



INCIDENT BUSINESS PRACTICES WORKING TEAM

May 21, 2004

To: Task Group Members:
Veronica Belton, IBPWT Liaison/Task Group Leader
Carol Salo, BLM
Mary Ann Szymoniak, USFS
Rosie Morin, BIA
Sarah Gale, USFS

From: Hallie Locklear, Chair IBPWT

Subject: Incident Business Advisor Task Group

The Incident Business Practices Working team has established a Task Group to continue development of the Incident Advisor Position and related resources. You have been previously contacted to participate on this Task Group, pending approval from your immediate supervisor. Enclosed, for your information as well as your supervisor, is a charter that provides the IBPWT's expectations of this working team. Veronica Belton, Task Group Leader and IBPWT Liaison, will determine how the task group will conduct business, is responsible to establish meetings, conference calls, and/or email correspondence and will brief the IBPWT on Task Group progress.

Upon review of the charter by you and your supervisor, please contact Veronica Belton at (907) 356-5775 or by email at veronica_belton@blm.gov, by May 24, 2004, to confirm your availability for participation.

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

/s/ Hallie Locklear

Hallie Locklear, Chair IBPWT

Enclosure