



United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
3833 SOUTH DEVELOPMENT AVENUE
BOISE, IDAHO 83705-5354

October 3, 2006

Memorandum

To: Regional Director, All Regions
Attention: Regional Fire Management Officers
Agency Fire Management Officers

From: Chief, Branch of Wildland Fire Management

Subject: Casual Pay Plan Technical Specialist Positions

The Incident Business Practices Working Team (IBPWT) facilitates establishment of rates and position review for the Administrative Determined (AD) Pay Plan on an annual basis. Technical Specialist (THSP) positions not published in the pay plan may be requested for approval by the IBPWT.

If it is determined that an additional position is warranted, the agency hiring official will submit through normal agency channels a request to add additional positions to the pay plan. Positions may be submitted throughout the year to the IBPWT but are only considered at one time. The deadline for consideration for 2007 pay plan is **October 20th, 2006**.

The attached position description (PD) template must be utilized to request additional casual pay positions. The information is required in the classification/rate process.

Please submit your requests through the Regional Fire Management Officer to the attention of Rosie Morin, Administrative Officer, BIA-NIFC. Upon receipt of the requests for a new THSP AD position, the IBPWT will have Subject Matter Experts (SMEs) review the PD and assist with the evaluation to add the new position. If the position request is approved for incorporation into the pay plan it will then be submitted for classification and establishment of a pay rate.

After the PD has been classified and a rate established, the position will be added to the pay plan in the next update cycle, and the PD will be posted to the IBPWT website for

access nationally. Since BIA does not have internet to access the IBPWT website, we will provide all Regions a copy of the new positions.

If you have any questions, please contact Rosie Morin, Administrative Officer, at 208-387-5696.

Attachment – Position Description Format

**POSITION DESCRIPTION /TECHNICAL POSITION ADMINISTRATIVE DETERMINED
(AD)**

(Proposed title insert here)

INTRODUCTION

Describe where the position fits in the ICS, IMT or local organization and rationale for not using other hiring authorities or a contract (if appropriate).

MAJOR DUTIES

Describe the major duties of the position and supervisory responsibilities.

KNOWLEDGE REQUIRED BY THE POSITION

What knowledge is required is it broad, general or extensive?

SUPERVISORY CONTROLS

Who supervises the position and how much supervision/guidance is provided.

GUIDELINES

What types of guidelines are in place for the position, do they require considerable adaptation and/or interpretation? Does it require application of a variety of policies/guidelines?

COMPLEXITY

Include such things as the extent to which the position develops plans and methods to implement, monitor and evaluate activities; and analyze problems and recommend solutions.

SCOPE AND EFFECT

What is the purpose of the work is it limited to a local or incident level or does it extend to a national level?

PERSONAL CONTACTS

What contacts is the position required to make? Local, regional, National?

PURPOSE OF CONTACTS

What is the purpose of the contacts listed above?

PHYSICAL DEMANDS

Sedentary? Arduous?

WORK ENVIRONMENT

Where is the work performed? What are the conditions in those locations? Is travel required?

Contact Information (of individual requesting a new position)

Name: _____

Address: _____

Regional Office: _____

Phone: _____

Email: _____

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

NIFC OFFICE ROUTE SLIP

SUBJECT: Casual Pay Plan Technical Specialist Positions Memorandum		
FROM (NAME AND OFFICE) BUREAU OF INDIAN AFFAIRS-NATIONAL INTERAGENCY FIRE CENTER		PHONE 208/387-5696
		DATE ROUTED September 29, 2006

ROUTE TO CODE	RELEASED		COMMENTS
	INITIAL	DATE	
Administration	<i>TA</i>	<i>9/29</i>	Teresa Ann Wesley, Administrative Assistant
Administration	<i>[Signature]</i>	<i>9/29</i>	Deputy Director SURNAME
Administration			Administrative Officer Surname
Chief	<i>JL</i>	<i>10/3</i>	SIGNATURE - Chief, Branch of Fire Management SURNAME
Administration			Teresa Ann Wesley, Administrative Assistant Distribution and Filing

ADDITIONAL COMMENTS

Would like to have 9/29 due to short time deadline

EXPEDITE **EXPEDITE** **EXPEDITE**

Correction made

TAW

10/3/04