



NATIONAL WILDFIRE COORDINATING GROUP

Incident Business Committee (IBC)

IBC Memorandum 24-03

To: Geographic Area Incident Business Committees
From: Dave Burley, Chairperson, NWCWG Interagency Incident Business Committee
Subject: **Single Resource Casual Hire Information (SRCHI) PMS-934**

The 2024 United States Forest Service (USFS) Administratively Determined (AD) Pay Plan added a provision to the situations that allow hiring of ADs. This provision has been added to the SRCHI as #15. Other provisions were slightly renumbered and the form itself is fillable with electronic signature fields. When the hiring official signs the form, all fields lock except the casual signature and date. The changes have been coordinated with the national buying team coordinator and both USFS and Department of Interior (DOI) Casual Payment Centers.

Please use the attached revised PMS-934 when hiring ADs from this point forward.

This information can be found at: <https://www.nwcg.gov/committee/incident-business-committee/correspondence>. For questions, please contact your IBC representative.

LSA

Dave Burley, Chair, IBC
Date: 8/30/2024