

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705

May 4, 2005

In Reply Refer To:
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EMS Transmission 05/04/05
Instruction Memorandum FA IM-2005-021
Expiration Date: 12/31/05

To: State Directors
From: Director, Office of Fire and Aviation
Subject: Department of the Interior 2005 Pay Plan for Emergency Workers

Program Area: Interagency Business Management

Purpose: The purpose of this Instruction Memorandum (IM) is to authorize and provide direction, using the attached Department of the Interior (DOI) 2005 Administratively Determined (AD) Pay Plan, to hire emergency workers.

Timeframe: The attached DOI AD Pay Plan is forwarded for immediate implementation. It became effective on April 25, 2005 and will expire on December 31, 2005.

Budget Impact: Unknown. The impact of the attached pay plan on the budget is dependent on the severity of the upcoming fire season, the number of other emergency incidents and the frequency of use of the pay plan to pay emergency workers.

Policy/Action: This attached pay plan applies wherever and whenever it becomes necessary to hire persons:

- To cope with a sudden and unexpected emergency caused by a fire, or extreme fire potential, flood, storm, or any other emergency that threatens damage to federally-protected property unless brought under immediate control.
- To provide emergency assistance to State Foresters under formalized cooperative agreements.
- To meet mission assignments issued by the Federal Emergency Management Agency (FEMA).
- To supplement regular personnel assigned to prescribed fire projects (*this does not include Mechanical or Chemical Reduction Projects*).

This pay plan is complete within itself; therefore, for any hiring under this plan, the provisions herein take precedence over any other policies or regulations that may be prescribed elsewhere.

2005 Rates

The rates for 2005 did not change from 2004. In response to the comments received on the 2005 draft pay plan, the National Wildfire Coordinating Group (NWCG) Interagency Business Practices Working Team (IBPWT) is delaying the establishment of new pay classes and associated rates until an independent review is completed.

Rates of Pay for Non-established Positions

Rates for positions not published in the 2005 pay plan must be approved by the NWCG IBPWT. The hiring official will submit, through normal agency channels, a description of duties and justification through the Geographic Area Coordinating Group (or designated agency representative) to the Chair of the IBPWT. Enough information must be provided to determine the specific duties and complexity level of the proposed position.

If a unit has an immediate need (which should be rare) and would like to request an exception, they may forward their request, through normal agency channels, to the Director, Office of Fire and Aviation (OF&A), or a designee, for consideration and/or approval. Exceptions must be reviewed, approved and forwarded by the State Fire Management Officer (FMO). Enough information must be provided to determine the specific duties and complexity of the proposed position. The approved exception rate will only be valid for the duration of the current incident.

The approval must be attached to the casual's Single Resource Casual Hire Information Form and original time record (OF-288) for payment use and must be made a part of the incident record. If no documentation establishing a new or interim rate is provided, payment will be made at the AD-1 rate.

AD-4 Exception Rate

If the scope of a current emergency warrants obtaining the services of individuals whose experience qualifies them to supervise or direct an operation, or to render a special service that exceeds the scope of an AD-4 position, such as leader of a group of AD-4's, the hiring unit may request an Exception Rate. The hiring unit may also request an Exception Rate to hire individuals for an AD-4 position when the local prevailing wage for the particular skill or skills of the AD-4 position so far exceeds the rates in the preceding paragraph B1 as to make it impossible to recruit individuals for the AD-4 position. An Exception Rate will not be applied to AD-1, AD-2, AD-3, and AD-5 positions.

If a unit has an immediate need and would like to request an Exception Rate, they may forward their request, through normal channels, to the Director, OF&A (or designee) for consideration and/or approval. Exception Rate requests must be reviewed, approved and forwarded by the State FMO. The approved Exception Rate will only be valid for the duration of the current incident unless approval is obtained and documented in a Geographic Area Supplement.

The approval must be attached to the casual's Single Resource Casual Hire Information Form and original time record (OF-288) for payment use and must be made a part of the incident

record. If no documentation establishing an Exception Rate is provided, payment will be made at the AD-4 rate.

Hiring Casuals to Attend Emergency Incident Training

Units may hire casuals to attend training in preparation for emergency incidents. In most cases, this should not exceed a total of 80 hours per calendar year. This authority cannot be used to circumvent other hiring authorities such as temporary 1039 appointments or career seasonal appointments. Required annual refresher courses and travel to and from the training is included in the 80 hour limitation. OF&A will monitor training hours via the Casual Pay Datamart.

Suppression operation funds are to be used for operational costs directly associated with the preparation, delivery or support of emergency incident related training for emergency firefighter crew and support personnel (single resource casual). Allowable operational costs are limited to:

- Casual wages for attending emergency incident training
- Training materials
- Transportation of casual and regular government personnel, including commercial transportation, contract transportation, government aircraft
- Regular government employee overtime (use hours code 110 only; the use of hours code 113 is not appropriate)
- Casual and regular government employee travel expenses (per diem).

Offices will use their own state/office code with **2821-HT-AZA1**.

Regular government employees cannot charge base salary to 2821-HT-AZA1, but may use project number AZA1 with their normal base funding code (e.g., 2810-HT-AZA1) to facilitate tracking of casual training costs.

Hiring Casuals to Instruct Emergency Incident Training

Units may hire casuals to instruct emergency incident training **when all other methods of hiring and contracting instructors have been exhausted**; not to exceed a total of 120 hours per year. Salary, travel and per diem may be charged to 2821-HT-AZA1 when a casual is hired to conduct emergency incident training for casuals. Training conducted for other than casuals will be charged to program dollars (e.g. 2800 subactivity).

Single Resource Hire Information Form

Hiring units will complete the Single Resource Hire Information Form (PMS 934) at the time of each hire and obtain the casual's signature. The original form will be attached to the Firefighter Time Report, with a copy retained at the hiring unit and a copy provided to the single resource casual.

Incident Behavior Responsibilities

Casuals are required to adhere to established incident behavior responsibilities and may be released if inappropriate behavior occurs. Hiring units are responsible to provide the Incident Behavior form [PMS 935-1 (English) PMS 935-2 (Spanish)] to casuals at the initial hiring for

their information and signature. The original form will be retained at the hiring office and a copy will be provided to the casual.

Hiring for Prescribed Fire Projects

The pay plan may be used to provide temporary support due to the unpredictable nature of prescribed fire activities. **This does not include Mechanical or Chemical Reduction Projects.** The term of hire is restricted to no greater than the period beginning 24 hours prior to planned ignition and extending through 24 hours after the perimeter is secured and no greater than 300 hours per calendar year per person. This authority may not be used to circumvent normal hiring and contracting procedures.

Hiring Unit Responsibilities

It is the responsibility of the hiring unit to:

- Maintain casual hiring documents in accordance with 5 U.S.C. 552a, the Privacy Act.
- Process Workers Compensation claims. Casuals 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 casuals who sustain traumatic injuries and occupational diseases in the performance of duty.
- Process personal property loss/property damage claims.
- Issue authorization to travel and process claims for travel expense reimbursement.
- Review time report (OF-288) and approve for payment.

Casual Payment Procedures

The processing of EFF payroll for casuals hired by the Bureau of Land Management will be done out of the centralized Casual Payment Center (reference OF&A IM 2005-012).

Manual/Handbook Sections Affected: This pay plan replaces all previously approved plans found in Exhibit 01 of Chapter 10 of the Interagency Incident Business Management Handbook.

Coordination: This AD Pay Plan was coordinated with the other DOI Wildland Fire Management Agencies.

Contact: Questions should be addressed to Hallie Locklear, Incident Business Management Specialist, at 208-387-5166 or Lynne Willoughby, Chief, Budget and Evaluation, at 208-387-5161.

Union: N/A

Signed by:
Timothy M. Murphy
Acting Director

Authenticated by:
Pat Lewis
Supervisory Mgmt. Asst.

Attachments

- Pay Plan for Emergency Workers (Casuals) (16 pp)
- Single Resource Casual Hire Information Form (1 p)
- Incident Behavior Form – English (1 p)
- Incident Behavior Form – Spanish (1 p)

Distribution

- Fire Program Advisor, FA-101,WO
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