

General Steps for Becoming Administratively Determined (AD) Emergency Hire for Burned Area Emergency Response (BAER) Teams

1. The potential AD hire must have a sponsor. This can be a local Forest Service Forest Supervisors Office or other agency that is part of the National Wildland Fire Coordinating Group. The potential AD must contact the appropriate agency to assist in processing required forms.
2. The potential AD and sponsoring unit must submit the following forms at the appropriate time during the sign up and hiring process. Some forms must be submitted annually.
 - *OF-306 – Needs to be reviewed by the hiring official annually.
https://www.opm.gov/forms/pdf_fill/OF0306.pdf
 - *I-9 – This form is good for 3 years unless there is an updated version of the form.
<http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/documents/I9-v7.17.17.pdf>
 - *PMS 934, Single Resource Casual Hire Form – This form will need to be completed for each incident and needs to accompany pay documents. http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/documents/fillablePMS934_SingleResourceCasualHireFEBRUARY2015_000.pdf
 - *Tax Withholding forms (W-4 & DE-4) – Only needs to be completed once unless exemptions change or there is an updated version of the form. W-4 (2018):
<http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/documents/2018W-4.pdf> DE-4: http://www.edd.ca.gov/pdf_pub_ctr/de4.pdf
 - *SF-1199A – Direct Deposit Form – Send to ASC. Only needs to be completed once unless banking information changes. <http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/documents/ETA-DirectDepositLiteratureForms.doc>
 - *PMS 935-1, Incident Behavior Form – Maintain this record on the unit. Complete annually.
<https://www.nwcg.gov/sites/default/files/products/pms935-1.pdf>
 - *Change of Address form (only required if AD's address changed):
http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/documents/AddressChangeForm_003.doc
3. ADs must obtain the necessary training, physical requirements, and incident assignments to stay current in their position. This is usually coordinated through their sponsoring unit and dispatch center. The IQCS coordinator will keep up with their training and assignments, and make sure their qualifications are updated in ROSS.
4. ADs must be in ROSS or they cannot be ordered through dispatch.
5. For the Forest Service, AD's are hired as BAEL for Team Leader or BAES for Team Member.
6. AD's can work within a period of the initial BAER assessment and during implementation. However, AD authority cannot be used beyond 90 calendar days after the date the when the initial Burned Area Emergency Response plan is approved.
7. Additional information and guidance on AD hires can be found at:
https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd586854.pdf and
https://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=fsbdev3_046649