



File Code: 6130/5100

Date: June 13, 2005

Route To:

Subject: Delegation of Authority to Hire Administratively Determined (AD) Employees

To: Forest Leadership Team

The following processes will be used for hiring AD's this year.

AQM will be responsible for hiring all casual employees associated with equipment rentals, contracts, or Emergency Equipment Rental Agreements (EERA).

Approved individuals on a "host unit" will hire miscellaneous overhead positions. This will be the unit that has a direct need to use the person, maintains the person's red card data, or logical point of hire. If the unit contacts are not available, call a neighboring unit for assistance.

The following people are authorized to hire casual employees:

GPIFC:	Shelly Hoffer	Sandy Schwab	Julia Genre	Charlie Phenix
2 Rivers Zone:	Mel Wann	Gerry Cooke	Sandra Orsini	
Pacific Zone:	Paul Hiebert	Lori Hawkins	Sherri Kisinger	
Powers:	Nancy Wallace	Butch Benson		
MICC:	Kent Dowding	Mike Hannan	Randy Ames	
Cascade Zone:	Mary Ann Ceglia	Carol McGrath	John Carothers	Steve Rucker
Siskiyou Zone:	Bobbie Kizer	Steve Ziel		
SO AQM:	Eileen Northrop Kermadine Barton	Maggie Giuliani Joel Bone	Amy Chapman Michelle Barnett	

Their responsibilities are:

- Ensure that proper paperwork is obtained and filled out completely and correctly.
- Validate that the person is qualified for the position. If an AD does not have a 2005 Red Card issued then you will need to check with your Unit Fire Training Coordinator, or Julia Genre to see if the AD can be hired.
- Provide the casual employee with all the information related to direct deposit and tax withholdings.
- Be knowledgeable of the Interagency Incident Business Management Handbook as it relates to the AD authority, pay, benefits, travel reimbursement, etc.
- Complete needed travel authorization and travel voucher forms.



Prior to hiring anyone as an AD-5, you must obtain concurrence of the correct rate from Eric Hodnett, or M.J. Harvie. This applies to all positions, except fallers, and positions listed in the Interagency Incident Business Management Handbook, Interim Directive 5901.34-2005-1, 13.6 Exhibit 1.

The following documents need to be completed for each Casual employee (AD):

- INS Form I-9 ** Only at initial hire**
- Federal W-4 Tax Form. The W-4 address will be used for the mailing of the W-2 Forms **Only at initial hire**
- Attachment A – Casual Hire and Payment Process
- Attachment B – Casual (AD) Fire Information Form
- Attachment C– Direct Deposit, if desired **Only at initial hire**
- Fire Time Report (OF-288) – Reference Attachment D – Processing Emergency Firefighter Time Reports for Casuals for sample and instructions for completing form properly. Follow the instructions on how to complete the OF-288. DO NOT carry forward the rate, hours and totals unless there is more than one job code being charged.
- Copy of Resource Order for Casual Hire
- Amendment for Travel Authorization, Form FS-6500-2 if travel expenses are expected

NOTE: It is very important that all forms are completed and have the appropriate signatures of Casual, hiring official and timekeeper. Payment will be delayed if forms need to be returned for additional information.

When the Casual (AD) has been released, forward all forms to Budget Management (BM) for processing. Budget Management will review to ensure all forms have been completed and forward to the payment center. BM will complete payment transmittal memo and contact lists (Attachment E & F).

Payment will be made at the EFF Payment Center in Ogden, Utah. Original I-9 and W-4 forms must be forwarded to Ogden as a part of the payment package. Direct Deposit is available. It is the Casual employee's responsibility to take the SF-1199A Direct Deposit Sign-up Form to their financial institution, which will complete and mail to the payment center address in Section 2.

Casuals that are hired more than once during the same fire season will need to complete all forms, except for I-9, W-4, and direct deposit unless they want to revise their W-4 form.

To determine the appropriate AD Rate, Position Title and ICS mnemonic position identifier refer to FSH 5109.34 Interagency Incident Business Management Handbook, Chapter 10.

Information on allowing AD's to drive rented equipment & vehicles or government owned equipment & vehicles will be forth coming.

Travel vouchers will be completed by the hiring official.

If you have any questions during the hiring process, contact Budget Management or the Fire Staff.

It is extremely important that those who are performing the sign-up task do it correctly. If audits show that someone is doing a poor job as a hiring official, they will be notified in writing and lose this authority.

SCOTT D. CONROY
Forest Supervisor