



**FOREST SERVICE HANDBOOK
ROCKY MOUNTAIN REGION (REGION 2)
DENVER, CO**

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)

CHAPTER 10 – PERSONNEL

Supplement No.: 5109.34-2004-1

Effective Date: June 24, 2004

Duration: Effective until superseded or removed

Approved: RICK D. CABLES
Regional Forester

Date Approved: 06/10/2004

Posting Instructions: Supplements are numbered consecutively by Handbook number and calendar year. Post by document name. Remove entire document and replace with this supplement. Retain this transmittal as the first page of this document. The last supplement to this Handbook was 5109.34-2003-5 to 5109.34 chapter 10.

| | | |
|---|---|--------|
| New Document(s): | 5109.34_10 | 1 Page |
| Superseded Document(s) by Issuance Number and Effective Date | 5109.34_10 (Supplement 5109.34-2003-5, 6/25/2003) | 1 Page |

Digest:

As a member of the Rocky Mountain/Great Basin Coordinating Groups (RM/GBCG), Region 2 shall follow direction issued in RM/GBCG Supplement 2004-1. Interagency guidelines and procedures for emergency incidents within the Rocky Mountain have been developed by the Rocky Mountain/Great Basin Fire Business Management Working Committee, and are in line with MOU's and other agreements among Forest Service, Bureau of Land Management, National Park Service, Bureau of Indian Affairs and state agencies.

13.6 - Updates AD rates for the Rocky Mountain and Great Basin areas. Defines rates for positions not included in the national Directive that are unique to the Rocky Mountain and Great Basin Geographic Areas.

Adds pilot rate at \$35 per hour and eliminates the ICT1 and ICT2 from the Rocky Basin position list.

**NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2
ROCKY MOUNTAIN/GREAT BASIN COORDINATING GROUPS**

DENVER, CO/OGDEN, UT

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2

INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 10 – PERSONNEL

Supplement No.: RM/GBCG-2004-1

Effective Date: April 12, 2004

Duration: Effective until superseded or removed

Approved: MIKE DUDLEY
Great Basin Coordinating Group

Approved: RICHARD L. HOMANN
Rocky Mountain Coordinating Group

Posting Instructions: Supplements are numbered consecutively by Handbook number and calendar year. Post by document; remove entire document and replace with this supplement. Retain this transmittal as the first page of this document.

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|---|---|---------|
| New Document(s): | NWCG HB2_10 | 5 Pages |
| Superseded Document(s) by Issuance Number and Effective Date | NWCG HB2_10 (RM/GBCG 2003-5, 6/25/2003) | 5 Pages |

Digest:

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11.2 – Casuals

| Single Resource Casual Hire Information Form | | | |
|--|---------------------|-------------|------|
| HIRING UNIT INFORMATION | | | |
| Office Name: | Unit ID | Date: | |
| | Example ID-BOF | | |
| Address: | City: | State: | Zip: |
| Hiring Official Name | Telephone | | |
| | Print | | |
| CASUAL INFORMATION | | | |
| Casual's Name: | Phone No: | Start Date: | |
| | Print | | |
| POSITION INFORMATION | | | |
| Job Title: | AD Class: | AD Rate: \$ | |
| Incident Order #: | Accounting Code: | Request #: | |
| | Example ID-BOF-0423 | | |

Hiring of emergency personnel may be made according to the provisions of the current Pay Plan for Emergency Workers when any of the following exists:

- 1. To fight a going fire.
- 2. Unusually dry period or fire danger is high to extreme.
- 3. To provide support to ongoing incident.
- 4. To place firefighter on standby for expected dispatch.
- 5. Temporarily replace members of fire suppression crews or fire management personnel who are on fires.
- 6. To attend fire suppression training.
- 7. To instruct fire suppression training when all other methods of hiring and contracting instructors have been exhausted.
- 8. To cope with floods, storms or any other emergency.
- 9. To carry out emergency fire rehabilitation work when there is an immediate danger of loss of life or property.
- 10. Transition period following a natural emergency.(not to exceed 90 days).
- 11. Hazardous Fuel Reduction NTE 300 hours per calendar year (DOI agencies only).

| TRAVEL/TRANSPORTATION | |
|--|--|
| Casual is entitled to transportation to and from the incident: | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Transportation method: | |
| <input type="checkbox"/> Airline | |
| <input type="checkbox"/> POV (Mileage reimbursement authorized) | |
| <input type="checkbox"/> Rental vehicle (Must be on resource order. Rental provided by: <input type="checkbox"/> Casual or <input type="checkbox"/> Government) | |
| <input type="checkbox"/> Other (list, such as bus, government vehicle, EERA: _____) | |
| Check One: | |
| <input type="checkbox"/> Casual to be subsisted by government. Hiring unit will reimburse approved incidental expenses at actual cost; receipts required. | |
| <input type="checkbox"/> Casual will not be subsisted; travel authorized has been issued. Hiring unit to reimburse for lodging, meals, and incidental expenses at the standard per diem rate. Indicate TA #: [_____] | |

| EMPLOYMENT FORMS | | | |
|-----------------------------|---|--------------------------------------|------|
| COMPLETED BY: | | | |
| Hiring Official: | I-9, Employment Eligibility Verification: <input type="checkbox"/> Attached OR <input type="checkbox"/> Previously Submitted OF-288, Emergency Firefighter Time Report (Complete top section, Column A 1-8 and travel start time) Direct Deposit form (if applicable) <input type="checkbox"/> Provided to Casual <input type="checkbox"/> State/federal government-issued Picture ID verified and in Casual's possession (required for all positions) <input type="checkbox"/> Incident qualification card (if required for position) verified and in Casual's possession <input type="checkbox"/> State-required certification verified, if required for position (e.g., DCL, driver's license) OF-288, Firefighter Time Report (Top section, Column A 1-8 and travel start time) | | |
| Casual: | Federal W-4: <input type="checkbox"/> Attached OR <input type="checkbox"/> Previously Submitted State W-4: <input type="checkbox"/> Attached OR <input type="checkbox"/> Previously Submitted OR <input type="checkbox"/> Not Applicable W-5: <input type="checkbox"/> Attached OR <input type="checkbox"/> Previously Submitted OR <input type="checkbox"/> Not Applicable | | |
| Casual Signature (Required) | Date | Hiring Official Signature (Required) | Date |

Distribution: Original attached to original OF-288; Copy retained by hiring Unit; Copy retained with incident records
Return original of this form and original OF-288 to the hiring unit

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13.6 - Exhibits

Rates for AD 1-5. Listed below are AD 1-5 positions, which have been established for use in the Rocky Mountain/Great Basin Geographic Area. These rates have been approved by the geographic area coordination groups and are considered the standard for the positions listed. Exceptions to the established rates must be requested and justified in writing prior to hiring by the Incident Supervisor, and the Incident Commander or Agency Administrator. The Incident Commander or comparable official must approve negotiated rates for AD-5 positions not listed.

Agency Administrators must designate, in writing, delegated "hiring official" duties. Hiring Officials should have Staff or Line authority. The individuals should be familiar with the emergency hiring authorities and fire qualifications and able to negotiate, if necessary, rates for positions not identified in National and Geographic Area Supplements.

For Interior use: to hire personnel for fire use hazardous fuel reduction projects authorized by congressional funding within the wildland fire operations account, use Interior AD Pay Plan, Section D.

Positions in exhibit that are not consistent with Forest Service policy (ID 5109.34-2003-1) may be used by non-federal cooperators.

Due to shortage of aircraft pilots, an authorized official may hire at a rate deemed appropriate, but not to exceed \$35 per hour.

The Incident Commander and Deputy Incident Commander positions on National Incident Management Teams and Area Type 2 teams may only be filled by current agency employees.

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13.6 – Exhibit 01

PAY PLAN FOR EMERGENCY WORKERS

Rates of Pay – Calendar year 2004

| AD CLASS | COMMAND | OPERATIONS | LOGISTICS | FINANCE | PLANS | OTHER |
|-----------------|---------|--|--|--|---|--|
| AD-1 \$9.96 | | <ul style="list-style-type: none"> • Crew Member in training (FFT2 (T)) (minimal experience and training) | <ul style="list-style-type: none"> • Messengers (THSP) • Tool attendant (THSP) • Kitchen/ camp helper (CAMP) | | | |
| AD-2 \$11.68 | | <ul style="list-style-type: none"> • Crew Member (FFT2) • Swamper (THSP) • Aircraft Time Recorder (ATIM) | <ul style="list-style-type: none"> • Driver (DRIV) <1T • Tool and equipment specialist (TESP) • Supervisor of <15 AD-1's • Dispatch Recorder (EDRC) | <ul style="list-style-type: none"> • Personnel time recorder (PTRC) • Equipment time recorder (EQTR) | <ul style="list-style-type: none"> • Status/Check - In Recorder (SCKN) | <ul style="list-style-type: none"> • Data Entry (CDER) |
| AD-3 \$12.84 | | <ul style="list-style-type: none"> • Squad boss (FFT1) • Aircraft radio operator (ABRO) • Faller (FALA) up to 12" dbh | <ul style="list-style-type: none"> • Ordering Mgr (ORDM) • Receiving & Dist Mgr (RCDM) • Driver (DRIV) 1-4T • Supervisor of <15 ad-1&2's • Radio operator (RADO) | <ul style="list-style-type: none"> • Commissary manager (CMSY) • Comp/injury specialist (INJR) • Claims specialist (CLMS) | <ul style="list-style-type: none"> • Weather observer (WOBS) | <ul style="list-style-type: none"> • Video operators (VIDO) |

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13.6 – Exhibit 01--Continued

PAY PLAN FOR EMERGENCY WORKERS
Rates of Pay – Calendar year 2004

| AD CLASS | COMMAND | OPERATIONS | LOGISTICS | FINANCE | PLANS | OTHER |
|-------------------|---|--|---|---------|--|--|
| AD-4 \$14.60 | <ul style="list-style-type: none"> Assistant Safety Officer (THSP) Assistant Information Officer (THSP) | <ul style="list-style-type: none"> Crew boss (CRWB) Dozer boss (DOZB) Engine boss (ENGB) Deck Coordinator (DECK) Dozer/tractor plow operator (DOZ1) Loadmaster (LOAD) Parking tender (FWPT) Staging area manager (STAM) Faller (FALB) up to 24" dbh | <ul style="list-style-type: none"> Security manager (SECM) Base/camp manager (BCMG) Equipment manager (EQPM) Communication Tech. (COMT) | | <ul style="list-style-type: none"> Field observer (FOBS) Documentation unit leader (DOCL) Fire Effects Monitor (FEMO) | |
| AD-5 \$21.00 | | | | | | <ul style="list-style-type: none"> Fire Service Org. Advisor (THSP) Interagency Contract Rep (THSP) Support/Service Director (THSP) |
| AD-5 \$26.00 | <ul style="list-style-type: none"> Fire Use Manager (FUMA) | | | | | <ul style="list-style-type: none"> Incident Computer Center Manager (THSP) |
| AD-5 \$29.00 | <ul style="list-style-type: none"> Information Officer Type 1 (IOF1) | | | | | |
| AD-5 \$30-\$35 | | <ul style="list-style-type: none"> Pilot | | | | <ul style="list-style-type: none"> Fire Management Liaison (THSP) |