



United States  
Department of  
Agriculture

Forest  
Service

Okanogan and Wenatchee  
National Forests  
Fire and Aviation Management

215 Melody Lane  
Wenatchee, WA 98801  
509 664-9335

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File 6700/5100  
Code:

Date: February 14, 2006

**Subject:** AD Hiring on the Okanogan and Wenatchee National Forests

**To:** Prospective AD Employees

The Okanogan and Wenatchee National Forests will review qualifications of prospective AD employees in attempt to fill critical shortage positions for incident response. Individuals will need to meet 310-1, 5109.17 and all applicable agency policy requirements in order to be considered for employment.

Beginning in January 2006, any AD who plans to submit payment requests for their personal vehicle use while on official assignment, or those who may utilize government or rental vehicles while on official assignment, will be required to possess a government drivers license. Appropriate paperwork must be completed and processed for clearance and defensive drivers training must be completed every three years.

The following information will be required for employment consideration:

- Positions interested in filling as an AD. Please list **all** positions you would like to continue to pursue in a fully qualified status. Trainee positions will not be considered.
- Documentation substantiating all positions listed. Records will be reviewed in order to validate training and task book support documentation (successful performance) for position qualifications. If proper documentation does not exist, the position qualification(s) will not be awarded on the incident qualification card.
  - Evidence of course completion may consist of training certificates, copies of course completion rosters, and/or completed Request for Training forms (SF-182). In cases where these documents cannot be provided, a letter from the course Lead Instructor, certifying that the employee successfully completed the training is acceptable.
  - If no copy of a qualifying task book can be located, verification can be accomplished with a letter from coach(s) and evaluator(s) verifying satisfactory completion of all tasks and a recommendation that the individual be considered for certification. Where no task book exists, the Forest Fire Program Management Staff Officer must also document that they have accepted the successful performance as evidence that the employee was eligible for Agency certification and that the employee has been certified.
- Individuals previously employed by the Forest Service will need to provide information regarding the location of their last federal employment.
- Contact information: E-mail address, phone number, fax number.

Please send all applicable information to the following address:

Okanogan and Wenatchee National Forests  
Attention: Patti Jones  
215 Melody Lane  
Wenatchee, Washington, 98801



OKANOGAN AND WENATCHEE NATIONAL FORESTS  
TRAINING OFFICER

*PATTI J. JONES*

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