



United States Department of the Interior  
FISH AND WILDLIFE SERVICE  
Fire Management Branch  
National Interagency Fire Center  
3833 South Development Avenue  
Boise, Idaho 83705



Refer to: FMB150021

March 30, 2015

Memorandum

To: Fire Management Coordinators, Regions 1-8  
From: Chief, Branch of Fire Management   
Subject: Department of Interior 2015 Pay Plan for Emergency Workers

**Purpose:** The purpose of this memo is to authorize and provide direction, using the attached Department of the Interior (DOI) 2015 Administratively Determined (AD) pay plan, to hire emergency workers (casuals).

**Timeframe:** The attached DOI AD Pay Plan is effective **March 27, 2015** for immediate implementation and is valid until the 2016 AD Pay Plan is released.

**Policy/Action:** This attached pay plan applies wherever and whenever it becomes necessary to hire persons under the following circumstances:

- To cope with a sudden and unexpected emergency caused by a fire, or extreme fire potential, flood, storm, or any other all hazard emergency that threatens damage to federally protected property unless brought under immediate control.
- To provide emergency assistance to States under formalized agreements.
- To meet mission assignments issued by the Federal Emergency Management Agency (FEMA).

The AD Pay Plan is complete within itself; therefore, for any hiring under this plan, the provisions herein take precedence over any other policies or regulations that may be prescribed elsewhere.

Only pre-approved AD Hiring/Approval Officials are authorized to hire casuals (see Attachment 2 for a list of FWS pre-approved officials, list is subject to change throughout the year). AD Hiring/Approval Officials are responsible for ensuring that the hiring and management of casuals is in accordance with all provisions of the AD Pay Plan. Casuals hired outside the AD Pay Plan authority will not be paid through the DOI Casual Payment Center (CPC) and timesheets will be returned to the hiring unit. If the pay plan was not the proper mechanism for hire, other means of employment, such as an emergency temporary hire, will need to be explored through Human Resources.

Hiring/Approval Officials may hire only those individuals within their 'local area of responsibility' who are qualified for the position and certified to assist in fire suppression operations and/or other emergencies that threaten damage to federally protected property.

**Changes:** The 2015 AD Pay Plan includes the following changes from the plan previously in effect for 2014:

- B.1: Per Executive Order 13686, a 1% increase was applied to 2015 pay rates.
- Added the following classified positions to the Incident Position Matrix:
  - THSP, Cache Liaison, AD-G;
- Questions from the field units regarding the pay rates for the Fire Effects Monitor (FEMO) and Field Observer (FOBS) positions resulted in re-classifying both position descriptions. The FEMO position was re-classified at the AD-D rate, while the FOBS position remains at the AD-F rate.
- Due to changes in 310-1 position requirements, the following were also re-classified:
  - FAL3 (previously FALA), Basic Faller, no change in the pay rate.
  - FAL2 (previously FALB), Intermediate Faller, AD-E
  - FAL1 (previously FALC), Advanced Faller, AD-J

**Hiring/Approval Official Responsibilities:**

- Maintain pre-approval to become a Hiring/Approval Official. Reference the Branch of Fire Management (FMB) memorandum FMB 140002 dated December 18, 2013.
- Hire and manage casual employees in accordance with all provisions of the AD Pay Plan.
- Maintain casual hiring documents in accordance with 5 U.S.C. 552a, the Privacy Act.
- Coordinate with Human Resources for application of HSPD 12 as it applies to hiring casuals.
- Ensure training and qualification standards are met and coordinate with Human Resources for retention of required medical documentation. FWS memo: FMB150001.
- Process workers compensation claims. Casuals are covered under the Federal Employee's Compensation Act (5U.S.C. 81) which authorizes medical care and compensation for periods of disability for casuals who sustain traumatic injuries and occupational diseases in the performance of duty.
- Process personal property loss/property damage claims.
- Issue authorization to travel and process claims for travel expense reimbursement.
- Review time report (OF-288), ensure proper use of Employee Common Identifier (ECI), cost structure, and approve for payment. FWS memo: FMB140002
- Ensure boot stipend is adhered in accordance with FWS Boot Stipend memo: FMB150000
- Ensure an Incident Personnel Performance Rating (NFES 1576) is completed for each assignment.

**Hiring Forms:** Hiring officials must complete these required forms when hiring a casual:

- Single Resource Casual Hire Information Form,
- Employment Eligibility Verification (Form I-9), and
- Incident Behavior Form.

These original forms will be maintained at the hiring unit. Blank forms along with an example of the Form I-9 can be found at the following website:

[http://www.nifc.gov/programs/programs\\_PaymentCenter.html](http://www.nifc.gov/programs/programs_PaymentCenter.html)

**Hiring Casuals to Attend Emergency Incident Training:** Training of casuals must be in accordance with the AD Pay Plan and may not circumvent normal hiring authorities. Hiring a seasonal/temp employee on as an AD before their enter on duty date (EOD) to complete training is not appropriate. Hiring units may charge training costs to their office cost center, WBS suppression code (FF.F20000, 00 and project code **AZA10**. *(Note: ensure WBS is set-up in FBMS before submitting to CPC).*

**Hiring Casuals to Instruct Emergency Incident Training:** Units may hire casuals to instruct emergency incident training in accordance with the AD Pay Plan. It is the hiring official's responsibility to monitor instructor hours to ensure the allowable limitation is not exceeded. Salary, travel and per diem may be charged to hiring unit cost center, WBS (suppression), 00 and project code AZA10. *(Note: ensure WBS is set-up in FBMS before submitting to CPC).*

**Hiring Casuals for Implementing Prescribed Fire Projects:**

The AD Pay Plan may be used to provide temporary support to prescribed fire activities for fuels reduction and is not limited to the use of Wildland fire appropriations. **This does not include Mechanical or Chemical Hazardous Fuels Reduction Projects, or projects conducted for reasons other than hazardous fuels reduction.**

**Hiring Casuals for Non-Fire Emergencies:** The AD Pay Plan covers both fire and all hazard emergency support needs and can be used to hire individuals to assist refugees with emergency operations including fire, flood, tornado, hurricane, or "any other all-hazard emergency that threatens damage to federally protected property unless brought under immediate control". With prior Branch approval refuge operating accounts and/or or reimbursable accounts may also be used provided there is funding available (see contact information below).

Hiring Casuals for Non-Fire Emergencies will be limited to 300 hours per calendar year (regardless of position or incident). Hiring units are responsible for tracking the number of hours.

**Backfilling of positions:** Although the AD Pay Plan allows for the temporary replacement (backfill) of members on fire suppression crews or fire management personnel who are currently on fires backfilling of these employees is prohibited using suppression dollars.

**Exception Positions:** The Branch of Fire Management must review and approve (by email or phone) any exception positions established **prior to** hiring (see contacts below). A brief description of duties must accompany the Emergency Firefighter Time Report, Form OF-288, for audit purposes.

**Payment Procedures for Casuals Hired Under the AD Pay Plan:** The processing of Emergency Firefighter payroll for casuals hired by the U.S. Fish & Wildlife Service will be done through the DOI Casual Payment Center MS 270 located at 3833 S. Development Ave, Boise, Idaho, 83705. Travel for Casual hires will be processed by the home unit through the electronic travel system.

Payment procedures and forms can be found at the following website:

[http://www.nifc.gov/programs/programs\\_PaymentCenter.html](http://www.nifc.gov/programs/programs_PaymentCenter.html)

**Manual/Handbook Sections Affected:** This pay plan replaces all previously approved plans found in Exhibit 1 of Chapter 10 of the Interagency Incident Business Management Handbook (IIBMH).

**Coordination:** The 2015 AD Pay Plan was coordinated with the other DOI Wildland Fire Management Agencies and the USDA Forest Service.

DOI 2015 AD Pay Plan for Emergency Workers (Casuals) can be found at the following website:  
[http://www.nifc.gov/programs/programs\\_PaymentCenter.html](http://www.nifc.gov/programs/programs_PaymentCenter.html)

**Contact:** Any additional questions should be directed to Billie Farrell, Administrative Officer at 208-387-5536 or by email at [Billie\\_Farrell@fws.gov](mailto:Billie_Farrell@fws.gov).

Attachments:

1. Personnel Bulletin 15-02 (2015 AD Pay Plan)
2. Hiring/Approving Officials list as of March 27, 2014



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

**MAR 27 2015**

## **PERSONNEL BULLETIN NO. 15-02**

**Subject:** 2015 Administratively Determined Pay Plan for Emergency Workers

Enclosed is the 2015 Department of Interior Administratively Determined (AD) Pay Plan for Emergency Workers. It will expire when the 2016 Administratively Determined Pay Plan for Emergency Workers is issued. **All offices hiring under this authority should adhere to the provisions of this pay plan.**

The following changes from the 2014 (Bulletin 14-03) Administratively Determined Pay Plan for Emergency Workers or items of note for 2015 becomes effective on the date of signature. These are as follows:

- Per Executive Order 13686, a 1% increase was applied to 2015 pay rates. (Section B.1).
- The following classified positions had been added to the Incident Position Matrix:
  - THSP, Cache Liaison, AD-G;
- The Fire Effects Monitor, FEMO, has been re-classified, with a downgrade in hourly rate to AD-D.
- The Field Observer, FOBS, has been re-classified, with no change in the hourly rate.
- The Basic Faller, FAL3 (Previously FALA), has been re-classified, with no change in the hourly rate.
- The Intermediate Faller, FAL2 (Previously FALB), has been re-classified, with an upgrade in hourly rate to AD-E.
- The Advanced Faller, FAL1 (Previously FALC), has been re-classified, with an upgrade in hourly rate to AD-J.

If there are any questions concerning the implementation of this pay plan, please contact Rod Bloms, Fire Operation Program Analyst, DOI Incident Business Liaison, at (208) 334-1562 or [rod\\_bloms@ios.doi.gov](mailto:rod_bloms@ios.doi.gov). For bureau specific questions, please contact the following personnel listed below:

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BUREAU	POINT OF CONTACT	PHONE	EMAIL
U.S. Fish & Wildlife Service	Billie Farrell	208.387.5536	billie_farrell@fws.gov
Bureau of Indian Affairs	Gini Broyles	208.387.5696	esther.broyles@bia.gov
Bureau of Land Management	Dave Burley	208.387.5420	dburley@blm.gov
National Park Service	Christine Peters	208.407.6558	christine_peters@nps.gov



Thomas Mulhern  
Director, Office of Human Resources

Attachment

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## **ADMINISTRATIVELY DETERMINED (AD) PAY PLAN FOR EMERGENCY WORKERS (CASUALS)**

**A. PREAMBLE:** Pursuant to 5 U.S.C. 5102 (c)(19), 7 U.S.C. 2225 and 2226, 16 U.S.C. 554e and 43 U.S.C. 1469, there is hereby established, effective immediately, the following Administratively Determined (AD) Pay Plan, which replaces and supersedes previously approved plans. In the event there is an emergency in progress on the effective date of this Pay Plan, the casuals on that emergency shall be paid under the provisions of the AD Pay Plan in effect at the time of hire. This Pay Plan applies wherever and whenever it becomes necessary to hire persons:

1. To cope with a sudden and unexpected emergency caused by a fire, or extreme fire potential, flood, storm, or any other all-hazard emergency that threatens damage to federally protected property, has the potential to cause loss of life, serious injury, public health risk, or damage to natural or cultural resources unless brought under immediate control.
2. To provide emergency assistance to States under formalized agreements.
3. To meet mission assignments issued by the Federal Emergency Management Agency (FEMA).

Such hiring is of uncertain and purely temporary duration and must be terminated when other employment methods can be initiated. This plan does not provide the authority to hire individuals for out-of-country assignments.

This Pay Plan is complete within itself. Therefore, for any hiring under this Pay Plan, the provisions herein take precedence over any other policies or regulations that may be prescribed elsewhere.

**B. ADMINISTRATIVELY DETERMINED (AD) RATES OF PAY:** The National Wildfire Coordinating Group (NWCG) Incident Business Committee (IBC) facilitates establishment of rates and reviews positions on an annual basis. Geographic Area Coordinating Groups (or designated agency representatives) may request rates for positions not published in this Pay Plan.

Changes to the Pay Plan may be proposed by any agency for a variety of reasons (such as a new law or regulation, clarification of meaning, establishment of new positions). The agency hiring official will submit, through normal agency channels, Pay Plan change recommendations to the IBC. Pay Plan changes are normally requested and addressed in the first quarter of the fiscal year.

1. Rates paid per hour for work performed at classification levels AD-A through AD-M:

<b>Classification</b>	<b>Pay rate (per hour)</b>
AD-A	14.52
AD-B	15.96
AD-C	17.80
AD-D	19.60
AD-E	21.52
AD-F	23.52
AD-G	25.64
AD-H	28.72
AD-I	31.80
AD-J	35.00
AD-K	38.44
AD-L	46.12
AD-M	54.80

2. If the casual is assigned to a different position qualification (as documented on the SF-261, Crew Time Report), adjust the pay rate to the appropriate rate for that position and document in the remarks block of the OF-288.

3. The Area Commander, Type 1 or Type 2 Incident Commander, Security Specialist Level 1 or Level 2, and Wildland Fire Investigator are key positions and can only be filled by current agency employees. For state, local, or tribal government employees who cannot work on federal incidents under their employment status or cooperative agreement due to policy or statute, the following positions may be filled under the included conditions:

- a. Area Commander: State, local, or tribal government employees who meet qualifications as certified by their Geographic Area Coordinating Group.
- b. Type 1 and Type 2 Incident Commander: State, local, or tribal government employees who meet qualifications as certified by their Geographic Area Coordinating Group.
- c. Wildland Fire Investigator: State, local, or tribal government employees.

4. When approved by the Bureau Procurement Chief (BPC), retirees may be hired as casuals in these positions:

- a. Buying Team Leader
- b. Contracting Officer
- c. Contracting Officer Technical Representative

Retirees hired under this authority may apply for warrants in accordance with Department of the Interior Acquisition Policy Release 2010-09, Contracting Officer Certificate of Appointment Program Manual. This process shall be followed regardless of whether the retiree has previously held a Contracting Officer's Certificate of Appointment. Bureau Procurement Chiefs shall notify the Senior Procurement Executive within 60 days of granting purchasing authority to any individual hired under this authority.

*Note: Reinstated warrants may not apply to all bureaus.*

5. If a casual is receiving Social Security benefits or equivalent, casual earnings may be subject to limitations. Casuals should contact the Social Security Administration (SSA) office for further information.

**C. DESCRIPTION OF AREAS TO WHICH RATES ARE APPLICABLE:** These rates apply to all 50 States, as well as to the following areas and jurisdictions:

Caroline Islands	other Pacific Islands
Guam	Virgin Islands
Mariana Islands	Puerto Rico
Marshall Islands	other Caribbean Islands
American Samoa	

**D. CIRCUMSTANCES REQUIRED FOR HIRING:** Hiring of emergency personnel may be made according to the provisions of this Pay Plan when any of the following situations exist:

1. To fight an ongoing fire.
2. To hire personnel during unusually dry periods or when local fire danger is very high to extreme (Preparedness Level 4 or 5), or when fuel or weather conditions are such that fires can readily ignite, spread rapidly and do substantial damage, and when risks of fire occurrence are high (for example, severity authority or prevention team activation). Examples of high risks occur when the preceding conditions exist and when:
  - a. unusual lightning activity is present or is predicted;
  - b. incendiary outbreaks occur; or
  - c. an unusually large number of people are in the area (for example, opening day of hunting season, fishing season, 4th of July, or Labor Day weekend).
3. To provide support to an ongoing incident, including post-incident administration (for example, dispatch, warehouse/cache workers, payment team members, administrative support, and reviews). Post-incident administration normally should not exceed 90 calendar days.
4. To pre-position or place resources on standby for potential dispatch.
5. To temporarily replace members of fire suppression crews or fire management personnel who are currently on fires.

6. To allow personnel to attend emergency incident training in preparation for emergency incident situations. In most cases, this should not exceed a total of 80 hours per calendar year, regardless of hiring agency. This authority cannot be used to circumvent other hiring authorities such as temporary 1039 appointments or career seasonal appointments. The 80-hour limit includes the required annual refresher course, or any course related to fire training. The 80-hour limit does **not** include travel hours.
7. To allow personnel to instruct emergency incident training when all other methods of hiring and contracting instructors have been exhausted. Instructing hours will not exceed a total of 120 hours (excluding travel) per calendar year, regardless of hiring agency, for a qualified individual to prepare, instruct, and issue certificates for required courses for emergency incident situations as noted in paragraph 6. The 120-hour limit does **not** include travel hours.
8. To cope with floods, storms, or any other all-hazard emergency that threaten damage to federally protected property, have the potential to cause loss of life, serious injury, a public health risk, or damage to natural/cultural resources unless brought under immediate control.
9. To carry out emergency stabilization work where there is an immediate danger of loss of life or property or when prompt remedial action is essential before potentially damaging climatic events occur.
10. During a transition period, not to exceed 90 calendar days, following an emergency to develop plans and manage an emergency stabilization effort until regular employees can handle the situation or until other employment methods can be initiated. The 90 calendar days begins on the date the Burned Area Emergency Response plan is approved.
11. To meet mission assignments issued by the Federal Emergency Management Agency (FEMA) and missions or assignments from other Federal agencies in accordance with approved interagency emergency plans.
12. To hire resources to provide public awareness for an emerging or projected incident, event, or situation.
13. To hire casuals for prescribed fire projects for the purpose of reducing hazardous fuels. **This does not include Mechanical or Chemical Reduction Projects.** The term of hire is restricted to no greater than the period beginning 24 hours prior to planned ignition and extending through 24 hours after the perimeter is secured. This Pay Plan is to be used to provide temporary support due to the unpredictable nature of prescribed fire activities and may not be used to circumvent normal hiring and contracting procedures.

## E. CONDITIONS OF HIRE

1. This Pay Plan applies only to those casuals who are recruited for the sole purpose of dealing with an immediate fire emergency, extreme fire potential, or other all-hazard emergency.

2. This Pay Plan may be used to supplement regular personnel assigned to DOI prescribed fire projects (reference D.13). The term of hire is restricted to no greater than 300 hours (excluding travel) per person per **calendar** year, regardless of agency, for DOI prescribed fire projects.
3. The jurisdictional agency is responsible for hiring and paying under this Pay Plan for DOI prescribed fire projects.
4. Under no conditions may active members of the Armed Forces be hired.
5. Federal retirees may be hired under this plan without a reduction in annuity.
6. Casuals hired under this plan must meet minimum physical fitness standards, security, and qualification requirements as established by agency policy. Hiring units shall use the Single Resource Casual Hire Information Form (PMS 934), per agency policy. In addition, casuals are required to complete agency-specific health and medical screening requirements for certain positions prior to being hired.
7. This authority cannot be used to circumvent other hiring authorities, such as temporary 1039 appointments or career seasonal appointments.
8. Casuals in positions that require special certification or license (such as emergency medical technicians, drivers, or instructors) must meet the requirements of the hiring agency and of the State where the incident is located.
9. The Immigration Reform and Control Act of 1986 (8 U.S.C. 1324A) requires employers to hire only individuals who are eligible to work in the United States. This law also requires that the Department of Homeland Security (DHS) Form I-9 be completed within 3 business days of the appointment. Those units that establish and train organized crews should complete DHS Form I-9 as soon as crews are organized to eliminate the need for verification at incidents. The appropriately delegated position on the hiring unit or the designee is responsible for verifying the eligibility of any casual hired.
10. The agency administrator or designee has the final authority to accept or reject any person hired under this Pay Plan.
11. A social security number is required to work under this Pay Plan. This applies to United States citizens as well as to non-resident aliens. Casuals shall be furnished a notice of mandatory social security number disclosure at the time of hire.
12. The Internal Revenue Service requires federal tax withholdings for non-resident aliens (reference IRS Publication 515).
13. The salary rate shown for each classification is the rate per hour to be paid for all the service required of the casual. Premium compensation must not be paid for service in excess of 8 hours per day or 40 hours per week or for night, Sunday, or holiday work (43 U.S.C. 1469).

14. The hiring period begins at the point-of-hire and the time an individual is available for hire at the request of an agency representative. It ends at the time the casual is returned to the point-of-hire or is no longer available. Point-of-hire is defined as the location of the unit where hiring documentation is completed or other locations as determined by the hiring unit. The hiring unit may determine an alternate location as the point-of-hire to allow for remote hiring of an individual and begin pay status from that location.

a. All hours worked under this Pay Plan must be recorded as either on-shift or off-shift. All on-shift time is compensable; all off-shift time is non-compensable.

b. On-shift time includes:

(1) time spent in travel from and return to the point-of-hire and related waiting time;

(2) other travel necessary for the performance of work, such as from fire camp to fireline or between fire camps;

(3) ordered standby; or

(4) actual work.

*(Reference the Interagency Incident Business Management Handbook {IIBMH}, Chapter 10).*

c. Off-shift time includes:

(1) time allowed for sleeping and eating when personnel are free from assigned duty; or

(2) other periods when personnel are free from duty and are not in an ordered standby status. Ordered standby occurs when, at the direction of the agency representative, a casual is held in a specific location fully outfitted and ready for immediate assignment.

d. Casuals working away from the point-of-hire must be given enough on-shift time (travel, ordered standby, and actual work) to total 8 compensable hours for that calendar day. This 8-hour guarantee does not apply to the first and last day of work.

e. Casuals are not entitled to paid day(s) off upon release from the incident or at their point-of-hire (IIBMH, Chapter 10). This is considered off-shift time and is non-compensable. Casuals working at the point-of-hire are not guaranteed 8 hours each calendar day.

f. The minimum compensable time allowance for each work period is 2 hours. The minimum compensable time allowance of 2 hours does not apply to the first and last day of multiple-day assignments.

g. Casuals who are not reassigned and deviate from the normal travel route home will only be reimbursed for the number of miles back to the point-of-hire. Casuals are not entitled to transportation provided by the Government from the point the travel deviation occurs. The travel deviation must be documented and attached to the casual's original time record (OF-288). This documentation shall also be included in the incident record.

15. All transportation required from point-of-hire until return to point-of-hire must be at government expense, except as stated in section 14 (g) above. If a casual is fired or quits without an acceptable reason before the emergency is over, pay will be stopped at that time. A government official may decide whether or not the government will provide return transportation and if the casual will be paid for travel time back to the point-of-hire.

16. Meal periods should be applied in accordance with the Interagency Incident Business Management Handbook (IIBMH), Chapter 10.

17. When casuals do not receive adequate food or lodging, they shall be in pay status the entire time they are working, sleeping, or eating. Adequate food is defined as meals ready to eat (MREs), sack lunches, military-type rations, and hot can or similar meals. Adequate lodging is described as a sleeping bag (paper or cloth) or a blanket or equivalent covering to provide protection from the elements for sleeping.

18. Whenever deemed practical and necessary by the agency representative, furnish subsistence and lodging at government expense for casuals under this Pay Plan. When feasible, utilize buying teams or other procurement officials to obtain these services via purchase card or other procurement instrument. If the government cannot provide subsistence for a casual, reimbursement should be made through the agency travel process. The hiring agency/unit is responsible for issuing authorization to travel (if required) and for processing claims for travel expense reimbursement per agency procedures.

19. Casuals under this Pay Plan are not entitled to earn or to be granted annual or sick leave or to be covered under the Federal Employees' Group Life Insurance Act (5 U.S.C. 87), Civil Service Retirement Act (5 U.S.C. 83), Federal Employees' Retirement System (5 U.S.C. 84), Federal Insurance Contributions Act (26 U.S.C. 3121 (b) (6) (c)), or the Federal Employees' Health Benefits Act (5 U.S.C. 89). However, the Federal Employees' Compensation Act (5 U.S.C. 81) does cover casuals.

20. Under the provisions of 5 U.S.C. 8501, federal agencies do not report wages earned to state offices for unemployment compensation purposes. The services performed by an individual on a temporary basis in case of fire, storm, earthquake, flood, or similar emergency incidents are not considered as performing federal service for the purpose of reporting wages for unemployment compensation benefits. Casuals may furnish statements of earnings to State Unemployment Offices on their own behalf.

21. Federal and state taxes must be withheld from salary payments. Each casual employee shall present IRS Form W-4, if applicable, at the time of initial hire. If the casual fails to submit a W-4, federal taxes must be withheld at the single rate with no exemptions. An IRS Form W-2 must be issued to the casual at the end of the year in which reported wages are earned. State taxes must be withheld for the state in which the casual is hired.

22. Social Security excludes emergency services from Medicare and Social Security withholdings for service performed by an individual serving on a temporary basis in case of fire, storm, snow, earthquake, flood, or other similar emergency (Social Security Act, Section 218 [42 U.S.C. 418] (c) (6)).

23. Casuals under this Pay Plan cannot supervise, hire, order, or recommend payments that in any way affect a company or contractor that the casual has ownership or employment with, or perform any other financial responsibilities to or for the company or contractor on an incident. If such working conditions exist on an incident or other workplace, the casual employee must immediately disclose any relationship with the company or contractor to the Agency Administrator, Incident Business Advisor, or Finance/Administration Section Chief for immediate action.

24. Hiring units shall adhere to agency-specific policy on hiring relatives as casuals.

## **F. POSITION CLASSIFICATION**

1. Rates are determined according to the job performed. Previous length of service and/or additional qualifications are not used to determine pay rate. Occasional or infrequent duties at a higher level do not justify a change in the pay rate.

2. Positions listed in the Incident Position Matrix (IPM) which are found in the Wildland Fire Qualification System Guide (PMS 310-1) are designated with an asterisk in the 310-1 column. Individuals must possess a current agency-issued incident qualification card (Red Card) showing specific qualifications for the position in which they are hired.

3. When casuals work as trainees, they shall be paid one Administratively Determined (AD) rate lower than the full performance AD rate, i.e., a fireline squad boss trainee would be paid at the AD-C rate.

4. When casuals attend emergency incident training to qualify for another position, the casual shall be paid at one AD rate lower than the full performance rate.

5. When casuals attend refresher training, the casual shall be paid at their current position qualification rate.

6. The following IPM outlines the national standard rates prescribed for positions commonly utilized in the Incident Command System (ICS) structure.

7. Exception Positions: If none of the positions listed in the IPM fit the scope of duties for a position needed and the scope of a current emergency necessitates unique skills, an exception position could be established at the AD-A, AD-B, AD-F, AD-I, or AD-K classification levels at the local unit by an appropriately delegated hiring official. Please reference agency-specific guidance regarding approval for exception positions. A brief description of duties must accompany the Single Resource Casual Hire form. The classifications below should be used as guidelines when determining at what level a new position may be established:

- a. Exception Position 1 – Level AD-A. Positions at this level require no specialized skills or training. The job requires the performance of simple routine, repetitive work tasks under close supervision or requires following oral or written specific step-by-step instructions.
- b. Exception Position 2 – Level AD-B. Positions at this level require minimal skills or training. Routine assignments are carried out independently. Oral or written assignments are given with general information on quality, quantity, and timeframe expectations.
- c. Exception Position 3 – Level AD-F. Positions at this level require skills acquired through specific job training or experience. Work is performed independently. The incumbent of the position is expected to interpret instructions, plan work, lead or supervise positions at the next lower level.
- d. Exception Position 4 – Level AD-I. Positions at this level require skills acquired through specific job training, technical education, or experience and require the ability to apply or use specialized, complicated techniques or equipment. The incumbent of this position is expected to instruct others in the requirements of the job, plan work, or supervise positions at the next lower level. This level requires independent judgment and decision making. Assignments are expected to be completed and problems resolved independently.
- e. Exception Position 5 – Level AD-K. Positions at this level require expert knowledge and very high skill level in applying a wide range of concepts, principles, and practices associated with professional or administrative work. Most often, the positions at this level are commensurate with knowledge gained from successful completion of Incident Command System (ICS) 400 level and above courses, qualifications at the Type 1 or 2 level, or “ologist” type positions (such as hydrologist) that require a higher level of education or certification. Incumbents of these positions may be required to supervise other professionals or a group of technical specialists (THSP).

<b>Exception position #</b>	<b>Classification level</b>	<b>Pay rate (per hour)</b>
<b>1</b>	<b>AD-A</b>	14.52
<b>2</b>	<b>AD-B</b>	15.96
<b>3</b>	<b>AD-F</b>	23.52
<b>4</b>	<b>AD-I</b>	31.80
<b>5</b>	<b>AD-K</b>	38.44

For payment purposes, when completing the OF-288 (Emergency Firefighter Time Report), the Exception Position code will be recorded as a technical specialist (i.e., THSP-Exception Position 3, AD-F), with the actual position title (i.e., Biological Technician) documented in the remarks section. A trainee hired for an Exception Position will be paid at the next lower rate (i.e., THSP-Exception Position 3, Biological Technician/T, AD-E).

**INCIDENT POSITION MATRIX**  
*(correlates positions within the Incident Command System {ICS}  
to classification levels AD-A to AD-M)*

**Note:** The abbreviated ICS position code identifiers are in the left-hand column. Asterisks in the right-hand column indicate that positions and qualifications are listed in PMS 310-1.

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
AEMT	ADVANCED EMERGENCY MEDICAL TECHNICIAN <i>(not fireline qualified)</i>	H	
AEMF	ADVANCED EMERGENCY MEDICAL TECHNICIAN -- FIRELINE	I	
ATBM	A/T BASE MANAGER	H	
AOBS	AERIAL OBSERVER	F	
AREP	AGENCY REPRESENTATIVE	K	*
AOBD	AIR OPERATIONS BRANCH DIRECTOR	K	*
THSP	AIR RESOURCE ADVISOR	J	
THSP	AIR SPACE COORDINATOR	H	
ASGS	AIR SUPPORT GROUP SUPERVISOR	J	*
ATGS	AIR TACTICAL GROUP SUPERVISOR	J	*
THSP	AIR TACTICAL SUPERVISOR <i>(attached to ASMI)</i>	J	
ABRO	AIRCRAFT BASE RADIO OPERATOR	C	*
THSP	AIRCRAFT COORDINATOR <i>(National and GACC)</i>	I	
ACDP	AIRCRAFT DISPATCHER	H	*
ARCH	ARCHEOLOGIST	K	
ACAC	AREA COMMAND AVIATION COORDINATOR	L	*
ACDR	AREA COMMANDER <i>(reference Section B.3 for hiring conditions)</i>	M	*
ACLC	ASSISTANT AREA COMMANDER LOGISTICS	L	*
ACPC	ASSISTANT AREA COMMANDER, PLANNING	L	*
BAEL	BAER TEAM LEADER	L	
BCMG	BASE CAMP MANAGER	E	*
BAES	BURNED AREA (EMERGENCY) RESPONSE SPECIALIST	K	
BUYL	BUYING TEAM LEADER – GEOGRAPHIC AREA <i>(reference Section B.4 for hiring conditions)</i>	K	
BUYL	BUYING TEAM LEADER – NATIONAL <i>(reference Section B.4 for hiring conditions)</i>	L	
BUYM	BUYING TEAM MEMBER	F	
CDSP	CACHE DEMOB SPECIALIST	F	
THSP	CACHE LIAISON	G	
CASC	CACHE SUPPLY CLERK	C	

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
CACB	CAMP CREW BOSS	D	
THSP	CAMP CREW SQUAD BOSS	C	
CAMP	CAMP HELP	A	
CLMS	CLAIMS SPECIALIST	E	*
CMSY	COMMISSARY MANAGER	E	*
COML	COMMUNICATIONS UNIT LEADER	H	*
COMP	COMP/CLAIMS UNIT LEADER	H	*
INJR	COMP FOR INJURY SPECIALIST	E	*
COCO	COMPUTER COORDINATOR	G	
CDER	COMPUTER DATA ENTRY RECORDER	D	
CTSP	COMPUTER TECHNICAL SPECIALIST	H	
THSP	CONTRACT REPRESENTATIVE NATION-WIDE	G	
CRNW	CONTRACT REPRESENTATIVE NORTHWEST	G	
CONO	CONTRACTING OFFICER <i>(reference Section B.4 for hiring conditions)</i>	K	
COTR	CONTRACTING OFFICER TECHNICAL REPRESENTATIVE	G	
COOK	COOK, HEAD CAMP	F	
THSP	COST APPORTIONMENT TECH SPECIALIST	H	
COST	COST UNIT LEADER	H	*
CRWB	CREW BOSS	F	*
CREP	CREW REPRESENTATIVE	G	*
DECK	DECK COORDINATOR	F	*
DMOB	DEMOBILIZATION UNIT LEADER	H	*
THSP	DEPUTY INCIDENT COMMANDER TYPE 1	M	
THSP	DEPUTY INCIDENT COMMANDER TYPE 2	L	
DPRO	DISPLAY PROCESSOR	C	*
DIVS	DIVISION/GROUP SUPERVISOR	J	*
DOCL	DOCUMENTATION UNIT LEADER	F	*
DZOP	DOZER OPERATOR	H	
DZIA	DOZER OPERATOR, INITIAL-ATTACK	I	
DRCL	DRIVER, CDL REQUIRED	E	
DRIV	DRIVER/OPERATOR	D	
EMTB	EMERGENCY MEDICAL TECHNICIAN BASIC	G	
EMTF	EMERGENCY MEDICAL TECHNICIAN FIRELINE	H	

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
EMTP	EMERGENCY MEDICAL TECHNICIAN PARAMEDIC <i>(not fireline qualified)</i>	J	
ENGB	ENGINE BOSS	F	*
ENOP	ENGINE OPERATOR	E	
EQPI	EQUIPMENT INSPECTOR	D	
EQPM	EQUIPMENT MANAGER	E	*
EQTR	EQUIPMENT TIME RECORDER	E	*
CORD	EXPANDED DISPATCH COORDINATOR	J	*
EDRC	EXPANDED DISPATCH RECORDER	C	*
EDSP	EXPANDED DISPATCH SUPERVISORY DISPATCHER	H	*
EDSD	EXPANDED DISPATCH SUPPORT DISPATCHER	F	*
FACL	FACILITIES UNIT LEADER	H	*
FAL3	BASIC FALLER	D	*
FAL2	INTERMEDIATE FALLER	E	*
FAL1	ADVANCED FALLER	J	*
FELB	FELLING BOSS	F	*
ESFA	FEMA EMERGENCY SUPPORT FUNCTION #4 ADMINISTRATIVE SUPPORT	F	
ESFL	FEMA EMERGENCY SUPPORT FUNCTION #4 PRIMARY LEADER	K	
ESFS	FEMA EMERGENCY SUPPORT FUNCTION #4 STRUCTURE SUPPORT	I	
ESFW	FEMA EMERGENCY SUPPORT FUNCTION #4 WILDLAND SUPPORT	I	
FOBS	FIELD OBSERVER	F	*
FSC1	FINANCE/ADMINISTRATION SECTION CHIEF TYPE 1	L	*
FSC2	FINANCE/ADMINISTRATION SECTION CHIEF TYPE 2	K	*
FBAN	FIRE BEHAVIOR ANALYST	J	*
FEMO	FIRE EFFECTS MONITOR	D	*
THSP	FIRE LOOKOUT	D	
FFT1	FIREFIGHTER TYPE 1 (SQUAD BOSS)	D	*
FFT2	FIREFIGHTER TYPE 2 (CREW MEMBER)	C	*
FIRB	FIRING BOSS	F	*
FWPT	FIXED-WING PARKING TENDER	C	
FDUL	FOOD UNIT LEADER	H	*

<b>POSITION CODE</b>	<b>POSITION TITLE</b>	<b>AD CLASSIFICATION</b>	<b>310-1</b>
FUEL	FUELING SPECIALIST	D	
THSP	GACC CACHE MANAGER	J	
THSP	GACC METEOROLOGIST	J	
THSP	GENERAL SUPPORT CLERK	C	
GISS	GIS SPECIALIST	G	*
GSUL	GROUND SUPPORT UNIT LEADER	H	*
HEQB	HEAVY EQUIPMENT BOSS, Single Resource	F	*
HEB1	HELIBASE MANAGER TYPE 1 <i>(6 or more helicopters)</i>	I	*
HEB2	HELIBASE MANAGER TYPE 2 <i>(1-5 helicopters)</i>	H	*
HLCO	HELICOPTER COORDINATOR	I	*
HECM	HELICOPTER CREW MEMBER	D	*
HMGB	HELICOPTER MANAGER, Single Resource Boss	G	*
HRSP	HUMAN RESOURCE SPECIALIST	H	*
INBA	INCIDENT BUSINESS ADVISOR	L	*
ICT1	INCIDENT COMMANDER TYPE 1 <i>(reference Section B.3 for hiring conditions)</i>	M	*
ICT2	INCIDENT COMMANDER TYPE 2 <i>(reference Section B.3 for hiring conditions)</i>	L	*
ICT3	INCIDENT COMMANDER TYPE 3	J	*
ICT4	INCIDENT COMMANDER TYPE 4	F	*
ICT5	INCIDENT COMMANDER TYPE 5	E	*
INCM	INCIDENT COMMUNICATIONS CENTER MANAGER	E	*
COMT	INCIDENT COMMUNICATIONS TECHNICIAN	F	*
ICPI	INCIDENT CONTRACT PROJECT INSPECTOR	G	*
IMSA	INCIDENT MEDICAL SPECIALIST ASSISTANT	G	
IMSM	INCIDENT MEDICAL SPECIALIST MANAGER	H	
IMST	INCIDENT MEDICAL SPECIALIST TECHNICIAN	G	
TNSP	INCIDENT TRAINING SPECIALIST	F	*
IRIN	INFRARED INTERPRETER	G	*
IADP	INITIAL-ATTACK DISPATCHER	H	*
THSP	INSTRUCTOR <i>(S-300 and below courses and other non-ICS courses)</i>	H	

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
THSP	INSTRUCTOR <i>(S-400 courses and above)</i>	J	
INTL	INTELLIGENCE LEAD	J	
INTS	INTELLIGENCE SUPPORT	G	
IARR	INTERAGENCY RESOURCE REPRESENTATIVE	G	*
THSP	LABORER	C	
THSP	LEAD ACCOUNTING TECHNICIAN	G	
THSP	LEAD INSTRUCTOR <i>(S-300 and below courses and other non-ICS courses)</i>	I	
THSP	LEAD INSTRUCTOR <i>(S-400 courses and above)</i>	K	
LOFR	LIAISON OFFICER	K	*
LSC1	LOGISTICS SECTION CHIEF TYPE 1	L	*
LSC2	LOGISTICS SECTION CHIEF TYPE 2	K	*
LTAN	LONG-TERM FIRE ANALYST	J	*
MCCO	MAC GROUP COORDINATOR	K	
MABM	MAFFS AIRTANKER BASE MANAGER	H	
MABS	MAFFS AIRTANKER BASE SPECIALIST	F	
MALO	MAFFS ASSISTANT LIAISON OFFICER	H	
MAFF	MAFFS LIAISON OFFICER	J	
THSP	MASTER PARACHUTE RIGGER	H	
WHHR	MATERIALS HANDLER <i>(warehouse/cache worker)</i>	E	
WHLR	MATERIALS HANDLER, LEADER <i>(warehouse/cache leader)</i>	F	
GMEC	MECHANIC <i>(automotive/heavy equipment)</i>	G	
MEDL	MEDICAL UNIT LEADER	H	*
THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR <i>(only used when a battalion is ordered)</i>	H	
MXMS	MIXMASTER	G	
THSP	NMAC / GMAC CREW COORDINATOR	I	
OPBD	OPERATIONS BRANCH DIRECTOR	K	*
OSC1	OPERATIONS SECTION CHIEF TYPE 1	L	*
OSC2	OPERATIONS SECTION CHIEF TYPE 2	K	*
ORDM	ORDERING MANAGER	E	*
PACK	PACKER	F	
EMPF	PARAMEDIC FIRELINE	J	
THSP	PAYROLL ACCOUNTING SPECIALIST 1 <i>(for DOI Casual Payment Center use only)</i>	C	
THSP	PAYROLL ACCOUNTING SPECIALIST 2 <i>(for DOI Casual Payment Center use only)</i>	F	
THSP	PAYROLL ACCOUNTING SPECIALIST LEAD <i>(for DOI Casual Payment Center use only)</i>	G	

<b>POSITION CODE</b>	<b>POSITION TITLE</b>	<b>AD CLASSIFICATION</b>	<b>310-1</b>
PTRC	PERSONNEL TIME RECORDER	E	*
THSP	PILOT	L	
PSC1	PLANNING SECTION CHIEF TYPE 1	L	*
PSC2	PLANNING SECTION CHIEF TYPE 2	K	*
PETL	PREVENTION/EDUCATION TEAM LEADER	K	*
PETM	PREVENTION/EDUCATION TEAM MEMBER	J	*
PROC	PROCUREMENT UNIT LEADER	I	*
PIOF	PUBLIC INFORMATION OFFICER	G	*
PIO1	PUBLIC INFORMATION OFFICER TYPE 1	L	*
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	K	*
PA25	PURCHASING AGENT <i>(\$25,000) FS ONLY</i>	H	
RADO	RADIO OPERATOR	B	*
RAMP	RAMP MANAGER	F	
RCDM	RECEIVING AND DISTRIBUTION MANAGER	E	*
READ	RESOURCE ADVISOR	I	
RESL	RESOURCES UNIT LEADER	H	*
SOFR	SAFETY OFFICER LINE	H	*
SOF1	SAFETY OFFICER TYPE 1	L	*
SOF2	SAFETY OFFICER TYPE 2	K	*
THSP	SEAT COORDINATOR	I	
SECG	SECURITY GUARD <i>(not Law Enforcement)</i>	C	
SECM	SECURITY MANAGER	E	*
THSP	SENIOR PARACHUTE RIGGER	F	
SVBD	SERVICE BRANCH DIRECTOR	K	*
SEMG	SINGLE ENGINE A/T MANAGER	G	*
SITL	SITUATION UNIT LEADER	H	*
STOP	SPECIALTY TRACKED EQUIPMENT OPERATOR	H	
STAM	STAGING AREA MANAGER	F	*
SCKN	STATUS/CHECK-IN RECORDER	E	*
SOPL	STRATEGIC OPERATIONAL PLANNER	K	*
STCR	STRIKE TEAM LEADER CREW	H	*
STEN	STRIKE TEAM LEADER ENGINE	H	*
STEQ	STRIKE TEAM LEADER HEAVY EQUIPMENT	H	*
STLM	STRIKE TEAM LEADER MILITARY	H	
STPS	STRUCTURAL PROTECTION SPECIALIST	J	*
SPUL	SUPPLY UNIT LEADER	H	*
SUBD	SUPPORT BRANCH DIRECTOR	K	*
TOLC	TAKE-OFF AND LANDING COORDINATOR	E	*

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
TFLD	TASK FORCE LEADER	H	*
TIME	TIME UNIT LEADER	H	*
TESP	TOOL AND EQUIPMENT SPECIALIST	C	
TPOP	TRACTOR/PLOW OPERATOR	H	
TPIA	TRACTOR/PLOW OPERATOR, INITIAL-ATTACK	I	
THSP	VOUCHER EXAMINER	F	
WHSP	WATER HANDLING SPECIALIST	F	
WOBS	WEATHER OBSERVER	E	
INVF	WILDLAND FIRE INVESTIGATOR <i>(reference Section B.3 for hiring conditions)</i>	I	*

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
	<b>PRESCRIBED FIRE: DOI PAY PLAN ONLY</b>		
RXB1	Rx BURN BOSS TYPE 1	I	*
RXB2	Rx BURN BOSS TYPE 2	H	*
RXB3	Rx BURN BOSS TYPE 3	F	
RXM1	Rx FIRE MANAGER TYPE 1	J	*
RXM2	Rx FIRE MANAGER TYPE 2	I	*

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
	<b>ALL-HAZARDS</b>		
SRT3	BASIC SEARCH & RESCUE TECHNICIAN	B	
BIOL	BIOLOGIST	J	
CANH	CANINE HANDLER	F	
CANL	CANINE TEAM LEADER	G	
CONS	CONSERVATION SPECIALIST	J	
DFF1	DEFENSIVE STRUCTURAL FIREFIGHTER	B	
EPID	EPIDEMIOLOGIST	J	
HAZ2	HAZARDOUS MATERIALS, OPERATIONS LEVEL	F	
HAZL	HAZARDOUS MATERIALS TEAM LEADER	H	
HAZ1	HAZARDOUS MATERIALS, TECHNICIAN LEVEL	G	
HEQT	HEAVY EQUIPMENT TECHNICIAN	H	
MSTC	MOUNTED SEARCH TECHNICIAN	F	
SRT1	ALL-HAZARDS SEARCH & RESCUE SQUAD LEADER	F	
SRTL	ALL-HAZARDS SEARCH & RESCUE TEAM LEADER	G	
SRT2	SEARCH & RESCUE TECHNICIAN	D	
SCOP	SMALL-CRAFT OPERATOR	G	
SFOL	STRUCTURAL FIRE-LINE OFFICER	H	
SFF1	STRUCTURAL FIREFIGHTER TYPE I	C	
SWF1	ALL-HAZARDS SWIFT-WATER-RESCUE SQUAD LEADER	F	
SWFL	ALL-HAZARDS SWIFT-WATER-RESCUE TEAM LEADER	G	
SWF2	ALL-HAZARDS SWIFT-WATER-RESCUE TECHNICIAN	D	
TMRL	TECHNICAL MOUNTAIN-RESCUE LEADER	G	
TMRT	TECHNICAL MOUNTAIN-RESCUE TECHNICIAN	F	
TRT1	ALL-HAZARDS TECHNICAL-RESCUE SQUAD LEADER	F	
TRTL	ALL-HAZARDS TECHNICAL-RESCUE TEAM LEADER	G	
TRT2	TECHNICAL RESCUE TECHNICIAN	D	
TCA1	TRAFFIC CONTROL AID	B	