



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

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## Memorandum

To: Bureaus Human Capital Officers  
Bureau Fire Directors

From: Jennifer A. Ackerman  
Director, Office of Human Capital  
Deputy Chief Human Capital Officer

Subject: International Travel Requirements for Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals)

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Effective immediately, the 2023 Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals), Section A. paragraph 5, is amended to remove the sentence, “This plan does not provide the authority to hire individuals for out-of-country assignments.” ADs may now be mobilized under established agreements with international partners. When the AD Pay Plan for 2024 is issued, the language referenced above will be removed and the remainder of the plan will be updated, as necessary.

This memorandum is in response to the increased wildland fire activities occurring on lands managed by our international wildland fire management partners. In carrying out international commitments to mutual wildland fire management assistance, the Department of the Interior (DOI) recognizes the important role that Administratively Determined (AD) workers play in supporting wildfire response efforts.

As of Fiscal Year 2024, Emergency Workers (Casuals) performing their duties outside of the United States must meet the following requirements prior to international travel:

- All AD employees are required to possess a valid United States passport. ADs may conduct international travel using a valid personal passport.
- All AD employees must complete the E-Country Clearance (ECC) prior to travel.
- The Counter Threat Awareness Training (CTAT) has been waived for emergency international wildland firefighter travel.

The serving bureau/office of the employee is required to verify that all internal bureau processes and requirements have been met and that background checks and fingerprint clearances for the AD have been initiated. The DOI International Travel Clearance Form (DI-1175) is not a requirement for AD employees to travel for emergency response activities. The office of

Wildland Fire will work with the servicing bureaus/offices to obtain the deployment data and information.

AD employees provide an invaluable service and a demonstrated commitment to wildland fire management. DOI and its partners are grateful for the support from the members of the wildland fire communities.

Any Department employee or employee representative seeking further information concerning this memorandum may contact their respective servicing HRO. Bureau Headquarters Human Resources staff may contact [DOI\\_Office\\_of\\_Human\\_Resources@ios.doi.gov](mailto:DOI_Office_of_Human_Resources@ios.doi.gov).