FWS Hiring/Approving Official Request Procedures/Form

An ECI can only be requested by a casual employee or a hiring/approving official. As of January 1, 2014, hiring/approving officials are required to be on the FWS national casual hiring/approver spreadsheet that is maintained by the Fire Management Branch (FMB). The Casual Payment Center (CPC) is only authorized to work directly with a casual themselves or a hiring/approving official that is identified on this spreadsheet.

A hiring/approving official is an individual that has been authorized by the region and is responsible for ensuring procedures are followed and completed accurately according to established agency policy. All officials must be approved by the Regional Fire Management Coordinator or the Regional Emergency Management Coordinator.

A Hiring/Approval Officials spreadsheet will be posted and updated annually on SharePoint under the AD Pay Plan folder located at: <https://fishnet.fws.doi.net/regions/9/nwrs/fire/IB/Shared%20Documents/Forms/AllItems.aspx>

Steps for requesting hiring/approving official authorization:

* + - * Individual requesting to be an official – fill out and sign below
			* Regional Fire Management Coordinator or Regional Emergency Management Coordinator – read and sign below
			* Email the request to reah\_reedy@fws.gov. Once received, the requester will be added to the FWS national casual Hiring/Approving official spreadsheet
			* Validation of Hiring/Approving Officials will occur by Jan. 1st each year by RFMCs/REMCs

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Requester please initial indicating you have read the statements below:

\_\_\_\_\_\_I have read and understand the AD Pay Plan <http://www.nifc.gov/programs/cpc_ADpayplans.html>

\_\_\_\_\_\_Any misuse of the AD Pay Plan may result in termination as a hiring/approving official

Name request for authorization as a hiring/approving official (to be added to FWS national casual hiring/approving official spreadsheet)

 For

Region: 1 2 3 4 5 6 7 8 9 (Circle one)

Printed Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_

Home Unit Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit ID:­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please obtain one of the following signatures for approval)

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Regional Fire Management Coordinator **or** Regional Emergency Management Coordinator