating beverage on Government-owned or leased property (except when authorized by the Office of Operations for the Washington, D.C., complex; or by the Agency Head or designee in field locations owned by the Department; or by the Agency Head or designee in field locations leased by the Department or controlled by the General Services Administration [GSA], upon concurrence by the lesser or the appropriate GSA official); or transporting or using an intoxicating beverage in a Government-owned or leased vehicle;
- (E) Harassing employees by word or action, or knowingly making false accusations against employees;
- (F) Monitoring telephone conversations, recording telephone conversations by device, or authorizing or permitting others under their administrative control to monitor telephone conversations or record telephone conversations by device, except:
 - (1) As authorized by the Inspector General or his/her designee, with the prior consent of one party to a telephone conversation and when necessary in a criminal investigation;
 - (2) When all parties agree in advance; or
 - (3) When supervisors monitor or record telephone-bank or similar operations for the purpose of evaluating performance of employees.

Conducts & Ethics Section

- (G) Utilizing any device to monitor or record non-telephone conversations, except:
 - (1) As authorized by the Inspector General or his/her designee with the prior consent of one party to a non-telephone conversation and when necessary in a criminal investigation; or
 - (2) When all parties agree in advance.
- (H) Canvassing for sales, or selling, any article (including but not limited to candy or other items for schools or charities; kitchenware or other home furnishings; paper products; cosmetic products; or any other items whatsoever) in person or by distributing or posting literature, advertising matter, or any other graphic matter, in or on Government-owned or leased property, or property occupied by the Department.
- (I) Engaging in coercive or repeated unsolicited and unwelcome verbal comments, gestures, or physical contacts of a sexual nature or by using implicit or explicit coercive sexual behavior in the process of conducting agency business, or to control, influence, or affect the career, salary, or job of an employee.
- (J) Failing to take appropriate action on complaints or proven acts of sexual harassment, if a supervisor or manager who knew or should have known of those acts.
- (k) Displaying discourtesy or disrespect to a coworker, another Federal employee, or a member of the public when acting in an official capacity.
- (L) Failing to wear or use specified safety equipment, or failing to report obvious unsafe conditions, while on official duty; or
- (M) Making threats against other employees or members of the public.

Conducts & Ethics Section

MEMORANDUM OF UNDERSTANDING
NFFE LOCAL 1373 AND GIFFORD PINCHOT NATIONAL FOREST
SMOKING IN GOVERNMENT VEHICLES AND EQUIPMENT

AUTHORITY: this is a Memorandum of Understanding (MOU) between the National Federation of Federal Employees (NFFE) Local 1373 and the Gifford Pinchot National Forest (GPNF) and is entered into by the parties under the provisions of 5 U.S.C. Chapter 71 and Article 11.3 of the Master Agreement between the NFFE and USDA Forest Service.

PURPOSE: this MOU is a supplement to the existing MOU between the parties, executed June 13, 1991, which establishes GPNF policy regarding tobacco smoking. The purpose of this supplement is to establish interim GPNF policy implementing that portion of USDA Departmental Regulation 4400-6 regarding tobacco smoking in Government owned or leased vehicles and equipment and is specific to that purpose. All provisions of the June 12, 1991 MOU remain unchanged and in full force and effect. In consideration of the above premised, the parties agree as follows:

1. Non-smokers shall not be intentionally exposed to secondary tobacco smoke.
2. Residual odors of tobacco are not considered secondary tobacco smoke.
3. Smoking in any Government vehicle is prohibited when any non-smoker is traveling in the vehicle, regardless of whether the non-smoker(s) grants permission for others to smoke.
4. Smoking is prohibited in any new vehicle.
5. Subject to items 1 through 4 above, GPNF controlled fleet vehicles shall be designated in one of three use categories by the employees of the department to which the vehicle is assigned.
 - a. Nonsmoking. All new vehicles will be designated as non-smoking vehicles.
 - b. Nonsmoking Preferred. Vehicle is to be aired out and ashtrays cleaned after used by smokers.
 - c. Smoking. Those vehicles, which have already been smoked in and are assigned to a smoker.
6. Vehicles shall be clearly marked as to use category.
7. Sub-Unit smoking policies shall not conflict with or be in non-compliance with this MOU.

This supplemental agreement becomes effective as of the date executed.

Claire Lavendel 11/24/97

For management
TED STUBBLEFIELD
Forest Supervisor

Eric Plimmer

For the Union
Eric Plimmer
President, Local 1373

Conducts & Ethics Section

**Transportation of Non-Government Employees
(Including family members)**

Transportation of non-government employees (including family members) in government owned or leased vehicle must meet the following standards:

- It must be for official purposes.
- It is advantageous to and/or in the interest of the Government.
- There is no conflict of interest or appearance of conflict.
- Space is available.
- The travel is approved in writing in advance, except for emergencies, and approved at the next higher level.

Note: Use of a volunteer agreement only for the purpose of transporting non-government employees, including family members, is not appropriate. Doing so is a misuse of the Volunteer Act.

Whenever non-government persons are intended to travel in Forest Service conveyances (which includes leased or rented vehicles) a message needs to be sent to the Forest Financial Manager requesting approval to transport non-government persons. The message needs to state the purpose of the trip, why the non-Government person's transportation is necessary to conduct Forest Service business, and identifies any known or associated hazards with the trip. The Forest Financial Manager will approve or disapprove all requests that fall within his authority; requests outside his authority will be forwarded to the RO for approval. Requests should be submitted 1-2 weeks in advance, if possible, to allow time to send to Region, if needed.

An exception to this requirement is transporting family members in a privately owned vehicle or a rented vehicle while in travel status. In either situation, whether mileage is being paid or not, no request or approval is needed. However, employees should make themselves aware, and understand to what extent their personal auto insurance policy would cover family members in case of an accident.

Forest Financial Manager's Authority: (Reference ID 6509.33-97-6)

The Forest Financial Manager, acting as Fiscal Officer, can approve the following:

- a. Travel by non-Government persons (excluding family members) in any Government-furnished conveyance. An AD-202 is required if trip exceeds one calendar day.
- b. Requests from the next lower organizational level, surface travel of family members in a Government-furnished conveyance.

Note: Based on current direction, requests for transportation of SO employee family members would need to be approved by the Regional Office.

DEFINITIONS: (Reference ID 6509.33-97-6)

- a. **Non-Government persons.** Includes all non-Federal employed persons conducting business with the Forest Service, such as State or local government personnel, contractors, private sector cooperators, grantees, permittees, prospective bidders, media representatives, volunteers, family members, and enrollees, including persons threatened with loss of life or property. Military personnel (including National Guard or Reserve) are considered non-Federal persons when they are not on active duty.

Conducts & Ethics Section

- b. **Government-furnished conveyances.** Modes of transportation such as automobiles, vans, trucks, vessels, and aircraft that are owned, leased, chartered, or rented by the Government. This includes an employee's POV (privately owned vehicle) when it has been authorized or approved as advantageous to the Government for the performance of official travel. (Note: Approval is not required to transport family members in a POV or a rented vehicle while in travel status.)
- c. **Official purposes.** Means the travel is necessary to achieve the mission of the Forest Service. It includes transportation between places where the Government employee's or non-Government person's presence is required incident to official business, such as the transportation of a permittee to accompany a Government employee to review conditions at the permit site. It also includes travel by line officers or their designees to attend funerals or retirement events for Forest Service employees as the official agency representative (one representative per occurrence) when deemed appropriate, and travel by members of Congress when determined necessary to the conduct of Forest Service business.
- d. **Advantageous to the Government.** Travel must be performed by the most effective means commensurate with the nature and purpose of the Forest Service business to be accomplished, taking into consideration the most beneficial use of employee time as well as the costs involved, such as per diem, overtime, lost work time, and actual transportation costs. This does not always result in the least cost method of travel.
- e. **Administrative Use.** Use of a Government-furnished conveyance for routine (non-emergency) point-to-point transportation of authorized passengers, as opposed to emergency support or tactical transportation of personnel and equipment in connection with a fire or other such incident.
- f. **Conflict of interest.** Decisions made and/or actions taken by a Government employee that could directly or indirectly affect the employee's personal or private economic interests, or which could convey an unfair competitive advantage to a member of the public, or in some manner embarrass the agency. An appearance of conflict carries the same weight as an actual conflict.
- g. **Space Available Basis.** Space that is available to accommodate the extra passenger(s) without incurring any appreciable additional expense or requiring a larger vehicle in excess of the need to accomplish the agency business, and without hampering the effectiveness of the official purpose of the travel.
- h. **Mission Use of Aircraft.** Use of an aircraft to carry out an agency's official responsibilities. Mission flights may be either routine or emergency and may include such activities as lead plane, smokejumper/paracargo, aerial photography, mobilization or demobilization of emergency support resources, reconnaissance, survey, and project support. Mission flights do not include transportation of Government and/or non-Government persons on official travel for purposes such as making speeches, attending conferences or meetings, or making routine site visits; such flights fall under the definition of administrative use.
- i. **Travel of family members.** All surface travel by family members in a Government-furnished conveyance must be on a space-available basis, and be authorized in advance on Form AD-202 by a Fiscal Officer at least one level higher in the Forest Service organization than the location where the family is stationed.
- j. **Family Members.** Members of the employee's household, including an individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. Family members shall not be allowed to operate a Government vehicle except in extreme emergencies.

DRUG AND ALCOHOL USE

6143.03 - Policy.

1. The Forest Service recognizes that alcoholism, drug dependency, and mental illness are recognized as illnesses, and in most cases are treatable. Employees experiencing any of these illnesses that adversely affect their job performance or conduct shall receive the same consideration as employees who have other kinds of problems that contribute to poor job performance or conduct.
2. When an employee seeks treatment for alcoholism, drug dependency, mental or physical illness, financial or legal problems, or domestic difficulties, the Forest Service shall provide assistance in accordance with appropriate employee assistance program authorities (FSM 6143.01).
3. The Forest Service shall refer employees experiencing personal difficulties for assistance on a voluntary basis to overcome problems that contribute to their poor job performance or conduct.
4. Personnel Management Staff members shall not be appointed as counselors or advisors to provide counseling to employees under the Forest Service Employee Assistance Program.
5. Appropriated funds are authorized for diagnostic and preventive counseling services (5 U.S.C. 7901; FSM 6143.01, para. 3). Counseling includes problem identification, referral for treatment, and supportive assistance for employees who seek help to readjust to the work environment.
6. The Forest Service allows employees to use Government-owned or -leased vehicles while they are in travel status so they may participate in activities which support their rehabilitation and recovery.
7. In accordance with 21 U.S.C. 801 (FSM 6143.01, para. 4), Federal Employee Substance Abuse Education and Treatment Act of 1986, the Forest Service allows employees to make optimal use of existing facilities for drug abuse and/or alcohol programs and services (5 U.S.C. 7361, 7362; FSM 6143.01, para. 2).
8. In accordance with Pub.L. 94-541 and 41 CFR 101-20.4, The Forest Service may allow the use of public areas for cultural, educational, and recreational activities during or after regular working hours provided that such uses do not interfere with Government business (FSM 6143.01, para. 6 and 8). Reasonable accommodations may be made to support employee treatment and short-term follow-up programs known as "aftercare." Reasonable accommodations include:
 - a. Allowing affected employees to attend support group meetings during the normal tour of duty (FSH 6109.11).
 - b. Approving annual leave or flextime, when meetings are an integral part of the employee's recovery program.
 - c. Approving ongoing access and participation in support group networks, for example, EASYDOESIT
 - d. (FSM 6143.05), which are managed by recovering employees in the Forest Service. Such networks serve as support systems, which are available to all recovering employees.
 - e. Considering hardship or compassionate transfers and details in special cases involving support recovery.
9. Forest Service employees who engage in prohibited activities while carrying out their official duties may be subject to disciplinary action.
10. Unit Alcohol and Drug Abuse Prevention and Education Coordinators are covered under the Privacy Act, as well as under separate confidentiality regulations, regarding confidential information of an employee, and such information can be released only with written permission from the affected employee (FSH 6209.13).
11. Employees shall respect an employee's right to lead an alcohol and drug free lifestyle. No employee shall be required or pressured in any way to participate in off-duty activities where alcohol is present.

The Hatch Act

The Hatch Act restricts the political activity of executive branch employees of the federal government, the District of Columbia government and certain state and local agencies. In 1993, Congress passed legislation that substantially amended the Hatch Act, allowing most federal and D.C. employees to engage in many types of political activity. (These amendments did not change the provisions applying to state and local employees.)

With the 1993 amendments, most federal and D.C. government employees are now permitted to take an active part in political management or in political campaigns. However, some federal agencies and categories of employees continue to be prohibited from engaging in partisan political activity.

Federal employees should also be aware that certain political activities may also be criminal offenses under title 18 of the U.S. Code. See 18 U.S.C. §§ 210, 211, 594, 595, 600, 601, 602, 603, 604, 605, 606, 607, 610.

Federal Hatch Act Do's

Federal employees **may**-

- be candidates for public office in nonpartisan elections
- register and vote as they choose
- assist in voter registration drives
- express opinions about candidates and issues
- contribute money to political organizations
- attend political fundraising functions
- attend and be active at political rallies and meetings
- join and be an active member of a political party or club
- sign nominating petitions
- campaign for or against referendum questions, constitutional amendments, municipal ordinances
- campaign for or against candidates in partisan elections
- make campaign speeches for candidates in partisan elections
- distribute campaign literature in partisan elections
- hold office in political clubs or parties

Federal Hatch Act Don'ts

Federal employees **may not**-

- use official authority or influence to interfere with an election
- solicit or discourage political activity of anyone with business before their agency
- solicit or receive political contributions (may be done in certain limited situations by federal labor or other employee organizations)
- be candidates for public office in partisan elections
- engage in political activity while:
 - on duty
 - in a government office
 - wearing an official uniform
 - using a government vehicle
- wear partisan political buttons on duty

POLICY ON PREVENTING SEXUAL HARRASSMENT

Preventing sexual harassment continues to be a high priority within the Forest Service. Gender based discrimination, including sexual harassment, is a costly workplace problem. During 1999, all employees were required to complete trainings on "Preventing Sexual Harassment" and "Simple Justice." Both of these efforts were intended to promote a work environment in which employees are treated with dignity and respect, free from discrimination. While these efforts were significant organizational accomplishments, I believe it is important that we all be reminded again of our policy on this subject.

According to the Equal Employment Opportunity Commission, **sexual harassment** is any unwelcome verbal, nonverbal or physical advance, request for sexual favors or other verbal or physical conduct of a sexual nature when:

- ❖ submission to such conduct is made a term or condition of the individual's employment; **or**
- ❖ submission to, or rejection of such conduct is used as a basis for decisions about the individual's employment (e.g. performance evaluation, selection, training, etc.); **or**
- ❖ such conduct creates an intimidating, hostile or offensive work environment, **or** unreasonably interferes with the individual's work performance.

Any of the following workplace behaviors which meet this definition are examples of sexual harassment:

- ❖ verbal harassment or abuse of a sexual nature;
- ❖ subtle pressure or requests for sexual activity;
- ❖ unnecessary or unsolicited touching of an individual, for example, patting, pinching, hugging, repeated brushing against another employee's body;
- ❖ offensive sexual flirtation, advances, or propositioning;
- ❖ graphic verbal commentaries or jokes;
- ❖ sexually degrading words used to describe an individual; **or**
- ❖ display in the workplace of sexually suggestive objects, pictures, or writings.

Any employee determined to have engaged in sexual harassment will be subject to disciplinary action with the penalty set based on the severity of the particular circumstances.

Employees who believe they have been the subject of sexual harassment should seek advice and counsel from their supervisor, Human Resource Management (HRM), Equal Employment Opportunity Counselors, Federal Women's Program Managers, or a union official.

An electronic mailbox for reporting sexual harassment has been established in the WO HRM Staff. A person can confidentially send their name and number to this mailbox, and HRM will respond to that message. HRM will ensure the privacy of individuals, and allegations will only be divulged where necessary and appropriate. Persons wanting to speak directly with HRM can contact Sherry Hooper on (703) 605-5248.

HARASSMENT-FREE WORK ENVIRONMENT

POLICY: The Forest Service will not tolerate harassment based on race, national origin, religion, age, mental or physical disability, color, gender or any other factor such as sexual orientation, marital status, union affiliation, veteran's status, or political affiliation that might be used to categorize or identify any employee.

The national policy is our standard as the Region and PNW Station strive for a harassment-free work environment where people treat one another with respect. Managers, supervisors, and all employees as well as our contractors, cooperators, and volunteers have the primary responsibility for creating and sustaining this harassment-free environment (by example, by job supervision, by coaching, by training, by contract enforcement, and by other means). All employees, contractor personnel, and visitors must take personal responsibility for maintaining conduct that is professional and supportive of this environment. **Employees are specifically prohibited from provoking or harassing other employees or making unwarranted criticism or accusations against other employees.**

ACTION REQUIRED: Managers and supervisors must take immediate action to stop harassment, to protect the people targeted by the harasser, and to take all reasonable steps to ensure that no further harassment or retaliation occurs. Employees who witness harassment should report it to the proper authority.

LOCATIONS COVERED: The R6/PNW work environment covers any area where employees work or where work-related activities occur including travel. This includes field sites, government buildings, and other facilities such as fitness centers and campgrounds. Also included are vehicles or other conveyances used for travel.

WHAT HARASSMENT IS: harassment is coercive or repeated, unsolicited and unwelcome verbal comments, gestures or physical contacts and includes retaliation for confronting or reporting harassment. Examples of harassment include, but are not limited to, the following:

Physical Contact: Unwelcome touching, standing too close, inappropriate or threatening staring or glaring, obscene, threatening, or offensive gestures.

Verbal or Written Conduct: Inappropriate references to body parts; derogatory or demeaning comments, jokes, or personal questions; sexual innuendos; offensive remarks about race, gender, religion, age, ethnicity, sexual orientation, political beliefs, marital status, or disability; obscene letters or telephone calls; catcalls; whistles; sexual suggestive sounds; loud aggressive, inappropriate comments or other verbal abuse.

Visual or Symbolic Conduct: Display of nude pictures, scantily clad or offensively clad people; display of intimidating or offensive religious, political, or other symbols; display of offensive, threatening, demeaning or derogatory drawings, cartoons, or other graphics; offensive T-shirts, coffee mugs, bumper stickers, or other articles.

Individuals who believe they are being harassed or retaliated against should exercise any one of the following options as soon as possible:

Tell the harasser to stop the offensive conduct; and /or
Tell a manager or a supervisor about the conduct; and/or
Contact your personnel office, a Special Emphasis Program Manager or other individual you trust that would take action.

Conducts & Ethics Section

PENALTIES: Any employee who engages in harassment will face consequences ranging from verbal warnings and letters or reprimand up to and including termination from employment, depending upon the seriousness of the misconduct. Managers and supervisors who do not take action when they know or suspect that harassment is occurring will face the same range of consequences. Contractor staff who engages in harassment may be subject to comparable penalties from their employers, and a contractor who fails to enforce this policy may have the contract terminated. Visitors who harass may be removed from any workplace and prevented from returning.

We are striving for a harassment-free work environment. **Although we may have different views, we all want to make the Forest Service a better place to work. Let's work together to make this happen!**

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

SECRETARY'S MEMORANDUM 4200-1
WORKPLACE VIOLENCE PREVENTION

1 **PURPOSE**

This memorandum reiterates the policy of the Department of Agriculture on the prevention of Workplace Violence. Violence and threats of violence have become linked increasingly with the Federal workplace. Their origin can be internal from our coworkers, or external from our clients or others.

2 **BACKGROUND**

Intervention by trained personnel often can resolve conflicts at an early stage, thereby lessening the potential for violence. All employees must know how to access the Employee Assistance Program for personal counseling services, organizational assessment, and managerial consulting.

Federal law prohibits the knowing possession /1/ of firearms or other dangerous weapons /2/ in Federal facilities. This includes Government-owned and leased space, Government-owned and leased vehicles, and personal vehicles when used on official business, or when parked in Government-owned or leased areas. Exception may be made only if the possession of the weapon is an approved job requirement.

3 **POLICY**

Threats of acts of violence against persons or property will not be tolerated. This includes acts of intimidation or harassment, or other inappropriate behavior which causes fear for personal safety. These can be cause for serious disciplinary action and possible criminal charges.

4 **RESPONSIBILITIES**

Subcabinet Officials will ensure that policies and procedures to prevent and to respond to workplace violence are implemented at all work sites. This includes the availability of an effective employee assistance program. Also required is implementation of a process to identify, report, monitor, and respond to specific areas with a high potential for workplace violence. Managers, supervisors, and employees must be made aware of these policies and procedures; their shared responsibilities for preventing, reporting, and responding to threats or acts of violence in the workplace; and the need to report all threats or acts of violence to supervisors or managers. In case of emergency, report directly to local security or law enforcement officials.

DISTRIBUTION: 42

OPI: OHRM

Forest Service Explanatory Notes:

/1/ Possession - includes carrying or possessing a dangerous weapon in a Federal facility. In the case of explosives, this includes all Federal property, (41 CFR 101-20.313). "Federal facility" means a building or part thereof owned or leased by the Federal government, where Federal employees are regularly present for the purpose of performing their official duties (18 USC 930 (g) (1)).

/2/ Dangerous weapon - means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 USC 930 (g) (2)).

Workplace Violence

Violence, or the threat of violence, by or against any employee of USDA is unacceptable, and will subject the perpetrator to serious disciplinary action and possible criminal charges. Each employee should report all acts of workplace violence promptly to supervisors or managers, and in case of emergency, directly to law enforcement officials.

Possession, use, or threat of use of a deadly weapon is not permitted at work, including in a Government vehicle, unless as a necessary and approved requirement of the job.

Violence occurs at different levels of intensity and usually increases over time. It can take many forms, including constant arguing, belligerence, harassment, swearing at others, intimidation and bullying, on up to violent outbursts, fistfights, stabbings, shootings, sexual assaults, threats of suicide and domestic violence.

Early warning signs include:

- Sudden personality changes
- Irrational comments
- Behavior that suddenly turns aggressive
- Open comments about being treated badly, wanting to “get even”
- Job performance becomes erratic
- Routinely violating agency policies
- Frequent disputes with coworkers and/or supervisors
- Obvious physical signs

Threats or acts of violence must be acted upon immediately. Document threatening behavior and report the information to your supervisor who can then investigate and notify higher officials or report directly to law enforcement officials.

Limited Personal Use of Telecommunication Resources and Office Equipment (Based on Departmental Regulation 3300-1)

(As agreed to by the FSPC - 3/28/00, confirmed 6/14/00)

This policy authorizes the limited personal use of telecommunications resources and office equipment by USDA Forest Service employees in the workplace on an occasional basis provided that the use involves minimal expense to the government and does not interfere with official business. Occasional personal use of telecommunications resources and office equipment shall normally take place during the employees' personal time. Official government business always takes precedence over the personal use of telecommunications resources and office equipment. Application of this policy is subject to the following criteria and inappropriate personal uses listed below.

This policy is to be applied using the following criteria:

1. Employees who have questions related to the application of this policy are expected to contact their supervisor for a determination on appropriate use.
2. Application of this FS policy within the same management unit must be applied consistently, with exceptions based on individual circumstances (e.g. misuse, special employee needs, etc.)

Inappropriate Personal Uses

1. Any personal use that causes congestion, delay, or disruption of service to any government system, equipment or service, including but not limited to: large electronic file attachments, "push" technology on the internet, other continuous electronic data streams that can degrade the network, frequent or lengthy personal local phone calls/faxes, or more than occasional use of a copier to make 1-2 personal copies.
2. Using the government systems as a staging ground or platform to gain unauthorized access to other systems (i.e. hacking).
3. The creation, copying, transmission, or retransmission of chain letters or other unauthorized mass mailings (i.e. to lists of multiple unknown recipients where no official business relationship exists) regardless of the subject matter.
4. Using the government office equipment for activities that are illegal, inappropriate, or offensive and, if done absent use of such equipment would be deemed misconduct (e.g. hate speech, offensive jokes/ stories/language).
5. The unauthorized acquisition, use reproduction, transmission, and distribution of computer software or other material protected by national and international copyright laws, trade marks or other intellectual property rights.
6. The creation, downloading, viewing, storage, copying or transmission of sexually explicit or sexually oriented materials, illegal gambling, illegal weapons, workplace violence, or activities otherwise prohibited by law or regulation.
7. Use for commercial purposes or in support of "for profit" personal activities or in support of other outside employment, business activity (e.g. consulting for pay, sales or administration of personal business/financial transactions, sales of goods or services).
8. Engaging in any outside fund raising activity, endorsing any product or service, participating in any lobbying activity, or partisan political activity, unless authorized by law or labor contract.
9. Sending or posting agency information to external newsgroups, bulletin boards or other forums without authorization.
10. Any use that generates more than minimal additional expense to the government. An employee who exceeds a reasonable expense threshold will normally first be cautioned before administrative action is taken for subsequent similar offenses.

ADMINISTRATION

ADMINISTRATIVE PRACTICES AND PROCESSES

A. PAY

Pay varies according to the grade level and the classification of the job you are doing. Most positions in the Forest Service are paid under the General Schedule (GS). Craft and trade jobs are usually exempt from the GS and are paid under the Federal Wage Grade (WG).

Federal employees are paid by check or direct deposit every two weeks. You should receive your first paycheck about 21 – 24 days after you begin work. We transmit timesheets every two weeks, you work two weeks and pay is transmitted to NFC, about 1 ½ weeks later you receive your first paycheck depending on whether you have signed up for Direct Deposit or not. From that point on the pay is received every two weeks. Your paycheck will be mailed to the address/Direct Deposit you designate.

The final check will be issued after employment ends unless the person owes the Government money or property in which case the money or property value will be deducted from the final check.

1. WORK WEEK:

The basic hours of work are 8 hours a day, 5 days a week. All full-time employees work 40 hours a week. The District permits flexible work schedules as approved by supervisors. On a flexible work schedule you can work more than eight hours a day, but this is not considered overtime if you work no more than 40 hours a week/80 hrs per pay period, if you work more than 80 hrs per pay period, you will be paid the overtime rate of 1 ½ times your regular hourly rate. If your work requires you to work under hazardous conditions, you may be compensated with hazard pay. Various differentials exist to cover regularly scheduled night, weekend, and holiday work. Wage grade employees are paid differentials. Of course, all these changes in your regular rate must have prior authorization by your supervisor.

2. LEAVE:

Most employees are entitled to earn annual and sick leave. Employees earn a certain number of hours each pay period depending on the number of years of Federal Service they have.

- a. *Annual Leave:* Annual leave is provided to employees to enable them to be away from their work and still earn their regular salary. Annual leave *must* be requested from your supervisor in advance. As a full-time employee with less than three years government service, you earn four hours of annual leave per pay period. After three years you will earn six hours per pay period and after 15 years you will earn eight hours of annual leave per pay period. **You must earn leave before you use it.**

The maximum annual leave you can carry over to a new year is 240 hours. At the end of your employment, if you have unused annual leave, you will be paid a lump sum for it. *We cannot advance annual leave to temporary employees.*

- b. *Sick Leave:* Sick leave is provided to employees who are sick and have an appointment with a physician or dentist, etc. A supervisor can require a written statement for any period if he or she has reason to believe that sick leave is being abused. Sick leave may not be used to replace annual leave. All full-time employees earn four hours of sick leave each pay period. **An employee on sick leave must notify the immediate supervisor each day the illness continues.**

When you retire from the Forest Service under the CSRS retirement plan, your official retirement date is adjusted according to how much sick leave you have accrued.

Administration Section

In addition, The Federal Employees Family Friendly Leave Act (FEFFLA) provides some additional uses of sick leave. Under the Act:

Full-time employees may use 40 hours of sick leave each leave year to care for a family member or to make arrangements for or to attend the funeral of a family member. Employees who maintain a balance of 80 hours of sick may use up to 104 hours of sick leave each year. Employees with part-time or uncommon tours of duty should contact their personnel office for the number of hours they are eligible to use.

There is no longer a 3-year break in service limitation on the re-credit of sick leave for former employees who return to Federal employment on or after the effective date of the FEFFLA.

Employees may use sick leave for purposes related to the adoption of a child.

- c. **Leave Without Pay (LWOP):** Leave Without Pay is usually used when you need time off and have exhausted your sick and annual leave. Your supervisor approves this leave **in advance**.
- d. **Away Without Official Leave (AWOL):** Absent Without Official Leave is used when your supervisor has not approved time off. AWOL is subject to disciplinary action.

If you are on a part-time tour, annual leave and sick leave will be earned depending on the amount of regular hours you work.

Once your LWOP and/or AWOL exceed 80 hours or 80-hour intervals, you do not earn any leave that pay period. Check with personnel for details.

IF YOU ARE ILL OR UNABLE TO REPORT TO WORK, BE SURE TO NOTIFY YOUR SUPERVISOR WITHIN A FEW MINUTES OF THE START OF THE WORKING DAY.

3. EXERCISE RELEASE TIME

The Cowlitz Valley Ranger District has an exercise release program. The purpose of this program is to make employees more valuable to their employers and themselves in regards to safety, productivity, mental health, and physical fitness. This program is a privilege and not a right of the employee. Exercise release time can be revoked by the employee's supervisor any time the privilege is abused.

The agreement authorizes an employee with an approved Wellness Plan, by the immediate supervisor to receive matching time up to a maximum of 2 ½ hours per week. The matching time can be used in either 15 or 30-minute increments. In addition, this time is only matched on workdays when the activity takes place. Activities, which take place on non-workdays, weekends, and while on leave will not receive matching time. Wellness activities can occur outside established work hours and still receive matching time.

4. OVERNIGHT TRAVEL

If in carrying out your duties for the Cowlitz Valley Ranger District it is necessary for you to be away overnight, you will be paid a per diem rate to cover lodging and meals. Per Diem rates vary depending on the location of your work. If you are assigned to a fire duty (not slash burning), you will receive \$3.00 for incidental expenses if all meals and lodging are furnished. If all meals and lodging are not furnished you will be compensated for meals & lodging according to current MIE & lodging rates.

Supervisors must initial travel claims where an employee is claiming mileage for the use of their personal vehicle.

TRAVEL POLICY: In the process of traveling, our employees are under constant scrutiny by the public. This often leads to public complaints about Forest Service vehicles being parked where they should not be parked and wasting public tax dollars visiting restaurants or grocery stores, employees should use good judgment. Public complaints result in a District inquiry into the situation to determine the reasons for being at that particular location during work. The following discussion is to clarify the District's policy regarding stopping in a government vehicle while on the job.

Normally there should be only five basic reasons for stopping a vehicle on the District. These are:

1. **Work related.** This would include necessary stopping in town to visit businesses, which would related to your job.
2. **Host reasons.** If you see someone stopped along the road with a confused look on their face, a good host would stop to see if they could be helped.
3. **Safety reasons.** If your driver is nodding off, you need to stop and walk around the vehicle. If it takes a cup of coffee to wake the driver up, get it! Stop every 2 hours when driving – S&H Handbook.
4. **Bathroom stops.** Natural functions require stopping and you can't always plan when or where to stop.
5. **Emergencies.** If we can stop to render aid in an emergency situation, we should do so.

5. PURCHASING RULES:

Only personnel with delegated purchasing authority are authorized to purchase supplies and services. Always check with your supervisor and the Administrative Support Assistant when you need supplies. Various people within your department have access to use Visa cards for up to \$2500.00. **Purchasing supplies without proper authorization will result in you paying for them, we can no longer write checks to employees to reimburse them for supplies they have purchased.**

There are General Service Administration (GSA) catalogs, called Federal Supply Schedules (FSS), for practically all items the Forest Service uses. Certain items must be purchased from GSA (procured by GSA from Federal Prison Industries and/or committee for purchase from the blind and other severely handicapped). We can also purchase supplies from Office Max, Office Depot, Wal-Mart, Costco etc. We do not pay sales tax, if you are authorized by you supervisor to make small purchases we have a Tax ID number; you can get a copy of this from the Administrative Support Assistant in Randle. If you need to purchase something, you can fill out the purchase order form, get your supervisors signature and bring it to the Administrative Support Assistant and she will order it for you.

Purchase orders are used for rental agreements and the procurement of supplies or services not otherwise obtainable through GSA. Visa cards and checks are now available for payment of purchasing needs.

Plan ahead when purchasing and always check with your supervisor.

ACCIDENT REPORTING PROCEDURES

Personal injury:

If you sustain an injury on the job there are at least two forms you need to make sure are filled out. If you need medical care there are three additional forms that you will need to take to the doctor or clinic. This handout has been written so that you know what forms you need and what each of them are used for.

If injured, two forms are needed:

- **CA-1:** Fill out form CA-1 even if you are not going to the doctor. Sometimes slight injuries don't seem to bother you at the moment but later require a doctor visit (if employees do not fill out a form CA-1, they may have to pay their own medical bills). When there is a delay between the time of injury and the time the paperwork is done there could be doubt as to whether or not the injury actually occurred on the job. Supervisors should encourage employees to fill out CA-1's; it can save numerous headaches later on. Filling out a CA-1 does not have a negative effect on your employment or safety record; it is a way of covering yourself if something develops at a later date. CA-1's need to be filled out in SHIPS, this is the official reporting method. When the supervisor completes their portion of the CA-1 it needs to be sent by Fed Ex to the Albuquerque Service Center.
- **Electronic notification:** Whenever there is a CA-1, the supervisor needs to do the electronic Accident Notification Form within 24 hours. The supervisor will fill it out and send it to Forest Headquarters, they need to print a hardcopy for signatures, the DLT person for the department initials the form, then it goes to Kristie for signature. After Kristie has signed the form it goes back to Anna for processing. If anyone needs the form sent to them electronically let Anna know and she can forward it, supervisors should keep a copy in their space to use when needed.

If you require medical attention three additional forms are needed:

- **CA-16:** When you visit a doctor you need to take form CA-16, this is an authorization for treatment, it has to be requested through the Albuquerque Service Center. The employee or their supervisor can make the request. You will need to call the ASC at (877) 372-7248, press 2 for Human Capitol Management. You will need the name, address, fax and phone numbers for the doctor/medical facility you are going to, ASC will do the authorization and fax it to the medical facility/physician. In an emergency district DLT members can sign the CA-16. Supervisors are not authorized to sign CA-16 forms. If you are referred to another doctor or medical facility for treatment an additional CA-16 is not required. After employees have gone to the physician/medical facility they need to work with ASC and OWCP to get bills paid. **THIS IS A BIG CHANGE FROM PREVIOUS YEARS.** We can no longer pay for medical bills or prescriptions from the district. Every doctor visit etc will have to go through OWCP for payment. We will assist you with the paperwork as much as possible.
- **CA-17:** The supervisor fills out their portion of the form, this tells the doctor what kind of activities the employee does in the normal course of their job. The doctor fills out the form and the EMPLOYEE returns it to the unit, this tells the supervisor if the employee is supposed to be on light duty and when their next doctor appointment is if they have one scheduled. Each time the employee returns to the doctor he/she needs to take a CA-17 and return with it completed. If you are referred to another doctor from the original doctor you only need to take a CA-17 with you, no other paperwork is required at this time. Doctors and clinics will tell you they do not have time to do this and will send the CA-17 along later, be firm and tell them you are not leaving their office without the form!
- **Champus 1500:** This is our insurance claim form for on the job injuries. This form should be given to the doctor who will use it later to request payment. You do not need to bring this form back to the district it stays with the doctor.

ADDITIONAL NOTES:

Administration Section

Whenever it is not a situation crisis requiring an ambulance or emergency treatment, schedule doctor visits at clinics because they are much cheaper than emergency rooms. Anna will be more than happy to get the right forms, get them signed and make appointments for employees that are injured and do not require emergency treatment. If an employee is seriously injured the most important thing is to get them treatment. Paperwork can be faxed in; we usually call ahead to alert local facilities if we are bringing in an employee in an emergency situation.

Note: We use OWCP (Office of Workers Compensation) which is federally administered, **NOT L&I** which is administered by Washington State. Some clinics and medical facilities automatically bill L&I so we need to be sure to let them know they need to bill OWCP.

SHIPS: SHIPS is the new reporting process for personal injury accidents, after the Accident Notification has been sent and the CA-1 completed the accident must be reported through the SHIPS program. Employees will need to go into Dashboard to do this. The employee will put in the required information and send it to their supervisor; the supervisor will go in (through Dashboard) and verify the information, complete the supervisor portion of the report and send it to FH. Temporary employees who do not have access to Dashboard will have to take their completed CA-1 to Anna and she can send it to the supervisor for them.

Administration Section

Every Forest Service vehicle should carry accident packets with current forms in them, if you do not have these forms see Anna and she will give you a packet. If you have any questions about filling out CA-1's or any of the other forms please ask. Accident packets are also available in the front office and we can help you fill them out.

SOME LOCAL MEDICAL FACILITIES ARE:

Randle Clinic (Daryl Conklin, P.A.)
108 Kindle Road
Randle, WA 98377
Ph# (360) 497-3333

Morton Medical Center
531 Adams
Morton, WA 98356
Ph# (360) 496-5145

Steck Medical Clinic
1299 Bishop RD.
Chehalis, WA
Ph# (360) 748-0211
Urgent Care: Mon-Fri 7am-10pm, Weekends 5pm-10pm

Steck Medical
1707 Cooks hill RD
Centralia, WA
Ph# (360) 736-9822
Urgent Care: 5pm - 10pm 7 days/wk

Peace Health Group
US HWY 12
Mossyrock, WA
Ph# (360) 983-3711

Motor Vehicle Accidents: All MVA'S will be recorded in SHIPS

All Forest Service vehicles should have accident packets with the correct forms. If you are involved in a minor accident with no injuries, no third parties, and the vehicle is ok to drive, you will need to have Dean Lawrence look at it. Dean is the fleet manager for CVRD and will determine if you need to get estimates etc according to fleet regulations.

If you are involved in an accident with major damage/injuries/3rd party, Law Enforcement will investigate; you will need to fill out the correct forms.

The supervisor will have to fill out the electronic notification FS-6700-2 within 3 workdays.

THE DRIVER FILLS OUT:

SF-91 MVA report -

SF-94 Statement of witness-

OF-26 Data Bearing Upon Scope of Employment of Motor Vehicle Operator-

OTHER INFO THAT MAY BE NEEDED:

Investigator's narrative (3rd party or serious incidents)-

Estimates of repair-

FS-6700-8 Report of Incident to Other Than Employees (as needed)-

Police Reports if available-

Photos-

AND: any injury forms that may be applicable.

When an employee has an MVA the supervisor needs to pull their government driver's license until the District Ranger has a chance to review the accident. The Ranger will determine when/if the employee gets their license back.

Cowlitz Valley Ranger District Standard Procedures For Vehicle Use, Maintenance, and Accidents

General Instructions:

Normally, the driver is responsible to assure any vehicle under his/her control is in safe working condition, and is properly used. In addition, the supervisor of the department to which the vehicles are assigned will be responsible to assure that those vehicles are kept in safe working order and clean inside and out. **DISTRICT POLICY** is that all vehicles will be driven with lights on. **Vehicles are not to be operated if any safety item is not working.**

Tires

All Working Capital Fund tire repair or purchases should be done on a Blanket Purchase Agreement at Rod's Tire Service in Randle. **All tire replacement purchases must have prior approval.** WCF from the Forest Fleet manager. If away from station on a trip tire repair can be made on the Gov't credit card or GSA card if under \$100.00. Dean Lawrence is the District Fleet Manager.

Again all tire replacements have to have prior approval from the Forest Fleet Manager, invoices need to have a legible signature, vehicle number, mileage, date and BPA # (obtain from Anna)

Services

Oil changes and lubes will generally be completed at Dotson's Automotive or M & C Auto Service. WCF vehicles every 4000 miles. It is up to the driver to keep track of the mileage look at stickers in the windshield. WCF vehicles will be paid by Anna, at Dotson's Automotive or M&C Auto Service **sign the invoice** and make sure BPA and vehicle numbers are listed on the invoice.

Credit Card

Credit Cards are to be used to purchase fuel and emergency services only. The limit for credit cards is \$100.00 for vehicle repairs check with shop at the District. If you have a road emergency, call back to the District for instructions. If you are unable to contact the District for any reason, contact Jeff Tanasse or Tom Maffeo at Forest Headquarters at 360-891-5021 or 5022.

Receipts

All receipts and other papers will be turned into Anna. **All receipts must have vehicle license number, legible signature and mileage on them. Failure to turn in receipts can result in employee paying for services.**

Mileage Reporting

Complete form 7100-9 (the old 808) for each vehicle, and turn in to Fleet (Dean Lawrence), Randle by the 14th of each month. Mileage for each vehicle will also be turned in on the 14th of each month to Dean Lawrence (Engineering), Randle.

Fuel

All fuel is purchased at local gas stations on government credit cards.

Cowlitz Valley Ranger District Guidance for Vehicle Repairs

This document has been written to provide basic, consistent guidance for service and repairs to vehicles used by employees of the CVRD. It walks employees through the initial vehicle inspection, through regular vehicle maintenance, to the final repairs and documentation of those repairs on 808 forms.

Vehicle Inspections

The Form 7109 ("808") inspection of your vehicle takes place once every month, and is a mandatory responsibility for each person with a vehicle assigned to him or her. Blank forms are available in the hallway outside of the Administration area in Randle. There will be a form installed online by Dean Lawrence, there already is a tracking sheet on the wall at the Randle location, which is how the fleet managers, and everyone else, can keep track of which vehicles have been inspected, need repairs, etc. **Be sure to print your NAME, VEHICLE #, and DATE on your 7100-9 form, and turn in ALL completed 7100-9 forms at the Randle location.**

Vehicle Maintenance

Often times, you will find that the windshield wiper fluid is low, or a headlight bulb needs to be replaced. These are usually basic maintenance items that you can take care of yourself. Basic maintenance items can be picked up over at the FS maintenance shop (across Hwy 12 from the main district building), or at the NAPA store in Morton, or East County Auto in Glenoma (obtain BPA number for each purchase). If you are away from your home unit, emergency maintenance items that are appropriate to pay for with the vehicle credit card include: gas/diesel, oil-lube, wiper blades, bulbs, emergency tire repairs, belts, etc.

Vehicle Repairs

Anything more extensive than what is listed above will fall under the heading of "Repairs", and these are items that may be charged to the vehicle. The management code is typically 94 + vehicle number, or the general WCF code 901601. Any vehicles that need repairs that cost over \$100.00 need to have prior approval from the Forest Fleet Manager; Tom Maffeo. If you take a vehicle in for any repairs you will need to get an estimate of the cost and contact Tom Maffeo for authorization. Dean Lawrence the District Fleet Manager should be notified before repairs are done on FS vehicles. If it's a local vendor be sure to get a BPA number from Anna. **When you pick up the vehicle and determine that the problem has indeed been fixed, print your NAME, VEHICLE #, and DATE on the bill and sign it. After returning back to station with the repaired vehicle, you need to sign and date that month's 7100-9 form at the bottom, documenting that the problem has been fixed.**

Who to Call if you Have Questions:

**Dean Lawrence, Fleet Manager
Cowlitz Valley Ranger Station
360-497-1162**

**Anna Hugh
Administrative Support Assistant
360-497-1115**

BUNKHOUSE RULES and LEASE AGREEMENT

(For use with employees paying thru payroll deduction and individuals or groups when payment will be by job code, i.e. Volunteers. Those under Special Use Agreement, use the Special Use permit.)

OBJECTIVES: To define criteria for the allocation and management of the bunkhouse space on the Cowlitz Valley Ranger District.

POLICY: The management of the bunkhouse will be based on the statements below:

1. Occupancy of the bunkhouse is not a right of an employee or permittee, nor is it an obligation of the Forest Service to provide living space.
2. The granting of space will be based on the employee or permittee's acceptance of the terms and conditions as stated in this Lease Agreement.
3. The rules and conditions will be based on the philosophy that each individual is responsible for the assigned living space, including common areas such as the restrooms, kitchens, etc., and the adherence to the rules.
4. Infractions of the rules and/or conditions may result in the loss of the privilege of living in the bunkhouse.

BUNKHOUSE RULES

The following list of rules for persons staying in the Forest Service bunkhouses is for their benefit and as required by Health and Safety Regulations. Violations of the rules may result in the employee being told to move out, face disciplinary action & be fired.

1. Each person is required to keep his or her area clean. In addition to your personal area, share in keeping restroom, kitchen, and common areas clean.
2. The Forest Service will furnish only toilet paper and cleaning supplies required to clean the bunkhouse. Request supplies needed through your bunkhouse representative. Your bunkhouse representative is: _____
3. Do not attempt to repair any items yourself. Report any items in need of repair to your bunkhouse representative.
4. There will be no animals allowed inside the bunkhouses, do not bring pets.
5. Lights, radios, and all noise making equipment shall be turned off at 10:00 pm. "Quiet hours" are from 10 PM to 10AM.
6. No smoking is allowed in the bunkhouses. If you smoke outside do not throw cigarette butts on the ground, put them in a container.
7. Do not wear caulked boots in the bunkhouses.

Administration Section

8. No horseplay in the bunkhouses -- there is plenty of room outside.
9. Park only in designated areas. Do not park on grass! No hot-rodding in the compound. Speed limit is 10 mph.
10. Stay out of other buildings in the compound after working hours.
11. There will be no moving of beds or other equipment in the bunkhouses without prior approval from Danna Hadley.
12. Absolutely no fighting. Anyone involved in fighting will be immediately told to move out/vacate the bunkhouse, and may face additional disciplinary action. This is a **ZERO** tolerance item.
13. Possession and use of alcohol is **prohibited** in the bunkhouse and on the Forest Service compound, **EXCEPT** when **ALL** of the following conditions are met:
 - a. You are 21 years of age or older.
 - b. Consumption does not violate direction in FSH 6143.03 (attached), particularly part 17a ., and
 - c. Consumption does not infringe on the rights of others.
14. Firearms are prohibited in the bunkhouses. No exceptions. Firearms legally in your possession may be stored legally in your personal vehicle...unloaded and with ammunition stored separately. Firearms may not be discharged on the compound.

FSH 6445.3 Maintenance and Occupancy Requirements

15. The occupant of Government quarters shall pay for damage beyond normal wear and tear.
16. The government shall perform all alterations and improvements to the quarters.

FSH 6143.03 Drug and Alcohol Use

17. R6/PNW employees who engage in prohibited activities will be subject to disciplinary action, and will be immediately told to move out/vacate the bunkhouse. This is a **ZERO** tolerance item.
 - a. Prohibited alcohol behavior includes the following:
 - (1) Alcohol use on duty.
 - (2) Alcohol use off duty, which adversely affects the efficiency of the service (including job attendance, conduct, performance, safety, or the mission of the Forest Service).
 - b. Prohibited drug behavior includes the following:
 - (1) Misuse of prescription drugs or over-the-counter medications on or off duty, which adversely affects the efficiency of the service (including job attendance, conduct, performance, safety, or the mission of the service).

Administration Section

(2) Use of illegal drugs on or off duty.

(3) Possession, sale, cultivation, manufacture, or distribution of illegal drugs on or off duty.

1. Maintenance of Leased Space

A. Lessee is responsible for the cleanliness and neatness of the common areas of the bunkhouse, assigned room, bathroom, kitchen, and the yard, in order to avoid a health and safety hazard to Lessee or other persons.

--Halls and passages will be kept clear of trash and personal gear.

--The kitchen area will be kept in a neat and clean condition. The refrigerator will be cleaned when food and drink spills first appear. All unwanted food will be removed prior to vacating the bunkhouse or prior to the time that the food or drink becomes spoiled. The countertops will be continually maintained in a sanitary manner.

--The stove will be maintained in a grease-free condition and spills will be immediately removed.

--The sinks will be kept free of garbage and dirty dishes and will be rinsed after each dishwashing.

--The bathroom area will be kept in a neat and clean condition. Showers, sinks and toilets will be continually maintained in a sanitary manner.

--All trashcans are to be dumped at least weekly.

--Recycling is encouraged but must be removed to a recycling center at least weekly.

B. At the end of occupancy, Lessee MUST remove all personal belongings and deposit all refuse into the dumpster and ensure that items in "A" are completed.

C. Lessee will request a checkout form from the Bunkhouse Coordinator AT LEAST 24 HOURS in advance of Lessee's last working day. This move-out inspection will be performed by Lessee and their Supervisor (if an employee). Lessee under Special Use Permit should contact the Bunkhouse Coordinator or Facility Manager for a move-out inspection.

2. Lessee Liability

The Lessee is liable to the Lessor for any and all damages to facilities (beyond normal wear and tear) that have been determined to be caused by the Lessee during their occupancy. Financial restitution will be settled prior to the issuance of the Lessee's final paycheck and will be withheld from said paycheck. For persons under Special Use Permit, collection for damages will be made in accordance with their Special Use Permit.

BUNKHOUSE INSPECTIONS

The reason for bunkhouse inspections is to assure that the buildings in the compound area are not damaged or abused and cleaned prior to occupants leaving. Occupants of the bunkhouse are responsible for the cleanliness of their areas. Communal areas are the responsibility of all persons assigned to that area. Please realize that the communal areas are used by other people and have the courtesy and respect to keep the areas clean for other peoples use.

Communal areas of the bunkhouse will be inspected on a regular two week schedule during normal working hours. If unsatisfactory conditions are identified, each person using the communal area will be notified that corrective action is needed. Continued problems will result in one or more of the occupants being denied bunkhouse privileges.

Individual living quarters will be inspected prior to occupants moving in, and general conditions of the quarters will be described on the form. Before an occupant leaves, the quarters will be re-inspected to check for cleanliness and to assure that no damage has occurred. If the area is unsatisfactory the occupant will be given a chance to correct any problems. If the problems are not corrected the occupant will be sent a bill of collection or their last check may be garnished to pay for any necessary repairs.

- 3. **Binding Effect – The terms and provisions hereof shall be binding upon the Lessee, subject to Article 6400 FSM, and violation of such provisions will result in immediate cancellation (termination) of this Agreement and subsequent removal of Lessee and Lessee’s personal property from the Bunkhouse.**

FSH 6445.3 Maintenance and Occupancy Requirements.

LESSEE _____
(Signature) (Date)

LESSOR _____
Kristie Miller, District Ranger

SAFETY

EMPLOYEE RIGHTS AND RESPONSIBILITIES, SAFETY AND OCCUPATIONAL HEALTH

The purpose of this memorandum is to inform all employees of their rights and responsibilities in the area of safety and occupational health. These rights and responsibilities are established by the Occupational Safety and Health Act (OSHA), Section 19, and by 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.

Employee Responsibilities:

1. Employees are responsible for compliance with safety standards, rules, regulations, and orders issued by the USDA Forest Service (FS) which are applicable to his/her actions and conduct (29 CFR 1960.10, OSHA Section 19, EO 12196).
2. Employees are responsible for using safety equipment, personal protective equipment, and other devices and procedures provided or directed by FS, and necessary for their protection (29 CFR 1960.10).
3. Employees have the responsibility, and the right, for reporting unsafe and unhealthful working conditions. These reports will be made to the first-line supervisor, or may be made directly to the local safety manager/coordinator. After all FS channels have been exhausted, employees may also report directly to OSHA by telephone or in writing (29 CFR 1960.10, 1960.28).
4. Employees are responsible for the immediate reporting of occupational accidents/incidents to their supervisors (FSM 6731.04).

Employee Rights:

1. Employees are protected from restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthful working condition, or other participation in FS safety and occupational health activities (29 CFR 1960.46).
2. Employees have the right to remain anonymous when reporting unsafe or unhealthful working conditions (29 CFR 1960.28).
3. Employees have the right to decline to perform an assigned task because of a reasonable belief that, under the circumstances the task poses an imminent risk of death or serious bodily harm coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures (29 CFR 1960.46).
4. Employees shall be authorized to participate in FS safety and occupational health activities (29 CFR 1960.10).

All employees are expected to work safely and to follow safety regulations. Employees are required to report safety hazards and unsafe practices to their supervisor IMMEDIATELY.

Safety Section

1. **Motor Vehicle Safety:** Employees who are authorized in writing to drive Government-owned or leased vehicles are required to drive defensively. This means following the proper speed for the road and weather conditions and giving the other person the right-of-way. If the vehicle the employee is driving is involved in an accident, the employee must report the accident immediately and complete an accident report within 24 hours. Failure to do so could result in disciplinary action.
2. **Personal Safety:** Employees are expected to remain alert and work safely. Employees who are injured on the job must fill out an accident report. If the injury requires treatment by the physician, the proper forms authorizing treatment at Government expense will be provided before treatment unless the treatment is urgent to save life or limb.
 - a. Employees must ensure that the laws and policies established for public safety and for the management of Forest lands and resources are strictly enforced. Employees must become aware of these requirements to make sure they do not violate them.
 - b. Forest Service Employees residing in the bunkhouse must abide by the rules described in Bunk House Regulations.
 - c. You are required to assist the Inspector General and other investigative officials. This requirement includes the giving of statements or evidence to Investigators authorized to conduct investigations into potential violations. (Note: You always retain your constitutional rights, including the rights to counsel and against self-incrimination.)
 - d. Each department has a representative on the Health & Safety Committee.
 - e. Refer to the Forest Service Health & Safety code handbook & the Cowlitz Valley Ranger District Health & Safety Plan for more information.

PUBLIC ASSISTANCE / PERSONAL SAFETY STANDARDS

From time to time, many of us encounter visitors in the field who will ask for or appear to need various kinds of assistance, most often related to disabled vehicles. You may also encounter people walking alone, lost, abandoned, or injured, etc.

As a good host and Forest Officer, we each have a certain responsibility to provide reasonable, appropriate service to people in need, but the kind of service varies with your level of authority and training, and with the specific situation.

Such service is not without risk and is also limited by regulations, policies, and your common sense. In all cases, the health and safety of our employees is of greatest concern.

Basic Policy

The basic rule of thumb is that you should offer whatever help can be provided without placing yourself or government equipment in danger and without creating a situation in which the government may be liable for damages to personal property or injury to the person you are assisting.

Generally, you may not give a person a ride out of the woods in a government vehicle, work on their vehicle, or attempt to move or tow their vehicle. If the person is not in immediate danger due to health, injury, weather conditions, etc., you should offer to use your radio to call the office to get necessary assistance—usually a call from our office to a family member or friend, or to call a tow service.

Exceptions:

- If the person may be in danger of injury or significant deterioration of health if you do not transport them immediately, you may do so with any appropriate precautions, such as First Aid, stabilizing them in the vehicle, etc.
- If you can diagnose a vehicle problem and fix it with the tools you have available in a matter of minutes, you may do so. Examples might be a loose ignition wire, stuck choke, flooded engine, etc. If the work is relatively simple, you should encourage the persons to do it themselves (to reduce your exposure to liability). Be sure to ask permission before entering or working on the vehicle. Your work should be the minimum to get them on the road again. If the vehicle is unsafe, strongly recommend that they call a tow truck, or offer to radio for a tow for them.
- If the visitor's vehicle has a dead battery and jumper cables are available, you may use your vehicle to start the other vehicle, provided you require the visitor to attach the cables to their battery and ground.
- If a vehicle is disabled in a position that may create a hazard to local traffic, you may move it to a safe location if it can be done safely and with their permission. Be very careful with pushing, as damage to fenders or body is very possible. If you use a cable or towrope, require the stranded persons to attach the cable or rope to their own vehicle. If they are unable to do so, have them approve your attachment of the cable or rope.
- If the owners do not want you to move their vehicle and it is a safety hazard, provide traffic control with people and/or flares or reflective hazard markers until help arrives.
- Discussing alternatives and possible consequences and getting the owners' permission before doing anything to their vehicle can be done in the course of a normal contact conversation without being too formal and procedural, but it is important that you have clear permission to assist the person, touch the vehicle, enter the vehicle, etc.

Request for a Tow Service

If the party wants you to call a tow service, advise them of the available services and their locations (which may affect the cost). It is necessary to have the visitor make the choice of tow services so we won't be liable for a high tow bill. When you radio for assistance, have the following information ready:

- Vehicle License Number (and State)
- Vehicle Description (make, color)
- Driver's name
- Number of persons in vehicle
- Location of Vehicle

First Aid

If a person is in need of First Aid and you are certified, you may provide first aid treatments to the limit of your training. If at all possible, do not allow the person to drive if they are likely to be a hazard to themselves or others, realizing that your authority to physically restrain or detain them is limited unless you are an LEO.

* * * *

As described above, there are risks inherent in stopping to assist people in the woods, including the risk of assault. A high percentage of forest visitors have criminal histories or outstanding warrants. Because of this, upon encountering a person or abandoned vehicle in the woods, always assess the situation for indicators of risk:

- Is anyone around? Does anything look strange, unusual, out of place?
- Is anyone behaving strangely? Drunk? Loud? Secretive? Belligerent?
- Are firearms present? Alcohol? Drugs?
- What could there be that you don't see?
- Does the situation somehow make you nervous?
- Are you highly exposed in a remote location?

If you answer "yes" to one or more of the above questions, you may—

- Drive on by and report the situation to the office by radio, or
- Radio the office to report that you are making a contact. Describe your location, the vehicle, persons and situation.

Even if you don't feel threatened, you should **notify the office when you are making a contact**. Do this in an obvious manner. It shows the visitor that you are not totally alone and that someone is aware of your location and actions. If necessary (you don't have your radio?), fake the call—anything to imply that you are in contact with others.

If you are nervous about the contact, keep your doors locked and roll your window down only a few inches to ask if you can assist. Respond reasonably to the answer, either by calling for help on the radio or getting assistance. If you get out, maintain alert awareness of the situation and surroundings, monitoring behavioral cues for any threats.

Shut off your vehicle, keep the keys in your pocket and take your radio with you. Position yourself so that you have an escape route and are not taken unaware.

If ordered to go with someone or to enter a vehicle, even if the person is armed, **DO NOT GO**. The odds are that if you do go with them you will be hurt or killed. If you refuse and run off or drive off, your chances are improved.

If someone wants your money (or the government's), **give it to him or her and get away**.

If approached by an agitated visitor, listen and allow them to vent their anger and frustration freely. Do not argue back or agitate further.

If it is an abandoned vehicle only, report make, model, color and license plate number to an LEO.

DOGS OR OTHER PETS FOUND IN THE WOODS

First and foremost, be very careful about approaching or touching the animal. If the animal displays any signs of illness, rabies, distemper, etc., do not approach it. Do not allow it to approach you, and call the District at once for assistance.

If you can get close to the animal get the identification from the collar. As a good host, you may transport the animal (if it can be done safely) to the office for further follow-up. However, we are not in the pet boarding business. The Forest Service can make reasonable efforts to identify and/or contact the owner. However, once reasonable efforts have been exhausted, the Forest Service cannot take further responsibility. At that point, you personally are responsible to take care of the animal. If you are not willing to facilitate Forest Service host actions and assume responsibility beyond those actions it is best not to bring the animal to the Ranger Station.

Remember—your safety is more important than your obligation to assist.

You can meet that obligation with a radio call. Going beyond that requires you to assess the situation, be careful and use your good judgment.

Procedures for Reporting - Accidents/Incidents

Accident

If Field Person Reporting

Call in location.

Report nature of problem.

Describe anything those res-ponding should be aware of.

Notify Office when help arrives.

Office - Radio Response

Verify location.

Ask what assistance is needed

(911, or co-worker, or law enforcement).

Ask how many people involved.

Keep radio contact until incident over

If it's a Telephone Call Report

Get name of caller.

Clarify reason for call, nature of accident, exact location.

Get location of caller.

Ask what assistance is needed and if 911 is needed.

Determine how many people are involved.

May need to keep caller on phone for additional information.

After making the referral calls to 911 or whatever is appropriate, office personnel responding to these reports should make sure their own supervisor and the reporting person's supervisor are made aware of the situation. Fill out the pertinent forms covering the incident.

Tow Request

If Field Person Reporting

Explain problem, give location

License plate number and State

Type of car and color

Reason for towing

Office - Radio Response

Fill out form for towing requests

Number of persons in party

Preference for towing company

Give ETA for tow truck

AAA requires particular towing companies, so make sure to get owner's preference. If Field Person remains at the site, maintain radio contact in case further assistance is needed.

If the request for tow is made by telephone to the office, obtain the same information as above and fill out the Request for Services form.

NOTES:

FIRE

EMPLOYEE RESPONSIBILITY AND CONDUCT RULES FOR FIRE ASSIGNMENTS

1. Your supervisor's instructions are to be followed at all times unless they are clearly illegal, immoral, or unsafe.
2. Failure to follow instructions unless they are clearly illegal, immoral, or unsafe, being AWOL (Absent Without Leave), or similar actions may make you liable for disciplinary actions.
3. Each employee is expected to be ready, willing, and able to meet work requirements.
4. Employee's off-duty conduct comes under federal agency control when it impairs, or may impair, the performance of the employee or others, exposes the employee or others to accident or injury, damages or may cause damage to property, disrupts the fire camp routine, or otherwise infringes upon the rights of others.
5. Prohibited conduct:
 - a. Using Government-owned or leased vehicles, equipment, or personal property for other than official purposes.
 - b. Possessing, using, distributing, or selling any alcoholic beverage, narcotic drug (unless prescribed by a physician), marijuana, amphetamine, hallucinogen, or barbiturate in fire camp or while on official duty. Using alcoholic beverages or drugs at any time during off-duty hours to the extent that is adversely affects the performance of official duties.
 - c. Sexual acts which are offensive to co-workers, disruptive to operations, or which violate state and/or federal law.
6. If showers are available, adhere to showering schedules. No joint (male-female) showers are permitted.
7. Each employee will properly use and protect any property that may come into his/her custody or control. Whenever an employee becomes aware that Government property is being misused, taken for personal use, or otherwise used for unauthorized purposes, he/she will immediately report it to his/her supervisor.
8. All employees have the responsibility to see that these rules are followed and to take action to prevent a violation. Where violations cannot be prevented, such actions will be reported to the work supervisor or other authority through the appropriate chain of command.
9. Violations of any of the above Responsibility and Conduct Rules can result in immediate removal.

FIREFIGHTER'S INFORMATION

As a firefighter with the federal government, there are many things which you must know and do prior to and while fighting a wildfire. Most experienced firefighters know how to prepare for the fire season before the fire season starts. However, this knowledge does not usually come easily for first year firefighters who have yet to experience a hot fire season.

The following is a list of helpful hints, expectations, and requirements which every firefighter should know.

1. LENGTH OF FIRE ASSIGNMENT

Refer to 2004 Work, Rest, and Length of Assignment Guidelines letter.

Previous years of drought conditions in several geographic areas of the country, coupled with downsizing, have created a high demand for all types of fire crews. Experience has shown as the national demand for fire crews gets greater, the length of fire assignments becomes longer.

Therefore, when you are dispatched to a fire, anticipate a fire assignment could last 14 days, excluding travel. Even if you are dispatched to the neighboring ranger district for a small fire, you could be immediately reassigned to another fire upon release from the first fire. The proper frame of mind makes all the difference. Plan on being away from home and the home unit for 14 days, excluding travel, and you will find the job much less frustrating and generally more enjoyable.

2. DUTIES

As a firefighter on a wildfire, your duties may range from digging latrines in the wilderness to digging hot line next to a raging fire. No job is too big or too small. Expect the unexpected. You could dig line for 14 days straight or mop up for 14 days straight. There are no guarantees or promises. As a guideline, a shift is not to exceed 16 hours in length unless the situation warrants working longer (such as during initial attack). You may, with agency administrator approval, work up to a 24 hour shift when initially attacking a fire. As a firefighter on a wildfire, you have little control over the duties you will have and how long you may have to do them. Keeping a positive attitude and a clear perspective of the situation will make whatever you are doing more tolerable, if not pleasant. Positive crew moral makes all the difference.

3. PRE-FIRE SEASON HINTS

It's safe to assume that fighting wildfires for 14 days at a time, excluding travel, makes it difficult to pay rent, car payments, loans, and other bills. You can't count on being around all summer to pay bills as they come due. The easiest way to handle this situation is to pay bills in advance. This might require more money than you can afford in the first weeks of a summer job. Here are some possible solutions:

- A. Direct deposit your paychecks into your checking account. Nothing can be accomplished if your paychecks are waiting in a P. O. Box with bills to pay and an empty checking account.
- B. Write out checks for all payments and place them in pre-addressed envelopes with stamps affixed and due dates. Give these payments to a friend or fellow employee (preferably not another firefighter) and have them dispatch your mail. This method of paying your bills may seem like a lot of work, but if you are single, living in an apartment, have car payments, etc., it makes life as a firefighter much easier. Remember, it will be 3 and 1/2 weeks after you start work before you receive your first paycheck, so budget accordingly.

4. PRE-DISPATCH HINTS

Make things easier on yourself and always be prepared for a fire dispatch. This means:

- A. Have your personal gear bag packed with everything you could possibly need for a fire and leave it stored that way (see item 6 for mandatory and suggested equipment).

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- B. Always have your initial attack pack fully equipped with fresh water, extra food, and all the necessities of firefighting. Replace all used items as soon as possible.
- C. If you are not required to wear Nomex fire clothing while working at your regular duty station, make sure you have it and your boots with your initial attack gear.
- D. When you are called for a fire dispatch, go prepared with enough spending money (\$50 - \$100) to cover yourself during travel status to and from the fire. Remember, the better prepared you are, the easier it is to do your job effectively.

5. REST AND RECUPERATION

Refer to the 2004 Work, Rest, and Length of Assignment Guidelines letter.

R & R is designed to rest tired firefighters so they can, with an assignment extension, continue to fight fire in a safe and effective manner. R & R is not a paid vacation, as firefighters are in pay status for 8 hours per day and have responsibilities to conduct themselves in a respectable manner. Visiting the local tavern or bar for a beer or two may be considered acceptable by your Crew Boss, but proceeding to get drunk or becoming disruptive in any way will not be tolerated. That kind of behavior not only reflects poorly on the firefighting community, it also reduces the productivity and safety of firefighting operations. No one can achieve their work objective, and certainly not safely, when they're drunk or have a hangover. In many cases, the Incident Commander will choose to send an entire crew home due to the poor judgement exercised by only a few crew members. Needless to say, those crew members will most likely be terminated upon returning to their home units.

6. EQUIPMENT LIST FOR FIRE PACKS

A. EQUIPMENT FOR INITIAL ATTACK PACK

* federal government issued gear

MANDATORY	SUGGESTED
Incident Qualifications card, (red card) *	light jacket
leather gloves *	portable radio with extra batteries *
headlamp with spare batteries *	handheld GPS *
personal first-aid kit *	pocket knife
fire shelter *	pencil and paper
4 full one-quart canteens *	chapstick
emergency food (MRE's) *	eyedrops
hardhat with chin strap *	toilet paper
eye and ear protection *	moleskin
compass *	flat file *
special medical items (sting kits, etc.)	fusees *

B. EQUIPMENT FOR PERSONAL GEAR BAG

* federal government issued gear

- tent *
- sleeping bag *
- extra Nomex clothing *
- warm coat or vest
- rain gear
- sneakers or light shoes
- several changes of socks and underwear

bandanas
towel
toiletry kit
foot powder, sun block, prescription drugs, tampons, birth control pills
insect repellent
watch or alarm clock
cash (at least \$50 - \$100)

REMEMBER:

- maximum allowable weight for the initial attack pack: 20 pounds
- maximum allowable weight for the personal gear bag: 45 pounds
65 pounds

All inappropriate items such as halter tops, cut-off tee shirts, and etc. should be left at home. All equipment must be inside the initial attack pack or the personal gear bag and not tied to the outside (sleeping bags, boots, and etc.) If it doesn't fit inside the initial attack pack or the personal gear bag, leave it at home!

C. PERSONAL PROTECTIVE EQUIPMENT (PPE)

FLAME RESISTANT SHIRTS AND TROUSERS

The most common materials used in the production of firefighting safety clothing are Nomex and Kevlar. Make sure your fire clothing is clean and free of gas, oil, paint, or other flammable materials. These substances may reduce the fire retardancy of your clothing. Firefighting safety gear is designed not to burn or melt, but it can and does transfer heat to the skin. Experience has shown that a single layer of protective clothing is not enough if a firefighter is exposed to extreme heat. The solution is to wear a second layer of clothing. The most practical second layer of clothing is a firefighter's undergarments. These undergarments should be made of cotton (no synthetics) and cover as much of your body as possible.

BOOTS

Firefighter's must have appropriate footwear. Boots must be made of leather, must have at least eight-inch high lace-up tops, and must have heavy lugged (Vibram) soles. Boots with hard leather toes (no steel toes allowed) and puncture proof soles provide adequate protection plates and adequate traction.

HARDHATS

The conventional hardhat used in firefighting is non-metal and consists of two components - the shell and the suspension - which work together as a system. The best type of hardhat is one that is lightweight and provides protection from falling or piercing objects. The shell should be inspected routinely for dents, cracks, nicks, gouges, or any other damage caused by impacts, penetrations, abrasions, rough treatment, or normal wear that might reduce the degree of protection the hardhat originally was intended to provide. The suspension system is just as important as the shell. The main purpose of the suspension is to absorb the shock of a blow. The suspension should be inspected routinely for frayed or cut straps, torn head bands, broken size adjustment slots, or other signs of wear. Hardhat manufacturers recommended hardhat shells be replaced every five years and hardhat suspensions be replaced annually. In addition, hardhats should include a chin strap and reflective decals.

GLOVES

Gloves should be made of leather, fit well, and be long enough so that a gap does not exist between the shirt sleeve and the glove. The only time that firefighters should not be wearing gloves is when they are "feeling for hot spots" while mopping up.

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SAFETY GLASSES / GOGGLES

Protection of the eyes is very important. Firefighters should have a good set of safety glasses or goggles with them at all times. Safety glasses or goggles should fit well and be kept clean.

HEARING PROTECTION

Firefighters working in the vicinity of power equipment (chain saws, portable pumps, ect.) should always wear ear protection. Ear plugs or ear muffs are just as important as the gas and oil needed to operate the power equipment.

FIRE SHELTERS

The individual fire shelter is a critical piece of firefighting safety gear. Since their invention, fire shelters have saved hundreds of lives. The fire shelter protects an entrapped firefighter by reflecting away radiant heat and by trapping air inside for breathing. However, don't take additional risks "because you have your fire shelter". The fire shelter should be thought of as a last resort effort to survive. A firefighter should inspect his fire shelter when it is issued to him and periodically after that. Fire shelters should be removed from service if the protective bag is gray, if the fire shelter can't be seen inside the protective bag, or if aluminum particles are present inside the protective bag. Look for puncture holes in the protective bag and for tears along the folded edges of the fire shelter itself. Minor puncture holes and tears in the fire shelter do not affect the ability of the fire shelter to reflect heat. If puncture holes or tears are more than ½ to 1 inch in length the fire shelter should be removed from service and replaced.

INDUSTRIAL FIRE PRECAUTION LEVELS

<u>LEVEL</u>	<u>INDUSTRIAL FIRE PRECAUTION</u>
I.	Closed Season - Fire precaution requirements are in effect. A Fire Watch/Security is required at this and all higher levels unless otherwise waived.
II.	<p>Partial Hootowl - The following may operate only between the hours of 8 P.M. and 1 P.M. local time:</p> <p>power saws except at loading sites;</p> <p>cable yarding;</p> <p>blasting;</p> <p>welding or cutting of metal.</p>
III.	<p>Partial Shutdown - The following are prohibited except as indicated:</p> <p>cable yarding - except that gravity operated logging systems employing non-motorized carriages may be operate between the hours of 8 P.M. and 1 P.M. local time when all blocks and moving lines are suspended 10 feet or more above the ground except the line between the carriage and the chokers.</p> <p>power saws - except power saws may be used at loading sites and on tractor/skidder operations between the hours of 8 P.M. and 1 P.M. local time.</p> <p>In addition, the following are permitted between the hours of 8 P.M. and 1 P.M. local time:</p> <p>tractor, skidder, feller-buncher, forwarder, or shovel logging operations where tractors, skidders, or other equipment with a blade capable of constructing fireline are immediately available to quickly reach and effectively attack a fire start;</p> <p>mechanized loading or hauling of any product or material;</p> <p>blasting;</p> <p>welding or cutting of metal;</p> <p>any other spark emitting operation not specifically mentioned.</p>
IV.	General Shutdown - All operations are prohibited.

RADIO OPERATION AND ETIQUETTE

The field season is upon us, as well as the time to consider proper radio operation and etiquette. The Gifford Pinchot National Forest radio system has undergone a major transformation over the years. The forest currently has nine mountaintop repeaters in operation, and one additional mountaintop repeater in the planning stage to be established in the future. These mountaintop repeaters are (by channel):

1	South Point	(serving primarily Cowlitz Valley Ranger District)
2	Burley	(serving primarily Cowlitz Valley Ranger District)
3	Storm King	(will serve primarily Cowlitz Valley Ranger District when established)
5	Coldwater	(serving primarily Mt. St. Helens National Volcanic Monument)
6	Mitchell	(serving primarily Mt. St. Helens National Volcanic Monument)
7	Davis	(serving primarily Mt. St. Helens National Volcanic Monument)
8	Point 3670	(serving primarily Mt. St. Helens National Volcanic Monument)
10	Lookout	(serving primarily Mt. Adams Ranger District)
11	Defiance	(serving primarily Mt. Adams Ranger District)
12	Flat Top	(serving primarily Mt. Adams Ranger District)

Each of these mountaintop repeaters is designed to cover a specific geographic area. A map of these areas can be found on the forest Telecommunications Intranet page at <http://fsweb.f3.r6.fs.fed.us/> along with the operating frequencies and some site specific information.

To use the Gifford Pinchot National Forest radio system, you must keep the geography of the forest in mind. You need to know where you are, which mountaintop repeater is most likely to cover the area you are in, and which other mountaintop repeaters cover areas close to where you are. The map of mountaintop repeater coverage is a probability map. This means the coverage area indicated is the most likely coverage for a given mountaintop repeater. There is a great deal of overlap in mountaintop repeaters, so if one channel does not succeed, try another.

Before going into the field, be sure your handheld radio is operational. Turn it on, then press the transmit key. If the red light on top the radio comes on, and stays on for as long as you hold down the transmit button, your batteries are sufficient to operate the radio. Turn the squelch knob clockwise. If you hear a hiss, then the audio portion of the radio is working. Turn the knob back counter-clockwise until the hiss stops. Set your radio to the mountaintop repeater appropriate to the area you are in. For the majority of Cowlitz Valley Ranger District personnel, that would be Burley on channel 2. Call Columbia Dispatch and ask for a radio check. If they hear you and you hear them answer you, the radio is operational. Before leaving the office, always take a spare rechargeable nicad battery or a spare set of AA batteries.

The procedure is the same for the mobile radios in our vehicles, except you will not have a squelch knob. Simply push in the monitor [Mon] button on the front face of the radio.

When calling on the radio, it is very important to indicate which channel you are calling on. The accepted procedure is to state the name of the person or unit you are calling, your name or unit, and the channel you are calling on. For example, James Jones is trying to call Will Smith in the area of Pinto Rock, south of Randle:

"Smith, this is Jones on Burley"

"Smith, Jones on Burley"

"Smith, this is Jones on channel 2"

"Smith, Jones on channel 2"

These are all acceptable formats for initiating a radio call. To respond to a radio call made to you, simply state your last name, then wait for the caller:

"Smith"

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At this point James Jones knows he has made contact, and Will Smith was able to respond properly because he knew which mountaintop repeater James Jones was calling through. All radio conversations (except on the work channels) go through mountaintop repeaters, so even standing side by side in the same location you may be unable to talk to each other through the radio even if you are on the same channel.

When the conversation is finished, each party should indicate they are done speaking by stating their last name. This will let other radio users know the channel is now free for them to use.

To call to or from a base station radio, the procedure is the same. Each base station radio has a call sign assigned to it that must be transmitted when the conversation is terminated. These are:

Columbia Dispatch	KOE571
St. Helens	KOE327
Randle	KOE574
Mt. Adams	KOE568

The last element of any radio conversation from a base station radio should be a transmission of the time of day. An example from a base station radio at Randle would be:

KOE574 at 0900

Courtesy is an important element in radio operation. Do not try to talk over other radio conversations. Always announce who you are and the channel you are calling from. Keep your conversions brief and to the point. The radio is not the place to plan your day.

There will always be areas on the forest where radio communications are marginal. If your job takes you into an area with marginal radio communications, plan ahead. The forest Telecommunications shop has the capability of setting up a portable repeater for large projects if necessary. Some areas with marginal radio communications may require the use of a human repeater - an individual located in a spot where he/she can talk to both you and your home unit or Columbia Dispatch in Vancouver. If neither of these options are possible, utilize the district sign-out board and set up check-in times and procedures with your supervisor so someone will know if you are overdue. These should be periodic throughout the day, not only just at quitting time.

Should an incident such as a wildfire or an injury accident occur on the forest requiring an emergency response, Columbia Dispatch in Vancouver may choose to isolate a channel. Should this happen, there will be an announcement to all radio users to stay off of the chosen channel. At that point, stay off of the chosen channel and keep all use of channels with the same receive frequency to a minimum.

Every radio transmission on the forest mountaintop repeater system is recorded by Columbia Dispatch in Vancouver. So, be mindful of what you say over the radio! In addition, our radio traffic is not private. Anyone with a scanner and access to a public library has the capability of monitoring our radio transmissions. With this in mind, every unit should have readily on hand a directory of personal contact numbers for every employee. All too often there are names and telephone numbers broadcast over our radio system. Many of these are requests to notify a spouse or a child that an individual will be late getting home. Many of these requests transmit data such as who you are, who your spouse or child is, and imply that your spouse or child is home alone. It is important to keep in mind we are all potentially at risk. So again, be mindful of what you say over the radio!

BENDIX/KING DIGITAL HANDHELD RADIOS**GIFFORD PINCHOT NATIONAL FOREST - STANDARD FREQUENCY LOAD**

<u>CHANNEL</u>	<u>RX FREQ</u>	<u>RX TONE</u>	<u>TX FREQ</u>	<u>TX TONE</u>
1 South Point	171.4250	000.0	170.3500	088.5
2 Burley	171.4250	000.0	170.3500	123.0
3 Storm King	171.4250	000.0	170.3500	110.9
4 Work 1	170.5000	000.0	170.5000	123.0
5 Coldwater	172.2250	000.0	168.7750	136.5
6 Mitchell	172.2250	000.0	168.7750	167.9
7 Davis	172.2250	000.0	168.7750	127.3
8 Point 3670	172.2250	000.0	168.7750	100.0
9 Work 2	170.1250	000.0	170.1250	123.0
10 Lookout	172.3250	000.0	168.4750	100.0
11 Defiance	172.3250	000.0	168.4750	192.8
12 Flat Top	172.3250	000.0	168.4750	127.3
13 WA State DNR Common	151.4150	000.0	151.4150	103.5
14 Air-to-Ground	166.6875	000.0	166.6875	123.0
15 NOAA Weather (Olympia)	162.4750	000.0	000.0000	000.0
16 NOAA Weather (Yakima)	162.5500	000.0	000.0000	000.0

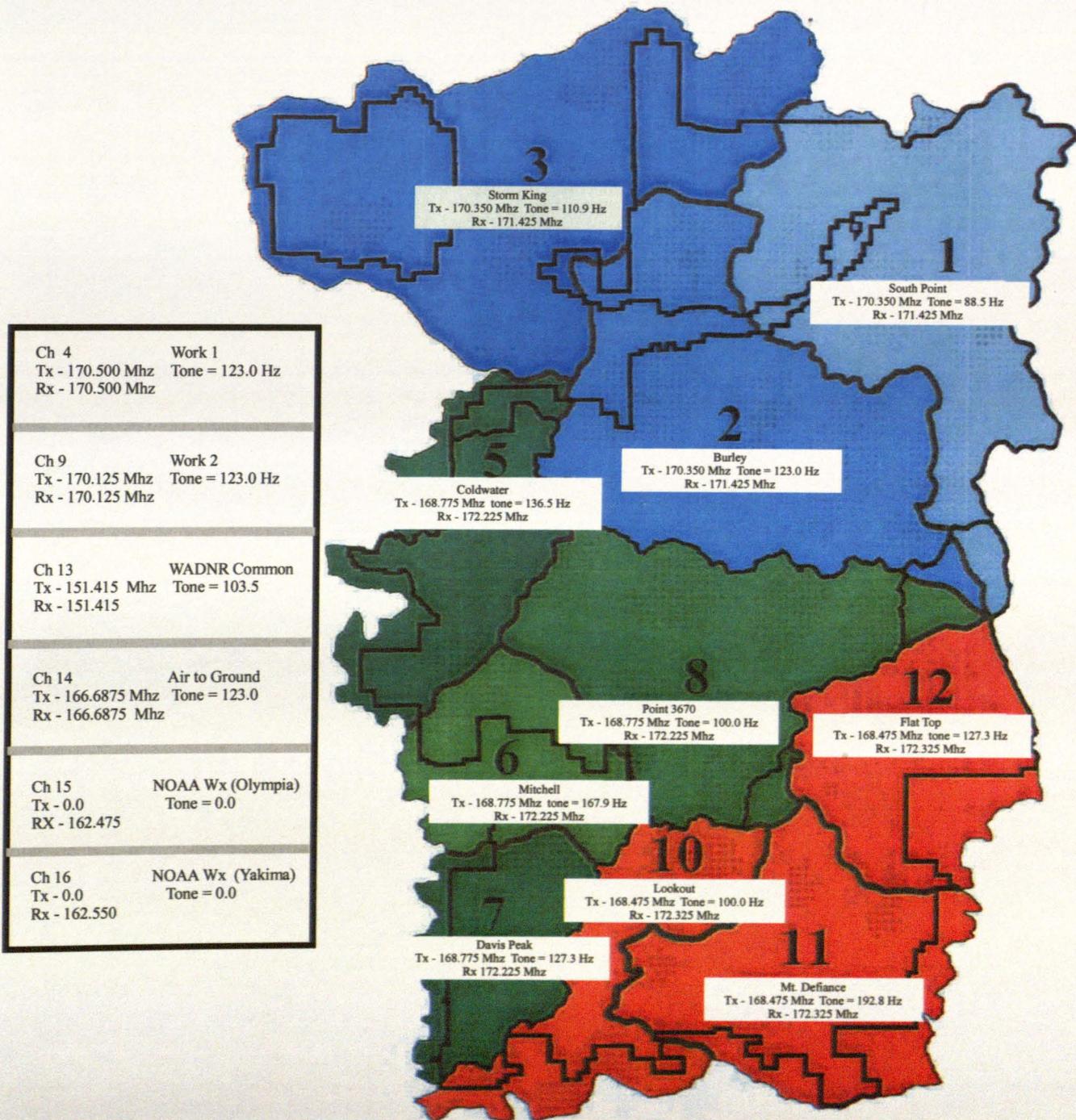
For a map of repeater sites go to: <http://fsweb.f3.r6.fs.fed.us/telcom/radios/index.html>

BENDIX/KING ANALOG MOBILE RADIOS**GIFFORD PINCHOT NATIONAL FOREST - STANDARD FREQUENCY LOAD**

<u>CHANNEL</u>	<u>RX FREQ</u>	<u>RX TONE</u>	<u>TX FREQ</u>	<u>TX TONE</u>
1 South Point	171.4250	000.0	170.3500	088.5
2 Burley	171.4250	000.0	170.3500	123.0
3 Mineral	171.4250	000.0	170.3500	123.0
4 Work 1	170.5000	000.0	170.5000	123.0
5 Coldwater	172.2250	000.0	168.7750	136.5
6 Mitchell	172.2250	000.0	168.7750	167.9
7 Davis	172.2250	000.0	168.7750	127.3
8 Point 3670	172.2250	000.0	168.7750	100.0
9 Work 2	170.1250	000.0	170.1250	123.0
10 Lookout	172.3250	000.0	168.4750	100.0
11 Defiance	172.3250	000.0	168.4750	192.8
12 Flat Top	172.3250	000.0	168.4750	127.3
13 WA State DNR Common	151.4150	000.0	151.4150	000.0
14 NOAA Weather (Olympia)	162.4750	000.0	000.0000	000.0
15 NOAA Weather (Yakima)	162.5500	000.0	000.0000	000.0

For a map of repeater sites go to: <http://fsweb.f3.r6.fs.fed.us/telcom/radios/index.html>

Gifford Pinchot National Forest Standard Frequency Load



Forest radio coverage is not 100%. Colored zones show the best channel to try first for the area illustrated. If that channel does not work, try the adjacent area channels one at a time. If you still cannot communicate, change locations.