



NATIONAL WILDFIRE COORDINATING GROUP

National Coordination System Committee

NCSC Memorandum 25-05

September 2, 2025

TO: Julie Bennett, Chair, Incident Business Committee (IBC)

FROM: Sean Peterson, Chair, National Coordination System Committee (NCSC)

SUBJECT: ACDP AD Pay Rate Reevaluation Request

Purpose: The purpose of this memorandum is to request a reevaluation to adjust the U.S. Department of the Interior (DOI) and U.S. Department of Agriculture (USDA) Administratively Determined (AD) Pay Plans to ensure they align with the updated qualification requirements for the Aircraft Dispatcher (ACDP) position.

Issue/Action: The 2025 DOI and USDA AD Pay Plan currently assign the same pay rate (AD-H) for both the Initial Attack Dispatcher (IADP) and ACDP positions. However, NWCG has approved a new qualification pathway for ACDP which now requires individuals to be fully qualified as an IADP before becoming an ACDP trainee. The updated ACDP position carries greater leadership responsibilities, as well as additional experience, training, and supervisory duties.

Adjusting the ACDP pay rate to AD-I will recognize the prerequisite IADP qualification at the AD-H level and accurately reflect the advanced responsibilities of the ACDP position. This adjustment will also align the ACDP position with the broader qualification framework for dispatch positions moving into 2026.

Background and Coordination: In January 2025 the *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1 was updated to reflect the current qualification requirements for the ACDP position. These requirements now include the completion of ten required training courses, demonstrating satisfactory performance as an IADP, and completion of the ACDP Position Task Book. For full reference, the ACDP qualification requirements can be found: <https://www.nwcg.gov/positions/aircraft-dispatcher/qualification-requirements>.

Contact: For additional information please contact Sean Peterson, NCSC Chair, speterson@blm.gov, or Jeffrey Lee, NCSC Vice Chair, jeffrey.lee@usda.gov.

Distribution:

NCSC

IBC