



INCIDENT BUSINESS PRACTICES WORKING TEAM

Date: November 1, 2004

To: Task Group Members:
Sarah Fisher, FS, Task Group Leader
Rachel Larson, BIA
Shana Miller, BLM
Rebecca Thomas, NPS
Cindy Weakland, FWS
Betty Daniel, State of Florida
Rosie Morin, IBPWT Liaison

From: Incident Business Practices Working Team

Subject: OF-288 Revision Task Group

During our last Incident Business Practices Working Team meeting a discussion was held on the use of the current Emergency Firefighter Time Report, OF-288. Many changes have occurred within the fire timekeeping field, including incident automation and the establishment of casual hire payment centers, which may dictate the need for different and/or additional information to be gathered by the OF-288 form. The decision was made to charter a task group to review and/or revise the OF-288 form if necessary to better meet the needs of the interagency fire timekeeping community.

You have been contacted to participate on the task group, pending approval from your immediate supervisor. Enclosed is a charter the working team has prepared. The information contained in the charter will provide the basics of the expectations the working team has of the group, and also provide your supervisor with the information relative to the task. The task group leader, Sarah Fisher has control of how the task group will conduct business and the ability to establish meetings, conference calls, and/or email correspondence.

Upon review by you and your supervisor, please contact me either by telephone (208-387-5166), FAX (208-387-5359) or email (hallie_locklear@nifc.blm.gov). Rosie Morin will be the IBPWT liaison to your group. Rosie will also be available to provide additional information, address questions and concerns and modify the charter (if necessary).

I look forward to working with all of you and thank you for your interest and continued support in interagency incident business.

/s/ Hallie Locklear

Hallie Locklear, Chair IBPWT

Attachment