United States Department of the Interior
OFFICE OF THE SECRETARY
Washington, DC 20240

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PERSONNEL BULLETIN NO. 16-04

Subject: 2016 Administratively Determined Pay Plan for Emergency Workers

The 2016 Department of the Interior Administratively Determined (AD) Pay Plan for Emergency Workers (enclosed) is effective immediately and remains in effect until issuance of the 2017 Administratively Determined Pay Plan for Emergency Workers. **All offices hiring under this authority should adhere to the provisions of this pay plan.**

The following changes to the 2015 Administratively Determined Pay Plan for Emergency Workers and other items of note are effective on the date of signature.

- Per Executive Order 13715, a 1% increase was applied to 2016 pay rates. (Section B.1).
- The following classified positions are added to the Incident Position Matrix:
  - THSP, Agency Administrator Liaison, AD-M;
  - THSP, MAC Administrative Support, AD-D
  - THSP, Small-engine Mechanic, AD-E
  - THSP, Strategic Fire Management Analyst, AD-K
  - FSC3, Finance Section Chief, Type 3, AD-J
  - LSC3, Logistics Section Chief, Type 3, AD-J
  - OSC3, Operations Section Chief, Type 3, AD-J
  - PSC3, Planning Section Chief, Type 3, AD-J
- Computer Technical Specialist (CTSP) is changed to Incident Technical Support Specialist (ITSS), retaining the same pay rate of AD-H.

If there are any questions concerning the implementation of this pay plan, please contact the following bureau personnel listed in the matrix.

BUREAU	POINT OF CONTACT	PHONE	EMAIL
U.S. Fish & Wildlife Service	Reah Reedy	208.387.5736	Reah_Reedy@fws.gov
Bureau of Indian Affairs	Bob Roberts	208.387.5620	Robert.Roberts@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

Enclosure

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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:

Classification	Pay rate (per hour)
AD-A	14.68
AD-B	16.12
AD-C	18.00
AD-D	19.80
AD-E	21.76
AD-F	23.76
AD-G	25.92
AD-H	29.04
AD-I	32.12
AD-J	35.36
AD-K	38.84
AD-L	46.60
AD-M	55.36

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.

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 response, including all-hazard training. 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 required annual refresher courses. 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. This authority cannot be used to circumvent other hiring authorities, such as temporary 1039 appointments or career seasonal appointments.

7. 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.

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), or the Federal Insurance Contributions Act (26 U.S.C. 3121 (b) (6) (c)). 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 lengths 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 there are no positions on the IPM that fit the scope of duties for a position needed and the extent 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).

Exception position #	Classification level	Pay rate (per hour)
1	AD-A	14.68
2	AD-B	16.12
3	AD-F	23.76
4	AD-I	32.12
5	AD-K	38.84

For payment purposes, when completing the OF-288 (Incident 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 *(not fireline qualified)*	H	
AEMF	ADVANCED EMERGENCY MEDICAL TECHNICIAN -- FIRELINE	I	
AOBS	AERIAL OBSERVER	F	
THSP	AGENCY ADMINISTRATOR LIAISON	M	
AREP	AGENCY REPRESENTATIVE	K	*
ABRO	AIRCRAFT BASE RADIO OPERATOR	C	*
THSP	AIRCRAFT COORDINATOR *(National & GACC)*	I	
ACDP	AIRCRAFT DISPATCHER	H	*
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 *(attached to ASM1)*	J	
ATBM	AIR-TANKER BASE MANAGER	H	
ARCH	ARCHEOLOGIST	K	
ACAC	AREA COMMAND AVIATION COORDINATOR	L	*
ACDR	AREA COMMANDER *(reference Section B.3 for hiring conditions)*	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 *(reference Section B.4 for hiring conditions)*	K	
BUYL	BUYING TEAM LEADER – NATIONAL *(reference Section B.4 for hiring conditions)*	L	
BUYM	BUYING TEAM MEMBER	F	
CDSP	CACHE DEMOB SPECIALIST	F	
THSP	CACHE LIAISON	G	

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
CASC	CACHE SUPPLY CLERK	C	
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	
THSP	CONTRACT REPRESENTATIVE NATION-WIDE	G	
CRNW	CONTRACT REPRESENTATIVE NORTHWEST	G	
CONO	CONTRACTING OFFICER *(reference Section B.4 for hiring conditions)*	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
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	*
FAL1	FALLER, ADVANCED	J	*
FAL3	FALLER, BASIC	D	*
FAL2	FALLER, INTERMEDIATE	E	*
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	*
FSC3	FINANCE/ADMINISTRATION SECTION CHIEF TYPE 3	J	*
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	*

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
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 *(6 or more helicopters)*	I	*
HEB2	HELIBASE MANAGER TYPE 2 *(1-5 helicopters)*	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 *(reference Section B.3 for hiring conditions)*	M	*
ICT2	INCIDENT COMMANDER TYPE 2 *(reference Section B.3 for hiring conditions)*	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	
ITSS	INCIDENT TECHNOLOGY SUPPORT SPECIALIST	H	*
TNSP	INCIDENT TRAINING SPECIALIST	F	*
IRIN	INFRARED INTERPRETER	G	*
IADP	INITIAL-ATTACK DISPATCHER	H	*
THSP	INSTRUCTOR *(S-300 and below courses and other non-ICS courses)*	H	

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
THSP	INSTRUCTOR *(S-400 courses and above)*	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 *(S-300 and below courses and other non-ICS courses)*	I	
THSP	LEAD INSTRUCTOR *(S-400 courses and above)*	K	
LOFR	LIAISON OFFICER	K	*
LSC1	LOGISTICS SECTION CHIEF TYPE 1	L	*
LSC2	LOGISTICS SECTION CHIEF TYPE 2	K	*
LSC3	LOGISTICS SECTION CHIEF TYPE 3	J	*
LTAN	LONG-TERM FIRE ANALYST	J	*
MCCO	MAC GROUP COORDINATOR	K	
THSP	MAC ADMINISTRATIVE SUPPORT	D	
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 *(warehouse/cache worker)*	E	
WHLR	MATERIALS HANDLER, LEADER *(warehouse/cache leader)*	F	
GMEC	MECHANIC *(automotive/heavy equipment)*	G	
MEDL	MEDICAL UNIT LEADER	H	*
THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR *(only used when a battalion is ordered)*	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	*
OPS3	OPERATIONS SECTION CHIEF TYPE 3	J	*
ORDM	ORDERING MANAGER	E	*
PACK	PACKER	F	
EMPF	PARAMEDIC FIRELINE	J	
EMTP	PARAMEDIC *(not fireline qualified)*	J	
THSP	PAYROLL ACCOUNTING SPECIALIST 1 *(for DOI Casual Payment Center use only)*	C	
THSP	PAYROLL ACCOUNTING SPECIALIST 2 *(for DOI Casual Payment Center use only)*	F	

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
THSP	PAYROLL ACCOUNTING SPECIALIST LEAD *(for DOI Casual Payment Center use only)*	G	
PTRC	PERSONNEL TIME RECORDER	E	*
THSP	PILOT	L	
PSC1	PLANNING SECTION CHIEF TYPE 1	L	*
PSC2	PLANNING SECTION CHIEF TYPE 2	K	*
PSC3	PLANNING SECTION CHIEF TYPE 3	J	*
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 *($25,000) FS ONLY*	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 *(not Law Enforcement)*	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	*
THSP	SMALL-ENGINE MECHANIC	E	
STOP	SPECIALTY TRACKED EQUIPMENT OPERATOR	H	
STAM	STAGING AREA MANAGER	F	*
SCKN	STATUS/CHECK-IN RECORDER	E	*
THSP	STRATEGIC FIRE MANAGEMENT ANALYST	K	
SOPL	STRATEGIC OPERATIONAL PLANNER	K	*
STCR	STRIKE TEAM LEADER CREW	H	*
STEN	STRIKE TEAM LEADER ENGINE	H	*
STEQ	STRIKE TEAM LEADER HEAVY EQUIPMENT	H	*

POSITION CODE	POSITION TITLE	AD CLASSIFICATION	310-1
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	*
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 *(reference Section B.3 for hiring conditions)*	I	*

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-HAZARDS		
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	SEARCH & RESCUE SQUAD LEADER	F	
SRTL	SEARCH & RESCUE TEAM LEADER	G	
SRT2	SEARCH & RESCUE TECHNICIAN	D	
SCOP	SMALL-CRAFT OPERATOR	G	
SFF1	STRUCTURAL FIREFIGHTER TYPE 1	C	
SFOL	STRUCTURAL FIRELINE OFFICER	H	
SWF1	SWIFT-WATER-RESCUE SQUAD LEADER	F	
SWFL	SWIFT-WATER-RESCUE TEAM LEADER	G	
SWF2	SWIFT-WATER-RESCUE TECHNICIAN	D	
TMRL	TECHNICAL MOUNTAIN-RESCUE LEADER	G	
TMRT	TECHNICAL MOUNTAIN-RESCUE TECHNICIAN	F	
TRT1	TECHNICAL-RESCUE SQUAD LEADER	F	
TRTL	TECHNICAL-RESCUE TEAM LEADER	G	
TRT2	TECHNICAL-RESCUE TECHNICIAN	D	
TCA1	TRAFFIC CONTROL AID	B	