

**Intermountain Region
Administratively Determined (AD) Emergency Workers (Casuals)
Standard Operating Protocol**

April 2015

Purpose: This document provides supplemental direction and guidance for hiring AD Emergency Workers within Region 4 under the 2015 Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals)

The AD Pay Plan is to be used only to provide **temporary** support and must be terminated when other employment methods can be initiated; and when one of the following criteria is met:

1. To cope with sudden and unexpected emergency caused by a fire, or extreme fire potential, flood, storm, or any other all-hazard emergency that threatens damage to federally protected property, has the potential to cause loss of life, serious injury, public health risk, or damage to natural or cultural resources 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)

Sponsoring ADs:

- Units will assess AD workforce needs before agreeing to sponsorship. (Considerations should include AD participation on IMT's within the Great Basin, critical need positions i.e., Logistics, Plans and Finance)
- 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 (Forest Supervisor) 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 skillset to know if candidate meets qualifications to be hired for the position.
 - **Approving Official:** A Government employee designated by the hiring unit to audit casual time (Official Form (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 ADs sponsored within Region 4 meet and follow the same standards our seasonal and permanent workforce meet.

- All ADs will provide their sponsoring units with required training and Interagency Qualifications and Certification System (IQCS) (red card) documentation following the same administrative procedures expected of our existing workforce (e.g., time, travel, etc.)
- Forests will provide the ADs sponsored, Conditions of Hire; this will outline expectations; training nomination procedures, task book initiation, and how the hiring process occurs. ADs must review and sign Conditions of Hire annually.

Exception Positions (THSP's):

- 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, 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. The exception would be to train firefighter type 2 (FFT2) for the purpose of staffing type 2 emergency hand crews.
- 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 not be funded to attend upper level (300 level and above) ICS courses unless a justification in writing is approved by the Regional Office.
- ADs will not be paid to attend the Great Basin Team workshop unless they are Command and General Staff on a team roster.
- ADs attending approved required training; meetings, 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.
- 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 ASC-IF Casual Payment Center.
- 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.

Driver License:

- For 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.
 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 conditions (such as, daylight only, paved roads only, automatic transmissions only, no vehicles over 8600 GVW). See attached template.
 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.

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 and will be charged to 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, **2014 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 may be reimbursed utilizing the OF-288:
 - Privately Owned Vehicle (POV) Mileage
 - Per Diem (lodging and M&IE)
 - Miscellaneous expenses allowed under FTR
 - Miscellaneous Transportation Costs (e.g., baggage fees, taxis, shuttles, ferries, tolls, parking)
- ETS2, Federal Travel System must be used for casual reimbursement when:
 - Lodging exceeds the prescribed maximum per diem rate
 - Rental car reimbursement
 - Other expenses not allowed for reimbursement via the OF-288
 - All training related travel

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.

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 ADs cannot supervise, hire, order or recommend payments that in any way affect a company or contractor that the casual has ownership or employment with, or 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 rectify this situation.
- Contractors can be utilized as ADs as long as it is not in conflict with the contract for which they are performing.
- We do not compensate contractors for training we provide.

Personal Equipment Use:

- Casuals will only be reimbursed for travel related items approved on a resource order following the guidance set in the IIBMH, under 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, and W-5 (if applicable), Single Resource Casual Hire Information

Form, Direct Deposit Form, Consent Form (if applicable), Incident Behavior Form, Emergency Contact Information and provide them to the Hiring Official.

- Hiring Official is responsible for maintaining the following forms:
 - Federal W-4 (copy) – If the casuals fails to submit a form W-4, federal taxes must be withheld at the single rate with no exemptions
 - 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 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 prior to each mobilization
 - Performance Evaluations
 - INS I-9
 - Direct Deposit Information and SF-1199a
 - Change of Address Form

- Approving Official is responsible for auditing and processing OF-288 for payment if not completed at incident.

Clearance Process:

- The AD 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 Forests 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.

Hiring casuals under the age of 18:

- Utilization of casuals under the age of 16 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 legal guardian.
- Under age casuals can perform non-arduous jobs for unlimited number of hours. For additional information on duty limitations see 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 website prior to accepting an

assignment.

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; processing pay, travel and/or workers compensation. Forest 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 begin pay status from that location.