



## United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
NATIONAL INTERAGENCY FIRE CENTER  
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To: All Regional Directors  
Attention: Regional Fire Management Officers  
Agency Fire Management Officer  
Regional Points of Contacts, Casual Pay  
Agency Points of Contacts, Casual Pay

From: **ACTING** Director, Branch of Wildland Fire Management

Subject: Employee Common Identifier transition for casual Administrative  
Determined (AD) employees

In December, 2006, the Office of Management & Budget (OMB) required all federal agencies to review their use of social security numbers (SSNs) to determine whether such use could be eliminated, restricted, or concealed in agency business processes, systems, and electronic forms (OMB Memorandum M-07-16). Sensitive Personally Identifiable Information (PII) is that which, if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. Examples of sensitive PII include social security numbers, citizenship or immigration status, medical information, driver's license number, passport number, full date of birth, mother's maiden name, computer passwords, portions of SSNs such as the last four digits, or financial information (such as bank account or credit card numbers). With this increased focus and mandatory compliance for PII collection, the NWCG Incident Business Committee (IBC) recognized that there were incident business practices requiring PII data that were unnecessary.

With the OMB requirement and with the development of e-ISuite, the IBC focused on reducing or eliminating the use of PII and SSNs when gathering and maintaining information and files on incident personnel. A PII task group was formed to identify the required PII data necessary for processing payments for casual employees and in eliminating the collection of Privacy Act information in business practices. After the task group presented a number of alternatives to the IBC, the decision was made to transition casual pay to the implementation of an Employee Common Identifier (ECI).

The ECI, which is considered non-sensitive PII, is a unique 10-digit number created in the Federal Personnel Payroll System (FPPS) when a new casual hire record is established. A change request was submitted to the Interior Business Center to activate the ECI program in FPPS, and the attached document outlines the procedures for each agency, as well as for hiring units and casual employees.

The IBC determined that all casual pay will transition to ECIs on January 1, 2014. In order to lessen the impact for casuals who might be working on an incident on the transition date, incident management teams and hiring units are instructed to continue the use of SSNs until such time that the casual is demobilized from the incident. In addition, because the ECI is a 10-digit number and the SSN is a 9-digit number, a patch will be developed for the current I-Suite program that will allow input of the 10-digit ECI.

While there is no guaranteed protection from identity theft or improper disclosure of PII, the best approach is to avoid using it and to safeguard any PII in the possession of the federal government.

If you have questions about the transition to ECIs or about the attached guidance, please contact Gini Broyles, Administrative Officer, at 208-387-5696 or [esther.broyles@bia.gov](mailto:esther.broyles@bia.gov).