



## National Wildfire Coordinating Group

National Interagency Fire Center  
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### MEMORANDUM

Reference: NWCG#014-2013

To: NWCG Executive Board

From: NWCG Chair *Arthur Bidabwun*

Date: December 6, 2013

Subject: NWCG Recommendation: Transition to Employee Common Identifier (ECI) for Casual Employees

In December 2006, the Office of Management & Budget required all federal agencies to review their use of social security numbers (SSNs) to determine whether such use could be eliminated, restricted, or concealed in agency business processes, systems, and electronic forms. With this increased focus on collection of personally identifiable information (PII), the NWCG's Incident Business Committee (IBC) recognized there may be current incident business practices requiring PII data that are unnecessary.

The IBC has focused on reducing or eliminating the use of PII and SSNs when gathering and maintaining data for incident personnel. An IBC task group was formed to identify the required data necessary for processing payments for casual employees, while eliminating the requirement to collect a SSN.

Based on task group recommendations, NWCG's IBC recommends a transition from SSNs to a unique identifier generated by the Federal Personnel Payroll System (FPPS). To assist with the transition, the attached ECI Procedures document outlines the necessary processes for hiring units, payment centers, incident management personnel and casual employees.

Casual pay will transition to the use of ECIs on January 1, 2014. A patch will be developed for the current I-Suite program that will allow input of the 10-digit ECI. This patch should be used for incidents commencing on or after the January 1, 2014 implementation date. Incidents that have an established I-Suite database prior to January 1, 2014 should continue with the established version of I-Suite and not institute the patch mid-assignment.

It is essential that we safeguard PII in the possession of the federal government to ensure the continued trust of our customers and employees. If you have any questions about the transition to ECIs or about the attached guidance, please contact your agency's incident business specialist.

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Employees

cc: NWCG Program Management Unit (PMU)  
Ron Shilz, Incident Business Committee, Chair

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