

**File Code:** 5100  
**Date:** January 2, 2025

Subject: Northeastern Interagency Coordination Center (NECC) 2024 Northeast Hub Administratively Determined (AD) Sponsorship Guidance

The Northeastern Interagency Coordination Center (NECC) has provided the Northeast Hub Administratively Determined (AD) Sponsorship Guide for 2025. It will be your responsibility to familiarize yourself with the information and follow the processes laid out within the guide. There is also a supplemental Job Aid outlining the Pinyon/Box database structure and upload procedures, as well as a guide to assist you in accurately completing required paperwork.

As many of you are aware, the Eastern Region has implemented the four Hubs for AD Hiring as of January 2021. The following are reminders for the 2024 season: All ADs who are qualified or a trainee in a position utilized on Eastern Area Complex Incident Management Team (CIMT) will be required to apply to the Eastern Area IMT. See attached guidance for more information.

Please be cognizant of the following dates and deadlines:

- **November 15<sup>th</sup>** - [Applications for CIMT](#) close (link/form still active)
- **January 31<sup>st</sup>** – Sponsorship Form for NE AD Hub deadline (**Jan.5<sup>th</sup> for CTS**)
- **January 27<sup>th</sup>** – Notification of selection for EA CIMT members
- **March 19<sup>th</sup>** – NE AD Hub AD Refresher
- **March 31<sup>st</sup>** – Returning AD Annual Paperwork submission deadline
- **June 2<sup>nd</sup>** – New AD Initial Paperwork submission deadline

You will need to submit your required paperwork by the timeline above to be considered as an AD with the Northeast Hub for the 2025 season. Paperwork received after that date will be evaluated on a case-by-case basis at the discretion of the Sponsoring Official and with coordination with Northeast AD Hub Primary Hiring Official. It will be the responsibility of all ADs to upload their annual paperwork directly. Once NECC receives an approved Sponsorship Form, they will then send each AD the appropriate forms to be completed. Review and reference the attached Job Aid 2025 for instructions on how to upload documents and the proper naming conventions.

### **Returning ADs – Annual Paperwork**

1. Sponsorship Form (sign and return to Sponsoring Official for signature)
2. PMS 935-1 Incident Behavior form
3. OF-306 Declaration of Federal Employment
4. FS-7100-184 Authorization to Operate Government Equipment
5. Information Security Awareness Training Certificate (anyone who uses federal computers)

**All forms must be scanned separately for operational use.** Please name the files as outlined in the supplemental Job Aid.



**Reminder – Driver’s License requirements.** ALL ADs must have a federal government driver’s license (OF 346) or a letter in lieu of a federal license issued every year to be able to drive vehicles owned or rented by the federal government. If you do not have a federal driver’s license or letter, you **cannot** get a rental vehicle or drive a government vehicle. State Sponsoring Officials will verify state requirements for driving and will pass names along to NECC to issue letters in lieu of the OF-346. Specialized driving requirements will be handled at the local level.

The USDA Forest Service has issued 3 videos which have been accepted for Defensive Driving training. If an AD has not had Defensive Driving within the past 4 years, Sponsoring Officials can have them watch these videos and issue them a certificate.

### **Defensive Driving Videos**

1. [Distracted Driving Nov2021 01 - YouTube](#)
2. [Defensive Driving: Driving Mountain Roads on Vimeo](#)
3. [Defensive Driving: Backing up and Turning Around on Vimeo](#)

### **New ADs - Initial Hire Forms**

1. Sponsorship Form (annual form)
2. I-9 Form (updated every three years).
3. OF-306 Declaration of Federal Employment (annual form).
4. FS-6500-231 Vendor Code Information Worksheet (once, to set up travel profile).
5. SF-1199A Direct Deposit Form (once, unless bank changes).
6. Federal and State W-4’s (once, unless changes).
7. Emergency Notification Form (once, unless changes).
8. Casual Hire Form (first section filled out ONLY, leave start date blank)
9. Incident Behavior Form (annual form)
10. Information Security Awareness Training Certificate (anyone who uses federal computers)

**All forms must be scanned separately for operational use.** Please name the files as outlined in the supplemental Job Aid.

### **Payment Package – Reimbursement**

These documents must be uploaded by the individual AD into Pinyon/Box, as one PDF excluding evaluation, upon returning from each assignment. AD will not be allowed to go available for another assignment until all documents are received from previous assignment, and resource has taken required number of days off. Uploaded file should contain the following documents, utilizing naming convention outlined in Job Aid.

1. **Casual Hire Form** - Required for hiring single resources; not required for crews.
2. **OF-288/Time Sheet** - must be signed by finance section or incident supervisor.
3. **Travel Worksheet** - prefer typed. If handwritten only you can make corrections if needed.
4. **Copy Of Resource Order**- PDF of complete resource order
5. **Travel Receipts** - Include all receipts identified on worksheet.
6. **Screenshot of POV mileage route** - Only if claiming mileage for reimbursement.
7. **Evaluation** - submitted as an individual file, not grouped with above documents.

### **Additional helpful information**

1. OF-288 Time Sheet
  - a. Time - Large Incidents  
Individual is responsible for obtaining finance POC and/or ASC Batch number for Time submitted at incident. If NECC does not submit OF-288, we cannot assist with status updates of processing.
  - b. Time - Local incidents  
Individual will fill out Crew Time Report (CTR), supervisor will sign CTR and submit to local unit designee.
2. If you need a FireNet account for IMT duties and/or ISA training, visit the [FireNet site](#) for guidance and training. Named Accounts are only awarded to specific IMT members and must be approved through your Dispatch Center to the FireNet Administration.
3. NECC can submit reimbursement batches directly to Albuquerque Service Center Incident Business Payment as long as the none of the following exist.
  - a. Rental car reimbursement
  - b. Training related travel reimbursement
  - c. Lodging is over Per Diem allowable

If any of these conditions exist, NECC will have to submit reimbursement through the Forest Service Travel System (ETS2). If you do go over per diem for lodging, make sure to receive approval from incident in writing. This document will need to be submitted to get actual lodging amounts reimbursed. We have received approval to provide all ADs with a National Emergency Rental Vehicle (NERV) as long as availability allows. **It is the responsibility of the individual to submit appropriate paperwork to NERV upon completion of assignment.**

For additional information on AD hiring, please visit the [FS-Incident Business Practices](#) page.

If you have questions, please call 603-536-6208, or email [nhnecc@firenet.gov](mailto:nhnecc@firenet.gov)

Sincerely,

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LISA SPIESS  
Center Manager, Northeastern Interagency Coordination Center

Enclosed: Northeast AD Hub Sponsorship Guide 2025, Job Aid 2025, 2025 FS IMT Recruitment Letter and AD Sponsorship Application 2025