

# Single Resource Casual Hire Information

Casual's name (print): \_\_\_\_\_ Phone #: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Point-of-hire: \_\_\_\_\_ State: \_\_\_\_\_ ECI #: \_\_\_\_\_

## HIRING UNIT INFORMATION

Office name: **CENTRAL OREGON INTERAGENCY DISPATCH** Hiring location (ID-BOF): **OR-DEF** Date: \_\_\_\_\_  
Address: **1605 SE OCHOCO WAY** City: **REDMOND** State: **OR** Zip: **97756**  
Hiring official's name (print): \_\_\_\_\_ Phone #: **(541) 316-7700**

## POSITION INFORMATION

Job title: \_\_\_\_\_ AD class: \_\_\_\_\_ AD rate: \_\_\_\_\_ Request #: \_\_\_\_\_ Fire Code: \_\_\_\_\_  
Incident order # (ID-BOF-000423): \_\_\_\_\_ Incident location (city/state): \_\_\_\_\_

**Hiring of emergency personnel may be made according to the provisions of the current Administratively Determined Pay Plan for Emergency Workers when any of the following conditions exist. Reference the Pay Plan for specific determinations.**

- 1. To fight an ongoing fire.
- 2. Unusually dry period or fire danger is high to extreme.
- 3. Provide support to ongoing incidents to include post-incident administration (dispatch, warehouse/cache, administrative, support) normally not to exceed 90 calendars days.
- 4. Place firefighters on standby for expected dispatch.
- 5. Temporarily replace members of fire suppression crews or fire management personnel who have been mobilized to incidents.
- 6. Attend emergency incident training.  Trainee  Refresher Course: \_\_\_\_\_
- 7. Instruct emergency incident training when all other methods of hiring and contracting instructors have been exhausted.
- 8. Cope with floods, storms, or any other all-hazard emergency.
- 9. Carry out emergency stabilization work when there is an immediate danger of loss of life or property.
- 10. Following a natural emergency, develop plans and manage emergency stabilization efforts.
- 11. Meet FEMA mission assignments.
- 12. Provide public awareness for an emerging or projected incident, event, or situation.
- 13. DOI agencies only: For hazardous fuel reduction projects (excludes mechanical or chemical treatments).

## TRAVEL/TRANSPORTATION/SUBSISTENCE

Travel for casual hires will be processed in accordance with Federal Travel Regulations, AD Pay Plan, and agency policy.

Casual is entitled to transportation to and from the incident:  No  Yes

### Transportation method:

- Airline
- POV (mileage reimbursement authorized)
- Rental vehicle (must be on resource order). Rental provided by:  Casual  Government
- Other (such as bus, gov't vehicle, EERA): \_\_\_\_\_

### Subsistence (check one):

- Casual will be subsisted by government.  Casual will be self-subsisted.

Provide estimate for M&IE and POV mileage reimbursement. Find current rates at <http://www.gsa.gov/portal/category/100000>. \$ \_\_\_\_\_

## EMPLOYMENT FORMS

### Completed by agency:

New	On file			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	I-9, Employment Eligibility Verification.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	OF-288, Incident Time Report (complete blocks #1 through #16 and Column A, including travel start time).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	State/federal government-issued photo ID verified and in casual's possession (required for all positions).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Incident qualification card (if required for position) verified and in casual's possession.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	State-required certification verified, if required for position (e.g., CDL, driver's license, EMT certificate).		
<b>Casual:</b>	<input checked="" type="checkbox"/>	Federal W-4	<input checked="" type="checkbox"/> State tax (if applicable)	<input checked="" type="checkbox"/> Incident Behavior <input checked="" type="checkbox"/> Direct Deposit

**I understand that I am being hired under the terms and conditions of the Administratively Determined Pay Plan for Emergency Workers.**

Casual's signature (required) \_\_\_\_\_ Date: \_\_\_\_\_

Hiring official's signature (required) \_\_\_\_\_ Date: \_\_\_\_\_