

CREW TIME REPORT

(1) CREW NAME		(2) CREW NUMBER			
(3) OFFICE RESPONSIBLE FOR FIRE		(4) FIRE NAME		(5) FIRE NUMBER	

(6) REMARKS NUMBER	(7) NAME OF EMPLOYEE	(8) CLASSIFICATION	(9) DATE		(10) DATE	
			Military Time		Military Time	
			ON	OFF	ON	OFF

(11) REMARKS

(12) OFFICER-IN-CHARGE (<i>Signature</i>)	(13) TITLE (<i>Officer-in-Charge</i>)
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(14) NAME (<i>Person Posting to Emergency Time Report</i>)	(15) DATE
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INSTRUCTIONS

- (1) CREW NAME - Self Explanatory
- (2) CREW NUMBER - Self Explanatory
- (3) OFFICE RESPONSIBLE FOR FIRE - Enter name of office which has responsibility for fire.
- (4) FIRE NAME - Self Explanatory
- (5) FIRE NUMBER - Self Explanatory
- (6) REMARKS NUMBER and (11) REMARKS; Remarks should be identified by a number in the remarks column (6) next to the employee(s)' name. A remarks statement should be entered in block 11 and keyed to the number listed in the Remarks number column. The REMARKS must include (when applicable):
 - a. Clock hours of travel.
 - b. Hazard Duty Entitlement. Show an "H" for regular employees (those other than casual). List both the beginning and ending time, crew members were exposed to work on the fireline.
 - c. Environmental Differential. Show an "E", exact hours exposed, and by footnote, type duty for Wage Grade employees when they are entitled to Environmental Differential.
 - d. Transfers. If transferred to or received from another crew, show employee(s)' name, where employee went or came from and the corresponding time.
 - e. Promotions and Demotions. Show date and effective time.
 - f. Separations. Show time and reason.
 - g. Other. Any item of importance concerning make up or activity of crew should be reflected, i.e., standby time.
- (7) NAME OF EMPLOYEE
- (8) CLASSIFICATION - Pay Plan and Grade.
- (9) and (10) DATE - Enter month, day and year
TIME - Enter military time ON the job and OFF the job.
- (12) OFFICER-IN-CHARGE - Signature.
- (13) TITLE - Enter fire-job title of Officer-in Charge.
- (14) NAME - Person responsible for posting information to the EMERGENCY TIME REPORT.
- (15) DATE - Month, day, and year information was posted to the EMERGENCY TIME REPORT.