



File Code: 5100; 6130
Route To:

Date: JUL 05 2010

Subject: Designated Administratively Determined Hiring Official
To: Forest Supervisors

FSM 5120.46-10 directs the Forest Supervisor to designate Administratively Determined (AD) hiring official(s). I am requesting that each forest provide names of those personnel delegated as AD hiring officials and AD travel arrangers and ensure they are fully trained in the following:

- a. Provisions of the AD pay plan
- b. Procedure, forms and recordkeeping requirements for documenting AD hires
- c. Qualifications of ADs will be certified by the Hiring Officials in accordance with agency standards, including IQCS qualifications.
- d. Annual AD salary rates.
- e. AD travel will be processed in accordance with the 2018 Forest Service Casual Hire Travel Process. Payment of travel expenses incurred as a result of training, personally paying for rental car, lodging over per diem and assignments over 30 days must be processed in ETS2.
- f. Ensure the casual employee has been properly licensed for driving a government vehicle.
- g. Exception Positions: Prior to filling any position not listed in the Incident Position Matrix in the AD Pay Plan, you must determine that none of the positions listed in the matrix fit the scope of duties for a position needed, and the scope of the current emergency warrants this position. Hiring officials must carefully read the five levels of hiring for exception positions, choose the one most appropriate and attach a brief description of the duties of the needed position to the single resource hiring form. The use of exception positions should be rare. Position descriptions must be sent to Yolie Thomas, Assistant Director, Incident Business, for approval prior to hiring the individual.

Please send your names and any questions regarding the hiring of AD employees, to Yolie Thomas at 707-562-8835 or ythomas@fs.fed.us

RANDY MOORE

Regional Forester Pacific Southwest Region

cc: Robert A. Baird, Chris Schow, Yolie Thomas

