

OF-288 REVISION TASK GROUP CHARTER

BACKGROUND: The Emergency Firefighter Time Report, OF-288, has been used as the timekeeping record and payment document for federal and casual (AD) personnel involved in wildland fire operations for over 20 years. There have been many new developments within the fire timekeeping field, including incident automation and EFF Payment Centers, which may dictate the need for different and/or additional information to be gathered by the OF-288.

PURPOSE: The purpose is to review the OF-288 and revise if necessary, ensuring the form meets the needs of the incident automation systems, payment centers, home units, etc.

SCOPE: The Task Group will review the OF-288, including the Conditions of Hire page, determining if changes are necessary. The Task Group will work with subject matter experts from incident automation, payment centers, home unit hiring officials (of individuals and crews), and any other entity that utilizes the OF-288 and could be affected by changes.

OBJECTIVES: To determine if the OF-288 requires modification to meet the evolving needs of the fire community. If modifications are necessary, the Task Group will outline those modifications as well as draft a new OF-288 form.

The Task Group will ensure modification of the OF-288 meets all Interagency standards and will be effectively utilized.

DELIVERABLES:

1. Progress report to IBPWT by January 19, 2005.
2. Draft report and draft OF-288 by May 6, 2005.

BUDGET: Due to current budget constraints, funds are not available to cover salary, travel, and meeting room rental. It is expected that groups will utilize conference calls and other technology to accomplish their tasks. If it becomes necessary for the group to travel to meet each agency will cover the costs for its participant.

MEMBERSHIP:

Sarah Fisher, FS, Task Group Leader
Rachael Larson, BIA
Shana Miller, BLM
Rebecca Thomas, NPS
Cindy Weakland, FWS
Betty Daniel, State of Florida
Rosie Morin, BIA, IBPWT Liason

TIME ESTIMATE: Beginning date, November 1, 2004 ending May 6, 2005.

ROLES & RESPONSIBILITIES:

Task Group:

- Work as a team.
- Keep IBPWT Chair apprised of issues, concerns, and progress.
- Utilize technical specialists identified.
- Identify and utilize other sources of information as necessary.
- Complete task.

IBPWT:

- Ensure that the interagency community's needs are represented.
- Provide documentation gathered to date.
- Provide oversight and support.
- Keep agencies apprised of issues, concerns, and progress.
- Identify technical specialists for task group's use.
- Submit recommendations to agency representatives by May, 2005.
- Work as a team.

/s/ Hallie Locklear

Hallie Locklear, Chair IBPWT
Date:

/s/ Sarah Fisher

Sarah Fisher, Task Group Leader
Date: