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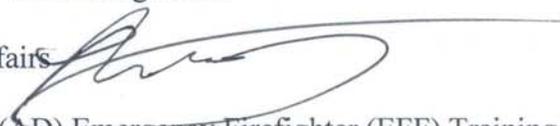
## United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Washington, DC 20240

SEP 23 2014

### Memorandum

To: All Regional Directors  
Attention: Forestry/Wildland Fire Management

From: Director, Bureau of Indian Affairs 

Subject: Administratively Determined (AD) Emergency Firefighter (EFF) 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 (DOI) AD hiring authority. 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 for purely uncertain and temporary duration employment. The DOI AD hiring authority states that emergency firefighters (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).

To decrease dependency on EFF's, and increase workforce development through GS and tribal employment, the BIA's wildland fire program needs to develop a sustainable and cost effective EFF program.

In order for the BIA to encourage GS and tribal employment, a BIA sponsored EFF will be placed in non-pay status for classroom training. When in field exercises, EFF's will be placed in pay status. While traveling to and from classroom training, EFF's will be in non-pay status. In closing, this new direction will decrease the cost and workload of managing the EFF program, and bring the BIA's practices in alignment with the Department of the Interior AD pay plan.

Please reference the attachment for examples of policy implementation and additional guidance. Questions or clarifications can be directed to Dalan Romero, Assistant Director, Fire Operations, Branch of Wildland Fire Management at (208) 387- 5372 or [dalan.romero@bia.gov](mailto:dalan.romero@bia.gov).

## Administratively Determined (AD) Emergency Firefighter (EFF) Training and Payment

The following activities are examples of when training cost can appropriately be charged to the national EFF training account. This direction will supersede previous memorandums regarding EFF training payments.

All EFF personnel, required to take the pack test, will be placed in pay status for 2 hours while taking the pack test. During annual classroom refresher training, EFF's will not be paid.

While attending National Wildfire Coordinating Group (NWCG) courses training, in the 100 and 200 series, EFF's will not be paid. During field segments of the NWCG courses, EFF's will be paid. Field segments are defined in the NWCG instructor guide. Training outside of NWCG courses will follow the same policy for classroom and field segments regarding pay.

Appropriate payments for training will be charged to the national EFF training account. Travel related to training will be the responsibility of the trainee firefighter, except when being transported to field exercises in government vehicles.

## Regional Office Responsibilities

Regional Offices must take an active role in the management of the EFF program. NWCG Courses above the 300 series will require Regional Office approval and will be funded out of the host unit's preparedness allocation. Regional offices must pre approve all EFF instructors, when they are hired to instruct training courses. This is to ensure that Regional Offices have management oversight of training needs and can assist programs to find qualified GS/Tribal instructors or find nearby courses, sponsored by partnering agencies, prior to hiring AD instructors.