



United States
Department of
Agriculture

Forest
Service

Northern California
Service Center

6101 Airport Road
Redding, CA 96002

File Code: 5100

Date: July 20, 2006

Route To:

Subject: AD-F THSP, Mobilization Financial Support Specialist

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

I have approved an AD-F rate for the position of THSP – Mobilization Financial Support Specialist, the position has been approved at \$17.28. 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 and helps the Mobilization Center Facilities Supervisor to process and provide fiscal support documentation for the arrivals and departures of fire crews and personnel through NCSC or other mobilization centers during emergency fire mobilizations. The incumbent coordinates the orderly processing of timesheets and equipment packages of incoming personnel and equipment, including busses and ground transportation for delivery to incidents. The incumbent supports temporary staging areas at the mobilization center and insures that food; water and adequate facilities are provided and maintained for transient personnel. Coordinates transfer of payment packages to incidents or payment centers. ground transport to aircraft for departing personnel, insuring accurate and orderly weighing and manifesting of personnel and equipment for air transportation by chartered carriers from the ramp at North Ops and from other designated airports.

The incumbent uses specialized knowledge of the FS business practices, acquisitions, and support processes to help maintain essential infrastructure during periods of peak fire activity. The incumbent works with vendors to insure completion of services according to specifications.

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

cc:

Mary Ann Szymoniak
Mike Lococo
Stacy Casey

