



United States Department of the Interior


BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

IN REPLY REFER TO:

JAN 24 2017

Memorandum

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

From: Deputy Bureau Director, Trust Services 

Subject: Emergency Firefighters – Casual Payment Center Webinars

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

The dates are as follows:

- Wednesday, February 22, 2017 - 10:00 AM to 12:00 PM, Mountain Time
- Tuesday, February 28, 2017 - 1:00 PM to 3:00 PM, Mountain Time
- Monday, March 6, 2017 – 10:00 AM to 12:00 PM, Mountain Time

The training sessions will present the Fiscal Year 2017 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, Wildfire Fire Management Administrative Officer, at (208) 387-5463 or robin.white@bia.gov or contact the Casual Payment Center at 1-877-471-2262.

Attachments