



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Washington, DC 20240

**MAR 14 2018**

IN REPLY REFER TO:

## Memorandum

**To:** All Regional Directors  
Attention: Regional Fire Management Officers  
Agency Fire Management Officers  
Regional Point of Contacts, Casual Pay  
Agency Points of Contacts, Casual Pay

**From:** Director, Bureau of Indian Affairs

**Subject:** Department of the Interior 2018  
Administratively Determined Pay Plan for Emergency Workers

Purpose: This Instruction Memorandum (IM) authorizes and provides Bureau of Indian Affairs direction on the attached Department of the Interior (DOI) 2018 Administratively Determined (AD) Pay Plan for Emergency Workers (casual employees). The DOI 2018 AD Pay Plan is also located at: [https://www.nifc.gov/programs/cpc\\_ADpayplans.html](https://www.nifc.gov/programs/cpc_ADpayplans.html)

Timeframe: The AD Pay Plan became effective February 20, 2018. It is valid until the 2019 DOI Administratively Determined Pay Plan for Emergency Workers is issued.

Policy/Action: The AD Pay Plan authorizes and provides direction to hire casual employee. AD hiring authority is an inherently federal activity and requires Federal Government Supervision. Hiring authority is granted through the D01 to the BIA Regional and Agency Line Officers who are accountable for AD supervision. This task cannot be delegated to a tribally contracted or compacted program.

Training and hiring casuals as instructor 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 the field portion (National Wildfire Coordinating Group 100 and 200 series courses) will be paid and must be recorded as field training on the OF-288.

Local agency administrators are responsible to ensure the hiring and management of casuals meets 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://www.eta-find.gov/eta/> or waiver request. Waiver request forms can be found at: [https://www.nifc.gov/programs/cpc\\_forms.html](https://www.nifc.gov/programs/cpc_forms.html). Electronic Fund Transfer Waiver Request forms must be completed by the casual and submitted to CPC annually.

If hiring units have question about the appropriate use of the DOI 2018 AD Pay Plan, contact Robin White, Administration Officer, at [robin.white@bia.gov](mailto:robin.white@bia.gov) or call (208) 387-5463.

Attachment