



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Washington, DC 20240

JAN 24 2020

## Memorandum

To: All Regional Directors  
Attention: Forestry & Wildland Fire Management  
Regional Fire Management Officers  
Unit Fire Management Officers

From: Director, Bureau of Indian Affairs

Subject: FY2020 Administratively Determined, Emergency Firefighter Training

This memorandum informs Line Officers of updated Bureau of Indian Affairs policy regarding the employment of emergency firefighters using the Department of the Interior's AD hiring authority (DOI AD hiring authority).

Purpose: This direction will supersede previous memorandums regarding AD/EFF payment procedures. The DOI AD hiring authority has traditionally been used to augment national firefighting resources during national, regional fire and all-hazard emergencies when shortages in general schedule (GS) and tribal employees exist. The DOI AD hiring authority is used only for uncertain and temporary duration employment. The DOI AD hiring authority states that emergency firefighters (AD/EFF) will be hired to:

1. 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. Provide emergency assistance to States under formalized agreements and
3. Meet mission assignments issued by the Federal Emergency Management Agency (FEMA.)

Policy/Action: In response to consistently increasing fire activity and the need of our Bureau to increase our potential workforce to manage fire on trust lands, combined with our commitment to provide assistance to both the interagency and international fire community, the Branch of Wildland Fire, Division of Forestry will now allow AD/EFF firefighters to attend, and be paid for up to 80 hours of emergency incident training. This 80 hour annual training includes any necessary field training (field training is defined in the NWCG Standards for Course Instruction) and will not be limited to 100 and 200 level coursework. Training AD/EFF's for advanced level qualifications is authorized as long as it is non-repetitive in nature, is necessary to support

emergency-operations (as defined in the DOI AD pay plan) and does not exceed the 80-hour threshold of allowable annual training.

Regional offices will take an active role in the management of the AD/EFF training program. AD/EFF attendance at NWCG courses above the 300 level will require pre-approval from the regional office. Regional offices will pre-approve all AD/EFF instructors, when they are hired to instruct training courses. This is to ensure Regional Offices have complete management oversight of training needs and will facilitate in finding qualified GS/Tribal personnel to instruct or find nearby courses, sponsored by partnering agencies, prior to hiring AD instructors.

Appropriate payments for training will be charged to the National AD/EFF training account utilizing the AZA1 training code. The accounting string for FY2020 is as follows:

Fund: 20XA1125TR  
Fund Center: Local Unit's Fund Center  
Functional Area: AF2001010.999900  
WBS: AF.SPAZA10000.00000

Oversight and management of the AD/EFF training program will be done at the Regional and Unit levels. AD/EFF fire personnel will not be allowed to participate in trainings that they have previously attended, unless they have lapsed in training currency and are thus mandated by the guidance set forth in the NWCG Standards for Wildland Fire Position Qualifications (310-1), the Incident Command and Qualifications System (IQCS) and through guidance provided in Chapter 13 of the Interagency Standards for Fire and Fire Aviation Operations Guide (Red Book.) Regional/Unit level offices will be responsible for tracking AD/EFF training to ensure repetitive training is not occurring, and meets the Bureau standards for maintaining appropriate AD/EFF budgetary responsibility. It is highly recommended that the AD/EFF Training Program be part of the annual readiness review conducted at the unit level.

Continued use of the AD hiring authority will be evaluated on accountability and adherence to specific parameters for implementation including:

- ensuring AD/EFF's are not attending/being paid for repetitive training
- ensuring when hiring instructors that GS and tribal instructors have been given first priority,
- ensuring AD training is being facilitated for the appropriate number of personnel that the unit/agency is actually in need of.

The AD pay plan is intended to be used as a last resort emergency hire authority, not as a mechanism for non-GS personnel to acquire 80 annual hours of pay with no intent to pass the Work Capacity Test/Medical Standards testing or to mobilize on assignments. Non-compliance of these parameters could result in discontinued funding for the responsible region. Every effort should be made to recruit, interview, and select appropriate AD/EFF personnel prior to completing required documentation for payment of pack testing and/or training. Completion of medical standards baseline and/or periodic exams and self-certification is a condition of hire and is not reimbursable under the AD hiring authority.

Further specifications and stipulations regarding AD/EFF hiring can be located in the current version of the Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals.) Always cross- reference the DOI pay plan with specific Bureau policies which may further restrict some of the guidance provided in the DOI AD Pay Plan.

Timeframe: Effective immediately until rescinded.

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