

October 12, 2005

To: Incident Business Practices Working Team (IBPWT)  
From: OF-288 Task Group  
Subject: Final Report and Attachments

The OF-288 Task Group was developed to review the Emergency Firefighter Time Report, OF-288 including the Conditions of Hire page, to determine if changes were necessary. The Task Group was to ensure modification of the OF-288 met all interagency standards and would be effectively utilized.

The OF-288 Task Group presented their products at the May 2005 IBPWT meeting in Fairbanks, AK. Working team members had several comments and recommended suggestions prior to package finalization. The following changes have been completed based on IBPWT feedback and/or additional information from the field and payment centers.

#### **OF-288**

- Added block to enter physical address of emergency contact.
- Removed extraneous information in column header area.
- Added "Resource Order #" to block 2 of the column headers.
- Made block 7 "Home/Hiring Unit Accounting Code" larger.
- Reduced posting lines to 7 per block to coincide with FPPS design and payment center procedures.
- Made block 9 "Total Hours" larger.
- Added block 13 "Commissary Record".

#### **Commissary Authorization**

- Changed title to "Payroll or Invoice Deduction Authorization".
- Removed address information from casual and replaced with SSN or TIN.
- Added "Incident Order #" to "Resource Order #" block.
- Added descriptive section for "Finance Unique Identifier".
- Added a disclosure statement re: SSN.
- Added an acknowledgement statement for casual signature.

#### **Conditions of Hire**

- All recommended verbiage changes made.

Recommendations:

Due to the unavailability of form design personnel, these changes were not accomplished in a timely fashion for utilization of the proposed OF-288 as a test form

for the 2005 season. The recommendations of the OF-288 Task Group remain the same as previously reported.

- Adoption of the attached OF-288 as a test form through NWCG Publication Management System (PMS).
- Removal of Conditions of Hire page and adoption as a separate form, to be completed yearly during the hiring process and retained at the hiring unit. The new form would replace the Incident Behavior Form (PMS-935)
- Removal of direction that Conditions of Hire page be used as commissary authorization. Replace with suggested Payroll or Invoice Deduction Authorization as a suggested form to be included in the Tool Kit Section of the Interagency Incident Business Management Handbook (IIBMH).

This report and attachments fulfills the deliverables established in the OF-288 Task Group Charter. Please advise as to any additional direction for this task group.

/s/ Sarah Fisher  
OF-288 Task Group Lead

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