

Process for requesting change to AD Pay Plan
Incident Business Committee

The Administratively Determined Pay Plan (AD Pay Plan) is an interagency plan designed to implement the laws which enable the Forest Service and the Department of Interior to hire employees for emergency situations.

The development of the plan has evolved over the years based on reviews and interpretations from the DOI Solicitor; USDA Office of General Counsel; OPM; and Agency / Department determinations. An important consideration is that any changes to the plan must not compromise the authorities granted by law to the DOI and Forest Service and must be consistent with previous determinations.

The current AD pay plan and corresponding position matrix was developed after significant work by subject matter experts and Human Resource professionals. It is recognized, however, that the position descriptions for each position identified in the plan may not reflect current duties of the position, may not be accurately described, or may not even be included in the plan. It is also recognized that as our responsibilities in emergency response evolve, it may be necessary to clarify, update or change specific language in the plan.

Use the following process for suggesting changes to the plan; including changes to positions:

- Any Subject Matter Expert may submit changes to the plan. Include the following information:
 - Positions: Complete description of the position, including knowledge required by the position, supervisory controls, types of guidelines used in doing the work; any other pertinent information that can assist the classifier in analyzing the position. Include review by at least one other subject matter expert.
 - General Changes: Description of the change requested, authority (current law or policy) that supports the change; consequences of changing or not changing the current policy; alternatives for action that can address or correct the issue being identified.
- Proposed change must be supported at the geographic or national management level of the agency proposing the change. For example if a change was being proposed to an aviation position it must be reviewed and supported by the Geographic Area or National Aviation Manager from the agency proposing the change prior to submission.
- Submit any changes for the next year's plan to the Agency Representative on the Incident Business Committee no later than October 1 of each year.

Proposed changes to positions will be reviewed by independent subject matter experts, submitted to the classifier for review and leveling, and if change is approved, included in the new AD pay plan. No changes will be made to the annual plan after its issuance.

March, 2017