



## CENTRAL UTAH INTERAGENCY FIRE ORGANIZATION

May 11, 2009

To: Hiring Officials for Administratively Determined (AD) Personnel  
From: Interagency Fire Management Officer  
Subject: Delegation of Hiring Administratively Determined (AD) Personnel

The following are delegated authority to act on my behalf to hire Emergency Firefighters in accordance with the Department of the Interior and US Forest Service Pay Plans for Emergency Workers for the BLM Richfield & Fillmore Field Offices and Fishlake National Forest:

1. Tandy Bolling, Interagency Fire Business Specialist
2. Trina Randles, Budget Analysis
3. Jeremiah Jones, Dispatcher
4. Sherie Taylor, Dispatcher
5. Lucinda Nay, Dispatcher
6. Lani Williams, Acting Center Manager
7. Marleen Chappell, Acting Assistant Center Manager (operations)
8. Carene Seager, Camp Crew Boss Coordinator. Delegated authority to hire ADs for the Camp Crew program

Each hiring official is responsible to:

- Ensure the proper paperwork is obtained and filled out completely
- Validate that the person is qualified for the position
- Provide the casual employee with all the information related to direct deposit, tax withholdings and condition of hire
- Be knowledgeable of the IIBMH, Chapter 10, AD Pay Plan and its use.

Tandy Bolling, Interagency Fire Business Specialist is also delegated authority to oversee the Emergency Firefighter hiring program for the Central Utah Interagency Fire Area. Along with monitoring the adherence to the standard operating procedures for hiring ADs and the authorities described in the AD Pay Plan.

  
Fire Management Officer

5/11/09  
Date