



Region 4  
Forest Service

Boise  
National  
Forest

Supervisor's Office  
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## Boise National Forest Casual Hire Operating Procedures & Guidelines

To: All Boise National Forest Casual Hires  
Administratively Determined (AD) will often be referred to a Casual Hire Employee

### SPONSORSHIP:

The FSH 5109.34 Interagency Incident Business Management Handbook Chapter 10-Personnel allows hiring of Administratively Determined (AD) personnel on an as needed basis to supplement regular federal employees responding to an emergency threatening life and property. The Boise National Forest (ID-BOF) does not guarantee employment or assignments and retains all discretion in sponsoring AD's based on performance, availability, and administrative workload. The ID-BOF recognizes the value of AD personnel and fully intends to utilize AD personnel when the situation warrants according to the provisions in the AD Pay Plan. **Sponsorship as an AD is a privilege** and we have the highest expectations of all our AD personnel to represent the Boise National Forest in a professional manner, this is not only at the incident but includes at the local level including mobilization, dispatchers, training officer, warehouse/transportation, administrative, payment, and ASC interactions. If at any time an AD is not meeting the expected standards, a course of corrective action may be taken. While under hire as an AD you are representing the federal government and are expected to act professionally, responsibly, and adhere to ID-BOF Fire Management expectations and the signed Incident Behavior form (PMS 935-1).

ID-BOF strives to sponsor personnel needed at the local level or to support Great Basin Complex Incident Management Teams (CIMTs). Sponsorship for out-of-area geographic area CIMTs will be considered by the Forest Fire Management Officer (FFMO) on a case-by-case basis.

AD's should be available for a minimum of two months per year, including the month of August. Two consecutive fire seasons without meeting availability expectations may be grounds for discontinuing sponsorship. This expectation includes refusing more than two assignments while showing available in IROC.

Sponsored AD's will be mobilized from their Point-of-Hire (POH). POH will be determined by the Hiring Unit nearest to their residence. ID-BOF POH's include: the Supervisor's Office (SO), Mountain Home RD, Idaho City RD, Cascade RD, Lowman RD, and the Emmett RD. Processing of OF-288's should be completed and submitted by the incident whenever possible. Any time (OF-288's) not submitted by an incident or any travel payments that cannot be paid on the OF-288 will be processed by sending electronic paperwork to the generic [sm.fs.idbofad@usda.gov](mailto:sm.fs.idbofad@usda.gov) mailbox. **Dropping off paperwork in person will not be available.** The list of unit contacts are listed at the end of this document. AD's who live outside of the ID-BDC area will need FFMO approval for sponsorship.

All AD positions will be reviewed annually by the FFMO with input from the District Rangers, District Fire Management Officers, Forest Training Officer, Forest Incident Business personnel and the Boise Interagency Dispatch Center Manager.

## **HIRING:**

All AD personnel are required to complete the annual hiring paperwork before they attend training or accept a fire/incident assignment. The updated hiring forms for the new calendar year are typically available in February. Hiring notification will be emailed to you, or you will need to make arrangements to pick up hard copies. AD hiring forms and additional beneficial AD information can be found at [AD/Casual Hire Information](#) web page. AD's are encouraged to review and become familiar with this website.

### **Required Annual Hiring Documentation:**

For 2024, current AD's are required to have their paperwork completed by April 1. Exception would be new AD's with critical needed positions.

- **#Federal W-4**
  - If you fail to fill out the W-4 or fill it out incorrectly your filing status will be single with no exemptions (max deduction).
  - A new W-4 is required for any of the following changes during the season: filing exempt annually, legal name change, tax status change, or address change.
- **#I-9 Employee Eligibility Verification**

*(AD's rehired after three years of original execution of the Form I-9 must complete a new Form I-9)*

  - Proof of Citizenship (option 1 or 2)
    1. Valid Driver's License **AND** Social Security Card
    2. Current Passport
- Direct Deposit Sign-Up Form (SF-1199A)
- Vendor Code Information Worksheet (FS-6500-231)
- Declaration of Federal Employment (OF-306)
- Designation of Beneficiary (SF-1152)
- Boise National Forest Emergency Notification Information (BNF-6700-6)
- Address Change Form (disregard if your address has not changed)
- Financial Information Security Request Form (FS-6500-214) – *this form is required to have an open authorization completed in ETS2, the FS Travel Program*
- **#Incident Behavior Form (PMS 935-1)**
- **#Boise National Forest Casual Hire Operating Procedures and Guidelines signature page**

**#=If you are a newly sponsored AD, all the forms identified above are required to be completed. If you are a returning AD and have no changes, only the #W-4, #I-9, #Incident Behavior Form and the #Boise NF Casual Hire OPG signature page are annually required.**

Federal agencies do not pay into unemployment insurance for Casual Hires; therefore, you cannot claim unemployment benefits against your Casual Hire earnings.

The **Single Resource Casual Hire Information Form (PMS 934, 07/22)** must be signed before you may attend approved training or travel to an incident. The Forest Training Officer (FTO) will complete the PMS 934 for training. AD's sponsored by the Supervisor's Office (SO) and by all Ranger Districts will be notified by the ID-BDC dispatch and the Forest Incident Business (IB) person will complete and email you the PMS 934 for the incident assignment. If you have not received a PMS 934 shortly after receiving your Resource Order, please reach out to Forest IB person and make them aware of your assignment please communicate prior to an assignment.

**TRAINING:**

AD's attending Forest Training Officer approved training, meetings, and workshops, or serving as instructors will be compensated according to the current AD Pay Plan. Training deemed necessary to retain current position qualifications should not exceed 80 hours per calendar year. Training is **not** intended to develop AD's for higher qualifications, any exceptions must be approved by the FFMO. Approving training for AD's will depend on specific considerations including location of training/meeting/workshop, if the training is necessary for the incident qualification card position currently held and if there is a need within the Forest/Geographic Area for the position. **AD's must be pre-approved by the FFMO to attend IMT meetings.** Sponsored AD personnel who participate in agency sponsored training without prior FFMO approval will not be reimbursed.

AD personnel must meet standards identified in the NWCG publication PMS 310-1, Forest Service Fire & Aviation Management Qualifications Guide (FSFAQG) and the Federal Wildland Fire Qualifications Supplement. Examples of training to meet performance requirements include:

- Wildland Fire Safety Training Annual Refresher (RT-130)
- Work Capacity Test (for the arduous, moderate, or light fitness levels)
- Defensive Driving (required every 4 years)
- Other currency standards

Annually the forest training calendar is updated to identify local training and fitness dates and locations. An email will be generated to all AD's informing them of the current information/status. At any time, an AD can navigate to the [Forest Training Calendar](#) and RSVP with the coordinator.

It is the AD's responsibility to ensure the Forest Training Officer has received course completion certificates and/or memos.

AD's are encouraged to attend RT-130 and the WCT at their POH. Health Screening Questionnaires (HSQ) must be completed through the web-based eMedical system, the Forest Training Officer will be the HSQ Coordinator to initiate and process the packet for clearance or action. If a medical exam is required, the AD will receive an email notifying them to complete and submit the OF-178 Part A in eMedical. Time spent with the physician is not compensable.

As per the FSH 5109.17 Zero Code, it is the AD's responsibility to complete and submit an IQCS Responder Update Form annually to the Forest Training Officer. An email will be generated to all AD's informing them of this requirement with a due date.

**DISPATCH:**

AD personnel are responsible for updating their own availability in IROC Web Status. If you are unable to access IROC Web Status, contact ID-BDC to gain access or update your status through a dispatcher.

When ID-BDC has a IROC Pending Request for a position and the AD is showing a status of Available within the local area or GACC, Nationally, or State, the employee will be contacted by a dispatcher. Name requests for suppression or all-hazard incidents should be rare and appropriate only for highly specialized positions or to meet agency objectives. If you are showing available in IROC and an order for a position you are qualified comes to ID-BDC a dispatcher will contact you. Do not call to ask if any orders are coming in. This creates an unnecessary workload on the dispatchers.

Resource Status	Available Area
Available	GACC
	Local
Unavailable	National
	State

Prior to mobilizing for each assignment, you need to confirm the following:

- Single Resource Casual Hire Information form: obtain from IB thru email (IB will be notified by dispatch). You will need to provide the signed form if time and/or travel reimbursement is being submitted at the home unit.
- IROC Resource Order with rental or POV authorization.
- Transportation will be arranged by ID-BDC for your flight or rental vehicle.
- Current Incident Qualification Card.
- Ability to be self-sufficient: AD personnel cannot obtain government travel cards and must have the personal funds available to purchase meals, lodging, and miscellaneous expenses.

#### **TRAVEL:**

Travel arrangements will be made through ID-BDC for fire/incident assignments. Modes of transportation need to be pre-approved and documented on an IROC Resource Order and on the Single Resource Casual Hire Information Form. If travelling by airfare for training, you must work with the IB person who will complete the booking reservations using the Centrally Billed Account (CBA) through ETS2-ConcurGov.

#### ***Rental Vehicles:***

Rental vehicles will be used as the preferred mode of transportation before a personal owned vehicle (POV). If a rental vehicle is authorized one will be reserved by ID-BDC personnel through the National Emergency Rental Vehicle (NERV) BPA. **Casual Hires are not authorized to put rental vehicles on their personal credit card. Call ID-BDC at 208-384-3400 if you encounter any problems picking up your rental vehicle.** Rental vehicles should be treated as agency owned vehicles and all applicable rules and regulations should be observed. The AD is responsible for the rental vehicle and is required to perform a pre-use inspection according to the rental company's procedures and forms. Physical inspection shall include the body, undercarriage, and roof of the vehicle. Any existing or questionable pre-existing damage should be documented with photos and discussed with the rental car lot agent.

Ensure the pictures clearly show the size and depth of the damage. ID-BDC will issue AD's a SF-91 and SF-94 and a PRE-USE INSPECTION CHECKLIST (Form 296) in the NERV packet. It is the AD's responsibility to complete the pre-use inspection form. After returning from an Incident the AD is required to inspect the rental vehicle before returning to the rental car agency and check off the Optional Form 296.

#### ***Rental Vehicle Accidents***

AD's must report the accident to their direct supervisor and the Finance Section at the Incident. Complete the SF-91, SF-94, the motor vehicle accident report and include these forms, pictures, and any other investigation reports with your NERV packet. You are required to make copies of all these documents and include originals with your NERV packet and deliver them to ID-BDC.

#### ***Personal Owned Vehicles:***

If a personal owned vehicle must be utilized as transportation to and from an incident because government provided transportation is not available or when advantageous to the government; the AD will be reimbursed for the current year's mileage rate.

The POV mileage rate reimburses fuel, wear and tear, and insurance costs. AD personnel are responsible for all costs associated with their POV including liability. Mileage claimed should be for **authorized** use of a POV only.

**If a POV is authorized on the Resource Order, it is not an automatic approval to take your POV. POV is only for travel to and from the incident only, not for incident use.** It is the AD's responsibility to provide ID-BDC a cost comparison travel worksheet which can be found at [GB IB Management 'Travel' / 'Cost Comparison Example'](#) to show the most cost-effective mode of transportation to the government. If POV is not the most cost-effective mode of transportation, then POV may not be authorized. Contact the BCD Travel Information Desk at 800-877-6120 for flight cost estimates. Rental car prices can be obtained from any of the local rental car companies.

**Recreation Vehicles: such as motorhomes, travel trailers, pickup campers, etc. are not authorized to be taken on an assignment.**

**Travel Reimbursement:**

Travel for AD personnel will be processed in accordance with the GSA Federal Travel Regulations and the USFS AD Travel Policy.

- AD personnel traveling to an Incident will be reimbursed from their POH to the Incident.
- AD personnel traveling to training will be reimbursed for travel greater than 50 miles from their POH **and** longer than 12 hours. Both criteria must be met.
- AD personnel will not be reimbursed for travel resulting from deviations, delays, or services unnecessary or unjustified in the performance of official business.
- Lodging, M&IE rates, and the Per Diem Mobile App can be found at [GSA Per Diem Rates](#).

**SUPPLIES:**

The Hiring Unit will be responsible for supplying any necessary basic fire gear (i.e. sleeping bag, tent, personal protective equipment). Items not returned to the Hiring Unit will be billed to the AD. Personal items brought to an incident are the AD's responsibility. Loss or damage of personal property will not likely be compensated unless it is authorized on the Resource Order.

**PAYMENT:**

**It is ID-BOF's preference the Incident process AD time and travel reimbursement on the OF-288. Return travel expenditures incurred will submitted to the AD email inbox to be processed by the IB person for reimbursement.** Upon return from training or an assignment the AD will submit their Single Resource Casual Hire Form, Resource Order, OF-288(s), receipts, and the excel Travel Worksheet to the AD email inbox. Travel documents need to be submitted within 5 days upon returning from an assignment. All payments will be made through direct deposit.

Please utilize the generic mailbox, [sm.fs.idbofad@usda.gov](mailto:sm.fs.idbofad@usda.gov) for a single point communication to submit pay and travel documents for reimbursements not taken care of at an incident.

**AD personnel are required to use the Travel Worksheet in an Excel Spread Sheet to log travel expenditures (Per Diem, Lodging, Misc.). Hand-written Travel Worksheets will not be accepted.**

**RETURN FROM INCIDENT / PERFORMANCE EVALUATION:**

Upon returning to your POH, inform ID-BDC you have returned from the assignment. This ensures dispatch updates your IROC status. Please included performance evaluation with your time/travel email. If your time/travel is processed at the incident, the expectation is that you still email your performance evaluation when you have returned home.

AD's must submit Incident Personnel Rating forms (ICS-225) after every assignment to the generic [sm.fs.idbofad@usda.gov](mailto:sm.fs.idbofad@usda.gov) inbox prior to accepting another assignment. If a position task book has been recommended for agency certification, work with the Forest Training Officer on protocols.

**INJURY:**

If AD personnel are injured in the course of performing official duties, they should notify their direct supervisor on the incident, hiring official, and ID-BDC. The CA-1 or CA-2 form must be completed by the AD and the direct supervisor in addition to a witness statement. All incidents must be reported in eSafety as the Workers Compensation Department cannot accept a handwritten CA-1/CA-2. The AD must work with their home unit supervisor (POH POC) to initiate the appropriate form on their behalf via eSafety.

The Medical Unit or Compensation Specialist assigned to the IMT Finance Section can provide guidance. DO NOT WAIT to report an injury. Failure to report an injury immediately and follow the process may result in OWCP denying the claim and billing for treatment becomes the responsibility of the AD. Be sure

to KEEP COPIES of all your paperwork for your records. It will be beneficial to have access to that information. Finally, paperwork must be completed within (2) days of the employee filing the claim.

### **CLAIMS:**

A claim may be filed for personal property loss or damage. A Claims Specialist will be assigned to all IMT incidents in the Finance section and will be able to supply the appropriate forms. Documentation, including photos and witness statements are critical. REMEMBER: if personal property is not authorized on the Resource Order, compensation for replacement is not likely.

As mentioned above, if a motor vehicle accident occurs, complete the Motor Vehicle Accident Report, SF-91 and the Statement of Witness, SF-94. ID-BDC will provide these forms in the NERV rental car packet.

### **CONTACT INFORMATION:**

For further information or for any questions contact your Point of Hire Unit.

#### Hiring Personnel

Zone Incident Business Specialist

- 1) Dione Perkins, (208) 296-0724, [dione.perkins@usda.gov](mailto:dione.perkins@usda.gov)
- 2) Vacant, Forest Incident Business Specialist

Boise Interagency Dispatch Center (ID-BDC), (208) 384-3400, [idbdc@firenet.gov](mailto:idbdc@firenet.gov)

- 1) Brian McCain and/or Andra Peterson, Assistant Center Managers, (208) 384-3398
- 2) Matt Sorensen, Center Manager

#### Supervisor's Office

- 1) Julia Figgins, Forest Training Officer, (208) 373-4180, [julia.figgins@usda.gov](mailto:julia.figgins@usda.gov)
- 2) Rich Zimmerlee, Forest FMO, (208) 373-4176, [richard.zimmerlee@usda.gov](mailto:richard.zimmerlee@usda.gov)

#### Warehouse

- 1) Ken Mack, Warehouse Manager, (208-373-4426), [kenneth.mack@usda.gov](mailto:kenneth.mack@usda.gov)

#### Mountain Home RD

- 1) Colby Bertalotto, D1 AFMO, (208) 587-7837, [colby.bertalotto@usda.gov](mailto:colby.bertalotto@usda.gov)
- 2) Vacant, D1 SSS (208) 587-7831

#### Idaho City RD

- 1) Courtney Nystrom, D3 SSS, (208) 392-3702, [courtney.nystrom@usda.gov](mailto:courtney.nystrom@usda.gov)
- 2) Colin Good, D3/D5 FMO, (208) 259-3361 ext. 7561, [colin.good@usda.gov](mailto:colin.good@usda.gov)

#### Cascade RD

- 1) Ray Brown, D4 SSS, (208) 382-7410, [raymond.f.brown@usda.gov](mailto:raymond.f.brown@usda.gov)
- 2) Sterling Hill, D4 Administrative Office Assist., (208) 382-7413, [sterling.hill@usda.gov](mailto:sterling.hill@usda.gov)
- 3) Quincy Chung, D4/D6 FMO, (208) 365-7030, [quincy.chung@usda.gov](mailto:quincy.chung@usda.gov)

#### Lowman RD

- 1) Colin Good, D3/D5 FMO, (208) 259-3361 ext. 7561, [colin.good@usda.gov](mailto:colin.good@usda.gov)
- 2) Rex Lundquist, D5 SSS, (208) 259-3361 ext. 7502, [rex.lundquist@usda.gov](mailto:rex.lundquist@usda.gov)

#### Emmett RD

- 1) Michelle Ross, D6 SSS, (208) 365-7602, [michelle.ross2@usda.gov](mailto:michelle.ross2@usda.gov)
- 2) Quincy Chung, D4/D6 FMO, (208) 365-7030, [quincy.chung@usda.gov](mailto:quincy.chung@usda.gov)
- 3) Colter Stewart, D6 AFMO, (208) 462-3241 ext. 7907, [colter.stewart@usda.gov](mailto:colter.stewart@usda.gov)

Please sign and return to your Hiring POC.

I have read, or had read to me, and understand the above Operating Procedures & Guidelines and upon signing below, agree to follow said conditions for the duration of this calendar year.

\_\_\_\_\_

Casual Hire Printed Name

\_\_\_\_\_

Casual Hire Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Hiring Official's Printed Name

\_\_\_\_\_

Hiring Official's Signature

\_\_\_\_\_

Date