

MEMORANDUM

STATE OF ALASKA Department of Transportation and Public Facilities Alaska Marine Highway System

December 8, 2009

IBU Bid Questions ~ Processes and Frequently Asked Questions

 For Instructional Purposes Only

Process:

- 1) Review the Minimum Qualifications (MQ's) for the position
- 2) Complete the "IBU Bid Preference Form"
- 3) Attach documentation required if:
 - ❖ The MQ requires newly obtained documentation that has not been submitted to the Ketchikan Central Office (KCO) for entry to your employee files
 - ❖ Non-training or USCG related items; i.e. current job evaluation(s), Driver's License, and substitutions; i.e. documented outside experience listed in the MQ
- 4) Submit the bid application to KCO
 - ❖ Attn: Deb Porter, Dispatch Supervisor

Frequently Asked Questions:

- 1) Where do I find copies of the most current Minimum Qualifications (MQ's)? **The MQ's are posted on The AMHS Learning Portal <http://amhslearningportal.alaska.gov/> this is the Training website. ... OR contact AMHS Dispatchers: they will fax, e-mail, or snail mail them to you or check with the Purser of your vessel.**
- 2) Where do I find the Bid Preference forms? **The forms are posted on the AMHS Learning Portal <http://amhslearningportal.alaska.gov/> . You can also contact the AMHS Dispatchers and they will fax, e-mail, or snail mail them to you or check with the Purser of your vessel.**
- 3) Do I need to send in copies of the documents/qualifications notated on the position bid requirements? **No, your up-to-date qualifications should already be on file at KCO; all bids are "paperless". (see question #5)**
- 4) Where are my documents kept on file at KCO? **All documents are entered to the "ATLAS" Automatic Dispatch Program; USCG documents (MMD, STCW, Licenses or MMC) are additionally scanned and attached to the entries in your electronic file. Then the documents are stored in your permanent "training" employee file.**

5) How does the evaluator of my bid application know that my documents on file are current etc? **The evaluator runs a “Gap Report” which shows how your documents fit into any shipboard positions (see example attached). If “Yes” is notated in the completed column then the document is on file & it is current. If “No” is notated in the completed column then the document is either not on file or it has expired.**

5) I received a letter stating that I was unqualified for the bid position due to missing documents/Qualifications. I have these; where do I send them for entry to my file(s)? **Send them to the Ketchikan Central Office:**

Alaska Marine Hwy
7559 North Tongass Hwy
Ketchikan, AK 99901
Attn: Training Dept.
Or
Fax # 907-225-9398 (Dispatch)

6) Am I still eligible for the bid once the documents are received? **Yes, if the documents &/or training is completed by the date that the bid closes.**

7) The MQ includes the “Employee Handbook review and signoff”, is this in my training profile? **This is there as a reminder that all crewmembers should review the Employee Handbook periodically. The Handbook is distributed at all New Hire Orientations in the spring and is updated yearly.**

8) The MQ includes the “Employee Drug & Alcohol Policy review and signoff”, is this in my training profile? **This is there as a reminder that all crewmembers should review the drug and alcohol policy periodically. Many attended the AMHS Drug and Alcohol policy presentation at New Hire Orientation. The policy is in the Employee Handbook and there are separate booklets available. Additionally, each time you sign a New Crewmember Familiarization Form you are acknowledging that you have read and understood the AMHS drug and alcohol policy.**

9) Requirements are listed on the MQ that I don’t have. Where do I find information about upcoming classes and USCG credentials? **The AMHS Learning Portal is a great resource <http://amhslearningportal.alaska.gov/> for finding course information, class schedules, and information on how to complete the requirement.**

✚ Some of information posted on the site:

- ❖ Academy for Supervisors and A Respectful Workplace (ARWP) ~ select the direct link to these State of Alaska (SOA) Division of Personnel (DOP) courses,
- ❖ The instructions and direct links to AMHS web courses are posted on the site.
- ❖ The Worksafe Signs and Symptoms of Drug and Alcohol abuse web course
- ❖ Food Worker test site ~ select the direct link to this DEC course web site
- ❖ Refrigeration Recovery Cert ~ select the direct link to the course web site
- ❖ Vessel Safety Announcement ~ see information about who to contact
- ❖ Equal Employment Opportunity (EEO) certification
- ❖ USCG ~ check out the link posted to the National Maritime Center

STATE OF ALASKA
Class Specification
Alaska Marine Highway System

SEE
GAP Report

Storekeeper

Minimum Qualifications:

- Possession of a valid United States Coast Guard Merchant Mariner's Document (MMD) with Food Handler
- Current Basic Safety Training Certification
- Passenger RO/RO Certification including:
 - Crowd Management
 - Vessel Specific Familiarization Training
- Must effectively communicate the Vessel Safety Announcement
- Equal Employment Opportunity (EEO) Certification
- Employee Handbook review and signoff
- Food Worker Card
- Basic HCT Curriculum (completed within 60 days of first dispatch)
- Security 001 and 101 (obtained within 60 days of first dispatch)
- Proficiency in Survival Craft (PSC) certificate and STCW-95 Certificate endorsed with PSC (encouraged to obtain within 6 months of satisfying US Coast Guard sea time requirements; required within 1 year of completing necessary sea time)
- Employee Drug & Alcohol Policy review and sign-off
- Current TAMS or TIPS Card

Special Requirements: In addition to above MQ's, bid positions also require the following:

- Valid Marine Evacuation System Certification.
- Supervisors HCT
- Supervisor Signs & Symptoms Training (Recognizing drug & alcohol use in workplace)
- 2016 hours (approximately 1 year within the last five years) as AMHS Chief or Second Cook (or higher) is required***
- Valid Drivers License
- Completion of 14 days (3 days minimum at a time) Storekeepers Job Shadow Program
- Forklift Compliance HCT
- One AMHS evaluation conducted within the past 6 months from prior supervisor which indicates acceptable or higher performance level

*****Substitution:** 2016 hours as Head Waiter, Head BR, Bartender, or Assistant Second Cook and the approval/recommendation of three different permanent Chief Stewards (RAE or RARE) verifying the candidate has the ability to perform the essential job functions (see attached substitution form) may substitute for the required hours as Chief or Second Cook. Recommendations must be based on actual performance of duties in the job classification.

(NAME) [REDACTED] - Example
GAP Analysis Report
STWRD Storekeeper - Bid Qual/Training Requirement
As Of: 08-Dec-2009

Course Code	Course Name	Completed?
PQ MMD STCW PSC/BST if 1yr seatime not met		
314	MMC/MMD Merchant Mariner Credential/Document	Yes
320B	BST Basic Safety Training Course Completion	Yes
381	MMC/STCW PSC (Lifeboatman)	Yes
Total Courses in Group: 3 Total Completed: 3 Per Cent Completed: 100.00%		
PQ RORO Unlicensed		
2IR07	RoRo Crowd Management	Yes
357	RoRo Vessels Familiarization Course Certificate	Yes
Total Courses in Group: 2 Total Completed: 2 Per Cent Completed: 100.00%		
PQ ADMIN EEO/D&A Signs & Symptoms		
222	D&A Signs & Symptoms for Supervisors	No
223	Admin EEO Equal EmPLY Opportunity/Sexual Hrsmnt Cert	Yes
Total Courses in Group: 2 Total Completed: 1 Per Cent Completed: 50.00%		
PQ FW & TAMs		
908	Alcohol Management Certificate	No
FWC	FH Food Worker Card (new 2007)	Yes
Total Courses in Group: 2 Total Completed: 1 Per Cent Completed: 50.00%		
PQ Security 001 & 101		
258	Security 001 Intro to Security for Personnel w/out Duties	Yes
259	Security 101 Intro to Security for Personnel With Duties	No
Total Courses in Group: 2 Total Completed: 1 Per Cent Completed: 50.00%		
Marine Evacuation System Drill & Deployment		
304	Marine Evacuation System Drill & Deployment	Yes
Total Courses in Group: 1 Total Completed: 1 Per Cent Completed: 100.00%		
PQ -HCTs - Basic, Superv., Forklift		
120	HCT Safety & the Supervisor	No
121	HCT Documentation of Safety Efforts	No
124	HCT Forklift Written Qualification to Operate	No
155	HCT Basic Curriculum Certificate of Completion	Yes
Total Courses in Group: 4 Total Completed: 1 Per Cent Completed: 25.00%		

} See also
HCT Report

GAP Analysis Report

STWRD Storekeeper - Bid Qual/Training Requirement
As Of: 08-Dec-2009

Course Code	Course Name	Completed?
Vessel SOLAS Safety Announcement		
SOLAS	Vessel SOLAS Safety Announcement	No
Total Courses in Group: 1	Total Completed: 0	Per Cent Completed: 0.00%

Example

Example
HCT Report

GAP Analysis Report

~~POISON, ANY S.~~

HCT All HCT Curriculum Report

As Of: 08-Dec-2009

Course Code	Course Name	Completed?
PQ HCT Basic Curriculum - (Certificate Issued)		
102	HCT Safety Orientation	Yes
110	HCT The Road to Safety	Yes
111	HCT MSDS Read It	Yes
112	HCT Back Safety	Yes
113	HCT Slips, Trips, and Falls	Yes
114	HCT Asbestos Awareness At Risk	Yes
118	HCT Win the Race to Safety - Personal Protective Equipment	Yes
122	HCT Ergonomics	Yes
123	HCT Carbon Monoxide Poisoning	Yes
128	HCT Respiratory Protection -Another World	Yes
129	HCT Beware the Bite-Elec. Safety	Yes
136	HCT Bloodborne Pathogens	Yes
138	HCT Powered Handtool Safety	Yes
139	HCT Personal Fall Protection	Yes
150	HCT Confined Space Entry	Yes
151	HCT Lockout/Tagout	Yes
232	HCT Hearing Protection	Yes
Total Courses in Group: 17 Total Completed: 17 Per Cent Completed: 100.00%		
PQ HCT BioSystem PhD Multi-gas Meter		
137	HCT BioSys PhD Plus Multi-Gas Meter/ Written Qualification	No
Total Courses in Group: 1 Total Completed: 0 Per Cent Completed: 0.00%		
PQ HCT Qualification to Operate a Forklift		
124	HCT Forklift Written Qualification to Operate	No
134	HCT Forklift Fundamentals	No
135	HCT Forklift Operations	No
Total Courses in Group: 3 Total Completed: 0 Per Cent Completed: 0.00%		
PQ HCT Supervisors Qualification		
120	HCT Safety & the Supervisor	No
121	HCT Documentation of Safety Efforts	No
Total Courses in Group: 2 Total Completed: 0 Per Cent Completed: 0.00%		