



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

August 10, 2023

Memorandum

To: Bureau Human Capital Officers
Bureau Fire Directors

From: Jennifer A. Ackerman
Director, Office of Human Capital
Deputy Chief Human Capital Officer

Subject: Amendment to 2023 Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals)

Effective immediately, 2023 Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals), Section E. paragraph 2., is amended to remove the term of hiring restriction “to no greater than 300 hours (excluding travel) per person per calendar year, regardless of hiring agency for prescribed fire projects” through the life of Bipartisan Infrastructure Law (BIL), September 30, 2026, with annual review thereafter. Fire suppression response should continue to be the priority for AD hires. The Office of Wildland Fire will issue annual AD hiring reporting requirements.

This amendment is implemented to mitigate the wildfire crisis and disastrous fires, and to meet the intent and priorities in the BIL, appropriations and wildland fire management direction. Bureaus should continue to hire permanent and seasonal employees to address prescribed fire needs.

Any Department employee or employee representative seeking further information concerning this memorandum may contact their respective servicing HRO. Bureau Headquarters HR staff may contact [DOI Office of Human Resources@ios.doi.gov](mailto:DOI_Office_of_Human_Resources@ios.doi.gov).

Attachment: 2023 Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals)