



United States  
Department of  
Agriculture

Forest  
Service

Northern California  
Service Center

6101 Airport Road  
Redding, CA 96002

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File Code: 5100

Date: July 27, 2006

**Route To:**

**Subject:** AD-K THSP, NCSC Mobilization/Coordination Manager

**To:** Susan Millsap, Incident Business Management Specialist,  
Pacific Southwest Region

I have approved an AD-K rate for the position of THSP – Mobilization/Coordination Manager, the position has been approved at \$28.24. This rate is valid through 2006, and a copy of this letter must accompany the original time record to the payment center.

This position is utilized at the Northern California Service Center (NCSC), which is the focal point for operational coordination of logistical support for fire and incident management for Federal and State agencies within the Geographic Area. The incumbent works for the Coordinator as the Mobilization/Coordination Manager to oversee the coordination center, and other logistical support functions at NCSC and/or other mobilization centers during emergency all-risk mobilizations. The incumbent coordinates between other GACCs, SOPS, NICC, and the regional office as well as with other agencies during MAC group situations. The incumbent acts as the Deputy Assistant Director in periods of multiple Incident Management Team support for prioritization and resource allocation.

The incumbent uses specialized knowledge of the federal mobilization procedures/policies and the intricacies of interagency coordination in California. The incumbent works with state and federal officials (which may include military), contractors and vendors to insure timely support and coordination for all risk incident support.

/s/ *Susie Stingle-Russell*  
SUSIE STINGLEY- RUSSELL  
Acting Asst. Director - NOPS  
NCSC – Pacific Southwest Region

cc:

Mary Ann Szymoniak  
Mike Lococo  
Stacy Casey

