



File Code: 6150-2-3
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Subject: 2004 Administratively Determined Pay Plan

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

Enclosed is the 2004 Administratively Determined (AD) Pay Plan for Emergency Workers (Pay Plan). The pay plan authorizes and provides direction relative to the hiring of emergency workers (casuals).

The rates for 2004 did not change; an interagency group of subject matter experts is currently reviewing the AD position classifications and corresponding pay rates. Until their work is completed, the wildland fire agencies felt there was no basis to raise or lower the current rates. It is expected that the group will complete their work in 2004 and rates will be adjusted appropriately for the 2005 Pay Plan.

The following is a summary of changes to the 2004 Pay Plan:

1. Clarifies that rates for positions not published in the pay plan or in a geographic area supplement must be requested, justified, and approved in writing by the appropriate agency hiring official.
2. Adds a requirement to document rate of pay at the point of hire on the Single Resource Casual Hire Information Form.
3. Removes the former authority to hire pilots at \$45 per hour.
4. Clarifies that Area Commander, Type 1 or Type 2 Incident Commander, and Type 1 or Type 2 Deputy Incident Commander positions cannot be hired under the provisions of this pay plan.
5. Clarifies that training hours are limited to 80 hours for an individual on a calendar-year basis.
6. Clarifies training is not to exceed 120 hours per calendar year for an individual in preparation for fire emergencies when state or federal licensing and/or certification requirements exist.
7. Permits the hiring of casuals during a transition period not to exceed 90 days following a natural emergency.
8. Adds the requirement for hiring units to utilize the Single Resource Casual Hire Information Form per agency policy.



9. Clarifies that, when the agency cannot furnish subsistence and lodging, reimbursement should be made through the agency travel process following Agency Travel Regulations.

10. Adds the requirement that casuals hired under this pay plan may not have any direct or indirect influence on the activities of, or financial relationship with, a privately owned company or contractor involved in the incident.

11. Adds the requirement that, when casuals attend training to qualify for another position, and if the full performance is at the AD-5 level, the trainee shall be paid at a rate \$3.00 less than the full performance rate, but not less than the AD-4 rate for the classification area.

12. Renames as "Incident Position Matrix" the listing of correlating positions in the pay plan with Rates 1-5 and clarifies that the rates are national standard rates for the classification area.

13. Adds AD rates for Incident Commander Type 5, Single Engine Air Tanker (SEAT) Coordinator, Display Processor, and Initial Attack Dispatcher to the Incident Position Matrix.

A number of problems and issues were surfaced in 2003 as a result of misinterpretation and incorrect use of the pay plan. **All offices hiring under this authority are reminded to adhere to the provisions of this pay plan. Regions are responsible for designating the appropriate agency official, either by name or position, for hiring purposes.**

Payments for casual hires are processed at the National EFF Pay Center in Ogden, Utah. Detailed instruction on the payment process will be issued shortly.

Questions pertaining to the use of the pay plan should be directed to your servicing Human Resources Management office, questions related to casual payments should be directed to Tina Ledger at 801-625-5317.

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

/s/ Jerry T. Williams
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cc: Deborah Rigden, Gary Wilson, Tina Ledger, MaryAnne Ward, Cheryl R Molis, Emmy Ibison, Kim A Christensen, Alice R Forbes, Virginia Heerwagen