



# USDA Forest Service Fire and Aviation Management Briefing Paper



Date June 23, 2009

**Topic:** Approving Administratively Determined (AD) Employee (aka Casuals) Training over 80 Hours per Year

**Issue:** Occasionally, an AD must take over 80 hours of training within a calendar year to maintain or gain qualifications or certification for a specific position. The ASC-IF Casual Payment Center does not have the authority to pay Casuals for over 80 hours of training without approval.

**Background:** The AD Pay Plan states one of the circumstances required for hiring is:

*To allow personnel to attend emergency incident training in preparation for emergency incident situations. 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 but is not limited to: (a) required annual refresher courses; (b) travel to and from the training.*

Direction has never been issued on approval processes for training over 80 hours. Informally, it was felt that this should be the responsibility of FS-HCM. During the past couple of years, this has caused delay in reimbursing Casuals for their time in training. Generally, the process used was HCM contacted the hiring Region to consult on the reason for additional training and the payment was always approved.

## Key Points:

To lessen the burden on the ASC-IF Casual Pay Center and HCM, the following process should be used:

- Casual training in excess of 80 hours per year should be the exception.
- Request to approve payment for training in excess of 80 hours shall be done in writing by the Forest Service Hiring Official to the Regional Incident Business Coordinator.
- Approval from the Regional Incident Business Coordinator will accompany the OF-288 submitted to the ASC-IF Casual Payment Center.
- HCM shall be notified for resolution in cases of apparent abuse of the policy.

Note: This policy will be incorporated into the 2010 AD Pay Plan.