



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Washington, DC 20240

March 16, 2021

IN REPLY REFER TO:

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

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

Subject: Department of the Interior 2021 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) 2021 Administratively Determined (AD) Pay Plan for Emergency Workers (casual employees). The DOI 2021 AD Pay Plan is also located at: http://www.nifc.gov/programs/cpc_ADpayplans.html.

Timeframe: The AD Pay Plan became effective March 3, 2021. It is valid until the 2022 DOI Administratively Determined Pay Plan for Emergency Workers is issued.

Policy/Action: The AD Pay Plan authorizes and provides direction to hire casual employees. AD hiring authority is an inherently federal activity and requires Federal Government supervision. Hiring authority is granted through the DOI 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.

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://eta-find.gov/eta/> or waiver request. Waiver request forms can be found at: http://www.nifc.gov/programs/cpc_forms.html. Electronic Funds Transfer Waiver Request forms must be completed by the casual and submitted to CPC annually.

Training and hiring casuals as instructors must be in accordance with BIA Administratively Determined, Emergency Firefighter (EFF) Training Memorandum, dated January 24, 2020.

If hiring units have questions about the appropriate use of the DOI 2021 AD Pay Plan, contact Robin White, Administration Officer, at robin.white@bia.gov or call (208) 631-7823.

Attachments