Single Resource Casual Hire Information

CASUAL INFORMATION

Casual's name (print):_____ Phone #:_____ Start date:_____

Point-of-hire: City _____ State _____ ECI # _____

HIRING UNIT INFORMATION

Office name:_____ Hiring location (example: ID-BOF):_____ Date: _____

Address:_____ City:_____ State:____ Zip:_____

Hiring official's name (print):_____ Phone #:_____

POSITION INFORMATION

Job title:_____ AD class:_____ AD rate: $_____Request #: _____ Fire code: _____

Incident order # (example: 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 calendar 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 or ☐ Refresher and course title _____
- ☐ 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 ***or*** ☐ 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**	
	☐	☐	I-9, Employment Eligibility Verification.
	☐	☐	OF-288, Incident Time Report (complete blocks #1 through #16 and Column A, including travel start time).
	☐	☐	State/federal government-issued photo ID verified and in casual's possession (required for all positions).
	☐	☐	Incident qualification card (if required for position) verified and in casual's possession.
	☐	☐	State-required certification verified, if required for position (e.g., CDL, driver's license, EMT certificate).

Casual ☐ Federal W-4 ☐ State tax (if applicable) ☐ Incident Behavior ☐ 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_____

Distribution: Follow agency hiring procedures.

NON-DISCRIMINATION POLICY STATEMENT: *The U.S. Government prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and, where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program (not all prohibited bases apply to all programs).*