

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 S. Development Avenue
Boise, Idaho 83705-5354

July 26, 2005

In Reply Refer To:
1400-300 (FA-107) I

EMS Transmission 07/26/05
Instruction Memorandum FA IM-2005-031
Expires: 12/31/05

To: All Field Offices
From: Director, Office of Fire and Aviation
Subject: Classification of Non-Established AD Positions for the Remainder of 2005

Program Area: Wildland Fire and Non-Fire Business

Purpose: The purpose of this instruction memorandum (IM) is to provide direction in the hiring of casuals (ADs) in non-established positions for the remainder of 2005.

Policy/Action: The following direction supersedes FA IM-2005-021. Should there be a need to hire an individual in a non-established AD position; the following process will be implemented for the remainder of 2005:

If a unit has an immediate need, a request for an exception may be forwarded directly to me by the State Fire Management Officer, or designee, for consideration. It is imperative to send a justification and enough information about the position so that an appropriate decision can be made. Positions hired as an exception will need to attach the letter of approval to the original time record (OF-288) and must be made a part of the incident record. **Any position hired that is not already established in the 2005 AD Pay Plan and/or granted as an exception will be paid at the AD-1 level. Time records (OF-288) submitted for payment without an approval letter will be paid at the AD-1 level.**

The NWCG has requested an independent review of the process used to classify the most common AD positions and establishment of rates. Because of the impending review all exceptions granted will only be valid for the duration of the incident for which the position was requested.

Time Frame: This IM is effective immediately.

Budget Impact: None

Background: In July of 2004, it was determined by all agencies that hiring an individual in a non-established position (THSP) would need to go through the Incident Business Practices Working Team (IBPWT) for review, classification and establishment of a rate. The process was immediately implemented and added to the AD Pay Plan in 2005. To date, a significant number of positions have been submitted, reviewed by the working team, and either approved or rejected via this process. However, the original interagency task group assigned to classify new non-established positions is no longer available assist the IBPWT.

Directives Affected: This IM supplements the Interagency Incident Business Management Handbook, Chapter 10, Section 13.6, Exhibit 01.

Coordination: Coordinated with the US Forest Service, National Park Service, Bureau of Indian Affairs, and the US Fish and Wildlife Service

Offices with a union: Not applicable

Contact: Questions should be addressed to Hallie Locklear, Incident Business Management Specialist, 208-387-5166 or Kristy Felty, Casual Payment Center Manager, 208-947-3791.

Signed by:
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