



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

Fire and Aviation

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November 27, 2023

In Reply Refer To:
9210 (FA-400) P

EMS Transmission 11/28/2023

Instruction Memorandum, No. FA IM-2024-006

Expires: 09/30/2026

To: State and Center Directors

From: Assistant Director, Fire and Aviation

Subject: Change to the Department of Interior Administratively Determined Pay Plan for Emergency Workers

Program Area: Fire Business

Purpose: This instruction memorandum (IM) forwards the Department of the Interior's Office of Human Capital memo dated November 13, 2023, amending the Administratively Determined Pay Plan for Emergency Workers (Casuals).

Administrative or Mission Related: Mission Related.

Policy/Action: AD employees are now allowed to respond to international assignment requests if the following four requirements are met:

- Background checks and fingerprint clearances have been initiated.
- All AD employees are required to possess a valid United States passport. ADs may conduct international travel using a valid personal passport.
- All AD employees must complete the E-Country Clearance (ECC) prior to travel.
- The Counter Threat Awareness Training (CTAT) has been waived for emergency international wildland firefighter travel.

It is important to have background checks initiated ahead of time as scheduling could take time. If a state has AD employees who might be interested in an international assignment opportunity and have a valid passport, they should ensure background and fingerprinting is initiated in advance.

Timeframe: Effective immediately.

Budget Impact: None.

Background: On November 13, 2023, the Office of Human Capital amended the 2023 Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals) to remove hiring restrictions “This plan does not provide the authority to hire individuals for out-of-country assignments.” effective immediately. (Attachments 1). The November 13, 2023, memorandum “is in response to the increased wildland fire activities occurring on lands managed by our international wildland fire management partners. In carrying out international commitments to mutual wildland fire management assistance, the Department of the Interior (DOI) recognizes the important role that Administratively Determined (AD) workers play in supporting wildfire response efforts.”

Manual/Handbook Sections Affected: *Bureau of Land Management Standards for Fire Business Management – 2023*

Coordination: This instruction memorandum was coordinated within the Division of Budget and Evaluation (FA-400).

Contact: Direct questions or concerns to David Burley, Program Analyst, Division of Budget and Evaluation, Fire and Aviation, at dburley@blm.gov or (208) 387-5420.

Signed By:
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Attachment:

1. [Memorandum-International Travel Requirements for Administratively Determined \(AD\) Pay Plan for Emergency Workers \(Casuals\) 11.13.2023](#)

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David Burley (FA-400)