

**Justification for Exception Position (provide position level [1-5] and AD class) hired under the DOI AD
Hiring Authority**

Exception Position (provide position level [1-5]) requires no specialized skills or training. The job requires the performance of simple, routine, repetitive work tasks under close supervision or requires following oral or written specific step-by-step instructions.

Hiring unit:

Title of Exception Position:

Objective or purpose of position:

Duties:

Position will be supervised by (provide position title):

Qualifications/training of AD employee that justifies or supports hiring him/her into this position:

Name of person providing this description (please print)

Date

Signature approval of National Incident Business Lead

Date