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Route To: (5130), (6300), (6540)

Subject: Hiring Casuals (ADs) for Training

To: Regional Foresters, Station Directors, Area Director, IITF Director, Job Corps, and
WO Staff

Several issues were raised last year concerning the authority to hire casuals for training and the correct appropriation to utilize for payment. To assure all units are following the intent of the Pay Plan for Emergency Workers and appropriation use direction, additional guidance is provided as follows:

The authority to hire a casual for training is limited to 80 hours per calendar year. Hiring officials may hire a casual for additional training, up to a total of 120 hours, when Federal or State licensing or certification is required and the license/certification requires more than 80 hours of training *per year*. Crew Boss Certification, CDL licenses, Sawyer Certificate, etc. do not meet this requirement. Travel time to and from the training, as well as fitness testing is included in the hour limitation. Payment of casual training and per diem is authorized from Wildland Fire Suppression (WFSU) funds.

If the position requires the casual to pass a physical exam, hiring units should not hire the casual until they satisfactorily pass the exam. The cost of the exam itself can be paid for using WFSU funds; however, the casual should not be in a hired status during the exam. The costs of Federal personnel providing fitness testing for casuals are paid from Wildland Fire Preparedness (WFPR) funds.

The Incident Business Practices Working Team has issued a new Single Resource Hiring Form (enclosed), which is required for each hiring period. Additional information is required when hiring a casual for training to assure the casual is paid at the appropriate rate.

When casuals attend training to qualify for a higher-level position, they shall be paid one AD rate lower than the full performance rate. If the casual is attending training to qualify at the AD5 rate, they shall be paid \$3 less than the full performance rate. When casuals attend refresher training, they shall be paid at their current position AD rate.

The Pay Plan allows hiring of instructors when all other methods of hiring and contracting for instructors have been exhausted, not to exceed 120 hours per year. Use WFPR funds to pay for instructors, whether agency personnel, contractors, rehired annuitants, or casual hires.



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