United States Department of the Interior

OFFICE OF THE SECRETARY
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Personnel Bulletin Number 11-09

Subject: 2011 Administratively Determined Pay Plan for Emergency Workers

Enclosed is the 2011 Department of Interior (DOI) Administratively Determined (AD) Pay Plan for Emergency Workers. In order to meet national initiatives, 27 all-hazard positions have been added to facilitate hiring of emergency workers to respond quickly to national emergencies such as hurricanes and floods as well as for disasters such as the Deepwater Horizon Oil Spill Incident. It will expire when the 2012 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 become effective become effective on the date of signature:

- Incorporates a 10.56% increase in the cost-of-living adjustment for Alaska and a 16.07% increase for Hawaii based on the 2009 AD hourly pay rates (per the Non-Foreign Area Retirement Equity Assurance Act of 2009). Per Executive Order 13561, 2011 pay rates will remain at 2010 levels; therefore, there are no pay rate adjustments for AD positions in the 48 contiguous states.

- Clarifies all-hazard emergencies to include the potential to cause loss of life, serious injury, a public health risk, or damage to natural or cultural resources (Section A.1, D.8).

- Language deleted regarding suppression operations and suppression for resource benefit (Section A, Paragraph 2).

- Clarifies the pre-positioning or placement of resources on standby for potential dispatch (Section D.4).

- Allows hiring of resources to provide public awareness for an emerging or projected incident, event, or situation (Section D.12).

- Clarifies the hiring of ADs for prescribed fire projects is only for the purpose of reducing hazardous fuels (Section D.13).

- Updates made to the position matrix:

  Added: All-Hazard position section to matrix.

  Corrected: Emergency Medical Technician-Intermediate (EMTI) classification from AD-G to AD-H to Logistics section.

Moved: Interagency Resource Representative (IARR) to Planning section; Incident Business Advisor Type 1 (IBA1) to Finance section; Incident Business Advisor Type 2 (IBA2) to Finance section; Strategic Operational Planner (SOPL) to Planning section and clarified as a 310-1 position. Replaced: 1) Dozer Boss (DOZB) and Tractor/Plow Boss (TRPB) with Heavy Equipment Boss (HEQB) (Operations section); 2) Strike Team Leader Dozer (STDZ) and Strike Team Leader Tractor/Plow (STPL) with Strike Team Leader Heavy Equipment (STEQ) (Operations section); 3) Driver, over 1 Ton and up to 4 Tons, no CDL required (DRVS) and Driver, up to and including 1 Ton (DRVP) with Driver (DRIV) AD-D (Coordination & Support section).

Clarified: Tractor/Plow Operator (TPOP) position is not a 310-1 position; Aircraft Dispatcher (ACDP) is a 310-1 position; Prevention/Education Team Member (PETM) is a 310-1 position.

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Director, Office of Human Resources

Attachement

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

A. <u>PREAMBLE:</u> 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, a 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) <u>RATES OF PAY:</u> 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:

Classification	48 Contiguous States	Hawaii	Alaska
AD-A	14.20	16.20	15.44
AD-B	15.64	17.84	17.00
AD-C	17.40	19.84	18.88
AD-D	19.20	21.92	20.88
AD-E	21.04	24.00	22.88
AD-F	23.04	26.28	25.04
AD-G	25.08	28.60	27.24
AD-H	28.16	32.16	30.60
AD-I	31.16	35.52	33.84
AD-J	34.28	39.12	37.24
AD-K	37.64	42.96	40.92
AD-L	45.16	51.52	49.04
AD-M	53.68	61.24	58.36

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. The adjusted pay rate will be based on the original point-of-hire.

3. The rate will be established at the point-of-hire, based upon the point-of-hire location and documented on the OF-288 or the Single Resource Casual Hire Information form. The established rate for the point-of-hire will remain in effect, regardless of the location of the incident.

4. The Area Commander, Type 1 or Type 2 Incident Commander, Security Specialist Level 1 or Level 2, Fire Investigator, and Buying Team Leader are key positions and can only be filled by current agency employees. For state, local government partners, 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 will be allowed to be filled in the 2011 pay plan 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 Commanders: State, local or tribal government employees who meet qualifications as certified by their Geographic Area Coordinating Group.

c. Fire Investigators: State, local or tribal government employees.

5. When approved by the Director, Acquisition Management (AQM), retirees may temporarily have warrants reinstated and may be hired as casuals in these positions:

a. Buying Team Leader

b. Contracting Officer

***NOTE*: This applies to Forest Service, but may not apply with in some Department of the Interior (DOI) bureaus.**

6. 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

1. The 48 contiguous States and the following areas and jurisdictions:

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

2. Alaska (State-wide).

3. Hawaii (State-wide).

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 exists:

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, but is not limited to:

a. required annual refresher courses.

b. travel to and from the training.

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 including 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.

8. To cope with floods, storms, or any other all-hazard emergency that threatens damage to federally protected property, has the potential to cause loss of life, serious injury, a public health risk, or damage to natural or 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.

11. To meet mission assignments issued by the Federal Emergency Management Agency (FEMA).

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. The term of hire is restricted to no greater than 300 hours 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. 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.

8. 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 who 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.

9. The agency administrator or designee has the final authority to accept or reject any person hired under this pay plan.

10. 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.

11. The Internal Revenue Service requires federal tax withholdings for non-resident aliens (reference IRS Publication 515).

12. 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).

13. 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.

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 assigned to an incident at their point-of-hire are not entitled to guaranteed hours on days off. 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. Thereafter, compute time in multiples of 15 minutes.

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.

14. All transportation required from point-of-hire until return to point-of-hire must be at government expense, except as stated in section 13(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.

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

16. 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, 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.

17. 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 and for processing claims for travel expense reimbursement per agency procedures.

18. 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.

19. 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.

20. 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.

21. 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)).

22. 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 (IBA), or Finance/Administration Section Chief for immediate action.

23. 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 Incident Position Matrix (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 Incident Positions Matrix (IPM) fit the scope of duties for a position needed and the scope of a current emergency warrant, 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. 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 archeologist) 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).

		Rates of pay per hour		
Exception Position Number	**Classification Level**	**48 Contiguous States**	**Hawaii**	**Alaska**
1	**AD-A**	14.20	16.20	15.44
2	**AD-B**	15.64	17.84	17.00
3	**AD-F**	23.04	26.28	25.04
4	**AD-I**	31.16	35.52	33.84
5	**AD-K**	37.64	42.96	40.92

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., Crew Boss) 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, AD-B, Crew Boss Trainee).

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 reflect that positions and qualifications are listed in PMS 310-1.

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
	COMMAND		
ACDR	AREA COMMANDER (reference section B.4 for conditions to hire this position)	M	*
AREP	AGENCY REPRESENTATIVE	K	*
ICT1	INCIDENT COMMANDER TYPE 1 (reference section B.4 for conditions to hire this position)	M	*
THSP	DEPUTY INCIDENT COMMANDER TYPE 1	M	
ICT2	INCIDENT COMMANDER TYPE 2 (reference section B.4 for conditions to hire this position)	L	*
THSP	DEPUTY INCIDENT COMMANDER TYPE 2	L	
ICT3	INCIDENT COMMANDER TYPE 3	J	*
ICT4	INCIDENT COMMANDER TYPE 4	F	*
ICT5	INCIDENT COMMANDER TYPE 5	E	*
LOFR	LIAISON OFFICER	K	*
PIO1	PUBLIC INFORMATION OFFICER TYPE 1	L	*
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	K	*
PIOF	PUBLIC INFORMATION OFFICER	G	*
SOF1	SAFETY OFFICER TYPE 1	L	*
SOF2	SAFETY OFFICER TYPE 2	K	*
SOFR	SAFETY OFFICER LINE	H	*

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
	FINANCE		
CLMS	CLAIMS SPECIALIST	E	*
CMSY	COMMISSARY MANAGER	E	*
COMP	COMP/CLAIMS UNIT LEADER	H	*
COST	COST UNIT LEADER	H	*
EQTR	EQUIPMENT TIME RECORDER	E	*
FSC1	FINANCE/ADMINISTRATION SECTION CHIEF TYPE 1	L	*
FSC2	FINANCE/ADMINISTRATION SECTION CHIEF TYPE 2	K	*
IBA1	INCIDENT BUSINESS ADVISOR, TYPE 1	L	*
IBA2	INCIDENT BUSINESS ADVISOR, TYPE 2	K	*
INJR	COMP FOR INJURY SPECIALIST	E	*
PROC	PROCUREMENT UNIT LEADER	I	*
PTRC	PERSONNEL TIME RECORDER	E	*
TIME	TIME UNIT LEADER	H	*

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
	OPERATIONS		
ABRO	AIRCRAFT BASE RADIO OPERATOR	C	*
ACAC	AREA COMMAND AVIATION COORDINATOR	L	*
AOBD	AIR OPERATIONS BRANCH DIRECTOR	K	*
AOBS	AERIAL OBSERVER	F	
THSP	AIR SPACE COORDINATOR	H	
ASGS	AIR SUPPORT GROUP SUPERVISOR	J	*
ATGS	AIR TACTICAL GROUP SUPERVISOR	J	*
THSP	AIR TACTICAL SUPERVISOR – attached to ASM1	J	
CREP	CREW REPRESENTATIVE	G	*
CRWB	CREW BOSS	F	*
DECK	DECK COORDINATOR	F	*
DIVS	DIVISION/GROUP SUPERVISOR	J	*
DZOP	DOZER OPERATOR	H	*
ENGB	ENGINE BOSS	F	*

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
	OPERATIONS (continued)		
ENOP	ENGINE OPERATOR	E	
FALA	FALLER CLASS A (up to 12" DBH)	D	
FALB	FALLER CLASS B (up to 24" DBH)	F	
FALC	FALLER CLASS C (equal to or greater than 24" DBH)	I	
FELB	FELLING BOSS	F	*
FFT1	FIREFIGHTER TYPE 1 (SQUAD BOSS)	D	*
FFT2	FIREFIGHTER TYPE 2 (CREW MEMBER)	C	*
THSP	FIRE LOOKOUT	D	
FIRB	FIRING BOSS	F	*
HEB1	HELIBASE MANAGER TYPE 1 (4 or more helicopters)	I	*
HEB2	HELIBASE MANAGER TYPE 2 (1-3 helicopters)	H	*
HECM	HELICOPTER CREW MEMBER	D	*
HEQB	HEAVY EQUIPMENT BOSS, Single Resource	F	*
HLCO	HELICOPTER COORDINATOR	I	*
HMGB	HELICOPTER MANAGER, Single Resource Boss	G	*
OPBD	OPERATIONS BRANCH DIRECTOR	K	*
OSC1	OPERATIONS SECTION CHIEF TYPE 1	L	*
OSC2	OPERATIONS SECTION CHIEF TYPE 2	K	*
THSP	SEAT COORDINATOR	I	
SEMG	SINGLE ENGINE A/T MANAGER	G	*
STAM	STAGING AREA MANAGER	F	*
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	*
TFLD	TASK FORCE LEADER	H	*
TOLC	TAKE-OFF AND LANDING COORDINATOR	E	*
TPOP	TRACTOR/PLOW OPERATOR	H	
WHSP	WATER HANDLING SPECIALIST	F	

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
	PLANNING		
ACPC	ASSISTANT AREA COMMANDER, PLANNING	L	*
DMOB	DEMOBILIZATION UNIT LEADER	H	*
DOCL	DOCUMENTATION UNIT LEADER	F	*
DPRO	DISPLAY PROCESSOR	C	*
FBAN	FIRE BEHAVIOR ANALYST	J	*
FEMO	FIRE EFFECTS MONITOR	H	*
FOBS	FIELD OBSERVER	F	*
GISS	GIS SPECIALIST	G	*
HRSP	HUMAN RESOURCE SPECIALIST	H	*
IARR	INTERAGENCY RESOURCE REPRESENTATIVE	G	*
LTAN	LONG-TERM FIRE ANALYST	J	*
PSC1	PLANNING SECTION CHIEF TYPE 1	L	*
PSC2	PLANNING SECTION CHIEF TYPE 2	K	*
RESL	RESOURCES UNIT LEADER	H	*
SCKN	STATUS/CHECK-IN RECORDER	E	*
SITL	SITUATION UNIT LEADER	H	*
SOPL	STRATEGIC OPERATIONAL PLANNER	K	*
TNSP	TRAINING SPECIALIST	F	*
WOBS	WEATHER OBSERVER	E	

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
	LOGISTICS		
ACLC	ASSISTANT AREA COMMANDER LOGISTICS	L	*
BCMG	BASE CAMP MANAGER	E	*
CAMP	CAMP HELP	A	
THSP	CAMP CREW SQUAD BOSS	C	
CACB	CAMP CREW BOSS	D	
COCO	COMPUTER COORDINATOR	G	
CDSP	CACHE DEMOB SPECIALIST	F	
COML	COMMUNICATIONS UNIT LEADER	H	*
COMT	INCIDENT COMMUNICATIONS TECHNICIAN	F	*
EMTB	EMERGENCY MEDICAL TECHNICIAN BASIC	G	
EMTI	EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE	H	

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
	LOGISTICS (continued)		
EMTP	EMERGENCY MEDICAL TECHNICIAN PARAMEDIC	J	
EQPI	EQUIPMENT INSPECTOR	D	
EQPM	EQUIPMENT MANAGER	E	*
FACL	FACILITIES UNIT LEADER	H	*
FDUL	FOOD UNIT LEADER	H	*
GSUL	GROUND SUPPORT UNIT LEADER	H	*
IMSA	INCIDENT MEDICAL SPECIALIST ASSISTANT	G	
IMSM	INCIDENT MEDICAL SPECIALIST MANAGER	H	
IMST	INCIDENT MEDICAL SPECIALIST TECHNICIAN	G	
INCM	INCIDENT COMMUNICATIONS CENTER MANAGER	E	*
LSC1	LOGISTICS SECTION CHIEF TYPE 1	L	*
LSC2	LOGISTICS SECTION CHIEF TYPE 2	K	*
MEDL	MEDICAL UNIT LEADER	H	*
ORDM	ORDERING MANAGER	E	*
RADO	RADIO OPERATOR	B	*
RCDM	RECEIVING AND DISTRIBUTION MANAGER	E	*
SECG	SECURITY GUARD (not Law Enforcement)	C	
SECM	SECURITY MANAGER	E	*
SPUL	SUPPLY UNIT LEADER	H	*
SUBD	SUPPORT BRANCH DIRECTOR	K	*
SVBD	SERVICE BRANCH DIRECTOR	K	*
TESP	TOOL AND EQUIPMENT SPECIALIST	C	

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
	COORDINATION AND SUPPORT		
THSP	AIRCRAFT COORDINATOR (National and GACC)	I	
THSP	AIR SPACE COORDINATOR	H	
ACDP	AIRCRAFT DISPATCHER	H	*
ARCH	ARCHEOLOGIST	K	
ATBM	A/T BASE MANAGER	H	

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
	COORDINATION AND SUPPORT (continued)		
BUYL	BUYING TEAM LEADER – NATIONAL (reference section B.5 for hiring conditions)	L	
BUYL	BUYING TEAM LEADER – GEOGRAPHIC AREA (reference section B.4 for hiring conditions)	K	
BUYM	BUYING TEAM MEMBER	F	
THSP	GENERAL SUPPORT CLERK	C	
CASC	CACHE SUPPLY CLERK	C	
CDER	COMPUTER DATA ENTRY RECORDER	D	
COOK	COOK, HEAD CAMP	F	
CORD	EXPANDED DISPATCH COORDINATOR	J	*
CONO	CONTRACTING OFFICER (reference section B.5 for hiring conditions)	K	
COTR	CONTRACTING OFFICER TECHNICAL REPRESENTATIVE	G	
CRNW	CONTRACT REPRESENTATIVE NORTHWEST	G	
THSP	CONTRACT REPRESENTATIVE NATION-WIDE	G	
CTSP	COMPUTER TECHNICAL SPECIALIST	H	
THSP	COST APPORTIONMENT TECH SPECIALIST	H	
DRCL	DRIVER, CDL REQUIRED	E	
DRIV	DRIVER/OPERATOR	D	
ESFL	FEMA EMERGENCY SUPPORT FUNCTION #4 PRIMARY LEADER	K	
ESFW	FEMA EMERGENCY SUPPORT FUNCTION #4 WILDLAND SUPPORT	I	
ESFS	FEMA EMERGENCY SUPPORT FUNCTION #4 STRUCTURE SUPPORT	I	
ESFA	FEMA EMERGENCY SUPPORT FUNCTION #4 ADMINISTRATIVE SUPPORT	F	
EDRC	EXPANDED DISPATCH RECORDER	C	*
EDSD	EXPANDED DISPATCH SUPPORT DISPATCHER	F	*
EDSP	EXPANDED DISPATCH SUPERVISORY DISPATCHER	H	*
FUEL	FUELING SPECIALIST	D	
FWPT	FIXED-WING PARKING TENDER	C	
GMEC	MECHANIC (automotive/heavy equipment)	G	
IADP	INITIAL-ATTACK DISPATCHER	H	*
INTL	INTELLIGENCE LEAD	J	
INTS	INTELLIGENCE SUPPORT	G	

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
	COORDINATION AND SUPPORT (continued)		
THSP	INSTRUCTOR (S-300 and below courses and other non-ICS courses)	H	
THSP	INSTRUCTOR (S-400 courses and above)	J	
IRIN	INFRARED INTERPRETER	G	
THSP	LABORER	C	
THSP	LEAD ACCOUNTING TECHNICIAN	G	
THSP	LEAD INSTRUCTOR (S-300 and below courses and other non-ICS courses)	I	
THSP	LEAD INSTRUCTOR (S-400 courses and above)	K	
MABM	MAFFS AIR-TANKER BASE MANAGER	H	
MAFF	MAFFS LIAISON OFFICER	H	
THSP	GACC METEOROLOGIST	J	
MCCO	MAC GROUP COORDINATOR	K	
THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR (only used when a battalion is ordered)	H	
MXMS	MIXMASTER	G	
PACK	PACKER	F	
THSP	PILOT	L	
PA25	PURCHASING AGENT ($25,000) FS ONLY	H	
PETL	PREVENTION/EDUCATION TEAM LEADER	K	*
PETM	PREVENTION/EDUCATION TEAM MEMBER	J	*
RAMP	RAMP MANAGER	F	
READ	RESOURCE ADVISOR	I	
THSP	VOUCHER EXAMINER	F	
WHHR	MATERIALS HANDLER (warehouse/cache worker)	E	
WHLR	MATERIALS HANDLER, LEADER (warehouse/cache leader)	F	

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
	PRESCRIBED FIRE: DOI PAY PLAN ONLY		
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
	ALL-HAZARD		
BIOL	BIOLOGIST	J	
BSRT	BASIC SEARCH AND RESCUE TECHNICIAN	B	
CANH	CANINE HANDLER	F	
CANL	CANINE TEAM LEADER	G	
CONS	CONSERVATION SPECIALIST	J	
DFF1	DEFENSIVE STRUCTURAL FIREFIGHTER	B	
EPID	EPIDEMOLOGIST	J	
HAZ1	HAZARDOUS MATERIALS TECHNICIAN	G	
HAZ2	HAZARDOUS MATERIALS OPERATIONS	F	
HAZL	HAZARDOUS MATERIALS TEAM LEADER	H	
HEQT	HEAVY EQUIPMENT TECHNICIAN	H	
MSTC	MOUNTED SEARCH TECHNICIAN	F	
SCOP	SMALL-CRAFT OPERATOR	G	
SSF1	STRUCTURAL FIREFIGHTER TYPE I	C	
SFOL	STRUCTURAL FIRE LINE OFFICER	H	
SRT1	ALL-HAZARD SEARCH & RESCUE SQUAD LEADER	F	
SRT2	SEARCH & RESCUE TECHNICIAN	D	
SRTL	ALL-HAZARD SEARCH & RESCUE TEAM LEADER	G	
SWF1	ALL-HAZARD SWIFT-WATER-RESCUE SQUAD LEADER	F	
SWF2	ALL-HAZARD SWIFT-WATER-RESCUE TECHNICIAN	D	
SWFL	ALL-HAZARD SWIFT-WATER-RESCUE TEAM LEADER	G	
TCA1	TRAFFIC CONTROL AID	B	
TMRL	TECHNICAL MOUNTAIN RESCUE LEADER	G	
TMRT	TECHNICAL MOUNTAIN RESCUE TECHNICIAN	F	
TRT1	ALL-HAZARD TECHNICAL-RESCUE SQUAD LEADER	F	
TRT2	TECHNICAL RESCUE TECHNICIAN	D	
TRTL	ALL-HAZARD TECHNICAL-RESCUE TEAM LEADER	G	