



Color Country District  
Paria River District  
2021

STANDARD OPERATING GUIDE FOR THE USE OF  
ADMINISTRATIVELY DETERMINED (AD) EMERGENCY WORKERS

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## **I. Use of the Administratively Determined (AD/Casual Hire Employee) pay plan within the Color Country & Paria River Districts**

The AD Pay Plan is a special hiring authority granted by the DOI, providing a simplified process to provide a surge capacity for our program. This pay plan may not be used to circumvent other hiring authorities (i.e., temporary 1039 or career seasonal appointments), contracting procedures, or to fill vacant government positions. Additionally, this authority can never be used to extend a time-limited appointment. Establishing and maintaining an “AD Program” is not a requirement in BLM policy. The Color Country (CCD) and Paria River Districts (PRD) Fire Management Unit use and sponsorship of AD employees will be for the benefit of local needs, state needs, agency, and national needs; and will be reevaluated on a yearly basis.

### **Sponsorship**

- The core fire season for CCD and PRD generally runs from May 1<sup>st</sup> to September 30<sup>th</sup>, AD employees will primarily be utilized during the core fire season. If the use of ADs is needed outside of these dates, it will be on a case-by-case basis and approved by the Unit Duty Officer / AD Approving Official.
- AD employees sponsored by CCD and PRD will not be sponsored by other government entities, without prior communication with their hiring official.

### **CCD and PRD will not sponsor**

- Individuals not eligible to work in the United States
- Active-duty military personnel
- Individuals currently holding an appointed or elected official position with local or state government.
- Individuals issued a qualification card by the state through a volunteer fire department.
- These individuals should be hired and paid as specified in applicable cooperative agreements.

## **II. Hiring Process**

### **Annual Pre-Hire Process**

- CCD and PRD Fire Leadership Team (FLT) and administrative support staff will review prior season list of sponsored ADs.
- CCD and PRD FLT and administrative support staff will review and evaluate local staffing needs.
- Applicants will be solicited through both the Color Country Interagency Fire Center and the Richfield Interagency Fire Center, if the CCD and PRD Leadership feels there is a need to develop our capacity to meet the demands of various fire incidents.
- The solicitation of new ADs will be the responsibility of the identified/designated Approving Official of each fire center and administrative support staff as requested.

### Selection Process

- The CCD and PRD FLT will review all new applicants and determine AD sponsorship.
- The Central Utah Interagency Camp Crew will follow its own SOG for application and selection process.
- Applicants be notified by the fire business leads for each center and/or hiring official concerning their acceptance and intent for the upcoming fire season or nonacceptance.
- Applicants considered for sponsorship will reside within their respective fire center boundaries.
- The agency administrator or their designee has the final authority to accept or reject any person wanting to be hired as an AD.

### AD Orientation

- An AD orientation will be conducted annually at each dispatch center for the ADs located within their respective dispatch admin boundary.
- Approving officials, hiring officials, and administrative support staff will cover the SOG along with answer any questions regarding the program, positions, and the hiring process in general.
- All applicants will complete and turn in their paperwork for sponsorship.
- The Central Utah Interagency Camp Crew will conduct its mandatory training sessions for all crew positions as per the program SOG.

## **III. Program and Individual Responsibilities**

### CCD and PRD FLT- Hiring Unit Responsibilities

- Designate hiring/approving officials.
- Help provide the proper safety gear for the position.
- Gather and maintain Emergency Contact Information form.
- Coordinate with human resources for application of Homeland Security Presidential Directive-12 (HSPD-12) as it applies to hiring casuals.
- Hiring unit will provide assistance to the Utah State Office (UTSO) when working through worker compensation claims. UTSO contact is Cassie Herrick, [cherrick@blm.gov](mailto:cherrick@blm.gov) and can be reached at 801-539-4231. ADs are covered under the Federal Employee's Compensation Act (5 U.S.C. 81), which authorizes medical care and compensation for periods of disability for ADs who sustain traumatic injuries and occupational diseases in the performance of duties.
- Process personal property loss/property damage claims.
- Issue authorization to travel and process claims for travel expense reimbursement.
- All AD employee paperwork will be processed and stored through one individual from each fire center (CCIFC – Lu Fowler, RIFC – Greg Coleman). It is the responsibilities of the hiring official and the AD employee to ensure paperwork is delivered to the designated individual for each center.
- If the hiring official is unavailable, the dispatch hiring official may obtain a verbal acceptance of hiring that employee and fill out the documentation accordingly.
- Review and approve all AD red cards, qualifications, and training.

### Fire Business Leads

- Design and maintain a current list of qualified potential ADs.
- Create and maintain a folder for each AD hire.
- Request Employee Common Indicator (ECI) for each sponsored AD, maintain ECI database or all sponsored ADs
- Provide ECI number to sponsored ADs.
- Maintain AD hiring documents in accordance with the Privacy Act (5 U.S.C. 552a). Ensure all forms (hiring and assignment) are signed and dated, as appropriate
- Provide a system and point of contact to ensure that ADs are compensated for wages and travel.
- Responsible for obtaining AD employee's performance rating after every off-unit fire assignment and forwarded to Noni Dalton, Training Coordinator to be filed in their respective IQCS Folder. Ensure this rating is copied and given to the Approving Official and included in the payment package for approving official's review.
- Audit AD's time and documentation for accuracy, completeness, and certify each timesheet (OF288) is completed and meets the provisions of the AD Pay Plan.
- Process batches of OF288s to the Casual Payment Center (CPC) and assist the CPC on any casual time issues.
- Input and process AD's travel authorization and complete travel voucher in the travel system for approval.
- Annually, the hiring official will require each casual to complete the following forms at the time of hire: FEHG Conditional Offer Form, W-4 Employee Withholding, Direct Deposit Form, and I-9 Employee Eligibility Form.
- Process personal property loss/property damage claims

### Approving Official Responsibilities

- Approve AD's travel in the travel system.
- Review each transmission batch for AD time payment.
- Review performance ratings for each AD after each assignment
- Handles any disciplinary issues as needed with guidance and direction from HR.
- Approve personal property loss/property damage claims

### Administratively Determined (AD) Employee's Responsibilities

- Uphold a professional image and appearance and represent the CCD and PRD in a positive, respectful manner.
- Adhere to all safety and policy standards.
- Provide the service for which they are hired. Expected to assist the fire organization in any capacity that is documented on their annual red card.
- AD will be provided the agency policies and guidelines; and will be expected to know and follow them.
- Provide ECI to incident management personnel for input into e I-Suite.
- If ECI is unknown, contact appropriate Fire Business Lead for your dispatch center.
- Write ECI on OF-288, if not printed from e I-Suite.
- To be self-sufficient during all fire assignments and expected to cover ALL expenses while out on a fire assignment. Reimbursement for personal expenses (according to travel rules and regulations) will be captured in the government travel system. They should

anticipate periodic delays in payment, as some travel systems have glitches along with annual down time for updates.

- Responsible to adhere to all travel policies including staying within per diem rates during travel. If AD exceeds the per diem rate during travel, it is their responsibility to obtain the necessary documentation in order to be reimbursed for the full amount.
- Ensure that the rental car through NERV is inspected for damages prior to driving to the assignment, as well as upon return from an assignment. **Employee will be given a NERV Payment Cover Sheet to complete with supporting documents listed on the form and returned to NERV.** Any damages should be documented and be sure to notify the hiring official and business lead.
- Set up an appointment with your hiring official and or Fire Business Lead after each assignment and ensure all the proper documentation is submitted and is available to answer any questions.
- Complete travel and close out OF-288 no later than 5 business days following return from travel. Reference: <https://www.doi.gov/sites/doi.gov/files/migrated/pfm/fmm/upload/DOI-TDY-Travel-Policy.pdf>.
- Obtain a performance rating for EVERY off-unit assignment, additional assignment will be contingent on this requirement.
- Availability for both local and national assignments will be coordinated through their hiring official. AD employee will not directly contact dispatch.
- AD hires will provide the hiring official with all documentation pertaining to their red card qualifications, other necessary documentation, and year end paperwork i.e., defensive driving certification, experience updates, Red Card Quals by November 30<sup>th</sup> each year to their hiring official. ADs will not contact IQCS coordinators directly.
- Return any and all property of the government that was assigned to you for the fire season i.e. office keys, AOA badges, fire gear, etc.
- AD's will complete the Federal Employee Health Benefits Form indicating whether they wish to enroll or decline the offer. If the AD elects to enroll, they will be contacted when eligible and provided with documentation to enroll—otherwise, if they decline coverage, their declination will be recorded, and no further contact will be made.

### Hiring Official Responsibilities

- A Government employee who has been delegated the authority to hire casuals will provide a safe and discrimination-free work environment.
- Have in-depth knowledge of the AD Pay Plan, have a full understanding of how and when it can be utilized.
- Sign Casual Hire Form prior to employee going on a fire assignment.
- Ensure all proper documentation is maintained and filed regarding AD's red card qualifications.

### Fire Center Responsibilities

- Notify Duty Officer and/or Authorizing Hiring Official authorizes casual assignment.
- Notify Single Resource ADs:
  - Provide AD a copy of the resource order; review with the employee the accounting code, date and time needed, reporting location, transportation approved (airfare,

rental vehicle, agency vehicle, Privately Owned Vehicle (POV), Ground Support,) and any documented special needs, etc.

- Rental car paperwork (if applicable). Review the rental vehicle SOP with the casual employee and ensure that the rental is inspected for damages prior to driving to the assignment, as well as upon return from the assignment. Employee will be given a NERV Payment Cover Sheet to complete and return with the supporting documents listed on the form. Any damages should be documented per the rental vehicle SOP and the hiring official notified.
- RIFC will dispatch all camp crews as per the camp crew SOG.
- Help provide proper safety gear through cache checkout.
- Becomes the point of contact for their hired AD questions/guidance when out on a fire assignment.

### **District Training Specialist Responsibilities**

- Create and maintain IQCS folder for non-camp crew sponsored AD. Maintain individual folders for ADs, to include IQCS-in accordance with Privacy Act (5 USC 552a).
- Ensure all proper documentation is maintained and filed regarding AD's red card qualifications.
- Review any casual hire that would want to be considered for the priority trainee list and discussion with the designated approving official and/or CCD and PRD FLT concerning approval.
- Help the Fire Business Lead maintain a list of qualified potential ADs.
- Camp crew members will not be issued a qualification card and will not be in IROC.

## **IV. Training**

The following training is required in most cases.

- All BLM employees who are issued an Incident Qualification and Certification System (IQCS) Red Card are required to complete IS-700a "NIMS, An introduction". The earlier version (IS-700) is acceptable.
- Additionally, all BLM employees with Strike Team Leader, Task Force Leader, Unit Leader, Division/Group Supervisor, Branch Director, or Command and General Staff (Type 2 or higher) qualifications are required to complete IS-800b "National Response Framework, An Introduction". The earlier version (IS-800) is acceptable. Completion of these courses is required only once. Annual completion of these courses is not required. The BLM does not provide these courses.
- It is the AD's responsibility to update and maintain their qualifications with the approval of their Duty Officer, Approving Official, and/or Hiring Official.
- AD may attend training prior to orientation as long as the training is to maintain currency for the upcoming season and there is prior approval by the Duty Officer/Approving Official and/or Hiring Official.
- All training documentation is the responsibility of the employee. It is the AD's responsibility to ensure training officials receive copies of all training records, past and present. Without training documentation, training officials will be unable to qualify AD hires into the appropriate positions.

- The courses are available on the Internet at the following links:  
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a>  
<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-800.b>  
 For more information on wildland fire qualifications, reference 310-1 Wildland Fire Qualification System Guide at:  
<https://www.nwecg.gov/publications/310-1>

In addition to the courses listed above, the following courses will also be required by all hires and expected to attend training in their area point of hire.

- BLM EEO Training- Do What's Right – [https://www.nifc.gov/eoo/eoo\\_main.html](https://www.nifc.gov/eoo/eoo_main.html).
- Annual Fire Line Safety Refresher Training- RT-130
- Work Capacity Test (i.e., Pack Test) with annual medical clearance for your highest qualification.
- CPR/First Aid (every 3 years)
- Defensive Driving every 3 years - <http://www.safetyserve.com/doi/> sign up as a "New Student" Registration, put hiring officials work information in, if necessary, and use the code "blm790716" to get access to the course.
- Reference: Chapter 20 page 50 in the Redbook  
<https://www.nifc.gov/PUBLICATIONS/redbook/2018/Chapter02.pdf>
- Prevention of Sexual Harassment (POSH)

## **V. Medical Standards**

- All AD hires with approved arduous positions will require medical exams through Comprehensive Health Services (CHS), employee will need to contact their hiring official for further information.
- There are new standards for Health Screen Questionnaire (HSQ); therefore, all employees taking any level of a pack test will need to be cleared prior to testing. Allow sufficient lead time prior to taking the pack test and employee will need to work with their hiring official prior to testing.
- Please allow sufficient lead time to complete the physical process, ADs will not be allowed to take the Work Capacity Test until are cleared through the CHS process.
- No AD hire employee will be compensated for their time to complete the medical exams.
- Additional Medical Standard information:  
[https://www.nifc.gov/medical\\_standards/Links/index.html](https://www.nifc.gov/medical_standards/Links/index.html)



## VI. Availability/Mobilization

### Mobilization

- AD hire will not self-status in ROSS. All availability will be coordinated with their hiring official who will status employee appropriately.
- AD hires will not be compensated for time or travel to their designated point of hire. The casual hire will be expected to accept first available assignment once they are made available.
- AD hire will not be mobilized on an assignment until all mandatory training is complete.
- ALL FEMA assignments must be approved through the Unit Duty Officer prior to mobilization.
- Multiple Fire Assignments: Prior to becoming available again, all administrative tasks and payment package must be turned in to the hiring official for processing. The hiring official can then deem when AD will go back available for another fire assignment.
- Duration of Assignment: Fire situations will dictate length of assignment, so AD hires should be prepared for assignments of up to 14 days excluding travel. Assignments should not be accepted if the AD hire expects not to complete the full assignment. An AD that is requested to extend will need to coordinate with their hiring official **prior** to the extension. If the AD is going to be reassigned to an incident, they will need to notify their hiring official **prior** to the reassignment.
- Rental car paperwork (if applicable). Review the rental vehicle SOP with the casual employee and ensure that the rental is inspected for damages prior to driving to the assignment, as well as upon return from the assignment. Employee will be given a NERV Payment Cover Sheet to complete and return with the supporting documents listed on the form. Any damages should be documented per the rental vehicle SOP and the hiring official notified.
- Incident Behavior Form – Signed and dated by the AD employee.
- Casual Hire Form – filled out completely, signed, and dated by both the AD and the hiring official.

### Resource Order

- Prior to leaving for an assignment, an AD hire will be provided a copy of the resource order verifying the assignment. A copy of the resource order will be required when claiming travel and per diem.
- If requested by the incident that AD hire changes fire qualification or positions to meet the incidents mission, the employee is required to get a resource order that reflects those changes along with showing those changes on their OF-288.
- ADs will not be re-assigned to any qualification that is not on their current red card. If an AD gets a task book signed off while out on a fire assignment, the employee will remain as a trainee throughout the fire assignment. Once back at the home unit, the AD will turn

their signed task book into their hiring official to go through the CCD and PRD's Red Card Committee for certification

- AD hires will not be reimbursed for POV mileage or authorized a rental car unless it has been approved by their hiring official and documented on their resource order.
- If an AD is taking a personal laptop or cell phone with the intentions of using it on the incident, this will need to be communicated to their hiring official, requesting unit, and documented on the resource order in the "special needs" block on the resource order.

### **De-Mobilization**

- AD should notify their dispatch center of demobilization from incident and return travel plans
- Provide completed OF-288(s) and or CTR(s) signed by incident supervisor to Fire Business Lead for each fire center.
- Rental vehicle
  - Returned to the rental company upon return and in the same condition as when rented
  - Fuel should be the same amount as when the vehicle was rented
  - Inspect for any damage and ensure damage documentation has been completed (if applicable)
  - Accident forms are complete with witness statements, photos of damage, law enforcement reports, accident report form, etc.
  - NERV Payment Cover Sheet has been completed by the driver(s)

### **Performance Rating**

- All AD hires will be given a written rating before being released from any off-unit fire assignment. The AD hire is responsible for obtaining a copy of this rating and providing a copy to their hiring official back at their home unit. It is the AD hire's responsibility to ask for an evaluation if one is not completed before leaving an incident. Continued sponsorship determination will be determined after review of performance ratings.
- All AD hire's that work on the unit and do not take an off-unit assignment, will periodically be required to obtain a performance rating throughout the summer.
- Trainee will provide evaluations to the Duty Officer and/or Hiring Official.

### **Timekeeping, Payroll**

- Payment Package
  - New OF-288 timesheet: An OF-288 will be completed for all hours worked by AD hires. The OF-288 will include the fire name, fire number, fire charge code, and AD's position requested on the resource order (not the highest qualification that you may hold on your Red Card). The OF-288 will be signed by the hiring official, or the operational duty officer, or the incident commander, or the work leader. As an example, an AD who is supporting tanker base operations can have

the Unit Aviation Manager, or the Air Tanker Base Manager sign the OF-288.  
[http://gacc.nifc.gov/rmcc/dispatch\\_centers/r2gjc/forms/OF288-16a.pdf](http://gacc.nifc.gov/rmcc/dispatch_centers/r2gjc/forms/OF288-16a.pdf)

- Resource Order(s)
  
- AD hires must assure their time sheets are completed at the incident locations before demobilization. Time sheets must be hand carried by the AD hire to the home unit. The Hiring Official will close out the time sheets and submit all documents to the Administrative Support Staff. All documentation must be complete and accurate or a delay in payment may occur.

### Travel

- An AD will not be paid for their travel until the administrative support staff receive a signed voucher to fax/mail/email to CPC for payment.
- Travel Cost Comparison will be completed by the AD prior to booking travel or approving travel authorization.
- Travel Worksheet
  - Meals provided
  - Lodging
  - Mileage
  - Actual location(s)
- Receipts (Fuel, lodging, parking, Baggage, etc.)
- Resource Order(s)
- Detail Extension Request, if needed
- Exceed Lodging Rate request, if needed
- Reference CGE Desk Guide (<https://cge.concursolutions.com>)
- Other than reassignment, the hiring official **must** authorize any deviation of travel from a fire assignment at the cost of the AD hire. All payment will be closed once the AD employee has deviated from the route back to the home unit.

### Record Keeping

- Records are to be kept 7 years
- Batch Folders
- Personnel Folders
  - Application
  - I-9, Employment Eligibility Verification
  - SF-1199A Direct Deposit Form
  - FEHB Conditional Offer
  - CGE Profile Request
  - Travel Voucher
  - OF288 Incident Time Report
  - W-4 Employee's Tax Withholding Allowance Certificate
  - Any other pertinent information: extension request, resource order(s), etc.

- To ensure consistency in the process, all AD's time and travel will be kept in a locked file cabinet with their local Fire Business Lead/Administrative Support Staff. The Fire Business Lead will ensure all documents are in order prior to Approving Official review for payment. AD's will work with their Fire Business Lead to ensure all documentation is on file to support all IQCS and ROSS qualifications. Those files will be kept at the Dispatch Center in a locked file cabinet as well.

## Appendices

### AD Sponsorship Form reference Table

FORM/DOCUMENT	Copy Provided to Casual	Copy Retained at District (copy – C / original – O)	Submit to Casual Payment Center	Submit to NERV
SOP for Admin Determination Hires	X			
Casual Employment Application		O		
Pre-Season Employment Letter	X			
Master IQCS Record Printout	X			
IQCS Master Record/Folder		C		
I-9 Employment Eligibility Verification	X	O		
SF1199A Direct Deposit	X	O	X	
EFT Waiver Request (if applicable)	X	O	X	
W-4 Employee's Withholding Cert	X	O	X	
DOI Conditional Offer of FEHB	X	O	X	
FEHB Fast Facts for Casuals	X			
Incident Behavior	X	O		
1112-11		O		
Emergency Contact Information		O		
Conditions of Hire/What to Expect as an AD	X	O		
ECI Setup – New Requests Only		C	X	
CGE Vendor Master Request Form – New Requests Only		O – Fire Business Lead C – Hiring Office C – State Travel Coordinator		
NERV Payment Cover Sheet	X	O		X
NERV Rental Agreement				X
Resource Order	X	X		X

### Central Utah Camp Crew SOG

Contact Richfield AFMO, Todd Murray regarding any questions or concerns

## **Policy and Guidelines Regarding the AD Program**

Casual Payment Center - [http://www.nifc.gov/programs/programs\\_PaymentCenter.html](http://www.nifc.gov/programs/programs_PaymentCenter.html)

AD Pay Plan - [http://www.nifc.gov/programs/cpc\\_ADpayplans.html](http://www.nifc.gov/programs/cpc_ADpayplans.html)

Interagency Incident Business Management Handbook -

<http://www.nwccg.gov/sites/default/files/publications/pms902.pdf>

BLM Standards for Fire Business Management “Orange Book”- [https://www.fs.fed.us/r6/fire/incident-business/documents/40-20170320\\_BLM\\_OB\\_2017.pdf](https://www.fs.fed.us/r6/fire/incident-business/documents/40-20170320_BLM_OB_2017.pdf)

Redbook 2020 – Interagency Standards for Fire and Fire Aviation Operations

[https://www.nifc.gov/policies/pol\\_ref\\_redbook.html](https://www.nifc.gov/policies/pol_ref_redbook.html)

U.S. Department of the Interior Temporary Duty Travel Policy

<https://www.doi.gov/sites/doi.gov/files/migrated/pfm/fmm/upload/DOI-TDY-Travel-Policy.pdf>

Employee’s Withholding Tax Certificate <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

Concur Government Edition (CGE) Reference Desk Guide <https://cge.concursolutions.com>

Casual Hire Health Benefits Information

<https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/2016/>

[https://www.nifc.gov/programs/programs\\_PaymentCenter.html](https://www.nifc.gov/programs/programs_PaymentCenter.html)

Privacy Act (5 U.S.C. 552a)

Federal Employee’s Compensation Act (5 U.S.C. 81)

Homeland Security Presidential Directive -12 (HSPD-12)

## **AUTHORIZED HIRING OFFICIALS**

The individuals listed below are authorized to hire ADs in accordance with BLM policy. The hiring official is responsible for proper completion of all required pre and post hiring documentation.

*Josh Tibbetts: CCD & PRD FMO*

*Clair Jolley: CCD & PRD AFMO Cedar City*

*Todd Murray: CCD AFMO Richfield*

*Elouise Fowler: CCD & PRD Fire Business Lead*

*Color Country Interagency Fire Center Manager and/or Assistant Center Manager*

*Richfield Interagency Fire Center Manager and/or Assistant Center Manager*

## **AUTHORIZED APPROVING OFFICIALS**

*Josh Tibbetts: CCD & PRD FMO*

*Clair Jolley: CCD & PRD AFMO Cedar City*

*Todd Murray: CCD AFMO Richfield*