



**File Code:** 5100  
**Route To:** (6150)

**Date:** April 2, 2009

**Subject:** 2009 Administratively Determined (AD) Pay Plan for Emergency Workers

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

Enclosed is the 2009 Administratively Determined (AD) Pay Plan for Emergency Workers. The pay plan authorizes and provides direction for the hiring of emergency workers (casuals).

This 2009 pay plan makes the following changes from the plan for 2008:

1. Incorporates new rates of pay for all positions.
2. Includes tribal government employees as agency personnel who may serve in key positions.
3. Establishes rates of reimbursement for incidental expenses, first and last day meal allowance and P.O.V. mileage and the ability to reimburse them on the OF-288.
4. Clarifies that lodging and other subsistence required for the casual should be obtained by a procurement official whenever feasible.
5. Adds Deputy Incident Commander, Tractor Plow Operator, Intelligence Support, GACC Meteorologist, and Military Installation Logistics Coordinator. Changes CRNW from Contract Representative Northwest to Contract Representative Nation Wide.

The new 2009 pay plan is in effect as of March 31, 2009. One significant change in this year's plan is paying incidental expenses and P.O.V. mileage on the OF-288 with the salary payment. Instructions for this process are in an enclosure to this memo and are also posted on <http://www.fs.fed.us/fire/ibp/personnel/personnel.html> .

All offices hiring under this authority are reminded to adhere to the provisions of this pay plan. Hiring Officials should be designated in writing by either position title or name.

Questions about the pay plan should be directed to the Regional Incident Business Coordinators or the ASC-HCM Pay and Leave Section. Contact the ASC-B&F, Incident Finance Branch 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/ T.C. HARBOUR***  
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cc: Mary A Szymoniak, Janet Ford, Yvonne Ricks

