



# United States Department of the Interior

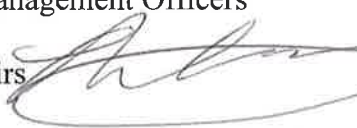
BUREAU OF INDIAN AFFAIRS  
Washington, DC 20240

**APR 25 2016**

IN REPLY REFER TO:

## Memorandum

To: All Regional Directors  
Attention: All Regional Fire Management Officers

From: Director, Bureau of Indian Affairs 

Subject: Emergency Firefighters – Casual Payment Center Webinars

This memorandum is to announce webinar training dates hosted by the Branch of Wildfire Fire Management and Casual Payment Center.

The dates are as follows:

- Wednesday, May 4, 2016 - 1:00 PM to 3:00 PM, Mountain Time
- Tuesday, May 17, 2016 - 10:00 AM to 12:00 PM, Mountain Time
- Thursday, May 19, 2016 – 1:00 PM to 3:00 PM, Mountain Time

The training sessions will present the Fiscal Year 2016 Administratively Determined (AD) Pay Plan, the casual hiring process, Casual Payment Center overview, and casual travel reimbursements. In addition, the instructors will be available to answer questions from the participants.

It is essential for your staff involved with the casual hiring process to attend one of these sessions. Please see the attached *Save the Date* flyer for registration instructions. If you have questions please contact Robin White, BIA Wildfire Fire Management Administrative Officer, at (208) 387-5463 or [robin.white@bia.gov](mailto:robin.white@bia.gov) or contact the Casual Payment Center at 1-877-471-2262.

Attachment