

**File Code:** 5100**Date:** March 30, 2020**Route To:****Subject:** Hiring Administratively Determined (Casual) Employees to Support Suppression and Prescribed Fire Operations**To:** Regional Foresters, Station Directors, IITF Director, Deputy Chiefs and WO Directors

The U.S. Department of Agriculture's Forest Service hires Administratively Determined (AD) employees to support suppression operations in accordance to the AD Pay Plan that is issued annually. In FY 2020, we are seeking to add the capability to hire ADs to assist with prescribed fire projects in an effort to meet agency targets.

Prior to FY 2020, the Forest Service had staffed prescribed fire projects solely with agency personnel, Department of the Interior partners, or state cooperators. Beginning in FY 2020, the Forest Service will align with existing Department of the Interior policy for the hiring of ADs to support prescribed fire projects. The Forest Service will benefit from using all hiring options, including expanding options for hiring ADs, to create fire resistant landscapes and increase the pace and scale of land management treatments.

In alignment with Department of the Interior, the conditions for hiring ADs would include the following:

- The hiring period begins no sooner than 24-hours prior to planned ignition and ends within 24-hours of securing the perimeter.
- The maximum period of hire is limited to 300 hours per calendar year (excluding travel), regardless of hiring agency (Department of the Interior or Forest Service).
- The jurisdictional agency of the prescribed fire is responsible for the hiring.
- The hiring authority may not be used for mechanical or chemical fuels reduction projects.

The 2020 AD Pay Plan will be issued on April 1, 2020. Enclosures are included describing this policy change.

For questions, please contact Sarah Fisher, National Incident Business Coordinator, at (208) 387-5944 or sarah.fisher@usda.gov.

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Enclosures

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