



**FOREST SERVICE HANDBOOK
NATIONAL HEADQUARTERS (WO)
WASHINGTON, DC**

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 10 – PERSONNEL

Interim Directive No.: 5109.34-2012-1

Effective Date: April 2, 2012

Duration: This interim directive expires on March 31, 2013.

Approved: JAMES HUBBARD
Deputy Chief, S&PF

Date Approved: 04/02/2012

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 5109.34-2011-1 to chapter 10.

New Document	id_5109.34-2012-1	21 Pages
Superseded Document(s) (Interim Directive Number and Effective Date)	id_5109.34-2011-1, 03/31/2011	22 Pages

Digest:

13.6, exhibit 01 - Sets out the revised Pay Plan for Emergency Workers (Casuals) effective April 2, 2012. This 2012 pay plan makes the following changes from the plan previously in effect for 2011:

1. No pay adjustment applied to the pay rates in accordance with Executive Order 13594. (Section B.1)
2. Eliminates the Hawaii and Alaska pay rates in accordance with the Non-Foreign Area Retirement Equity Assurance Act of 2009 and establishes one pay rate per classification level. (Section B.1)

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

Digest--Continued:

3. Deletes language regarding pay rate being established at point of hire, due to the omission of separate pay rates. (Formerly Section B.3)
4. Clarifies the areas to which rates are applicable. (Section C.1)
5. Clarifies the 80-hour limit for training is exclusive of travel. (Section D.6)
6. Clarifies the 120-hour limit for instructing is exclusive of travel. (Section D.7)
7. Clarifies the definition of “point of hire” allows for remote hiring of casuals. (Section E.11)
8. Provides a position classification for Dozer Operator, Initial Attack (DZIA) and Tractor/Plow Operator, Initial Attack (TPIA) at the AD-I Level. (Incident Position Matrix)

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

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7 U.S.C. 2225 and 2226, 16 U.S.C. 554e and 43 U.S.C. 1469, there is hereby established, effective for one year or until superseded, beginning on April 2, 2012, the following Administratively Determined (AD) Pay Plan.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.

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

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

Classification Level	Pay Rate (Per Hour)
AD-A	\$14.20
AD-B	\$15.64
AD-C	\$17.40
AD-D	\$19.20
AD-E	\$21.04
AD-F	\$23.04
AD-G	\$25.08
AD-H	\$28.16
AD-I	\$31.16
AD-J	\$34.28
AD-K	\$37.64
AD-L	\$45.16
AD-M	\$53.68

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, Fire Investigator, and Buying Team Leader are key positions and can only be filled by current agency employees. For state, local government partners 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 2012 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. 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:

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

- 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.

1. The 50 states and 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.

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

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 situations. 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.
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.

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

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. 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.
5. 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.
6. 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.
7. The agency administrator or designee has the final authority to accept or reject any person hired under this pay plan.
8. 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.
9. The Internal Revenue Service requires federal tax withholdings for nonresident aliens (reference IRS Publication 515).

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

10. 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).

11. 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 (IIBM), 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.

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

- e. 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.
 - f. The minimum compensable time allowance for each work period is 2 hours. Thereafter, compute time in multiples of 15 minutes.
 - 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.
12. All transportation required from point of hire until return to point of hire must be at government expense, except as stated in paragraph 11g. 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.
13. Meal periods should be applied in accordance with the Interagency Incident Business Management Handbook (IIBMH), chapter 10.
14. 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.
15. 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.
16. 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.

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

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.

17. 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 [42U.S.C 418] (c) (6)).

18. 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.

19. 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.

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

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 none of the positions listed in the Incident Positions Matrix (IPM) fit the scope of duties for a position needed and the scope 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 at the local unit by an appropriately delegated hiring official. A brief description of duties must accompany the Single Resource Casual Hire form. 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.

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
CHAPTER 10 - PERSONNEL**

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 an archeologist) 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	\$14.20
2	AD-B	\$15.64
3	AD-F	\$23.04
4	AD-I	\$31.16
5	AD-K	\$37.64

For payment purposes, when completing the OF-288 (Firefighter Time Record) 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).

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 CHAPTER 10 - PERSONNEL**

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
	COMMAND		
ACDR	AREA COMMANDER (reference section B.4 for conditions allowing the hiring of this position)	AD-M	*
AREP	AGENCY REPRESENTATIVE	AD-K	*
ICT1	INCIDENT COMMANDER TYPE 1 (reference section B.4 for conditions allowing the hiring of this position)	AD-M	*
THSP	DEPUTY INCIDENT COMMANDER TYPE 1	AD-M	
ICT2	INCIDENT COMMANDER TYPE 2 (reference section B.4 for conditions allowing the hiring of this position)	AD-L	*
THSP	DEPUTY INCIDENT COMMANDER TYPE 2	AD-L	
ICT3	INCIDENT COMMANDER TYPE 3	AD-J	*
ICT4	INCIDENT COMMANDER TYPE 4	AD-F	*
ICT5	INCIDENT COMMANDER TYPE 5	AD-E	*
PIO1	PUBLIC INFORMATION OFFICER TYPE 1	AD-L	*
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	AD-K	*
PIOF	PUBLIC INFORMATION OFFICER	AD-G	*
LOFR	LIAISON OFFICER	AD-K	*
SOF1	SAFETY OFFICER TYPE 1	AD-L	*
SOF2	SAFETY OFFICER TYPE 2	AD-K	*
SOFR	SAFETY OFFICER LINE	AD-H	*

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
	FINANCE		
CLMS	CLAIMS SPECIALIST	AD-E	*
CMSY	COMMISSARY MANAGER	AD-E	*

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 CHAPTER 10 - PERSONNEL**

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
	FINANCE (Continued)		
COMP	COMP/CLAIMS UNIT LEADER	AD-H	*
COST	COST UNIT LEADER	AD-H	*
EQTR	EQUIPMENT TIME RECORDER	AD-E	*
FSC1	FINANCE/ADMINISTRATION SECTION CHIEF TYPE 1	AD-L	*
FSC2	FINANCE/ADMINISTRATION SECTION CHIEF TYPE 2	AD-K	*
IBA1	INCIDENT BUSINESS ADVISOR, TYPE 1	AD-L	*
IBA2	INCIDENT BUSINESS ADVISOR, TYPE 2	AD-K	*
INJR	COMP FOR INJURY SPECIALIST	AD-E	*
PROC	PROCUREMENT UNIT LEADER	AD-I	*
PTRC	PERSONNEL TIME RECORDER	AD-E	*
TIME	TIME UNIT LEADER	AD-H	*

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
	OPERATIONS		
ABRO	AIRCRAFT BASE RADIO OPERATOR	AD-C	*
ACAC	AREA COMMAND AVIATION COORDINATOR	AD-L	*
AOBS	AERIAL OBSERVER	AD-F	
AOBD	AIR OPERATIONS BRANCH DIRECTOR	AD-K	*
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	
CREP	CREW REPRESENTATIVE	AD-G	*
CRWB	CREW BOSS	AD-F	*
DECK	DECK COORDINATOR	AD-F	*
DIVS	DIVISION/GROUP SUPERVISOR	AD-J	*
DZOP	DOZER OPERATOR	AD-H	
DZIA	DOZER OPERATOR, INITIAL ATTACK	AD-I	
ENGB	ENGINE BOSS	AD-F	*
ENOP	ENGINE OPERATOR	AD-E	

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 CHAPTER 10 - PERSONNEL**

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
	OPERATIONS (Continued)		
FALA	FALLER CLASS A (UP TO 12" DBH)	AD-D	
FALB	FALLER CLASS B (UP TO 24" DBH)	AD-F	
FALC	FALLER CLASS C (EQUAL TO OR GREATER THAN 24" DBH)	AD-I	
FELB	FELLING BOSS	AD-F	*
FFT1	FIREFIGHTER TYPE 1 (SQUADBOSS)	AD-D	*
FFT2	FIREFIGHTER TYPE 2 (CREWMEMBER)	AD-C	*
THSP	FIRE LOOKOUT	AD-D	
FIRB	FIRING BOSS	AD-F	*
HEQB	HEAVY EQUIPMENT BOSS, SINGLE RESOURCE	AD-F	*
HEB1	HELIBASE MANAGER TYPE 1 (4 or more helicopters)	AD-I	*
HEB2	HELIBASE MANAGER TYPE 2 (1-3 helicopters)	AD-H	*
HECM	HELICOPTER CREWMEMBER	AD-D	*
HLCO	HELICOPTER COORDINATOR	AD-I	*
HMGB	HELICOPTER MANAGER, SINGLE RESOURCE BOSS	AD-G	*
OPBD	OPERATIONS BRANCH DIRECTOR	AD-K	*
OSC1	OPERATIONS SECTION CHIEF TYPE 1	AD-L	*
OSC2	OPERATIONS SECTION CHIEF TYPE 2	AD-K	*
THSP	SEAT COORDINATOR	AD-I	
SEMG	SINGLE ENGINE A/T MANAGER	AD-G	*
STOP	SPECIALTY TRACKED EQUIPMENT OPERATOR	AD-H	
STAM	STAGING AREA MANAGER	AD-F	*
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	*
TFLD	TASK FORCE LEADER	AD-H	*
TOLC	TAKE-OFF & LANDING COORDINATOR	AD-E	*
TPOP	TRACTOR/PLOW OPERATOR	AD-H	
TPIA	TRACTOR/PLOW OPERATOR, INITIAL ATTACK	AD-I	
WHSP	WATER HANDLING SPECIALIST	AD-F	

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 CHAPTER 10 - PERSONNEL**

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
	PLANNING		
ACPC	ASSISTANT AREA COMMANDER, PLANNING	AD-L	*
DMOB	DEMOB UNIT LEADER	AD-H	*
DOCL	DOCUMENTATION UNIT LEADER	AD-F	*
DPRO	DISPLAY PROCESSOR	AD-C	*
FBAN	FIRE BEHAVIOR ANALYST	AD-J	*
FEMO	FIRE EFFECTS MONITOR	AD-H	*
FOBS	FIELD OBSERVER	AD-F	*
GISS	GIS SPECIALIST	AD-G	*
HRSP	HUMAN RESOURCE SPECIALIST	AD-H	*
IARR	INTERAGENCY RESOURCE REPRESENTATIVE	AD-G	*
LTAN	LONG TERM FIRE ANALYST	AD-J	*
PSC1	PLANNING SECTION CHIEF TYPE 1	AD-L	*
PSC2	PLANNING SECTION CHIEF TYPE 2	AD-K	*
RESL	RESOURCES UNIT LEADER	AD-H	*
SCKN	STATUS/CHECK IN RECORDER	AD-E	*
SITL	SITUATION UNIT LEADER	AD-H	*
SOPL	STRATEGIC OPERATIONAL PLANNER	AD-K	*
TNSP	TRAINING SPECIALIST	AD-F	*
WOBS	WEATHER OBSERVER	AD-E	

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
	LOGISTICS		
ACLC	ASSISTANT AREA COMMANDER, LOGISTICS	AD-L	*
BCMG	BASE CAMP MANAGER	AD-E	*
CAMP	CAMP HELP	AD-A	
THSP	CAMP CREW SQUAD BOSS	AD-C	
CACB	CAMP CREW BOSS	AD-D	
COCO	COMPUTER COORDINATOR	AD-G	
CDSP	CACHE DEMOB SPECIALIST	AD-F	
COML	COMMUNICATIONS UNIT LEADER	AD-H	*
COMT	INCIDENT COMMUNICATIONS TECHNICIAN	AD-F	*
EMTB	EMERGENCY MEDICAL TECHNICIAN BASIC	AD-G	

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 CHAPTER 10 - PERSONNEL**

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
	LOGISTICS (Continued)		
EMTI	EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE	AD-H	
EMTP	EMERGENCY MEDICAL TECHNICIAN PARAMEDIC	AD-J	
EQPI	EQUIPMENT INSPECTOR	AD-D	
EQPM	EQUIPMENT MANAGER	AD-E	*
FACL	FACILITIES UNIT LEADER	AD-H	*
FDUL	FOOD UNIT LEADER	AD-H	*
GSUL	GROUND SUPPORT UNIT LEADER	AD-H	*
IMSA	INCIDENT MEDICAL SPECIALIST ASSISTANT	AD-G	
IMSM	INCIDENT MEDICAL SPECIALIST MANAGER	AD-H	
IMST	INCIDENT MEDICAL SPECIALIST TECHNICIAN	AD-G	
INCM	INCIDENT COMMUNICATIONS CENTER MANAGER	AD-E	*
LSC1	LOGISTICS SECTION CHIEF TYPE 1	AD-L	*
LSC2	LOGISTICS SECTION CHIEF TYPE 2	AD-K	*
MEDL	MEDICAL UNIT LEADER	AD-H	*
ORDM	ORDERING MANAGER	AD-E	*
RADO	RADIO OPERATOR	AD-B	*
RCDM	RECEIVING AND DISTRIBUTION MANAGER	AD-E	*
SECG	SECURITY GUARD (Not LE)	AD-C	
SECM	SECURITY MANAGER	AD-E	*
SUBD	SUPPORT BRANCH DIRECTOR	AD-K	*
SPUL	SUPPLY UNIT LEADER	AD-H	*
SVBD	SERVICE BRANCH DIRECTOR	AD-K	*
TESP	TOOL AND EQUIPMENT SPECIALIST	AD-C	

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 CHAPTER 10 - PERSONNEL**

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
	COORDINATION AND SUPPORT		
THSP	AIR SPACE COORDINATOR (National and GACC)	AD-I	
THSP	AIR SPACE COORDINATOR	AD-H	
ACDP	AIRCRAFT DISPATCHER	AD-H	*
ARCH	ARCHEOLOGIST	AD-K	
ATBM	A/T BASE MANAGER	AD-H	
BUYL	BUYING TEAM LEADER – NATIONAL (reference section B, paragraph 5 for conditions allowing the hiring of this position)	AD-L	
BUYL	BUYING TEAM LEADER – GEOGRAPHIC AREA (reference section B, paragraph 5 for conditions allowing the hiring of this position)	AD-K	
BUYM	BUYING TEAM MEMBER	AD-F	
THSP	GENERAL SUPPORT CLERK	AD-C	
CASC	CACHE SUPPLY CLERK	AD-C	
CDER	COMPUTER DATA ENTRY RECORDER	AD-D	
COOK	COOK, HEAD CAMP	AD-F	
CORD	EXPANDED DISPATCH COORDINATOR	AD-J	*
CONO	CONTRACTING OFFICER (reference section B, paragraph 5 for conditions allowing the hiring of this position)	AD-K	
COTR	CONTRACTING OFFICER TECHNICAL REPRESENTATIVE	AD-G	
CRNW	CONTRACT REPRESENTATIVE NORTHWEST	AD-G	
THSP	CONTRACT REPRESENTATIVE NATION WIDE	AD-G	
CTSP	COMPUTER TECHNICAL SPECIALIST	AD-H	
THSP	COST APPORTIONMENT TECH SPECIALIST	AD-H	
DRCL	DRIVER, CDL REQUIRED	AD-E	
DRIV	DRIVER/OPERATOR	AD-D	
ESFL	FEMA EMERGENCY SUPPORT FUNCTION #4 PRIMARY LEADER	AD-K	
ESFW	FEMA EMERGENCY SUPPORT FUNCTION #4 WILDLAND SUPPORT	AD-I	
ESFS	FEMA EMERGENCY SUPPORT FUNCTION #4 STRUCTURE SUPPORT	AD-I	

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 CHAPTER 10 - PERSONNEL**

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
	COORDINATION AND SUPPORT (Continued)		
ESFA	FEMA EMERGENCY SUPPORT FUNCTION #4 ADMINISTRATIVE SUPPORT	AD-F	
EDRC	EXPANDED DISPATCH RECORDER	AD-C	*
EDSD	EXPANDED DISPATCH SUPPORT DISPATCHER	AD-F	*
EDSP	EXPANDED DISPATCH SUPERVISORY DISPATCHER	AD-H	*
FUEL	FUELING SPECIALIST	AD-D	
FWPT	FIXED WING PARKING TENDER	AD-C	
THSP	GACC METEOROLOGIST	AD-J	
GMEC	MECHANIC (AUTOMOTIVE/HEAVY EQUIPMENT)	AD-G	
IADP	INITIAL ATTACK DISPATCHER	AD-H	*
INTL	INTELLIGENCE LEAD	AD-J	
INTS	INTELLIGENCE SUPPORT	AD-G	
THSP	INSTRUCTOR (S-300 AND BELOW COURSES AND OTHER NON-ICS COURSES)	AD-H	
THSP	INSTRUCTOR (S-400 COURSES AND ABOVE)	AD-J	
IRIN	INFRARED INTERPRETER	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	
MABM	MAFFS AIRTANKER BASE MANAGER	AD-H	
MAFF	MAFFS LIAISON OFFICER	AD-H	
MCCO	MAC GROUP COORDINATOR	AD-K	
MXMS	MIXMASTER	AD-G	
THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR (ONLY USED WHEN A BATTALION IS ORDERED)	AD-H	
PACK	PACKER	AD-F	
THSP	PILOT	AD-L	
PETL	PREVENTION/EDUCATION TEAM LEADER	AD-K	*
PETM	PREVENTION/EDUCATION TEAM MEMBER	AD-J	*

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 CHAPTER 10 - PERSONNEL**

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
	COORDINATION AND SUPPORT (Continued)		
PA25	PURCHASING AGENT (\$25,000)	AD-H	
RAMP	RAMP MANAGER	AD-F	
READ	RESOURCE ADVISOR	AD-I	
THSP	VOUCHER EXAMINER	AD-F	
WHHR	MATERIALS HANDLER (WHSE/CACHE WORKER)	AD-E	
WHLR	MATERIALS HANDLER, LEADER (WHSE/CACHE LDR)	AD-F	

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
	ALL-HAZARDS		
BIOL	BIOLOGIST	AD-J	
BSRT	BASIC SEARCH AND RESCUE TECHNICIAN	AD-B	
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	ALL-HAZARDS SEARCH AND RESCUE SQUAD LEADER	AD-F	
SRT2	ALL-HAZARDS SEARCH AND RESCUE TECHNICIAN	AD-D	

**FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 CHAPTER 10 - PERSONNEL**

POSITION CODE	POSITION TITLE	AD CLASS	PMS 310-1
	ALL HAZARDS (Continued)		
SRTL	ALL-HAZARDS SEARCH AND RESCUE TEAM LEADER	AD-G	
SWF1	ALL-HAZARDS SWIFT WATER RESCUE SQUAD LEADER	AD-F	
SWF2	ALL-HAZARDS SWIFT WATER RESCUE TECHNICIAN	AD-D	
SWFL	ALL-HAZARDS SWIFT WATER RESCUE TEAM LEADER	AD-G	
TCA1	TRAFFIC CONTROL AID	AD-B	
TMRL	TECHNICAL MOUNTAIN RESCUE LEADER	AD-G	
TMRT	TECHNICAL MOUNTAIN RESCUE TECHNICIAN	AD-F	
TRT1	ALL-HAZARDS TECHNICAL RESCUE SQUAD LEADER	AD-F	
TRT2	TECHNICAL RESCUE TECHNICIAN	AD-D	
TRTL	ALL-HAZARDS TECHNICAL RESCUE TEAM LEADER	AD-G	