

**2020 Casual Hire/AD Standard Operating Procedures**  
**Virginia Interagency Coordination Center**

[vavic@firenet.gov](mailto:vavic@firenet.gov) 434-423-2002

VICC is the interagency dispatch center for mobilization of resources from the DOI – Bureau of Land Management, US Fish and Wildlife Service, National Park Service, USDA Forest Service, and Virginia Department of Forestry. The purpose of VICC is to manage the mobilization of wildland firefighting resources throughout the country in support of wildfire, prescribed fire, law enforcement and other all-risk incidents for the Virginia Multi-Agency Coordination Group (VMAC) and provides support for initial attack of wildland fires for the USDA – Forest Service. To support incident management personnel, VICC provides predictive service products such as fire danger, intelligence, and weather reports.

Casual hire or AD employees are hired 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. VICC is committed to making the program as safe, efficient and effective as possible, while meeting the needs of wildland fire and incident management.

Please bear in mind, that if you apply to be a casual hire, we expect that you read and understand all provided documentation. Please read all provided information BEFORE returning your application. We expect that you will intend to make yourself available for federal assignments nationally and in support of the sponsoring agency. VICC puts a considerable amount of time and effort into this program, and we take pride in the resources we provide for emergency incidents. We expect our ADs to be professional, and follow all Standard Operating Procedures outlined in this document.

In order to apply to be a Casual hire with VICC for the Calendar year 2020, you must meet the following deadlines.

**September 16<sup>th</sup>, 2019**- USFS ADs ONLY- Contact VICC if you need a WCT.

**November 8<sup>th</sup>, 2019**- USFS ADs ONLY- Attend Mandatory AD meeting and refresher/WCT. Those in attendance are encouraged to submit their AD Application Packet.

**December 1, 2019**- Last day to submit AD Application Packet. Earlier is preferred.

Resources cannot be made available for federal assignments until the hiring application has been filled out, processed and approved for the Calendar year 2020. Resources failing to submit 2020 hiring paperwork by this deadline will not be considered, and will be deferred to the following year, except under special circumstances. These circumstances are the exception, not the rule and will only be made with FFMO approval. Exceptions may be made for critical shortage positions, team members, resources who have moved to Virginia after the deadline and were sponsored by another dispatch center or are brand new regular agency employees who mobilize as AD's.

Please note that if you move from another area, you must provide contact information from your last sponsoring agency, as well as a letter of recommendation from that location. Applications for individuals residing outside of Virginia or Washington D.C. will be referred to a unit in that area.

Please submit signed application packets to [vavic@firenet.gov](mailto:vavic@firenet.gov). You are encouraged to not wait until the deadline. If there are changes during the year, such as direct deposit information, or mailing address those changes should be made ASAP and submitted to the email address listed above.

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Additional attachments to read and keep for reference. AD's are required to abide by the procedures outlined in these documents. If documents are updated throughout the year, VICC will send out to approved ADs.

2019 Incident Finance Payment Procedures  
2019 Forest Service Casual Travel Process  
2019 AD Pay Plan (effective May 16, 2019)  
I-9 Dates as of 8.26.2019

**Virginia Department of Forestry AD's**-Regular agency, full time employees or part time resources can mobilize as USFS ADs. It is the resource's responsibility to make sure they are cleared to go on an assignment with your supervisor and Virginia Department of Forestry Fire Management before notifying VICC to change availability in ROSS. The resource must communicate clearly that they will mobilize as regular agency or as an AD. These resources are mobilized by VICC, but their qualifications are managed by the VDOF. These resources will take the Work Capacity test with VDOF, and do not need to fill out the e-medical forms from VICC. VDOF will handle any issues with qualifications or experience updates, but these resources must communicate with VICC to ensure your qualifications are shown correctly in ROSS. Any training that a VDOF AD wishes to take as an AD, must be approved by the VDOF and the VICC Training Officer prior to submitting nomination and travel. VDOF employees do not need a USFS Driver's License to drive USFS owned or rented vehicles while on assignment. Any VDOF ADs that use a Forest Service computer while on assignment are required to take Security Awareness training annually. VDOF resources are not required to attend mandatory USFS AD Preseason meeting and refresher on an annual basis.

VDOF employees that will be retiring soon, and are wanting to continue to work as an AD will need to notify VICC of their employment status ahead of retirement. VDOF Fire Management will change the status of retired employees to Emergency Firefighter instead of Regular agency within 30 days after retirement.

**Health Screening Questionnaire on eMedical**- Any Forest Service AD that needs to complete a WCT, must notify VICC by **September 16<sup>th</sup>, 2019**. Your HSQ Coordinator, Sean Flanagan, will initiate the paperwork for an HSQ to be started. Once the paperwork is initiated, you will receive an email to complete the process. Please read the eMedical Guide for AD Employees. Make sure to identify Sean Flanagan as your supervisor and training officer. Please allow ample time for this process.

**Preseason Meeting** – Forest Service AD's are required to attend the Annual Refresher and meeting on **November 8<sup>th</sup>, 2019**. Resources MUST let VICC know that you will be attending. If the resource is unable to attend, they are required to contact VICC immediately, and a makeup date will be determined. VICC encourages everyone who attends the preseason meeting to turn in their application on or before the day of the meeting. Please print all documents and fill them out before you arrive. There will not be blank forms available at the meeting. The preseason meeting will be the ONLY time paper documents will be accepted. VICC will scan documents for you as a courtesy. Any other time, documents must be submitted electronically.

**Work Capacity Tests**- WCTs will be done the same day as the Annual Meeting and refresher, which will be held on **November 8<sup>th</sup>, 2019**. Resource must notify VICC if they require a WCT so we can have the

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proper amount of WCT vest available. Each Forest Service AD is required to filled out a Health Screening Questionnaire (HSQ), a physical and be cleared before a WCT can be administered. Physicals must be completed at least 2 weeks prior to the WCT. Failure to be cleared during the physical or failure to complete the WCT will result in temporary removal of those qualifications until WCT is passed. If you are unable to attend, a makeup date will be determined.

**Government Driver's Licenses-** If resources are planning to drive a USFS owned or rented vehicle, they will need to apply for a government driver's license every year. ADs sponsored by the VDOF, are exempt from this requirement. Resources that require a government driver's license need to notify VICC and request further information for the application. ADs will be responsible for payment of the background check.

**Training** – Sean Flanagan is the training officer for all USFS ADs. The Interagency Incident Business Management Handbook - FSH 5109.34 permits that AD's may get reimbursed for up to 80 hours per year for training, (8 hours per day). The 8 hours per day does not include travel to and from training. Individuals that instruct emergency incident training may get up to an additional 120 hours annually with authorization. You must have approval from the training officer before submitting a nomination for training or committing to instructing a course if you plan to submit for reimbursement. Travel for training will be completed the same way as for an incident. See Travel and Time Reimbursement section. VICC will make all reservations for flights and rental vehicles for training.

**Incident Management Team Applications in ICAP-** Make sure ahead of application period that you are showing in ROSS as qualified for the position you are applying for. Any USFS AD resource applying for an IMT in ICAP must mark that Sean Flanagan is their supervisor and Training Coordinator [sean.flanagan@usda.gov](mailto:sean.flanagan@usda.gov) and the email of their Agency Admin is [vavic@firenet.gov](mailto:vavic@firenet.gov). Any full time (regular agency) or part time VDOF employees must notify Steve Counts before submitting an application in ICAP. VDOF AD resources applying to an IMT in ICAP must mark their VDOF Supervisor as their supervisor, Sean Flanagan as their Training Coordinator [sean.flanagan@usda.gov](mailto:sean.flanagan@usda.gov), and the email of their Agency Admin is [steve.counts@dof.virginia.gov](mailto:steve.counts@dof.virginia.gov).

**Position Taskbooks-** USFS ADs may work on no more than one task book at a time, unless they have Training Officer approval. All requests to open PTBs, or PTBs that are to be submitted to the Forest Qualification Review committee, will be done so through the training officer.

**IQCS Audits and Training Folders-** Beginning with the March 26, 1990 amendment to FSH 5109.17, "the Forest Service required that certification records supporting qualifications on the employee's Incident Qualifications Card be maintained. The Forest Fire Program Management Staff Officer on each Forest shall ensure that certification records are maintained."

VICC has been going through an audit of all their IQCS files. If you have not already been audited, you will be soon. If there are any records missing, you will be asked to provide those. We understand that some individuals have files going back many years and will work with those that are missing required paperwork to get the classes needed to keep their qualifications. All AD's should maintain their own copies of their training records, resource orders, task books and evaluations that would be required for an audit. The certifying official for all qualifications for Type 2 qualifications and below is Dan Martin. Type 1 qualifications are certified at the regional level.

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**Evaluations** – ADs must return from all assignments with an evaluation. It is imperative that the resource contact VICC if you get a negative evaluation. VICC will advocate for you to get a better picture of the incident and if applicable, work with the resource to improve for future assignments. If the resource does not contact VICC in the case of a negative evaluation, VICC will assume the evaluation is accurate and it will be counted against you. If the resource gets a second negative evaluation, VICC will assess whether it is appropriate for the resource to continue to AD with VICC.

**Ethics** – Per the Incident Behavior Form, AD employees are subject to the same ethics, conduct and performance standards as USFS agency employees. Inappropriate behavior, drug or alcohol abuse will not be tolerated. If a resource is sent home early due to poor performance or conduct it will affect their AD status and the resource can be terminated.

**ROSS Status** – VICC is normally staffed 7 days a week, with someone on call after hours for emergencies. VICC will status ADs during normal business hours only. After hours requests for status changes will be completed during normal business hours. Resources can be made available - Local, GACC, or National. If resources are a team member or being name requested, they should be available local. It is critical that availability is always up to date. If a resource has multiple qualifications, individual qualifications can be hidden or made visible. If resources are unwilling to go on assignment for a qualification, please let VICC know to hide that qualification. On return from assignment, it is the resources responsibility to let VICC know you would like the qualification to be visible again. This is important, as VICC will not receive orders from Southern Area Coordination Center (SACC) for qualifications that are hidden. Please make VICC aware of even short unavailability periods. It is the resources responsibility to call again when they are available. Assignments that are turned down will be documented and taken into consideration for future assignments. If a resource turns down an assignment more than twice in a year, a decision will be made if that resource will continue to be sponsored. New self-status requests will not be accepted since ROSS is being migrated to Interagency Resource Ordering Capability (IROC).

**Mobilization** - Before mobilization, the casual hire form must be signed by the traveler and returned to VICC. VICC will make any flight arrangements and rental car reservations. If an order contains in Special Needs: “Must be self-sufficient” the resource is expected to support themselves financially for meals, lodging and a rental vehicle for the duration of your assignment. Contacting the receiving dispatch unit for any reason (i.e. laptop, cell phone, rental or POV authorized) without going through VICC first will result in immediate termination from the AD program. Do not contact the GACC or other dispatching units to make yourself available or get an assignment from those units.

**Lodging Per Diem**- Before making lodging reservations, the resource MUST know what the Per Diem rate is for the location where they are staying. The resource must have a justification for the deviation from what the per diem rate is and may be responsible for the additional charge. It is the resource’s responsibility to contact several locations to get within the Per Diem rate. The “government rate” does not always mean it is within Per Diem. In the case that resources are unable to find lodging at the per diem rate, VICC encourages resources to talk with the Finance Section of the incident they are assigned to for instruction. If lodging rate is 150% or more above the per diem rate, only the Chief Finance officer of the US Forest Service will be able to authorize the reimbursement. <https://www.gsa.gov/travel/plan-book/per-diem-rates>

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**Before Demobilization** – Resources must receive a performance evaluation and signed OF288 from the incident. Encourage the incident to submit time, if possible. If the resource had anything damaged while assigned to the incident, they must go to the Finance Section for replacement. VICC will not replace items that were used or damaged during the assignment. Evaluations are required for each incident. If no evaluation is received, it will be considered a negative evaluation from the assignment or training.

**Travel and Time Reimbursements** - All reimbursement packets must be submitted within 10 days of return. Travel, per diem and subsistence will be reimbursed in accordance with the Interagency Incident Business Handbook and Forest Service Policy. It is very important that these documents are accurate and signed. A resource won't be made available until travel packet is received.

**Travel Reimbursement Packets-** Email all documents (preferably in one document), in the following order to [vavaic@firenet.gov](mailto:vavaic@firenet.gov). Packets will not be accepted through the mail.

**Travel Reimbursement Packets- will include the following documents:**

- **Travel worksheet (electronic)** these are to be typed. Handwritten forms will not be accepted.
- **Copy of resource order**
- **Signed Casual Hire Form (PMS-934)**
- **OF288** - this must indicate if VICC needs to process, or if the incident submitted already. VICC assumes that the incident has processed your time. Make sure to indicate which hours are travel.
- **All receipts (excluding meals and mileage)**
- **Performance evaluation**

If any part of the reimbursement packet is missing, VICC will make one request for completed information. After 7 days, reimbursement will be processed. Any receipts that are submitted after the 7-day period will NOT be processed separately. The resource will be responsible for those expenses. It will be noted in the resource's file that a completed packet was not received and will be taken into consideration for future assignments.

**Driver's License** – Forest Service AD's may operate Forest Service owned or rented equipment only if they have a valid stated driver's license and a Forest Service driver's license. VDOF AD's do not need a USFS driver's license to operate vehicles owned or leased by the Forest Service and cooperating agencies.

**Information Security Awareness Training** – In an effort to keep our computer systems and Personal Identifying Information safe the Forest Service requires that all individuals that use Forest Service computers take the Information Security Awareness and Rules and Behavior Training Course annually. A copy of course completion needs to be kept in your file. See attached document for instructions. The Person Model Unique ID is your ECI number. Resources must put in the Person Model ID Box the following: ECIXXXXXX. Enter your own ECI number instead of XXXXXX. If you are a new responder, you must enter ECI 999999. 2020 training material should be posted late September 2019. Certificates are valid for one year.

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**This page MUST be filled out and returned as part of the AD Application.** All documents must be submitted in the following order in a single email, preferably as one scanned document. Do not submit instructional pages. One notification will be made via email if corrections need to be made, and a maximum of 7 days will be given to make necessary changes. Completed applications must be submitted before deadline of **December 1, 2019.**

Full Legal Name and ECI number (if returning)	
Home Unit or Agency that manages your qualifications (EX: USFS, VDOF, TNC)	
If VDOF, are you regular agency or part time?	
Brand New Casual Hire or Returning	
Are you an Incident Management Team Member? If so, what team and position?	
Qualifications on redcard	
Will you be attending the AD refresher? If so, will you be requiring a WCT?	
Do you require a government driver's license?	

**BRAND NEW CASUAL HIRES**

- 6<sup>th</sup> and 7<sup>th</sup> page of the 2020 Casual Hire SOPs (this page and signature page)
- I-9 with copies of IDs
- W-4
- VA-4
- OF-306
- Direct Deposit Form
- Incident Behavior Form
- e-Medical - Health Screening Questionnaire (HSQ) - **USFS AD's ONLY.** For positions requiring a Work Capacity Test – **must be completed at least one month before pack test.**
- IQCS update form for **USFS AD's ONLY.** If no experience or updates are needed provide date and incident of last experience \_\_\_\_\_
- Notification of a need for Application for Authorization to Operate Government Vehicles & Equipment for **USFS AD's ONLY.** If you are planning to drive a government owned or rented vehicle, this is required every year. Please note in the email when you return your packet, that you need a license. VICC will provide further information.
- Information Security Awareness Training Certificate – **ALL AD'S USING USFS COMPUTERS.**

**RETURNING CASUAL HIRE**

- 6<sup>th</sup> and 7<sup>th</sup> page of the 2020 Casual Hire SOPs (this page and signature page)
- I-9 with copies of IDs, W4, W4 and Direct Deposit -Submit only if your information has changed, or once per 3 years. If you are unsure of the last time you submitted, please refer to the attached I-9 date document.
- Incident Behavior Form
- e-Medical - Health Screening Questionnaire (HSQ) - **USFS AD's ONLY.** For positions requiring a Work Capacity Test – **must be completed at least one month before pack test.**
- IQCS update form for **USFS AD's ONLY.** If no experience or updates are needed provide date and incident of last experience \_\_\_\_\_
- Notification of a need for Application for Authorization to Operate Government Vehicles & Equipment for **USFS AD's ONLY.** If you are planning to drive a government owned or rented vehicle, this is required every year. Please note in the email when you return your packet, that you need a license. VICC will provide further information.
- Information Security Awareness Training Certificate – **ALL AD'S USING USFS COMPUTERS.**

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**This page MUST be filled out and returned as part of the AD Application.**

I have read the above information, and all the attachments, and agree to the procedures and dates. I will keep this document for reference throughout the 2020 calendar year.

I agree to the following timeline:

**September 16<sup>th</sup>, 2019**- USFS ADs ONLY- Contact VICC if you need a WCT.

**November 8<sup>th</sup>, 2019**- USFS ADs ONLY- Attend Mandatory AD meeting and refresher/WCT.

**December 1, 2019**- Last day to submit AD Application Packet. Earlier is preferred.

Name (Please Print) \_\_\_\_\_

Name (Signature) \_\_\_\_\_

ECl number \_\_\_\_\_