HIRING OFFICAL RESPONSIBILITIES

This list is not intended to be the complete list of responsibilities. Nor are all Hiring Officials responsible to complete all the listed duties. Many thanks to all of those who provided their local SOPs for ADs which is where I lifted all this information.

On many forests the Hiring Official may be located at the district level (AFMO or Admin Assistant). Hiring Official could be the Training Officer for the district or forest. It could be a dispatcher.

1. Validate the need for the ADs position through Fire Staff, or District FMO. Consider the local need and shortage of critical incident positions

1. Verify individuals are hired via the appropriate host/sponsoring unit in relation to their residence.
2. Explain AD Program and provide AD with a copy of local SOP and national policy chapter 10 from Incident Business Management Handbook
3. Review annual requirements (annual refresher, IS-700/800, medical standards, pack test, defensive driving)
4. If AD will be driving a government or rented vehicle, defensive driving is required every 3 years Have AD provide verification of state license affidavit from the DMV and complete drivers licensing paperwork (FS7100-184, Employee Driver History and OF-345). Have AD sign the “AD Driver Operator and Hosting Agency Responsibilities”. Depending on forest policy, hiring official may be responsible for issuing an “AD Driving Letter” in lieu of the SF-346 signed by appropriate signing official.
5. Contact Hosting Agency Forest Fleet Management to request Forest Service WEX Fleet Credit Card Driver Personal Identification Number (Pin) not all forests will have the same policy. Some forests may elect not to issue WEX pin to ADs.
6. Complete hiring paperwork (prior to red card if training is needed) by following the local “Casual Hire and Payment Process” and establish a travel profile and an open-authorization. Ensure all required paperwork is reviewed, completed and verified.
7. Send appropriate information to Albuquerque Service Center-Incident Finance
8. If position requesting is an exemption position, work with Fire Program Specialist for justification. This justification and request must be then forwarded to the Regional Incident Business Specialist for approval.
9. If training was completed, process OF-288 and travel voucher for AD, use national training job code.

1. Monitor Casual Hire employee training hours.
2. Upon dispatch to an incident, a “Single Resource Casual Hire Information Form” needs to be completed by the Hiring Official. Each unit needs to determine who will complete the form, it must be signed by AD and Hiring Official. ASC no longer requires an original signature will accept copies.
3. Original or a copy of the casual hire form goes to ASC with the OF-288, a copy with AD, and a copy for the financial file. When completing the form, ensure AD class and rate are appropriate for position
4. Complete trip-by-trip travel authorization for AD if necessary.
5. Upon ADs return to the home unit, make copy of OF-288 for records (if not sent in by the Incident follow “Incident FSC or Hiring Unit Approving Official” section of the “Casual Hire and Payment Process”)
6. Process travel reimbursement on supplemental OF-288 or through FS travel program (depending on reimbursements)

**Attachments:**

PNWCG letter dated 11/6/14: AD and Supplemental Fire Department Resources

Letter dated 2/28/14 : AD Hire and Hosting Agency Driver Operator Responsibilities

Handout Employee Common Identifier (ECI) Procedures

**Reference Web Sites:**

R6 Incident Business

<http://www.fs.fed.us/r6/fire/incident-business/>

WO Incident Business

<http://www.fs.fed.us/fire/ibp/>

DOI Casual Payment Center

<http://www.nifc.gov/programs/programs_PaymentCenter.html>

FS ASC Casual Payments

<http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/CasualPay.php>