



**FOREST SERVICE HANDBOOK
ROCKY MOUNTAIN REGION (REGION 2)
DENVER, CO**

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)

CHAPTER 10 – PERSONNEL

Supplement No.: r2_5109.34-2002-1

Effective Date: May 31, 2002

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Approved: RICK D. CABLES
Regional Forester

Date Approved: 05/24/2002

Posting Instructions: Supplements are numbered consecutively by Handbook number and calendar year. Post by document name. Remove entire document and replace with this supplement. Retain this transmittal as the first page of this document. The last supplement to this Handbook was 2001-5 to 5109.34 chapter 80.

New Document(s):	r2_5109.34_10	1 Page
Superseded Document(s) by Issuance Number and Effective Date	5109.34_10 (5109.34-2001-1, 5/13/2001)	1 Page

Digest:

As a member of the Rocky Mountain/Great Basin Coordinating Groups (RM/GBCG), Region 2 shall follow direction issued in RM/GBCG Supplement 2002-1. Interagency guidelines and procedures for emergency incidents within the Great Basin have been developed by the Rocky Mountain/Great Basin Fire Business Management Working Committee, and are in line with MOU's and other agreements among Forest Service, Bureau of Land Management, National Park Service, Bureau of Indian Affairs and state agencies.

13.6 - Updates AD rates for the Rocky Mountain and Great Basin areas and makes the changes to Rocky Basin Supplement to match the changes to the National Emergency Directive. Increases the AD-5 rates to reflect the increase in the general pay rates effective January 1, 2002. Parent text authorizes Assistant Disbursing Officers to issue supplemental payments to those paid since January 1, 2002, at the lower rate previously in effect in 2001.

**NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2
ROCKY MOUNTAIN/GREAT BASIN COORDINATING GROUPS**

DENVER, CO/OGDEN, UT

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2

INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 10 – PERSONNEL

Supplement No.: RM/GBCG-2002-1

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Approved: WILLIAM CLARK
Great Basin Coordinating Group

Approved: LEN DEMS
Rocky Mountain Coordinating Group

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New Document(s):	NWCG HB2_10	7 Pages
Superseded Document(s) by Issuance Number and Effective Date	NWCG HB2_10 (RM/GBCG 2001-1, 5/13/2001)	7 Pages

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11.2 – Casuals

Processing Emergency Firefighter Time Reports for Casuals Attachment A

Casual (AD) Hire Information Form

HIRING UNIT INFORMATION

Office Name: _____ Unit ID _____ Date: _____
Example ID-BOF

Address: _____ City: _____ State: _____ Zip: _____

Hiring Official Name _____ Telephone _____
Print

CASUAL INFORMATION

AD's Name: _____ Phone No: _____ Start Date: _____
Print

POSITION INFORMATION

Job Title: _____ AD Class _____ Rate: \$ _____ Incident #: _____ Job Code: _____
AD 5 Rate Justification: Complete if different than Geographical Area published rates (negotiated): _____

REQUIRED SITUATION FOR HIRE

Check One

Hiring of emergency personnel may be made according to the provisions of the current Pay Plan for Emergency Workers when any of the following exists:

- 1. To fight a going fire.
- 2. Unusually dry period or fire danger is high to extreme.
- 3. To provide support to ongoing incident.
- 4. To place firefighter on standby for expected dispatch.
- 5. Temporarily replace members of fire suppression crews or fire management personnel who are on fires.
- 6. To attend fire suppression training.
- 7. To instruct fire suppression training when all other methods of hiring and contracting instructors have been exhausted.
- 8. To cope with floods, storms or any other emergency.
- 9. To carry out emergency fire rehabilitation work when there is an immediate danger of loss of life or property.
- 10. Transition period following a natural emergency.

TRAVEL/TRANSPORTATION

Check One

AD is entitled to transportation to and from the incident: No Yes Via: _____
(Airline, POV, rental vehicle)

Check One:

- AD will be reimbursed at actual expenses (Government is subsisting, incidental out of pocket expenses will be reimbursed, receipts required)
- AD will be reimbursed for lodging, meals, and other expenses at the standard per diem rate. Government is not subsisting travel authorization has been issued. This option should rarely be selected.

EMPLOYMENT FORMS

COMPLETED BY:

Hiring Official: _____ I-9, Employment Eligibility Verification completed and on file
OF-288, Firefighter Time Report (Top section, Column A 1-8 and travel start time)
Casual: _____ Federal W-4: Attached OR Previously Submitted
State W-4: Attached OR Previously Submitted OR Not Applicable

AD Signature (Optional)

Hiring Official Signature

Distribution: Original retained by Hiring Official; Copy attached to OF-288 and sent to incident. Copy retained with original OF-288

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13.6 - Exhibits

Rates for AD 1-5. Listed below are AD 1-5 positions, which have been established for use in the Rocky Mountain/Great Basin Geographic Area. These rates have been approved by the geographic area coordination groups and are considered the standard for the positions listed. Exceptions to the established rates must be requested and justified in writing prior to hiring by the Incident Supervisor, and the Incident Commander or Agency Administrator. The Incident Commander or comparable official must approve negotiated rates for AD-5 positions not listed.

13.6 – Exhibit 01

PAY PLAN FOR EMERGENCY WORKERS

Rates of Pay – Calendar year 2002

AD CLASS	COMMAND	OPERATIONS	LOGISTICS	FINANCE	PLANS	OTHER
AD-1 \$9.68		<ul style="list-style-type: none"> • Crew Member in training (minimal experience and training) • (FFT2) 	<ul style="list-style-type: none"> • Messengers • Tool attendant • Kitchen/ camp helper (CAMP) 			
AD-2 \$11.32		<ul style="list-style-type: none"> • Crew Member (FFT1) • Swamper • Aircraft time recorder 	<ul style="list-style-type: none"> • Driver (DRIV) <1T. • Tool and equipment specialist (TESP) • Supervisor of <15 AD-1's 	<ul style="list-style-type: none"> • Personnel time recorder (PTRC) • Equipment time recorder (EQTR) 	<ul style="list-style-type: none"> • Status/Check-In Recorder (SCKN) 	<ul style="list-style-type: none"> • Data Entry
AD-3 \$12.44		<ul style="list-style-type: none"> • Squad boss (FFT1) • Aircraft radio operator (ABRO) • Sawyer/FALA up to 12" dbh 	<ul style="list-style-type: none"> • Ordering Mgr (ORDM) • Receiving & Dist Mgr (RCDM) • Driver (DRIV) 1-4T • Supervisor of <15 ad-1&2's • Radio operator (RADO) • Dispatch Recorder (EDRC) 	<ul style="list-style-type: none"> • Commissary manager (CMSY) • Comp/injury specialist (INJR) • Claims specialist (CLMS) 	<ul style="list-style-type: none"> • Weather observer (WOBS) • Display processor (DPRO) 	<ul style="list-style-type: none"> • Video operators (VIDO)

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13.6 – Exhibit 01--Continued

PAY PLAN FOR EMERGENCY WORKERS

Rates of Pay – Calendar year 2002

AD CLASS	COMMAND	OPERATIONS	LOGISTICS	FINANCE	PLANS	OTHER
AD-4 \$14.16	<ul style="list-style-type: none"> • Assistant Safety Officer • Assistant Information Officer 	<ul style="list-style-type: none"> • Crew boss (CRWB) • Dozer boss (DOZB) • Engine boss (ENGB) • Deck Coordinator (DECK) • Dozer/tractor plow operator (DOZ1) • Helicopter boss (HELB) • Helicopter manager CWN (HCWN) • Loadmaster (LOAD) • Parking tender (FWPT) • Staging area manager (STAM) • Sawyer/FALB up to 24" dbh • Ramp Manager Airtanker/Heli base (RAMP) • FLIR Operator (FLIR) • Water Handling Specialist (WHSP) • Probeye Operator (PBOP) • Cache Demob Specialist (CDSP) • Felling Boss (FELB) 	<ul style="list-style-type: none"> • Incident computer center manager • Security manager (SECM) • Base/camp manager (BCMG) • Equipment manager (EQPM) • Communication Tech. (COMT) 		<ul style="list-style-type: none"> • Field observer (FOBS) • Documentation unit leader (DOCL) • (FEMO) 	

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13.6 – Exhibit 01--Continued

PAY PLAN FOR EMERGENCY WORKERS
Rates of Pay – Calendar year 2002

AD CLASS	COMMAND	OPERATIONS	LOGISTICS	FINANCE	PLANS	OTHER
AD-5 \$16.00	<ul style="list-style-type: none"> • Safety officer (SOF3) • Information officer (IOF3) 	<ul style="list-style-type: none"> • Takeoff and landing coordinator (TOLC) • Task force leader (TFLD) • Strike team leader-crews (STCR) • Strike team leader-dozers (STDZ) • Strike team leader-engines (STEN) • Crew representative (CREP) • Mixmaster (MXMS) • Fixed wing base manager (FWBM) • Hazardous material specialist • Single engine air tanker manager (SEMG) • Strike Team Leader Tractor/Plow (STPL) • RX Burn Boss RXB2* 	<ul style="list-style-type: none"> • Mechanic (GMEC) • Driver (DRIV) >22000GVW • Support dispatcher (EDSD) 			<ul style="list-style-type: none"> • Photographer/map maker • Cache field coordinator
AD-5 \$17.00		<ul style="list-style-type: none"> • Aerial Observer (AERO) • Training Specialist (TNSP) 	<ul style="list-style-type: none"> • Incident medical specialist technician (IMST) 			

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PAY PLAN FOR EMERGENCY WORKERS
Rates of Pay – Calendar year 2002

AD CLASS	COMMAND	OPERATIONS	LOGISTICS	FINANCE	PLANS	OTHER
AD-5 \$18.00	<ul style="list-style-type: none"> IC/initial attack (ICT4) 	<ul style="list-style-type: none"> Division group supervisor (DIVS) Air support group supervisor (ASGS) Air tactical group supervisor (ATGS) Helicopter coordinator (HLCO) Air tanker coordinator (ATCO) RX11* 	<ul style="list-style-type: none"> Supervisory dispatcher (EDSP) Comm. Unit leader (COML) Medical unit leader (MEDL) Food unit Supply unit leader (SPUL) Facilities unit leader (FACL) Ground support unit leader (GSUL) Incident medial specialist manager (IMSM) 	<ul style="list-style-type: none"> Comp/claims unit leader (COMP) Cost unit leader (COST) Time unit leader (TIME) Procurement unit leader (PROC) 	<ul style="list-style-type: none"> Situation unit leader (SITL) Fire Behavior analyst (FBAN) Infrared interpreter (IRIN) Incident meteorologist (IMET) Resource unit leader (RESL) Demobilization unit leader (DMOB) GIS specialist Long Term Fire Analyst (LTAN) Human Resource Specialist (HRSP) Interagency resource representative (IARR) 	<ul style="list-style-type: none"> Structural protection specialist (STPS) Fire prevention specialist (PREV) Fire service organization advisor Incident Agency Contract Representative (IACR) Support /service director
AD-5 \$20.00	<ul style="list-style-type: none"> IC/extended attack (ICT3) Fire information officer, type 2 (IOF2) Safety officer, type 2 (SOF2) Command staff, type 2 RXB2* 	<ul style="list-style-type: none"> Operations section chief, type 2 (OSC2) Helibase Manager (HEB1) 	<ul style="list-style-type: none"> Logistics section chief, type 2 (LSC2) Dispatch coordinator (CORD) Emergency medical/paramedic technician (EMTP) 	<ul style="list-style-type: none"> Finance section chief, type 2 (FSC2) 	<ul style="list-style-type: none"> Planning section chief, type 2 (PSC2) 	<ul style="list-style-type: none"> Incident business advisor (IBA3)
AD-5 \$21.00	<ul style="list-style-type: none"> RXB1* RXM2* 	<ul style="list-style-type: none"> Professional faller/FALC 24" dbh or greater 				

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PAY PLAN FOR EMERGENCY WORKERS
Rates of Pay – Calendar year 2002

AD CLASS	COMMAND	OPERATIONS	LOGISTICS	FINANCE	PLANS	OTHER
AD-5 \$23.00	<ul style="list-style-type: none"> Incident commander, type 2 (ICT2) RXM1* 	<ul style="list-style-type: none"> Air Operations Branch Director (AOBD) 				<ul style="list-style-type: none"> Incident Business Advisor (IBA2)
AD-5 \$26.00	<ul style="list-style-type: none"> Fire information officer, type 1 (IOF1) Safety officer, type 1 (SOF1) Liaison officer (LOFR) FUMA 	<ul style="list-style-type: none"> Operations section chief, type 1 (OSC1) 	<ul style="list-style-type: none"> Area command logistics (ACLC) Law Enforcement Investigator (LEIS) Logistics section chief, type 1 (LSC1) 	<ul style="list-style-type: none"> Finance section chief, type 1 (FSC1) 	<ul style="list-style-type: none"> Fire investigator (FINV) Area command planning (ACPC) Planning Section Chief (PSC1) 	<ul style="list-style-type: none"> Incident Business Advisor (IBA1)
AD-5 \$27.00	<ul style="list-style-type: none"> Incident commander, type 1 (ICT1) Area Command Aviation Coord (ACAC) 					
AD-5 \$28.00	<ul style="list-style-type: none"> Area commander (ACDR) MAC Coordinator (MCCO) 					
AD-5 \$30.00/ \$45.00**						<ul style="list-style-type: none"> Aircraft pilot**

*Note for USDA Forest Service use. For Interior use: to hire personnel for fire use hazardous fuel reduction projects authorized by congressional funding within the wildland fire operations account. (Interior AD Pay Plan, Section D).

**Due to the shortage of aircraft pilots, an authorized official may hire at a rate deemed appropriate, but not to exceed \$45 per hour for all areas specified in this plan. This AD-5 authority for aircraft pilots is for flight and standby time. This special AD-5 rate applies to aircraft pilots only.