



NATIONAL WILDFIRE COORDINATING GROUP

Incident Business Committee (IBC)

IBC Memorandum 24-01

To: Geographic Area Incident Business Committees
From: Dave Burley, Chair, NWCWG Incident Business Committee
Subject: OF-297 Signature Order and 2024 Fire Season Use

Recently, the updated Emergency Equipment Shift Ticket, OF-297, became available on the GSA web page. We have become aware there is a signing order established in the fillable .pdf file, which could potentially cause issues when signing digitally. The revised OF-297 must be signed by the contractor before the incident supervisor. If the incident supervisor signs first, all fields are locked, and the contractor cannot sign.

Due to GSA's approval and printing process for hard copies, the reviews hard copy version is not yet available to order. IBC approves use of both the old and newly revised OF-297 for the 2024 fire season. We will re-evaluate next spring whether to allow the old version to be used in 2025.

This information can be found at: <https://www.nwcg.gov/committee/incident-business-committee/correspondence>. For questions, please contact your IBC representative.

/s/

Dave Burley, Chair, IBC
Date: 6/26/2024