



United States Department of the Interior


BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

SEP 16 2013

IN REPLY REFER TO:

Memorandum

To: All Regional Directors
Attention: Regional Forestry/Wildland Fire Management

From: Director, Bureau of Indian Affairs 

Subject: Bureau of Indian Affairs (BIA) Implementation of the Department of the Interior (DOI) Administratively Determined (AD) Pay Plan

Purpose:

This memorandum is to inform Bureau of Indian Affairs (BIA) Regional and Agency Line Officers of policy regarding the supervision of Administratively Determined (AD) firefighters.

Background:

The Department of the Interior (DOI), AD Pay Plan is a special hiring authority for emergency workers. As stated in the DOI Pay Plan, *Such hiring is for uncertain and purely temporary duration and must be terminated when other employment methods can be initiated.* The AD hiring authority cannot be used to circumvent other hiring authorities, such as temporary, furlough or career seasonal appointments. Currently, inconsistent AD hiring practices and criteria are being applied by Bureau and Tribal programs.

Policy:

Accountability of the AD hiring authority is an inherently Federal activity and requires Federal Government supervision. Subsequently hiring authority is granted through the DOI to the BIA, and cannot be delegated to a tribally contracted or compacted program. However, tribal programs can gather documentation to assist in meeting the requirements of the Pay Plan.

BIA/Tribal Requirements:

Regional and Agency Line Officers are accountable for AD supervision and provide direction through delegation for managing the AD hiring procedures. Agency Line Officer (generally the Superintendent) can delegate AD hiring accountabilities, to the BIA Agency Fire Management Officer (FMO) or federal designee. A table is attached to this memorandum outlining responsibilities of the BIA and Tribal programs. (Attachment 1)

Agency/Tribal Programs will develop a roster to facilitate hiring AD's (identify individuals that meet pre-season hiring and fire training requirements), document AD hiring policies are met and guarantee line officer involvement in the hiring process. The roster for AD hire's will be

established prior to the fire season. Line officer approval will provide for eligible fire fighters to be hired as AD's. Individuals not included on the roster are ineligible to be sponsored as an AD.

Two primary AD mobilization categories are shown below. Regions/Agencies will use these categories but can develop additional restrictive criteria.

1. AD employees on an approved roster can be mobilized, without additional approval, for:
 - Dispatches off-the-home unit when filling a resource order from an interagency dispatch center;
 - Augmenting staffing identified in an approved short or long-term severity action and;
 - AD hire when federally approved fire plans dictate the need for additional firefighters, to meet the existing severe fire conditions.

2. Case-by-case AD hiring approvals by a Federal Official will be required in all other situations. Considerations for approvals should include: General Schedule (GS) or tribal employee, militia, furloughed GS/tribal employees availability, and fire behavior activity levels. AD hiring should correspond with fire activity levels. The case-by-case approval process will be developed prior to the start of the fire season by Regional and Agency line officers and communicated to the tribe.

For AD payroll submission packages, the Approving Official Batch Memorandum verifies all necessary forms are complete and signed by the Approving Official representing the federal government. Tribal representatives are not authorized to approve Official Batch Memorandums.

Hiring officials, approving officials, and appropriate staff must educate themselves with this policy, including the AD Pay Plan, and the Interagency Incident Business Management Handbook (IIBMH) prior to hiring under the AD Pay Plan authority.

If you have any additional questions, please contact Esther Broyles, Administrative Officer, at (208) 387-5696; or Dylan Romero, Assistant Director-Operations, at (208) 387-5372.

Attachment

Table/Roster of Bureau of Indian Affairs and Tribal responsibilities

Performance Required	Agency/Tribal Program	Line Officer - BIA
Roster	Administer/Compile	Federal Approval
• Pack testing	Administer/Document	Approval under roster
• Drug Test	Administer	Approval under roster
• Medical standards process	Complete/compile	Approval under roster
• Annual Refresher	Administer (NWCG Standard)	Approval under roster
• Motor Vehicle Authorization	Administer (If Applicable)	Approval under roster
• IQCS Report (Qualified Master List)	Provide with roster	Approval under roster
Update roster	Compile AD management measures for discipline and to update qualifications modify roster.	Approve modified roster
Hiring Packet	Complete and submit to Federal Line officer or Federal Designee	Review and Sign
OF-288 Time Sheet	Compile	Sign and Approve
Official Batch Memorandum	Compile, submit to line officer or federal designee	Approve and submit to Casual Payment Center
Accident Reporting	Compile and present to BIA	Approve and submit

The roster will identify items needed to ensure hiring eligibility and include:

1. Name of the firefighter
2. Date the firefighter passed their last pack test and physical or health screen questionnaire
3. Drug test date and result
4. Motor Vehicle Authorization (if applicable)
5. Date when the annual Wildland Fire Safety Training Annual Refresher (WFSTAR) was taken
6. Firefighters highest Incident Qualifications & Certification System (IQCS) fire qualification in each Incident Command System (ICS) functional area
7. Signature of the Superintendent or their designee

The roster must be up-to-date and adjusted during the fire season, including adjustment criteria such as updating fire qualifications and excluding individuals who are ineligible for fire assignments as a result of documented misconduct.