

AD Question & Answer Guide

Direction for

Casual Employment

Region 5

FY2014

The purpose of this AD Guide is to provide a helpful reference about Casual Employment. The FSH 5109.34 Interagency Incident Business Management Handbook, Chapter 10, Pay Plan for Emergency Workers (Casuals) is the official pay plan and is complete. This Guide is not to be used as final authority. Official regulations take precedence and must be relied upon when conflicts and interpretive questions arise.

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Recruitment

1. Who can hire AD's?

Designated Authority is given to the Supervisor's Office. Designation for hiring should be from a line officer to an appropriate hiring official who is knowledgeable of the AD pay plan and will execute the appropriate paperwork.

2. How do we locate/recruit AD's to hire?

Local qualified hires ready and willing to work on the incident; AD organized crews through GACC or Forest Dispatchers; retirees and former employees who remain qualified and available for ICS positions.

3. What is an alternative to AD hiring?

The Administratively Determined (AD) Pay Plan applies wherever uncertain or purely temporary duration exists, and must be terminated when other employment methods can be initiated.

To obtain temporary help prior to an incident, temporary hiring authorities, including a 30-day emergency need authority may be used. In some cases, contracts may be used to fill positions. Contact your servicing Human Resources and Acquisition staffs for assistance.

This plan can be used for suppression operations and suppression for resource benefit. Local hiring offices may be contacted to ask about alternative hiring opportunities.

4. Where are they hired?

Casuals may be contacted by a GACC (Geographic Area Coordination Center), ECC (Expanded

Dispatch), or a Forest hiring official. The hiring period begins at the point of hire and the time an individual is available for hire at the request of an agency representative. It ends at the time the casual is returned to the point of hire or is no longer available.

Point of hire is defined as the location of the unit where hiring documentation is completed or other locations as determined by the hiring unit. IIBMH (FSH 5109.34)

Hiring officials need to assure hiring documentation is complete before directing the casual employee to an incident location.

5. Hiring Documentation

The following Forms must be completed at the time of hire by the employing agency or unit. They may be completed prior to the field season and submitted at the time of completion.

- Form I-9, Employment Eligibility Verification must be completed at the employing location.
- Single Resource Casual Hire Information Form, PMS 934. Required for hiring single resources; not required for crews. Provide a copy of this form to the AD to take to the incident finance section.
<http://www.fs.fed.us/fire/ibp/personnel/personnel.html>
- Provide the AD with a Federal W-4 for completion, a State Tax withholding form (DE-4 for California) and Direct Deposit information and SF-1199A Direct Deposit Form.

- Incident Behavior form, PMS 935-1, is optional by the agency and completed annually.

6. Where are hiring and pay forms maintained?

Copies will be maintained at the hiring office. The Casual Pay Center in Albuquerque, NM will maintain the original hiring forms and all pay documents.

Submit completed forms to:

USDA Forest Service

Albuquerque Service Center, B&F

Incident Finance Branch – Casual Pay

101 B Sun Avenue NE

Albuquerque, NM 87109

Phone: 877-372-7248 Option 1

7. When can AD's be hired?

- To fight an ongoing fire
- During high to extreme fire danger or high risk periods
- To allow personnel to attend up to 80 hours training in fire
- To instruct fire suppression training when all other methods of hiring and contracting instructors have been exhausted, not-to-exceed 120 hours per year for a qualified individual, including time to prepare and issue certificates
- To place additional firefighters on standby

- To temporarily replace members of fire suppression crews or fire management personnel who are currently on fires
- To meet mission assignments issued by FEMA
- To provide support to an ongoing incident, including post-incident administration (for example; dispatch, administrative support). Post incident administration normally should not exceed 90 calendar days
- Emergency stabilization work where prompt action is essential to avoid loss of life, property, or before potentially damaging climatic events occur
- To cope with floods, storms or other disasters
- During a transition period not to exceed 90 days, following a natural emergency, to develop plans and manage an emergency rehab effort until regular employees can handle the situation

8. Is it ever appropriate to use the AD authority rather than request extension/waivers of 1039 hours?

Yes, however, you must be very careful that the AD authority is not being used to extend the 1039 appointment. The determination must be made on a case by case basis.

Example: Temporary employees hit their 1039 hours while fighting an active fire. Can they be on a temporary appointment on Wednesday and come back to work doing the same job Thursday as an AD?

Yes! The employee can come back to the fire as an AD and remain as an AD until the incident is concluded. If employment is initiated on the fire, it should end on the fire.

Example: A temporary employee's appointment runs out the middle of August and the employee is separated. Can the employee be re-hired as an AD to fight a new fire on the unit? Yes!

Example: Can the AD pay plan be used to provide training when it is known that the individual will be hired for a temporary position? No! The AD plan should be used to provide training only for AD's. A temp employee should receive training under their temporary appointment. We need to be careful not to mix pay plans.

9. Positions Casuals are Ineligible to Occupy

Casuals may not be hired as an Area Commander, Type 1 or Type 2 Incident Commander, Security Specialist Level 1 or Level 2, Fire Investigator. These key positions may only be filled by current agency employees.

When approved by the WO Director of Acquisition Management, retirees may be hired as Buying Team Leaders or Contracting Officers and may temporarily have warrants reinstated.

10. Out of Country Assignments

Casuals may not be hired for out of country assignments. IIBMH (FSH 5109.34)

11. Retirees hired as AD's

- Are not subject to salary offset**

- **May need refresher training to retain qualifications for AD assignments**
- **Must comply with travel/expense processes applicable to AD's**
- **Requirements to be hired**
- **Must be at least 18 years of age**
- **Meet minimum physical fitness standards as established by agency policy**
- **Meet minimum training requirements for the position before assignment**
- **Have PPE appropriate for position hired for**
- **Crew bosses and assistants, engine supervisors, etc...must be proficient in the English language and the language used by the members of their crew**
- **If a member of the Armed Forces, be non-active**
- **An Incident Qualifications Card issued indicates employees have met the requirements for the position(s) they are performing.**

12. Licensing or certificates required for specialized work.

AD's must possess current certifications and licenses for specialized work as identified in the Health and Safety Code Handbook (FSH 6709.11)

13. Physical standards

Casuals hired under this plan have minimum physical fitness standards and training requirements as established by agency policy. See the FSH 5109.17 Fire and Aviation Management Qualifications Handbook.

Casuals are required to complete agency specific health and medical screening requirements for certain positions prior to being hired.

Pay Provisions

14. Positions Descriptions/Pay Rates

Position Classifications AD- A through M is listed in the IIBMH (FSH 5109.34). Website for list of positions is: <http://www.fs.fed.us/fire/ibp/personnel/personnel.html>

15. AD pay rate exception positions

Designated hiring officials at the local unit cannot establish excepted positions. The Regional Incident Business Coordinator must approve all excepted positions prior to hiring an AD. Excepted positions may only be established at the AD-A, AD-B, AD-F, AD-I, and AD-K levels when an emergency warrants.

16. Funding Codes for AD's

AD's are charged to the appropriate fund for the emergency incident or preparedness need.

Use WFSU for charges associated with preparing for the Work Capacity Test, medical screening requirements, and training (refresher, ICS courses).

Use WFPR for AD Hire Instructors' time and related costs. These WFPR funds would be the funds for the

forest who has hired the AD to instruct, not the AD's sponsoring forest.

Use the assigned P or H codes as designated for incidents.

17. Paying for Work Capacity Test and Physicals

Time spent taking the Work Capacity Test is compensable and charged to the government using appropriate WFSU funds (FSH 6509.11g). The cost of the physical is paid for by the Government.

However, the time spent taking the physical is not compensable (Work Capacity Tests for Wildland Fire Qualifications-Implementation Guide). Website for additional information is:

http://www.fs.fed.us/fire/safety/wct/wct_index.html

18. Getting Paid

All Forest Service emergency firefighter payments will be made from the Albuquerque Service Center:

USDA Forest Service

Albuquerque Service Center, B&F

Incident Finance Branch – Casual Pay

101 B Sun Avenue NE

Albuquerque, NM 87109

Phone: 877-372-7248 option 1

All inquiries regarding late or lost checks should be addressed to the Casual Pay Center. Checks are issued by the Treasury, or if elected, deposited

directly into the casual's bank account (EFT).
Casuals need to indicate their mailing address on their OF-288, Emergency Firefighter Time Report.

Inquiries from State Employment Offices and requests for verification of employment should be forwarded to the Casual Pay Center for response.

19. Hours Paid

Casuals assigned to an incident away from their point of hire are entitled to guarantee 8 hours if given a day off while on the incident. Casuals working away from the point of hire must be given enough on-shift time (travel, ordered standby, and actual work) to total 8 compensable hours for that calendar day. This 8-hour guarantee does not apply to the first and last day of work.

Casuals assigned to an incident at their point of hire are not entitled to guaranteed hours on days off. This is considered off-shift time and is non-compensable.

Casuals working at the point of hire are not guaranteed 8 hours for each calendar day.

The minimum compensable time allowance for each work period is 2 hours. Thereafter, compute time in multiples of 15 minutes. IIBM (FSH 5109.34)

20. Length of assignment and Days Off

Assignments can last up to 30 days. Paid days off is only available to casuals if held at the incident; casuals are not entitled to paid days off at their home unit. Upon release from an incident, casuals are not entitled to paid days off (IIBM Ch. 10).

21. AD's hired as Instructors

ADs can be hired to instruct qualifying courses. For a course presentation to be considered as qualifying toward fulfilling “required training” the instructor qualifications and presentation standards must meet or exceed those outlined in PMS 907, “NWCG Course Coordinators Guide” and the PMS 901-1 “NWCG Field Managers Course Guide”. Any course presentation that does not meet the presentation standards or instructor qualifications will be considered as non-qualifying by NWCG member agencies. Any qualifications based on the course would be considered invalid.

Casuals may be hired and compensated as training instructors when all other methods of hiring and contracting instructors have been exhausted; not to exceed a total of 120 hours excluding travel per calendar year, regardless of hiring agency, to prepare, instruct, and issue certificates for required courses for emergency incident situations. (FSH 5109.34)

There are 2 class levels for position code THSP instructors. THSP lead instructor for S300 and below courses is an AD-I. THSP lead instructor for S400 and above course is an AD-K. (FSH 5109.34)

22. Qualifications/Training

When casuals attend training to qualify for a higher-level position, they shall be paid one AD rate lower than the full performance rate. When casuals attend refresher training, they shall be paid at their current position AD rate.

Casuals can be paid up to 80 hours of training per calendar year, regardless of hiring agency.

The allowable hours of training does not include associated travel to such training.

Occasionally, an AD must take over 80 hours of training within a calendar year to maintain or gain qualifications or certification for a specific position. The ASC-IF Casual Payment Center does not have the authority to pay Casuals for over 80 hours of training without approval; therefore, the following process should be used:

Request to approve payment for training in excess of 80 hours shall be done in writing by the Forest Service Hiring Official to the Regional Incident Business Coordinator. The request should include a reason for additional training hours.

Approval from the Regional Incident Business Coordinator will accompany the OF-288 submitted to the ASC-IF Casual Pay Center.

23. Employee absences

If an AD employee is permitted to prematurely depart from an assignment for personal business, that travel and time are not compensable nor covered in the event of any injury, illness or accident.

FSH 5109.34, Conditions of Hire provides specific direction. It is important to fully explain the period of non-compensable time on the OF-288 so that pay stops for the duration until the person is again available and present to carry out the AD work as hired.

24. Location of work

The rate will be established at the point of hire and documented on the OF-288 and the Single Resource Casual Hire Information Form.

25. Premium Pay and Differentials

Casual employees are not entitled to hazard pay, overtime pay, or other supplemented pay.

26. Fired or quit

If a casual is fired or quits without an acceptable reason before the emergency is over, pay will be stopped at that time. A government official may decide whether or not the government will provide return transportation and if the casual will be paid for travel time back to the point of hire. (IIBMH Ch. 10)

Timekeeping

27. Who is the timekeeper?

The timekeeper may be the unit timekeeper or the incident time recorder or unit leader.

The approving officer for all associated payments may be the Agency Administrator, Budget Officer, Unit Finance Specialist, Dispatcher, Finance/Admin Section Chief.

28. ECI Numbers

The Employee Common Identifier is a number that is issued by ASC upon initial hire of an AD. It is unique to that employee and is used in lieu of a SSN in the field. The ECI will remain constant through many seasons. This will help employees ensure their PII is not compromised while on an incident.

AD employees need to learn what their ECI number is and be prepared to provide it to Incident Finance sections while on assignment. Incident Finance

employees can look up an employees' number at:
<http://www.fs.fed.us/fire/ibp/personnel/personnel.html>

If an AD is on an incident upon initial hiring, the Finance Section may use 9's to fill in the SSN block on all documents except the I-9 and W-4.

29. Assignment Changes that Affect Pay Rate

If the casual is assigned to a different position qualification (as documented on the SF-261, Crew Time Report), adjust the pay rate to the appropriate rate for that position and document in the remarks block of the OF-288.

30. Termination of the AD hire, forms and procedures

Termination requires closing out the OF-288 Firefighter Time Report. Travel time and expense is compensable back to the point of hire (unless terminated for cause and Agency Administrator or Incident Commander has documented prompt discharge without return travel). 8 hour guarantee will not apply to the last day of AD employment.

31. Helpful info from the Casual Pay Center

Crew manifests are sent in with crew FTRs. Single Resource Casual Hire forms are not required for crews.

Single resources/overhead personnel require a Casual Hire Info form for each new assignment

Be sure appropriate reviews and signatures are obtained

Submit address changes using the address change form on the ASC website

Name on FTR must be legal name and legible

Ensure travel is posted to the FTR according to agency policy

Send original documents; photocopies are not accepted

Ensure employees' ECI number is written on each FTR in the Social Security Number box

Attach a signed approving officer memo with FTR submissions.

Benefits

32. Unemployment Benefits

Under the provisions of 5 U.S.C. 8501, Federal agencies do not report wages earned to state offices for unemployment compensation purposes. The services performed by an individual on a temporary basis in case of fire, storm, earthquake, flood or similar emergency are not considered as performing Federal service for the purpose of reporting wages for unemployment compensation benefits.

Casuals may furnish statements of earnings to State Unemployment Offices on their own behalf. (FSH 5109.34) Therefore, Casuals do not receive unemployment compensation from the state.

33. Social Security

Casual earnings may be subject to Social Security earnings limitations. Casuals should contact the Social Security Office to determine applicability.

34. Other Benefits

IIBMH (FSH 5109.34) Casuals under this pay plan are not entitled to earn or to be granted annual or sick leave, or to be covered under the Federal Employees' Group Life Insurance Act (5 U.S.C. 87), Civil Service Retirement Act (5 U.S.C. 83), Federal Employees' Retirement System (5 U.S.C. 84), Federal Insurance Contributions Act (26 U.S.C. 3121(b)(6)(C)), or the Federal Employees' Health Benefits Act (5 U.S.C. 89). However, the Federal Employees' Compensation Act (5 U.S.C. 81) does cover casuals.

35. OWCP/Disability Benefits

AD employees are covered under the Federal Employees Compensation Act. If an AD is injured and becomes disabled, a CA-1 will be necessary to acquire continuation of pay (COP) from first full day of disability until injured worker is returned to their point of hire.

If injured on an incident, casuals are entitled to payment of COP for 8 hours per day, 7 days per week, for periods of disability until:

- Complete recovery is realized OR
- The 45 calendar days are complete OR
- When the casual leaves the incident, the original length of commitment ends, or whenever the casual is released back to duty, whichever occurs first.

The home unit will then advise the AD injured worker that "COP" is stopped and further disability is subject to OWCP compensation eligibility determination. A CA-7 Claim to Obtain Compensation form will need to

be submitted to notify OWCP of the disability continuing after the end of AD employment.

36. Claims

Casuals may file a claim for loss of or damage to personal property, provided possession of the property was reasonable, useful and proper under the circumstances and the loss or damage occurred incident to the individual's service. Coverage is under the Military Personnel and Civilian Employees Claims Act. 31 USC 3721.

Travel

37. Driving requirements

No driver will drive more than 10 hours (behind the wheel) within any duty-day.

Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.

A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

Exception: Exception to the minimum off-duty hour requirement is allowed when **essential** to:

Accomplish **immediate** and **critical** suppression objectives, or

Address **immediate** and **critical** firefighter or public safety issues.

As stated in the current agency work/rest policy, documentation of mitigation measures used to

reduce fatigue is required for drivers who exceed 16 hour work shifts. This is required regardless of whether the driver was still compliant with the 10 hour individual (behind the wheel) driving time limitations

38. Driving Govt. Vehicle Requirements

As stated in the FSH 7109.19, Ch. 60: The employee must have a valid State driver license for the type of vehicle to be driven. The State license must be carried with the employee at all times while driving a Government vehicle. Verification of the State license may be in the form of a national record search conducted by the hiring unit, an affidavit from the State licensing bureau, or other method determined by the hiring unit.

The employee must have in possession a Forest Service-issued identification card (Form OF-346) or similar document for the type and size of vehicle or equipment being operated.

39. Travel Status

Travel begins when the individual starts travel or when they report to a point of departure. The individual is not compensated from the time of dispatch notification; time spent packing at home, for any meal breaks, or for travel interruptions of more than 3 hours when free to pursue personal activities is non-compensable time (IIBMH Ch.10).

40. Deviating from Official Travel Route

Casuals who are not reassigned and deviate from the normal travel route home will only be reimbursed for the number of miles back to the point of hire.

Casuals are not entitled to transportation provided by the government from the point the travel deviation

occurs. The travel deviation must be documented and attached to the casual's original time record (OF-288). This documentation shall also be made a part of the incident record. IIBMH (FSH 5109.34)

41. Lodging

All Federal Travel Regulations must be followed as described in FSH 6509.33, Ch. 301.

Whenever deemed practical and necessary by the agency representative, furnish subsistence and lodging at government expense for casuals. When feasible utilize Buying Teams or other procurement officials to obtain these services via purchase card or other procurement instrument. If the government cannot provide subsistence and lodging for a casual, reimbursement should be made through the agency travel process IIBMH (FSH 5109.34)

42. What constitutes inappropriate actions?

Claiming pay status during days off while in travel status.

Charging 'stand-by' time when free to come and go. Available with a pager or phone is properly termed 'on-call' and is not compensable.

ADs supervising, hiring, ordering or recommending payments that in any way affect a company or contractor that the casual has ownership or employment with.

Claiming compensation for times when self-removed from work or direct travel route

Fire chasing for preference in hiring

43. Travel and expense reimbursements

The hiring agency or unit is responsible for issuing authorization to travel and for processing claims for travel expense reimbursement per agency procedures.

POV mileage, baggage fees, parking fees, rental car gas receipts, first and last day meal allowance, and daily incidentals will be paid on the OF-288 (mandatory) when no other travel expenses are to be reimbursed. These reimbursement expenses will be documented by the IMT or the home unit, depending on who is posting time and submitting the final OF-288 for payment.

When a casual has reimbursable expenses in addition to POV mileage, incidental expenses, parking, rental car, gas receipts and baggage fees, upon return from the assignment they will provide receipts and a copy of the OF-288 to the local hiring unit. The local hiring unit will complete a Travel Voucher using agency procedures and excluding those expenses paid via the OF-288. The OF-288 is included as a receipt attachment to the voucher to prevent double payment of expenses.

See the ASC website for current reimbursement rates. See the ASC website for examples on how to calculate and post travel reimbursable expenses.

<http://fswweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/>

FSH 6509.33, Ch. 301 allows limiting reimbursement of M&IE to the applicable rate for the area. The AD then does not have to show receipts and it is allowable.

<http://fswweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/>

44. What about time zone changes?

When a time zone is crossed, pay recording remains in the original time zone until the end of the first operational period. The new time zone begins at the start of the next operational period and stays in place until the end of that operational period. Time lost or gained will even out by the time the casual returns home.

45. Starting time and date of hire

Dispatch Centers are responsible to inform casuels, upon dispatch, if their transportation to the incident will be provided through: travel management center (via commercial transportation), ground support or personal vehicle

46. Processing AD Travel Vouchers

Casual Hires who need to have travel vouchers completed must be established in the GovTrip System. The following documents must be completed by the hiring unit and submitted to ASC:

- FS-6500-214 Financial Information Security Request Form
- FS-6500-231 Vendor Code Information Worksheet

Casuals who need to have travel vouchers completed, should have an Open Travel Authorization created in GovTrip once the FS-6500-214 and 231 have been completed and processed.

All incident travel must be coded Special Agency Mission as the purpose of travel in GovTrip

Open Authorizations are established specifically for Incident Travel and should not be co-mingled with other authorizations for instructing, attending training, etc.

Once an AD returns from travel, they must provide a copy of the OF-288 and supporting receipts so that a travel voucher can be completed using GovTrip. The OF-288 is used as supporting documentation so as to not duplicate reimbursable expenses already claimed on the OF-288.

Other Provisions

47. Conduct and Performance Issues

The sponsoring agency is responsible to identify incident behavior expectations and document consequences for inappropriate behavior in crew agreements, ensure Incident behavior expectations are provided to organized crew personnel, and establish documentation procedures.

For organized crews, the crew representative will work with incident management team officials to document and remedy conduct problems. For single resources, the IMT will document and work to remedy conduct problems.

48. Training requirements for AD's

Annual Fire Safety Refresher Training is a requirement of FSH 5109.17 for some positions.

All Region Five employees engaged in wildland fire suppression, prescribed fire, and support activities, regardless of position assignment are encouraged to complete Fire Safety Refresher Training annually.

49. When another agency's incident occurs, who pays?

The hiring agency processes the payment for the casual. When the emergency is non-fire, the agreement between agencies addresses the payment authority to acquire the casual hires/employment assistance. Presidential-declared FEMA disasters, Stafford Act and Economy Act authorities must be recognized to ensure liability and reimbursement provisions are established for our agency.

50. Garnishment of wages

Garnishment of wages is addressed in Title 42, USC, Section 659. The Casual Pay Center processes all garnishments to casuals' payments. Forward any court-ordered garnishments to the Casual Pay Center.

51. Non-U.S. Citizens

The Immigration Reform and Control Act of 1986 (8 U.S.C. 1324A) requires employers to hire only individuals who are eligible to work in the United States. This law also requires that the Department of Homeland Security (DHS) Form I-9 be completed within 3 business days of the appointment.

Those units who establish and train organized crews must complete DHS Form I-9 as soon as crews are organized. The appropriately delegated position on the hiring unit or the designee is responsible for verifying the eligibility of any casuals hired.

To work under this plan requires a social security number. This applies to United States citizens as well as nonresident aliens. Casuals shall be

furnished a notice of mandatory social security number disclosure at the time of hire.

52. BAER work for AD's

FSH 5109.34 permits AD hiring to carry out emergency stabilization work where there is an immediate danger of loss of life or property or when prompt remedial action is essential before potentially damaging climatic events occur.

ADs can be hired during a transition period, not to exceed 90 calendar days, following a natural emergency to develop plans and manage an emergency stabilization effort until regular employees can handle the situation or until other employment methods can be initiated.

53. EEO matters

USDA does not permit violation of EEO laws. If a casual firefighter experiences discrimination and is unable to resolve a workplace conflict, the notification process is: crew leader/representative, human resource specialist, and/or hiring unit official.

54. Union representation

AD hires are not covered by union representation.

55. Personal Protective Gear

Casuals must have personal protective gear that is appropriate for the position they are being hired for.

See Safety and Health Handbook FSH 6709.11 for more information.

56. Uniforms/Clothing

AD hires are not expected to wear uniforms.

FSH 6509.11 states; Retirees who were authorized to wear the uniform on active duty may wear their dress or field uniforms during functions associated with the Forest Service.

Retirees may not wear the law enforcement uniform.

57. Work/Rest Guidelines

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. However, in situations where this does occur, (for example; initial attack), incident management personnel will resume 2:1 work/rest ratio as quickly as possible.

Incident Commanders must justify work shifts that exceed 16 hours and those that do not meet 2:1 work to rest ratio. (IIBMH Ch.10)

58. Contracts and ADs

Casuals may not work as ADs and simultaneously have contracts or Emergency Equipment Rental Agreements for emergency equipment or services with the government. (FAR, subpart 3.601)

59. Authorizing and Oversight of Casual Pay

Forest and Incident finance contacts need to review timekeeping procedures and controls in place to assure requirements outlined in the IIBMH (FSH 5109.34) are adhered to. Red flags that indicate a need for additional attention include:

Incidents coinciding with formal training being offered

AD- rate exceptions (including the appropriate documentation)

Training hours payable as a trainee (meeting criteria of NTE 80 hours in most cases)

Assigning different pay rates during the same operational period

60. Contact for AD Hiring and Pay Questions

Contact for Region 5 AD hiring and pay questions is Yolie Thomas (707) 562-8835 or ythomas@fs.fed.us