FOREST SERVICE HANDBOOK
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FSH 5109.34 - INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 10 - PERSONNEL

Interim Directive No.: 5109.34-2016-1

Effective Date: April 1, 2016

Duration: This interim directive expires on March 31, 2017.

Approved: JAMES E. HUBBARD
Deputy Chief

Date Approved: 03/17/2016

Posting Instructions: Interim directives are numbered consecutively by handbook number and calendar year. Post by document at the end of the chapter. Retain this transmittal as the first page(s) of this document. The last interim directive was 5109.34-2015-1 to chapter 10.

New Document	id_5109.34-2016-1	20 Pages
Superseded Document(s) (Interim Directive Number and Effective Date)	id_5109.34-2015-1, 03/26/2015	20 Pages

Digest:

13.6, Exhibit 01 - Sets out the revised Pay Plan for Emergency Workers (Casuals) effective April 1, 2016. This 2016 pay plan makes the following changes from the plan previously in effect for 2015:

1. Adjustment of 1% applied to pay rates in accordance with Executive Order 13715. (Section B.1)

2. Provides a position classification for the following positions:
   - MAC Admin Support (THSP) - AD-D
   - Strategic Fire Management Analyst (THSP) - AD-K
   - Agency Administrator Liaison (THSP) - AD-M
   - Small Engine Mechanic (SMEC) - AD-E
   - Finance Section Chief, Type 3 (FSC3) - AD-J
   - Logistics Section Chief, Type 3 (LSC3) - AD-J
   - Operations Section Chief, Type 3 (OPS3) - AD-J
   - Planning Section Chief, Type 3 (PSC3) - AD-J

Digest--Continued:

3. Renamed Computer Technical Specialist (CTSP) to Incident Technical Support Specialist per IQCS Change Management Board.

13.6 - Exhibit 01

ADMINISTRATIVELY DETERMINED (AD) PAY PLAN FOR EMERGENCY WORKERS (CASUALS)

A. PREAMBLE. Pursuant to 5 U.S.C. 5102(c)(19), 7 U.S.C. 2225 and 2226, 16 U.S.C. 554e and 43 U.S.C. 1469, there is hereby established, effective for one year or until superseded, beginning on April 1, 2016, the following Administratively Determined (AD) Pay Plan. In the event there is an emergency in progress on the effective date of this pay plan, the casuals on that emergency shall be paid under the provisions of the AD pay plan in effect at the time of hire. This pay plan applies wherever and whenever it becomes necessary to hire persons:

1. To cope with a sudden and unexpected emergency caused by a fire, or extreme fire potential, flood, storm, or any other all-hazard emergency that threatens damage to federally protected property, has the potential to cause loss of life, serious injury, public health risk, or damage to natural or cultural resources unless brought under immediate control.

2. To provide emergency assistance to States under formalized agreements (para. E).

3. To meet mission assignments issued by the Federal Emergency Management Agency (FEMA).

Such hiring is of uncertain or purely temporary duration, and must be terminated when other employment methods can be initiated. This plan does not provide the authority to hire individuals for out of country assignments.

This pay plan is complete within itself. Therefore, for any hiring under this plan, the provisions herein take precedence over any other policies or regulations that may be prescribed elsewhere.

B. ADMINISTRATIVE DETERMINED (AD) RATES OF PAY. The National Wildfire Coordinating Group (NWCG) Incident Business Committee (IBC) facilitates establishment of rates and reviews positions on an annual basis. Geographic Area Coordinating Groups (or designated agency representatives) may request rates for positions not published in this pay plan.

Changes to the pay plan may be proposed by any agency for a variety of reasons, (such as new law or regulation, clarification of meaning, or establishment of new positions). The agency hiring official will submit, through normal agency channels, pay plan change recommendations to the IBC. Pay plan changes are normally requested and addressed in the first quarter of the fiscal year.

1. Rates Paid Per Hour for Work Performed at Classification Levels AD-A through AD-M.

Classification Level	Pay Rate (Per Hour)
AD-A	14.68
AD-B	16.12
AD-C	18.00
AD-D	19.80
AD-E	21.76
AD-F	23.76
AD-G	25.92
AD-H	29.04
AD-I	32.12
AD-J	35.36
AD-K	38.84
AD-L	46.60
AD-M	55.36

2. 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.

3. The Area Commander, Type 1 or Type 2 Incident Commander, Security Specialist Level 1 or Level 2, and Wildland Fire Investigator are key positions and can only be filled by current agency employees. For state, local or tribal government employees who cannot work on Federal incidents under their employment status or cooperative agreement due to policy or statute, the following positions may be filled in the 2015 pay plan under the included conditions:

a. Area Commander: State, local or tribal government employees who meet qualifications as certified by their Geographic Area Coordinating Group.

b. Type 1 and Type 2 Incident Commander: State, local or tribal government employees who meet qualifications as certified by their Geographic Area Coordinating Group.

c. Wildland Fire Investigator: State, local or tribal government employees.

4. When approved by the Director, Acquisition Management (AQM), retirees may temporarily have warrants reinstated and may be hired as casuals in these positions:

a. Buying Team Leader.

b. Contracting Officer.

NOTE: This applies to Forest Service, but may not apply in some of the Department of Interior (DOI) bureaus.

5. If a casual is receiving Social Security benefits or equivalent, casual earnings may be subject to limitations. Casuals should contact the Social Security Administration (SSA) office for further information.

C. DESCRIPTION OF AREAS TO WHICH RATES ARE APPLICABLE. These rates apply to all 50 states, as well as the following areas and jurisdictions:

Caroline Islands	Virgin Islands
Guam	Puerto Rico
Mariana Islands	Other Caribbean Islands
Marshall Islands	
American Samoa	
Other Pacific Islands	

D. CIRCUMSTANCES REQUIRED FOR HIRING. Hiring of emergency personnel may be made according to the provisions of this pay plan when any of the following situations exists:

1. To fight an ongoing fire.

2. To hire personnel during unusually dry periods or when local fire danger is very high to extreme (Preparedness Level 4 or 5), or when fuel or weather conditions are such that fires can readily ignite, spread rapidly, and do substantial damage, and when risks of fire occurrence are high (for example, severity authority, or prevention team activation). Examples of high risks occur when the preceding conditions exist and when:

a. Unusual lightning activity is present or is predicted;

b. Incendiary outbreaks occur; or

c. An unusually large number of people are in the area (for example, opening day of hunting season, fishing season, 4th of July, or Labor Day weekend).

3. To provide support to an ongoing incident, including post-incident administration (for example, dispatch, warehouse/cache workers, payment team members, administrative support and reviews). Post-incident administration normally should not exceed 90 calendar days.

4. To pre-position or place resources on standby for potential dispatch.

5. To temporarily replace members of fire suppression crews or fire management personnel who are currently on fires.

6. To allow personnel to attend emergency incident training in preparation for emergency incident response including all hazard training. In most cases this should not exceed a total of 80 hours per calendar year, regardless of hiring agency. This authority cannot be used to circumvent other hiring authorities such as temporary 1039 appointments or career seasonal appointments. The 80-hour limit includes required annual refresher courses. The 80-hour limit does **NOT** include travel hours to and from training.

Training in excess of 80 hours must be approved by the Regional Incident Business Coordinator. Requests to approve payment shall be done in writing by the hiring official to the Regional Incident Business Coordinator. This approval must accompany the OF-288 submitted to the ASC-IF Casual Payment Center.

7. To allow personnel to instruct emergency incident training when all other methods of hiring and contracting instructors have been exhausted. Instructing hours will not exceed a total of 120 hours (excluding travel) per calendar year, regardless of hiring agency, for a qualified individual to prepare, instruct, and issue certificates for required courses for emergency incident situations as noted in paragraph 6.

8. To cope with floods, storms, or any other all hazard emergency that threatens damage to federally protected property, has the potential to cause loss of life, serious injury a public health risk or damage to natural/cultural resources, unless brought under immediate control.

9. 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.

10. During a transition period, not to exceed 90 calendar days, following an 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. The 90 calendar days begins on the date the Burned Area Emergency Response plan is approved.

11. To meet Mission Assignments issued by the Federal Emergency Management Agency (FEMA) or assignments from other Federal agencies in accordance with approved interagency emergency plans.

12. To hire resources to provide public awareness for an emerging or projected incident, event or situation.

E. CONDITIONS OF HIRE.

1. This pay plan applies only to those casuals who are recruited for the sole purpose of dealing with an immediate fire emergency, extreme fire potential, or other all hazard emergencies.

2. Under no conditions may active members of the Armed Forces be hired.

3. Federal retirees may be hired under this plan without a reduction in annuity.

4. This authority cannot be used to circumvent other hiring authorities such as temporary 1039 appointments or career seasonal appointments.

5. Casuals hired under this plan must meet minimum physical fitness standards, security and qualification requirements as established by agency policy. Hiring units must use the Single Resource Casual Hire Information Form, per agency policy. In addition, casuals are required to complete agency specific health and medical screening requirements for certain positions prior to being hired, per agency specific guidelines.

6. Casuals in positions that require special certification or license (such as emergency medical technicians, drivers, or instructors) must meet the requirements of the hiring agency and of the State where the incident is located.

7. 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 should complete DHS Form I-9 as soon as crews are organized to eliminate the need for verification at incidents. The appropriately delegated position on the hiring unit or the designee is responsible for verifying the eligibility of any casuals hired.

8. The Agency Administrator or designee has the final authority to accept or reject any person hired under this pay plan.

9. A social security number is required to work under this pay plan. 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.

10. The Internal Revenue Service requires federal tax withholdings for nonresident aliens (reference IRS Publication 515).

11. The salary rate shown for each classification is the rate per hour to be paid for all the service required of the casual. Premium compensation must not be paid for service in excess of 8 hours per day or 40 hours per week or for night, Sunday, or holiday work (16 U.S.C. Sec. 554e).

12. 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. The hiring unit may determine an alternate location as the point of hire to allow for remote hiring of an individual and begin pay status from that location.

a. All hours worked under this pay plan must be recorded as either on-shift or off-shift. All on-shift time is compensable; all off-shift time is non-compensable.

b. On-shift includes:

(1) Time spent in travel from and return to the point of hire and related waiting time;

(2) Other travel necessary for the performance of work, such as from fire camp to fire line or between fire camps;

(3) Ordered standby; and

(4) Actual work.

NOTE: Reference the Interagency Incident Business Management Handbook (IIBMH), Chapter 10.

c. Off-shift includes:

(1) Time allowed for sleeping and eating when personnel are free from assigned duty; and

(2) Other periods when personnel are free from duty and are not in an ordered standby status. Ordered standby occurs when, at the direction of the agency representative, a casual is held in a specific location fully outfitted and ready for immediate assignment.

d. 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.

e. Casuals are not entitled to paid day(s) off upon release from the incident or at their point of hire. 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.

f. The minimum compensable time allowance for each work period is 2 hours. The minimum compensable time allowance of 2 hours does not apply to the first and last day of multiple day assignments.

g. 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 included in the incident record.

13. All transportation required from point of hire until return to point of hire must be at government expense, except as stated in paragraph 12g. 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.

14. Meal periods should be applied in accordance with the Interagency Incident Business Management Handbook (IIBMH), chapter 10.

15. When casuals do not receive adequate food or lodging, they shall be in pay status the entire time they are working, sleeping, or eating. Adequate food is defined as meals ready to eat, sack lunches, military type rations, and hot can or similar meals. Adequate lodging is described as a sleeping bag (paper or cloth) or a blanket or equivalent covering to provide protection from the elements for sleeping.

16. Whenever deemed practical and necessary by the agency representative, furnish subsistence and lodging at government expense for casuals under this plan. 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 for a casual, reimbursement should be made through the agency travel process. The hiring agency or unit is responsible for issuing authorization to travel (if required) and for processing claims for travel expense reimbursement per agency procedures.

17. 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)). However, the Federal Employees' Compensation Act (5 U.S.C. 81) does cover casuals.

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.

18. Federal and state taxes must be withheld from salary payments. Each casual shall present IRS form W-4 and W-5, if applicable, at the time of initial hire. If the casual fails to submit a form W-4, federal taxes must be withheld at the single rate with no exemptions. An IRS form W-2 must be issued to the casual at the end of the year in which reported wages are earned. State taxes should be withheld for the state in which the casual is hired.

Social Security excludes emergency services from Medicare and Social Security withholdings for service performed by an individual serving on a temporary basis in case of fire, storm, snow, earthquake, flood, or other similar emergency (Social Security Act, Section 218 42 U.S.C 418 (c)(6)).

19. Casuals under this pay plan cannot supervise, hire, order, or recommend payments that in any way affect a company or contractor that the casual has ownership or employment with, or perform any other financial responsibilities to, or for, the company or contractor on an incident. If such working conditions exist on an incident or other workplace, the casual shall immediately disclose any relationship with the company or contractor to the Agency Administrator, Incident Business Advisor (IBA), or Finance/Administration Section Chief for immediate action.

20. Hiring units must adhere to agency specific policy on hiring relatives as casuals.

F. POSITION CLASSIFICATION.

1. Rates are determined according to the job performed. Previous lengths of service and/or additional qualifications are not used to determine pay rate. Occasional or infrequent duties at a higher level do not justify a change in the pay rate.

2. Positions listed in the Incident Position Matrix (IPM) which are found in the Wildland Fire Qualification System Guide (PMS 310-1) are designated with an asterisk in the 310- 1 column. Individuals shall possess a current agency issued incident qualification card (Red Card) showing specific qualifications for the position in which they are hired.

3. When casuals work as trainees, the casual shall be paid at one Administratively Determined (AD) rate lower than the full performance AD rate, for example, a fire line squad boss trainee would be paid at the AD-C rate.

4. When casuals attend emergency incident training to qualify for another position, the casual shall be paid at one AD rate lower than the full performance rate.

5. When casuals attend refresher training, the casual shall be paid at their current position qualification rate.

6. The following Incident Position Matrix (IPM) outlines the national standard rates prescribed for positions commonly utilized in the Incident Command System (ICS) structure.

7. Exception Positions. If there are no positions on the IPM that fit the scope of duties for a position needed and the extent of a current emergency warrants, an exception position could be established at the AD-A, AD-B, AD-F, AD-I or AD-K classification levels with approval from the Regional Incident Business Coordinator. An approved brief description of duties must accompany the Single Resource Casual Hire Information form when sent to ASC - Incident Finance. The classifications below should be used as guidelines when determining at what level a new position in the AD pay plan may be established:

a. Exception Position 1 - Level AD-A. Positions at this level require no specialized skills or training. The job requires the performance of simple routine, repetitive work tasks under close supervision or requires following oral or written specific step by step instructions.

b. Exception Position 2 - Level AD-B. Positions at this level require minimal skills or training. Routine assignments are carried out independently. Oral or written assignments are given with general information on quality, quantity, and timeframe expectations.

c. Exception Position 3 - Level AD-F. Positions at this level require skills acquired through specific job training or experience. Work is performed independently. The incumbent of the position is expected to interpret instructions, plan work, lead, or supervise positions at the next lower level.

d. Exception Position 4 - Level AD-I. Positions at this level require skills acquired through specific job training, technical education or experience, and require the ability to apply or use specialized, complicated techniques or equipment. The incumbent of the position is expected to instruct others in the requirements of the job, plan work, or supervise positions at the next lower level. This level requires independent judgment and decision making. Assignments are expected to be completed and problems resolved independently.

e. Exception Position 5 - Level AD-K. Positions at this level require expert knowledge and very high skill level in applying a wide range of concepts, principles and practices associated with professional or administrative work. Most often, the positions at this level are commensurate with knowledge gained from successful completion of Incident Command System (ICS) 400 level and above courses, qualifications at the Type 1 or 2 level, or "ologist" type positions (such as a hydrologist) that requires a higher level of education or certification. Incumbents of these positions may be required to supervise other professionals or a group of technical specialists (THSP).

Exception Position Number	Classification Level	Pay Rate (Per Hour)
1	AD-A	14.68
2	AD-B	16.12
3	AD-F	23.76
4	AD-I	32.12
5	AD-K	38.84

For payment purposes, when completing the OF-288 (Incident Time Report) the excepted position code will be recorded as a technical specialist (THSP) (for example, Exception Position 3, AD-F - THSP) with the actual position title (Laborer) documented in the remarks section.

A trainee hired for an exception position will be paid at the next lower rate, (for example, Exception Position 4, AD-H - Trainee).

INCIDENT POSITION MATRIX

(Correlates Positions within the Incident Command System (ICS)
to Classification Levels AD-A to AD-M)

Note: The abbreviated ICS position code identifiers are in the left hand column. Asterisks in the right hand column reflect that positions and qualifications are listed in PMS 310-1.

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
AEMT	ADVANCED EMERGENCY MEDICAL TECHNICIAN (not fireline qualified)	AD-H	
AEMF	ADVANCED EMERGENCY MEDICAL TECHNICIAN – FIRELINE QUALIFIED	AD-I	
AOBS	AERIAL OBSERVER	AD-F	
THSP	AGENCY ADMINISTRATOR LIAISON	AD-M	
AREP	AGENCY REPRESENTATIVE	AD-K	*
AOBD	AIR OPERATIONS BRANCH DIRECTOR	AD-K	*
THSP	AIR RESOURCE ADVISOR	AD-J	
THSP	AIR SPACE COORDINATOR	AD-H	
ASGS	AIR SUPPORT GROUP SUPERVISOR	AD-J	*
ATGS	AIR TACTICAL GROUP SUPERVISOR	AD-J	*
THSP	AIR TACTICAL SUPERVISOR – attached to ASM1	AD-J	
ATBM	AIR TANKER BASE MANAGER	AD-H	
ABRO	AIRCRAFT BASE RADIO OPERATOR	AD-C	*
THSP	AIRCRAFT COORDINATOR (National and GACC)	AD-I	
ACDP	AIRCRAFT DISPATCHER	AD-H	*
ARCH	ARCHEOLOGIST	AD-K	
ACAC	AREA COMMAND AVIATION COORDINATOR	AD-L	*
ACDR	AREA COMMANDER **(**reference section B.3 for conditions allowing the hiring of this position)	AD-M	*
ACLC	ASSISTANT AREA COMMANDER, LOGISTICS	AD-L	*
ACPC	ASSISTANT AREA COMMANDER, PLANNING	AD-L	*
BCMG	BASE CAMP MANAGER	AD-E	*
BAES	BURNED AREA EMEREGENCY RESPONSE SPECIALIST	AD-K	
BAEL	BURNED AREA EMERGENCY RESPONSE TEAM LEADER	AD-L	
BUYL	BUYING TEAM LEADER – GEOGRAPHIC AREA (reference section B, paragraph 4 for conditions allowing the hiring of this position)	AD-K	
BUYL	BUYING TEAM LEADER – NATIONAL (reference section B, paragraph 4 for conditions allowing the hiring of this position)	AD-L	

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
BUYM	BUYING TEAM MEMBER	AD-F	
CDSP	CACHE DEMOB SPECIALIST	AD-F	
THSP	CACHE LIAISON	AD-G	
CASC	CACHE SUPPLY CLERK	AD-C	
CACB	CAMP CREW BOSS	AD-D	
THSP	CAMP CREW SQUAD BOSS	AD-C	
CAMP	CAMP HELP	AD-A	
CLMS	CLAIMS SPECIALIST	AD-E	*
CMSY	COMMISSARY MANAGER	AD-E	*
COML	COMMUNICATIONS UNIT LEADER	AD-H	*
COMP	COMP/CLAIMS UNIT LEADER	AD-H	*
INJR	COMP FOR INJURY SPECIALIST	AD-E	*
COCO	COMPUTER COORDINATOR	AD-G	
CDER	COMPUTER DATA ENTRY RECORDER	AD-D	
THSP	CONTRACT REPRESENTATIVE NATION-WIDE	AD-G	
CRNW	CONTRACT REPRESENTATIVE NORTHWEST	AD-G	
CONO	CONTRACTING OFFICER (reference section B, paragraph 4 for conditions allowing the hiring of this position)	AD-K	
COTR	CONTRACTING OFFICER TECHNICAL REPRESENTATIVE	AD-G	
COOK	COOK, HEAD CAMP	AD-F	
THSP	COST APPORTIONMENT TECH SPECIALIST	AD-H	
COST	COST UNIT LEADER	AD-H	*
CRWB	CREW BOSS	AD-F	*
CREP	CREW REPRESENTATIVE	AD-G	*
DECK	DECK COORDINATOR	AD-F	*
DMOB	DEMOBILIZATION UNIT LEADER	AD-H	*
THSP	DEPUTY INCIDENT COMMANDER TYPE 1	AD-M	
THSP	DEPUTY INCIDENT COMMANDER TYPE 2	AD-L	
DPRO	DISPLAY PROCESSOR	AD-C	*
DIVS	DIVISION/GROUP SUPERVISOR	AD-J	*
DOCL	DOCUMENTATION UNIT LEADER	AD-F	*
DZOP	DOZER OPERATOR	AD-H	
DZIA	DOZER OPERATOR, INITIAL ATTACK	AD-I	
DRCL	DRIVER, CDL REQUIRED	AD-E	
DRIV	DRIVER/OPERATOR	AD-D	
EMTB	EMERGENCY MEDICAL TECHINICAN BASIC (not fireline qualified)	AD-G	

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
EMTF	EMERGENCY MEDICAL TECHNICIAN – FIRELINE	AD-H	
ENGB	ENGINE BOSS	AD-F	*
ENOP	ENGINE OPERATOR	AD-E	
EQPI	EQUIPMENT INSPECTOR	AD-D	
EQPM	EQUIPMENT MANAGER	AD-E	*
EQTR	EQUIPMENT TIME RECORDER	AD-E	*
CORD	EXPANDED DISPATCH COORDINATOR	AD-J	*
EDRC	EXPANDED DISPATCH RECORDER	AD-C	*
EDSP	EXPANDED DISPATCH SUPERVISORY DISPATCHER	AD-H	*
EDSD	EXPANDED DISPATCH SUPPORT DISPATCHER	AD-F	*
FACL	FACILITIES UNIT LEADER	AD-H	*
FAL1	FALLER, ADVANCED	AD-J	*
FAL3	FALLER, BASIC	AD-D	*
FAL2	FALLER, INTERMEDIATE	AD-E	*
FELB	FELLING BOSS	AD-F	*
ESFA	FEMA EMERGENCY SUPPORT FUNCTION #4 ADMINISTRATIVE SUPPORT	AD-F	
ESFL	FEMA EMERGENCY SUPPORT FUNCTION #4 PRIMARY LEADER	AD-K	
ESFS	FEMA EMERGENCY SUPPORT FUNCTION #4 STRUCTURE SUPPORT	AD-I	
ESFW	FEMA EMERGENCY SUPPORT FUNCTION #4 WILDLAND SUPPORT	AD-I	
FOBS	FIELD OBSERVER	AD-F	*
FSC1	FINANCE/ADMINISTRATION SECTION CHIEF TYPE 1	AD-L	*
FSC2	FINANCE/ADMINISTRATION SECTION CHIEF TYPE 2	AD-K	*
FSC3	FINANCE/ADMINISTRATION SECTION CHIEF TYPE 3	AD-J	*
FBAN	FIRE BEHAVIOR ANALYST	AD-J	*
FEMO	FIRE EFFECTS MONITOR	AD-D	*
THSP	FIRE LOOKOUT	AD-D	
FFT1	FIREFIGHTER TYPE 1 (SQUADBOSS)	AD-D	*
FFT2	FIREFIGHTER TYPE 2 (CREWMEMBER)	AD-C	*
FIRB	FIRING BOSS	AD-F	*
FWPT	FIXED WING PARKING TENDER	AD-C	
FDUL	FOOD UNIT LEADER	AD-H	*

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
FUEL	FUELING SPECIALIST	AD-D	
THSP	GACC FIRE CACHE MANAGER	AD-J	
THSP	GACC METEOROLOGIST	AD-J	
GISS	GIS SPECIALIST	AD-G	*
GSUL	GROUND SUPPORT UNIT LEADER	AD-H	*
HEQB	HEAVY EQUIPMENT BOSS, SINGLE RESOURCE	AD-F	*
HEB1	HELIBASE MANAGER TYPE 1 (6 or more helicopters)	AD-I	*
HEB2	HELIBASE MANAGER TYPE 2 (1-5 helicopters)	AD-H	*
HLCO	HELICOPTER COORDINATOR	AD-I	*
HECM	HELICOPTER CREWMEMBER	AD-D	*
HMGB	HELICOPTER MANAGER, SINGLE RESOURCE BOSS	AD-G	*
HRSP	HUMAN RESOURCE SPECIALIST	AD-H	*
INBA	INCIDENT BUSINESS ADVISOR	AD-L	*
ICT1	INCIDENT COMMANDER TYPE 1 **(**reference section B.3 for conditions allowing the hiring of this position)	AD-M	*
ICT2	INCIDENT COMMANDER TYPE 2 (reference section B.3 for conditions allowing the hiring of this position)	AD-L	*
ICT3	INCIDENT COMMANDER TYPE 3	AD-J	*
ICT4	INCIDENT COMMANDER TYPE 4	AD-F	*
ICT5	INCIDENT COMMANDER TYPE 5	AD-E	*
INCM	INCIDENT COMMUNICATIONS CENTER MANAGER	AD-E	*
COMT	INCIDENT COMMUNICATIONS TECHNICIAN	AD-F	*
ICPI	INCIDENT CONTRACT PROJECT INSPECTOR	AD-G	*
IMSA	INCIDENT MEDICAL SPECIALIST ASSISTANT	AD-G	
IMSM	INCIDENT MEDICAL SPECIALIST MANAGER	AD-H	
IMST	INCIDENT MEDICAL SPECIALIST TECHNICIAN	AD-G	
ITSS	INCIDENT TECHNOLOGY SUPPORT SPECIALIST	AD-H	*
TNSP	INCIDENT TRAINING SPECIALIST	AD-F	*
IRIN	INFRARED INTERPRETER	AD-G	*
IADP	INITIAL ATTACK DISPATCHER	AD-H	*
THSP	INSTRUCTOR (S-300 AND BELOW COURSES AND OTHER NON-ICS COURSES)	AD-H	
THSP	INSTRUCTOR (S-400 COURSES AND ABOVE)	AD-J	
INTL	INTELLIGENCE LEAD	AD-J	
INTS	INTELLIGENCE SUPPORT	AD-G	

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
IARR	INTERAGENCY RESOURCE REPRESENTATIVE	AD-G	*
THSP	LABORER	AD-C	
THSP	LEAD ACCOUNTING TECHNICIAN	AD-G	
THSP	LEAD INSTRUCTOR (S-300 AND BELOW COURSES AND OTHER NON-ICS COURSES)	AD-I	
THSP	LEAD INSTRUCTOR (S-400 COURSES AND ABOVE)	AD-K	
LOFR	LIAISON OFFICER	AD-K	*
LSC1	LOGISTICS SECTION CHIEF TYPE 1	AD-L	*
LSC2	LOGISTICS SECTION CHIEF TYPE 2	AD-K	*
LSC3	LOGISTICS SECTION CHIEF TYPE 3	AD-J	*
LTAN	LONG TERM FIRE ANALYST	AD-J	*
THSP	MAC ADMIN SUPPORT	AD-D	
MCCO	MAC GROUP COORDINATOR	AD-K	
MABM	MAFFS AIRTANKER BASE MANAGER	AD-H	
MABS	MAFFS AIRTANKER BASE SPECIALIST	AD-F	
MALO	MAFFS ASSISTANT LIAISON OFFICER	AD-H	
MAFF	MAFFS LIAISON OFFICER	AD-J	
THSP	MASTER PARACHUTE RIGGER	AD-H	
WHHR	MATERIALS HANDLER (WHSE/CACHE WORKER)	AD-E	
WHLR	MATERIALS HANDLER, LEADER (WHSE/CACHE LDR)	AD-F	
GMEC	MECHANIC (AUTOMOTIVE/HEAVY EQUIPMENT)	AD-G	
MEDL	MEDICAL UNIT LEADER	AD-H	*
THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR (ONLY USED WHEN A BATTALION IS ORDERED)	AD-H	
MXMS	MIXMASTER	AD-G	
THSP	NMAC/GMAC CREW COORDINATOR	AD-I	
OPBD	OPERATIONS BRANCH DIRECTOR	AD-K	*
OSC1	OPERATIONS SECTION CHIEF TYPE 1	AD-L	*
OSC2	OPERATIONS SECTION CHIEF TYPE 2	AD-K	*
OPS3	OPERATIONS SECTION CHIEF TYPE 3	AD-J	*
ORDM	ORDERING MANAGER	AD-E	*
PACK	PACKER	AD-F	
EMTP	PARAMEDIC (not fireline qualified)	AD-J	
EMPF	PARAMEDIC – FIRELINE	AD-J	
PTRC	PERSONNEL TIME RECORDER	AD-E	*
THSP	PILOT	AD-L	
PSC1	PLANNING SECTION CHIEF TYPE 1	AD-L	*
PSC2	PLANNING SECTION CHIEF TYPE 2	AD-K	*

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
PSC3	PLANNING SECTION CHIEF TYPE 3	AD-J	*
PETL	PREVENTION/EDUCATION TEAM LEADER	AD-K	*
PETM	PREVENTION/EDUCATION TEAM MEMBER	AD-J	*
PROC	PROCUREMENT UNIT LEADER	AD-I	*
PIOF	PUBLIC INFORMATION OFFICER	AD-G	*
PIO1	PUBLIC INFORMATION OFFICER TYPE 1	AD-L	*
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	AD-K	*
PA25	PURCHASING AGENT ($25,000)	AD-H	
RADO	RADIO OPERATOR	AD-B	*
RAMP	RAMP MANAGER	AD-F	
RCDM	RECEIVING AND DISTRIBUTION MANAGER	AD-E	*
READ	RESOURCE ADVISOR	AD-I	
RESL	RESOURCES UNIT LEADER	AD-H	*
SOFR	SAFETY OFFICER LINE	AD-H	*
SOF1	SAFETY OFFICER TYPE 1	AD-L	*
SOF2	SAFETY OFFICER TYPE 2	AD-K	*
THSP	SEAT COORDINATOR	AD-I	
SECG	SECURITY GUARD (Not LE)	AD-C	
SECM	SECURITY MANAGER	AD-E	*
THSP	SENIOR PARACHUTE RIGGER	AD-F	
SVBD	SERVICE BRANCH DIRECTOR	AD-K	*
SEMG	SINGLE ENGINE A/T MANAGER	AD-G	*
SITL	SITUATION UNIT LEADER	AD-H	*
SMEC	SMALL ENGINE MECHANIC	AD-E	
STOP	SPECIALTY TRACKED EQUIPMENT OPERATOR	AD-H	
STAM	STAGING AREA MANAGER	AD-F	*
SCKN	STATUS/CHECK IN RECORDER	AD-E	*
THSP	STRATEGIC FIRE MANAGEMENT ANALYST	AD-K	
SOPL	STRATEGIC OPERATIONAL PLANNER	AD-K	*
STCR	STRIKE TEAM LEADER CREW	AD-H	*
STEN	STRIKE TEAM LEADER ENGINE	AD-H	*
STEQ	STRIKE TEAM LEADER HEAVY EQUIPMENT	AD-H	*
STLM	STRIKE TEAM LEADER MILITARY	AD-H	
STPS	STRUCTURAL PROTECTION SPECIALIST	AD-J	*
SPUL	SUPPLY UNIT LEADER	AD-H	*
SUBD	SUPPORT BRANCH DIRECTOR	AD-K	*
THSP	SUPPORT CLERK, GENERAL	AD-C	
TOLC	TAKE-OFF & LANDING COORDINATOR	AD-E	*
TFLD	TASK FORCE LEADER	AD-H	*
TIME	TIME UNIT LEADER	AD-H	*
TESP	TOOL AND EQUIPMENT SPECIALIST	AD-C	
TPOP	TRACTOR/PLOW OPERATOR	AD-H	
TPIA	TRACTOR/PLOW OPERATOR, INITIAL ATTACK	AD-I	

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
THSP	VOUCHER EXAMINER	AD-F	
WHSP	WATER HANDLING SPECIALIST	AD-F	
WOBS	WEATHER OBSERVER	AD-E	
INVF	WILDLAND FIRE INVESTIGATOR (reference section B.3 for conditions allowing the hiring of this position)	AD-I	*

ALL-HAZARDS POSITION MATRIX

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
SRT3	BASIC SEARCH & RESCUE TECHNICIAN	AD-B	
BIOL	BIOLOGIST	AD-J	
CANH	CANINE HANDLER	AD-F	
CANL	CANINE TEAM LEADER	AD-G	
CONS	CONSERVATION SPECIALIST	AD-J	
DFF1	DEFENSIVE STRUCTURAL FIREFIGHTER	AD-B	
EPID	EPIDEMIOLOGIST	AD-J	
HAZ1	HAZARDOUS MATERIALS – TECHNICIAN LEVEL	AD-G	
HAZ2	HAZARDOUS MATERIALS – OPERATIONS LEVEL	AD-F	
HAZL	HAZARDOUS MATERIALS TEAM LEADER	AD-H	
HEQT	HEAVY EQUIPMENT TECHNICIAN	AD-H	
MSTC	MOUNTED SEARCH TECHNICIAN	AD-F	
SCOP	SMALL CRAFT OPERATOR	AD-G	
SFF1	STRUCTURAL FIREFIGHTER TYPE 1	AD-C	
SFOL	STRUCTURAL FIRE-LINE OFFICER	AD-H	
SRT1	SEARCH AND RESCUE SQUAD LEADER	AD-F	
SRT2	SEARCH AND RESCUE TECH	AD-D	
SRTL	SEARCH AND RESCUE TEAM LEADER	AD-G	
SWF1	SWIFT WATER RESCUE SQUAD LEADER	AD-F	
SWF2	SWIFT WATER RESCUE TECHNICIAN	AD-D	
SWFL	SWIFT WATER RESCUE TEAM LEADER	AD-G	
TMRL	TECHNICAL MOUNTAIN-RESCUE LEADER	AD-G	
TMRT	TECHNICAL MOUNTAIN-RESCUE TECHNICIAN	AD-F	
TRT1	TECHNICAL-RESCUE SQUAD LEADER	AD-F	
TRT2	TECHNICAL RESCUE TECHNICIAN	AD-D	
TRTL	TECHNICAL RESCUE TEAM LEADER	AD-G	
TCA1	TRAFFIC CONTROL AID	AD-B	