



Central Oregon Interagency Dispatch Center

4550 SW
Airport Way
Prineville, OR 97754
Phone: (541) 416-6800
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February 1, 2016

Subject: 2016 Administratively Determined (AD or Casual) Employment

Please read this letter in its entirety as there are some changes since 2015.

In anticipation of the 2016 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).

All Casual Employees are required to have an Employee Common Identifier (ECI). An ECI is a unique 10-digit number that replaces your Social Security number on payment documents. It is generated by the agency payment center (FS Incident Finance or DOI Casual Payment Center) and provided to you by COIDC. You are responsible for retaining and providing your ECI for hiring forms, I-Suite, and OF-288s.

As a reminder – please make sure all your training and experience records are up to date. Your 2015 assignment history from the ROSS database has been entered into the IQCS system. This is also a good time to verify your ROSS self-status access and contact information by logging on to your NAP account. Work through the ROSS web site/Help Desk for any issues: 888-224-7677 <http://famit.nwccg.gov/applications/ROSS>.

Agency policy requires that a number of documents be current and on file in our office before an AD employee can attend training or be hired. Please compare your records to the attached list to ensure your documents are current. The Employee's Withholding Allowance Certificate (W-4) Form and Incident Behavior Form (PMS 945-1) must be completed annually.

Our timeframe is to have your documents and records updated annually by the last day of February. This is best accomplished through postal service mail, email, or fax. The exception is the I-9 Employment Eligibility Verification form that requires physical verification of identity. Please contact Valerie Reed, COIDC Asst. Manager-Logistics, to schedule an appointment to complete those forms or with questions.

In order for an AD/Casual hire to operate a Government-owned vehicle, rental vehicle, or be reimbursed for Privately Owned Vehicle (POV) mileage, the following must be completed and submitted every 3 years.

- Accepted Defensive Driving course. Submit valid certification of completion to COIDC. You must procure this training on your own and at your own cost.
- Present a valid driver license



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- Obtain a driving record from DMV and submit it to COIDC.
- OF-345 Physical Fitness Inquiry
- R6-FS-7100-184 Application to Operate Government Vehicles
- AD Driver Operator and Hosting Agency Responsibilities.

Casual employees can attend up to 80 hours of training per calendar year. In accordance with recent Pacific Northwest Wildfire Coordinating Group (PNWCG) direction, training will focus on annual refreshers, maintaining current IQCS qualifications, and attendance at IMT or other conferences *with prior approval*. AD/Casual employees are not authorized to take courses for the purpose of adding additional IQCS qualifications to their red card.

To be available for positions requiring a Work Capacity Test ("Pack Test"), the Health Screening Questionnaire ("HSQ" Form FS-500-31) must be completed as well as annual Fireline Safety Refresher (FSR) training. After completing and returning the HSQ, you will be notified if a medical exam is required *prior to attempting the pack test*. *Note:* You will not be approved to take a Work Capacity Test if it is not required for your qualification(s). The 2016 Central Oregon FSR schedule is not finalized at this time, so stand by.

Please submit written requests to Valerie Reed at least 14 working days prior for any refresher training, courses, conferences, or workshops you are requesting sponsorship to attend this year.

The request must include:

1. Dates, location, and agenda.
2. Justification for attendance.
3. Cost estimate including wages, lodging, per diem, and transportation. Use of a POV must be requested and approved (see below).

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

As in the past, we expect AD/Casual employees to be "self-sufficient" with few exceptions. This means you will have to initially pay for your lodging, per diem, miscellaneous expenses, and possibly a rental car, from personal funds while attending training or on assignment. Reimbursement for the use of a POV must be pre-approved and is at the discretion of the government. Allowed expenses for training will be reimbursed via a Travel Voucher and may take a few to several weeks



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

1. Whenever possible, Incident Finance will process time and travel on your OF-288; miscellaneous travel expenses and pre-approved POV mileage should be included. Timesheets must be on the BLM/FS approved OF-288 form. *Other spreadsheets will not be accepted for processing.*
2. Travel reimbursement claims will not be processed until we receive timesheets.
3. Travel reimbursement claims will not be processed without a completed and signed "Travel Worksheet". Don't forget your receipts!

AD/Casual employment information and forms are available on the COIDC webpage:

<http://gacc.nifc.gov/nwcc/districts/COIDC/ADcasual.html> .

Please take some time to review these documents.

The 2016 AD Pay Plan is not yet available; the 2015 rates will be in effect until March 31, 2016.

Let us know if you have a question about your currency or the AD/Casual employment process. If you do not wish to utilize the online forms, or do not have access, contact us by phone, email, or postal mail and we will mail forms to you.

If you choose to come in, please call ahead to ensure that someone knowledgeable of the AD/Casual employee protocol is available to assist you. Valerie Reed can be reached at vreed@fs.fed.us, (541) 416-6800, or fax (541)416-6847.

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

Maria Maragni
COIDC Manager



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AD/Casual Employee Documents: 2016

*Information and forms are available on the COIDC web:
<http://gacc.nifc.gov/nwcc/districts/COIDC/ADcasual.html>.*

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

- **AD 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 Form (PMS 934)** – This form must be completed and signed prior to any travel, training, or assignment. We will either fax it to you for your signature and return to us, or keep a number of blanks in your file to be completed by us as needed.
- **Direct Deposit-Salary (SF-1199a / OMB NO. 1510-007)** – You can mail the completed form directly to: Albuquerque Service Center, Incident Finance, 101 B Sun Avenue NE, Albuquerque, NM 87109.
- **Direct Deposit Travel (FS-6500-231) aka Vendor Code Information Sheet** – Complete if your direct deposit banking information has changed.
- **Incident Behavior (PMS 935-1)** – Update annually.
- **ROSS** – Home page with links to User Accounts, Password Resets, and Web Status.
<http://famt.nwcc.gov/applications/ROSS>
- **Employment Eligibility Verification (Form I-9, OMB NO. 1615-0047)** – Must be submitted in person with two valid forms of identification.
- **Employee's Withholding Allowance Certificate (Form W-4)** – Update annually.
- **Health Screening Questionnaire (HSQ FS-5100-31)** – Must be filled completed and agency approved prior to taking the Work Capacity Test.



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• **Driver Licensing & Authorization** -

1. **Application for Authorization to Operate Government Vehicles & Equipment (R6-184)** – A statement of your driving experience and history. A printed certificate of the successful completion of an accepted defensive driving course within the last 3 years must be submitted to COIDC with the signed application.
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. **Verification of Valid State Driver License** – An affidavit from the state licensing bureau, obtained by the AD 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. **Letter of Authorization to Operate Forest Service Owned and/or Leased Vehicles (7130/5100)** – COIDC will issue this to you once every 3 years, or when your defensive driving course certificate expires, 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. **AD Driver Operator and Hosting Agency Responsibilities**

