



United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, NW
Washington, DC 20240

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Memorandum

To: Regional, Associate, and Assistant Directors

From: Acting Associate Director, Visitor and Resource Protection
Associate Director, Workforce and Inclusion *When Tony [Signature]*

Subject: Appropriate Use of Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals)

The Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals) is a valuable hiring authority that is available to the National Park Service to rapidly bring on staff to respond to sudden and unexpected emergencies. In addition to wildfire response, use of the AD Pay Plan authority supports search and rescue operations, all-hazard incidents such as hurricanes and floods, and prescribed burns.

From time to time, individual supervisors have been found to have used the authority inappropriately. In an effort to ensure that the National Park Service retains the authority to continue to use the AD Pay Plan in the future, information on the AD Pay Plan authority and proper application of same within the NPS is provided in this memo.

The AD Pay Plan authority is to be applied wherever and whenever it becomes necessary to hire persons:

1. *To cope with a sudden and unexpected emergency caused by a fire, or extreme fire potential, flood, storm, or any other all-hazard emergency that threatens damage to federally protected property, has the potential to cause loss of life, serious injury, public health risk, or damage to natural or cultural resources unless brought under immediate control.*
2. *To provide emergency assistance to States under formalized agreements.*
3. *To meet mission assignments issued by the Federal Emergency Management Agency (FEMA).*

In addition to providing the circumstances when the AD Pay Plan authority can be utilized, the AD Pay Plan also communicates restrictions that supervisors must comply with. Specifically called out in this memo are two sections that have been previously utilized inappropriately in parks:

*Section D.6 of the Authority, which states: To allow personnel to attend emergency incident training in preparation for emergency incident response, including all-hazard training. In most cases, this should not exceed a total of 80 hours per calendar year, regardless of hiring agency. **This authority cannot be used to circumvent other hiring authorities such as temporary 1039 appointments or career seasonal appointments.** The 80-hour limit includes required annual refresher courses. The 80-hour limit does not include travel hours.*

*Additionally, D.14 states: To hire casuals for prescribed fire projects for the purpose of reducing hazardous fuels. This does not include Mechanical or Chemical Reduction Projects. The term of hire is restricted to no greater than the period beginning 24 hours prior to planned ignition and extending through 24 hours after the perimeter is secured. **This Pay Plan is to be used to provide temporary support due to the unpredictable nature of prescribed fire activities and may not be used to circumvent normal hiring and contracting procedures.***

The National Park Service is prohibited from hiring individuals under the AD Pay Plan authority to complete annual training requirements, support prescribed burns, or for other activities such as step-up **after** that individual has been offered and/or has accepted a federal temporary/seasonal or career seasonal position and is going through the pre-employment clearance process.

It is a violation of this hiring authority to appoint temporary seasonal employees to the same or other positions using other hiring authorities within the service year; to extend employment beyond the "1039" hour limitation through the use of the AD pay plan authority; or to manipulate the AD hiring authority to bring employees into "pay status" before their official EOD date.

The NPS National Incident Business Lead reviews hiring actions made using the AD Pay Plan authority. Parks or Programs inappropriately using the AD pay plan, including circumventing other hiring authorities, will be responsible for covering all labor and/or other costs associated with this action from their park base budget. Approval for future use of the AD pay plan authority may be revoked if the authority was used inappropriately to circumvent other hiring authority restrictions.

For clarification on appropriate use of the authority, please contact Christine Peters, National Incident Business Lead at christine_peters@nps.gov or 208-407-6558 or Mark Koontz, Planning and Budget Program Lead at mark_koontz@nps.gov or 208-387-5090.

cc: Regional Comptrollers
Chief, Fire and Aviation
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