

2015 CENTRAL OREGON INTERAGENCY FIRE MANAGEMENT SERVICE

Supplemental Guidelines for Casual Hires For Deschutes National Forest, Ochoco National Forest, and Prineville District, BLM

Authority

Authority to hire and pay temporary workers in emergency situations pursuant to the Administratively Determined (AD) Pay Plan for Emergency Workers (AD Pay Plan) is 5 U.S.C. 5102(c)(19), 7 U.S.C. 2225 and 2226, 16 U.S.C. 554e and 43 U.S.C. 1469. Hiring information is found primarily in the Interagency Incident Business Management Handbook (IIBMH Chapter 10/FSH 5109.34).

The following direction is provided as guidance to assist in the consistent and effective management of the emergency hire workforce and to comply with the Forest Service and BLM direction (FSM 5100, FSH 5109.17, FSH 5109.34). These guidelines are made a part of the Central Oregon Fire Management Plan, Chapter 5.

Central Oregon Interagency Hosting Guidelines

All Individuals must meet agency requirements, as identified in the PMS 310-1 and Forest Service Fire and Aviation Qualification (FSFAQ) Guide. New requests for sponsorship will be reviewed by the COIDC Center Manager and/or COFMS Training and Safety Manager. Inquiries by individuals possessing Area Command and Type 1 Command and General Staff qualifications will be submitted to the Pacific Northwest Regional Qualification Review Committee for approval. Once accepted for sponsorship by COFMS, potential Casual Hires are expected to have all forms and certification requirements submitted to COIDC prior to May 1st.

Requests to sponsor Casual Hires will be evaluated based on critical skill shortages, past performance, and COIDC workload capacity. As a rule, Casual Hire employees potentially hired in Central Oregon will reside in the COFMS service area (Deschutes National Forest, Ochoco National Forest or Prineville District BLM). Inquiries from potential Casual Hires residing outside the COFMS service area, or annual hiring documents received after May 1st may be considered on a case by case basis.

Local Hiring Procedures

Only approved hiring officials are authorized to hire Casual Hires. The COFMS Casual Hiring Delegation of Authority letter will be issued, and signed by COFMS Fire Staff annually, by April 1st. A periodic sample review of AD hiring files will be conducted by the Forest Incident Business Program Specialist and/or Assistant Fire Staff.

The national Casual Hire and Payment Process will be followed for processing all hiring and payment paperwork. Central Oregon Interagency Dispatch is the main point of contact for inquiries, hiring, training files, and payment processing for the COFMS service area. The Redmond Air Center will process Casual Hires employees working at or through their facility.

Exception positions to be hired under the AD Pay Plan must be approved by the COFMS Fire Staff, and forwarded to the Regional Incident Business Coordinator (Forest Service) or State Incident Business Lead (Bureau of Land Management) for approval prior to hiring.

Upon release from an assignment, Casual Hires are required to submit signed OF-288 (original or copy), performance evaluation, travel worksheet and receipts to COIDC within 5 days. Failure to submit a performance evaluation for each assignment may affect continued sponsorship.

Training

Nomination requests to attend training, meetings and/or workshops will be submitted in writing to COIDC at least 14 days prior to training (local) or travel (out of area) for approval by COIDC Manager (within region), or COFMS Fire Staff (out of region). Requests will include the agenda, travel, tuition, and justification.

- Requested training must be required to maintain currency and qualifications
- Waiver requests to increase/add qualifications for Casual Hires will be submitted in accordance with PNWCG memo issued 11/6/13
- Waivers to attend training sessions that are not required but support current qualifications are at the discretion of Fire Staff, Division Fire Management Officers, and/or the COIDC Manager

Travel

The point of hire will be COIDC, residence, or current location with consideration to cost and benefit to the government. Reimbursement for the use of a Privately Owned Vehicle (POV) will be allowed at the discretion of hiring/ordering unit and pre-approved by COIDC Manager. Local travel reimbursements for training will be processed monthly (every 30 days) with the intent to minimize voucher submissions and cost.

Approved By:



Alex Robertson, COFMS Fire Staff

3/5/15

Date

Attachments:

COIDC AD Paperwork Checklist

PNWCG memo : Administratively Determined (AD) and Supplemental Fire Department Resources (11/06/13)

IBC memo : Use ECI (Employee Common Identifier #'s) or Casual Hire processing in place of SSN (11/22/2013)

2014 Forest Service AD Driver Operator and Hiring Official Responsibilities, Misc. AD Driver Forms

Reference Web Sites:

Forest Service Fire and Aviation Qualifications Guide

<http://www.fs.fed.us/fire/publications/fsfaqg/fsfaqg.pdf>

National Wildfire Coordinating Group, Wildland Fire Qualification System Guide (PMS-310-1)

<http://www.nwcg.gov/pms/docs/pms310-1.pdf>

R6 Incident Business

<http://www.fs.fed.us/r6/fire/incident-business/>

WO Incident Business

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

DOI Administratively Determined Pay Plan for Emergency Workers

http://www.nwcg.gov/branches/pre/ibc/documents/personnel/doi_ad_payplan.pdf

Forest Service Administratively Determined Pay Plan for Emergency Workers

http://www.nwcg.gov/branches/pre/ibc/documents/personnel/fs_id_5109.34.pdf

Forest Service Casual Hire Travel Process

http://www.nwcg.gov/branches/pre/ibc/documents/personnel/ad_travel_policy.pdf

Forest Service Casual Hire and Payment Process

http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5357102.pdf

DOI Casual Payment Center

http://www.nifc.gov/programs/programs_PaymentCenter.html

FS ASC Casual Payments

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