



Central Oregon Interagency Dispatch Center

1605 SE Ochoco Way
Redmond, OR 97756
Phone: (541) 316-7700

January 14th, 2026

Subject: 2026 Administratively Determined Casual Hire Employment

Please read this letter in its entirety, as some standard operating procedures have changed.

In anticipation of the 2026 wildland fire season, we are contacting you based on your past or current interest in emergency employment with the federal government, under the Casual Hire Administratively Determined (AD) Pay Plan, through the Central Oregon Interagency Dispatch Center (COIDC). If you are **not** going to renew in 2026, please let us know.

The only email address we are checking for AD hiring, time and travel is sm.fs.coidc@usda.gov. Please save this email address as a contact in your email and delete any individual USDA, FireNet, and Gmail email addresses.

***Important Reminder for 2026** – All AD's hosted by COIDC will be **required** to attend an AD orientation event prior to taking assignments. The Dates will be:

- Friday, March 13th from 1000-1200 @ COIDC
- Friday, April 24th from 1000-1200 @ COIDC
- Sunday, May 17th from 1000-1200 @ COIDC

***Important Reminder for 2026** - Due to the waning Forest Service Budget, it is imperative that we stick to the allocated training time & travel allowance. ADs are allotted up to 80 hours for training each year and they **must** be submitted for approval **a minimum of 14 days for local attendance and 30 days prior to travel to non-local events.** (If you can give more notice than that, it would be appreciated). See below for more specific information. **Travel outside of Central Oregon for training must be approved by the Forest Supervisor.**

***New for 2026** We are going to stick to a hard date for signing up AD's this year! It's too difficult to keep up with new requests during fire season. Your hard copy documents and records are due for update by **May 15th**. If you don't have everything turned in by this date, we will **NOT** be hosting you.

Records: Please make sure all your training and experience records are up to date. Your 2025 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.

This is also a good time to verify your IROC, NAP and FireNet accounts (if applicable.) For NAP or IROC, work through the IROC web site/Help Desk for any issues: 866-224-7677 or <https://nap.nwccg.gov/NAP/#moduleID=NAPHomeModule>

Agency policy requires that several documents be current and on file in our office before a Casual employee can attend training or mobilize to an incident. Please compare your records to the attached list to ensure you are eligible for hiring.

I-9: All new onboarding AD's must schedule an appointment with our staff to complete the form in person providing:

- Passport
- OR a combination of Driver License/Birth Certificate or Driver License/SS Card or the other combinations outlined on the I-9 form.

Vehicle Operation: To operate a government-owned vehicle, rental vehicle, or be reimbursed for approved Privately Owned Vehicle (POV) mileage, the following must be completed and submitted every year (unless otherwise noted):

- R6-FS-7100-184 Application to Operate Government Vehicles
- OF-345 Physical Fitness Inquiry
- Casual Driver Operator and Hosting Agency Responsibilities – signed.
- Defensive Driving course: submit valid certification of completion to COIDC. You must provide this training on your own and at your own cost, **every 4 years**.
- Obtain a driving record from DMV and submit it to COIDC.
- Present a valid state driver's license.
- AD Hire shall be issued an annual letter of authorization in Lieu of form OF-346 signed by a Hosting Agency Line, Supervisor, or Staff Officer. The annual letter must clearly state what type of fleet equipment (for example, size and type of vehicles, UTVs, and so forth) may be operated, the requirement to have a valid state license, possession, and expiration of the authorization no later than one (1) year from authorization date and any restricted driving conditions (such as, daylight only, paved roads only, automatic transmissions only, no vehicles over 8600 GVW, and so on). This annual letter or other approved document must be carried whenever operating fleet equipment.

Training/Meetings/and Workshops: Casual Hire employees can attend up to 80 hours of training per calendar year for annual refreshers, maintenance of current IQCS qualifications, and attendance at IMT or other conferences *with prior approval*. Casual employees are not authorized to take courses for the purpose of adding additional IQCS qualifications to their NWCG Qualifications Card (there are some exceptions, so please ask).

Nomination requests to attend training, meetings and/or workshops will be submitted in writing **prior to** training: a minimum of 14 days for local attendance and 30 days prior to travel to non-local events. The request must include:

- Dates, location, and agenda.
- Justification for attendance.
- Cost estimate including wages, per diem, proposed lodging, and transportation. Use of a POV must be requested and pre-approved.

If your request is approved, you must have a current resource order and a signed casual hire form from COIDC *prior* to departure or working virtually.

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. We must have your completed packet of forms for the year prior to requesting from the HSQ coordinator.
- Once the HSQ Coordinator has initiated a "packet" on behalf of an AD, an email will be sent informing the AD to login 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).
- The 2026 Central Oregon Fire Refresher schedule has not been finalized. We will get it out to you as soon as we have it.

Expenses & Reimbursement: Casual Hires will be “self-sufficient” with few exceptions. This means you will have to initially pay for your lodging, meals, miscellaneous expenses, and possibly a rental car from personal funds while attending training or on assignment.

- Reimbursement for the use of a POV is at the discretion of the government and must be pre-approved in writing.
- Allowed expenses for training will be reimbursed via a Travel Voucher and may take up to several weeks.

Incident Assignments: COIDC requires copies of all time reports with a written notation of whether the incident submitted it directly to ASC or not.

- Whenever possible, Incident Finance will process time and travel on your OF-288; miscellaneous travel expenses and pre-approved POV mileage should be included. The “Batch Number” should be noted on time reports submitted by an incident.
 - If the incident is unable to process all travel on an OF-288, submit your time to the incident and provide a travel worksheet, with all expense receipts to COIDC.
- 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.
- You are responsible for retaining and providing your Employee Common Identifier (ECI) for hiring forms, I-Suite, and OF-288s. New AD’s will be issued an ECI after first NFC payment.
- Travel reimbursement claims will not be processed until we receive time reports.
- Travel reimbursement claims will not be processed without a completed and signed COIDC Travel Reimbursement Worksheet. (Note: Travel expenses for training cannot be submitted on an OF-288.)
- Don’t forget your receipts!

The 2026 Casual Pay Plan is not yet available; the 2025 rates will be in effect until we get a revised directive. ***There will only be one AD Pay Plan issued starting in 2026, the USFS and DOI will use the same one and once it is finalized, we will send it out along with any updates.

Casual employment information and forms are available on the COIDC webpage:
<http://gacc.nifc.gov/nwcc/districts/COIDC/ADcasual.html>.

Reminder: COIDC requires copies of **ALL OF288’s, Travel, and Performance evaluations** from **every** assignment regardless of whether the incident submits your time/travel. **This is not optional.**

Please review all the documents provided and contact us if you need access assistance, hard copies, or have questions: **COIDC Logistics (541) 316-7700/ SM.FS.COIDC@usda.gov**

Thank you for your support. We wish you all a safe fire season.

Jada Altman
 COIDC Manager

Casual Employee Documents: 2026

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

- **Casual Personal Information Form** – Submit any changes for email address, phone numbers, mailing address, or emergency notification. Attached (the electronic version can be emailed on request).
- **Casual Hire Orientation Expectation Letter** – Updated annually, sign once you have attended orientation.
- **Casual Hire Form (PMS 934)** – This form must be completed and signed prior to any travel, training, or assignment. We may email the form to you for digital signature, or you can return the form directly with a wet signature.
 - COIDC is going electronic. Digital signatures may be collected at the time of assignment, or if able, we will keep an electronic signature on file for you.
- **Direct Deposit-Salary (SF-1199a)** – Complete if your direct deposit banking information has changed.
- **Vendor Code Information Sheet (Travel) (FS-6500-231)** – Complete if your direct deposit banking information has changed.
- **Incident Behavior (PMS 935-1)** – Update annually.
- **Employment Eligibility (Form I-9)** – Must be submitted in person with two valid forms of identification. Update every **3 years**.
- **Employee's Withholding (Form W-4)** – Update only if you want to make changes.
- **Driver Licensing & Authorization -**
 1. **Driver Application for Authorization (FS-6500-214)** – A statement of your driving experience and history.
 2. **Medical History (OF-345)** – Include any medical conditions that may affect your driving ability.
 3. **Valid State Driver License** - Required for the type of vehicle to be driven. The state driver license must be carried with the employee any time they are driving a government vehicle.
 4. **State DMV Driving Record** – An affidavit from the state licensing bureau, obtained by the Casual for a fee, verifying the applicant's driver license. Information is available on the Oregon www.oregon.gov/ODOT.
 5. **Authorization to Operate Forest Service Owned/Leased Vehicles** – COIDC will issue this to you annually, if you are authorized to operate Forest Service owned and/or leased vehicles. You must have this on your person for any training or incident assignment for which you are approved to drive Forest Service or rental vehicles, or for reimbursement of POV mileage by the Forest Service.
 6. **Driver R6 Casual Operator Responsibilities - Signed**