



**File Code:** 6150-2-3  
**Route To:** (5130 6100)

**Date:** March 18, 2008

**Subject:** 2008 Administratively Determined (AD) Pay Plan for Emergency Workers

**To:** Regional Foresters, Station Directors, Area Director, IITF Director, Deputy Chiefs and WO Directors

Enclosed is the 2008 Administratively Determined (AD) Pay Plan for Emergency Workers. The pay plan authorizes and provides direction relative to the hiring of emergency workers (casuals).

This 2008 pay plan makes the following changes from the plan previously in effect for 2007:

1. Incorporates the general schedule increase for the rest of U.S. at 2.99 percent.
2. Clarifies rates are established at original point of hire.
3. Clarifies that post incident administration and emergency stabilization efforts should not exceed 90 calendar days.
4. Deletes the reference to Comp General B-139682, June 19, 1959.
5. Adds that to work under this plan requires a social security number. This applies to US citizens as well as nonresident aliens.
6. Adds that the IRS requires federal tax withholdings for nonresident aliens.
7. Adds Aircraft Dispatcher AD-H; Aircraft Coordinator AD-I; General Support Clerk AD-C; Fire Effects Monitor AD-H; Fire Use Manager T2 AD-J. Removes Lead Plane Coordinator. Changes Computer Technical Specialist to AD-H to the Incident Position Matrix.

The new 2008 pay plan is in effect as of March 14, 2008. Please be advised that a number of problems and issues surface each year as a result of misinterpretation and incorrect use of the pay plan. General examples of issues that arose in 2007 include:

- Exceeding 80 hours of training without approval from HCM.
- Using the plan to hire individuals for long duration assignments and by doing so, circumventing proper hiring authorities.
- Exceeding 90 days following the end of a natural emergency for post-incident administration and emergency stabilization work.
- Hiring ADs as trainers when agency or contract personnel are available.
- Hiring ADs for work that is not considered to be an emergency under the plan. The plan applies when it is necessary to hire persons to cope with sudden and unexpected emergencies caused by fire, extreme fire potential, flood, storm or any other all-hazard emergency that must be brought under immediate control.



All offices hiring under this authority are reminded to adhere to the provisions of this pay plan. Regions are responsible for designating the appropriate Forest Service official, either by name or position, for hiring purposes.

Questions pertaining to the use of the pay plan should be directed to the ASC-HCM Pay and Leave Section. Whereas, the ASC-B&F, Incident Finance Branch should be contacted concerning questions related to casual payments. Both ASC staffs can be reached by phone at 1-877-372-7248 and pressing 1 for B&F or 2 for HCM.

*/s/ Kathleen D. Burgers*  
KATHLEEN D. BURGERS  
Director of Human Capital Management

Enclosure

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