



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

March 11, 2021

PERSONNEL BULLETIN NO. 21-01

Subject: 2021 Administratively Determined Pay Plan for Emergency Workers

The 2021 Department of the Interior Administratively Determined (AD) Pay Plan for Emergency Workers (enclosed) is effective immediately. It remains in effect until the 2022 AD Pay Plan for Emergency Workers is issued. **All offices hiring under this authority should adhere to the provisions of this pay plan.**

The following changes to the 2021 AD Pay Plan for Emergency Workers and other items of note are effective on the date of signature.

- Section B.1: Per Executive Order 13970, signed on December 31, 2020, a 1% increase was applied to 2021 pay rates.
- Section D.14: Clarification was added regarding mechanical reduction projects (use of wheeled conveyances or heavy equipment)
- Added the following leveled positions to the Incident Position Matrix:
 - THSP, Community Mitigation Assessment Team Leader AD-J
 - THSP, Community Mitigation Assessment Team Member, AD-I
- Re-leveled the following positions:
 - ATBM, Air-tanker Base Manager, from AD-H to AD-I
 - ATIM, Aircraft Timekeeper, from AD-D to AD-E
 - FWBM, Fixed-wing Base Manager, remained at the AD-I rate
 - FWPT, Fixed-wing Parking Tender, from AD-C to AD-E
 - MXMS, Mixmaster, remained at the AD-G rate
 - RAMP, Ramp Manager, from AD-F to AD-G
 - RTCM, Retardant Crew Member, from AD-E to AD-D
 - SECM, Security Manager, from AD-E to AD-J
- Per the changes in the October 2020 NWCG Position Catalog (PMS 310-1), combined the RXM1 and RXM2 position into the new qualification of RXMG (Prescribed Fire Manager) at the AD-J rate.
- Removed the following from the Position Matrix
 - INTL, Intelligence Lead
 - PA25, Purchasing Agent

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

BUREAU	POINT OF CONTACT	PHONE	EMAIL
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Attachment

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