



United States  
Department of  
Agriculture

Forest  
Service

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**File Code:** 6150-2-3  
**Route To:** (5130), (6300), (6540)

**Date:** June 12, 2003

**Subject:** 2003 Pay Plan for Emergency Workers (Casuals)

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

Interim Directive 5109.34-2003-1 transmitting the 2003 Pay Plan for Emergency Workers (Casuals) was approved March 3, 2003 and distributed through the directives system on March 23, 2003.

Casuals working on an incident prior to March 23 will be paid at the higher of the 2002 or 2003 established rates until their 14-day assignment is completed. Each 14-day assignment is considered a new hiring period, thus those casuals hired on or after March 23 will be paid at the 2003 established rates.

Provisions within the pay plan provide the authority to issue supplemental payments to those paid since January 1, 2003 at the lower 2002 rates. The National EFF Pay Center implemented the 2003 rates on March 3 and has processed all supplemental payments to individuals who were due \$25 or more. Casuals who were hired and paid at rates which were higher in 2002 will not be required to pay back amounts paid in excess of the 2003 established rates.

Proper completion of the required hiring forms will assure the casual's payment is processed timely. Please assure:

1. The hiring official completes a Casual Hire form for all casuals in support and overhead positions for each assignment. The original Casual Hire form shall be submitted with the O-288 Fire Time Report to the EFF Pay Center.
2. The Emergency Firefighter Time Report must include the job title in block 6 to assure the proper rate is paid. Indicate if the casual is a trainee by adding (T) to the job title. Indicate the specialty for those hired as "Technical Specialists" (THSP), for example, THSP-Archeologist.

Refer inquiries from Casuals to 801-625-5493. Agency questions can be directed to the National EFF Pay Center at 801-625-5280 or 801-625-5264.

/s/ John Y. Kusano  
JOHN G. LOPEZ  
Director of Human Resources Management

cc: Tina Ledger, Emmy Ibison, Tory Majors, Gary Wilson, Thomas A Sharratt

