United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

MAY 0 7 2015

IN REPLY REFER TO:

Memorandum

To: All Regional Directors
Attention: Regional Fire Management Officers
Agency Fire Management Officers
Regional Points of Contacts, Casual Pay
Agency Points of Contacts, Casual Pay

From: Acting Director, Bureau of Indian Affairs

Subject: Department of the Interior, 2015 Administratively Determined Pay Plan for Emergency Workers

Purpose: This Instruction Memorandum (IM) authorizes and provides Bureau of Indian Affairs direction on the attached Department of the Interior (DOI) 2015 Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals). The DOI 2015 AD Pay Plan is located at: http://www.nifc.gov/programs/cpc_ADpayplans.html.

Timeframe: This Administratively Determined Pay Plan became effective March 27, 2015. It is valid until the 2016 DOI Administratively Determined Pay Plan for Emergency Workers is issued.

Policy/Action: The Pay Plan authorizes and provides direction to hire emergency workers (casual employees).

AD hiring authority is an inherently federal activity and requires Federal Government supervision. Hiring authority is granted through the DOI to BIA Regional and Agency Line Officers who are accountable for management of casual employees. This task cannot be delegated through a tribal 638 contract or self-governance compact.

The Approving Official (Agency or Regional Line Officer) will be responsible for certifying the accuracy of all payroll packages submitted to the Casual Payment Center in Boise, Idaho. These packages cannot be certified by tribal personnel.

The Approving Official (Agency or Regional Line Officer) is responsible for the hiring and management of casuals and adherence to the provisions of the current AD Pay Plan. Timesheets submitted to the DOI Casual Payment Center (CPC) which do not adhere to the AD Pay Plan requirements will not be paid and will be returned to the Approving Official.

If a casual is unable to obtain a direct deposit bank account, they have two options. They can either subscribe to an Electronic Transfer Account (ETA) https://eta-find.gov/eta/ or, submit a waiver request. Waiver request forms can be found at: http://www.nifc.gov/programs/cpc_forms.html. Electronic Funds Transfer Waiver Request forms must be completed by the casual employee and submitted to the Casual Payment Center on an annual basis.

The hosting (home) agency is responsible for providing a travel authorization and voucher using Concur Government Edition, in accordance with agency policy and regulations. Please refer to the Interagency Incident Business Management Handbook for guidance.

For instructions related to training casual employees, or hiring casual employees as instructors, please review the BIA AD Emergency Firefighter (EFF) Training Memorandum, dated September 23, 2014. In accordance with this policy, casual employees will not be paid for classroom time. However, the field portion of the training will be paid.

Information, memos, documents and forms that pertain to the Casual Payment Center can be found at: http://www.nifc.gov/programs/programs_PaymentCenter.html.

BIA memorandums can be found at: http://www.bia.gov/nifc/library/Memos/index.htm.

If hosting units have questions about the appropriate use of the DOI 2015 AD Pay Plan, contact Bob Roberts, Deputy Branch Chief, at robert.roberts@bia.gov or call (208) 387-5620.

Attachment: 2015 DOI AD Pay Plan