



**United States Department of the Interior
FISH AND WILDLIFE SERVICE
Fire Management Branch
National Interagency Fire Center
3833 South Development Avenue
Boise, Idaho 83705**



Refer to: FMB140002

December 18, 2013

Memorandum

To: Fire Management Coordinators, Regions 1-8
Branch of Emergency Management

From: Chief, Branch of Fire Management 

Subject: ECI Transition for Casual (AD) Employees and Pre-Approval
Authorization for Hiring/Approving Officials

Based on Office of Personnel Management direction to reduce or eliminate the use of PII, the National Wildfire Coordinating Group, Incident Business Committee (IBC) has adopted the practice of utilizing an employee common identifier (ECI) in place of the social security number for casual employee document processing effective January 1, 2014. Please refer to the attached memorandum NWCG#014-2013.

The ECI, considered non-sensitive PII, is a unique 10-digit number created in the Federal Personnel Payroll System (FPPS) when a new employee record is established for all federal casuals. Attachment 2, Employee Common Identifier (ECI) Procedures outlines the process for each agency as well as for hiring units and casual employees.

In addition to the new ECI process, effective January 1, 2014, hiring or approving payments for casual employees, the Service will require hiring/approving officials to be pre-approved by the Regional Fire Management Coordinator or the Regional Emergency Management Coordinator and placed on the FWS national casual hiring/approver list maintained by the Fire Management Branch. The Casual Payment Center will only be authorized to work directly with a casual employee or hiring/approving official that is identified on the hiring/approver list. See attachment 3, FWS Hiring/Approving Officials for details.

If you have questions about the transition to ECIs or about the attached guidance, please contact Billie Farrell, Administrative Officer, at 208.387.5536 or billie_farrell@fws.gov.

Attachments

cc:

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Billie Farrell, Administrative Officer, Branch of Fire Management
Fred Wetzel, National Wildland Fire and Emergency Management
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