



United States Department of the Interior

NATIONAL PARK SERVICE

Division of Fire & Aviation

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Boise, Idaho 83705

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May 12, 2020

To: Associate and Deputy Regional Directors, Operations

From: Division Chief, Fire and Aviation Management

Subject: Administratively Determined Hiring in Support of COVID-19 – Supplemental Information

On March 26, 2020 the Acting Associate Director, Visitor and Resource Protection, released a memo (attached) describing the circumstances under which it would be appropriate to hire Administratively Determined (AD) positions in support of the COVID-19 response. The March 26th memo was limited in scope to positions and/or assignments that specifically addressed life/safety concerns. The purpose of this memo is to provide guidance on the hiring of AD employees due to delays in seasonal on-boarding as a result of the COVID-19 pandemic.

The response to COVID-19 has been defined as an all-hazard incident, and, as such, the hiring of AD employees is appropriate to supplement seasonal hiring to meet mission-critical functions due to delays in on-boarding. However, AD hiring is of an uncertain and purely temporary duration and must be terminated when other employment methods can be initiated. It's not intended, nor should it be used, to circumvent normal seasonal hiring processes. It is meant to fill an immediate need until such time the position(s) can be filled through normal seasonal hiring processes.

The 2020 DOI AD Pay Plan provides an Incident Position Matrix, if there are no positions listed in the Incident Position Matrix that fit the scope of duties needed, and/or the current situation requires a unique skillset, an exception position could be established at the AD-A, AD-B, AD-F, AD-I, or AD-K classification levels at the local unit by an appropriately delegated hiring official. NPS exception position descriptions must be completed by the hiring unit and sent to the National Incident Business Lead at the Fire and Aviation Management office for approval before hiring. NPS exception position templates can be found on the DOI Casual Payment Center site:

https://www.nifc.gov/programs/cpc_agencymemos.html

This guidance may be superseded if DOI-HR provides additional direction or flexibility regarding the use of the AD hiring authority during the COVID-19 pandemic. For questions regarding the DOI AD Pay Plan or AD hiring actions, please contact Christine Peters, National Incident Business Lead, at 208-407-6558, or christine_peters@nps.gov.

Att: 2020 AD Hiring msg

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NPS Memorandums