

Flathead National Forest AD Hiring Guidelines

The specific intent of the Administratively Determined (AD) Pay Plan for Emergency Workers (FSH 5109.34) is to hire help on a short-term basis to supplement regular federal employees in responding to an emergency threatening life and property. The use of the AD authority is at the discretion of the Forest. The Flathead National Forest guidelines for hiring casual employees under the following situations are:

- 1) To fill local shortage positions (by type and number of individuals) as determined by the Forest FMO.
- 2) To fill regional and national needs as requested and justified in writing.

The following situations will not be hired by the Flathead NF:

- 1) Individuals that were previous employees of the State of Montana will be hired by DNRC. The Flathead will not hire said employees.

The Flathead NF will not maintain or track Incident Qualification and Certification System (IQCS) qualifications, records or documents, or maintain availability status of individuals not identified above.

AD's hired by the Flathead NF are subject to the same conduct and performance as agency employees hired under other authorities; therefore, not everyone who desires to be hired as an AD will be hired. Additionally, inappropriate conduct, poor performance, or drug and alcohol use will not be tolerated and will affect re-hire consideration.

The Incident Business Specialist is responsible for hiring all casuals for the Flathead NF. The Forest Supervisor will delegate hiring authority and approving officer authority to specific individuals annually. Additionally, KIC will maintain all records which may include training, qualifications, hiring documentation, travel authorizations and vouchers, and performance evaluations.

Sponsored Casual/AD Employees

AD's are sponsored for specific positions which are identified as a local need by the Flathead NF Fire Management Officer, or to participate on an incident management team when there are no agency employees to fill a position. It is expected that AD's, particularly those on teams, will be accompanied by agency or cooperator trainees. If they have qualifications for other positions, they may maintain those qualifications as a non-sponsored AD employee. The Flathead NF will not sponsor training for increasing AD position qualifications. Exceptions may be made on a limited case-by-case basis with approval of the Forest Fire Management Officer. AD's will complete the Flathead NF AD Hiring and Sponsorship Request Form (attached) to request training and sponsorship by the Flathead NF.

These individuals may require annual training, and some will require the work capacity test. The Flathead NF will support only training and annual certifications that are required for the specific

sponsored position. The national AD training job code will be used to provide refresher training or required work capacity testing.

The time spent in training will be compensated and the training requirements include:

- Annual Fireline Safety Refresher Training for sponsored positions for which it is required (ref. FSH 5109.17 22.3-3).
- Defensive driving, if it is expected the AD will be required to drive in connection with the incident--4 hours every three years.
- Annual Geographic Area sponsored team meetings if the AD is identified in one of the positions identified by NWCG primary team roster.
- Other training required to maintain current level of the position sponsored. Training to become qualified in a different position or a higher level position will be non-sponsored.
- AD employees participating in the work capacity testing required for their sponsored position will be put in pay status for the test. The appropriate health questionnaires must be completed and submitted to the Forest AFMO prior to taking the work capacity test. An AD will not participate in the work capacity test until health questionnaires have been reviewed and approved

The hiring period begins at the point of hire and the time an individual is available for hire at the request of an agency representative. It ends at the time the casual hire is returned to the point of hire or is no longer available. On the Flathead NF the point of hire will be KIC (Kalispell, MT). It is the casual employees' responsibility to report to their point of hire.

Per the AD Pay Plan, mileage, travel expenses and per diem will be paid following the Federal Travel Regulations. It is the responsibility of the Hiring Official or Approving Official to assure local direction and Federal Travel Regulations are being followed.

AD's sponsored by the Flathead National Forest should be available to be hired a minimum of two months per year, including the month of August. Two consecutive seasons without an assignment may be grounds for dropping a casual from sponsorship.

In order to maintain currency, sponsored AD's must update their assignment history by completing an IQCS Responder Update Form (attached), and provide a performance evaluation from at least one assignment annually. These forms will be submitted to the KIC.

Agency Retirees

Flathead National Forest retirees must meet the above criteria, being a retiree doesn't guarantee hiring status as an AD.