

2023 Alaska Fire Service

Casual Acknowledgment

Thank you for signing up to be a part of our 2023 Alaska Fire Service Casual Hire Program. Please review the checklist of responsibilities, sign and return with your 2023 hiring documents to complete your 2023 on-boarding. All forms can be found at our AICC website <https://fire.ak.blm.gov/>

To ensure timely payment of payroll and travel reimbursements, it is your responsibility to:

- Ensure all hiring documentation is accurate and submitted to the Alaska Fire Service Casual Hire Office, and to follow up in a timely manner if documents are returned for correction.
- All local hires working at the home unit must submit signed CTR's by COB every Friday, regardless of days worked.

When you receive an assignment:

- Forward/email a copy of your resource order and travel eInvoice (not itinerary), before travel, to blm_ak_afs_casualhire@blm.gov
- Call the Alaska Fire Service Casual Hire Office, 907-356-5798, after you email your resource order to initiate your Single Resource Casual Hire Form (SRCHF). **You are not officially under hire until this is completed and returned to the Alaska Fire Service Casual Hire Office.**
- Carry a copy of completed SRCHF. A copy should always be submitted with your travel CTR and resource order to the Finance Section. Not doing so may lead to incorrect position/pay entered into the system and you being paid incorrectly.

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- Be sure you fill out a travel voucher worksheet, front and back, to submit at the end of your assignment for prompt and accurate travel reimbursement.
 - You must keep copies of all receipts for reimbursement. This includes baggage fees, fuel, parking, etc.
 - All reimbursements must be listed on travel voucher worksheet – including laundry with dates.

Understand the length of assignment:

- There are 14, 21 and 30-day assignments
- If you extend past 14 days, you must have an **extension request worksheet** approved by your home unit (Alaska Fire Service) supervisor.
- Travel is excluded from days worked.
 - Example: You travel on 08/01/2023. Your first day worked will be 08/02/2023. Always check with Finance to make sure this is how the region interprets this policy. Remain flexible if it's different
- If you extend to 21 days, you must be in travel status by day 22.
- If you extend to 30 days, you must take two days off between day 15 and 21. After you return, this does not "reset" you for another 14 days. If you take day 16 & 17 off, when you return, that is day 18.

When you return from assignment:

- Forward/email your OF-288 to the appropriate admin office.
 - All casual hires sponsored by the zones will submit their OF-288 to the Zone Admin
 - All cache employees will submit their OF-288 to the Cache Admin
 - All other casual hires will submit their OF-288 to the Casual Hire Office at blm_ak_afs_casualhire@blm.gov
- All Casuals are required to forward their Incident Performance Evaluation to the appropriate training officer after each assignment, or if local hire working for one office/section, forward after released for season.
- Forward/email copies of your travel voucher worksheet, eInvoice, hotel and expense receipts, and resource order in one document to Alaska Fire Service Casual Hire Office at blm_ak_afs_casualhire@blm.gov within 5 days of return.
 - Please download a free app to stitch multiple files into one file. Please be sure file is converted to PDF. **Free application “Cam Scanner”**
- **Keep all original documents.** You will be asked to review and sign a travel voucher for payment.

I have read and understand my responsibilities to ensure accurate and timely payment as an Alaska Fire Service Casual Hire resource.

Print name

Sign name



United States Department of the Interior



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May 25, 2021

In Reply Refer To:
1400-534 (LLAK9F0000)

Memorandum
Expires: 05/25/2022

To: All Employees

From: Associate Manager, Alaska Fire Service

Subject: Casual Hires under the Administratively Determined (AD) Authority.

Hiring Official Guidance

Alaska Fire Service (AFS) leadership has received inquiries regarding direction addressing Casual Hires under the Administratively Determined (AD) authority. Understanding the administrative workload associated with Casual Hires, it is the AFS leadership's goal to keep our sponsorship at the appropriate level.

1. AD Casual Hire sponsorship is never guaranteed. We will sponsor casuals that have proven to be an asset to AFS and its mission.
2. Sponsorship will be based on need and benefit to the agency and may change at any time.
3. Regardless of position or employment type, ADs will be held accountable according to ethical standards of duty. ADs are expected to:
 - Perform their duties to the best of their abilities.
 - Follow all agency and interagency guidelines for their positions.
 - Follow all standard safety guidelines.
 - Follow administrative guidelines and procedures.
 - Care for all equipment as though they own it.
 - Document or report all significant events promptly.
4. AFS will only sponsor a Casual Hire who fulfills their administrative responsibilities in a timely manner including complete payroll and travel documents turned into the AFS Casual Pay unit within five business days after returning from assignment.
5. Individuals with unacceptable incident performance evaluations, and felony or misdemeanor convictions will be evaluated by the sponsoring zone or branch. The zone or branch will determine initial or continued sponsorship.
6. AFS personnel supervising or sponsoring ADs are expected to ensure these individuals functioning in leadership or specialized roles make every effort to create opportunities

to train and pass on their knowledge and experience to identified employees and successors.

7. Sponsoring units and hiring officials will ensure all training and experience records, as well as incident evaluations, are uploaded into the Casual Hire's Incident Qualifications and Certification System (IQCS) record of learning. The hiring official may choose to delegate these administrative responsibilities to staff.
8. The following are authorized Hiring Officials.
 - o AFS Manager or Associate Manager
 - o Zone Fire Management Officers (FMOs)
 - o Branch Chiefs
 - o Alaska Interagency Coordination Center (AICC) Manager

BLM AD PAY GUIDANCE

The [AD Pay Plan](#) is a special hiring authority granted to the Department of the Interior to provide a simplified process to hire casuals for the specific needs identified below. The AD Pay Plan may not be used to circumvent other hiring authorities (i.e., temporary 1039 or career seasonal appointments), contracting procedures, or to fill vacant government positions. Additionally, this authority can never be used to extend a time limited appointment such as 1039 appointments (both prior to and post appointment).

PROPER APPLICATION OF THE AD PAY PLAN

The AD Pay Plan only applies when it becomes necessary to hire persons:

1. To cope with a sudden and unexpected emergency caused by a fire, or extreme fire potential, flood, storm, or any other emergency that threatens damage to federally protected property, unless brought under immediate control.
2. To provide emergency assistance to states under formalized agreements.
3. To meet mission assignments issued by the Federal Emergency Management Agency (FEMA).
4. Supplement regular personnel assigned to prescribed fire projects (this authority does not include mechanical or chemical hazardous fuels reduction projects).
5. To attend emergency incident training. In most cases, time hired should not exceed 80 hours per year (excluding travel). Requests to approve hours more than 80 hours shall be done in writing by the hiring official and forwarded to the State Incident Business Specialist for approval. Approval will accompany the OF-288 Incident Time Report for payment. The AD's salary, travel, per diem are charged to LF2000000.HT0000.LFSPAZA10000, plus hiring units cost center.
6. To instruct emergency incident training. Instructing hours will NOT exceed 120 hours maximum in calendar year (excluding travel). Salary, travel and per diem are charged to LF2000000.HT0000.LFSPAZA10000, plus hiring units cost center.

The pay plan does not authorize the hiring of casuals to fill support roles during fire training (e.g., Rookie School, Fire Academy).

HIRING UNIT RESPONSIBILITIES

Only the AFS Manager, Associate Manager, AICC Manager, Zone FMOs or Branch Chiefs have the authority to sponsor ADs. The following is a list of the Hiring Officials responsibilities:

1. Designate hiring and approving officials in writing.
2. Hiring officials are delegated the authority to hire casuals from the District Manager or delegee as outlined in [Chapter 2 of Interagency Standards for Fire and Aviation Operations](#). Hiring officials need an in-depth knowledge of the AD Pay Plan, and a full understanding of how and when it can be utilized.
3. Approving officials are designated by the hiring official to audit casual time (OF-288s) for accuracy and completeness, and then certify that each timesheet is properly completed and legal for payment by meeting the provisions of the AD Pay Plan. Incomplete, illegible or inaccurate timesheets submitted will delay payment to the AD. Changes in approving officials are submitted to the State Incident Business Lead, who will forward to the National Incident Business Lead.
4. Review the OF-288 and hiring forms for accuracy and completeness, prior to submission to the Casual Pay Center (CPC) for payment.
5. Maintain casual hiring documents in accordance with the Privacy Act (5 U.S.C. 552a).
6. Put Casuals in pay status or sign volunteer agreement prior to taking the work capacity test.
7. Coordinate with human resources for application of Homeland Security Presidential Directive 12 (HSPD-12) as it applies to hiring casuals. When hiring ADs, hiring offices will use their own cost center, with LF2000000.HT0000 LF.SP.CCA80000 to track costs associated with this directive.
8. Process workers compensation claims. Casuals are covered under the Federal Employee's Compensation Act (5 U.S.C. 81), which authorizes medical care and compensation for periods of disability for casuals who sustain traumatic injuries and occupational diseases in the performance of duties. Casual Hires are entitled to payment of Continuation of Pay (COP) for traumatic injuries for eight hours per day, seven days a week, for a maximum of 45 calendar days. Reference the National Wildfire Coordinating Group [Standards for Interagency Incident Business Management](#) for more detailed information on coding COP for Casual Hires (Chapter 30-10).
9. Process personal property/loss damage claims.
10. Issue authorization to travel and process claims for travel expense reimbursement.
11. Hiring units are required to collect performance evaluations for all Casual Hire employees returning from assignments.
12. Hiring units should keep on file all emergency contact information for hired ADs.

References:

Administratively Determined (AD) [Pay Plan for Emergency Workers](#) (Casuals)
BLM Fire & Aviation Fire Business Management Group [Standards for Fire Business Management \(Orange Book\)](#)