**Intermountain Region**

**Administratively Determined (AD) Emergency Workers (Casuals)**

**Standard Operating Protocol**

**May 2019**

**Purpose:** This document provides supplemental direction and guidance for hiring AD Emergency Workers within Region 4 under the Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals).

5109.34-2017-1 manual (Incident Business Management Handbook, Chapter 10- Personnel) for use of AD authority:

*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:*
	1. *Unusual lightning activity is present or is predicted;*
	2. *Incendiary outbreaks occur; or*
	3. *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 to and from training.*

**Sponsoring ADs:**

* Units will assess AD workforce needs before agreeing to sponsorship.

(Considerations should be Merit Based, including the need for AD participation on IMTs within the Great Basin, critical need positions within the Agency; i.e. Logistics, Plans, Finance/Administration as well as local Forest needs).

* As per the current Pay Plan, the Agency Administrator or their designee has the final authority to accept or reject any person hired under this plan.
* **Hiring Official**: A Government employee who has been delegated the authority to hire casuals. Hiring officials need to have an in-depth knowledge of the AD Pay Plan, a full understanding of how and when it can be used, and the skillset to determine if a candidate meets qualifications to be hired for the position.
* **Approving Official**: A Government employee designated by the hiring unit to audit casual time (OF-288’s) for accuracy and completeness then certifies the timesheet is legal for payment by meeting the provisions of the AD Pay Plan.
* Forests will ensure that all AD Hires sponsored within Region 4 meet and follow the same standards as our Seasonal and Permanent workforce.
* ADs will provide sponsoring unit with required training and Interagency Qualifications and Certification System (IQCS) (red card) documentation following the same administrative procedures expected of our existing workforce.
* Forests will provide sponsored ADs with a Conditions of Hire form, which will outline expectations, training nomination procedures, task book initiation, and how the hiring process occurs. ADs must review and sign conditions of hire annually.
* To be considered for potential sponsorship, interested individuals will need to submit a copy of current Red Card qualifications.
* AD Hires are representatives of the Federal Government, and as such are expected to act professionally, responsibly, and adhere to Forest Management expectations.
* All hiring forms and additional information is available on the Forest Service intranet under Incident Business Management link. http://fsweb.r4.fs.fed.us/unit/fam/index.shtml
* Regional approval is required for those seeking sponsorship as an AD Hire living outside of the local dispatch area.
* Red Card qualification sponsorships should be reviewed annually.

**Exception Positions (THSP):**

* If none of the positions listed in the Incident Position Matrix fit the scope of duties for a position needed, and the extent of the current emergency warrants, an exception position may be established. This must be done prior to hiring/mobilizing and should precede fire season. The hiring unit is responsible for position justification, and developing a description of duties for review and approval by the Regional Office (RO) Incident Business Coordinator. AD exception position requests should be a rarity and will only be approved at the RO level.

**Training:**

* Training is not intended to develop ADs for higher qualifications. Forests must identify which positions are local and or geographic critical need positions before requested training is approved. Any proposal to provide training to an AD employee to allow them to reach a higher qualification, especially at the C&G level, must be made to the Regional Fire Director for approval. The exception would be to train a firefighter type 2 (FFT2) for the purpose of staffing type 2 emergency handcrews.
* Training approval considerations include location of training if the training is necessary for the red card position currently held, and if there is a need within the Forest/Region for the position. All training, meetings, and travel expenses for which an AD may seek compensation must be pre-approved by the FMO of the sponsoring agency.

ADs will only be compensated to attend the Great Basin Team workshop if they hold a Command and General Staff position on a team roster. Exception to this maybe requested from the IC and approved through the sponsoring FMO.

* ADs attending approved required training, meetings, and workshops, and serving as instructors will be compensated according to the current AD Pay Plan. The hiring unit is responsible for determining whether an ADs travel and training will be compensated.
* There is an hour limit of 80 hours per year (exclusive of travel) of training and 120 hours of instructing (exclusive of travel). Training in excess of 80 hours must be approved by the Regional Incident Business Coordinator. Requests to approve payment shall be done in writing by the Hiring Official. The approval notification must accompany the OF-288 submitted to CFO ASC B&F, Incident Finance, Casual Pay.
* Annual Fireline Safety Refresher Training is required for all personnel participating in wildland firefighting who may be subject to assignments on the fireline (FSH 5109.17).
* Current Defensive Driving certification is mandatory for all Forest Service ADs who will be required to drive a government vehicle (owned, leased, or rented). A refresher course is compulsory every 3 years to maintain currency. Please check with Forest Incident Business Specialist for refresher opportunities or on-line courses.
* It is the ADs responsibility to complete the mandatory training according to position specific qualifications.
* All Training hours outside of travel days are compensable to an 8 hour day ONLY, per Federal Guidelines.
* Copies of training certificates are required to be on file with the agency tracking incident qualifications prior to issuing an IQCS Card. Once the fire season has ended, it is the responsibility of the AD to provide a fire experience sheet back to the sponsoring unit in order to update and maintain qualifications records. It is the responsibility of the AD to provide this information, and any additional evaluations or certificates received throughout the fire season.

**Driver License:**

* Any AD employee who is required to drive a Government-owned or leased motor vehicle must be authorized to do so (FSH 7109.19 – Fleet Equipment Management Handbook). The requirements are:
1. The AD must have a valid State driver license to be carried at all times while driving a Government vehicle.
2. FS-7100-184 – Application for Authorization to Operate Government Vehicles and Equipment or like form must be completed by the AD.
3. OF-345 – Physical Fitness Inquiry for Motor Vehicle Operators must be completed by the AD.
4. A current Defensive Driving Certification is mandatory for all FS ADs.
5. The AD must be issued a letter of authorization in place of form OF-346 (U.S. Government Motor Vehicles Operator’s Identification Card). The letter must be carried when driving a Government vehicle. The letter must clearly state what type of vehicles may be driven, the requirement to have a valid State license in possession, an expiration of the authorization (such as the duration of the incident), and any limiting conditions (such as daylight only, paved roads only, automatic transmissions only, no vehicles over 8600 GVW, etc.).
6. ADs must have an orientation on driving Government vehicles to include information on official use, seatbelt use, NO cell phone use while driving, accident reporting procedures, etc.

**Incident Qualifications and Certification:**

* Incident Qualification Record Management – Local unit will be responsible for maintaining current records for each AD sponsored. Records will be maintained in IQCS with a hard-copy folder retained at the home unit. The contents will include, but are not limited to, training records for all agency-required courses, evaluations from assignments, position task book verification, yearly updated IQCS forms, and the Responder Master Record from IQCS.
* Incident Qualification Card (Red Card) - Will be reviewed in accordance with Interagency Standards for Fire and Fire Aviation in the Local Red Card Committee Charter. The Regional Director for Fire and Aviation Management will sign all Type 1 ICS qualification cards.
* Incident Performance Appraisals – ADs are responsible for providing an original Performance Appraisal to their hiring unit after each assignment. The original performance appraisal shall reside with the incident qualifications file and a copy shall be maintained in the AD Hire File as well as the training records. Poor Performance Appraisals will be reviewed by the Forest FMO and considered for future hiring approval.
* After paperwork has been completed and an IQCS Card has been issued, the AD is responsible for updating their status and availability in ROSS. Instructions are available in dispatch or at <http://ross.nwcg.gov>.
* Status will need to be set as Available in ROSS before consideration will be given for any assignment. When an order is placed for a position for which the AD is qualified, he/she will be contacted for the assignment. At that point, a departure time will be discussed and the AD will be called back when travel arrangements have been made. The AD must obtain a copy of his/her resource order and itinerary prior to travelling.

**Medical Standards**:

* Casuals hired under this plan have minimum physical fitness standards as established by agency policy. Reference FSH 5109.17 Fire and Aviation Management qualifications Handbook. AD employees who are required to take the Work Capacity Test will gain clearance through the Health Screening Questionnaire (HSQ) and Informed Consent approval process.
* If the position is of critical nature and the Forest Service determines the need to proceed with hiring, the agency may pay for the medical screening or a medical exam using WFSU funds. However, the time spent taking the physical is not compensable; the casual should not be in a hired status during the exam.
* AD Work Capacity Testing is compensable and charged to the government using WFSU funds (FSH 6509.11g).
* Use WFPR for the costs of all personnel providing fitness testing for AD workers.

**Travel:**

* Per agency policy, **2016 Forest Service Casual Hire Travel Process**, travel for casual hires will be processed in accordance with the Federal Travel Regulations. Under some circumstances, IMT or hiring units have the option to process casual travel FOR INCIDENT ASSIGNMENTS ONLY utilizing the OF-288. (This process does not apply to travel associated with casual attending training)
* The following items should be reimbursed utilizing the OF-288:
* Privately Owned Vehicle (POV) Mileage
* Per Diem (lodging and M&IE)
* Travel related baggage fees, parking, tolls, and laundry expenses
* Gas for rental cars leased under IBPA and EERA with receipts
* Travel reimbursement for assignments of 30 days or less

*Receipts for lodging, baggage fees, rental car gas, and airport parking must be attached to the OF-288 when submitted to ASC-IF*

* ETS2 travel system must be used for casual reimbursement when:
* Lodging exceeds the local GSA per diem allowance
* Rental car leased by Casual employee
* All training and non-emergency related travel that can be planned and authorized in advance
* Extended incident assignments (over 30 days excluding travel days)
* Other expenses not allowed for reimbursement via the OF-288 (car wash, supplies, etc.)
* Travel that requires approved Travel Authorization in advance (foreign travel, more than one return trip home, etc.)
* Any unusual or complex travel reimbursement claims (privately owned airplane mileage, RV rental space fees, extended duration, etc.)

When a casual has reimbursed expenses that are not approved for reimbursement on the OF-288 the entire travel reimbursement should be processed through ETS2.

All expenses, except for meals, require receipts (lodging, miscellaneous transportation costs, etc.) and must be attached to the OF-288 when submitted to ASC-IF.

Agency Approval of POV Mileage- A COST COMPARISON MUST BE DONE PRIOR TO APPROVAL OF USE OF POV. The most direct route to reporting location or what is most advantageous to the government will be reimbursed, unless prior agency arrangements have been approved.

Reimbursement of POV mileage while on assignment is restricted to point to point. (To and from lodging and duty location)

**Employment Requirements:**

* The conditions for hire identified in the current Pay Plan will be adhered to.
* Any AD who will have unsupervised access to Federal facilities or access to Government computers are required to comply with rules of getting sponsored by their local hiring unit prior to assignment (HSPD12 directive).
* Any AD who is required to have a state license or certificate for their position must provide a current copy of this certificate.

**Mentoring:**

* Where applicable, Forests should place Government employees with ADs who are filling upper level positions or are deemed critical positions in an effort to develop and mentor agency employees for incident management.

**Use of Contractors as ADs:**

* Under this pay plan casuals cannot supervise, hire, order or recommend payments that in any way affect a company or contractor which the casual has ownership or employment with, nor can they perform any other financial responsibilities, to, or for, the company or contractor on an incident. If such an instance occurs, they must bring this to the attention of the Agency Administrator or the Incident Business Administrator or Finance Section Chief to disclose any relationship.
* Contractors can be utilized as ADs as long as it is not in conflict with the contract for which they are performing.

**Personal Equipment Use:**

* Casuals will only be reimbursed for travel related items approved on a resource order following the guidance set in the IIBMH, Chapter 20: Acquisition.
* If the incident requires ADs to have computers, cellular phones, Global Positioning Systems (GPS) or vehicles, the hiring unit or incident agency should provide that equipment to the casual. If a Privately Owned Vehicle (POV) is authorized, they are paid at the current mileage rate and the vehicle would be considered their mode of transportation to and from the incident. AD employees are discouraged from charging rental vehicles on their personal credit card due to liability issues.

**Procedures to Hire an AD:**

* Delegated hiring official approves request for AD hire.
* Upon approval, the AD will be instructed by the hiring official to complete hiring documents; I-9, W-4, W-5 (if applicable), Single Resource Casual Hire Information Form, Direct Deposit Form, Consent Form (if applicable), Incident Behavior Form, and Emergency Contact Information. These documents must be submitted to the Hiring Official.
* Hiring Official is responsible for maintaining the following forms:
	+ Federal W-4 (copy) – If an individual fails to fill out the W-4, or fills it out incorrectly the default filing status will be single with no exemptions (max deducted). A new W-4 is required for any of the following changes during the season, filing exempt annually, changing legal name, changing tax status, or changing address. If using the W-4 for state filing, please note on the top “State & Federal”.
	+ Proof of citizenship is required (two of the following): an original Birth Certificate or Driver’s License and a Social Security Card; or a current Passport
	+ State W-4 (if applicable) (copy)
	+ Federal W-5 (if applicable) (copy)
	+ Single Resource Casual Hire Information Form (copy) - this form **MUST** be provided each time an AD is mobilized unless it is consecutive assignments and will be submitted with each OF-288 (NWCG HB2, 11.2). This form is not required when hiring crews. This serves as documentation on what the casual was hired to do AND the travel associated with the particular assignment. An AD may be hired repeatedly for the same position but how they travel could change considerably.
	+ Exception Position Justification (if applicable) (original)
	+ Emergency Contact Information
	+ Incident Behavior Form – will also need to be reviewed and signed by the AD annually.
	+ INS I-9
	+ Direct Deposit Information and SF-1199a
	+ Change of Address Form
	+ In coordination with HRM, ADs must complete OPM Form OF-306, Declaration for Federal Employment. This form is to be completed upon initial hire of a casual and will be maintained by the hiring unit. The hiring unit may use this disclosure to make final determination to hire a casual. This form is to be completed annually.
* Hiring Official will be required to inform ADs of the Federal Employees Health Benefits program. The criteria of eligibility for casuals is working 130 hours per month for 90 consecutive days. The hiring official should provide the AD with the FEHB offer to casual’s fact sheet.

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* If the AD is in need of reasonable accommodations such as access to electrical hook up for CPAP, or restricted dietary needs, contact LeeAnn Evans or Julie Campbell to start the process.
* Approving Official is responsible for auditing and processing OF-288 for payment if not completed at incident.

**Clearance Process:**

* The ADs will complete a checkout sheet at the end of each incident assignment to ensure all paperwork (i.e., OF-288 and Travel) has been completed and all equipment has been returned. It is at the Forest’s discretion to have equipment turned in at the end of the season or at the end of each incident. Equipment not returned will be deducted from the OF-288 using current replacement values. Final payment should not be processed without the completed clearance form.
* The AD Hire is not eligible for reassignment until an evaluation is received by the hiring unit.

**Hiring casuals under the age of 18:**

* Utilization of casuals under the age of 18 will be for non-arduous positions only. Where possible, hiring units should consider utilizing Job Corp and Youth Conservation Corp.
* A parental consent form must be completed and signed by the causal’s legal guardian.
* Under-age casuals can perform non-arduous jobs for limited number of hours. For additional information on duty limitations see [www.youthrules.dol.gov](http://www.youthrules.dol.gov).
* Safety is always paramount, and it is critical that the work supervisor is aware that the AD is under the age of 18 and aware of their supervisory responsibilities for safety briefings and limitations. The work supervisor should refer to the [www.youthrules.dol.gov](http://www.youthrules.dol.gov) website prior to accepting an assignment working with casuals under the age of 18.

**Definitions:**

* **Casual/AD** -A person hired and compensated under the AD Pay Plan for Emergency Workers.
* **Hiring Official** - Individual with delegated authority to hire casuals. Forests are responsible for coordination of hiring casuals whether through a signup day or ensuring there is an individual readily available for taking names of prospective casuals.
* **Approving Officials** - These individuals have been pre-identified by the forests and are responsible for ensuring the processes are followed and completed accurately according to established agency policy.
* **Hiring/Sponsoring Unit** - Unit that hires the casual and is responsible for issuing a red card, and processing pay, travel, and/or workers compensation. Forests should only hire individuals who reside within their dispatch zone. If the casual is unable to obtain sponsorship from a unit in which they are physically located, the hiring unit may make a request to the Regional Office for approval. ADs will only have one point of hire.
* **Point of Hire** **–** 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 may begin pay status from that location.