

**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**