

File Code: 5100

Date: November 14, 2022

Subject: Northeastern Interagency Coordination Center (NECC) 2023 Northeast Hub Administratively Determined (AD) Sponsorship Guidance

The Northeastern Interagency Coordination Center (NECC) has provided the Northeast Hub Administratively Determined (AD) Sponsorship Guide for 2023. It will be your responsibility to familiarize yourself with the information and follow the processes laid out within the guide. There is also a supplemental Job Aid outlining the Pinyon/Box database structure and upload procedures, as well as a PDF to assist with completing required paperwork correctly.

As many of you are aware, the Eastern Region has implemented the four Hubs for AD Hiring as of January 2021. The following are reminders for the 2023 season: All ADs who are qualified or a trainee in a position utilized on Eastern Area Incident Management Teams (IMTs) will be required to apply to the Eastern Area IMTs. See attached guidance for more information.

Please be cognizant of the following dates and deadlines for returning ADs:

- **November 15th** - [Applications for IMT](#) close
- **January 3rd** – Sponsorship Form for NE AD Hub deadline
- **January 17th and 18th** – NE AD Hub AD Refresher (must attend one of the two days)
- **January 29th** – Notification of selection for EA IMT members
- **February 1st** – AD Annual Paperwork Submission deadline

You will need to submit your required paperwork by the timeline above to be considered as an AD with the Northeast Hub for the 2023 season. Paperwork received after that date will be evaluated on a case-by-case basis at the discretion of the Sponsoring Official and with coordination with Northeast AD Hub Hiring Officials. It will be the responsibility of returning ADs to upload their annual paperwork directly. Review and reference the attached Job Aid 2023 for instructions on how to upload documents and the proper naming conventions.

Returning ADs – Annual Paperwork

1. Sponsorship Form (sign and return to Sponsoring Official for signature)
2. Casual Hire Form (first section filled out ONLY, leave start date blank)
3. PMS 935-1 Incident Behavior form
4. OF-306 Declaration of Federal Employment
5. Information Security Awareness Training Certificate (anyone who uses federal computers)

All forms must be scanned separately for operational use. Please name the files as outlined in the supplemental Job Aid.



Reminder – Driver’s License requirements. ALL ADs must have a federal government driver’s license (OF 346) or a letter in lieu of a federal license issued every year to be able to drive vehicles owned or rented by the federal government. If you do not have a federal driver’s license or letter, you **cannot** get a rental vehicle or drive a government vehicle. State Sponsoring Officials will verify state requirements for driving and will pass names along to NECC to issue letters in lieu of the OF-346. Specialized driving requirements will be handled at the local level.

The USDA Forest Service has issued 3 videos which have been accepted for Defensive Driving training. If an AD has not had Defensive Driving within the past 4 years, Sponsoring Officials can have them watch these videos and issue them a certificate

Defensive Driving Videos

1. [Distracted Driving Nov2021 01 - YouTube](#)
2. [Defensive Driving: Driving Mountain Roads on Vimeo](#)
3. [Defensive Driving: Backing up and Turning Around on Vimeo](#)

New ADs - Initial Hire Forms

1. Sponsorship Form
2. I-9 Form (updated every three years).
3. OF-306 Declaration of Federal Employment (annual form).
4. FS-6500-231 Vendor Code Information Worksheet (once, to set up travel profile).
5. SF-1199A Direct Deposit Form (once, unless bank changes).
6. Federal and State W-4’s (once, unless changes).
7. Emergency Notification Form (once, unless changes).
8. Casual Hire Form (first section only, leave start date blank)
9. Incident Behavior Form (annual form)
10. Information Security Awareness Training Certificate (anyone who uses federal computers)

All forms must be scanned separately for operational use. Please name the files as outlined in the supplemental Job Aid.

Payment Package – Reimbursement

These documents must be uploaded by the individual AD into Pinyon/Box, as one PDF, upon returning from each assignment. AD will not be allowed to go available for another assignment until all documents are received from previous assignment, and resource has taken required number of days off. Uploaded file should contain the following documents, utilizing naming convention outlined in Job Aid.

1. **Casual Hire Form** - Required for hiring single resources; not required for crews.
2. **OF-288/Time Sheet** - must be signed by finance section or incident supervisor.
3. **Travel Worksheet** - prefer typed. If handwritten only you can make corrections if needed.
4. **Copy Of Resource Order**- PDF of complete resource order
5. **Travel Receipts** - Include all receipts identified on worksheet.
6. **Screenshot of POV mileage route** - Only if claiming mileage for reimbursement.
7. **Evaluation** - submitted as an individual file, not grouped with above documents.

Additional helpful information

1. OF-288 Time Sheet
 - a. Time - Large Incidents
Individual is responsible for obtaining finance POC and/or ASC Batch number for Time submitted at incident. If NECC does not submit OF-288, we cannot assist with status updates of processing.
 - b. Time - Local incidents
Individual will fill out Crew Time Report (CTR), supervisor will sign CTR and submit to local unit designee.
2. If you need a FireNet account for IMT duties and/or ISA training, visit the [FireNet site](#) for guidance and training. Named Accounts are only awarded to specific IMT members and must be approved through your Dispatch Center to the FireNet Administration.
3. NECC can submit reimbursement batches directly to Albuquerque Service Center Incident Business Payment as long as the none of the following exist.
 - a. Rental car reimbursement
 - b. Training related travel reimbursement
 - c. Lodging is over Per Diem allowable

If any of these conditions exist, NECC will have to submit reimbursement through the Forest Service Travel System (ETS2). If you do go over per diem for lodging, make sure to receive approval from incident in writing. This document will need to be submitted to get actual lodging amounts reimbursed. We have received approval to provide all ADs with NERV as long as availability allows.

For additional information on AD hiring, please visit the [FS-Incident Business Practices](#) page.

If you have questions, please call 603-536-6208, or email nhnecc@firenet.gov

Sincerely,

X

LISA SPIESS
Center Manager, Northeastern Interagency Coordination Center

Enclosed: Northeast AD Hub Sponsorship Guide 2023, Job Aid 2023, 2023 FS AD IMT Participation Direction and AD Sponsorship Application 2023