



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

**FEB 20 2018**

## **PERSONNEL BULLETIN NO. 18-02**

**Subject:** 2018 Administratively Determined Pay Plan for Emergency Workers

The 2018 Department of the Interior Administratively Determined (AD) Pay Plan for Emergency Workers (enclosed) is effective immediately and remains in effect until issuance of the 2019 Administratively Determined Pay Plan for Emergency Workers. **All offices hiring under this authority should adhere to the provisions of this pay plan.**

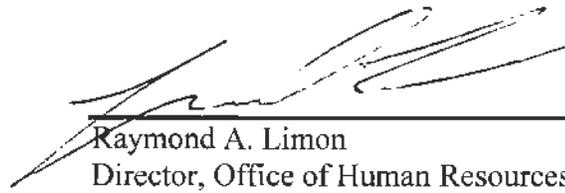
The following changes to the 2017 Administratively Determined Pay Plan for Emergency Workers and other items of note are effective on the date of signature.

- Per Executive Order 13715, a 1.67% increase was applied to 2017 pay rates.
- The following classified positions are added to the Incident Position Matrix:
  - o ATIM, Aircraft Timekeeper, AD-D
  - o THSP, Buying Team Leader Mentor, AD-J
  - o THSP, Cadre Support, AD-F
  - o FWBM, Fixed-Wing Base Manager, AD-I
  - o RTCM, Retardant Crew Member, AD-E
- Due to changes in 310-1, duties of the Take-Off & Landing Coordinator (TOLC) position were consolidated into the Aircraft Base Radio Operator (ABRO) position, which was re-leveled at the AD-E level.
- Removed the following positions from the Incident Position Matrix:
  - o BUYL, Buying Team Leader-Geographic Area
  - o BUYL, Buying Team Leader-National
  - o TOLC, Taking-Off & Landing Coordinator
- Conditions for Hire: Added clarifying language that “casuals are entitled to guaranteed hours (8 hours) if provided days off on an incident assignment away from their point-of-hire” (E.14.e).

If there are any questions concerning the implementation of this pay plan, please contact the following bureau personnel listed in the matrix.

| <b>BUREAU</b>                | <b>POINT OF</b>  | <b>PHONE</b> | <b>EMAIL</b>             |
|------------------------------|------------------|--------------|--------------------------|
| U.S. Fish & Wildlife Service | Reah Reedy       | 208.387.5736 | Reah_Reedy@fws.gov       |
| Bureau of Indian Affairs     | Robin White      | 208.387.5463 | Robin.White@bia.gov      |
| Bureau of Land Management    | Dave Burley      | 208.387.5420 | Dburley@blm.gov          |
| National Park Service        | Christine Peters | 208.407.6558 | Christine_Peters@nps.gov |

Enclosure



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Raymond A. Limon  
Director, Office of Human Resources

## **ADMINISTRATIVELY DETERMINED (AD) PAY PLAN FOR EMERGENCY WORKERS (CASUALS)**

**A. PREAMBLE:** Pursuant to 5 U.S.C. 5102 (c)(19), 7 U.S.C. 2225 and 2226, 16 U.S.C. 554e and 43 U.S.C. 1469, there is hereby established, effective immediately, the following Administratively Determined (AD) Pay Plan, which replaces and supersedes previously approved plans. In the event there is an emergency in progress on the effective date of this Pay Plan, the casuals on that emergency shall be paid under the provisions of the AD Pay Plan in effect at the time of hire. This Pay Plan applies 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).

Such hiring is of uncertain and purely temporary duration and must be terminated when other employment methods can be initiated. This plan does not provide the authority to hire individuals for out-of-country assignments.

This Pay Plan is complete within itself. Therefore, for any hiring under this Pay Plan, the provisions herein take precedence over any other policies or regulations that may be prescribed elsewhere.

**B. ADMINISTRATIVELY DETERMINED (AD) RATES OF PAY:** The National Wildfire Coordinating Group (NWCG) and Incident Business Committee (IBC) facilitates establishment of rates and reviews positions on an annual basis. Geographic Area Coordinating Groups (or designated agency representatives) may request rates for positions not published in this Pay Plan.

Changes to the Pay Plan may be proposed by any agency for a variety of reasons (such as a new law or regulation, clarification of meaning, establishment of new positions). The agency hiring official will submit, through normal agency channels, Pay Plan change recommendations to the IBC. Pay Plan changes are normally requested and addressed in the first quarter of the fiscal year.

1. Rates paid per hour for work performed at classification levels AD-A through AD-M:

| <b>Classification</b> | <b>Pay rate (per hour)</b> |
|-----------------------|----------------------------|
| AD-A                  | 15.20                      |
| AD-B                  | 16.68                      |
| AD-C                  | 18.64                      |
| AD-D                  | 20.48                      |
| AD-E                  | 22.52                      |
| AD-F                  | 24.56                      |
| AD-G                  | 26.80                      |
| AD-H                  | 30.04                      |
| AD-I                  | 33.20                      |
| AD-J                  | 36.56                      |
| AD-K                  | 40.16                      |
| AD-L                  | 48.16                      |
| AD-M                  | 57.24                      |

2. If the casual is assigned to a different position qualification (as documented on the SF-261, Crew Time Report), adjust the pay rate to the appropriate rate for that position and document in the remarks block of the OF-288.

3. The Area Commander, Type 1 or Type 2 Incident Commander, Security Specialist Level 1 or Level 2, and Wildland Fire Investigator are key positions and can only be filled by current agency employees. For state, local or tribal government employees who cannot work on federal incidents under their employment status or cooperative agreement due to policy or statute, the following positions may be filled under the included conditions:

- a. Area Commander: State, local, or tribal government employees who meet qualifications as certified by their Geographic Area Coordinating Group.

- b. Type 1 and Type 2 Incident Commander: State, local, or tribal government employees who meet qualifications as certified by their Geographic Area Coordinating Group.

- c. Wildland Fire Investigator: State, local, or tribal government employees.

4. When approved by the Bureau Procurement Chief (BPC), retirees may be hired as casuals in these positions:

- a. Contracting Officer

- b. Contracting Officer Technical Representative

Retirees hired under this authority may apply for warrants in accordance with Department of the Interior Acquisition Policy Release 2010-09, Contracting Officer Certificate of Appointment Program Manual. This process shall be followed regardless of whether the retiree has previously held a Contracting Officer's Certificate of Appointment. Bureau

Procurement Chiefs shall notify the Senior Procurement Executive within 60 days of granting purchasing authority to any individual hired under this authority.

*Note: Reinstated warrants may not apply to all bureaus.*

5. If a casual is receiving Social Security benefits or equivalent, casual earnings may be subject to limitations. Casuals should contact the Social Security Administration (SSA) office for further information.

**C. DESCRIPTION OF AREAS TO WHICH RATES ARE APPLICABLE:** These rates apply to all 50 States, as well as to the following areas and jurisdictions:

|                  |                         |
|------------------|-------------------------|
| Caroline Islands | Other Pacific Islands   |
| Guam             | Virgin Islands          |
| Mariana Islands  | Puerto Rico             |
| Marshall Islands | other Caribbean Islands |
| American Samoa   |                         |

**D. CIRCUMSTANCES REQUIRED FOR HIRING:** Hiring of emergency personnel may be made according to the provisions of this Pay Plan when any of the following situations exist:

1. To fight an ongoing fire.
2. To hire personnel during unusually dry periods or when local fire danger is very high to extreme (Preparedness Level 4 or 5), or when fuel or weather conditions are such that fires can readily ignite, spread rapidly and do substantial damage, and when risks of fire occurrence are high (for example, severity authority or prevention team activation). Examples of high risks occur when the preceding conditions exist and when:
  - a. unusual lightning activity is present or is predicted;
  - b. incendiary outbreaks occur; or
  - c. an unusually large number of people are in the area (for example, opening day of hunting season, fishing season, 4th of July, or Labor Day weekend).
3. To provide support to an ongoing incident, including post-incident administration (for example, dispatch, warehouse/cache workers, payment team members, administrative support, and reviews). Post-incident administration normally should not exceed 90 calendar days.
4. To pre-position or place resources on standby for potential dispatch.
5. To temporarily replace members of fire suppression crews or fire management personnel who are currently on fires.
6. 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.

7. To allow personnel to instruct emergency incident training when all other methods of hiring and contracting instructors have been exhausted. Instructing hours will not exceed a total of 120 hours (excluding travel) per calendar year, regardless of hiring agency, for a qualified individual to prepare, instruct, and issue certificates for required courses for emergency incident situations as noted in paragraph 6. The 120-hour limit does **not** include travel hours.

8. To allow medically qualified personnel to support work capacity tests and training courses as identified in a risk assessment when all other methods of hiring and contracting have been exhausted.

9. To cope with floods, storms, or any other all-hazard emergency that threaten damage to federally protected property, have the potential to cause loss of life, serious injury, a public health risk, or damage to natural/cultural resources unless brought under immediate control.

10. To carry out emergency stabilization work where there is an immediate danger of loss of life or property or when prompt remedial action is essential before potentially damaging climatic events occur.

11. During a transition period, not to exceed 90 calendar days, following an emergency to develop plans and manage an emergency stabilization effort until regular employees can handle the situation or until other employment methods can be initiated. The 90 calendar days begins on the date the Burned Area Emergency Response plan is approved.

12. To meet mission assignments issued by the Federal Emergency Management Agency (FEMA) and missions or assignments from other Federal agencies in accordance with approved interagency emergency plans.

13. To hire resources to provide public awareness for an emerging or projected incident, event, or situation.

14. 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.

## E. CONDITIONS OF HIRE

1. This Pay Plan applies only to those casuals who are recruited for the sole purpose of dealing with an immediate fire emergency, extreme fire potential, or other all-hazard emergency.

2. This Pay Plan may be used to supplement regular personnel assigned to DOI prescribed fire projects (reference D.14). The term of hire is restricted to no greater

than 300 hours (excluding travel) per person per **calendar** year, regardless of agency, for DOI prescribed fire projects.

3. The jurisdictional agency is responsible for hiring and paying under this Pay Plan for DOI prescribed fire projects.
4. Under no conditions may active members of the Armed Forces be hired.
5. Federal retirees may be hired under this plan without a reduction in annuity.
6. This authority cannot be used to circumvent other hiring authorities, such as temporary 1039 appointments or career seasonal appointments.
7. Casuals hired under this plan must meet minimum physical fitness standards, security, and qualification requirements as established by agency policy. Hiring units shall use the Single Resource Casual Hire Information Form (PMS 934), per agency policy. In addition, casuals are required to complete agency-specific health and medical screening requirements for certain positions prior to being hired.
8. Casuals in positions that require special certification or license (such as emergency medical technicians, drivers, or instructors) must meet the requirements of the hiring agency and of the State where the incident is located.
9. The Immigration Reform and Control Act of 1986 (8 U.S.C. 1324A) requires employers to hire only individuals who are eligible to work in the United States. This law also requires that the Department of Homeland Security (DHS) Form I-9 be completed within 3 business days of the appointment. Those units that establish and train organized crews should complete DHS Form I-9 as soon as crews are organized to eliminate the need for verification at incidents. The appropriately delegated position on the hiring unit or the designee is responsible for verifying the eligibility of any casual hired.
10. The agency administrator or designee has the final authority to accept or reject any person hired under this Pay Plan.
11. A social security number is required to work under this Pay Plan. This applies to United States citizens as well as to non-resident aliens. Casuals shall be furnished a notice of mandatory social security number disclosure at the time of hire.
12. The Internal Revenue Service requires federal tax withholdings for non-resident aliens (reference IRS Publication 515).
13. The salary rate shown for each classification is the rate per hour to be paid for all the service required of the casual. Premium compensation must not be paid for service in excess of 8 hours per day or 40 hours per week or for night, Sunday, or holiday work (43 U.S.C. 1469).
14. The hiring period begins at the point-of-hire and the time an individual is available for hire at the request of an agency representative. It ends at the time the casual is returned to the point-of-hire or is no longer available. Point-of-hire is defined as the location of the unit

where hiring documentation is completed or other locations as determined by the hiring unit. The hiring unit may determine an alternate location as the point-of-hire to allow for remote hiring of an individual and begin pay status from that location.

a. All hours worked under this Pay Plan must be recorded as either on-shift or off-shift. All on-shift time is compensable; all off-shift time is non-compensable.

b. On-shift time includes:

(1) time spent in travel from and return to the point-of-hire and related waiting time;

(2) other travel necessary for the performance of work, such as from fire camp to fireline or between fire camps;

(3) ordered standby; or

(4) actual work.

*(Reference the Interagency Incident Business Management Handbook {IIBMH}, Chapter 10).*

c. Off-shift time includes:

(1) time allowed for sleeping and eating when personnel are free from assigned duty; or

(2) other periods when personnel are free from duty and are not in an ordered standby status. Ordered standby occurs when, at the direction of the agency representative, a casual is held in a specific location fully outfitted and ready for immediate assignment.

d. Casuals working away from the point-of-hire must be given enough on-shift time (travel, ordered standby, and actual work) to total 8 compensable hours for that calendar day. This 8-hour guarantee does not apply to the first and last day of work.

e. Casuals are entitled to guarantee hours (8 hours) if provided days off on an incident assignment away from their hiring unit.

f. Casuals are not entitled to paid day(s) off upon release from the incident or at their point of hire (IIBMH, Chapter 10). This is considered off-shift time and is non-compensable. Casuals working at the point-of-hire are not guaranteed 8 hours each calendar day.

g. The minimum compensable time allowance for each work period is 2 hours. The minimum compensable time allowance of 2 hours does not apply to the first and last day of multiple-day assignments.

h. Casuals who are not reassigned and deviate from the normal travel route home will only be reimbursed for the number of miles back to the point-of-hire. Casuals are not entitled to transportation provided by the Government from the point the travel deviation occurs. The travel deviation must be documented and attached to the casual's original time record (OF-288). This documentation shall also be included in the incident record.

15. All transportation required from point-of-hire until return to point-of-hire must be at government expense, except as stated in section 14 (h) above. If a casual is fired or quits without an acceptable reason before the emergency is over, pay will be stopped at that time. A government official may decide whether or not the government will provide return transportation and if the casual will be paid for travel time back to the point-of-hire.

16. Meal periods should be applied in accordance with the Interagency Incident Business Management Handbook (IIBMH), Chapter 10.

17. When casuals do not receive adequate food or lodging, they shall be in pay status the entire time they are working, sleeping, or eating. Adequate food is defined as meals ready to eat (MREs), sack lunches, military-type rations, and hot can or similar meals. Adequate lodging is described as a sleeping bag (paper or cloth) or a blanket or equivalent covering to provide protection from the elements for sleeping.

18. Whenever deemed practical and necessary by the agency representative, furnish subsistence and lodging at government expense for casuals under this Pay Plan. When feasible, utilize buying teams or other procurement officials to obtain these services via purchase card or other procurement instrument. If the government cannot provide subsistence for a casual, reimbursement should be made through the agency travel process. The hiring agency/unit is responsible for issuing authorization to travel (if required) and for processing claims for travel expense reimbursement per agency procedures.

19. Casuals under this Pay Plan are not entitled to earn or to be granted annual or sick leave or to be covered under the Federal Employees' Group Life Insurance Act (5 U.S.C. 87), Civil Service Retirement Act (5 U.S.C. 83), Federal Employees' Retirement System (5 U.S.C. 84), or the Federal Insurance Contributions Act (26 U.S.C. 3121 (b) (6) (c)). However, the Federal Employees' Compensation Act (5 U.S.C. 81) does cover casuals.

20. Under the provisions of 5 U.S.C. 8501, federal agencies do not report wages earned to state offices for unemployment compensation purposes. The services performed by an individual on a temporary basis in case of fire, storm, earthquake, flood, or similar emergency incidents are not considered as performing federal service for the purpose of reporting wages for unemployment compensation benefits. Casuals may furnish statements of earnings to State Unemployment Offices on their own behalf.

21. Federal and state taxes must be withheld from salary payments. Each casual employee shall present IRS Form W-4, if applicable, at the time of initial hire. If the casual fails to submit a W-4, federal taxes must be withheld at the single rate with no exemptions. An IRS Form W-2 must be issued to the casual at the end of the year in which reported wages are earned. State taxes must be withheld for the state in which the casual is hired.

22. Social Security excludes emergency services from Medicare and Social Security withholdings for service performed by an individual serving on a temporary basis in case of fire, storm, snow, earthquake, flood, or other similar emergency (Social Security Act, Section 218 [42 U.S.C. 418] (c) (6)).

23. Casuals under this Pay Plan cannot supervise, hire, order, or recommend payments that in any way affect a company or contractor that the casual has ownership or employment with, or perform any other financial responsibilities to or for the company or contractor on an incident. If such working conditions exist on an incident or other workplace, the casual employee must immediately disclose any relationship with the company or contractor to the Agency Administrator, Incident Business Advisor, or Finance/Administration Section Chief for immediate action.

24. Hiring units shall adhere to agency-specific policy on hiring relatives as casuals.

## **F. POSITION CLASSIFICATION**

1. Rates are determined according to the job performed. Previous lengths of service and/or additional qualifications are not used to determine pay rate. Occasional or infrequent duties at a higher level do not justify a change in the pay rate.

2. Positions listed in the Incident Position Matrix (IPM) which are found in the Wildland Fire Qualification System Guide (PMS 310-1) are designated with an asterisk in the 310-1 column. Individuals must possess a current agency-issued incident qualification card (Red Card) showing specific qualifications for the position in which they are hired.

3. When casuals work as trainees, they shall be paid one Administratively Determined (AD) rate lower than the full performance AD rate, i.e., a fireline squad boss trainee would be paid at the AD-C rate.

4. When casuals attend emergency incident training to qualify for another position, the casual shall be paid at one AD rate lower than the full performance rate.

5. When casuals attend refresher training, the casual shall be paid at their current position qualification rate.

6. The following IPM outlines the national standard rates prescribed for positions commonly utilized in the Incident Command System (ICS) structure.

7. Exception Positions: If there are no positions on the IPM that fit the scope of duties for a position needed and the extent of a current emergency necessitates unique skills, an exception position could be established at the AD-A, AD-B, AD-F, AD-I, or AD-K classification levels at the local unit by an appropriately delegated hiring official. Please reference agency-specific guidance regarding approval for exception positions. A brief description of duties must accompany the Single Resource Casual Hire form. The classifications below should be used as guidelines when determining at what level a new position may be established:

- a. Exception Position 1 – Level AD-A. Positions at this level require no specialized skills or training. The job requires the performance of simple routine, repetitive work tasks under close supervision or requires following oral or written specific step-by-step instructions.
- b. Exception Position 2 – Level AD-B. Positions at this level require minimal skills or training. Routine assignments are carried out independently. Oral or written assignments are given with general information on quality, quantity, and timeframe expectations.
- c. Exception Position 3 – Level AD-F. Positions at this level require skills acquired through specific job training or experience. Work is performed independently. The incumbent of the position is expected to interpret instructions, plan work, lead or supervise positions at the next lower level.
- d. Exception Position 4 – Level AD-I. Positions at this level require skills acquired through specific job training, technical education, or experience and require the ability to apply or use specialized, complicated techniques or equipment. The incumbent of this position is expected to instruct others in the requirements of the job, plan work, or supervise positions at the next lower level. This level requires independent judgment and decision making. Assignments are expected to be completed and problems resolved independently.
- e. Exception Position 5 – Level AD-K. Positions at this level require expert knowledge and very high skill level in applying a wide range of concepts, principles, and practices associated with professional or administrative work. Most often, the positions at this level are commensurate with knowledge gained from successful completion of Incident Command System (ICS) 400 level and above courses, qualifications at the Type 1 or 2 level, or “ologist” type positions (such as hydrologist) that require a higher level of education or certification. Incumbents of these positions may be required to supervise other professionals or a group of technical specialists (THSP).

| <b>Exception position #</b> | <b>Classification level</b> | <b>Pay rate (per hour)</b> |
|-----------------------------|-----------------------------|----------------------------|
| <b>1</b>                    | <b>AD-A</b>                 | 15.20                      |
| <b>2</b>                    | <b>AD-B</b>                 | 16.68                      |
| <b>3</b>                    | <b>AD-F</b>                 | 24.56                      |
| <b>4</b>                    | <b>AD-I</b>                 | 33.20                      |
| <b>5</b>                    | <b>AD-K</b>                 | 40.16                      |

For payment purposes, when completing the OF-288 (Incident Time Report), the Exception Position code will be recorded as a technical specialist (i.e., THSP-Exception Position 3, AD-F), with the actual position title (i.e., Biological Technician) documented in the remarks section. A trainee hired for an Exception Position will be paid at the next lower rate (i.e., THSP-Exception Position 3, Biological Technician/T, AD-E).

## INCIDENT POSITION MATRIX

*(correlates positions within the Incident Command System {ICS}  
to classification levels AD-A to AD-M)*

**Note:** The abbreviated ICS position code identifiers are in the left-hand column. Asterisks in the right-hand column indicate that positions and qualifications are listed in PMS 310-1.

| POSITION CODE | POSITION TITLE  | AD CLASSIFICATION | 310-1 |
|---------------|---|-------------------|-------|
| AEMT          | ADVANCED EMERGENCY MEDICAL TECHNICIAN <i>(not fireline qualified)</i> | H                 |       |
| AEMF          | ADVANCED EMERGENCY MEDICAL TECHNICIAN -- FIRELINE                     | I                 |       |
| AOBS          | AERIAL OBSERVER   | F                 |       |
| THSP          | AGENCY ADMINISTRATOR LIAISON  | M                 |       |
| AREP          | AGENCY REPRESENTATIVE   | K                 | *     |
| ABRO          | AIRCRAFT BASE RADIO OPERATOR  | E                 | *     |
| THSP          | AIRCRAFT COORDINATOR <i>(National &amp; GACC)</i>                     | I                 |       |
| ACDP          | AIRCRAFT DISPATCHER   | H                 | *     |
| ATIM          | AIRCRAFT TIMEKEEPER   | D                 |       |
| AOBD          | AIR OPERATIONS BRANCH DIRECTOR  | K                 | *     |
| THSP          | AIR RESOURCE ADVISOR  | J                 |       |
| THSP          | AIR SPACE COORDINATOR   | H                 |       |
| ASGS          | AIR SUPPORT GROUP SUPERVISOR  | J                 | *     |
| ATGS          | AIR TACTICAL GROUP SUPERVISOR   | J                 | *     |
| THSP          | AIR TACTICAL SUPERVISOR <i>(attached to ASMI)</i>                     | J                 |       |
| ATBM          | AIR-TANKER BASE MANAGER   | H                 |       |
| ARCH          | ARCHEOLOGIST  | K                 |       |
| ACAC          | AREA COMMAND AVIATION COORDINATOR                                     | L                 | *     |
| ACDR          | AREA COMMANDER <i>(reference Section B.3 for hiring conditions)</i>   | M                 | *     |
| ACLC          | ASSISTANT AREA COMMANDER LOGISTICS                                    | L                 | *     |
| ACPC          | ASSISTANT AREA COMMANDER, PLANNING                                    | L                 | *     |
| BAEL          | BAER TEAM LEADER  | L                 |       |
| BCMG          | BASE CAMP MANAGER   | E                 | *     |
| BAES          | BURNED AREA (EMERGENCY) RESPONSE SPECIALIST                           | K                 |       |
|               |   |                   |       |
| THSP          | BUYING TEAM LEADER MENTOR   | J                 |       |
|               |   |                   |       |
| BUYM          | BUYING TEAM MEMBER  | F                 |       |

| POSITION CODE | POSITION TITLE  | AD CLASSIFICATION | 310-1 |
|---------------|---|-------------------|-------|
| CDSP          | CACHE DEMOB SPECIALIST  | F                 |       |
| THSP          | CACHE LIAISON   | G                 |       |
| CASC          | CACHE SUPPLY CLERK  | C                 |       |
| THSP          | CADRE SUPPORT   | F                 |       |
| CACB          | CAMP CREW BOSS  | D                 |       |
| THSP          | CAMP CREW SQUAD BOSS  | C                 |       |
| CAMP          | CAMP HELP   | A                 |       |
| CLMS          | CLAIMS SPECIALIST   | E                 | *     |
| CMSY          | COMMISSARY MANAGER  | E                 | *     |
| COML          | COMMUNICATIONS UNIT LEADER  | H                 | *     |
| COMP          | COMP/CLAIMS UNIT LEADER   | H                 | *     |
| INJR          | COMP FOR INJURY SPECIALIST  | E                 | *     |
| COCO          | COMPUTER COORDINATOR  | G                 |       |
| CDER          | COMPUTER DATA ENTRY RECORDER  | D                 |       |
| THSP          | CONTRACT REPRESENTATIVE NATION-WIDE   | G                 |       |
| CRNW          | CONTRACT REPRESENTATIVE NORTHWEST   | G                 |       |
| CONO          | CONTRACTING OFFICER <i>(reference Section B.4 for hiring conditions)</i>                          | K                 |       |
| COTR          | CONTRACTING OFFICER TECHNICAL REPRESENTATIVE <i>(reference Section B.4 for hiring conditions)</i> | G                 |       |
| COOK          | COOK, HEAD CAMP   | F                 |       |
| THSP          | COST APPORTIONMENT TECH SPECIALIST  | H                 |       |
| COST          | COST UNIT LEADER  | H                 | *     |
| CRWB          | CREW BOSS   | F                 | *     |
| CREP          | CREW REPRESENTATIVE   | G                 | *     |
| THSP          | CRITICAL INCIDENT PEER SUPPORT  | K                 |       |
| DECK          | DECK COORDINATOR  | F                 | *     |
| DMOB          | DEMOBILIZATION UNIT LEADER  | H                 | *     |
| THSP          | DEPUTY INCIDENT COMMANDER TYPE 1  | M                 |       |
| THSP          | DEPUTY INCIDENT COMMANDER TYPE 2  | L                 |       |
| DPRO          | DISPLAY PROCESSOR   | C                 | *     |
| DIVS          | DIVISION/GROUP SUPERVISOR   | J                 | *     |
| DOCL          | DOCUMENTATION UNIT LEADER   | F                 | *     |
| DZOP          | DOZER OPERATOR  | H                 |       |
| DZIA          | DOZER OPERATOR, INITIAL-ATTACK  | I                 |       |
| DRCL          | DRIVER, CDL REQUIRED  | E                 |       |
| DRIV          | DRIVER/OPERATOR   | D                 |       |

| POSITION CODE | POSITION TITLE  | AD CLASSIFICATION | 310-1 |
|---------------|---|-------------------|-------|
| EMTB          | EMERGENCY MEDICAL TECHNICIAN BASIC                        | G                 |       |
| EMTF          | EMERGENCY MEDICAL TECHNICIAN FIRELINE                     | H                 |       |
| ENGB          | ENGINE BOSS   | F                 | *     |
| ENOP          | ENGINE OPERATOR   | E                 |       |
| EQPI          | EQUIPMENT INSPECTOR                                       | D                 |       |
| EQPM          | EQUIPMENT MANAGER   | E                 | *     |
| EQTR          | EQUIPMENT TIME RECORDER                                   | E                 | *     |
| CORD          | EXPANDED DISPATCH COORDINATOR                             | J                 | *     |
| EDRC          | EXPANDED DISPATCH RECORDER                                | C                 | *     |
| EDSP          | EXPANDED DISPATCH SUPERVISORY DISPATCHER                  | H                 | *     |
| EDSD          | EXPANDED DISPATCH SUPPORT DISPATCHER                      | F                 | *     |
| FACL          | FACILITIES UNIT LEADER                                    | H                 | *     |
| FAL1          | FALLER, ADVANCED  | J                 | *     |
| FAL3          | FALLER, BASIC   | D                 | *     |
| FAL2          | FALLER, INTERMEDIATE                                      | E                 | *     |
| THSP          | FAMILY LIAISON OFFICER                                    | K                 |       |
| FELB          | FELLING BOSS  | F                 | *     |
| ESFA          | FEMA EMERGENCY SUPPORT FUNCTION #4 ADMINISTRATIVE SUPPORT | F                 |       |
| ESFL          | FEMA EMERGENCY SUPPORT FUNCTION #4 PRIMARY LEADER         | K                 |       |
| ESFS          | FEMA EMERGENCY SUPPORT FUNCTION #4 STRUCTURE SUPPORT      | I                 |       |
| ESFW          | FEMA EMERGENCY SUPPORT FUNCTION #4 WILDLAND SUPPORT       | I                 |       |
| FOBS          | FIELD OBSERVER  | F                 | *     |
| FSC1          | FINANCE/ADMINISTRATION SECTION CHIEF TYPE 1               | L                 | *     |
| FSC2          | FINANCE/ADMINISTRATION SECTION CHIEF TYPE 2               | K                 | *     |
| FSC3          | FINANCE/ADMINISTRATION SECTION CHIEF TYPE 3               | J                 | *     |
| FBAN          | FIRE BEHAVIOR ANALYST                                     | J                 | *     |
| FEMO          | FIRE EFFECTS MONITOR                                      | D                 | *     |
| THSP          | FIRE LOOKOUT  | D                 |       |
| FFT1          | FIREFIGHTER TYPE 1 (SQUAD BOSS)                           | D                 | *     |
| FFT2          | FIREFIGHTER TYPE 2 (CREW MEMBER)                          | C                 | *     |
| FIRB          | FIRING BOSS   | F                 | *     |
| FWBM          | FIXED-WING BASE MANAGER                                   | I                 |       |

| POSITION CODE | POSITION TITLE  | AD CLASSIFICATION | 310-1 |
|---------------|---|-------------------|-------|
| FWPT          | FIXED-WING PARKING TENDER   | C                 |       |
| FDUL          | FOOD UNIT LEADER  | H                 | *     |
| FUEL          | FUELING SPECIALIST  | D                 |       |
| THSP          | GACC CACHE MANAGER  | J                 |       |
| THSP          | GACC METEOROLOGIST  | J                 |       |
| THSP          | GENERAL SUPPORT CLERK   | C                 |       |
| GISS          | GIS SPECIALIST  | G                 | *     |
| GSUL          | GROUND SUPPORT UNIT LEADER  | H                 | *     |
| HEQB          | HEAVY EQUIPMENT BOSS, Single Resource                                   | F                 | *     |
| THSP          | HEAVY EQUIPMENT TECHNICAL SPECIALIST                                    | L                 |       |
| HEB1          | HELIBASE MANAGER TYPE 1 (6 or more helicopters)                         | I                 | *     |
| HEB2          | HELIBASE MANAGER TYPE 2 (1-5 helicopters)                               | H                 | *     |
| HLCO          | HELICOPTER COORDINATOR  | I                 | *     |
| HECM          | HELICOPTER CREW MEMBER  | D                 | *     |
| HMGB          | HELICOPTER MANAGER, Single Resource Boss                                | G                 | *     |
| HRSP          | HUMAN RESOURCE SPECIALIST   | H                 | *     |
| INBA          | INCIDENT BUSINESS ADVISOR   | L                 | *     |
| ICT1          | INCIDENT COMMANDER TYPE 1 (reference Section B.3 for hiring conditions) | M                 | *     |
| ICT2          | INCIDENT COMMANDER TYPE 2 (reference Section B.3 for hiring conditions) | L                 | *     |
| ICT3          | INCIDENT COMMANDER TYPE 3   | J                 | *     |
| ICT4          | INCIDENT COMMANDER TYPE 4   | F                 | *     |
| ICT5          | INCIDENT COMMANDER TYPE 5   | E                 | *     |
| INCM          | INCIDENT COMMUNICATIONS CENTER MANAGER                                  | E                 | *     |
| COMT          | INCIDENT COMMUNICATIONS TECHNICIAN                                      | F                 | *     |
| ICPI          | INCIDENT CONTRACT PROJECT INSPECTOR                                     | G                 | *     |
| IMSA          | INCIDENT MEDICAL SPECIALIST ASSISTANT                                   | G                 |       |
| IMSM          | INCIDENT MEDICAL SPECIALIST MANAGER                                     | H                 |       |
| IMST          | INCIDENT MEDICAL SPECIALIST TECHNICIAN                                  | G                 |       |
| ITSS          | INCIDENT TECHNOLOGY SUPPORT SPECIALIST                                  | I                 |       |
| TNSP          | INCIDENT TRAINING SPECIALIST  | F                 | *     |
| IRIN          | INFRARED INTERPRETER  | G                 | *     |

| POSITION CODE | POSITION TITLE   | AD CLASSIFICATION | 310-1 |
|---------------|--|-------------------|-------|
| IADP          | INITIAL-ATTACK DISPATCHER  | H                 | *     |
| THSP          | INSTRUCTOR <i>(S-300 and below courses and non-ICS courses)</i>                            | H                 |       |
| THSP          | INSTRUCTOR <i>(S-400 courses and above)</i>  | J                 |       |
| INTL          | INTELLIGENCE LEAD  | J                 |       |
| INTS          | INTELLIGENCE SUPPORT   | G                 |       |
| IARR          | INTERAGENCY RESOURCE REPRESENTATIVE  | G                 | *     |
| THSP          | LABORER  | C                 |       |
| THSP          | LEAD ACCOUNTING TECHNICIAN   | G                 |       |
| THSP          | LEAD INSTRUCTOR <i>(S-300 and below courses and other non-ICS courses)</i>                 | I                 |       |
| THSP          | LEAD INSTRUCTOR <i>(S-400 courses and above)</i>   | K                 |       |
| LOFR          | LIAISON OFFICER  | K                 | *     |
| LSC1          | LOGISTICS SECTION CHIEF TYPE 1   | L                 | *     |
| LSC2          | LOGISTICS SECTION CHIEF TYPE 2   | K                 | *     |
| LSC3          | LOGISTICS SECTION CHIEF TYPE 3   | J                 | *     |
| LTAN          | LONG-TERM FIRE ANALYST   | J                 | *     |
| MCCO          | MAC GROUP COORDINATOR  | K                 |       |
| THSP          | MAC ADMINISTRATIVE SUPPORT   | D                 |       |
| MABM          | MAFFS AIRTANKER BASE MANAGER   | H                 |       |
| MABS          | MAFFS AIRTANKER BASE SPECIALIST  | F                 |       |
| MALO          | MAFFS ASSISTANT LIAISON OFFICER  | H                 |       |
| MAFF          | MAFFS LIAISON OFFICER  | J                 |       |
| THSP          | MASTER PARACHUTE RIGGER  | H                 |       |
| WHR           | MATERIALS HANDLER <i>(warehouse/cache worker)</i>  | E                 |       |
| WHLR          | MATERIALS HANDLER, LEADER <i>(warehouse/cache leader)</i>                                  | F                 |       |
| GMEC          | MECHANIC <i>(automotive/heavy equipment)</i>   | G                 |       |
| MEDL          | MEDICAL UNIT LEADER  | H                 | *     |
| THSP          | MILITARY INSTALLATION LOGISTICS COORDINATOR <i>(only used when a battalion is ordered)</i> | H                 |       |
| MXMS          | MIXMASTER  | G                 |       |
| THSP          | NMAC / GMAC CREW COORDINATOR   | I                 |       |
| OPBD          | OPERATIONS BRANCH DIRECTOR   | K                 | *     |
| OSC1          | OPERATIONS SECTION CHIEF TYPE 1  | L                 | *     |
| OSC2          | OPERATIONS SECTION CHIEF TYPE 2  | K                 | *     |
| OPS3          | OPERATIONS SECTION CHIEF TYPE 3  | J                 | *     |
| ORDM          | ORDERING MANAGER   | E                 | *     |
| PACK          | PACKER   | F                 |       |
| EMPF          | PARAMEDIC FIRELINE   | J                 |       |
| EMTP          | PARAMEDIC <i>(not fireline qualified)</i>  | J                 |       |

| POSITION CODE | POSITION TITLE  | AD CLASSIFICATION | 310-1 |
|---------------|---|-------------------|-------|
| THSP          | PAYROLL ACCOUNTING SPECIALIST 1 <i>(for payment center use only)</i>    | C                 |       |
| THSP          | PAYROLL ACCOUNTING SPECIALIST 2 <i>(for payment center use only)</i>    | F                 |       |
| THSP          | PAYROLL ACCOUNTING SPECIALIST LEAD <i>(for payment center use only)</i> | G                 |       |
| PTRC          | PERSONNEL TIME RECORDER   | E                 | *     |
| THSP          | PILOT   | L                 |       |
| PSC1          | PLANNING SECTION CHIEF TYPE 1   | L                 | *     |
| PSC2          | PLANNING SECTION CHIEF TYPE 2   | K                 | *     |
| PSC3          | PLANNING SECTION CHIEF TYPE 3   | J                 | *     |
| PETL          | PREVENTION/EDUCATION TEAM LEADER  | K                 | *     |
| PETM          | PREVENTION/EDUCATION TEAM MEMBER  | J                 | *     |
| PROC          | PROCUREMENT UNIT LEADER   | I                 | *     |
| PIO1          | PUBLIC INFORMATION OFFICER TYPE 1                                       | L                 | *     |
| PIO2          | PUBLIC INFORMATION OFFICER TYPE 2                                       | K                 | *     |
| PIOF          | PUBLIC INFORMATION OFFICER  | I                 | *     |
| PA25          | PURCHASING AGENT (\$25,000) FS ONLY                                     | H                 |       |
| RADO          | RADIO OPERATOR  | B                 | *     |
| RAMP          | RAMP MANAGER  | F                 |       |
| RCDM          | RECEIVING AND DISTRIBUTION MANAGER                                      | E                 | *     |
| READ          | RESOURCE ADVISOR  | I                 |       |
| REAF          | RESOURCE ADVISOR -- FIRELINE  | J                 |       |
| RESL          | RESOURCES UNIT LEADER   | H                 | *     |
| RTCM          | RETARDANT CREW MEMBER   | E                 |       |
| SOFR          | SAFETY OFFICER LINE   | I                 | *     |
| SOF1          | SAFETY OFFICER TYPE 1   | L                 | *     |
| SOF2          | SAFETY OFFICER TYPE 2   | K                 | *     |
| THSP          | SEAT COORDINATOR  | I                 |       |
| SECG          | SECURITY GUARD <i>(not Law Enforcement)</i>                             | C                 |       |
| SECM          | SECURITY MANAGER  | E                 | *     |
| THSP          | SENIOR PARACHUTE RIGGER   | F                 |       |
| SVBD          | SERVICE BRANCH DIRECTOR   | K                 | *     |
| SEMG          | SINGLE ENGINE A/T MANAGER   | G                 | *     |
| SITL          | SITUATION UNIT LEADER   | H                 | *     |
| SMEC          | SMALL-ENGINE MECHANIC   | E                 |       |
| STOP          | SPECIALTY TRACKED EQUIPMENT OPERATOR                                    | H                 |       |
| STAM          | STAGING AREA MANAGER  | F                 | *     |
| SCKN          | STATUS/CHECK-IN RECORDER  | E                 | *     |
| THSP          | STRATEGIC FIRE MANAGEMENT ANALYST                                       | K                 |       |

| POSITION CODE | POSITION TITLE  | AD CLASSIFICATION | 310-1 |
|---------------|---|-------------------|-------|
| SOPL          | STRATEGIC OPERATIONAL PLANNER   | K                 | *     |
| STCR          | STRIKE TEAM LEADER CREW   | H                 | *     |
| STEN          | STRIKE TEAM LEADER ENGINE   | H                 | *     |
| STEQ          | STRIKE TEAM LEADER HEAVY EQUIPMENT  | H                 | *     |
| STLM          | STRIKE TEAM LEADER MILITARY   | H                 |       |
| STPS          | STRUCTURAL PROTECTION SPECIALIST  | J                 | *     |
| SPUL          | SUPPLY UNIT LEADER  | H                 | *     |
| SUBD          | SUPPORT BRANCH DIRECTOR   | K                 | *     |
| TFLD          | TASK FORCE LEADER   | H                 | *     |
| TIME          | TIME UNIT LEADER  | H                 | *     |
| TESP          | TOOL AND EQUIPMENT SPECIALIST   | C                 |       |
| TPOP          | TRACTOR/PLOW OPERATOR   | II                |       |
| TPIA          | TRACTOR/PLOW OPERATOR, INITIAL-ATTACK   | I                 |       |
| THSP          | VOUCHER EXAMINER  | F                 |       |
| WHSP          | WATER HANDLING SPECIALIST   | F                 |       |
| WOBS          | WEATHER OBSERVER  | E                 |       |
| INVF          | WILDLAND FIRE INVESTIGATOR <i>(reference Section B.3 for hiring conditions)</i> | I                 | *     |

| POSITION CODE | POSITION TITLE                            | AD CLASSIFICATION | 310-1 |
|---------------|---|-------------------|-------|
|               | <b>PRESCRIBED FIRE: DOI PAY PLAN ONLY</b> |                   |       |
| RXB1          | Rx BURN BOSS TYPE 1                       | I                 | *     |
| RXB2          | Rx BURN BOSS TYPE 2                       | H                 | *     |
| RXB3          | Rx BURN BOSS TYPE 3                       | F                 |       |
| RXM1          | Rx FIRE MANAGER TYPE 1                    | J                 | *     |
| RXM2          | Rx FIRE MANAGER TYPE 2                    | I                 | *     |

| POSITION CODE | POSITION TITLE                        | AD CLASSIFICATION | 310-1 |
|---------------|---------------------------------------|-------------------|-------|
|               | <b>ALL-HAZARDS</b>                    |                   |       |
| SRT3          | BASIC SEARCH & RESCUE TECHNICIAN      | B                 |       |
| BIOL          | BIOLOGIST                             | J                 |       |
| CANH          | CANINE HANDLER                        | F                 |       |
| CANL          | CANINE TEAM LEADER                    | G                 |       |
| CONS          | CONSERVATION SPECIALIST               | J                 |       |
| DFF1          | DEFENSIVE STRUCTURAL FIREFIGHTER      | B                 |       |
| EPID          | EPIDEMIOLOGIST                        | J                 |       |
| HAZ2          | HAZARDOUS MATERIALS, OPERATIONS LEVEL | F                 |       |
| HAZL          | HAZARDOUS MATERIALS TEAM LEADER       | H                 |       |
| HAZ1          | HAZARDOUS MATERIALS, TECHNICIAN LEVEL | G                 |       |
| HEQT          | HEAVY EQUIPMENT TECHNICIAN            | H                 |       |
| MSTC          | MOUNTED SEARCH TECHNICIAN             | F                 |       |
| SRT1          | SEARCH & RESCUE SQUAD LEADER          | F                 |       |
| SRTL          | SEARCH & RESCUE TEAM LEADER           | G                 |       |
| SRT2          | SEARCH & RESCUE TECHNICIAN            | D                 |       |
| SCOP          | SMALL-CRAFT OPERATOR                  | G                 |       |
| SFF1          | STRUCTURAL FIREFIGHTER 1              | C                 |       |
| THSP          | STRUCTURAL FIREFIGHTER 2              | D                 |       |
| SFOL          | STRUCTURAL FIRELINE OFFICER           | H                 |       |
| SWF1          | SWIFT-WATER-RESCUE SQUAD LEADER       | F                 |       |
| SWFL          | SWIFT-WATER-RESCUE TEAM LEADER        | G                 |       |
| SWF2          | SWIFT-WATER-RESCUE TECHNICIAN         | D                 |       |
| TMRL          | TECHNICAL MOUNTAIN-RESCUE LEADER      | G                 |       |
| TMRT          | TECHNICAL MOUNTAIN-RESCUE TECHNICIAN  | F                 |       |
| TRT1          | TECHNICAL-RESCUE SQUAD LEADER         | F                 |       |
| TRTL          | TECHNICAL-RESCUE TEAM LEADER          | G                 |       |
| TRT2          | TECHNICAL-RESCUE TECHNICIAN           | D                 |       |
| TCA1          | TRAFFIC CONTROL AIDE                  | B                 |       |