The Northeastern Interagency Coordination Center and the Northeast AD Hub Program have been 100% digital since 2023. All documents will be submitted directly to the Northeast AD Hub Pinyon/Box database. This will allow direct upload to our data management system and provide a more secure method for uploading your personal information. Uploading will be done by Sponsoring Officials and individuals they chose to delegate access to. Individuals will have *upload only* privileges and will NOT be able to view or edit any other files, including their own once uploaded.

When NECC receives your approved Sponsorship Form you will be given *upload only* permissions to your agency's inbox. This will send you an email notification to walk you through getting registered with Pinyon/Box.

The preferred file format is PDF files following the naming conventions listed below.

On your computer, start by creating a folder named (Last Name_First Name). Place all your hiring documents into this folder. Once your hiring package is complete upload the <u>folder</u> to the Pinyon/Box *INBOX* folder via the link you used to register. Each Sponsoring Unit will have their own inbox. *For mobile device directions, see Adobe Scan section below*.

Please make sure that you are uploading the <u>folder</u> you created with the documents inside of it, <u>not individual files</u> into your agency's inbox.

For help filling out all documents please see the AD PAPERWORK WALKTHROUGH document included with your hiring packet.

<u>Initial Hiring Documents</u> - All documents should be scanned individually.

Sponsorship for Application (Last Name_First Name_Sponsorship_20XX)
W4 (Federal and State specific) (Last Name_First Name_W4)
Direct Deposit (Last Name_First Name_Direct_Deposit)
OF-306 (Last Name_First Name_OF306)
Vendor Form (Last Name_First Name_Vendor_Form)
Emergency Contact Form (Last Name_First Name_Emergency_Contact)
I-9 (Last Name_First Name_I9)- Submitted every 3 years
Casual Hire Form Master (Last Name_First Name_CHF Master)
- Just one form, fill out top section ONLY, and leave the date BLANK
Defensive Driving (Last Name_First Name_Defensive Driving)-every 4 years
Driver's License (Last Name_First Name_DL)

<u>Annual Hiring Documents</u> - All documents should be scanned individually.

Sponsorship for Application (Last Name_First Name_Sponsorship_20XX)
Incident Behavior Form (Last Name_First Name_IBF_Year)
OF-306 (Last Name_First Name_OF306_Year)
FS-7100-184 (Driving Application) (Last Name_First Name_FS7100_Year)
- Needs to be submitted annually, Section 1 ONLY (2 pages)
Red Card (Last Name_First Name_RedCard_Year)

NECC will provide a list of needed documents and access to the Pinyon/Box Inbox to each AD once we have received your Sponsorship Application.

ASC Batch Inbox (Submitting Time & Travel After Incident)
Create a folder (Last Name_First Name_*Incident Name_Incident Number*)

Upload AD paperwork into appropriate Sponsoring Agency's Inbox in Pinyon/Box, <u>scanned as one PDF</u>.
The following should be included for reimbursement:

- ✓ Signed Casual Hire Form
- ✓ OF-288 – signed by both individual and time official
- ✓ Travel Expense Worksheet
- ✓ Copies of all Receipts
- ✓ Copy of Resource Order
- ✓ Screenshot of Mileage if claiming POV mileage
- ✓ Over Per Diem Authorization (if applicable)
- ✓ Performance Evaluation (scanned separately) (Last Name_First Name_Evaluation_*Incident Number*)
- ✓ NERV Coversheet, rental contract and rental receipt
  **MUST be submitted by individual to SM.FS.NERV@usda.gov upon completion of assignment

Notify NECC to let them know there are documents waiting to be processed.
Email nhnecc@firenet.gov or Phone 603-536-6208.

PINYON/BOX links:
Save the link that you receive when registering for Pinyon/Box.
Connecticut INBOX
Green Mountain NF INBOX
Massachusetts INBOX
New York INBOX
Rhode Island INBOX
White Mountain NF INBOX

Uploading Instructions:
To upload files follow the Pinyon/Box link that you received by email. **Click on INBOX**. You can either drag and drop the file folder you created or click upload manually. **<u>DO NOT upload folder next to the INBOX</u>** or we will not receive notification of upload and will not be able to see the files. All ADs have "upload only" acces and cannot view other documents uploaded.

Please only upload PDF files, otherwise we will have to ask you to re-upload all files. If files are not named correctly we will also ask that you re-upload with the proper naming convention. This allows us to navigate the database and locate items more efficiently.
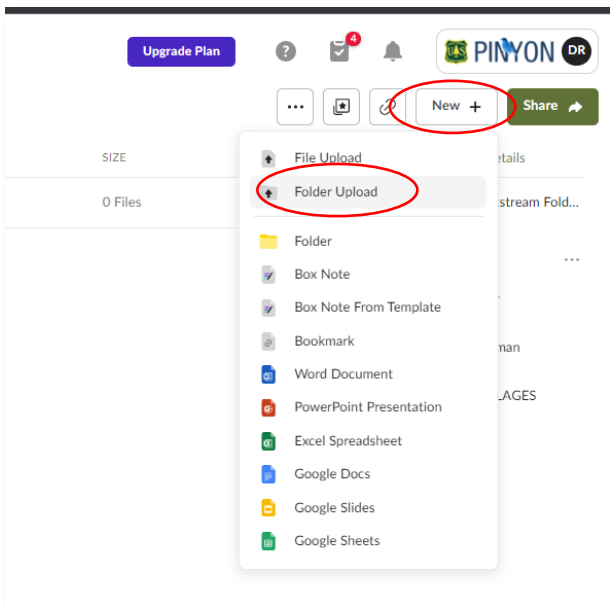
1:

Click on the 2023 Inbox
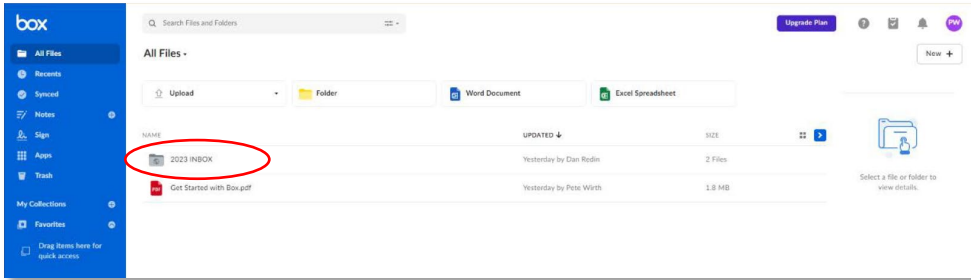
2:

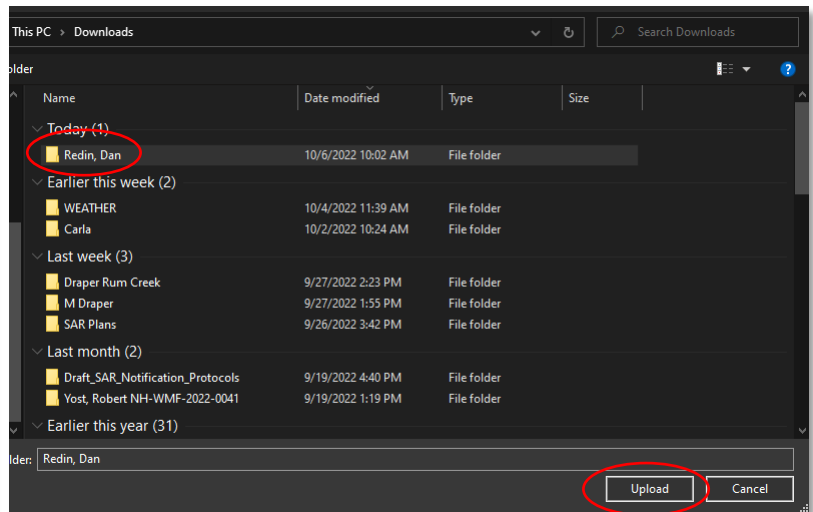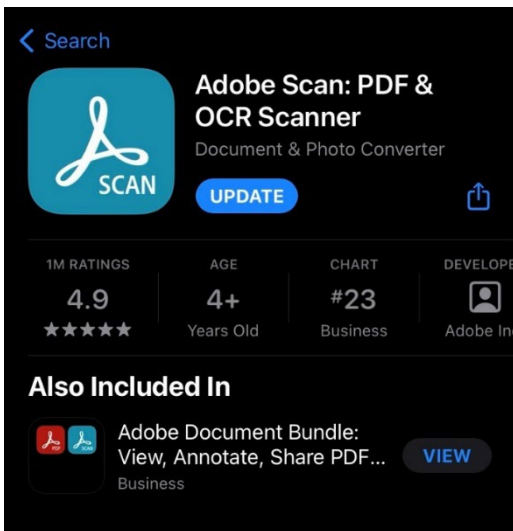Drag and drop your folder from your computer into Pinyon Box
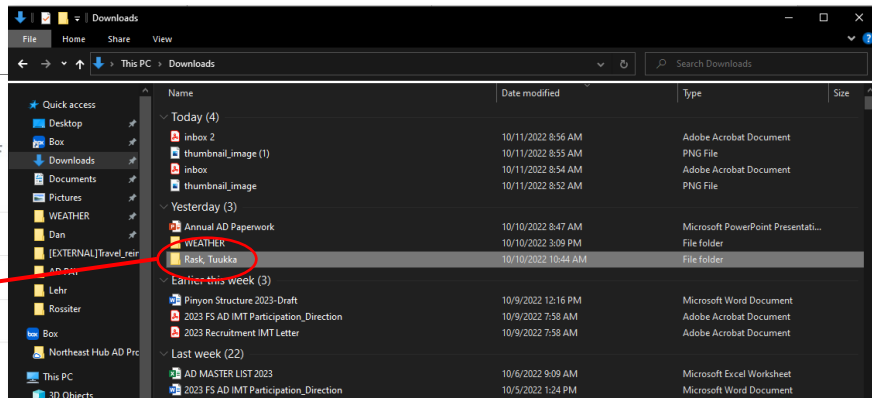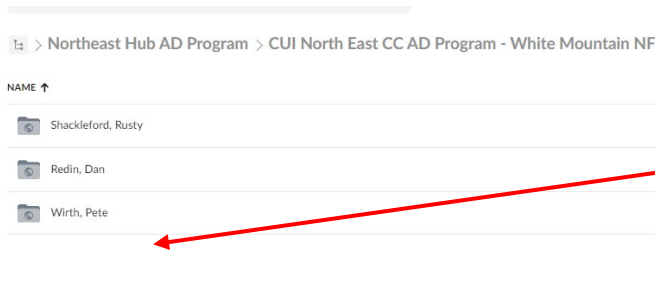
To upload manually click New, Folder Upload, Select the folder and click Upload. This will give us and your Sponsoring Offical access to the folder and its documents.

1:   **2:**

Adobe Scan:

Adobe Scan is a phone application that creates PDF files. It is free to use if you don't have access to a scanner. If you take Adobe Scans of your documents, you can email them to yourself to access them on your computer and create the needed upload file as described above.

Adobe Scan provides you with the tools to combine files, separate into multiple files, export file types, rename files, fill and sign, modify scans and share both a link or a copy of your documents directly to email of your choice. This is a helpful tool for those who do not have reliable computer access and allows resources to submit paperwork more efficiently.

File Structure & Security:

Each State and Forest has their own folder. Within that folder there is an INBOX. That is the only folder AD's will have access to, and AD's will only have permissions to upload files. No other AD's will be able to access your information. The viewing/editing privileges are only given to Hiring Officials and your Sponsoring Official. Individual files are structured as follows.

01. Casual Hire Forms folder is where the Master Copy of the CHF will be housed, as well as each signed Casual Hire Form for the current year as they are created. Old forms will be filed in the Retention folder at the end of the year.

02. Hiring Documents folder will contain all annual and initial hiring documents for the year. Annual and expired documents will be archived in the Retention folder at the end of the year. Hiring documents listed above.

03. Fire Records folder is for Red Cards, Training Certificates, Position Task Books and Master Records. These records are not required to be uploaded if a state program already has them located elsewhere but can be utilized if desired. **NECC does need a copy of current Red Card uploaded to this location**. They do not have to be in individual folders if easier to just have a single file located in the main unit's folder directly.

04. Retention folder is for all previous year's documents, they will be moved at the end of each year to archive those documents, but you will still have access to them.

05. Pay and Reimbursements folder is where NECC will place time and travel related reimbursement paperwork AFTER we submit those documents to Incident Pay Center for reimbursement and pay.

NECC has a comprehensive Master List for ADs located on the Northeast Hub AD Program main page. If each Sponsoring Official could contribute that would be greatly appreciated to expedite the set up and organization of the Hub. This will also allow us to be more efficient with mobilization and take the general workload off the Sponsoring Official.