

**2013 Administratively Determined (AD) Pay Plan for the Department of the Interior (DOI)
Bureau of Land Management (BLM) Implementation Guidance
May 3, 2013**

This AD Pay Plan is a special hiring authority granted to DOI, providing a simplified process to hire casuals for the specific needs identified below. This pay plan may not be used to circumvent other hiring authorities (i.e., temporary 1039 or career seasonal appointments), contracting procedures, or to fill vacant government positions. Additionally, this authority can never be used to extend a time-limited appointment (i.e., 1039 appointment).

It is imperative that hiring officials, approving officials, and other pertinent staff educate themselves with this guidance, the pay plan, and the Interagency Incident Business Management Handbook (IIBMH) prior to hiring under the AD Pay Plan authority.

To assist the field, a Frequently Asked Questions (FAQ) document was developed and can be found at: http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/Personnel.html.

If it is determined that the AD Pay Plan was not the appropriate mechanism for hiring, the hiring unit will need to work through their local human resource office to determine payment options (e.g., “de facto” pay).

Proper Application of the AD Pay Plan

The AD Pay Plan only applies when 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 emergency that threatens damage to federally protected property, 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).
4. To supplement regular personnel assigned to prescribed fire projects (this authority does not include mechanical or chemical hazardous fuels reduction projects).
5. To attend emergency incident training.
 - a. Units may hire casuals to attend training in preparation for emergency incidents (i.e. Incident Command System (ICS) courses and refresher training). The training course number should be noted on the Emergency Firefighter Time Report (OF-288) when submitted to the Casual Payment Center (CPC) for processing.
 - b. In most cases, training hours, excluding travel time, should not exceed a total of 80 hours per calendar year, regardless of the hiring agency. **Please identify**

travel time so the CPC can properly input time and keep travel separate from actual training hours.

- c. It is the responsibility of the hiring unit to monitor training hours through the use of the Casual Pay Datamart system. Datamart reports can be requested through the CPC, if unable to pull them locally.
 - d. Salary, travel, and per diem will be charged to LF2000000.HT0000 LF.SP.AZA10000, and the hiring unit's cost center.
6. To instruct emergency incident training.
- a. Units may hire casuals to instruct emergency incident training only when all other methods of hiring and contracting instructors have been exhausted. The training course number should be noted on the OF-288 when submitted to the CPC for processing.
 - b. Length of employment is not to exceed a total of 120 hours, excluding travel, per calendar year, regardless of hiring agency. **Please identify travel time, so the CPC can properly input time and keep travel separate from actual instructor hours.**
 - c. It is the responsibility of the hiring unit to monitor instructor hours through the use of the Casual Pay Datamart system. Datamart reports can be requested through the CPC if unable to pull them locally.
 - d. Salary, travel, and per diem will be charged to LF2000000.HT0000 LF.SP.AZA10000, and the hiring unit's cost center.
 - e. The pay plan does not authorize the hiring of casuals to fill support roles during fire training (i.e., Rookie School, Fire Academy, etc.).
7. To carry out emergency stabilization (ES) work during or directly following an incident, or during a transition period (not to exceed 90 days), to develop plans and manage an emergency stabilization effort until regular government employees can handle the situation.
8. To assist with prescribed fire projects due to the unpredictable nature of prescribed fire activities. This does not include mechanical or chemical hazardous fuels reduction projects.
- a. The term of hire may not begin until 24 hours before planned ignition, and must be completed 24 hours after the perimeter is secured.
 - b. Work on prescribed fires is limited to 300 hours per calendar year, per person, regardless of agency. The hiring unit holds the responsibility to monitor prescribed fire hours through use of the Casual Pay Datamart system. Datamart reports can be requested through the CPC if unable to pull them locally.
 - c. Casuals should not be hired for prescribed fire projects conducted by other agencies. It is the benefitting agency's responsibility to hire casuals.

Hiring Unit Responsibilities

It is the responsibility of the hiring unit to:

1. Designate hiring/approving officials.
 - a. Hiring officials are designated the authority to hire casuats. Hiring officials need to have an in-depth knowledge of the AD Pay Plan, and a full understanding of how and when it can be utilized.
 - b. Approving officials audit casual time (OF-288s) for accuracy and completeness, and then certifies that each timesheet is properly completed and legal for payment by meeting the provisions of the AD Pay Plan. Incomplete, illegible and/or inaccurate timesheets submitted will delay payment being made to the casual.
2. Review the OF-288 and hiring forms for accuracy and completeness, prior to submission to the CPC for payment.
3. Maintain casual hiring documents in accordance with the Privacy Act (5 U.S.C. 552a).
4. Coordinate with human resources for application of Homeland Security Presidential Directive-12 (HSPD-12) as it applies to hiring casuats. When hiring casuats, hiring offices will use their own cost center, with LF2000000.HT0000 LF.SP.CCA80000 to track costs associated with this directive.
5. Process workers compensation claims. Casuats are covered under the Federal Employee's Compensation Act (5 U.S.C. 81), which authorizes medical care and compensation for periods of disability for casuats who sustain traumatic injuries and occupational diseases in the performance of duties. Casuats are entitled to payment of Continuation of Pay (COP) for traumatic injuries for eight hours per day, seven days a week, for a maximum of 45 calendar days. Reference the IIBMH for more detailed information on coding COP for casuats (Chapter 10, pages 10-92 through 10-95).
6. Process personal property loss/property damage claims.
7. Issue authorization to travel and process claims for travel expense reimbursement.

Hiring Forms

Hiring units are required to complete the necessary hiring forms when hiring a casual. The following forms are to be completed and maintained at the hiring unit in accordance with the Privacy Act (5 U.S.C. 552a):

1. Single Resource Casual Hire Information Form (SRCHIF);
2. Incident Behavior Form;
3. Form I-9 (most current with instructions) available at <http://www.uscis.gov/i-9>.

The following forms are to be completed and the original forwarded to the DOI Casual Payment Center:

1. Form W-4, Employee's Withholding Allowance Certificate,
2. SF 1199A, Direct Deposit Sign-Up Form (optional), and

3. State Tax Forms (some states have specific tax forms that need to be used rather than the W-4 for both federal and state withholdings).

Blank casual hiring forms can be found at the following website:

http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/Personnel.html.

Federal/State Taxes

Federal and state taxes will be withheld from casual salary payments. If a W-4 has not been submitted, taxes will be withheld at the single, with no exemption rate.

In states that require income taxes, withholdings will be assessed for the state in which the casual is hired, unless a reciprocal agreement is in place. The casual pay Federal Personnel Payroll System (FPPS) system also allows for a voluntary state tax record to be added when a casual needs to pay state taxes for the state they reside in, as well as the “hired at” state.

Please encourage casuals to consult with a tax expert for guidance or questions on federal and state taxes.

Travel

Casuals who travel will need to complete a GovTrip User Profile, and Financial and Business Management System (FBMS) Vendor Master Setup Form. The assigned Federal Agency Travel Administrator (FATA) will use this form to create or update the casual’s individual GovTrip profile.

Exception Positions

If the need arises, an exception position may be established to meet a local need (for use within the local/geographic area). The AD Pay Plan provides classification guidelines for determining what level an exception position may be established. A brief description of duties must accompany the OF-288 when sent for processing. The State Incident Business Lead must review and approve any exception positions established.

Hiring of Relatives

The BLM policy regarding the employment of relatives is applicable to the AD Pay Plan. The policy prohibits a BLM public official from appointing, employing, promoting, advancing, or advocating the employment or advancement of a relative in their organization where they have jurisdiction.

Incident Business Reviews

States are responsible for conducting casual reviews as part of the Incident Business Review process. The intent of the review is to demonstrate offices are following the DOI standard and BLM policies and guidance in the application of the AD Pay Plan. The Business Review Checklist can be found at:

http://www.blm.gov/nifc/st/en/prog/fire/fireops/preparedness/preparedness_review/checklists.html.

Payment Procedures for Casuals Hired Under the AD Pay Plan

The processing of emergency firefighter payroll for casuals hired by the BLM will be processed by the DOI CPC, located at 3833 S. Development Ave, Boise, Idaho 83705 (Note: this is a new address). Payment procedures and other related information can be found at the CPC website: http://www.nifc.gov/programs/programs_PaymentCenter.html.

The CPC has worked with Dave Burley to create a helpful table that identifies things that will create a call to the hiring office and what can be done to avoid that phone call. Please take a look before this season gets going so we can all reduce the amount of issue calls back to the hiring office. This table can be found at: http://www.nifc.gov/programs/cpc_publications.html.

The CPC provides for detail opportunities throughout the year. If a hiring or approving official has an interest, they should contact their state incident business lead to coordinate dates for a three or five day training assignment.

Who Do I Call?

Any questions regarding the AD Pay Plan authority should be directed to a local subject matter expert. Local subject matter experts include the Fire Management Officer (FMO), the Assistant Fire Management Officer (AFMO), hiring officials, etc. If the local subject matter expert is unable to answer questions regarding the AD Pay Plan authority, contact the state incident business lead or national incident business lead when the state lead is not available. A list of BLM state incident business leads can be found at:

http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/IBPG_Group_new.html.

Any questions regarding the actual payment of a casual(s) or the payment process should be directed to the CPC. Use the “Batch” number and/or a social security number (SSN) for reference purposes to expedite the call. The CPC employees are experts on the casual pay FPPS, as it applies to casual payments and the casual payment process.