



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
3833 South Development Avenue
Boise, Idaho 83705-5354

April 2, 2014

Memorandum

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

From: Director, Branch of Wildland Fire Management

Subject: Department of the Interior 2014 Administratively Determined Pay Plan for
Emergency Workers

Program Area: Incident Business Management

Purpose: This Instruction Memorandum (IM) authorizes and provides direction focusing on the attached Department of the Interior (DOI) 2014 Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals). The DOI 2014 AD Pay Plan is located at:

http://www.nifc.gov/programs/cpc_ADpayplans.html

The Pay Plan authorizes and provides direction to the hiring of emergency workers (casual employees) and is an exhibit in the *Interagency Incident Business Management Handbook (IIBMH)*.

Timeframe: This Administratively Determined Pay Plan became effective March 28, 2014 and is valid until the 2015 DOI Administratively Determined Pay Plan for Emergency Workers is issued.

Budget Impact: The impact depends on the severity of the fire season, the number of other emergency incidents, and how many casuals are hired.

Policy/Action: This pay plan applies whenever it becomes necessary to hire persons under the following situations:

When local agency administrators hire casuals they ensure that hiring and management of casuals meets the provisions of the current AD Pay Plan. The AD Pay Plan is to be used only for unexpected emergencies. Casuals hired outside the AD Pay Plan authority will not be paid

through the DOI Casual Payment Center, and timesheets will be returned to the hiring unit. If the pay plan was not the proper mechanism for hire, other means of employment will be explored through Human Resources and outside of suppression funds.

AD hiring authority is an inherently federal activity and requires Federal Government supervision. Subsequently hiring authority is granted through the DOI to the BIA, and cannot be delegated to a tribally contracted or compacted program. However, tribal programs can gather documentation for AD's meeting the requirement of the Pay Plan. Regional and Agency Line Officers are accountable for AD supervision and provide direction through delegation for managing the AD hiring procedures. The Agency Line Officer (generally the Superintendent) can delegate AD hiring accountabilities to the BIA Agency Fire Management Officer (FMO) or federal designee. A table is attached to this memorandum outlining responsibilities of the BIA and Tribal programs. (Attachment 1)

The AD Pay Plan takes precedence over any other policies or regulations that may be prescribed elsewhere.

In order for BIA/Tribal employees to support all hazard incidents and seek reimbursement, there must be a Presidentially Declared Disaster Proclamation and/or a FEMA declaration for the specific Emergency Support Function (ESF) in place.

This pay plan may not be used to circumvent other hiring authorities such as temporary 1039 or career seasonal appointments nor be used to fill vacant government positions such as Fire Management Officer, Assistant Fire Management Officer, Dispatch Center Manager, or Staff Assistant. The authority can never be used to extend a time-limited appointment.

Units may hire only those individuals within their 'local area of responsibility' who are qualified for the position and certified to assist in fire suppression operations and/or other emergencies that threaten damage to federally protected property.

Agency/Tribal programs will develop a roster to facilitate hiring AD's (identify individuals that meet pre-season hiring and fire training requirements), document AD hiring policies are met and guarantee line officer involvement in the hiring process. The roster for AD hire's will be established prior to the fire season and will be updated throughout the fire season with new AD hires. Individuals not included on the roster are ineligible to be sponsored as an AD.

For AD payroll submission packages, the Approving Official (AO) Batch Memorandum verifies that all necessary forms are complete and signed by the AO representing the federal government. A Tribal representative is not authorized to approve Official Batch Memorandums.

Hiring officials, Approving Officials and appropriate staff must educate themselves with this policy, including the AD Pay Plan, the Interagency Incident Business Management Handbook (IIBMH) and the Wildland Fire and Aviation Program Management and Operations Guide (bluebook), prior to hiring under the AD Pay Plan.

Social security numbers (SSN) are still required at the Casual Payment Center to process OF-288 payments and are required on hiring documents. The NWCG implemented the use of the Employee Common Identifier (ECI), on January 1, 2014. ECI numbers for new AD hires are assigned through the Casual Payment Center and are to be used in place of the social security number on the OF-288 at the time the casual is assigned to an incident. Follow the ECI procedure memo dated November 26, 2013 to determine how ECI numbers for AD hires are established.

On March 1, 2013 the U.S. Treasury implemented the requirement for direct deposit and will discontinue the issuance of paper checks. This will be implemented in FPPS on April 11, 2014.

If a casual cannot get a direct deposit bank account, there are two options; Electronic Transfer Account (ETA) <https://eta-find.gov/eta> or complete a waiver request. The waiver request form can be found at http://www.nifc.gov/programs/cpc_forms.html.

Casuals may apply for a waiver if electronic funds transfer would impose a hardship because of the individual's inability to manage an account at a financial institution due to:

- Mental impairment or
- Living in a remote geographical location lacking the infrastructure to support electronic financial transactions

The Electronic Funds Transfer Waiver Request form must be completed by the casual; then submitted to the Payment Center for processing. The waiver process must be completed and submitted annually.

The home/agency is responsible for providing a travel authorization and voucher in Concur Government Edition (CGE) in accordance with agency regulations and policy. Refer to IIBMH Chapter 20, Section 16.

Please review changes made within the 2014 AD Pay Plan on the memo dated March 28, 2014 from the Director, Office of Human Resources.

Information, memos, documents, and forms directly pertaining to the Casual Payment Center can be found at: http://www.nifc.gov/programs/programs_PaymentCenter.html.

If BIA hiring units have questions about the appropriate use of the DOI 2014 AD Pay Plan contact Esther Broyles, Administrative Officer, at esther.broyles@bia.gov or call 208-387-5696.

Attachment 1: Table/Roster of BIA Tribal Responsibilities

Attachment 2: 2014 DOI AD Pay Plan