

**Caribou-Targhee/Bridger-Teton
National Forests
Casual Hire Operating Procedures &
Guidelines**

10418 South Hwy 189
Big Piney, WY 83113

To: All Casual Hires (Administratively Determined (AD) Employees)

Date: 2/01/2025

SPONSORSHIP:

The specific intent of the AD Pay Plan for Emergency Workers is to hire persons on an as-needed basis to supplement regular federal employees in responding to an emergency threatening life and property. We do not guarantee employment or assignments and retain all discretion in sponsoring AD's (Administratively Determined) based on performance, availability, and administrative workload. The forest recognizes the value of AD employees and fully intends to use these employees when the situation warrants. However, the forest policy is to ensure available and qualified agency employees are dispatched prior to ADs.

The Caribou-Targhee (CTNF) / Bridger-Teton (BTNF) National Forests strive to sponsor persons needed at the local level or to support Great Basin Incident Management Teams (IMT). Sponsorship for out-of-state GACC IMTs or National Teams is considered on a case- by- case basis. The forest sponsors AD's based on where they reside within the respective dispatch areas. ADs who live out of the dispatch area will only be sponsored on a case -by- case basis with approval from the Regional Office Incident Business Specialist.

Point-of-Hire:

- Inside Dispatch Area: Closest Forest Service office to their residence as their point of hire (i.e. District Offices or EIIFC/TDIC).
- Outside Dispatch Area: Residence City on record in AD Folder. If different than the Residence City at time of mobilization, you will only be reimbursed the lesser amount for mode of transportation (i.e. POV, Rental Car or Airline).
Example: Point-of-Hire is Ogden, UT but you are in Moab, UT for the summer and the Incident is in Malad City, ID. You would get reimbursed for POV from Ogden to Malad City 73 Miles and not Moab to Malad City 339 miles.

All positions will be negotiated annually on a case- by- case basis, determined by the Forest Fire Management Officer (FFMO) with input from the Incident Business Management Specialist and the Dispatch Center Manager.

Primary way of contacting ADs is via email. Please make sure you are checking your email regularly and letting the IBMS know if you have changed your email.

HIRING:

Required Documentation

Newly Sponsored AD:

- Federal W-4 (Employee's Withholding Allowance Certificate) **
- I-9 (Employee Eligibility Verification)
 - Proof of citizenship (Option 1 or 2)
 1. Birth Certificate
or Valid Driver's License **AND** Social Security Card
 2. Current Passport (by itself)
- SF-1199A (Direct Deposit Sign-Up Form)
- OF-306 Declaration of Hire
- Emergency Contact Form
- AD SOP Acknowledgment
- AD Initial FS 7100 0184 (if not prior FS) *

**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).

Previously Sponsored AD:

- Emergency Contact Form (verified annually)
 - I-9 (every 3 years)
 - OF-306 Declaration of Hire (updated annually)
 - AD SOP Acknowledgment (Annually)
 - Update other forms as applicable
 - AD Renewal FS 7100 0184 w/annual driving history *
- *Required regardless of Government Vehicle, Government Rental, Private Rental or POV.

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. *If using the same W-4 for state filing please note on the top "State & Federal".*

Previously Sponsored ADs need to ensure their paperwork is updated annually. The IBMS may or may not send out a reminder, so it is the ADs responsibility to have everything completed by 3/30/2025. Failure to do so could result in being unsponsored or delayed in being made available.

Federal agencies do not pay into unemployment insurance for Casual Hires; therefore, you cannot claim unemployment benefits against your Casual Hire earnings.

The **Single Casual Hire form** must be signed prior to traveling to each and every incident. While working as an AD, you are representing the federal government and are expected to act professionally, responsibly, and adhere to and sign the Incident Behavior Form (PMS 935-1) responsibilities.

TRAINING

The Government will provide compensation for **mandatory and approved** training.

Training deemed necessary to retain current position qualifications cannot exceed 80 hours per calendar year excluding travel. All training hours outside of travel days are compensable to an 8 hour day only, per federal guidelines. Position development will be handled on a case-by- case basis. ADs will be compensated in accordance with the current AD Pay Plan. All training or meetings for which you may seek compensation must be pre-approved by the FFMO.

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. Sponsored AD employees who participate in agency sponsored training without prior FFMO approval will not be reimbursed.

ADs are responsible for coordinating the need for travel arrangements for any approved training with the Incident Business Management Specialist **at least 2 weeks in advance.**

Required training for AD personnel is listed below:

- Annual Fireline Safety Refresher for all personnel participating in wildland firefighting who may be subject to assignment on the fire line.
- Work Capacity Test (required annually for light, moderate, or arduous fire positions)
- Defensive Driving (required every four years for every position)
- Recurrency Training (training required to maintain qualifications)

****Not all courses listed above are mandatory for each position. Coordinate with the Forest Training Specialist for your position specific requirements****

An annual training calendar will be emailed to sponsored ADs after it is completed. Employees can sign up for the needed classes. It is the sponsored ADs responsibility to make sure they sign up for the required classes and to meet any training deadlines.

Sponsored line qualified ADs will be compensated for WCT testing. Travel to and from the testing site will not be reimbursed. Health Screening Questionnaires (HSQ) must be completed and submitted to the hiring official via the e-medical system. If a physical is required, this must be pre-approved, and time spent at the clinic is not compensable.

Only ADs who hold C&G positions will be considered to attend the Great Basin Team Workshops and will be pre-approved by the FFMO.

Compensable time includes training or workshop attendance time and depending on location of training, round trip travel. Travel time is not included in the 80 hours allotted. In addition, all training hours outside of travel days are compensable to an 8 hour day only, per federal guidelines.

Copies of your training certificates are required to be on file with the Forest Training Specialist prior to issuing you an IQCS Red Card. **Once the fire season is over, it is your responsibility to return a fire experience sheet, back to the Forest Training Specialist by December 1st to update and maintain your qualifications records.** It is your responsibility to provide this information, and any additional evaluations or certificates you receive throughout the fire season.

DISPATCH

You are responsible for updating your own status and availability. Contact the East Idaho Interagency Fire Center (EIIFC) /Teton Interagency Dispatch (TIDC) to set/change your status. You will have to be statused as **Available** in IROC before you will be considered for any assignment.

When an order is placed for a position which you are qualified, you will be contacted with the assignment after any available Agency or Cooperator personnel are cleared. It is National policy that any available agency personnel will be considered first for filling orders. Name requests should be a rare event and will get looked at on a case-by-case basis. **Please do not call to ask if any orders are coming in.** If you are showing available in IROC and an order for a qualification that you possess comes in then a dispatcher will contact you.

Prior to leaving for each assignment, be sure you have the following:

- Single Resource Casual Hire Form – You will obtain this from the IBMS or designated hiring official. You will need to take a copy of the form to the incident when you check in and bring a copy home if travel and pay is being submitted from the hiring unit.
- Resource Order – with approval for rental or POV is authorized.
- Flight or Rental Car information – both will be arranged by EIIFC/TIDC if needed.
- Red Card
- Ability to be self-sufficient– AD employees cannot obtain government travel cards and therefore must have the personal funds available to purchase meals, lodging, and baggage fees at the time of the incident if necessary.

TRAVEL

Travel arrangements will be made through EIIFC/TIDC. Modes of transportation need to be pre-approved and documented on a Resource Order and Single Casual Hire Form.

Air Travel:

If commercial air travel is needed EIIFC/TIDC will make those arrangements. For training air travel, contact the Incident Business Management Specialist.

Rental Vehicles:

Rental vehicles will be used as the preferred mode of transportation before a personal vehicle (POV). If a rental vehicle is authorized one will be arranged by EIIFC/TIDC personnel during mobilization through an existing agreement. **Casual Hires are not authorized to put rental vehicles on personal credit cards. You will not be covered by the government's insurance if you do so.** Rental vehicles should be treated as agency vehicles and all applicable rules and regulations regarding AOVs should be observed.

POVs:

If a POV is authorized, a cost comparison is required to determine that it is the most advantageous mode of transportation to the government and not simply

a convenience. If a POV is used as a mode of transportation that is not the most advantageous to the government, the lesser mileage rate will be reimbursed.

Per the R4 AD SOP, POV's will only be reimbursed for travel to and from an incident (point to point), not during.

For travel to local incidents (50 miles or less), POVs may be authorized as the preferred mode of transportation.

Cost comparison form can be found on the Great Basin Incident Business website.

If a POV is authorized for transportation, it must be pre-approved on the Resource Order and on the Single Resource Casual Hire Form.

Recreation Vehicles (RV, Camper trailers) will not be authorized as a mode of transportation to an incident.

The POV mileage rate is built to cover gas, wear and tear, and any potential insurance claims. The employee is responsible for all costs associated with their POV. Examples: If you hit a deer en route to an assignment, the incident will not cover the cost of damage. If you get a flat tire from a nail driving into ICP, the incident will not pay to fix your tire.

Travel Reimbursement:

Incident travel for Casual Hires will be processed in accordance with Federal, Department of Agriculture, and Forest Service Travel Regulations.

- AD from the employee's point of hire that lasts longer than 12 hours. These criteria must be met to be reimbursed travel expenses.
- Casual Hires will not be paid or reimbursed for excess costs resulting from deviations, delays, or services unnecessary or unjustified in the performance of official business.
- Lodging and M&IE rates may be found at <https://www.gsa.gov/portal/category/100120>

SUPPLIES

The hiring unit will be responsible for supplying any needed basic fire gear (i.e. sleeping bag, tent, fire clothes, PPE). Items that are not returned to the hiring unit will be deducted from the casual's pay. If fire gear is needed, contact the EIIFC Cache Manager.

Personal items that are brought to an incident are the AD's responsibility. The government will not reimburse for personal property that is not authorized on their Resource Order or for property that is deemed mission essential but not approved by the incident agency.

PAYMENT

Upon return from training or assignment, paperwork with appropriate receipts and documentation that needs to be processed will be submitted to the CTNF/BTNF

Incident Business Management Specialist, 307-276-5824. ADs may submit pay and travel documents electronically, via mail. Documents need to be submitted immediately upon return from an incident. All payments will be made via direct deposit, so a checking or savings account is required.

It is the CTNF's/BTNF's preference to have the incident process AD pay and travel reimbursement on the OF-288. In cases where an AD will have travel reimbursements returning from an incident that cannot be captured at demobilization, (ex: return travel hotel receipts), ADs may bring back their travel documents and final signed OF-288 to the home unit for processing. **All receipts are required for reimbursement.**

The AD Travel Worksheet is required for payment at the home unit. This should be attached to the OF-288 for all assignments. See <https://gacc.nifc.gov/gbcc/business.php>, TravelSection.

RETURN FROM INCIDENT / PERFORMANCE EVALUATION

Upon returning to your home unit the AD needs to inform EIIFC/TIDC that they have returned from assignment.

A performance evaluation is **required** for all assignments and must be completed at the incident and returned to the Incident Business Management Specialist.

All training documentation (copy of taskbook, incident training specialist documentation, etc) should be turned into the Incident Business Mgmt specialist upon return from an incident.

Performance evaluations will be reviewed by the Fire Management Staff and will influence future sponsorship.

OTHER INFORMATION

A current copy of the AD (Casual) Hire Pay Plan and Travel Process can be found on the following web site:

<http://www.fs.fed.us/fire/ibp/personnel/personnel.html>

Great Basin Incident Business link: <https://gacc.nifc.gov/gbcc/business.php>

Contacts

For further information or for any questions during an assignment, contact your home hiring unit.

East Idaho Interagency Fire Center (EIIFC), Dispatch – 208-524-7600

Teton Interagency Dispatch – 307-739-3630

Leslie Porter Incident Business Specialist – 307-413-2482

leslie.porter@usda.gov

B.J. Bugger, Forest Training Specialist – 208-557-5811,

bradley.bugger@usda.gov

William Hall, Forest Training Specialist - 307-276-5826

william.hall@usda.gov

Please sign and return to the Incident Business Management Specialist.

I have read, or had read to me, and understand the above operating procedures and upon signing below, agree to abide by said conditions for the duration of this calendar year.

_____	_____	_____
Casual's Printed Name	Casual's Signature	Date
<u>Leslie Porter Incident Business Specialist</u>	<u><i>Leslie Porter</i></u>	<u>02/01/25</u>
_____	_____	_____
Hiring Official's Printed Name	Hiring Official's Signature	Date