

**INTERAGENCY AD PAY PLAN TASK GROUP  
CHARTER AMENDMENT 1**

**February 10, 2004**

**PURPOSE**

To have the task group conduct an analysis of the pay plan to classify/level positions to assure that they are in the appropriate category. Task group is not to conduct review of rate settings, that task will be accomplished by another assigned group.

**SCOPE**

The analysis should include all positions in the AD-1 through AD-5 classifications. Findings will be used for future rate setting.

**OBJECTIVES**

The task group is to develop leveling tables that accurately reflect the duties and responsibilities of all AD positions.

**DELIVERABLES**

The task group will review and finalize leveling process on all positions in a final report to the IBPWT by August 15, 2004.

**BUDGET**

Funds are available to cover travel, per diem, and meeting room rental. Cost tracking is required and performed by Group Leader. The tracking should include salaries and agency-approved funding from task group members.

Contact for budget is Hallie Locklear, 208-387-5166.

**MEMBERSHIP**

Task Group Leader, Judy Carvelho, USDA-FS  
Carol Salo, USDI-BLM  
Rosie Morin, USDI-BIA  
Dana Stone, WYOMING STATE  
Terri Knauth, USDA-FS  
Loren Walker, USDA-FS  
Jason Throngard, Classification Specialist  
Sandra Tripp, Classification Specialist  
Tony Recker, IBPWT Liaison

## TIME ESTIMATE

Ending August 15, 2004

## ROLES AND RESPONSIBILITIES

### Task Group

- Perform evaluation from an interagency (versus agency-specific) viewpoint.
- Work as a team
- Keep IBPWT Chair apprised of issues, concerns, and progress
- Request additional time or funds if needed
- Utilize technical specialists identified
- Identify and utilize other sources of information as necessary
- Complete task
- Communicate with other working teams for advice and guidelines

### IBPWT

- Ensure that the interagency community's needs are represented
- Provide documentation gathered to date
- Provide funding, oversight, and support
- Keep agencies apprised of issues, concerns, and progress
- Request additional time or funds if needed, from NWCG
- Identify technical specialists for task group's use
- Submit recommendations to agency representatives by September 1, 2004
- Work as a team

## APPROVALS

### Prepared & Submitted By:

/s/ Judy Carvelho  
Judy Carvelho, Task Group Leader

February 10, 2004  
Date

### Approved By:

/s/ Hallie Locklear  
Hallie Locklear, Chair  
Incident Business Practices Working Team

February 10, 2004  
Date