

MODULE LEADER’S GUIDE TO ADs

UINTA-WASATCH-CACHE NF

Administratively Determined (AD) employees are hired to cope with sudden and unexpected emergencies caused by fire, extreme fire potential, storm, or emergency that threatens damage to federally protected property. On the UWC, our sponsored ADs are considered an extension of our organization and therefore treated like one of our own employees.

As a module leader, it is your responsibility to track the time and travel for any ADs working for you on an assignment.

INCIDENT PREP

The following documents are required for payment. Locate and complete these documents as applicable:

* Module Manifest – fill out for entire module, ensure AD information matches what is listed in the Master AD spreadsheet
* UWC Travel Worksheet - if applicable
* Signed OF-288 (handwritten if local assignment, computer generated if formal incident)

Note: Non-FS Module Leaders can obtain AD information from NUIFC.

TIMEKEEPING

ADs should be included on the same CTR as the rest of the module with their AD Class (ie AD-C) listed under the “classification” column. ADs are entitled to the same pay provisions as federal employees for travel and on-shift time. ADs are NOT entitled to hazard pay.

When responding to local incidents where there is not a formal finance section, record time by hand on an OF-288 and obtain final signatures from the employee and the approving official (Ops, IC, etc). If using the triplicate, the red copy will be turned in for payment and the yellow copy will remain with the employee. A fillable OF-288 may also be used. The final OF-288 will be turned in to be submitted to ASC for payment.

If the module is assigned to an incident where there is a Finance section, the computer generated OF-288 will be signed and submitted for payment. Time that is “left open” for travel home will need to be filled in upon return to the hiring unit by hand including any travel breaks and the official end time.

TRAVEL

Per-diem will be captured on the UWC Travel Worksheet. ADs are entitled to per diem when working outside of their local area in travel status.

**Lodging:** If lodging is needed during RON, module leaders should use their purchase cards to procure hotel rooms for an AD and will not be tracked on the worksheet for reimbursement.

If a purchase card is not available, an AD can pay for their own room but need to keep the receipt for reimbursement on the travel form.

**Meals:** Keep track of what meals were and were not provided on an assignment and transfer it to the Travel Worksheet to be submitted for payment. If a group meal is purchased by a module leader, be sure that that meal is marked as “provided” on the travel worksheet.

Note: Just like travel for federal employees, you will need to know the per-diem location you are working in and the rate associated with the area.

SUBMITTING TIME/TRAVEL FOR PAYMENT

Upon return from the incident, submit the following to the Incident Business Specialist within 2 days:

* Module Manifest\*
* Signed OF-288
* Travel Worksheet
* Resource Order
* Performance Evaluation

\*Note: If multiple ADs filled in on the module, only one manifest showing all the names is needed.

Payment documents can be brought hard copy to the SO or scanned and emailed to:

Kayla Bobzien, Incident Business Specialist

Email: [kayla.bobzien@usda.gov](mailto:kayla.bobzien@usda.gov)

Phone: 801-999-2169 (office) or 385-228-5974 (cell)

LINKS

Payment Package Documentation Link – Includes Manifest Template/Instructions, Fillable OF-288 & Travel Worksheet (External)

2019 UWC Sponsored AD List (USDA Only – UWC Sharepoint)

AD Pay Plan (USDA Only – UWC Sharepoint)