



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Washington, DC 20240

JUN 03 2019

Memorandum

To: All Regional Directors  
Attention: Regional Fire Management Officers  
Agency Fire Management Officers  
Regional Points of Contacts, Casual Pay  
Agency Points of Contacts, Casual Pay  
Branch Chief, Branch of Wildland Fire Management

From: Director, Bureau of Indian Affairs

Subject: Department of the Interior 2019 Administratively Determined Pay Plan for Emergency Workers

**Purpose:** This Instruction Memorandum authorizes and provides Bureau of Indian Affairs (BIA) direction on the use of the attached Department of the Interior (DOI) 2019 Administratively Determined (AD) Pay Plan for Emergency Workers (casuals). The DOI 2019 AD Pay Plan is also located at: [http://www.nifc.gov/programs/cpc\\_ADpayplans.html](http://www.nifc.gov/programs/cpc_ADpayplans.html).

**Timeframe:** The AD Pay Plan became effective May 15, 2019. It is valid until the Department issues the 2020 DOI AD Pay Plan for Emergency Workers.

**Policy/Action:** The AD Pay Plan authorizes and provides direction to hire casual employees. Hiring authority is granted through the DOI to the BIA regional and agency line officers who are accountable for AD supervision. AD hiring authority is an inherently federal activity and requires federal government supervision. This task cannot be delegated to a tribally contracted or compacted program.

Local agency administrators are responsible for ensuring the hiring and management of casuals meet the provisions of the current AD Pay Plan. Casuals hired outside the AD Pay Plan authority will not be paid through the DOI Casual Payment Center (CPC), and timesheets will be returned to the hiring unit.

If a casual cannot get a direct deposit bank account, they have two options: Electronic Transfer Account (ETA) <https://eta-find.gov/eta/> or waiver request. They may download waiver request forms from: [http://www.nifc.gov/programs/cpc\\_forms.html](http://www.nifc.gov/programs/cpc_forms.html). Casuals must complete and submit Electronic Funds Transfer Waiver Request forms to CPC annually.

Training and hiring casuals as instructors must be in accordance with BIA AD Emergency Firefighter (EFF) Training Memorandum, dated September 23, 2014. Casuals will not be paid for classroom time. However, they will receive pay for the field portion of the National Wildfire Coordinating Group 100 and 200 series courses. Record time on the OF-288 as "field training."

If hiring units have questions about the appropriate use of the DOI 2019 AD Pay Plan, contact Robin White, Administrative Officer, at [robin.white@bia.gov](mailto:robin.white@bia.gov) or call (208) 387-5463.

Attachment