

January 13, 2005

To: **Incident Business Practices Working Team**

From: **OF-288 Task Group**

Subject: **Progress Report**

The OF-288 Task Group has met via conference call and communicated via email to reduce travel costs. Conference call notes will be included in the final documentation package.

The OF-288 TG has gathered comments and suggestions from the five land management agencies, state personnel, payment center personnel, and ISuite development personnel. The comments were reviewed based on Short-Term and Long-Term accomplishment.

- Short-Term: Includes those items that can be adjusted through modifications to the electronic Incident Time System (ITS). ITS is a component of ISuite.
- Long-Term: Includes those items that need to be addressed through manual modification of the hard copy OF-288 form. Any eventual changes to the OF-288 will be mirrored by the electronic ITS version of the form.

**See the table below for specifics.**

The OF-288 TG recommends these modifications be approved. Pending approval, the Short-Term modifications will be made to the ITS system. These modifications have been discussed with ITS development personnel and are feasible. The Long-Term modifications will be addressed during a meeting of the OF-288 TG to work on hard copy form re-design.

Please advise of your decision regarding this recommendation and provide any feedback on the suggested changes.

The OF-288 TG will schedule a meeting after approval is made and a draft form will be developed for presentation at the May 10-12, 2005 IBPWT meeting.

*/s/ Sarah Fisher*  
OF-288 Task Group Lead

The OF-288 Task Group is comprised of:

Shana Miller – BLM  
Rachel Larsen – BIA  
Rebecca Thomas – NPS  
Cindy Weakland – FWS  
Betty Daniel – State of Florida  
Sarah Fisher – FS, Task Group Lead  
Rosie Morin – IBPWT Liaison

Advisors:

Mary Ann Szymoniak - ISuite  
Debbie Campbell – Payment Center

# OF-288 Task Group Report

## Comments Received and Action Taken January 12, 2005

Comment Received	Number Received	OF-288 Task Group Response	
		<b>Short-Term</b> (Items that can be addressed through ITS) <b>Long-Term</b> (Items that need to be addressed through modification of the OF-288)	<u>Notes</u>
<ul style="list-style-type: none"> <li>Block 3 – Needs to read “Job Code” or “P Code” rather than “Unit Code”</li> <li>Use common language with “Resource Order”, “Unit ID”, “Management Code”</li> <li>Not clear what should be entered in blocks 2, 3, &amp; 4.</li> <li>Need a stand-alone block for “Fire Code”.</li> </ul>	6	<b>Short-Term:</b> Leave ITS as is, currently printing incident order number in Block #2 and accounting code in Block #3.  <b>Long-Term:</b> Add a separate block titled “Accounting Code”. Review use of “Unit Code” and whether it is necessary or not.	Current IIBMh direction says to leave Block #3 blank. Many agencies say the information is not necessary if it simply reiterates the accounting code information. FS reps feel it is beneficial to have the actual region/unit information for use when job codes are not wild-carded.
Create a separate block (or obvious block in each column) for “Accounting Code” rather than writing it in the remarks block.	6	<b>See Above</b>	
Change all references from “fire” to “incident”.	5	<b>Short-Term:</b> N/A  <b>Long-Term:</b> Approved	ITS will follow suit when official changes are made to the hard copy OF-288.
Eliminate some of the signature blocks, with only one signature block required at the bottom of the document.	4	<b>Short-Term:</b> ITS already being adjusted to gray out blocks 12 & 13 in all but last column if header information is the same.	IIBMh will not be revised until 2008. Is this issue significant enough to add amendment language until revision is

		<b>Long-Term:</b> Discuss possibility with IBPWT of adding direction in IIBMH that allows for lining through those blocks and only signing the last block.	complete?
Create a place for employee's contact phone number under personal information.	3	<b>Short-Term:</b> ITS already gathers this information and can adjust to print out on OF-288. <b>Long-Term:</b> Add a block to the personal information gathered.	
Need to have place for contact phone # for Time Officer or other incident contact.	2	<b>Short-Term:</b> Will not be addressed. <b>Long-Term:</b> Discuss the possibility of adding a block for the Host Unit contact.	Finance contact information and any documentation needed to answer follow-up questions will be located in Finance Package left with host unit. Host unit can forward the question on to the Time Unit Leader, etc. if necessary.
Include FLSA status (exempt/non-exempt) for the position on the fire on the OF-288. If the position needs to be determined by the local HR Officer then it can have a "To Be Determined" check box.	2	<b>Short-Term:</b> Will not be addressed. <b>Long-Term:</b> Add a check box to the form stating "Wildland Fire" or "Other".	The main comment was discussed re: All-Risk assignments and the need for determining the entitlement to true overtime or not. The task group felt it was not necessary to list the FLSA status of every position but would be helpful to at least flag the type of incident.
Place for fax number and name & phone number of home unit payroll contact.	2	<b>Short-Term:</b> ITS already prints out the FAX number in the employee's address section. <b>Long-Term:</b> Add a block in employee's address section for fax #.	Requires education of fire personnel to input this information into ITS so it appears on OF-288. Task group feels the addition of the fax # is sufficient.
Separate box or column to indicate hazard pay.	2	<b>Short-Term:</b> N/A <b>Long-Term:</b> Consider this addition based on space availability during	ITS currently does a good job of noting HP in hours column.

		form redesign.	
Information from Single Resource Casual Hire form needs to be printed on the reverse side of the OF-288. Check-boxes would be completed and casual would sign the reverse side upon check-in at the incident	1	<b>Not Approved</b>	The information gathered by the Single Resource Casual Hire Form should be done by the hiring unit prior to dispatch to an incident. It is not appropriate to include on the OF-288.
Change block 4 to read "Regular <b>Federal</b> Government Employee."	1	<b>Not Approved</b>	Task group agreed this information is not necessary. (Payment Center commented that their belief is government employees and AD employees should not be paid off the same document.)
Create separate blocks to fill in "AD Position" and "AD Class".	1	<b>Short-Term:</b> Will not be addressed. <b>Long-Term:</b> Consider breaking down the AD information in the column header to 3 blocks for AD Rate, AD Hourly Wage, and AD Position Code.	IIBMH advises to list the AD Rate and hourly wage in Block #7. If the form is NOT revised to handle 3 blocks then Block #7 needs to be made larger.
Ability to access forms electronically.	1	<b>Short-Term:</b> ITS already prints electronic forms. <b>Long-Term:</b> Will research the option of posting an electronic version of the form with GSA.	
Adjust column headings to accommodate all-risk incidents.	1	<b>Addressed previously.</b>	Task group feels this issue has been addressed with the suggested addition of the check box for "Wildland Fire" vs. "Other".
Create specific blocks for carrying a page total over to the next page.	1	<b>Not Approved</b>	Task group agreed this information is not necessary.
Block 10 should be wider.	1	<b>Short-Term:</b> Will not be addressed. <b>Long-Term:</b> Will consider this during form redesign.	
Need another deduction block for	1	<b>Short-Term:</b> Will not be addressed.	One block should be sufficient for

items other than commissary.		<b>Long-Term:</b> Consider changing section title to "Deduction Record".	all deductions.
Create a block to indicate person's home unit TOD, i.e. 8-hour days; 5,4,9; 4 10-hour days, etc.	1	<b>Not Approved</b>	This information is not an incident concern.
Have column indicated how many hours are OT so home unit timekeeper doesn't have to guess.	1	<b>Not Approved</b>	This information is not an incident concern.
Allow electronic version to access WG & GS rates as well as AD rates.	1	<b>Short-Term:</b> Will discuss with Donna re: what ITS currently accesses. <b>Long-Term:</b> Will not be addressed.	Task group feels this information would be too difficult to truly gather re: every individuals grade, step, locality pay, etc.
Create a place to indicate travel days, overtime hours, and/or anything unusual.	1	<b>Short-Term:</b> Will not be addressed. <b>Long-Term:</b> Look at enlarging remarks section in form redesign.	
Print on NCR paper rather than carbon paper.	1	<b>Short-Term:</b> Will not be addressed. <b>Long-Term:</b> Will discuss our options with GSA when form is redesigned.	
Fire needs to have the same timesheet and codes that everyone else is currently using.	1	<b>Not Approved</b>	Not every agency utilizes the same payroll system.
Create an accounting section that states "Account Authorization as Designated" and list all the accounting codes and respective agencies. (Some home unit admin personnel say there is no "authorization" to use an account number listed on an OF-288.	1	<b>Not Approved</b>	Task group feels this is a home unit education issue. Time Officer signature authorizes all the information posted on the OF-288 is correct and authorizes use of accounting code shown.
Need to adjust ITS to allow for entry of emergency notification information.	1	<b>Short-Term:</b> ITS group is currently considering this option. <b>Long-Term:</b> N/A	ISuite group is researching what information Time Unit should really be gathering and what should be printed out on hard copy OF-288's.
Create a box in each column	1	<b>Not Approved</b>	Check boxes already exist in

indicating what the employee is entitled to with regard to travel preparation, showing meals/lodging provided.			Block 8 & 9 re: travel. Additional information could be shown in remarks section if necessary.
Allow for partial payments to be made from electronic version rather than having to fill up a whole page prior to AD OF-288 being sent off for payment.	1	<p><b>Short-Term:</b> ITS is looking at the option of printing partial payments on an individual basis.</p> <p><b>Long-Term:</b> N/A</p>	Task group agreed that, while there is not a huge demand to print a partial payment, the option to do so through ITS would be helpful.
Create a check-box in Column B, C, & D if header information is same as Column A.	1	<p><b>Short-Term:</b> N/A</p> <p><b>Long-Term:</b> Will look at adding a check box indicating duplicate information.</p>	
Remove Block #5 "Transferred From" and Block #7 "Employee Has ..."	1	<p><b>Short-Term:</b> Will not be addressed.</p> <p><b>Long-Term:</b> Will consider removal after research.</p>	The Payment Center was the only entity that stated they sometime used this information, however most reps felt that the information is not typically completed. Task group will research the reasoning behind the initial inclusion of the information before making a decision re: omission.
Place the form in landscape to match the audit sheets currently used for DOI's casual pay program.	1	<p><b>Short-Term:</b> N/A</p> <p><b>Long-Term:</b> Will consider a landscape format during form re-design.</p>	
Clarify name and address section to state "Check Mailing Address". (There is always confusion at the payment center when the OF-288 & W-4 don't match.)	1	<b>Not Approved</b>	Consensus by reps on task group who hire many ADs is that the "Check Mailing Address" can only be changed by filling out a new I-9 or W-4. They would not adjust this mailing address based on a different address listed on the OF-288 alone. Seems it is more a need to educate ADs of

			the proper options to update their check mailing address.
Adjust format so column header information does not need to be re-entered so often when information is the same. FPPS allows for 99 lines of entry if header information is the same.	1	<p><b>Short-Term:</b> Will not be addressed.</p> <p><b>Long-Term:</b> Will consider addition of more time data entry lines if able to accommodate.</p>	Need to remember that the OF-288 is an interagency payment document and not make decisions solely based our current computer systems. Form needs to be functional as a hand written tool as well.
Allow for electronic signatures.	1	<p><b>Short-Term:</b> Payment Center is researching the use of electronic signatures.</p> <p><b>Long-Term:</b> N/A</p>	IIBM direction currently states that signatures must be original and in blue ink. Authority may lie within each individual agency.