



INCIDENT BUSINESS PRACTICES WORKING TEAM

Date: September 16, 2003
To: Jim Stires, Chair NWCG
From: Incident Business Practices Working Team
Subject: Single Resource Casual Hire Information Form

The IBPWT developed a form to be used in the process of hiring single resource casuals for wildland fires. The intent is to gather information needed to assist payment centers in processing casual hire payments and to serve as a checklist for the steps and documentation required when hiring a casual employee. All agencies agreed to adopt the use of the form and implement as a requirement. It will become part of the casual hire hiring packet.

The form has been given a PMS number through the PMS process and is available to the field as a test form. It is located on the IBPWT web page and will also be included in the Toolkit of the Interagency Incident Business Management Handbook with the 2003 supplements.

The working team is submitting this for your adoption and distribution to the field.

Please feel free to contact me if you have any questions.

Sincerely,

/s/ Tory Majors

Tory Majors, Chair IBPWT