

# **Administratively Determined (AD) Standard Operating Procedures**

Central Oregon Interagency Fire Management Service (COFMS)

Deschutes (DEF) and Ochoco (OCF) National Forests & Prineville District BLM (PRD)

Central Oregon Interagency Dispatch Center (COIDC)

Reviewed and Approved by the COFMS Fire Staff and COIDC Center Manager

Signature:

A handwritten signature in blue ink, appearing to read "Kim Stark".

Signature:

A handwritten signature in blue ink, appearing to read "Jada M. Altman".

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## Guide and Manuals

COFMS follows directive PMS 902 NWCG Standards for Interagency Incident Business Management, Chapter 10 – Personnel, Exhibit 01 Administratively Determined (AD) Pay Plan for Emergency workers (Casuals). Exhibit 01 is effective for one year, in the event there is an emergency in progress the casuals on the emergency shall be paid under the provisions of the AD Pay Plan in effect at the time of hire. All Forest Service employees, agency, or AD follow the Forest Service Fire & Aviation Qualification Guide and the PMS 310-1. The COFMS fire staff annually signs a delegation letter designating who can sign the Casual Hiring form for COIDC hosted ADs. Delegation of Authority for AD hiring letters can be found in Appendix B.

## COFMS and COIDC will not sponsor

- Individuals not eligible to work in the United States
- Active-duty military personnel
- Individuals currently holding an appointed or elected official position with local or state government.
- Individuals who hold a federal position whether 1039 or PSE.
- Individuals issued a qualification card by the state through a volunteer fire department.
  - These individuals should be hired and paid as specified in applicable cooperative agreements.

The COFMS Fire Staff Officer reserves the right to terminate sponsorship/employment at any time.

## How to be hosted as an AD

Any individual that has current NWCG qualifications and meets most of the following criteria can request to be hosted as an AD.

- Recently retired from agencies participating in COFMS
- No longer works for these agencies and has left the agency in good standing
- Lives within the COIDC dispatch area (there are exceptions)
- Moves to the area and was previously hosted and in good standing at another agency

Interested individuals are to contact the AD Coordinator between October and April. April 15th will be the latest that new AD requests will be accepted (exceptions may be granted on a case-by-case basis).

Determination of sponsorship will be provided to the requestor in writing within 2 weeks of the request.

Copy and paste the message below and email to interested candidates:

*“To request sponsorship, please email us at [sm.fs.coide@usda.gov](mailto:sm.fs.coide@usda.gov) with the following information.*

*Name:*

*Address/Contact Information:*

*A summary of requested sponsorship positions:*

*A summary of any affiliations with teams you have been selected for, pertaining to the year you are applying for sponsorship.*

*Please include:*

*A copy of your most recent Qualifications Card  
If you are approved, we will request a full hard copy record of all your training qualifications. We  
recommend you have those available.”*

If accepted for sponsorship by COFMS, potential ADs are expected to have all hiring forms submitted to COIDC prior to April 15<sup>th</sup> with few exceptions. After this date most AD requests will be deferred until the following calendar year. Special allowances for new AD approval after this date will need to be approved by the Center Manager or Interagency Fire Staff Officer.

Digital submission of AD paperwork is highly encouraged. Email all inquiries and documents to [sm.fs.coide@usda.gov](mailto:sm.fs.coide@usda.gov). When coming to Central Oregon Dispatch to visit or turn in paperwork, it is encouraged to call ahead of time.

The AD Coordinator will present new AD requests to the Center Manager and/or Interagency Fire Staff Officer for approval. Approval or denial of a request is evaluated based on the idea of developing agency personnel before ADs, past performance, the critical need of the position at a local/ regional/national level, and workload capacity at COIDC.

#### AD Employee Responsibilities and Expectations:

- Uphold a professional image and appearance and represent COFMS/COIDC in a positive, respectful manner.
- Adhere to all safety and policy standards.
- Provide the service for which they are hired. Expected to assist the fire organization in any capacity that is documented on their annual red card.
- Responsible to adhere to all travel policies including staying within per diem rates during travel. If AD exceeds the per diem rate during travel, it is their responsibility to obtain the necessary documentation/justification to be reimbursed for the full amount.

## Qualification Audits

A qualification audit will be completed for an AD that did not previously come from COFMS. Only the positions that the AD wants to maintain or that COFMS is willing to sponsor will be audited. If the position is a trainee position, they will have to meet the current guidelines. The audit will identify any missing documentation for the qualification(s) and the AD will address the missing items. The final audit will be approved by the Interagency Fire Staff Officer prior to the AD being issued a red card. All other positions will be blocked or remain unqualified.

## Preseason Registration

All ADs currently hosted by the DEF will be sent a registration email that includes forms as attachments. The AD will print and fill them out to be returned to COIDC no later than April 15<sup>th</sup>. If you are unable to print, please let the AD Coordinator know and paper forms will be mailed to you.

The list of forms is in Appendix C. The forms can be found on the COIDC website  
<https://gacc.nifc.gov/nwcc/districts/COIDC/ADcasual.html>

## Qualifications Cards

Qualification cards, otherwise known as Red Cards, are printed annually, and will be mailed to everyone. The latest that they will be printed is June 30<sup>th</sup>. Qualification cards will not be sent until all AD paperwork and annual training have been completed. Individuals that hold Type 1 qualifications are required to be signed by the Regional Director of Fire and Aviation and will require extra time for processing.

## IQCS Responder Update

It is the ADs responsibility to ensure the accuracy of your training and experience. Your last year's assignment history, from the IROC database, has been transferred into the IQCS system and we have validated that experience towards currency. IF you for example went out as a Helicopter Manager but also did some long line work, you will only be credited with experience that was reflected on your resource order. To get credit for the long line experience one would need to email us with documentation of experience outside what you were dispatched as.

## Office of Worker's Compensation Programs (OWCP)

If an AD is injured during training or while on assignment, they will notify COIDC as soon as possible. COIDC will then notify the Center Manager, COFMS Fire Staff Officer and the COFMS Safety Officer. The Safety Officer will then be the primary point of contact for OWCP correspondence.

## Misconduct and Termination

Any misconduct should be reported to the Center Manager and/or the COFMS Fire Staff Officer. All incident personnel performance ratings will be reviewed. If a negative rating is given to an AD hosted by the DEF, the Center Manager, the Training Specialist and the COFMS Fire Staff Officer will determine the best course of action. Based on the severity of the situation it may be determined that the AD will no longer be hosted by the DEF.

## Letter in Lieu of OF-346 to drive as an AD

AD and hosting agency driver operator responsibility is outlined in a February 28, 2014, letter signed by the Regional Director, Fire, Fuels, and Aviation Management, see Appendix C. The AD Coordinator will organize the documents that are included in the Letter in Lieu of OF-346, often called a driving packet and submit for signature to the Incidental Licensing Examiner.

New AD Requirements	Renewing AD Requirements
Application for Authorization to Drive	Will receive an annual Letter in Lieu of OF-346
Driver Physical Fitness	
Operator Responsibilities	
Defensive Driving Certificate	Defensive Driving Certificate (valid for 4 years)
Copy of State Driver's License	
DMV Driving Record	Annual requirement

The AD will not be issued a Qualification card unless they have a valid Letter in Lieu of OF-346 on file with a copy of all related documents. The Letter in Lieu of OF-346 is valid for one year. The AD will provide a Driving Record, often called a DMV check, annually. This is a condition of hire and will not be reimbursed.

## Training

In accordance with the AD Pay Plan, each AD can attend up to 80 hours of emergency incident training in preparation for emergency incident assignments. The 80-hour limit includes required annual refresher courses. The 80-hour limit does **NOT** include travel hours to and from training.

Examples of emergency incident training:

- NWCG courses
- Pre/post season meetings
- Conferences
- Workshops
- Annual trainings

**The AD is responsible for tracking annual, bi-annual, or tri-annual refreshers, workshops, physical fitness testing, and courses.** The rate at which an AD will be paid for training is determined by the position that is required for the training. All training requests must be approved by the COIDC Center Manager or Interagency Fire Staff Officer. Casual employees must request approval of training, meetings, refresher, etc. from Central Oregon Interagency Dispatch Center (COIDC) no later than 14 days prior to travel. If the training course requires tuition, a training request form must be completed prior to attendance. The tuition will be paid for by an agency employee using a government purchase card.

## Annual Fireline Refresher (RT-130) and Work Capacity Fitness Testing

An email will be sent to all ADs about refresher and fitness testing dates and how to sign up. The AD is responsible for signing up for refresher and/or fitness test. Only ADs with positions that require a refresher and/or fitness test will be allowed to attend. No travel expenses will be compensated unless you must travel more than 50 miles. Reference local travel rules:

<https://fsweb.r6.fs.fed.us/bpa/finance/gov-trip/local-travel.shtml>

HSQ: Prior to being available for positions requiring a fitness rating, an annual Work Capacity Test (WCT), a.k.a. “Pack Test”, and Fireline Safety Refresher (FSR) must be successfully completed and documented.

Eligibility to take the WCT will be determined upon review of the Health Screening Questionnaire process:

- An HSQ Coordinator must initiate the HSQ process for AD’s using a valid personal email address.
- COIDC will not automatically initiate the process.
- Email COIDC and request your HSQ process be initiated.
- Once the HSQ Coordinator has initiated a “packet” on behalf of an AD, an email will be sent informing the AD to log in to eMedical via a unique access link to an externally accessible version and complete an HSQ form at their specified WCT level. A “packet” is all the HSQ documentation for one employee for one year, gathered into one location or “packet”. AD’s can click the link provided in the email to verify their Social Security Number and Date of Birth, then create a username and password. Upon re-entry into eMedical using their login credentials, ADs will have access to the system.
- You may be required to have a medical examination prior to approval to take the WCT.
- You will not be approved to take a Work Capacity Test if it is not required for your qualification(s).

COFMS follows the Interagency Standards for Fire and Fire Aviation Operations (Red Book), Chapter 13, when considering failed work capacity tests.

## Fire Assignments

Once the AD has received the current years Qualification Card, they can begin to status themselves with COIDC. It is the responsibility of the AD to notify COIDC when they have changed their availability. There are several ways for an AD to make themselves available. Call or use IROC Web Status.

IROC Web Status can be requested by following the directions posted here:

[https://iroc.nwcg.gov/kb\\_view.do?sys\\_kb\\_id=e10dc1531ba93c108c289796bc4bcbc5#](https://iroc.nwcg.gov/kb_view.do?sys_kb_id=e10dc1531ba93c108c289796bc4bcbc5#)

There are 4 selections areas to make yourself available to:

- Local – Area covered by COIDC. This is what you will be statused as, as an IMT member.
- State – available only to incidents in the State of Oregon.
- GACC – available only to incidents in Oregon and Washington.
- National – available to incidents nationwide.

Please **do not** make yourself available until you are ready to travel. COIDC may exercise the right to make you unavailable if you turn down multiple assignments.

## Accepting a Fire assignment

When COIDC receives a resource order for an overhead position, the dispatcher will attempt to fill with Agency employees first then ADs. The dispatcher will contact the AD at all numbers provided, leaving a message. The dispatcher will move on to the next AD or UTF the request after an appropriate amount of time has lapsed. Once the dispatcher contacts the AD, the dispatcher will give the AD information about the order, such as need date and time, delivery location, which position is being requested, and authorized mode of transportation.

## Mobilization Travel

- When determining the best mode of travel these three items must be taken into consideration: safety, cost to government and travel regulation. A general guideline is that it is appropriate to drive to an incident if it is within 10 hours' drive time with a single driver. Travel shall not occur between the hours of 2200 and 0500. The AD will discuss all travel plans with the dispatcher, including estimated time of departure, estimated time of arrival, remaining overnight (RON) location and vehicle license plate, prior to departure. A rental car is reserved through BCD Travel under the ADs name. This is a reservation only; the AD must provide credit card information to the rental car company upon arrival. The AD will be reimbursed for the cost of the rental car and fuel upon returning from assignment. Receipts for the rental car and fuel must be turned in to get reimbursed.
- **DO NOT** make your own rental car reservation! This must be done through an approved vendor through the government travel company.
- **DO NOT** change or make your own flight arrangements. This must be done by a dispatcher and through an approved vendor and BCD travel company. You are under the same travel regulations as any other government employee and cannot travel by first class.



## NERV Rental Vehicles

The NERV program is an acquisition tool for emergency incident rental vehicles. The agency electronic travel system (ETS, BCD, Duluth, Concur, etc.) cannot be circumvented if the resource can use their agency travel systems to reserve (non-heavy duty) rental vehicles.

To utilize the NERV program the resource order must be approved for NERV or NERV HD vehicle. The position that is being mobilized must also meet requirements of field going, such as Ops, Air Ops, Field Observer, or EMTF to receive a Heavy-Duty rental. NERV considers off road to be any unmaintained road. Paved roads, graveled roads, and campgrounds are considered maintained. Non-heavy-duty vehicles may be rented in special circumstances. The vehicle will be paid for by NERV, all fuel will be paid for by the AD and reimbursed on a travel voucher.

**The dispatcher will submit a request through the NERV website. NERV does not authorize creating a NERV request on your own.** The dispatcher will email a NERV packet to the AD: cover sheet, resource order, inspection checklist. The AD will need to collect the rental agreement from Enterprise and do an inspection.

**The NERV packet must be sent by the AD to the email for NERV provided at the top of the packet.**

## Casual Hire Paperwork

The Dispatcher will email casual hire paperwork. This paperwork includes a casual hire form and resource order. If flight arrangements have been made, the dispatcher will forward the flight itinerary to the AD.

- All hiring forms will be signed electronically (exceptions can be made) and emailed back to [SM.FS.coide@usda.gov](mailto:SM.FS.coide@usda.gov)

The AD shall never mobilize to an incident without a resource order and casual hire form with both signatures. If an AD mobilizes to an incident without signed casual hire paperwork, they are not considered to be in pay status and will not be paid for their time or any cost incurred during travel. The first occurrence of this will result in a modified mobilization plan for that individual. Second occurrence of this behavior will result in the AD no longer being hosted by the DEF.

## Demobilization Travel

Demobilization travel should be like mobilization travel. Return travel should be provided by the receiving unit dispatch center.

## Returned from Assignment

It is the responsibility of the AD to turn in a performance evaluation, OF-288 or a copy of a processed OF-288 and a travel worksheet with receipts to [sm.fs.coide@usda.gov](mailto:sm.fs.coide@usda.gov) or bring to the dispatch center. If the incident cannot process BOTH or ALL your time and travel, then submit the time and travel to COIDC. Split time and travel claims will cause serious delays for payment. COIDC will only process time submitted on an approved Incident Time Report (OF-288) form. Currently, there are two approved OF-288 forms available; both can be accessed from the COIDC Casual web page. Crew time reports will not be accepted and will be returned to the AD and the AD will be expected to transfer their time to an OF-288 and attain signatures.



Dispatch will enter the information provided from the travel reimbursement worksheet and receipts into ETS2 and an authorization and voucher will be created. Once the voucher has been created, the AD will be emailed a copy of the voucher to review and approve. Once the AD approves the travel voucher; it will be submitted by the dispatcher for final approval by the Center Manager or Logistics Assistant Center Manager. All travel authorizations and vouchers are kept as part of agency records retention policy.

The following documentation should be included:

- Travel Reimbursement Worksheet
- Resource Order
- OF-288s
- Casual Hire form
- Lodging receipts
- Rental Car receipt
- Rental car fuel receipts
- Luggage receipts
- Taxi/Shuttle receipts
- Misc. expenses not covered under ME&I

# Appendix A

## Contact Information

All email correspondence will be done via [sm.fs.coide@usda.gov](mailto:sm.fs.coide@usda.gov).

Central Oregon Interagency Dispatch Center is located at, and you may mail forms to, 1605 SE Ochoco Way, Redmond OR, 97756

Contact us by phone at 541-316-7700

## Organization and Positions

The Central Oregon Fire Management Service (COFMS) manages the Prineville District BLM, Deschutes National Forest, and Ochoco National Forest. Employees with fire qualification that have retired from or left COFMS on good terms may be eligible to be hosted as an AD. All potential ADs will be hosted under the Deschutes National Forest.

There are several positions that an AD will work with in COFMS: AD Coordinator, Training Specialist, Incident Business Specialist, Center Manager, Interagency Fire Staff Officer, dispatcher, and travel arranger.

### AD Coordinator, Emily Kausler

- Oversight and distribution of all communications from ADs
- Oversight of preparing, processing, and tracking preseason paperwork and driving records
- Primary approver of time and travel
  - Center Manager is a secondary approver and Lead Logistics Dispatcher is a tertiary approver
- Oversight and delegating time and per diem to be processed
- Maintaining records and tracking annual requirements
- Gathering information and presenting new AD requests for approval by the Center Manager/Fire Staff Officer
- Ensuring audits of qualification records are completed
- Ensure annual experience is updated in IQCS
- Ensure distribution of Qualification Cards is completed
- Annual review and update of hiring manager delegation for COFMS, Cache, RAC
  - Routed from AD Coordinator to Center Manager to Fire Staff
- Receives and elevates requests for new Position Task Books (PTBs) to the Center Manager
- Monitor performance appraisals and elevate non satisfactory appraisals to the Center Manager.

### Logistics Lead Dispatcher/Travel Arranger, Marlene Hunt

- Will process travel authorizations and vouchers (completed within 5 business days)
- Will process ADs time (completed within 3 business days)
- Will communicate with ADs about travel vouchers, time, preseason paperwork, Qualification Cards, HSQ requests, training and ongoing needs/concerns.
- Maintain AD Spreadsheet
- Validate IQCS experience records (Lead or ACM)
- Maintain AD and Training Records

- Will be a hiring manager, if delegated, and expected to review and sign Casual Hire forms

#### Center Manager, Jada Altman

- Approves or elevates requests for sponsorship
- Approves or elevates training requests
- Approves per diem and travel
- Approves or elevates to Training Specialist requests for Position Task Books
- Guidance to AD Coordinator and Dispatchers
- Ensures quality of AD guides and publications for the COFMS AD program and obtains current signatures on such documents.

#### Dispatcher, any individual that identifies themselves as working for Central Oregon Dispatch

- Updating availability in IROC
- Mobilizing ADs for assignments
- Sending and collecting AD paperwork for assignments

#### Safety and Training Specialist, Tim Hoiness

- Certifies all Position Task Books (will work with Fire Staff on this)
- Certifies Qualification Cards
- Performs municipal cross walks for new AD sponsorship
- Primary point of contact for e-medical (HSQ), OWCP claims and any HIPPA related information
- SME for regional AD training guidance
- Collaborates with AD coordinator regarding annual training (IMS, Pack Test and Fire Refresher)

#### Incident Business Specialist, Trisha Wardlow

- Provides policy guidance and direction on hiring and SOG content

#### Interagency Fire Staff Officer, Kevin Stock

- Policy enforcement
- Guidance to Center Manager and AD Coordinator
- Approves sponsorship
- Approves training and Position Task Book requests

## Appendix B

### Casual Employee Documents and Links

*Some forms may require Adobe Acrobat to view/save/print. Adobe Acrobat can be downloaded free of charge at:*  
<http://get.adobe.com/reader/>

All of these forms can be found at <https://gacc.nifc.gov/nwcc/districts/COIDC/ADcasual.html>. Current year versions will be posted after February 1<sup>st</sup>.

## Appendix C

### AD Hiring Delegation

 USDA Forest Service Deschutes Ochoco National Forests <a href="http://www.fs.fed.us/r6/deschutes">http://www.fs.fed.us/r6/deschutes</a> <a href="http://www.fs.fed.us/r6/ochoco">http://www.fs.fed.us/r6/ochoco</a>	Deschutes National Forest 83095 Deschutes Market Road Bend, OR 97701  Ochoco National Forest 3160 NE 3 <sup>rd</sup> Street Prineville, OR 97754	 USDI Bureau of Land Management Prineville District 3050 NE 3 <sup>rd</sup> Street, Prineville, OR <a href="http://www.or.blm.gov/prineville">http://www.or.blm.gov/prineville</a>
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File Code: 6540/6100

Date: March 1, 2023

Route To:

Subject: Delegation of Authority for Administratively Determined (AD) Hires

To: The Files

As directed by Human Resources and Fire and Aviation Management in a letter dated July 20, 2014, the following individuals are delegated as "Hiring Officials" for Administratively Determined (AD) workers.

Jada Altman	Maurice Evans	Hector Basso
Emily Kausler	Chris Buhrig	Kristopher Strong
Marlene Hunt	Jackie Ayers	Ryan Jackson
James Brown	Josh Cantrell	
Trisha Wardlow	Yvonne Pittman	

Guidance regarding laws, regulations and policies applicable to hiring AD/casuals can be found in the following:

1. Qualifications: Fire and Aviation Management Qualifications (FSAO) Guide, and PMS 310-1
2. Interagency Incident Management Handbook, FSH 5109.34, Chapter 10
3. R6 Incident Business (<http://www.fs.fed.us/r6/fire/incident-business/>) Northwest Special AD rates for positions not published in the National AD Pay Plan
4. DOI, FS Casual Payment Procedures- hiring procedures and forms, payment processes
5. 2020 Supplemental Guidelines for Casual Hires for Deschutes National Forest, Ochoco National Forest, and Prineville BLM

The "Hiring Officials" should be fully trained on the provisions of the FS, qualification requirements, required forms, and salary rates. Exception position requests will be submitted through the Fire Staff for submittal to the Regional Incident business Coordinator for approval.



KEVIN STOCK  
Fire Staff, Central Oregon Fire  
Management Service



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## Appendix D

### Acknowledgement of Guidelines

I understand and have read in entirety the expectations, rules, and policies of the US Forest Service and COFMS Administratively Determined Employee Program. By signing below, you agree to follow the information provided in the AD Standard Operating Procedures.

_____	_____	_____
Print	Sign	Date