



# **Rocky Mountain Coordinating Group NWCG Interagency Standards for Incident Business Management - Supplement**

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This document provides direction for the Rocky Mountain Geographic Area and supplements the NWCG Standards for Interagency Incident Business, PMS 902.

## **CHAPTER 10 – PERSONNEL**

Supplement No.: RMCG-2020-10

**Effective Date: May 1, 2020**

**Duration: Effective until superseded or removed**

**Approved: Brian Achziger, Chair, Rocky Mountain Coordinating Group**

**Posting Instructions:** Supplements are numbered consecutively by - Chapter number and calendar year. Post by document; remove the entire superseded supplement and replace with this supplement. Retain this transmittal as the first page of this document.

**New Document:** RMCG -2020-10, 5/1/2020, 3 pages

**Superseded Document:** RMCG -2019-10, 5/17/2019, 3 pages

### **Digest:**

- Updated FS specific link for Administratively Determined Emergency Worker (AD/Casual) information.

**AD/Casuals**

Rates for positions not identified in the Department of Interior (DOI) and Department of Agriculture, Forest Service (FS) Pay Plans should be approved with the help of Regional or State Human Resource Departments.

PMS 934 Single Resource Casual Hire Information Form must be completed, signed by hiring official and a copy must be provided to the Finance Section with the exception of an entire AD crew.

**Length of Assignment**

Provisions in the parent text concerning length of assignment apply to equipment personnel and not the equipment. It is the Incident Management Team's discretion when resources are released.

**Time Unit Auditing**

See Exhibit 1 for Time Unit Procedure Checklist.

**Travel**

As of February 17, 2016 The Office of Wildland Fire (OWF) issued a Secretarial waiver for AD/Casuals. AD/Casuals may claim the following travel expenses on the OF-288 form:

- privately owned vehicle (POV) mileage;
- incidental expenses; and
- a maximum of 15 meals per emergency incident.

If the AD/Casual employee incurs a travel expense other than those listed above (e.g., luggage costs, lodging, rental vehicle, fuel, etc.), the claim for **all** travel expenses must be filed by the home unit hiring official in the Employee Travel System, currently Concur.

**Federal Employee Health Benefits (FEHB)**

As of January 1, 2017, Administratively Determined Emergency Worker (AD/Casual) are eligible for Federal Employee Health Benefits (FEHB). To qualify, the AD/Casual needs to work 130 hours per month for 90 consecutive days. This coverage includes a 31 day extension of FEHB following employment termination. More information can be found at:

DOI Specific -

[https://www.nifc.gov/programs/programs\\_PaymentCenter.html](https://www.nifc.gov/programs/programs_PaymentCenter.html)

FS Specific –

<https://www.fs.fed.us/managing-land/fire/ibp/personnel>

**Ordered Standby**

Resources assigned to a Mobilization Center are NOT in ordered standby status and therefore employees are only guaranteed base hours.

**Meal Breaks**

Per the SIIBM compensable meal periods are the exception, not the rule (Chapter 10, page 12).

Justification for no meal breaks **MUST** be clearly written on the CTR as defined in Chapter 10, page 12, lines 27-36.

Personnel on the fireline may be compensated for their meal period if all of the following conditions are met:

- The fire is not controlled, and
- The Operations Section Chief makes a decision that it is critical to the effort of controlling the fire that personnel remain at their post of duty and continue to work as they eat, and
- The compensable meal break is approved by the supervisor at the next level and it is documented on the CTR, SF-261

### **EXHIBIT 1-Time Unit Procedures and Checklist**

**Refer to the Rocky Mountain Area Agency Payment Tool Kit for guidance regarding:**

- AD/Casual required hiring forms prior to taking assignment
- Audit OF-288s (continuous throughout incident)
- Audit each Crew Time Reports prior to submitting for payment
- Checklist for Emergency Firefighter Time Reports (OF-288s) prior to demob

**PRIOR TO POSTING ANY TIME:** Audit initial data entry in e-ISuite (or OF-288 header, if hard copy). Compare to check in sheet if available. Verify spelling of name. If more than one person with the same name is on incident, verify the correct record.

Anything that is missing or unclear, return the CTR to the individual (or supervisor) to correct.