



**File Code:** 6150-2-3

**Date:** March 25, 2005

**Route To:** (5130), (6300), (6540)

**Subject:** 2005 Administrative Determined Pay Plan for Emergency Workers

**To:** Regional Foresters, Station Directors, Area Director, IITF Director, and WO Staff

Enclosed is our 2005 Administratively Determined (AD) Pay Plan for Emergency Workers.

The pay rates for AD positions will not change in 2005. In response to the comments we received on our draft plan, the new AD position classifications and corresponding pay rates will be delayed for this year. Another group of subject matter experts will be convened to once again determine that the duties and responsibilities of the AD positions are accurately described. At that time all of our AD positions used on an incident will be reclassified and appropriate pay rates assigned with our intent being to reissue them in our 2006 plan.

The following is a summary of the changes that were made in the 2005 Pay Plan. The Plan--

1. Clarifies that this authority may be utilized for Federal Emergency Management Agency (FEMA) mission assignments (A3).
2. Requires use of standard rates for positions established by the Incident Business Practices Working Team (IBPWT) for commonly used positions. Requires approval of rates for positions not established in this pay plan. Removes the provision that allows Geographic Areas to assign rates and instructs the areas to furnish documentation to the IBPWT to establish the rate for the position on a nation-wide basis (B).
3. Adds, "if no documentation establishing a new or interim rate is provided, payment will be made at the AD-1 rate." (B)
4. Changes direction on how exceptions to the AD-4 rate are processed. (B2)
5. Changes direction to be consistent at all pay levels so that a casual's pay will be set at the point of hire and will not change based upon the location of the incident (B4).
6. Adds Security Specialist Level 1 or Level 2, and Buying Team Member to list of key positions that may be filled only by current agency employees (B5).
7. Adds, "This authority cannot be used to circumvent other hiring authorities such as temporary 1039 appointments or career seasonal appointments" (D6).
8. Clarifies that annual refresher courses and travel to and from training are included within the 80-hour training limit, regardless of agency (D6).



9. Removes the provision for up to 120 hours of training for specialized positions when state or federal licensing and/or certification requirements exist (D6).

10. Adds “To meet mission assignments issued by the Federal Emergency Management Agency (FEMA)” to required situations for hire (D11).

11. Deletes the provision for paying the rate at point of hire or the rate at the location of the incident, whichever is higher (E10).

12. Deletes provision to process casual payments at demobilization site (E10).

13. Clarifies that casuals working away from the point of hire must be given enough on-shift time (travel, ordered standby, and actual work) to total 8 compensable hours for that calendar day (E10d).

14. Removes reference to R&R and clarifies that casuals assigned to an incident at their point of hire are not entitled to guaranteed hours on days off. This is considered off-shift time and is non-compensable. (E10e).

15. Clarifies that casuals working at the point of hire are not guaranteed 8 hours each calendar day. (E10e)

16. Adds, “The hiring agency/unit is responsible to issue authorization to travel and to process claims for travel expense reimbursement.” (E14)

17. Adds language-advising agencies to adhere to their policy on hiring of relatives as casuals (E18).

18. Changes the way positions are classified and rates are established (F1).

19. Deletes direction authorizing agency administrators to equate positions to benchmark jobs and adds information on how positions are classified. (F)

In addition, the Incident Position Matrix was updated to include some technical specialist positions (THSP) that were established after the 2004 plan was finalized.

Any questions pertaining to the use of the pay plan should be directed to your servicing Human Resources Management office.

Payments for casual hires are processed at the National EFF Pay Center in Ogden, Utah. Detailed instructions on the payment process will be issued shortly. Any questions related to casual payments should be directed to Debbie Campbell at (801) 625-5866.

/s/ John G. Lopez  
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cc: Deborah Rigden, Gary Wilson, Andrea Wojtasek, Alice R Forbes, Emmy Ibison, Tina Ledger