



File Code: 6130

Date: January 20, 2010

Route To:

Subject: Fiscal Year 2010 Temporary Employment Recruitment Plans

To: Regional Foresters, Station Directors, Area Director, IITF Director, Deputy Chiefs and WO Directors

REPLY DUE FEBRUARY 19, 2010

Human Resource Management (HRM) is requesting temporary employment recruitment plans from all supervisors/managers who are planning to fill temporary positions for the fiscal year (FY) 2010 field season. The information requested applies for all temporary positions being filled, including 1039-hour appointments (new hire or rehire), Not-to-Exceed (NTE) 1 year appointments, or student (STEP) appointments.

Our temporary employment program results in the hiring of over 15,000 employees in a short period of time; therefore, the need for a strategic timeline is necessary. There will be three primary hiring periods based upon appointment types. Managers and supervisors are asked to submit requests for the different appointment types according to the timeline below. Hiring requests submitted outside the established timeline will be processed after the priority appointment types are completed for the hiring periods outlined below. For additional information visit the "How to" guides on the HRM website at http://fsweb.asc.fs.fed.us/HRM/employment/how_to.php

Strategic Timelines	Appointment Types
December 15, 2009 and until February 28, 2010	Rehires
February 15, 2010 to March 30, 2010	Student Temporary Employment Program (STEPS)
Continuous	New hires from Open Continuous Announcements; single vacancies; and 30-day critical hiring needs

Enclosed you will find a sample spreadsheet template and instructions for completing the form, along with examples for information needed.

Please send the completed recruitment plans to HCM_Referrals@fs.fed.us on or before February 19, 2010. This information will be used to build accurate positions for all temporary hiring within the agency prior to the start of the season.



The National Temporary Employment team is responsible for all new hires (1039), rehires (1039), Student Temporary (STEP) and all 30-Day Critical Hiring Need appointments. Starting in January 2010, we plan to host e-meetings with each Region, Station, and WO/Area staff to provide in-depth information about roles and responsibilities of HRM and the field, policy issues, and the process flow for temporary employment. It is essential that all supervisors, managers, and support staff involved in hiring temporary employees attend these e-meetings to gain a better understanding of the process/requirements. Information on the dates and times of these e-meetings will be sent prior to the end of the year, and posted on our Web site at <http://fsweb.asc.fs.fed.us/HRM/employment/temp.php>.

This past summer the National Temporary Employment Team worked extremely hard to ensure the Forest Service was complying with the true intent of the temporary hiring authority (1039). Audits and reviews were conducted, and HRM worked closely with the field to make necessary corrections and modifications. This effort allows the Forest Service to start FY 2010 temporary hiring with a clean slate. We appreciate your assistance and understanding on this effort.

Your continued commitment to the temporary employment program is appreciated. If you have questions or need further information, please contact your local Human Resource Liaison or Florence Pruitt at (505) 563-9701 or fpruitt@fs.fed.us.

/s/ Charles L. Myers
CHARLES L. MYERS
Deputy Chief for Business Operations

cc: pdl wo ops asc hcm hrl
Florence Pruitt

Enclosures: (3)