



**United States Department of the Interior
FISH AND WILDLIFE SERVICE
Fire Management Branch
National Interagency Fire Center
3833 South Development Avenue
Boise, Idaho 83705**



Refer to: FMB120026

April 5, 2012

To: Fire Management Coordinators, Regions 1-8
From: Chief, Fire Management Branch 
Subject: Department of Interior 2012 Pay Plan for Emergency Workers

Purpose: The purpose of this memo is to authorize and provide direction, using the attached Department of the Interior (DOI) 2012 Administratively Determined (AD) Pay Plan, to hire emergency workers (casuals).

Timeframe: The attached DOI AD Pay Plan became effective March 26, 2012 for immediate implementation and is valid until the 2013 AD Pay Plan is released.

Policy/Action: The AD Pay Plan is complete within itself; therefore, for any hiring under this plan, the provisions herein take precedence over any other policies or regulations that may be prescribed elsewhere.

Local Agency Administrators are authorized to hire casuals, but must ensure that the hiring and management of casuals is in accordance with all provisions of the AD Pay Plan. Casuals hired outside the AD Pay Plan authority will not be paid through the DOI Casual Payment Center and timesheets will be returned to the hiring unit. If the pay plan was not the proper mechanism for hire, other means of employment, such as an emergency temporary hire, will need to be explored through Human Resources.

Units may hire only those individuals within their 'local area of responsibility' who are qualified for the position and certified to assist in fire suppression operations and/or other emergencies that threaten damage to federally protected property.

Changes:

Refer to Attachment 1: 2012 AD Pay Plan (DOI) Changes, for the 2012 DOI AD Pay Plan changes that were made from the 2011 DOI AD Pay Plan.

Hiring Unit Responsibilities:

It is the responsibility of the hiring unit to:

- Hire and manage casual employees in accordance with all provisions of the AD Pay Plan.
- Maintain casual hiring documents in accordance with 5 U.S.C. 552a, the Privacy Act.
- Coordinate with Human Resources for application of HSPD 12 as it applies to hiring casuals.

- Ensure training and qualification standards are met and coordinate with Human Resources for retention of required medical documentation.
- Process Workers Compensation claims. Casuals are covered under the Federal Employee's Compensation Act (5U.S.C. 81) which authorizes medical care and compensation for periods of disability for casuals who sustain traumatic injuries and occupational diseases in the performance of duty.
- Process personal property loss/property damage claims.
- Issue authorization to travel and process claims for travel expense reimbursement.
- Review time report (OF-288) and approve for payment.
- Ensure cost accounting code shown on the time report (OF-288) includes the ABC Code.
- Ensure boot stipend is adhered to in accordance with FWS memo: *Guidance for Implementation of OWFC Policy Memorandum 2011-2, DOI Fire Boot Stipend.*
- Ensuring non-fire emergency hiring of AD's does not exceed 300 hours per calendar year (regardless of position or incident).

Hiring Forms:

Hiring units must complete these required forms when hiring a casual:

- Single Resource Casual Hire Information Form,
- Employment Eligibility Verification (Form I-9), and
- Incident Behavior Form.

These original forms will be maintained at the hiring unit.

Blank forms along with an example of the Form I-9 can be found at the following website:

http://www.nifc.gov/programs/cpc_main.html

Hiring Casuals to Attend Emergency Incident Training:

Training of casuals must be in accordance with the AD Pay Plan. Hiring units may charge training costs to their office cost center, WBS suppression code (FF.F20000), two digit regional identifier, project code **AZA10**, and ABC Code **93** (*Note: ensure WBS is set –up in FBMS before submitting to CPC*).

Hiring Casuals to Instruct Emergency Incident Training:

Units may hire casuals to instruct emergency incident training in accordance with the AD Pay Plan. It is the hiring unit's responsibility to monitor instructor hours to ensure the allowable limitation is not exceeded. Salary, travel and per diem may be charged to the hiring unit cost center, WBS suppression code (FF.F20000), two digit regional identifier, project code - AZA10 and ABC code 92 (*Note: ensure WBS is set –up in FBMS before submitting to CPC*).

Hiring Casuals for Implementing Prescribed Fire Projects:

The AD Pay Plan may be used to provide temporary support to prescribed fire activities for fuels reduction utilizing hazardous fuels funding. **This does not include Mechanical or Chemical Hazardous Fuels Reduction Projects, or projects conducted for reasons other than hazardous fuels reduction.** The language, Congressional funding within the Wildland Fire Operations account, has been re-instated to ensure that **only hazardous fuels funding is used for prescribed fire** (Section D.13). The benefiting agency is responsible to hire the casual, and casuals may not be hired by the Fish & Wildlife Service for prescribed fire projects conducted by

other agencies.

Hiring Casuals for Non-Fire Emergencies:

The AD Pay Plan covers both fire and all-hazards emergency support needs and can be used to hire individuals to assist refugees with emergency operations including fire, flood, tornado, hurricane, or "any other all-hazards emergency that threatens damage to federally protected property unless brought under immediate control." Refuge operating accounts may also be used provided funding is available. Casual salary and travel may be charged to non-suppression accounts; however the hiring official must request this through the Fire Management Branch **prior to** hiring using the attached form (Attachment 2 - AD non fire acct Form) so that the appropriate arrangements can be made with the Casual Payment Center.

Hiring Casuals for Non-Fire Emergencies will be limited to 300 hours per calendar year (regardless of position or incident). Hiring units are responsible for tracking the number of hours.

Exception Positions:

The Branch of Fire Management must review and approve (by email or fax) any exception positions established **prior to** hiring (see contacts below). A brief description of duties must accompany the Emergency Firefighter Time Report, Form OF-288, for audit purposes.

Payment Procedures for Casuals Hired Under the AD Pay Plan:

The processing of payroll for casuals hired by the Fish & Wildlife Service will be done through the DOI Casual Payment Center located at 1249 Vinnell Way, Suite 108, Boise, Idaho, 83709. Payment procedures and forms can be found at the following website:
http://www.nifc.gov/programs/cpc_main.html

Manual/Handbook Sections Affected: This Pay Plan replaces all previously approved plans found in Chapter 10 of the Interagency Incident Business Management Handbook (IIBMH).

Coordination: The 2012 AD Pay Plan was coordinated with the other DOI Wildland Fire Management Agencies and the USDA Forest Service.

Contact: Questions should be addressed to Billie Farrell at (208) 387-5536.

2012 DOI Pay Plan for Emergency Workers (Casuals) can be found at
http://www.nifc.gov/programs/cpc_main.html

Attachment 1 - 2012 AD Pay Plan (DOI) Changes
Attachment 2 - AD non-fire emergency hire form
Attachment 3 – Personnel Bulletin 12-02

2012 AD Pay Plan (DOI) Changes:

The 2012 AD Pay Plan includes the following changes from the plan previously in effect for 2011:

- Casuals can be hired for prescribed fire projects for the purpose of reducing hazardous fuels. The language, Congressional funding within the Wildland Fire Operations account, has been re-instated to ensure that only hazardous fuels funding is used for prescribed fire (Section D.13).
- No pay adjustment applied to the pay rates in accordance with Executive Order 13594 (Section B.1).
- Eliminated the Hawaii and Alaska pay rates in accordance with the Non-Foreign Area Retirement Equity Assurance Act of 2009 and establishes one pay rate per classification level (Section B.1).
- With the omission of the separate pay rates (Formerly Section B.3), deleted language regarding the pay rate being established at point of hire.
- Clarified the areas to which rates are applicable (Section C.1).
- Clarified that the 80-hour limit for training does not include time spent in travel status (Section D.6).
- Clarified that the 120-hour limit for instructing does not include time spent in travel status (Section D.7).
- Expanded language to include missions or assignments from other Federal agencies in accordance with approved interagency emergency plans (Section D.11).
- Provided a position classification for Dozer Operator, Initial Attack (DZIA) and Tractor/Plow Operator, Initial Attack (TPIA) at the AD – I Level. (Incident Position Matrix).
- Clarified number of hours for non-fire emergency response (300 hours per incident, or per calendar year) (FWS AD Pay Plan Memo - Hiring Casuals for Non-Fire Emergencies).
- Updates made to the position matrix:
 - Clarified THSP position Deputy Incident Commander Type 1 is not a 310-1 qualified position.
 - Clarified THSP position Deputy Incident Commander Type 2 is not a 310-1 qualified position.
 - Added Specialty Tracked Equipment Operator (STOP) as an AD-H.
 - Provided position classifications for Dozer Operator, Initial-Attack (DZIA) and Tractor/Plow Operator, Initial-Attack (TPIA), both as an AD-I.
 - Updated All-Hazards Positions code/title as needed to correspond with All-Hazards language.



AD Non-Fire Emergency Hire - Resource Management Account

Pre-approval is **required** when hiring an AD for a non-fire local emergency incident. A non-fire local emergency incident is an incident that occurs on federal lands where **NO** federal declaration has occurred. Please forward requests to Billie Farrell (billie_farrell@fws.gov).

The AD Pay Plan covers both fire and all hazard emergency support needs and can be used to hire individuals to assist refuges with emergency operations including fire, flood, tornado, hurricane, or "any other all-hazard emergency that threatens damage to federally protected property unless brought under immediate control". **AD costs may only be charged to a fire suppression account if there is a presidential emergency declaration.** Refuge Management accounts may be used for non-fire related localized emergencies (on federal lands) provided there is funding available. Casual salary and travel may be charged to non-suppression accounts however this form must be submitted to and approved by the Fire Management Branch before hiring any casual that will not be paid out of the fire suppression account.

The requesting or hiring unit must adhere to all current AD pay plan provisions such as physical fitness requirements, qualification standards, etc.

Requesting Unit:

Project Leader:

Phone Number:

Describe Emergency event and anticipated duration:

Position Code:	Pay Rate:	Station Cost Center/WBS/Partial Fund: (example: FF04E01000/FX.RS12610400000.XX)
-----------------------	------------------	---

Signature: _____ I authorize use/availability of stations funds (identified above).

____ Approved

____ Not Approved

Fire Management Branch Signature:

Date:	Phone:
--------------	---------------