

2021 Casual Hire/AD Standard Operating Procedures
Virginia Interagency Coordination Center

vavic@firenet.gov 434-423-2002

VICC Center Manager: Carrie Powell carrie.powell@usda.gov
AD Program Coordinator: Lyte Gillespie lyte.gillespie@usda.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.

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. If you have any questions please call or email and we will be glad to help.

In order to apply to be a Casual hire with VICC for the Calendar year 2021, you must meet the following deadline.

December 4, 2020- 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 2021. Resources failing to submit 2021 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. 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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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 IROC. 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 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 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 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. 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.

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. A copy of course completion needs to be kept in your file. See attached document for instructions.

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. You must notify Steve Counts before submitting an application in ICAP.

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 (including training) with an evaluation. It is imperative that the resource contact VICC if you get a negative evaluation we 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.

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How to make yourself available for an assignment/IROC Status - VICC is normally staffed Monday through Friday, with someone on call after hours for emergencies only. 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 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 IROC. The resource must communicate clearly that they will mobilize as regular agency or as an AD. 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. 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 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. If lodging is over Per Diem the resource must have a justification for going over the per diem rate 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. What the hotel calls the "government rate" does not always mean it is within federal 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>.

Before Demobilization – Resources must receive a performance evaluation and **signed** OF288 from the incident. Encourage the incident to submit time, if possible. If the incident is not creating OF288's you will need to turn in **signed** CTR's. 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. You will receive a "How To" for completing the Travel reimbursement form as well as one for turning in your travel packet. **If you have questions please call or email and we will be glad to help!**

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

Travel Reimbursement Packets - will 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.
- **OF288 – Signed** - this must indicate if the incident submitted already. VICC assumes that the incident has processed your time. Make sure to indicate which hours are travel. **If the incident did not sign the OF288 you must turn in signed copies of CTR's**
- **All receipts (excluding meals) - please see the “How to do the travel worksheet” for reimbursable items**
- **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 any 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.

Full Legal Name (Print Clearly) _____

ECI number (if returning) _____

Returning Casual Hire New Casual Hire

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 2020? YES NO

If not please explain on a separate sheet why you were not able to make yourself available.

For USFS Casual Hire's only

Do you require a Work Capacity Test? (This is only for those that do not qualify for the waiver)

YES NO

Do you require a driver's license?

YES NO Date Defensive Driving completed _____

All the documents below must be submitted in the following order in a single email, as one scanned document. 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 4, 2020.**

- 5th and 6th page of the 2020 Casual Hire SOPs (this page and signature page)
- 2020 I-9 with copies of IDs
- OF-306
- 2020 W-4
- 2020 VA-4
- Direct Deposit Form
- Emergency Contact Form
- Vendor Code Form (FS-6500-231)
- Incident Behavior Form
- 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. I agree to abide by the ethics, procedures outlined.

Please keep the SOP for reference throughout the 2021 calendar year.

I agree to the following timeline:

December 4, 2020 - Complete RT130 Refresher + HSQ + submit AD Application Packet. Earlier is preferred.

Name (Please Print) _____

Name (Signature) _____

ECI number _____

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.

2020 Incident Finance Payment Procedures

2019 Forest Service Casual Travel Process

2020 AD Pay Plan (effective May 16, 2019)