



Region 4
Forest Service

Boise
National
Forest

Supervisor's Office
1249 S. Vinnell Way, Suite 200
Boise, ID 83709-1663
208-373-4100

Date: February 3, 2026

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. While under hire as an AD you are expected to act professionally, responsibly, and adhere to the signed Incident Behavior Form (PMS 935-1). This is not only at the incident but also all interactions at the local level including mobilization, dispatchers, training officer, warehouse/transportation, administrative, payment, and ASC. If at any time an AD is not meeting the expected standards, a course of corrective action may be taken.

ADs sponsored by ID-BOF must be approved by the Forest Fire Management Officer (FFMO).

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 FFMO on a case-by-case basis.

ADs 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 ADs 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 mailbox. **Dropping off paperwork in person will not be available.** The list of unit contacts are listed at the end of this document.

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. ADs are encouraged to review and become familiar with this website.

Required Annual Hiring Documentation:

For 2026, current ADs are required to have their paperwork completed and submitted no later than COB Friday April 3. Exception would be new ADs with critically needed positions. Returning ADs will need to fill out the current years' W-4 and state tax withholding, PMS 935-1, ID-BOF Casual Hire Operating Procedures & Guidelines signature page, and a new I-9 every third year. Defensive driving video and driver application will be due every four years.

NEW ADs must fill out all forms:

- 2026 Federal W-4 & Idaho State Tax Withholding Forms
 - 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)
- 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*
- Defensive Driving video, signature, and driver application (every four years, for those who drive fleet and rental vehicles)

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, 08/24)** 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. Forest Incident Business (IB) will complete and email you the PMS 934 for incident assignments. If you have not received a PMS 934 shortly after receiving your Resource Order, please reach out to Forest IB and make them aware of your assignment - *please communicate prior to an assignment.*

LENGTH OF ASSIGNMENT: *“Employees hired under the AD pay plan are limited to thirty working days per assignment and must be released after completing a 30-day assignment... This limitation applies regardless of whether the employee traveled to the assignment or is working in a remote or virtual status. Reference FSH 5109.34 Standards for Interagency Incident Business Management Ch.10 regarding length of assignment.”*
A new order must be requested after 30 working days when applicable.

TRAINING:

ADs 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 ADs for higher qualifications, any exceptions must be approved by the FFMO. Approving training for ADs 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. **ADs 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 ADs 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 ADs responsibility to ensure the Forest Training Officer has received course completion certificates and/or memos.

ADs 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 ADs responsibility to complete and submit an IQCS Responder Update Form annually to the Forest Training Officer. An email will be generated to all ADs 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 IROC Help Desk at <https://iiahelpdesk.nwcg.gov/>, dispatch may assist if needed.

When ID-BDC has an 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 your status is set as available in IROC and an order for a position you are qualified for 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	Local	State	Geographic Area	Priority Trainee Assignment Only
	National	IMT Only	Virtual Only	

Or Unavailable

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 sign the form, and send back prior to mobilizing.
- 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 Forest Incident Business Specialist who will complete the booking reservations using the Centrally Billed Account (CBA) through ETS2-ConcurGov.

Rental Vehicles & NERV:

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. For non-incident travel requiring a rental vehicle the Forest Incident Business Specialist will reserve a vehicle for you in the ETS2 Travel System. Do NOT reserve your own rental vehicle.

Home storage of Forest Service vehicles is only authorized in limited situations and must be approved in advance (USDA Departmental Regulation No. 5400-005 and WO letter 7130, May 24, 2010). All rentals are to be treated as agency-owned vehicles. NERV are considered a fleet vehicle and incident personnel must follow the same guidelines as a fleet vehicle (reference 2026 NERV SOP). **ADs utilizing rental vehicles must complete defensive driving every four years. A link will be provided to watch the approved defensive driving videos.**

The AD is responsible for the rental vehicle and is required to perform a physical inspection which 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.

NERV PAPERWORK – The 2026 NERV SOP is available here <https://www.wildfire.gov/page/national-emergency-rental-vehicle-nerv> . ADs are responsible for reading and understanding this SOP prior to utilizing a NERV. Effective immediately, a NERV Package (Coversheet, Rental Agreement and Resource Order) submission is no longer required. The NERV Request will need to follow the reassignments within IROC. However, all accident/damage documentation and pre-use inspection (OF 296) or local inspection form still need to be forwarded to the sm.fs.nerv@usda.gov with the plate number or IROC incident number ordered on.

Rental Vehicle Accidents

ADs must report the accident to their direct supervisor and the Finance Section at the Incident, and complete the SF-91, SF-94, the motor vehicle accident report and include these forms, pictures, and any other investigation reports. NERV - Call NERV Support immediately 208-390-4868. We recommend that you make copies of all these documents for your personal records. Submit the SF-91 and SF-94 to NERV.

Personal Owned Vehicles:

If a personally 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 is 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. ADs must provide 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:

When a finance section is available, the IMT should submit AD time, as well as travel if it can be completed on the OF-288. If *all* travel cannot be reimbursed on the OF-288 at the incident (for example, lodging rates exceed the gov rate, or if there are return travel expenses) do not have the incident submit travel on the OF-288 - the Forest Incident Business Specialist will process your travel. Upon return, submit all receipts, the Excel Travel Worksheet, Single Resource Casual Hire Form, Resource Order and OF-288 to the ID-BOF 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.

The generic inbox, sm.fs.idbofad@usda.gov is set up to be used 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 Excel Travel Worksheet 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, update your status in IROC. When your travel home is complete, your IROC status will be: *Returned From Assignment*, and you will need to change this to *Available* or *Unavailable*. Dispatch may assist if needed. If still showing *At Incident*, call the host dispatch center to be released. Please include 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 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 while 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.

CONTACT INFORMATION:

Hiring Personnel

- 1) Rebecca Fiske, Boise NF and Payette NF Incident Business Specialist, (208) 292-7861, rebecca.fiske@usda.gov

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

- 1) Brian McClain 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
- 2) Joy Abner, Forest Training Officer (detailed), (208)-982-0407, Joy.Abner@usda.gov
- 3) Eli Grooms, Deputy Forest FMO, (208) 373-4176, Arthur.Grooms@usda.gov

Warehouse

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

Mountain Home RD

- 1) Heather Shain, D1 SSS (208) 587-7831, heather.shain@usda.gov
- 2) Colby Bertalotto, D1 AFMO, (208) 587-7837, colby.bertalotto@usda.gov

Idaho City RD

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

Cascade RD

- 1) Ray Brown, D4 SSS, (208) 382-7410, raymond.f.brown@usda.gov
- 2) Sterling Hill, D4 Administrative Office Assist., (208) 382-7413, sterling.hill@usda.gov
- 3) Ryan Shannahan, D4/D6 FMO, (208) 861-3465, ryan.shannahan@usda.gov

Lowman RD

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

Emmett RD

- 1) Michelle Ross, D6 SSS, (208) 365-7602, michelle.ross2@usda.gov
- 2) Ryan Shannahan, D4/D6 FMO, (208) 861-3465, ryan.shannahan@usda.gov
- 3) Colter Stewart, D6 AFMO, (208) 462-3241 ext. 7907, 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 2026 calendar year.

Casual Hire Printed Name

Casual Hire Signature

Date

Hiring Official's Printed Name

Hiring Official's Signature

Date