



NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Fire Center
3833 S. Development Avenue
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Memorandum

To: NWCG Parent Agencies, WT Chairs, and GACC Chairs

From: NWCG Chair *Kirk Rowland*

Date: August 14, 2006

Subject: Cookbook of Alternative Hiring Authorities

During the National Incident Business meeting in February 2004, seven breakout groups were established to address incident business issues the groups felt needed to be changed or improved upon. One of the issues raised was the need for emergency personnel hiring authorities in addition to the Administratively Determined (AD) Pay Plan, to meet increasing needs and maintain expertise for wildland firefighting. A group of subject matter experts were chartered to accomplish this task. From their findings they have developed a "cookbook" to include a number of hiring authorities currently available to meet the needs of fire managers.

The AD Pay Plan is typically the quickest and easiest method of hiring emergency personnel. However, we are finding that managers are utilizing the pay plan authority to hire personnel in positions that are not appropriate under the AD Pay Plan (e.g. fire management officers, assistant fire management officers, dispatch center managers, etc.). Vacant government positions should not be hired utilizing the AD Pay Plan but instead should be hired using one of the attached hiring authorities. We understand this process may be a bit more cumbersome but it meets federal regulations and policy requirements and lessens the chances of abusing the AD Pay Plan.

Please share the attached "cookbook" with your respective agencies and encourage fire managers to work with their servicing Human Resource Specialists to utilize the most appropriate hiring tool to meet the staffing needs of the fire community.

Attachment (1)

Cookbook of Current Delegated Federal Appointment Authorities