

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Oregon State Office
P.O. Box 2965
Portland, OR 97208

In Reply Refer to:

1400-300/1300 (OR-934/OR-953) P

July 10, 2003

EMS TRANSMISSION 07/11/2003

Instruction Memorandum No. OR-2003-094

Expires: 9/30/2004

To: DMs, DSDs, Staff and Branch Chiefs

From: State Director

Subject: Oregon/Washington Policy on Waiver of Dual Compensation Limits for Fire Emergency Employment of Annuitants

Program Area: Fire emergency employment of annuitants.

Purpose: This Instruction Memorandum provides additional guidance for Instruction Memorandum No. OF&A 2003-035, dated June 12, 2003, subject: Policy on Waiver of Dual Compensation Limits for Fire Emergency Employment of Annuitants (attached).

Policy/Action: On June 12, 2003, the National Office of Fire and Aviation (OF&A) implemented a revised policy on the waiver of dual compensation limits for fire emergency employment of annuitants. This revised policy was published in Instruction Memorandum No. OF&A 2003-035, dated June 12, 2003, subject: Policy on Waiver of Dual Compensation Limits for Fire Emergency Employment of Annuitants.

Under the revised policy, management is involved at both the District Office and State Office levels and has discretion in determining whether or not to submit a request for approval of a dual compensation waiver to the Director, OF&A. Under the revised policy, District Managers will submit their waiver request through the Chief, Branch of Fire and Aviation Management (OR-934), who is responsible to determine whether or not the position is required to meet the current fire emergency. This should be accomplished prior to forwarding to the Director, OF&A, for approval consideration. **It is necessary to contact the Chief (OR-934) prior to discussing a potential waiver with a retiree in order to determine critical fire and aviation position needs.**

We expect that most Oregon/Washington positions that will be forwarded for approval will be **scarce skill positions at the leadership level**. Specific examples of positions that may meet the

waiver criteria include crew representatives, air support, safety officers, line supervisors, and dispatch, financial, contracting, and communication support.

We appreciate your support of this revised policy as we try to fill critically needed positions in the Fire and Aviation Management Program.

Timeframe: Effective immediately through December 31, 2004.

Background: The waiver of dual compensation reduction authority was utilized during the 2001 and 2002 fire seasons. However, feedback from the field indicates there is a need for additional clarification for consistent application of the authority. In addition, District Managers indicated their desire to be more involved in the review and recommendation of each waiver request, prior to submission to OF&A for approval.

Manual/Handbook Sections Affected: None

Coordination: District Managers and Fire Management Officers, Human Resource Specialists, State Fire Management Officer, and Office of Fire and Aviation Management.

Contact: Questions about the Oregon/Washington application of this policy may be addressed to Leo Sidebotham, Chief (OR-934), or to Tom O'Donnell, Chief, Branch of Personnel Management.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Charles E. Wassinger
Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment(s)

1 - [Instruction Memorandum No. OF&A 2003-035](#) (14pp)

Distribution
WO- (FA100)

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 South Development Ave.
Boise, Idaho 83705-5354**

June 12, 2003

In Reply Refer To:
1400-300 (FA-202) P

EMS Transmission 06/12/03
Instruction Memorandum No. OF&A 2003-035
Expires: 09/30/04

To: State and Center Directors
From: Director, Office of Fire and Aviation
Subject: Policy on Waiver of Dual Compensation Limits for Fire Emergency Employment of Annuitants

Program Area: Employment

Purpose: This Instruction Memorandum (IM) introduces additional guidance and clarification on the appropriate use of the waiver of dual compensation authority when reemploying annuitants in direct support of a fire emergency. This IM also introduces additional requirements of the Field Manager/District Manager, Fire Management Officer (FMO), and Human Resources which must be followed prior to submitting a request for approval of a waiver.

Policy/Action: On March 30, 2001, the Department of the Interior, Office of the Secretary, delegated authority to me to

waive the salary reduction, known as dual compensation limits, for reemployed annuitants employed for fire emergencies by BLM, NPS, BIA, and FWS. Management, at their discretion, may submit requests for approval of a dual compensation waiver to the OF&A Director when all reasonable efforts to fill a position which directly fights wildland fires or immediately supports firefighting operations have been exhausted. The waiver authority does not include waivers for repayment of a Voluntary Separation Incentive Payment (VSIP), otherwise known as a Buy Out payment. This IM supersedes IM OF&A 2001-019.

This waiver authority will allow annuitants, who are reemployed in direct support of a fire emergency situation, to retain their annuity and receive full pay. It applies throughout the Department in the following situations:

Attachment 1-1

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- Where annuitants are reemployed to fight fires or immediately support firefighting operations during a period of National Preparedness Level 4 or 5 (fire emergency).
 - Where annuitants are reemployed to lead special crews that include members of the armed forces or National Guard during periods of National Preparedness Level 5 (Fire Emergency).
 - Where annuitants are reemployed at any time to train other employees in these firefighting efforts. A waiver requested for training purposes is limited to 500 hours per year.
 - Where annuitants in any occupation are reemployed to fill in for a current employee in a mission critical position who is pulled for more than two weeks during a period of National Preparedness Level 4 or 5 (fire emergency).

Before submitting a request for approval of a waiver, field offices must exhaust all reasonable efforts to fill a firefighting or fire support position through the resource ordering system, the use of Administratively Determined (AD) Emergency workers, or temporary employment as a reemployed annuitant without a waiver.

This authority may not be used for administrative support or other positions that do not directly and immediately support mission critical wildland fire suppression activities, such as work involving land rehabilitation. Waiver requests for positions that are not covered by this delegated authority may be directed through channels to the DOI Office of Personnel Policy for submission to the Office of Personnel Management (OPM). OPM is prepared to expedite individual requests that meet the criteria in 5 CFR 553.201(c), (d) and/or (e).

All requests to reemploy an annuitant under this authority must comply with the following procedures:

FIELD MANAGER/DISTRICT MANAGER RESPONSIBILITIES

- Determine, in consultation with local FMO, state FMO, and Human Resources Office, if all other resources for firefighting or fire support have been exhausted prior to considering a request for a waiver.
- Contact annuitant to determine currency of fire qualifications, availability and interest.
- Offer temporary employment as a reemployed annuitant without a waiver or an AD position and document declination.
- When refresher and/or other training courses are available locally, determine if the annuitant could attend training at their own expense, prior to being reemployed with a waiver of dual compensation.
- Obtain a copy of the annuitant’s retirement SF-50, Notification of Personnel Action.
- Complete the Dual Compensation Reduction Waiver form.
- Sign and date waiver form as recommending approval.
- Obtain annuitant’s signature on waiver form.

Attachment 1-2

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- Forward completed waiver form and annuitant’s retirement SF-50 to State FMO for review and approval.
 - Notify the servicing Human Resources Office that a waiver request was forwarded to the State FMO.

STATE FIRE MANAGEMENT OFFICER RESPONSIBILITIES

- Review waiver form to determine if all other resources for firefighting or fire support have been exhausted and that the position is required to meet current emergency(s).
- Sign and date waiver form as recommending approval.

Fax the completed waiver form and the copy of the annuitants retirement SF-50 to the OF&A Human Resources Office, Boise, Idaho.

- Notify the servicing Human Resources Office that a waiver request was forwarded to OF&A Human Resources.

SERVICING HUMAN RESOURCES OFFICE RESPONSIBILITIES

- Provide counseling to the annuitant on BLM's policy on the appropriate use of the waiver of dual compensation authority.
- Process personnel action(s).
- Maintain copies of all waiver forms and approvals with the annuitant's personnel records for review and reporting purposes.
- Each year by December 1, submit a report to the OF&A Chief, Human Resources, containing each reemployed annuitant's name, date of appointment and date of termination.

FIELD OFFICE TIMEKEEPER

- Process time and attendance for reemployed annuitant.

FOR FURTHER CONSISTENCY, THE FOLLOWING GUIDANCE MUST BE FOLLOWED:

- **Effective Date of Temporary Appointment:** The effective date of reemployment (with a waiver of dual compensation) cannot be sooner than the date the OF&A Director approves the waiver.
- **Drug Testing:** In the event of a Preparedness Level 4 or 5, annuitants may be reemployed without prior drug testing if prior testing would unreasonably delay the appointment. However, drug testing must be completed no later than 30 days from the reemployed annuitant's effective date.
- **Medical Standards & Work Capacity Tests (WCTs) and Medical Examinations:** When the annuitant's skills and abilities are urgently needed, they may be reemployed in a non arduous capacity. When the annuitant is reemployed in a wildland or prescribed fire position requiring a fitness level of arduous, moderate, or light; the annuitant must meet the requirements described in the *Interagency Standards for Fire and Fire Aviation Operations 2003, Chapter 5, Training & Qualifications*, upon reemployment.

Attachment 1-3

- **Pay Issues:** Reemployed annuitants are to be employed at the same grade and step they held at retirement.
- **Position Descriptions:** Reemployed annuitants are to be employed under the same position description they held at retirement. Human Resources Offices may need to establish additional/identical positions for this purpose.
- **Duty Station:** The duty station will be determined by the Field Manager/District Manager at the time they offer reemployment.
- **Travel and Per Diem:** Travel and per diem costs, if applicable, are the responsibility of the field office where the annuitant is reemployed.
- **Work Schedule:** Reemployed annuitants are to be hired on a full-time work schedule.
- **Direct Deposit:** Reemployed annuitants will be required to complete forms for direct deposit of salary/travel payments.
- **Expected Length of Employment:** This authority will be requested only for those positions which are expected to be filled for at least two (2) consecutive pay periods and will end when the emergency no longer exists.
- **Termination of Employment:** Termination of the reemployed annuitant will be either when the fire fighting emergency has subsided nationally (National Preparedness Level 3 or lower) or the need for the critical skill is no longer needed while in Preparedness Level 4 or 5. When the National Preparedness Level decreases and the annuitant is still assigned to a fire incident, the annuitant may remain reemployed with a waiver until they are released from the fire incident and return to their official duty station. The Field Manager/District Manager, Fire Management Officer, Human Resources contact, and annuitant will receive written direction from OF&A Human Resources on the termination of annuitants reemployed with a waiver when the National Preparedness Level changes to level 3 or below.

Time Frame: Effective immediately through December 31, 2004.

Background: The waiver of dual compensation reduction authority was utilized during the 2001 and 2002 fire seasons. However, feedback from the field indicates there is a need for additional clarification for consistent application of the authority. In addition, Field Managers /District Managers indicated their desire to be more involved in the review and recommendation of each waiver request, prior to submission to OF&A for approval. This IM implements the feedback and recommendations received from the field.

Manual/Handbook Sections Affected: None

Coordination: Field Managers/District Managers, Human Resources Officers, and the Office of Fire and Aviation Management.

Contact: Questions from annuitants should be directed to the Field Manager/District Manager or Servicing Human Resources Office. Questions from Field Managers/District Managers, State Fire Management Officers, or Servicing Human Resources Offices regarding the procedures described in this IM should be directed to Barb Sivey at (208) 387-5527 or Jim Knox at (208) 387-5514.

Attachment 1-4

Union: All offices with a union are required to make notification of this IM to their union representatives.

Signed by:
Timothy M. Murphy
Acting Director
Office of Fire and Aviation

Authenticated by:
Pat Lewis
Supervisory Mgmt. Asst.
Office Services

2 Attachments

- 1 - Waiver Form for Reemployed Annuitant, P-75 (3 p)
- 2 - Memorandum from the Director, Office of Personnel Policy, Delegated Authority to Waive Dual Compensation Reduction in Support of Wildland Firefighter Operations, March 30, 2001, (6 p)

Distribution

Rob Collins, FA-101, MIB 3043
Jay Thietten, FA-101, MIB 3041
Support Services Group Manager
Fire Operations Group Manager
Aviation Group Manager
Planning/Resources Group Manager
State Fire Management Officers
District Fire Management Officers
Servicing Personnel Offices
Cyndie Hogg, NARTC

Attachment 1-5

United States Department of the Interior
Dual Compensation Reduction Waiver Form
For Reemployed Annuitant

The Department of the Interior received the authority to waive the salary reduction, known as dual compensation limits, required when reemploying Federal civilian annuitants (5 U.S.C. 8344 and 8468 and 5 CFR part 553), through December 31, 2004. This authority only extends to temporary, mission critical employment in positions that directly fight fires or immediately support fire fighting operations for no longer than the emergency exists. Management, at their discretion, may submit requests for approval of a dual compensation waiver to the OF&A Director. This authority is limited to the conditions outlined in the memorandum from the Director, Office of Personnel Policy, Delegated Authority to Waive Dual Compensation Reduction in Support of Wildland Firefighting Operations dated March 30, 2001, and the Office of Personnel Management (OPM) memorandum, Delegation of Authority dated March 22, 2001. The Bureau will maintain this form for three years from the undersigned date to be made available in an annual report to OPM.

FIELD/DISTRICT/STATE OFFICES – COMPLETE FORM AND SUBMIT TO:

Office of Fire & Aviation
Attn: Human Resources
3833 S. Development Ave.
Boise, ID 83705
Fax: 208-387-5723

Annuitant's Last Name First Name MI Civil Service Retirement Number

Field Manager/District Manager Name

Telephone Number/Fax Number

Field Manager/District Manager Signature/Date

Email Address

The undersigned annuitant has been offered temporary reemployment in this position to support the fire fighting efforts, with the understanding that an offer to be reemployed as an annuitant without a waiver or work as an AD was first made, and that the non-acceptance of these offers are herewith acknowledged.

Annuitant's Signature/Date

Telephone Number/Fax Number

Attachment 1-7

Dual Compensation Reduction Waiver Form, page 3 of 3

Name of Annuitant: _____

Certification: This position is critical to the mission of fire containment, no other qualified individual is available to fill this position, and the annuitant has declined an offer to take the position as a reemployed annuitant without a waiver or as an AD. I further certify that this waiver is requested under the conditions cited in the Delegation of Authority letter dated March 22, 2001.

State FMO Name

Telephone Number/Fax Number

State FMO Signature/Date

Email Address

Approval: This position is critical to the mission of fire containment, no other qualified individual is available to fill this position, and the annuitant has declined an offer to take the position without a waiver or as an AD. I further certify that this waiver is approved under the conditions cited in the Delegation of Authority letter dated March 22, 2001.

Director, Office of Fire & Aviation

Date

If approved, a copy of the waiver will be returned to the State FMO, along with a copy to the Servicing Human Resources Office contact, to be maintained with the annuitant's Official Personnel Records. If not approved, the State FMO will be notified of the reason(s). The State FMO is responsible for notifying the Field Manager/District Manager of approval/disapproval of a request for a waiver.

Questions from Field Managers/District Managers, State Fire Management Officers, or Human Resources should be directed to Barb Sivey at 208-387-5527 or to Jim Knox at 208-387-5514.

Attachment 1-8

[Attachment 1-9 thru 14](#)
(in Adobe Acrobat)



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

MAR 30 2001

Memorandum

To: Bureau and Office Personnel Officers

From: Carolyn Cohen *Carolyn Cohen*
Director, Office of Personnel Policy

Subject: Delegated Authority to Waive Dual Compensation Reduction in Support of Wildland Firefighting Operations

In anticipation of another severe fire season resulting in an urgent need for additional qualified people for fire suppression work, the Secretary of the Department of the Interior (DOI) has been delegated authority to waive the dual compensation reduction for reemployed annuitants to support this fire suppression work. The waiver delegation is at Attachment 1.

This waiver authority will allow annuitants to retain their annuity and receive regular pay. It applies throughout the Department in the following situations:

- Where individuals are reemployed to fight fires or immediately support fire-fighting operations during a period of Preparedness Level 4 or 5 (Fire Emergency). If needed, up to 80 hours of training time is allowed prior to Preparedness Level 4 or 5.
- Where individuals are reemployed to lead special crews that include members of the armed forces or National Guard during periods of Preparedness Level 5 (Fire Emergency).
- Where individuals are reemployed at any time to train other employees in these fire-fighting efforts. A waiver for training purposes is limited to 500 hours per year.
- Where individuals in any occupation are reemployed to fill in for a current employee in a mission critical position who is pulled for more than two weeks during a period of Preparedness Level 4 or 5 (Fire Emergency). If this type of situation is foreseen, the annuitant may be offered a waiver in order to return to receive up to 80 hours of refresher training.

This authority may not be used for administrative support or other positions that do not directly and immediately support mission critical wildland fire suppression activities, such as work involving land rehabilitation.

Attachment 2

To expedite the employment process, the Secretary has redelegated this waiver authority to the Director, Office of Fire and Aviation Policy (hereafter Director) of the Bureau of Land Management, National Interagency Fire Center in Boise, Idaho. The Director in turn has developed procedures to ensure all Interior Bureaus are able to utilize this waiver authority as expeditiously as possible.

The Office of Personnel Management (OPM) delegation requires that certain records and certifications are made and retained each time a waiver is granted. Attachment 2 serves to assist with obtaining this documentation. Any DOI personnel office wishing to exercise this waiver authority must obtain prior written approval from the Director of Fire and Aviation Policy, using the form and procedures outlined below.

- Prior to final processing of personnel actions for reemployment of individuals under this authority, the attached form is to be completed and submitted to the National Interagency Fire Center (NIFC), Boise, Idaho for a determination as to whether the OPM waiver of the salary reduction (dual compensation limits) apply. Requests and Director approval/ disapproval may be provided by email or fax:

National Interagency Fire Center (NIFC)
Attention: Jim Knox (FA-2c2)
3833 S. Development Avenue
Boise ID 83705
Telephone Number: (208) 387-5514
Fax Number: (208) 387-5723
Email Address: jim_knox@nifc.blm.gov

- Servicing Personnel Offices must ensure copies of all forms and approvals are accurately and thoroughly completed, with copies maintained with the employees' personnel records for subsequent review and reporting purposes
- Until Preparedness Level 4 or 5, (Fire Emergency) individuals may not be reemployed without prior drug testing. The Drug Program Coordinator may be reached at (202) 208-5638 to receive expedited forms by FEDEX.
- Physicals are required where arduous physical work will be performed.

Waiver requests for positions that are not covered by this delegated authority may be directed to the DOI Office of Personnel Policy. With regard to individual requests that meet the criteria in 5 CFR 553.201(c), (d), and/or (e), OPM is prepared to expedite the requests.

For further information or questions, our point of contact is John Combs, Office of Personnel Policy, (202) 208-6754, or email John.Combs@ios.doi.gov.

2 Attachments



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

ORDER NO. 3227

Subject: Delegation of Authority to Waive Dual Compensation Limits

Sec. 1 Purpose. This Order delegates authority to waive salary reduction requirements ("dual compensation limits") under conditions specified by the Office of Personnel Management (OPM).

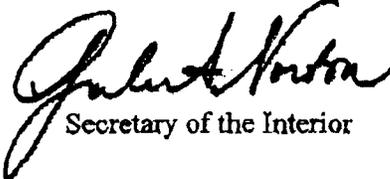
Sec. 2 Authority. The authority being delegated is provided in a letter dated March 22, 2001, from the Director, OPM to the Acting Assistant Secretary - Policy, Management and Budget, hereinafter the OPM letter (see Attachment). This Order is issued under the authority of Section 2 of Reorganization Plan No. 3 of 1950 (64 Stat. 1262).

Sec. 3 Delegation of Authority to Waive Dual Compensation Limits. This Order delegates authority to the Director of the Office of Fire and Aviation at the National Interagency Fire Center to waive salary reduction requirements ("dual compensation limits") for temporary rehires of federal employees to fight fires and to support those firefighting operations only under the conditions specified by the OPM letter.

Sec. 4 Limitations. This authority is subject to the limitations contained in the OPM letter. It may not be redelegated.

Sec. 5 Reporting Responsibility. Each year by January 15 the Director, Office of Fire and Aviation must submit a report to the Director, Office of Personnel Policy. The report must contain the information in paragraph 4 of the enclosure to the OPM letter.

Sec. 6 Expiration Date. This Order is effective immediately. Its provisions shall remain in effect until December 31, 2004, or until superseded.


Secretary of the Interior

Date: MAR 28 2001

Attachment

Attachment 1



United States
**Office of
Personnel Management**

Washington, DC 20415-0001

In Reply Refer To:

Your Reference:

Mr. Robert Lamb
Acting Assistant Secretary,
Policy, Management, and Budget
Department of the Interior
1849 C Street, NW.
Washington, DC 20240

MAR 22 2001

Dear Mr. Lamb:

The Acting Director has approved in part your request, on behalf of the Secretary, Department of the Interior (DOI), for delegated authority to waive the dual compensation reduction (salary offset) and waive repayment of a Voluntary Separation Incentive Payment (VSIP). The enclosed delegated authority will enable the National Interagency Fire Center (NIFC) to waive the salary offset to hire Federal civilian annuitants to fight wildland fires or to support directly fire-fighting operations when no other reasonable staffing option exists. The terms of our legal authority do not allow us at this time to delegate waivers for repayment of a Voluntary Separation Incentive Payment (VSIP). However, if emergency circumstances (like last year's) occur, the Office of Personnel Management (OPM) will provide expeditious service.

Waiver of Dual Compensation Reduction (Salary Offset)

OPM can delegate authority to waive the salary offset "for an employee serving on a temporary basis, but only if, and for so long as, the authority is necessary due to an emergency involving a direct threat to life and property or other unusual circumstances" (5 U.S.C. 8344 and 8468). Your request anticipates a combination of unusual circumstances that will create emergency staffing needs that could threaten your ability to deliver the significant increase in wildland fire management capabilities requested and funded by Congress. Your request meets the criteria for approval in 5 CFR 553 if, in spite of continuing extraordinary recruitment efforts and use of other available staffing flexibilities, you encounter emergency hiring needs for positions that directly and immediately support wildland fire suppression, for which no other reasonable staffing option exists. Accordingly, the enclosed delegation is subject to the conditions and limitations described therein.

We are unable to delegate waiver authority for administrative support or other positions that do not directly and immediately support mission critical wildland fire suppression activities. However, if you need to reemploy an annuitant because no other reasonable staffing option exists, we will expedite requests based on criteria in 5 CFR 553.201(c), (d) and/or (e).

Mr. Robert Lamb

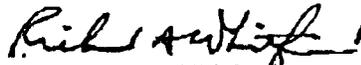
2

Waiver of Repayment of Voluntary Separation Incentive Payments

The law and regulation dealing with Voluntary Separation Incentive Payments (VSIPs) are more restrictive than those for dual compensation. We cannot delegate VSIP waiver authority in advance of the Preparedness Level 5 (Fire Emergency) that you anticipate. If that emergency actually develops, we will respond quickly to a delegation request. In the meantime, we can also provide prompt responses to requests for individual waivers.

The enclosed delegated authority is effective on the date of this letter and expires on December 31, 2004. Please contact Larry Lorenz at (202) 606-0830 with questions regarding salary offset waivers and Charles Gray at (202) 606-0960 with questions regarding VSIP waivers. The limitations described in 5 CFR 553.203(a) apply when you waive the salary offset.

Sincerely,



Richard A. Whitford
Acting Associate Director
for Employment

Enclosure

Delegation for Waiver of Dual Compensation Reductions

The Acting Director, Office of Personnel Management (OPM) delegates to the Secretary, Department of the Interior (DOI), authority to waive the dual compensation reduction (salary offset) required by 5 U.S.C. §344 and 8468, "for an employee serving on a temporary basis, but only if, and for so long as, ... necessary due to an emergency involving a direct threat to life or property or other unusual circumstances." This delegation expires on December 31, 2004, and is subject to the following limitations.

1. The Secretary may redelegate this authority to the Deputy Assistant Secretary for Human Resources, the Director, Office of Personnel Policy, and/or the Director, Office of Fire and Aviation in the National Interagency Fire Center (NIFC); hereafter you.
2. You must have made every reasonable effort to vigorously recruit qualified applicants not requiring a waiver prior to considering a waiver request. Also, when you expect recruiting shortages that may lead to waiver requests, you will use other appropriate staffing flexibilities, including overtime and recruitment bonuses and/or retention allowances when appropriate under 5 CFR 575. In addition, you first must hire all fully qualified applicants available to work without a waiver. Further, you must establish procedures to replace an annuitant working with a waiver as soon as a fully qualified individual becomes available.
3. You may approve waivers on a case-by-case basis only when no other reasonable staffing option exists to fill a vacant position of type A or B below on a temporary basis with an annuitant.
 - A. Positions that directly fight wildland fires or immediately support fire-fighting operations when:
 - 1) Work is limited to periods of Preparedness Level 4 or 5 (Fire Emergency). Work may include up to 80 hours per year for training and administrative requirements.
 - 2) Work leading special crews that include members of the armed forces or National Guard is limited to periods of Preparedness Level 5 (Fire Emergency). Work may include up to 100 hours per year for training and administrative requirements.
 - B. Any position when:
 - 1) Work is limited to developing training materials and/or directly training personnel to fight wildland fires or to immediately support fire-fighting operations. Work may not exceed 500 hours per year, nor include more than 40 hours for training and administrative requirements.
 - 2) Work to back fill an incumbent in mission-critical position who is pulled for more the 2 weeks during a fire season to fight wildland fires or immediately support fire-fighting operations during a Preparedness Level 4 or 5 (Fire Emergency). Work may include up to 80 hours per year for training and administrative requirements.
4. You may approve written waiver requests (emails acceptable) when they include the following:
 - A. The position title, series, grade, NTE date, and location (office, city and state);
 - B. The annuitant's full name, civil service retirement number and their statement declining employment without a waiver (quoting the annuitant's words is acceptable);
 - C. The position type, for example A-1, and the Preparedness Level trigger, when needed; and
 - D. A brief description of the staffing emergency, including the exhaustive recruiting efforts, all reasonable staffing options tried and the staffing flexibilities offered or publicized.
5. You must maintain a record of each request and the action you take for 3 years. You will report to OPM each January the information in 4 above.