



Memorandum No. 16-003

Date: 1 March 2016

TO: NWCG Executive Board Members

FROM: John Glenn, Chair, NWCG Executive Board

SUBJECT: Issuance of Revised Optional Forms OF-288 and OF-296

A handwritten signature in black ink, reading "John A. Glenn".

The General Services Administration (GSA) has issued revised versions of the Emergency Firefighter Time Report (OF-288) and the Vehicle/Heavy Equipment Pre-Use Inspection Checklist (OF-296). The revisions are intended to better meet current business requirements and are based on subject matter input. Please share this information with the pertinent individuals in your agency.

Significant changes to the OF-288 include:

- Removal of social security number and home mailing address
- Renaming of form to "Incident Time Report"
- Collection of hiring unit accounting code
- Landscape orientation to facilitate data entry requirements into other payment systems
- Available hardcopy of fillable download
- Expected to be available in the e-Suite system for the 2016 fire season

Significant changes to the OF-296 include:

- Renaming of the form to "Vehicle/Heavy Equipment Pre-Use Inspection Form" (removes "safety" from the title and clarifies that the form is for pre-use)
- Removal of the "release inspection" columns
- Addition of Section III – Liability (operator acknowledges responsibility for the operation and condition of the equipment)
- Other minor changes to clarify inspection requirements consistent with current equipment in use
- Available hardcopy only.

Users are encouraged to use the new forms exclusively and to dispose of older forms. Ordering and download information is available at:

- OF-288 - <http://www.gsa.gov/portal/forms/download/242971>
- OF-296 - <http://www.gsa.gov/portal/forms/download/119738>
- Both forms located in the Publications Catalog Part 2 - <http://www.nwcg.gov/catalogs-and-ordering-quicklinks>

National Fire Equipment System finance kits (NFES 00390) and logistics kits (NFES 0910) will be updated to include the new forms.

If you have any questions, please contact your appropriate agency Incident Business Committee or Equipment & Technology Committee representative.

cc: Dave Haston, Chair, Equipment Technology Committee; Jamie Parker, Chair, Incident Business Committee; Tim Blake, NWCG Operations Branch Director