

CENTRAL UTAH
FIRE
INTERAGENCY

March 14, 2016

To: Agency Personnel

From: Richfield BLM Assistant Fire Management Officer
Fillmore BLM Assistant Fire Management Officer
Fishlake National Forest Fire Management Officer

Subject: Emergency Firefighter (AD/Casual) Hiring Procedures

Enclosed are the procedures to hire Emergency Firefighter personnel within the Richfield Interagency Fire Center zone which consists of the Richfield Field Office, Fillmore Field Office and the Fishlake National Forest.

This document has been developed to provide fair and consistent hiring practices and to help standardized procedures for hiring, training and certification.

Authority to hire Emergency Firefighters in accordance with the Department of the Interior and Department of Agriculture has been delegated to specific individuals. Refer to the Delegation of Hiring Administratively Determined (AD) Personnel.

Any questions pertaining to the hiring of casuals should be directed to your respective Incident Business Specialist.

Attachments – 1. Central Utah Casual Hire and Payment Process Guide

Central Utah Casual Hire and Payment Process Guide

Hiring Guidelines

This document has been developed to provide fair and consistent hiring practices.

The AD Pay Plans may not be used to circumvent other hiring authorities (i.e. temporary 1039 or career seasonal appointments), contracting procedures, fill vacant government positions or extend time for limited appointments.

All requests for casuals will be requested through Richfield Interagency Fire Center. The Camp Crew Coordinator will maintain a list of available camp crew members. Camp crew members will not be issued a qualification card and will not be in ROSS.

Hiring Policies

The agency administrator or their designee has the final authority to accept or reject any person wanting to be hired as a casual. Hiring units are responsible to designate hiring and approving officials.

Hiring Official: A Government employee who has been delegated the authority to hire casuals (signs the Single Resource Casual Hire Information form). 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.

Approving Official: A Government employee designated by the hiring unit to audit OF-288s for accuracy and completeness and certifies the timesheet is legal for payment by meeting the provisions of the AD Pay Plan.

Point of Hire

The point of hire is defined as the location of the unit where hiring documentation is completed. The point of hire will be negotiated at the beginning of the season if the casual lives further than 45 miles from the hiring unit.

Hiring units should only hire individuals who reside within their dispatch zone. There may be situations which an agency may determine a need to sponsor a casual from out of their zone of influence, the hiring unit may make a request to the appropriate State/Regional Office for approval.

Sponsorship

Hiring units will assess casual workforce needs before agreeing to sponsor and check past performance with any past hiring units. The following will not be sponsored by the hiring units within Richfield Interagency Fire Center area of coverage:

- Individuals not eligible to work in the United States
- Active duty military personnel
- Individuals who do not possess qualifications needed for the position
- Inability to pass medical standards or agency-specific physical fitness requirements.

- Individuals currently holding an appointed or elected official position with local or state governments.
- Individuals issued a qualification card by the state through a volunteer fire department. These individuals will be hired and paid as specified in applicable cooperative agreements.
- Individuals only wanting driver qualifications. Driver is not a critical need position and therefore preseason hiring will not be sponsored.

The sponsoring unit will provide the casuals the Conditions of Hire, which will outline expectations; training nomination procedures, taskbook initiation, and how the hiring process occurs. Casuals must review and sign conditions of hire annually

Utilization of casual under the age of 18 will be non-arduous positions only and can perform non-arduous jobs for unlimited number of hours. The 2:1 work/rest policy still must be followed. A parental consent form must be completed and signed by the legal guardian.

Casuals will meet and follow the same standards our seasonal and permanent workforce meets.

Hiring Unit's Responsibilities

- Verify that individuals are hired via the appropriate local sponsoring unit in relation to their residence. If not, the casual may be referred to a geographically closer unit or justification prepared and maintained in records.
- Maintain certification and training records
- Annually issue an Incident Qualification's Card
- Issue an agency driver's license or other appropriate documentation if required to drive an agency vehicle.
- Complete appropriate pre-season hiring documents.
- Process OF-288 and travel reimbursement within 3 working days after receipt.
- Complete and obtain casual's signature on the Single Resource Casual Hire Information form and Incident Behavior Form before each assignment.
- Maintain hiring records and copy of timesheets

Casual's Responsibilities

- Provide training and IQCS documentation to their hiring unit
- Provide annual fire experience worksheet by the end of the calendar year.
- Keep availability current with dispatch
- Sign the Single Resource Casual Hire Information form and Incident Behavior form for each assignment.
- Turn in all time and travel paperwork within 3 days of return and before taking another assignment
- Provide an original performance appraisal to their hiring unit after each assignment.

Training

Training is not intended to develop casuals for higher qualifications. Sponsoring units must identify which positions are critical need positions before requested training is approved. Casuals will not be paid to

attend the Great Basin Team workshop unless they are a primary member of the Command and General Staff on a team roster.

Prior to attending any trainings, meetings, workshops, refreshers, work capacity tests, etc., casuals must have obtained FMO/AFMO approval and signed the Single Resource Casual Hire Information form.

Casuals will not be funded to attend upper level (300 and above) courses unless a justification in writing is approved by:

- FS – Regional Office
- BLM – Fire Management Officer

Qualification and Certification

The annual incident qualifications card (red card) will be issued by June 1st. Redcards will be reviewed in accordance with the sponsoring agency's Incident Qualification Review Committee SOP. Sponsoring unit will be responsible for maintaining current records for each casual.

Medical Standards

Casuals who are required to take the Work Capacity Test will gain clearance through the Health Screen Questionnaire (HSQ) process. Casuals will be required to bring their Single Resource Casual Hire Information form with them to the work capacity test to show proof of hire.

The Work Capacity Testing is compensable, however time spent having a medical exam is non-compensable:

- FS - WSFU AD (0460)
- BLM - LF2000000.HT0000 LF.SP.AZA10000

HSPD-12

Any casual who will have unsupervised access to federal facilities or access to government computers are required to complete the required security forms and clearance. Hiring officials will coordinate with human resources for application of Homeland Security Presidential Directive 12 (HSPD-12).

Driving Policy

All Casuals operating government owned or leased vehicles and equipment shall:

- Be at least 18 years old
- Possess a valid State Driver's License
- Possess a Government issued identification card or authorization letter indicating the type of vehicle and/or equipment the holder is authorized to operate (FS Requirement).
- Attend Defensive Driving (required every 3 years)
- Attend Fire Line Refresher to be able to drive to fireline (required annually)

Forest Service Guidance:

- OF-345, Physical Inquiry for Motor Vehicle Operator – Retain in hiring folder, if not retained by the Examiner
- FI-131, Application for U.S. Government Motor Vehicle Operator’s Identification Card – Retain in hiring folder if not retained by Examiner
- Pass written driver’s test – Retain in hiring folder, in not retain by Examiner
- Examiner will sign the letter in lieu of the OF-346 with an expiration date of December 31st of the current year – Retain copy in hiring folder and give original to casual

BLM Guidance:

- Form 1112-11, Motor Vehicle/Specialized Equipment Authorization – Retain in hiring folder.

Pre-Season Required Forms

The hiring official is responsible to ensure casuats complete the pre-season hiring forms and submits to the appropriate agency’s payment center. Forest Service will submit forms at time of completion to ASC-Incident Finance. BLM will submit forms with first OF-288 to the Casual Payment Center.

Form	Action	FS	BLM
I-9	Form must be completed every 3 years	Keep Original in hiring file. Send copy to ASC	Keep Original in hiring file
W-4	Yearly	Send original to ASC	Send Original to CPC
W-5, if applicable	Yearly	Send original to ASC	Send Original to CPC
Direct Deposit	As needed	Send original to ASC	Send Original to CPC
IQCS Responder form	New Hires Only	Send to Training Officer	Send to Training Officer
Conditions of Hire for AD Emergency Workers	Annually	Original retain in hiring file and copy given to casual	Original retain in hiring file and copy given to casual
Casual Hire Contact Information	Annually	Copy should be given to dispatch	Copy should be given to dispatch

Employee Common Identifier

Hiring units are responsible for obtaining an Employee Common Identifier (ECI) from ASC or CPC depending on sponsorship. ECI only needs to be obtained once. Additional information on obtaining ECI can be found at, <http://www.nwccg.gov/memos/eb-m-13-014>

Travel

The government will furnish subsistence for casuats who are assigned to an incident and away from their duty station/point of hire. As a general rule, per diem and lodging to maybe reimburse if the temporary duty station is 50+ miles from the casual’s point of hire and they meet the three conditions below. If the meals and lodging are furnished by the government, the casual is only entitled to the \$5.00 incidental. Casuats will be eligible to claim per diem or actual expenses when they meet all three of the following conditions:

1. Perform official travel away from Point of Hire
2. Incur per diem expenses while performing official travel; and
3. In travel status for more than 12 hours.

Casuals will be expected to be self-subsisted while in travel status.

Casual's method of transportation must be indicated on the Single Resource Casual Hire Information form. Rental vehicles or use of POV must be approved on the resource order. Dispatch will complete the Travel Cost Comparison when POV travel is more than 400 miles one-way trip and/or drive time will be greater than 8 hours.

Forest Service Travel Process

IMTs or hiring units should process casual travel for incident assignments utilizing the OF-288. If the travel reimbursement was not included by the IMT on the original OF-288, hiring units will be responsible for processing travel using the ETS2 or OF-288. If processing travel through ETS2, attach the OF-288 to the voucher for documentation.

For additional guidance on processing travel refer to the Forest Service Casual Travel Expense Reimbursement Claimed on the Emergency Firefighter Time Report, <http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/CasualPay.php>

Casuals attending training or meetings cannot have travel processed on an OF-288, travel must be claimed using ETS2.

Establishing FS Casuals in ETS2

To establish a travel profile in ETS2 for a casual, complete the two forms below and fax to ASC. Travel profile will need to be created before travel arrangements and reimbursement can occur. The fax number for ASC is on top of the FS-6500-214 form. Allow 1-2 week for ASC to setup a profile.

- FS-6500-214, Financial Information Security Request Form. The purpose of this form is to establish a profile in the ETS system to allow a travel arranger to make travel arrangements. Retain in the hiring folder. <http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/travel/PNR.php>
- FS-6500-231, Vendor Code Information Worksheet. This form established or verifies payment information for the traveler (document should be shredded when no longer needed). <http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/travel/PNR.php>

BLM Travel Process

Travel is not processed on the OF-288 for BLM casuals. All travel is paid through the home unit using the electronic travel vouchering system, Concur.

Establishing BLM Casuals in Concur

Casual who will travel will need to complete a Concur Government Edition (CGE) User Profile and Financial and Business Management System (FBMS) Vendor Master Setup form. The assigned Federal Agency Travel Administrator (FATA) will use this form to create or update the casual's individual CGE profile.

For additional guidance on travel refer to the BLM Standard for Fire Business Management

http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/OrangeBk.html

Hiring at Time of Dispatch

The hiring official is responsible for completing the time of hire documents (which includes trainings, meetings, refreshers, emergency assignments) and determines the casual's method of travel. Rental cars and use of POVs must be authorized on the resource order:

- Single Resource Casual Hire Information form, PMS 934 – to be completed for each new assignment. Provide a copy to the casual and keep a copy.
- Incident Behavior form, PMS-935 – Casual signs for each assignment. Provide a copy to the casual and keep a copy.

Processing FOREST SERVICE OF-288s for Payments

Casual's OF-288 will be submitted directly to ASC-Incident Finance by the incident. If casuals bring their OF-288 home, the approving official is responsible to review and submit the OF-288 to ASC for payment.

- Ensure the Employee Common Identifier (ECI) is entered on the hard copy of the OF-288.
- Staple multiple timesheets for the same individual together with the earliest dates on top and same incident numbers. Submit to Incident Finance with Reviewing Official memo assigning a unique unit batch number for tracking purposes. Incident units should keep a copy of the Emergency Firefighter Time Report and Single Resource Casual Hire Information form for their incident records.

Below are the required forms to submit to ASC-Incident Finance for payment:

- Reviewing Official's Memo for Payment
- Original, signed OF-288
- Preseason hiring forms if not submitted previously (I-9, W-4, Direct Deposit, etc.)
- Single Resource Casual Hire Information form

For additional guidance refer to the ASC, B&F Incident Finance Branch Payment Procedures,

<http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/>

Processing BLM OF-288 for Payment

Casual will bring their original OF-288 back to their home unit's approving official for review for completeness and accuracy, prior to submission to the CPC for payment.

- Ensure the Employee Common Identifier (ECI) is entered on the hard copy of the OF-288.
- Submit to Casual Payment Center with Reviewing Official memo assigning a unique unit batch number for tracking purposes. Incident units should keep a copy of the Emergency Firefighter Time Report their records. Submit in the following order:
 - Approving Official Memo (with a list of casuals included) with a unique batch number assigned for tracking purposes.

- Audited OF-288 with original Time Officer signature and in work date order
- Federal W-4 and Direct Deposit form if not previously submitted

The following are to not retain by CPC, do not send them in with OF-288s. These forms should be kept with a copy of the OF-288 in the hiring file:

- Original I-9
- Crew Time Reports
- Incident Behavior Forms
- Single Resource Casual Hire Form

For additional guidance refer to the CPC website, http://www.nifc.gov/programs/cpc_procedures.html

Hiring Folders

A hiring folder should be established for each casual in a 6-way file folder for each casual. There should be at least 4 sections including:

Pre-season Paperwork

- Original I-9
- Copy of current year W-4
- Current year Conditions of Hire
- Travel Profile Request
- Copy of current year letter in lieu of OF-346 (FS Only)
- OF-345, Physical Inquiry for Motor Vehicle Operator (FS Only)
- FI-131, Application for U.S. Government Motor Vehicle Operator's Identification Card (FS Only)
- Form 1112-11, Motor Vehicle/Specialized Equipment Authorization (BLM Only)
- Health Screen Questionnaire or Medical Exam (BLM Only)
- Email from Duty Officer approving HSQ clearance (FS Only)

Travel

Signed travel voucher with supporting documentation (receipts, etc.) or retained with the travel arranger.

- Time
 - Copy of OF-288
 - Copy of Single Resource Casual Hire Information form
 - Incident Behavior form
 - Resource Order
 - Copy of Reviewing Official's Memo for Payment

- Performance Evaluations (copy should also be retained in IQCS file)

References

Current Forest Service AD Pay Plan, <http://www.nwcg.gov/committees/incident-business-committee/resources>

Current BLM AD Pay Plan, http://www.nifc.gov/programs/cpc_ADpayplans.html

Interagency Incident Business Management Handbook,
<http://www.nwcg.gov/sites/default/files/products/pms902.pdf>

Intermountain Region Administratively Determined (AD) Emergency Workers (Casual) Standard Operating Protocol, <http://fsweb.r4.fs.fed.us/unit/fam/incidentBusiness/index.shtml>

BLM Standards for Fire Business Management (Orange Book),
http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/OrangeBk.html

Great Basin Chapter 10 Supplement to the Interagency Incident Business Management Handbook,
<http://gacc.nifc.gov/gbcc/business.php>