



INCIDENT BUSINESS PRACTICES WORKING TEAM

To: Task Group Members:

Date: May 21, 2004

Deb Aiken, IBPWT Liaison
Roberta Whitlock, USFS, Task Group Leader
Jan McCluskey, USFS
Pat Haddad, NPS
Rachel Carver, BLM
Judy Cline, State of Oregon
Willie Begay, BIA
Scott Wintemute, BLM

From: Incident Business Practices Working Team

Subject: Contract Administration/COTR Task Group

During the National Incident Business Workshop in February, 2004, the Incident Business Practices Working Team (IBPWT) established seven breakout groups and tasked the attendees to come up with issues that they felt needed changed. One of the issues raised was that Contract Administration did not have enough trained Contracting Officer Technical Representatives (COTR's) on all incidents. Because of the shortage of trained COTR's, the processing and tracking of contracts and vendors is not being accomplished. The IBPWT is establishing a task group to look at training requirements and qualifications for COTR's. We would like the task group to establish training criteria, requirements and necessary qualifications for the COTR position.

You have been selected 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 provides the basic expectations the working team has of the group, and also provides your supervisor with the information relative to the task. Due to current budget constraints, funds have not been set aside for travel or per diem. Every effort should be made to conduct the work of the task group in the most cost effective manner possible. The IBPWT Liaison for the group is Deb Aiken. Deb will be available to work with your group, answering questions and coordinating between the group and the IBPWT. The task group leader, Roberta Whitlock, 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 IBPWT Liaison, Deb Aiken either by telephone (208-387-5536) or email (deb_aiken@fws.gov). Deb will be available to the group 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