

**2023 AD Casual Hire Standard Operating Procedures**  
**Virginia Interagency Coordination Center**

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

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**AD Program Coordinator:** Vacant

**VDOF Fire and Emergency Response Assistant Director:** David Houttekier [David.houttekier@dof.virginia.gov](mailto:David.houttekier@dof.virginia.gov)

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.

Administratively Determined Casual Hire (AD) employees are hired to cope with emergencies caused by fire or extreme fire potential, 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, 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. We expect that you 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. If you have any questions, please call or email and we will be glad to help.

Resources cannot be made available for federal assignments until the hiring application has been filled out, processed, and approved for the Calendar year 2023. Resources failing to submit 2023 hiring paperwork by the 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/AFMO 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 VDOF employees who mobilize as AD's.

Please note that if you have moved 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.

## 2023 AD Casual Hire Standard Operating Procedures Virginia Interagency Coordination Center

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**Virginia Department of Forestry sponsored AD's**-Regular agency, full time employees or part time resources can mobilize as USFS ADs. These resources are mobilized by VICC, but their qualifications are managed by the VDOF and will also take the Work Capacity test with VDOF. Any issues with qualifications or experience updates are handled by the VDOF, but these resources must communicate with VICC to ensure your qualifications are shown correctly in IROC. Any VDOF ADs that use a Forest Service computer while on assignment are required to take Security Awareness training annually.

VDOF employees that will be retiring soon and want to continue to work as an AD will need to notify VICC of their change in 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.

**Training** – 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. Travel for training will be completed the same way as for an incident and sent to VICC at [vavic@firenet.gov](mailto:vavic@firenet.gov)

**You must have prior approval from VDOF and VICC BEFORE submitting a nomination for training** or committing to instructing a course if you plan to submit for reimbursement. Contact David Houttekier [David.houttekier@dof.virginia.gov](mailto:David.houttekier@dof.virginia.gov) when you are interested in going to training.

**Incident Management Team Applications in ICAP** - Make sure ahead of application period that you are showing in IROC as qualified for the position you are applying for. Any USFS AD resource applying for an Incident Management Team in ICAP must designate Ted Docev as their supervisor, Marina Foltz as their Training Coordinator [marina.foltz@usda.gov](mailto:marina.foltz@usda.gov) and the email of their Agency Admin is [vavic@firenet.gov](mailto:vavic@firenet.gov).

**Information Security Awareness Training – Annual Certification** 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. These need to be submitted to the VICC email. See attached document for instructions.

**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.

**Evaluations** – ADs must return from all assignments with an evaluation, including training. 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 our center.

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#### **Making yourself available for assignment/IROC Status**

- Contact David Houttekier [David.houttekier@dof.virginia.gov](mailto:David.houttekier@dof.virginia.gov) with VDOF first to make sure your qualifications are up to date and to make sure you are cleared for an assignment.
- On the **day of or day before** you are available, email VICC at [vavic@firenet.gov](mailto:vavic@firenet.gov) or call (434-423-2002).
  - You can be made available –
    - **Local** - for when you will be name requested; IMT members going with an IM team; or only on the GW & Jeff National Forests
    - **State** - Within Virginia
    - **GACC** - Only within our Geographic Area - the Southern Area:
      - VA, NC, SC, GA FL, KY, TN, AL, MS, AR, LA, OK, TK
    - **National** - Anywhere in the USA
    - **IM Team** - For Incident Management Team members going with an IM Team (same as available local)
    - **Virtual only**
- **VICC will status ADs during normal business hours only.** VICC is normally staffed Monday through Friday. Availability updates are not emergencies, after hours requests for status changes will be completed during normal business hours.
- Email VICC when you want to change your availability status or are no longer available.
- If you have multiple qualifications, individual qualifications can be hidden or made visible. If resources are unwilling to go on assignment for a specific qualification, please let VICC know to hide that qualification.
- **On return from assignment, it is the resources responsibility to let VICC know your updated availability** would like the qualification to be visible again. This is important, as VICC will not receive orders from Southern Area Coordination Center (SACC) for a qualification needed for a particular incident if we do not have anyone with that qualification showing 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.
- If life events (injury, family commitments etc.) come up that prevent you from being able to make yourself available for the year please let us know so we can make note in your file.

#### **Mobilization - Before mobilizing you must have:**

- A Resource Order
- Your Casual Hire Form signed and returned to VICC.
- VICC will make any flight arrangements and rental car reservations and send you the itinerary.
- Expect to support yourself financially for meals, lodging, and a rental vehicle (if assigned one) for the duration of your assignment.

#### **Important:**

- Do not contact the Receiving dispatch unit for any reason (i.e., Requesting - laptop, cell phone, rental or POV authorization). Doing so without going through VICC first will result in immediate termination from the AD program.
- Do not contact the GACC or other dispatching units to fish for an assignment from those units. If you are showing available correctly in IROC, VICC will receive the order from SACC and VICC will contact you.

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- If you miss a flight or it gets cancelled, go to the airline desk to make a new flight arrangement.

**Lodging Per Diem** - Before making lodging reservations, you MUST know what the Per Diem rate is for the location where you are staying. **If the lodging rate is over Per Diem you must have a justification for going over the per diem rate and may be responsible for the additional charge.** It is your responsibility to contact several locations to get within the Per Diem rate. What the hotel calls the “government rate” does not always mean it is within federal Per Diem. In the case that you are unable to find lodging at the per diem rate, VICC encourages you to speak with the Finance Section of the incident you 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.

**Per Diem rates (this site also has a link to download a Mobile App)** [Per Diem Rates | GSA](#)

**Demobilization – Before leaving the incident you must have:**

- **A performance evaluation.** Evaluations are required for each incident. If no evaluation is received, it will be considered a negative evaluation from the assignment or training.
- **Signed OF-288's (time sheet)**
- If you had anything damaged while assigned to the incident, you must go to the Finance Section for replacement. VICC will not replace items that were used or damaged during the assignment.

### **Informative videos and links:**

**OF288's** <https://youtu.be/uEM1sVdr7J4>

**SF-261 (CTR)** [How to Fill Out a Crew Time Report \(CTR\) - YouTube](#)

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**Time and Travel 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 the travel packet is received. **If you have any questions, please call or email and we will be glad to help!**

Email all documents in ONE email to [vavic@firenet.gov](mailto:vavic@firenet.gov)

**Do not send photos of your documents, these do not print well and are difficult to read.**

#### **Packets must include the following documents:**

- **Resource order**
- **Casual Hire Form (PMS-934) – signed**
- **Travel worksheet (electronic)** - these are to be typed. Handwritten forms will not be accepted.
- **OF-288 – Signed**
  - Even if the incident submitted them, we must have copies to process your travel
  - Please indicate if the incident submitted your OF-288's so they are not processed twice
  - Indicate which hours are travel. This is especially important if you have been at training.
  - **If the incident did not sign the OF-288 you must turn in copies of SIGNED CTR's and the OF288 must match the CTR's**
- **All receipts (excluding meals)** – See the "How to do travel worksheet" for instructions and reimbursable items
  - These must be clear and the entire page visible
  - Lodging receipts must show the facility address
  - If you have multiple fuel receipts, you can scan multiple onto one page to reduce having so many pages of fuel tickets.
- **POV mileage documentation (if claiming mileage)** – from Google/Bing maps or similar
- **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.

**We are always glad to answer questions concerning the travel reimbursement process. It is much easier to answer questions before you turn in your packet than for us to try to make sense of travel we were not involved with.**

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

**Please keep the SOP for reference throughout the 2023 calendar year.**

I have read the above information, and all the attachments. I agree to abide by the ethics, and procedures outlined.

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

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

☐ Returning Casual Hire ☐ New Casual Hire

**ECI number (if returning)** \_\_\_\_\_

**Sponsoring Agency – that manages your qualifications**

☐ VDOF ☐ Full Time Employee ☐ Part Time

☐ USFS (including Roanoke County Fire/EMS and Team Rubicon)

☐ TNC

**List your qualifications – including trainee positions**

\_\_\_\_\_  
\_\_\_\_\_

☐ Incident Management Team Member

Team \_\_\_\_\_

Position \_\_\_\_\_

**Did you go on an assignment in 2022?** ☐ YES ☐ NO

**If not please explain why you were not able to make yourself available:**

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

**Applications MUST include the following documents:**

- ☐ 6<sup>th</sup> and 7<sup>th</sup> page of the 2023 Casual Hire SOP (**this page and signature page**)
- ☐ Emergency Contact form
- ☐ Incident Behavior Form
- ☐ Vendor Code Form
- ☐ OF-306 Declaration of Federal Employment
- ☐ I-9 **WITH** copies of your ID's
- ☐ W-4
- ☐ VA-4
- ☐ Direct Deposit
- ☐ Information Security Awareness Training Certificate – **ALL AD'S USING USFS COMPUTERS.**

**Please be sure all documents are signed.**

**Applications must be submitted in one of the following ways:**

- 1. Send as an encrypted email or password protected PDF's** with the password sent in a separate email to the VICC email [vavic@firenet.gov](mailto:vavic@firenet.gov)
- 2. Mailed to:**  
VICC  
Attn: Lyte Gillespie/AD Program  
900 Natural Resources Drive  
Charlottesville, VA 22903