



File Code: 5100
Route To:

Date: MAR 31 2017

Subject: 2017 AD Pay Plan

To: Regional Foresters, Station Directors, Area Director, IITF Director, Deputy Chiefs and WO Directors

The Forest Service seeks to create and maintain a work environment in which all people are treated with dignity, fairness, and respect, and are free from harassment. This intent applies to all Forest Service employees in their working relationship with all others; or persons employed under contract or via other formal agreements with the Forest Service. Administratively Determined (AD) personnel become Forest Service employees when hired.

In order to accomplish the intent above, there is a new requirement effective with the 2017 AD Pay Plan. The intent of this effort is to eliminate hiring of individuals that have previous instances of disciplinary action for workplace harassment, indiscretions or criminal activity; such individuals have no place in the Forest Service work force. We seek to avoid hiring people with such a prior track record and remove those who behave unacceptably after they are hired. The agency has zero tolerance for all harassment, use of derogatory words, phrases, epithets, gestures, pictures, drawings or cartoons or use of government devices that demean, intimidate, offend or create a hostile work environment.

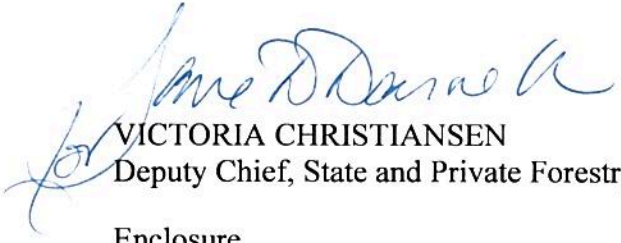
In coordination with HRM, it has been determined to require casuals to complete OPM Form OF-306, Declaration for Federal Employment. This form is to be completed upon initial hire of a casual and will be maintained by the hiring unit. The hiring unit may use this disclosure to make final determination to hire a casual. This form is to be completed annually.

The form can be found at: https://www.opm.gov/forms/pdf_fill/of0306.pdf

Enclosed is the 2017 AD Pay Plan; it is effective April 1, 2017. Please share with field personnel and hiring units.



Any questions or concerns please contact Sarah Fisher, Branch Chief, Incident Business Practices, at srfisher@fs.fed.us (208) 387-5944.

A handwritten signature in blue ink, appearing to read "Victoria Christiansen". The signature is written in a cursive style with a large initial "V".

VICTORIA CHRISTIANSEN
Deputy Chief, State and Private Forestry

Enclosure

cc: Shawna Legarza