



Central Oregon Interagency Dispatch Center

1605 SE Ochoco Way
Redmond, OR 97756
Phone: (541) 316-7700
Fax: (541) 316-7775

January 24, 2024

Subject: 202 Administratively Determined Casual Hire Employment

Please read this letter in its entirety, as some standard operating procedures have changed.

In anticipation of the 2024 wildland fire season, we are contacting you based on your past or current interest in emergency employment with the federal government, under the Casual Hire Administratively Determined (AD) Pay Plan, through the Central Oregon Interagency Dispatch Center (COIDC). If you are **not** going to renew in 2024, please let us know.

The only email address we are checking for AD hiring, time and travel is sm.fs.coidc@usda.gov. Please save this email address as a contact in your email and delete the FireNet and Gmail email addresses.

***New for 2024** – All AD's hosted by COIDC will be **required** to attend an AD orientation event prior to taking assignments. The Dates will be out soon, most likely in March/April.

Records: Please make sure all your training and experience records are up to date. Your 2023 assignment history, from the IROC database, has been transferred into the IQCS system and we have validated that experience towards currency. If you for example went out as a Helicopter Manager but also did some long line work, you will only be credited with experience that was reflected on your resource order. To get credit for the long line experience one would need to email us with documentation of experience outside what you were dispatched as.

This is also a good time to verify your IROC, NAP and FireNet accounts (if applicable.) For NAP or IROC, work through the IROC web site/Help Desk for any issues: 866-224-7677 or <https://nap.nwcg.gov/NAP/#moduleID=NAPHomeModule>

Your hard copy documents and records are due for update by **April 15th** this year. Send hiring, travel, pay, training, and other Casual specific correspondence to our email account: sm.fs.coidc@usda.gov.

Agency policy requires that several documents be current and on file in our office before a Casual employee can attend training or mobilize to an incident. Please compare your records to the attached list to ensure you are eligible for hiring.

I-9: All new onboarding AD's must schedule an appointment with our staff to complete the form in person providing:

- Passport
- OR a combination of Driver License/Birth Certificate or Driver License/SS Card or the other combinations outlined on the I-9 form.

Vehicle Operation: To operate a government-owned vehicle, rental vehicle, or be reimbursed for approved Privately Owned Vehicle (POV) mileage, the following must be completed and submitted

every year (unless otherwise noted):

- R6-FS-7100-184 Application to Operate Government Vehicles
- OF-345 Physical Fitness Inquiry
- Casual Driver Operator and Hosting Agency Responsibilities – signed.
- Defensive Driving course: submit valid certification of completion to COIDC. You must procure this training on your own and at your own cost, **every 4 years**.
- Obtain a driving record from DMV and submit it to COIDC.
- Present a valid state driver's license.
- AD Hire shall be issued an annual letter of authorization in Lieu of form OF-346 signed by a Hosting Agency Line, Supervisor, or Staff Officer. The annual letter must clearly state what type of fleet equipment (for example, size and type of vehicles, UTVs, and so forth) may be operated, the requirement to have a valid state license, possession, and expiration of the authorization no later than one (1) year from authorization date and any restricted driving conditions (such as, daylight only, paved roads only, automatic transmissions only, no vehicles over 8600 GVW, and so on). This annual letter or other approved document must be carried whenever operating fleet equipment.

Training/Meetings/and Workshops: Casual Hire employees can attend up to 80 hours of training per calendar year for annual refreshers, maintenance of current IQCS qualifications, and attendance at IMT or other conferences *with prior approval*. Casual employees are not authorized to take courses for the purpose of adding additional IQCS qualifications to their NWCG Qualifications Card (there are some exceptions, so please ask).

Nomination requests to attend training, meetings and/or workshops will be submitted in writing prior to training: a minimum 14 days for local attendance and 30 days prior to travel to non-local events. The request must include:

- Dates, location, and agenda.
- Justification for attendance.
- Cost estimate including wages, per diem, proposed lodging, and transportation. Use of a POV must be requested and pre-approved.

If your request is approved, you must have a current resource order and a signed casual hire form from COIDC *prior* to departure or working virtually.

HSQ: Prior to being available for positions requiring a fitness rating, an annual Work Capacity Test (WCT), a.k.a. "Pack Test", and Fireline Safety Refresher (FSR) must be successfully completed and documented. Eligibility to take the WCT will be determined upon review of the Health Screening Questionnaire process:

- An HSQ Coordinator must initiate the HSQ process for AD's using a valid personal email address.
- COIDC will not automatically initiate the process. Email COIDC and request your HSQ process be initiated. We have to have your completed packet of forms for the year prior to requesting from the HSQ coordinator.
- Once the HSQ Coordinator has initiated a "packet" on behalf of an AD, an email will be sent informing the AD to log in to eMedical via a unique access link to an externally accessible version and complete an HSQ form at their specified WCT level. A "packet" is all the HSQ documentation for one employee for one year, gathered into one location or "packet". AD's can click the link provided in the email to verify their Social Security Number and Date of Birth, then create a username and password. Upon re-entry into eMedical using their login credentials, ADs will have access to the system.
- You may be required to have a medical examination prior to approval to take the WCT.
- You will not be approved to take a Work Capacity Test if it is not required for your qualification(s).

- The 2024 Central Oregon Fire Refresher schedule is not finalized at this time. We will get it out to you as soon as we have it.

Expenses & Reimbursement: Casual Hires will be “self-sufficient” with few exceptions. This means you will have to initially pay for your lodging, meals, miscellaneous expenses, and possibly a rental car from personal funds while attending training or on assignment.

- Reimbursement for the use of a POV is at the discretion of the government and must be pre-approved in writing.
- Allowed expenses for training will be reimbursed via a Travel Voucher and may take up to several weeks.

Incident Assignments: COIDC requires copies of all time-reports with a written notation of whether the incident submitted it directly to ASC or not.

- Whenever possible, Incident Finance will process time and travel on your OF-288; miscellaneous travel expenses and pre-approved POV mileage should be included. The “Batch Number” should be noted on time reports submitted by an incident.
 - If the incident cannot process BOTH or ALL your time and travel, then submit the time and travel to COIDC. Split time and travel claims will cause serious delays for payment.
- COIDC will only process time submitted on an approved Incident Time Report (OF-288) form. Currently, there are two approved OF-288 forms available; both can be accessed from the COIDC Casual web page. **Crew time reports will not be accepted and will be returned to the AD and the AD will be expected to transfer their time to an OF-288 and attain signatures.**
- You are responsible for retaining and providing your Employee Common Identifier (ECI) for hiring forms, I-Suite, and OF-288s. New AD’s will be issued an ECI after first NFC payment.
- Travel reimbursement claims will not be processed until we receive time reports.
- Travel reimbursement claims will not be processed without a completed and signed COIDC Travel Reimbursement Worksheet. (Note: Travel expenses for training cannot be submitted on an OF-288.)
- Don’t forget your receipts!

The 2024 Casual Pay Plan is not yet available; the 2023 rates will be in effect until April 13th, 2024.

Casual employment information and forms are available on the COIDC webpage:
<http://gacc.nifc.gov/nwcc/districts/COIDC/ADcasual.html>.

Reminder: COIDC **requires** copies of **ALL OF288’s, Travel, and Performance evaluations** from **every** assignment regardless of whether the incident submits your time/travel. **This is not optional.** This is outlined further below.

Please review all the documents provided and contact us if you need access assistance, hard copies, or have questions: **COIDC Logistics (541) 316-7700/ SM.FS.COIDC@usda.gov**

Thank you for your support. We wish you all a safe fire season.

Jada Altman
 COIDC Manager

Casual Employee Documents: 2024

Some forms may require Adobe Acrobat to view/save/print. Adobe Acrobat can be downloaded free of charge at: <http://get.adobe.com/reader/>

- **Casual Personal Information Form** – Submit any changes for email address, phone numbers, mailing address, or emergency notification. Attached (the electronic version can be emailed on request).
- **Casual Hire Orientation Expectation Letter** – Updated annually, sign once you have attended orientation.
- **Casual Hire Form (PMS 934)** – This form must be is completed and signed prior to any travel, training, or assignment. We may email the form to you for digital signature, or you can return the form directly with a wet signature.
 - **New this year:** COIDC is going electronic. Digital signatures may be collected at the time of assignment, or if able, we will keep an electronic signature on file for you.
- **Direct Deposit-Salary (SF-1199a)** – Complete if your direct deposit banking information has changed.
- **Direct Deposit Travel (FS-6500-231)** – Complete if your direct deposit banking information has changed.
- **Incident Behavior (PMS 935-1)** – Update annually.
- **Employment Eligibility (Form I-9)** – Must be submitted in person with two valid forms of identification. Update every **3 years**.
- **Employee's Withholding (Form W-4)** – Update annually.
- **Driver Licensing & Authorization -**
 1. **Driver Application for Authorization (FS-6500-214)** – A statement of your driving experience and history.
 2. **Medical History (OF-345)** – Include any medical conditions that may affect your driving ability.
 3. **Valid State Driver License** - Required for the type of vehicle to be driven. The state driver license must be carried with the employee any time they are driving a government vehicle.
 4. **State DMV Driving Record** – An affidavit from the state licensing bureau, obtained by the Casual for a fee, verifying the applicant's driver license. Information is available on either the Oregon www.oregon.gov/ODOT or Washington www.dol.wa.gov State DMV web sites.
 5. **Authorization to Operate Forest Service Owned/Leased Vehicles** – COIDC will issue this to you annually, as long as you are authorized to operate Forest Service owned and/or leased vehicles. You must have this on your person for any training or incident assignment for which you are approved to drive Forest Service or rental vehicles, or for reimbursement of POV mileage by the Forest Service.
 6. **Driver R6 Casual Operator Responsibilities - Signed**