



UPPER COLORADO RIVER  
FIRE AND AVIATION MANAGEMENT UNIT  
BLM - NORTHWEST DISTRICT  
BLM - SOUTHWEST DISTRICT  
USFS - WHITE RIVER NATIONAL FOREST

INTERAGENCY



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## STANDARD OPERATING PROCEDURE FOR THE USE OF ADMINISTRATIVELY DETERMINED (AD) EMERGENCY WORKERS

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*3.30.18*

Date

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Date

## **I. Use of the Administratively Determined (AD/Casual Hire Employee) pay plan within the UCR**

The AD Pay Plan is a special hiring authority granted by the DOI, providing a simplified process to hire casuals for specific needs. This pay plan may not be used to circumvent other hiring authorities (i.e., temporary 1039 or career seasonal appointments), contracting procedures, or to fill vacant government positions. Additionally, this authority can never be used to extend a time-limited appointment. Establishing and maintaining an “AD Program” is not a requirement in BLM policy. In the Upper Colorado River Interagency Fire Management Unit (UCR), the use of AD employees will be implemented purely for the benefit of the agency, and the need for the program will be reevaluated on a yearly basis.

### **Sponsorship**

- The core fire season for the UCR generally runs from May 1<sup>st</sup> to September 30<sup>th</sup>, if needed, AD employees will be utilized during the core fire season. If the use of AD’s is needed outside of these dates, it will be on a case by case basis and approved by the Unit Duty Officer / AD Approving Official.
- AD employees sponsored by the UCR will not be sponsored by other government entities, without prior communication with their hiring official.

## **II. Additional Resources to Policy and Guidelines Regarding the AD Program**

- Upper Colorado River Interagency Fire Management Website – [http://gacc.nifc.gov/rmcc/dispatch\\_centers/r2gjc/](http://gacc.nifc.gov/rmcc/dispatch_centers/r2gjc/)
- Casual Payment Center - [http://www.nifc.gov/programs/programs\\_PaymentCenter.html](http://www.nifc.gov/programs/programs_PaymentCenter.html)
- AD Pay Plan - [http://www.nifc.gov/programs/cpc\\_ADpayplans.html](http://www.nifc.gov/programs/cpc_ADpayplans.html)
- Interagency Incident Business Management Handbook  
<http://www.nwccg.gov/sites/default/files/publications/pms902.pdf>
  - BLM Standards for Fire Business Management “Orange Book”-  
[https://www.fs.fed.us/r6/fire/incident-business/documents/40-20170320\\_BLM\\_OB\\_2017.pdf](https://www.fs.fed.us/r6/fire/incident-business/documents/40-20170320_BLM_OB_2017.pdf)
  - Redbook 2018 – Interagency Standards for Fire and Fire Aviation Operations  
[https://www.nifc.gov/policies/pol\\_ref\\_redbook.html](https://www.nifc.gov/policies/pol_ref_redbook.html)
- U.S. Department of the Interior Temporary Duty Travel Policy  
<https://www.doi.gov/sites/doi.gov/files/migrated/pfm/fmm/upload/DOI-TDY-Travel-Policy.pdf>
- Casual Hire Health Benefits Information  
<https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/2016/>  
[https://www.nifc.gov/programs/programs\\_PaymentCenter.html](https://www.nifc.gov/programs/programs_PaymentCenter.html)

### **III. Hiring Process**

#### **Annual Pre-Hire Process**

- UCR Leadership Team and administrative support staff will evaluate local needs.
- UCR Leadership Team and administrative support staff will review prior season use of AD's (casual hires) and review local staffing needs.

#### **AD Orientation Held in Grand Junction**

- An AD orientation will be conducted annually at the Grand Junction Air Center. Approving officials, hiring officials, and administrative support staff will cover the SOP along with answer any questions regarding the program, positions, and the hiring process in general.
- All applicants will complete the interest announcement form along with an OF-306.
- Applicants considered for use, will reside within the UCR boundaries.

#### **Selection Process**

- After the Orientation, UCR Leadership Team will meet and determine which applicants will be utilized for the upcoming season.
- Applicants will be notified by a hiring official on their acceptance and intent for the upcoming fire season.
- Hiring official and applicant will arrange a time to meet in order for applicant to complete any paperwork prior to being sponsored.

### **IV. Responsibilities**

#### **Payment Center Responsibilities**

- Generate the Employee Common Identifier (ECI) for AD employee.
- Provide the ECI to hiring units.
- Provide the ECI to AD employee.
- Process AD's Federal Employee Health Benefits Form, along with track contacting the employee directly via phone call/email/letter notifying them of eligibility and coverage options.

#### **Hiring Unit Responsibilities**

- Designate hiring/approving officials.
- Design and maintain a current list of qualified potential ADs. Hiring the best qualified candidates is the goal of the program.
- Create and maintain an AD folder for each employee.
- Create and maintain IQCS folder for AD.
- Provide the ECI to employee.
- Maintain AD hiring documents in accordance with the Privacy Act (5 U.S.C. 552a). Provide a system and point of contact to ensure that ADs are compensated for wages and travel.
- Provide the proper safety gear for the position.
- Gather and maintain Emergency Contact Information form.
- Coordinate with human resources for application of Homeland Security Presidential Directive-12 (HSPD-12) as it applies to hiring casuals.
- Hiring unit will provide assistance to the Colorado State Office (COSO) when working through worker compensation claims. COSO contact is Cynthia Felkins and can be reached at 303-239-3946. ADs are covered under the Federal Employee's Compensation Act (5 U.S.C. 81), which

authorizes medical care and compensation for periods of disability for ADs who sustain traumatic injuries and occupational diseases in the performance of duties.

- Process personal property loss/property damage claims.
- Issue authorization to travel and process claims for travel expense reimbursement.
- All AD employees' paperwork will be processed and stored through one centralized location, the Grand Junction Air Center. It is the responsibilities of the hiring official and the AD employee to ensure paperwork is delivered to the Air Center.
- If the hiring official is unavailable, the dispatch hiring official may obtain a verbal acceptance of hiring that employee and fill out the documentation accordingly.

#### **Administratively Determined (AD) Employee's Responsibilities**

- Uphold a professional image and appearance and represent the UCR 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.
- AD will be provided the agency policies and guidelines; and will be expected to know and follow them.
- Provide ECI to incident management personnel for input into e I-Suite.
- Contact hiring unit or Casual Payment Center if ECI is unknown.
- Write ECI on OF-288 if not printed from e I-Suite.
- To be self-sufficient during all fire assignments, AD is expected to cover ALL expenses while out on a fire assignment. Reimbursement for all personal expenses will be captured in the government travel system. Anticipate periodic delays in payment, as some travel systems have glitches along with annual down time for updates.
- 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 in order to be reimbursed for the full amount.
- Set up an appointment with the administrative support staff after each assignment and ensure all the proper documentation is submitted and is available to answer any questions. Schedule will be based off of support staff availability.
- Complete travel and close out OF-288 no later than 5 business days following return from travel. Reference: <https://www.doi.gov/sites/doi.gov/files/migrated/pfm/fmm/upload/DOI-TDY-Travel-Policy.pdf>. Page 16
- AD hire will provide the hiring official with any and all documentation pertaining to their red card qualifications or other necessary documentation i.e. defensive driving certification and a copy of their driver's license.
- AD hire's will provide all year end documentation i.e. Experience Updates, Red Card Quals. Etc. by November 30<sup>th</sup> of that year to their hiring official, ADs will not contact IQCS coordinators directly.
- Return any and all property of the government that was assigned to you for the fire season i.e. office keys, AOA badges, fire gear, etc.
- AD's will complete the Federal Employee Health Benefits Form indicating whether they wish to enroll or decline the offer. If the AD elects to enroll, the AD will be contacted when eligible and provided with documentation to enroll. If the AD elects to decline coverage, their declination will be recorded and no further contact will be made.

**Hiring Official Responsibilities**

- Provide a safe and discrimination-free work environment.
- Have in-depth knowledge of the AD Pay Plan, have a full understanding of how and when it can be utilized.
- Sign Casual Hire Form prior to employee going on a fire assignment.
- Approve AD's travel in the travel system.
- Ensure all proper documentation is maintained and filed regarding AD's red card qualifications.
- The point of contact for their hired ADs when out on a fire assignment and need guidance or questions answered.
- Responsible for obtaining AD hire's performance rating after every off unit fire assignment. Ensure this rating is included in the payment package for approving official's review.
- Review payment package prior to submission for administrative support personnel. Payment package includes; casual hire form, OF-288, Health Benefit Form, and any travel reimbursement or performance rating.
- Each year the hiring official will include and require each casual to complete the Conditional Offer of Federal Employee Health Benefits Form at the time of hire, providing notification of the government's intent to offer coverage.

**Approving Official Responsibilities**

- Audit AD's time and documentation for accuracy and completeness, and then certify that each timesheet is properly completed and legal for payment by meeting the provisions of the AD Pay Plan.
- Sign each batch for payment.

**UCR Administration Support Responsibilities**

- Process batches of time to the Casual Payment Center (CPC) along with working with the CPC on issues and corrections of casual's time.
- Maintain casual hiring documents in accordance with the Privacy Act (5U.S.C. 552a).
- Input AD's travel in the travel system and complete travel reimbursement worksheet according to signed travel submissions.

**UCR Workforce Development Committee Responsibilities**

- Review and recommends all AD's red cards, qualifications, and training.
- Review and recommends any AD hire that would want to be considered to be put on priority trainee list.

**V. Training**

- All BLM employees who are issued an Incident Qualification and Certification System (IQCS) Red Card are required to complete IS-700a "NIMS, An introduction". The earlier version (IS-700) is acceptable.
- Additionally, all BLM employees with Strike Team Leader, Task Force Leader, Unit Leader, Division/Group Supervisor, Branch Director, or Command and General Staff (Type 2 or higher) qualifications are required to complete IS-800b "National Response Framework, An Introduction". The earlier version (IS-800) is acceptable. Completion of these courses is required only once. Annual completion of these courses is not required. The BLM does not provide these courses.

- It is the AD's responsibility to maintain qualifications and currencies with the approval of their hiring official.
- All training documentation is the responsibility of the employee. It is the AD's responsibility to ensure training officials receive copies of all training records, past and present. Without training documentation, training officials will be unable to qualify AD hires into the appropriate positions.

The courses are available on the Internet at the following links:

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a>  
<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-800.b>

For more information on wildland fire qualifications, reference 310-1 Wildland Fire Qualification System Guide at <https://www.nwcg.gov/publications/310-1>

In addition to the courses listed above, the following courses will also be required by all hires. ADs will be expected to attend training in there are of point of hire.

1. BLM EEO Training- Do What's Right – [https://www.nifc.gov/eoo/eoo\\_main.html](https://www.nifc.gov/eoo/eoo_main.html).
2. Annual Fire Line Safety Refresher Training- RT-130  
[https://gacc.nifc.gov/rmcc/dispatch\\_centers/r2gjc/training/class\\_schedule.htm](https://gacc.nifc.gov/rmcc/dispatch_centers/r2gjc/training/class_schedule.htm).
3. Defensive Driving every 3 years - <http://www.safetyserve.com/doi/> sign up as a "New Student Registration, put hiring officials work information in if necessary and use the code "blm790716" to get access to the course.

Reference: Chapter 20 page 50 in the Redbook

<https://www.nifc.gov/PUBLICATIONS/redbook/2018/Chapter02.pdf>

## VI. Medical Standards

- All AD hires with arduous positions will require medical exams through Comprehensive Health Services (CHS), employee will need to contact their hiring official for further information.
- There are new standards for Health Screen Questionnaire (HSQ); therefore, all employees taking any level of a pack test will need to be cleared prior to testing. Allow sufficient lead time prior to taking the pack test and employee will need to work with their hiring official prior to testing.
- Please allow sufficient lead time to complete the physical process, ADs will not be allowed to take the Work Capacity Test until are cleared through the CHS process.
- No AD hire employee will be compensated for their time to complete the medical exams.
- AD will notify their hiring official if any medical conditions exists that may prevent them from successfully carrying out the duties in which they are hired for or performing any qualification on their red card.
- Additional Medical Standard information:  
[https://www.nifc.gov/medical\\_standards/Links/index.html](https://www.nifc.gov/medical_standards/Links/index.html)

## VII. Performance Rating

- All AD hires will be given a written rating before being released from any off unit fire assignment. The AD hire is responsible for obtaining a copy of this rating and providing a copy to their hiring official back at their home unit. It is the AD hire's responsibility to ask for an evaluation if one is not completed before leaving an incident. Continued sponsorship determination will be determined after review of performance ratings.
- All AD hire's that work on the unit and do not take an off unit assignment, will periodically be required to obtain a performance rating throughout the summer.

## VIII. Availability/Mobilization

- AD hire will not self-status in ROSS. AD hire's availability for both local and national assignments will be coordinated through their hiring official. AD employee will not directly contact dispatch.
- AD hires will not be compensated for time or travel to their designated point of hire. The casual hire will be expected to accept first available assignment once they are made available.
- **ALL FEMA** assignments must be approved through the Unit Duty Officer.

### *Resource Order*

- Prior to leaving for an assignment, an AD hire will be provided a copy of the resource order verifying the assignment. A copy of the resource order will be required when claiming travel and per diem.
- If requested by the incident that AD hire changes fire qualification or positions to meet the incidents mission, the employee is required to notify their hiring official, get a resource order that reflects those changes along with showing those changes on their OF-288.
- ADs will not be re-assigned to any qualification that is not on their current red card. If an AD gets a task book signed off while out on a fire assignment, the employee will remain as a trainee throughout the fire assignment. Once back at the home unit, the AD will turn their signed task book into their hiring official to go through the UCR's Workforce Development Process.
- AD hires will not be reimbursed for POV mileage or authorized a rental car unless it has been approved by their hiring official and documented on their resource order.
- If an AD is taking a personal laptop or cell phone with the intentions of using it on the incident, this will need to be communicated to their hiring official, requesting unit, and documented on the resource order in special needs.

## IX. Duration of Assignment

- Fire situations will dictate length of assignment, so AD hires should be prepared for assignments of up to 14 days excluding travel. Assignments should not be accepted if the AD hire expects not to complete the full assignment. An AD that is requested to extend or to be reassigned to an incident will need to coordinate with their hiring official prior to extension or reassignment.

## X. Timekeeping and Payroll

### *Payment Package*

- New OF-288 timesheet [http://gacc.nifc.gov/rmcc/dispatch\\_centers/r2gjc/forms/OF288-16a.pdf](http://gacc.nifc.gov/rmcc/dispatch_centers/r2gjc/forms/OF288-16a.pdf) An OF-288 will be completed for all hours worked by AD hires. The OF-288 will include the fire name, fire number, fire charge code, and AD's position requested on the resource order (not the highest qualification that you may hold on your Red Card). The OF-288 will be signed by the hiring official, or the operational duty officer, or the incident commander, or the work leader. As an example, an AD who is supporting tanker base operations can have the Unit Aviation Manager, or the Air Tanker Base Manager sign the OF-288.
  - Incident Behavior Form – Signed and dated by the AD employee.
  - Casual Hire Form – filled out completely and signed and dated by both the AD and the hiring official.
  - Health Benefit's Form [https://www.nifc.gov/programs/cpc\\_forms.html](https://www.nifc.gov/programs/cpc_forms.html)
  - Performance Rating (if off unit assignment)
  - Travel Reimbursement Form or Worksheet (SF 1012)
- The Casual Payment Center, National Interagency Fire Center in Boise Idaho will be administering payment.
  - AD hires must assure the time sheets are completed at the incident locations before demobilization. Time sheets must be hand carried by the AD hire to the home unit. The hiring official will close out the time sheets and submit all documents to the Administrative Support Staff. All documentation must be complete or a delay in payment may occur.

### *Travel*

- An AD will not be paid for their travel until the administrative support staff receive a signed voucher to fax in for payment.
- Other than reassignment, the hiring official **must** authorize any deviation of return travel from a fire assignment at the cost of the AD hire. If AD employee chooses to deviate from return travel any additional time, mileage, or other expenses incurred will be the responsibility of the AD employee.

## XI. Record Keeping

- To ensure consistency in the process, all AD's time and travel will be kept in a locked file cabinet with their local administrative support staff. Hiring officials will ensure all documents are in order prior to approving official review for payment. AD's will work with their hiring official to ensure all documentation is on file to support all IQCS qualifications. Those files will be kept at the Dispatch Center in a locked file cabinet as well.

**AUTHORIZED HIRING OFFICIALS**

The individuals listed below are authorized to hire ADs in accordance with BLM policy. The hiring official is responsible for proper completion of all required pre and post hiring documentation.

*Jeremy Spetter – West Zone Fire Management Officer*

*Tyko Isaacson – Central Zone Fire Management Officer*

*Alison Richards – East Zone Fire Management Officer*

*Sarah Culhane – Unit Aviation Manager*

*John Craig – Grand Junction Assistant Center Manager*

*Courtney Murray – Administrative Support Staff – Back up Hiring Official*

**AUTHORIZED APPROVING OFFICIALS**

*Robert Berger – Unit Fire Management Officer*

*Josh Tibbetts – Deputy Unit Fire Management Officer*

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I have read and understand the Administratively Determined (AD) Standard Operating Procedure for Upper Colorado River Interagency Fire and Aviation Management Unit's for 2018.

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Printed AD Hire Name

Date

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Signature