



R5 AD GUIDE

The FSH 5109.34 Interagency Incident Business Management Handbook, Chapter 10, Pay Plan for Emergency Workers is the official pay plan and is complete. This Guide is not to be used as final authority.

The purpose of the R5 AD Guide is to provide hiring officials and sponsoring units a helpful reference to assist with hiring and administrative functions associated to AD employees.

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Who can hire an AD?

Designated Authority is given to Forest Supervisors. Delegation of hiring authority should be formally documented in writing, from the line officer to an appropriate hiring official who is knowledgeable of the policies and procedures associated to hiring an AD. It's important for the hiring official to work closely with the training officer to ensure AD's meet the qualifications required of their position.

What documents are required to hire an AD?

- OF-306 – Needs to be reviewed by the hiring official annually. Maintain this record on the unit, do NOT send to ASC
- I-9 – Send to ASC. This form is good for 3 years unless there is an updated version of the form.
- PMS 934, Single Resource Casual Hire Form – This form will need to be completed for each incident and needs to accompany pay documents sent to ASC.
- Tax Withholding forms (W-4 & DE-4) – Send to ASC. Only needs to be completed once unless exemptions change or there is an updated version of the form.
- SF-1199A – Direct Deposit Form – Send to ASC. Only needs to be completed once unless banking information changes.
- PMS 935-1, Incident Behavior Form – Maintain this record on the unit. Complete annually, do NOT send to ASC

NOTE: These forms contain PII and copies should be kept in a locked drawer.

Where can I find the hiring forms?

- OF-306: https://www.opm.gov/forms/pdf_fill/OF0306.pdf
- I-9: <http://fswweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/documents/I9-v7.17.17.pdf>
- PMS-934: http://fswweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/documents/fillablePMS934_SingleResourceCasualHireFEBRUARY2015_000.pdf
- W-4: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>
- DE-4: http://www.edd.ca.gov/pdf_pub_ctr/de4.pdf
- SF-1199A: <http://fswweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/documents/ETA-DirectDepositLiteratureForms.doc>
- PMS-935: <https://www.nwcg.gov/sites/default/files/products/pms935-1.pdf>
- Change of Address form (only required if AD's address changed): http://fswweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/documents/AddressChangeForm_003.doc

What do I do with all these hiring forms now that they're complete?

Once the AD completes all of the hiring forms send them to ASC Incident Finance Casual Pay as a package. Do not send the forms individually. They can be mailed hard copy or the preferred method is submitted electronically.

Casual Pay Email: asc_ipc@fs.fed.us

US Forest Service, B&F Incident Finance – Casual Pay
5141 Masthead St. NE
Albuquerque, NM 87109

Can a temporary employee be hired as an AD?

There are scenarios when this is appropriate. You must be very careful that the AD hiring authority is not being used to extend the 1039 appointment. The determination must be made on a case-by-case basis. You can find some examples here:

https://www.fs.fed.us/sites/default/files/media_wysiwyg/ad_1039_questions_answers.pdf

What if there is no position in the Pay Plan that fit the scope of duties?

If there are no positions on the IPM that fit the scope of duties for a position needed and the extent of a current emergency warrants, an exception position could be established at the AD-A, AD-B, AD-F, AD-I or AD-K classification levels with approval from the Regional Incident Business Coordinator, Yolie Thomas. The exception position needs to be approved prior to hiring the AD. An approved brief description of duties must accompany the Single Resource Casual Hire Information form when sent to ASC - Incident Finance. For more information regarding exception positions refer to the AD Pay Plan.

Previously approved exception positions can be found on the R5 Incident Business Practices web site: https://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=fsbdev3_046649

What job code should be used to pay for AD's?

AD's are charged to the appropriate fund for the emergency incident or preparedness need.

Use WFSU for charges associated with taking the Work Capacity Test and training. Training is defined in 6509.11g_50 as National Wildfire Coordinating Group fire training or Forest Service-recognized equivalent courses.

Use appropriate project job code such as WFPR for AD hire Instructors' time and related costs. These project funds would be the funds of the forest who has hired the AD to instruct, not the AD's sponsoring forest.

Use the assigned P or H codes as designated for incidents.

How many hours can AD's attend training?

In most cases this should not exceed a total of 80 hours per calendar year. The 80-hour limit does not include travel hours to and from training. Please note that just because 80 hours is allowed does not mean they are entitled to 80 hours. Training in excess of 80 hours must be approved by the Regional Incident Business Coordinator, Yolie Thomas. For more information on this topic please refer to the AD Pay Plan.

What rates should AD instructors be hired at?

There are 2 class levels for position code THSP instructors. THSP Lead instructors for S-300 and below courses and other non-ICS courses shall be hired as AD-H. THSP instructors for S-400 courses and above shall be hired as AD-J.

NOTE: Be sure to verify the rates with the most current published AD Pay Plan.

How do AD's get paid for their time?

AD's are paid via direct deposit by Albuquerque Service Center (ASC). A check can be issued, but it takes longer to process. Direct Deposit is the preferred method.

Refer to 5.0 FS Hired Casual Pay (AD Employees) portion of the ASC Payment Procedures.

How does an AD get paid for travel?

Refer to the Forest Service Casual Hire Travel Process for guidance on how to reimburse AD's for travel expenses related to incident assignments.

Travel expenses that are associated to training or incident expenses not authorized to be reimbursed on the OF-288, such as rental vehicles, need to be processed on a travel voucher in ETS2 by the ADs sponsoring unit's travel arranger.

When a casual has reimbursable expenses that are not approved for reimbursement on the OF-288 the entire travel reimbursement should be processed through the electronic travel system. Travel reimbursement cannot be split between the two systems; one or the other must be utilized for the complete trip, or assignment.

In order to get a travel profile established the two forms listed below need to be completed. Fax both of these forms to the number on the FS-6500-214.

- FS-6500-214 Financial Information Security Request Form (hiring official completes online portion on behalf of AD. Print the form, obtain appropriate signatures and fax to the number on the form with the FS-6500-231): <https://apps.fs.usda.gov/bf/programs/technical-support/itsecurity/RequestsV2.aspx>
- FS-6500-231 Vendor Code Information Worksheet (AD needs to complete this form): <http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/documents/VendorCodeInfoWksht.doc>

What's an ECI Number?

ECI stands for Employee Common Identifier and is a number that is issued by ASC upon initial hire of an AD. It is unique to that employee and is used in lieu of a Social Security Number in the field. The ECI will remain constant through many seasons. This will help ensure AD's PII is not compromised while at an incident.

AD employees need to learn what their ECI number is and be prepared to provide it to Incident Finance Sections while on assignment. ECI's will be used in place of SSN's on the OF-288.

ECIs can be located at: <https://www.fs.fed.us/managing-land/fire/ibp/personnel>

Can AD's drive Government Vehicles?

Yes. The AD Hire shall be issued an annual letter of authorization in lieu of form OF-346 signed by a Hosting Agency Line, Supervisor, or Staff Officer. The annual letter must clearly state what type of fleet equipment (for example, size and type of vehicles, UTVs, and so forth) may be operated, the requirement to have a valid State license in possession, an expiration of the authorization no later than one (1) year from authorization date and any restricted driving conditions (such as, daylight only, paved roads only, automatic transmissions only, no vehicles over 8600 GVW, and so on). This annual letter or other approved document must be carried whenever operating fleet equipment.

Complete direction can be found in FSH 7109.19 – Fleet Equipment Management Handbook.

Can AD's rent vehicles?

Yes, if the AD's Single Resource Casual Hire Form, PMS-934 authorizes the AD to be entitled to transportation to and from the incident via rental and the incident has authorized a rental in advance on the resource order. The vehicle can be rented under through the Defense Travel Management (TDY) Agreement using the AD's personal credit card and reimbursed through the travel system. If there is no vehicle available at the government rate ensure that the Government Administrative Rate Supplement (GARS) of \$5 per day is included in order to be covered under the Defense Travel Management Agreement.

It is preferred that dispatch arrange the reservation, if dispatch is not available the AD can call the Travel Management Center at 1-800-877-6120, option 6 for emergency travel, to reserve a rental vehicle as long it's approved on their resource order.

At this time, AD's are no longer authorized to rent vehicles using the R5 Enterprise IBPA.

To obtain an off-road vehicle is to check one out from the incident's Ground Support Unit.

What reference documents should I become familiar with?

Hyperlinks below:

- [2020 Administratively Determined \(AD\) Pay Plan for Emergency Workers](#)
- [2020 Forest Service Casual Hire Travel Process](#)
- [2020 ASC Payment Procedures](#)
- [Incident Business Management Handbook](#)

Where can I learn more about AD's and Incident Business?

- R5 Incident Business Practices: https://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=fsbdev3_046649
- National Incident Business Practices: <https://www.fs.fed.us/managing-land/fire/ibp>
- ASC Incident Finance: <http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/>
- NWCG Incident Business Committee: <https://www.nwcg.gov/committees/incident-business-committee>