



NWCG Single Resource Casual Hire Information

CASUAL INFORMATION

Casual's Name (print): _____ Phone #: _____ Start Date: _____
Point-of-Hire: City: _____ State: _____ Employee Common Identifier (ECI #): _____

HIRING UNIT INFORMATION

Office Name: _____ Hiring Location (example: ID-BOF): _____
Hiring Official's Name (print): _____ Phone #: _____

POSITION INFORMATION

Job Title: _____ AD Class: _____ AD Rate: \$ _____ Request #: _____ FireCode: _____
Incident Order # (example: ID-BOF-000423): _____ Incident Location (City/State): _____

Emergency personnel may be hired under the provisions of the *Administratively Determined Pay Plan for Emergency Workers* when any of the following conditions exist. Reference the current Pay Plan of the hiring agency for full context and details.

- 1. To fight an ongoing fire.
- 2. Unusually dry period or fire danger is high to extreme.
- 3. Provide support to ongoing incidents to include post-incident administration (dispatch, warehouse/cache, administrative support) normally not to exceed 90 calendar days.
- 4. Pre-position or place firefighters on standby for expected dispatch.
- 5. Temporarily replace members of fire suppression crews or fire management personnel who have been mobilized to incidents.
- 6. Attend emergency incident training within limitations set in the AD Pay Plan. Course Title: _____
- 7. Instruct emergency incident training when all other hiring/contracting methods have been exhausted, not to exceed 120 hours per year.
- 8. Allow medically qualified personnel to support work capacity testing when all other hiring/contracting methods have been exhausted.
- 9. Respond to floods, storms, or any other all-hazard emergency.
- 10. Carry out emergency stabilization work when there is an immediate danger of loss of life or property.
- 11. Following an emergency, develop plans and manage emergency stabilization efforts for no more than 90 days after BAER plan approval.
- 12. Meet Federal Emergency Management Agency (FEMA) mission assignments.
- 13. Provide public awareness for an emerging or projected incident, event, or situation.
- 14. For hazardous fuel reduction projects (follow agency-specific plan regarding mechanical or chemical treatments).
- 15. USFS hired only: For fuels program support functions on Wildfire Crisis Strategy priority landscapes and high-risk fireheds.

TRAVEL/TRANSPORTATION/SUBSISTENCE

Travel for casual hires will be processed in accordance with Federal Travel Regulations, AD Pay Plan, and agency policy.

Casual is entitled to transportation to and from the incident: No Yes

Transportation method:

- Airline
- Privately Owned Vehicle (POV) Mileage Reimbursement Authorized: POV – TDY (higher rate) **or** POV – Agency Vehicle Available (lower rate)
- Rental Vehicle (must be on resource order): Rental provided by: Casual **or** Government
- Other (such as bus, government vehicle, Emergency Equipment Rental Agreement [EERA]): _____

Subsistence:

If casual is subsisted by the government, those expenses shall not be claimed on a travel voucher.

HIRING DOCUMENTS

Completed by:

Agency

- I-9, Employment Eligibility Verification (valid for 3 years).
- State/federal government-issued photo ID verified and in casual's possession (required for all positions).
- Incident Qualification Card (if required for position) verified and in casual's possession.
- State-required certification verified, if required for position (e.g., CDL, driver's license, EMT certificate).

Casual Federal W-4 State tax (if applicable) Incident Behavior, PMS 935-1 Direct Deposit Conditional Offer of FEHB

I understand that I am being hired under the terms and conditions of the *Administratively Determined Pay Plan for Emergency Workers*.

Casual's signature (required): _____ Date: _____

Hiring official's signature (required): _____ Date: _____

Distribution: Follow agency hiring procedures.

NON-DISCRIMINATION POLICY STATEMENT: *The U.S. Government prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and, where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program (not all prohibited bases apply to all programs).*