United States Department of the Interior

OFFICE OF THE SECRETARY
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PERSONNEL BULLETIN NO. 09-09

SUBJECT: 2009 Administrative Determined Pay Plan for Emergency Workers hired under the American Recovery and Reinvestment Act

This Administratively Determined Pay Plan applies for employees hired to meet emergency needs for Hazardous Fuel Reduction as authorized by the American Recovery and Reinvestment Act (AARA).

This pay plan is effective through December 31, 2009.

Sharlyn A. Grigsby
Director, Office of Human Resources

ADMINISTRATIVELY DETERMINED PAY PLAN FOR RECOVERY ACT WORKERS

A. PREAMBLE. Pursuant to 5 U.S.C. 5102 (c)(19) and Public Law 111-5, the American Recovery and Reinvestment Act of 2009 (ARRA), there is hereby established, effective immediately, the following Administratively Determined (AD) Pay Plan. In ARRA, Sec. 5(a), Emergency Designations, "In General.-- Each amount in this Act is designated as an emergency requirement and necessary to meet emergency needs pursuant to section 204(a) of S. Con. Res. 21 (110th Congress), the concurrent resolutions on the budget for fiscal years 2008 and 2009." On the effective date of this pay plan workers hired under Public Law 111-5, shall be paid under the provisions of this AD pay plan. This pay plan is effective through December 31, 2009.

This pay plan applies wherever and whenever it becomes necessary to hire persons to treat hazardous fuels to reduce the risk of unplanned and unwanted wildland fire, as authorized by Public Law 111-5.

Such hiring is of uncertain, of purely temporary duration, and shall be terminated when other employment methods can be initiated.

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

B. RATES OF PAY. The National Wildfire Coordinating Group (NWCG) Incident Business Practices Working Team (IBPWT) facilitated the establishment of rates of pay and positions review for AD positions in this pay plan.

1. Rates per hour for AD-A through AD-M

Classification	48 Contiguous States	Alaska
A	13.96	17.16
B	15.36	18.88
C	17.08	21.00
D	18.88	23.20
E	20.68	25.44
F	22.64	27.84
G	24.64	30.28
H	27.68	34.04
I	30.60	37.64
J	33.68	41.44
K	37.00	45.52
L	44.36	54.56
M	52.76	64.88

2. If the AD is assigned to a different position qualification (as documented on the Crew Time Report, SF-261), adjust the pay rates to the appropriate rate for that position and document in the Remarks block of Form OF-288. The adjusted pay rate will be based on the original point of hire.

3. The rate will be established at the point of hire, based upon the point of hire location and documented on the OF-288. The established rate for the point of hire will remain in effect regardless of the location of the project.

4. If an AD is receiving Social Security benefits or equivalent, AD earnings may be subject to limitations. ADs should contact the Social Security office for further information.

C. DESCRIPTION OF AREAS TO WHICH RATES ARE APPLICABLE.

1. The 48 contiguous States

2. Alaska (Statewide)

D. REQUIRED SITUATIONS FOR HIRE. Hiring of personnel may be made according to the provisions of this pay plan when any of the following situations exists:

1. To carry out hazardous fuels reduction treatments.

2. To allow personnel to attend training in preparation for hazardous fuels reduction projects. In most cases this should not exceed a total of 80 hours per calendar year, regardless of hiring agency.

3. To allow personnel to instruct training for AD's hired to participate in hazardous fuels reduction projects; not to exceed a total of 120 hours including travel per calendar year, regardless of hiring agency.

E. CONDITIONS OF HIRE.

1. This pay plan applies only to those ADs that are recruited for the sole purpose of dealing with hazardous fuels reduction projects (i.e., mechanical, chemical and prescribed).

2. The jurisdictional agency is responsible for hiring and paying under this pay plan for hazardous fuels reduction projects.

3. Under no conditions may active members of the Armed Forces be hired.

4. Federal retirees may be hired under this plan without a reduction in annuity.

5. Hiring units shall use the Single Resource Casual Hire Information Form, per agency policy. A separate form must be completed for each project.

6. ADs hired under this plan must meet minimum physical fitness standards, security and qualification requirements as established by agency policy. In addition, ADs are required to complete agency specific health and medical screening requirements for certain positions prior to being hired.

7. 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. The appropriately delegated position on the hiring unit or the designee is responsible for verifying the eligibility of any ADs hired.

8. The Agency Administrator or designee has the final authority to accept or reject any person hired under this plan.

9. To work under this plan requires a social security number. This applies to United States citizens as well as nonresident aliens. ADs shall be furnished a notice of mandatory social security number disclosure at the time of hire.

10. The Internal Revenue Service requires federal tax withholdings for nonresident aliens; reference IRS Publication 515.

11. The salary rate shown for each classification is the rate per hour to be paid for all the service required of the AD hired. Premium compensation shall 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).

12. 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 AD returns 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.

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 includes time spent in travel from and return to the point of hire.

c. Off-shift includes:

(1) Time allowed for resting and eating when personnel are free from assigned duty and

(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, an AD is held in a specific location fully outfitted and ready for immediate assignment.

d. ADs 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. ADs assigned to a project at their point of hire are not entitled to guaranteed hours on days off. This is considered off-shift time and is non-compensable. ADs working at the point of hire are not guaranteed 8 hours each calendar day.

f. The minimum compensable time allowance for each work period is 2 hours. Thereafter, compute time in multiples of 15 minutes.

g. ADs involved in chemical or mechanical treatment projects are limited to 8 hours per day, exclusive of travel and 10 hours per day, inclusive of travel.

h. ADs who deviate from the normal travel route home will only be reimbursed for the number of miles back to the point of hire. ADs 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 AD's original time record (Form OF-288) for use by the payment unit. This documentation shall also be made a part of the project record.

13. All transportation required from point of hire until return to point of hire shall be at government expense, except as stated in section 12(h) above. If an AD is fired or quits without an acceptable reason before the project 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 AD will be paid for travel time back to the point of hire.

14. Meals periods should be applied in accordance with the Interagency Incident Business Management Handbook (IIBMH), Chapter 10, Section 12.6.

15. Work/rest guidelines shall be applied in accordance with IIBMH, Chapter 10, Section 12.7, except as outlined in 12 (g) above.

16. When ADs 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, 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.

17. ADs 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), Federal Insurance Contributions Act (26 U.S.C. 3121 (b) (6) (c)), or the Federal Employees' Health Benefits Act (5 U.S.C. 89). However, the Federal Employees' Compensation Act (5 U.S.C. 81) does cover ADs.

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 are not considered as performing Federal service for the purpose of reporting wages for unemployment compensation benefits. ADs may furnish statements of earnings to State Unemployment Offices on their own behalf.

18. Federal and State taxes shall be withheld from salary payments. Each AD shall present IRS Form W-4 and W-5, if applicable, at the time of initial hire. If the AD fails to submit a W-4, taxes shall be withheld at the single with no exemption rate. IRS Form W-2 shall be issued to the AD at the end of the year in which reported wages are earned. State taxes shall be withheld for the State, in which the AD is hired, unless the AD requests withholding for another State and submits the appropriate State forms.

19. ADs under this pay plan cannot supervise, hire, order, or recommend payments that in any way affect a company or contractor that the AD has ownership or employments with, or perform any other financial responsibilities, to, or for, the company or contractor on a project. If such working conditions exist on a project or other workplace, the AD must immediately disclose their relationship with the company or contractor to the project leader for immediate action.

20. Hiring units shall adhere to agency specific policy on the hiring of relatives as ADs.

21. Hiring of 16 and 17 year olds may be done in accordance with the guidelines of the IIBMH, Chapter 10, Section 11.2-1 & 11.2-2. Positions that **may** fall into this category include CAMP, SECG (with adequate supervision), TESP (if certified through a program such as Job Corp), CDER, DRVP, THSP – Laborer (depending on the type of laborer), PACK, PETM, WHHR. ADs age 16 & 17 may be assigned to nonhazardous or nonarduous duties only.

F. POSITION CLASSIFICATIONS.

1. Rates are determined according to the job performed. 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 5 U.S.C. 5102 (c)(19) Position Matrix 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 qualification for the position in which they are hired.

3. When ADs work as trainees, they shall be paid one AD rate lower than the full performance AD rate. For example: a fire line squad boss trainee would be paid at the AD-C rate.

4. The Position Matrix outlines the national standard rates prescribed for positions commonly utilized in the Incident Command System structure.

5. Exception Positions. If none of the positions listed in the Incident Positions Matrix fit the scope of duties for a position needed and the scope of a current emergency warrants, an exception position could be established at the AD-A, AD-B, AD-F, AD-I, and AD-K levels at the local unit by an appropriately delegated hiring official. A brief description of duties must accompany the OF-288 for audit purposes. The classifications below should be used as guidelines when determining at what level a new position may be established:

a. AD-A (Exception Position 1). Positions within this level require no specialized skills or training. Performs simple routine, repetitive work tasks under close supervision or following step by step instructions; follows oral or written specific instructions.

b. AD-B (Exception Position 2). Positions within 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. AD-F (Exception Position 3). Positions within this level require skills acquired through specific job training or experience. Work is performed independently. Interprets instructions, plans work, leads or supervises positions at the next lower level.

d. AD-I (Exception Position 4). Positions within 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. Instructs others in the requirements of the job, plans work or supervises positions at the next lower level. Requires independent judgment and decision making. Assignments and most problem resolution are completed independently.

e. AD-K (Exception Position 5). Positions within 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 positions at this level are commensurate with knowledge gained from successful completion of ICS courses 400 level and above, qualifications at the Type 1 or 2 level, or "ologist" positions that require higher level education or certification. May supervise other professionals or a group of technical specialists.

Level	48 Contiguous States	Alaska
AD-A Exception Position 1	13.96	17.16
AD-B Exception Position 2	15.36	18.88
AD-F Exception Position 3	22.64	27.84
AD-I Exception Position 4	30.60	37.64
AD-K Exception Position 5	37.00	45.52

For payment purposes, when completing the OF-288 (Firefighter Time Record) the position code will be recorded as a "THSP" (example: Exception Position 3, THSP – AD-F) with the actual position title (e.g., Laborer) documented in the remarks section.

A trainee hired for an exception position will be paid at the next lower rate, e.g. Exception Position 4, Trainee – AD-H.

PROJECT POSITION MATRIX

(Correlating Positions in AD Pay Plan
Rates A-M with Incident Command System (ICS))

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

ICS	POSITION TITLE	AD CLASS	310-1
	COMMAND		
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	K	*
PIOF	PUBLIC INFORMATION OFFICER	G	*
SOF2	SAFETY OFFICER TYPE 2	K	*
SOFR	SAFETY OFFICER LINE	H	*
	FINANCE		
EQTR	EQUIPMENT TIME RECORDER	E	*
PTRC	PERSONNEL TIME RECORDER	E	*
TIME	TIME UNIT LEADER	H	*
	OPERATIONS		
AOBS	AERIAL OBSERVER	F	
CREP	CREW REPRESENTATIVE	G	*
CRWB	CREW BOSS	F	*
DIVS	DIVISION/GROUP SUPERVISOR	J	*
DOZ1	DOZER OPERATOR	H	
DOZB	DOZER BOSS	F	*
ENGB	ENGINE BOSS	F	*
ENOP	ENGINE OPERATOR	E	
FALA	FALLER CLASS A (UP TO 12" DBH)	D	
FALB	FALLER CLASS B (UP TO 24" DBH)	F	
FALC	FALLER CLASS C (EQUAL TO OR GREATER THAN 24" DBH)	I	
FELB	FELLING BOSS	F	*
FFT1	FIREFIGHTER TYPE 1 (SQUADBOSS)	D	*
FFT2	FIREFIGHTER TYPE 2 (CREWMEMBER)	C	*
THSP	FIRE LOOKOUT	D	
FIRB	FIRING BOSS	F	*
HELM	HELICOPTER MANAGER	G	*
HECM	HELICOPTER CREWMEMBER	D	*
HELB	HELICOPTER BOSS, SINGLE RESOURCE	F	*
STAM	STAGING AREA MANAGER	F	*
STCR	STRIKE TEAM LEADER CREW	H	*

STDZ	STRIKE TEAM LEADER DOZER	H	*
STEN	STRIKE TEAM LEADER ENGINE	H	*
STPL	STRIKE TEAM LEADER, TRACTOR/PLOW	H	*
TFLD	TASK FORCE LEADER	H	*
TRPB	TRACTOR/PLOW BOSS	F	*
TPOP	TRACTOR/PLOW OPERATOR	H	*
WHSP	WATER HANDLING SPECIALIST	F	
	PLANNING		
FBAN	FIRE BEHAVIOR ANALYST	J	*
FOBS	FIELD OBSERVER	F	*
GISS	GIS SPECIALIST	G	*
LTAN	LONG TERM FIRE ANALYST	J	*
TNSP	TRAINING SPECIALIST	F	
WOBS	WEATHER OBSERVER	E	
	LOGISTICS		
CAMP	CAMP HELP	A	
THSP	CAMP CREW SQUAD BOSS	C	
CACB	CAMP CREW BOSS	D	
CCOO	COMPUTER COORDINATOR	G	
COMT	INCIDENT COMMUNICATIONS TECHNICIAN	F	*
EMTB	EMERGENCY MEDICAL TECHINICAN BASIC	G	
EQPI	EQUIPMENT INSPECTOR	D	
EQPM	EQUIPMENT MANAGER	E	*
IMSA	INCIDENT MEDICAL SPECIALIST ASSISTANT	G	
RADO	RADIO OPERATOR	B	*
SECG	SECURITY GUARD (Not LE)	C	
TESP	TOOL AND EQUIPMENT SPECIALIST	C	
	COORDINATION AND SUPPORT		
ARCH	ARCHEOLOGIST	K	
THSP	GENERAL SUPPORT CLERK	C	
CASC	SUPPLY CLERK	C	
CDER	COMPUTER DATA ENTRY RECORDER	D	
COTR	CONTRACTING OFFICER TECHNICAL REPRESENTATIVE	G	
CTSP	COMPUTER TECHNICAL SPECIALIST	H	
DRCL	DRIVER, CDL REQUIRED	E	
DRVS	DRIVER, OVER 1 TON AND UP TO 4 TONS, NO CDL REQUIRED	D	
DRVP	DRIVER, UP TO AND INCLUDING 1 TON	C	

FUM1	FIRE USE MANAGER	K	*
GMEC	MECHANIC (AUTOMOTIVE/HEAVY EQUIPMENT)	G	
INTS	INTELLIGENCE SUPPORT	G	
THSP	INSTRUCTOR (S300 AND BELOW COURSES AND OTHER NON-ICS COURSES)	H	
THSP	INSTRUCTOR (S400 COURSES AND ABOVE)	J	
THSP	LABORER	C	
THSP	LEAD INSTRUCTOR (S300 AND BELOW COURSES AND OTHER NON-ICS COURSES	I	
THSP	LEAD INSTRUCTOR (S400 COURSES AND ABOVE)	K	
PACK	PACKER	F	
PETL	PREVENTION/EDUCATION TEAM LEADER	K	*
PETM	PREVENTION/EDUCATION TEAM MEMBER	J	
READ	RESOURCE ADVISOR	I	
WHHR	MATERIALS HANDLER (WHSE/CACHE WORKER)	E	
	PRESCRIBED FIRE		
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	*