

S-260: Interagency Incident Business Management

Unit 3 - PAY PROVISIONS

It's the incident management team's responsibility to ensure accurate time accounting of both personnel and equipment, and then to forward documents to the *home unit* to apply agency-specific factors.

In this unit, we'll look at the main cogs in the wheel of incident timekeeping and recording.

More specifically, the unit presents:

- Pay provisions affecting compensation
- Regulations/guidelines to help manage employee fatigue
- Similarities and differences in timekeeping according to worker category
- Procedures and forms for *personnel* timekeeping and time recording

Make sure you have your book handy as you move ahead in both this topic and the module as a whole. In this unit, we cover how pay provisions and regulations apply to incident personnel in general—since most apply to all workers. Some factors, however, vary by worker category.

We also look closely at the similarities and differences specific to:

- *Casuals*
- *Regular government employees*

You undoubtedly want to know how this all affects your *own* compensation. But, why care about other worker categories? Especially if you supervise others, you need to be aware of what pay provisions apply to each worker category *and* where to find more information, so you can answer questions.

By the way, be aware that cooperators such as fire departments often have their own pay provisions. Some are similar to what we talk about in this module, and some are very different.

The regular government employee category subdivides further into:

- *General Schedule (GS) employees*
- *Prevailing rate employees*

GS employees are federal employees whose compensation falls under the GS pay plan. GS employees hold administrative and professional positions—in a loose sense, they are an incident's "office" staff.

Prevailing rate employees fall under the Federal Wage System pay plan and are sometimes known as federal wage grade or wage system employees. They are typically laborers and equipment operators falling into three levels:

- Wage grade (WG)
- Wage leader (WL)
- Wage supervisor (WS)

Tracking time worked by people and equipment on incident assignments is like a language of its own.

There's also the added twist of using military time while on incident assignment. If you need help understanding military time, locate the conversion chart in Chapter 10 of your SIIBM.

Some other definitions you must understand to communicate incident time accurately for pay purposes are:

- Tour of duty
- Basic workweek
- Base hours
- Calendar day

Tour of Duty

For regular government employees, your tour of duty is the hours of the day and the days of the week you are normally scheduled to work. For example, if you work “banker’s hours,” your weekly tour of duty would be Monday through Friday, and your daily tour of duty would 0800 to 1700 hours.

Keep in mind, however, casuals are different—since casuals are hired for a specific incident only, they *do not* have a tour of duty.

Basic Workweek

Your basic workweek is your scheduled workweek at your home unit—in other words, the days of the week you are normally scheduled to work doing your regular government job.

Base Hours

Base hours are the normal *number* of hours a person is scheduled to work each day. Many regular government employees typically work eight hours per day. Some, however, work nine or ten normal base hours. For example, some work nine-hour days and then get a periodic three-day weekend. Or, there are those who work four 10-hour days.

Casuals, on the other hand—working away from their point of hire—always have eight base hours per day.

Calendar Day

The calendar day applies to *all* incident personnel. A calendar day begins at 0001 hours—or one minute past midnight—and ends at 2400 hours. At 2400, therefore, just like Cinderella—magic happens, and it’s a whole new day.

So, if today is January 20, the day begins at 0001 and ends at 2400 hours. At a minute past 2400, it becomes 0001 on January 21.

Pay close attention to dates and calendar days so you calculate time in the manner incident finance people understand and expect.

In Chapter 10, locate the Pay Provisions section. Then, under the One-Day Assignments

From 0001 to 2400 Hours segment, locate and highlight the range of hours equal to one calendar day.

This topic gave you an idea of where we are heading as we venture into the world of incident timekeeping and time recording. We previewed the main subjects we cover in the module:

- Pay provisions
- Regulations managing employee fatigue
- Similarities and differences based on worker category
- Procedures and forms

This topic covers conditions or stipulations affecting how you and incident management folks calculate your time while on assignment.

Some hours entitle you to pay—that's *compensable* time—and other hours are *noncompensable*. There are four categories of pay provisions:

- Tour of duty
- Travel
- Time
- Other

One-Day Assignment Scenario

1. The initial attack crew reports to work at their home unit. The time is 0900 hours. This crew's regular tour of duty is from 0900 until 1730.
2. During their lunch break, the crew receives word they need to head over to work at a nearby incident. Their incident assignment begins at 1400 hours.
3. The crew finishes up, is released from the incident, and they arrive back at their home unit at 2000 hours.

In the one-day assignment scenario, the initial attack crew's regular hours are

- a. 0900 to 1730
- b. 0900 to 2000
- c. 0900 to 1400
- d. 1400 to 2000

Same one-day scenario—different question.

For the crew in the one-day assignment scenario, their overtime hours are from

- a. 1400 to 1730
- b. 1400 to 2000

- c. 2000 to 2400
- d. 1730 to 2000

Identify THREE correct statements about the one-day assignment scenario or about one-day assignments in general.

The scenario's incident assignment fell within one calendar day.
No change was made to the initial attack crew's regular tour of duty.
Travel does not need to be within the calendar day for a one-day assignment.
The crew's travel time to the incident was included in their regular hours.
A calendar day is from 0000 to 2400 hours.

On emergency incident assignments *only*, the government guarantees you'll receive your base hours of pay for your on-shift time each day. This guarantee applies to most incident personnel, including federal employees, *casuals*, and some state employees.

On-shift time includes your base hours of:

- Work
- Travel
- *Ordered standby*

All on-shift hours are pay status—you receive pay for them. So, if at the end of a calendar day if your on-shift time doesn't add up to your base hours, you receive guaranteed hours equal to the difference!

Locate the Multiple-Day Assignments section. Find the answer to the following question—do incident personnel who work at locations other than the actual incident site or base camp receive guaranteed hours?

Also, locate the Detail Assignments section. Even though there are no days off on incident assignments, for long-term details or severity assignments you may receive your regular days off without compensation.

Guaranteed Hours Scenario

1. This is Sandy—she's a casual employee, and like all casuals, she works eight base hours. Sandy has been on assignment at this incident for a week.
2. Now its day eight, and she has just been told she is on ordered standby today from 0700 to 1100—pending an immediate departure to another incident. So, she's ready to go at a moment's notice.
3. At 1100, Sandy's crew boss tells her the plans have changed, and she is no longer on ordered standby. However, her boss asks her to stay in camp until she receives further word. So she is now off shift—just as though she were sleeping.
4. At 1800 hours, Sandy is transported to another incident. She arrives there at 2100 hours, and then she is immediately placed OFF shift.

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Let's review the guaranteed hours scenario by selecting the answers BEST completing the sentences below. Use the information in the graphic to calculate your answer.

Sandy has been placed on ordered standby for _____ hours and spent _____ hours traveling. She'll report _____ total hours for pay.

- 4, 3, 8
- 7, 3, 7
- 4, 1, 8
- 7, 4, 7

Every day is a work day on incident assignments, even for Sandy!

Identify FOUR correct statements about Sandy's guaranteed-hours scenario. Sandy is

- Off shift from 1100 to 1800 and not on pay status.
- On a one-day assignment.
- On shift while she is en route to the new incident.
- Not on shift while she is on ordered standby.
- Claiming seven on-shift hours plus one guaranteed hour to equal eight base hours.
- On ordered standby for four hours.

Spot changes apply *only* to regular government employees. Spot changes affect scheduled tour of duty hours, and casuals do not have tours of duty.

A spot change occurs on the second continuous day of an incident assignment. At that point:

- Your tour of duty is *spot changed* when your second-day shift begins.
- Now, your base hours are the first 8, 9, or 10 on-shift hours that day.
- Overtime hours start at the end of a regular government employee's base hours—and remember, casuals also do not receive overtime pay.

The spot change stays in effect on your travel day home. You resume your normal tour of duty on the day following your return from the incident.

Locate the Spot Change Tour of Duty section in the SIIBM. Find the answer to the following question—is there a spot change to an individual's tour of duty if the incident is only two days long?

Spot Change Scenario

1. In this scenario, it's June 22. This is Danny, and he is on incident assignment. It's getting late—in fact, it's almost 2400!

Danny works for the U.S. Forest Service and has a pretty normal tour of duty from 0900 to 1700—

Monday through Friday.

2. Danny started the shift he's working right now at 1900 hours. He will continue to work through the night until 1100 tomorrow.

Identify Danny's overtime hours on the second day of this scenario. Use the details in the graphic to help you recall the scenario's details.

- 0001–0800
- 0800–1100
- 0001–0800
- 0900–1700

When you compute your time—spot changes or not—always remember, it's a new day at 0001, and every calendar day stands on its own.

Identify THREE correct statements about spot changes.

- Spot changes stay in effect while you travel home from an incident.
- Spot changes never apply to two-day incident assignments.
- Spot changes affect when your overtime hours start.
- Spot changes do not affect casual employees.
- Spot changes are no longer in effect the day you return home.

Locate the Differentials for Regular Federal Employees section in the SIIBM and then the Night Work on the Incident subsection.

Skim the additional types of differentials for regular federal employees you see in that same section.

Last Day of the Incident Scenario

1. Here's Tim. It's 0800, and Tim was just released from this incident. Now, he's going to drive home. He's really not that far away—so, he will get back to his home unit at 1200 today.
2. Tim's already put in some work time this morning. In fact, he got started at 0600. So now, his travel time home is kind of like a second shift.
3. Today is one of Tim's regularly scheduled work days back at his home unit. And, his regular daily tour of duty is 10 hours.

So, when Tim gets back—will his supervisor release him from duty?

If Tim *does* have to complete his shift back at his home unit—starting at 1200, he will need to work

- 4 more hours

- 2 more hours
- 8 more hours
- 10 more hours

The main reason to worry about determining the last day of an incident is because of the way the last day affects pay.

Identify THREE correct statements about the last day of an incident assignment.

- If your supervisor does not release you, you receive overtime pay.
- Your last day of an incident is the last day you have any on-shift time for the incident.
- Ordered standby counts as shift time when your last day of an incident is determined.
- Your last day on an incident is often the day you arrive home.
- Your last day shift time does not necessarily have to be all within one calendar day.

Travel has provisions that can also affect your pay. In general, all travel time to an emergency incident assignment is compensable—for regular government employees *and* casuals.

This differs, for example, from a federal employee’s regular job when travel may or may not be paid, depending on the situation. Since emergency incident assignments cannot be scheduled or controlled administratively ahead of time, travel generally qualifies for pay.

But, what would life be without exceptions? Although most travel to an incident assignment *is* compensable, there are some conditions:

- Compensable travel time
- Noncompensable travel time

In Chapter 10 of the SIIBM, locate the Travel and Related Waiting Time section.

Find the answer to the following questions—is travel to prescribed fires compensable? Why, or why not? In general, you’ll receive pay for travel to and from an emergency incident and any related waiting time. Compensable travel time begins *either* when you:

- Report to a point of departure, OR
- Begin to travel from home

For example, if you meet your crew at your office in order to carpool to the incident, your point of departure is your office. Your actual travel time starts when you arrive at your office, *not* when you leave your home.

However, in some circumstances, travel *is* compensable starting from home—for example, if as a single resource you travel by airplane to the incident. Travel from your residence to the airport *is* compensable, along with time waiting in the airport and flight time.

But, there also can be noncompensable aspects to these travel scenarios.

Let’s use Sandy as our example again. Sandy gets a call from dispatch, packs up, and heads to an incident

assignment. She'll receive compensation for *most* of her travel time and related waiting time.

However, some circumstances in the following areas can make part of travel time noncompensable:

- Initial contact
- Getting ready
- Travel interruptions
- Eating during travel
- Commuting

Initial Contact

Travel time does NOT start when dispatch contacts you about your incident assignment. Again, travel time starts either when you report to your point of departure, or—if you need to travel to the incident directly from home—travel starts when you leave your residence.

Getting Ready

Here's another popular myth—you get two hours “on the clock” to get ready for your incident assignment. **WRONG.** You do not receive pay for the time you spend packing and otherwise preparing to leave home on assignment.

If dispatch sees an “available” status for you on its system, this indicates you are basically ready to deploy. Even if you need a little time, for example, to finish up last-minute things, you do not receive pay for that time. The two-hour allotment of time to get ready is one of the longest-standing urban legends in our business.

Travel Interruptions

Travel delays are compensable for “usual waiting time” such as:

- Making a flight connection
- Waiting in a terminal because of weather, mechanical issues, holiday traffic, and other unforeseen delays

For interruptions occurring during a normal tour of duty, the time is compensable except for meal breaks.

But for regular government employees, if the delay occurs outside base hours, you receive up to three hours of overtime pay—anything over that is not compensable because you can sleep, eat, or pursue personal activities—to a limited degree—while waiting.

Eating During Travel

The time you spend eating while traveling on a plane, chartered bus, or as a passenger in another type of vehicle is *compensable*.

The time you spend eating at an airport or stopping at a restaurant while driving is *noncompensable*—whether you have a travel delay or not. Because eating is a necessary part of travel, meal breaks even include when you buy food at a drive-through and keep on driving. Be sure to include meal breaks on

your time report for each day of travel.

Commuting

Compensable travel for an incident assignment includes one trip to the incident and one trip home. But, what happens if you live close enough to an incident to go home when you are off shift?

When food and lodging are available at the incident—even if it’s only a blanket on the ground and a prepackaged food ration—you will NOT receive pay to travel to and from the incident. If you choose to commute even without pay, you must FIRST have approval from your incident supervisor.

In Chapter 10 of the SIIBM, locate the Travel and Related Waiting Time section.

Find the answer to the following question—if you have to travel from an incident sleeping facility to your on-shift work location—such as to the fireline, a dispatch office, or a buying team location—is that travel time compensable?

Match each travel description to the term describing if you receive pay for that time or not. You may use each term more than once.

- | | |
|------------------|--|
| • Compensable | Traveling to a prescribed fire |
| • Compensable | Driving to the airport to take a flight to your assignment |
| • Compensable | Eating a sack lunch while riding in your crew bus |
| • Noncompensable | Traveling from home to the office to carpool with your crew |
| • Noncompensable | Stopping for a burger while driving to an incident |
| • Noncompensable | Waiting in the airport 15 hours after your scheduled Departure |

When you are on shift at your incident assignment, you are on the clock. In other words, you receive pay for those hours—on-shift time is pay status. But, what about the rest of the day and night? Do you get paid for those hours?

Sometimes time is compensable, and sometimes it isn’t. In effect, time has pay provisions of its own—we’ll call them time provisions, and they include:

- Ordered standby
- On call
- Off shift
- Meal periods

You are on *ordered standby* when a supervisor directs you to remain at a specific location, fully outfitted and ready for immediate dispatch.

You must document the ordered standby clock hours on your time report, just as you do for work and travel time. Also, like work and most travel time, meal breaks are *noncompensable* on ordered standby.

Ordered standby locations can vary. But common to all, there are limitations on your personal activities, such as taking a nap or other off-shift pursuits. For example, a crew waiting on the side of a road to go to their next position could be on ordered standby.

If you are on call, you are off shift. So, on-call time is *noncompensable*.

On-call and callback provisions typically apply when an incident assignment is at a home unit, such as for individuals who work at warehouses, caches, or dispatch.

Usually if you are on call, you are within a reasonable callback radius of your duty station. Sometimes people leave a telephone number or carry an electronic device so contact is possible.

On-call individuals can sometimes make arrangements for another person to fill in for them, if necessary.

We talk about callback provisions later in this topic.

You are off shift when you are sleeping, eating, or—to a limited degree—pursuing other personal activities. And, off-shift time is *noncompensable*.

Sometimes an IC may close incident camps, thereby restricting you to stay within camp boundaries, even during off-shift time. Off-shift time at closed camps is also *noncompensable*.

Also, typically days off are *noncompensable*. For example, if you are a regular government employee and your incident assignment is at your home unit, you will receive your regular *noncompensable* days off, when possible.

Casuals do not receive pay for days off at their point of hire. But, casuals receive eight guaranteed hours of pay for days off at any other incident location. More about days off a bit later in the module—stay tuned.

You usually do *not* receive pay for the time you spend eating while on incident assignment. But, personnel must take a 30-minute meal break periodically, even though it's noncompensable.

Generally speaking, examples of compensable meal time include:

- Mission-critical work not allowing you to take a break
- Critical personnel positions such as being the one and only radio operator at a camp
- Traveling on a plane, bus, or vehicle to an incident

Remember, you must document all compensable meal breaks on your time report.

Match each time provision description to the term describing if you receive pay for that time or not. You may use compensable and noncompensable more than once.

- | | |
|---------------|---|
| • Compensable | Days off for casuals while on incident assignment |
| • Compensable | Eating while you work when your work is operation |

however, is *compensable* if it falls within your regular guaranteed work hours.

Your total pay entitlement for a medical treatment day cannot exceed your actual hours worked or your guaranteed hours, whichever is greater.

If you accompany someone to a medical treatment facility, *all* of the time you spend traveling and at the facility is *compensable*.

If your IC determines there is inadequate food or lodging available at the incident, nonexempt regular government employees and casuals are in pay status until the IC team can resolve the inadequacies. This includes time spent working, sleeping, and eating. So, it's possible to have 24 hours of compensable time!

However, adequate lodging can be as simple as a:

- Sleeping bag—paper or cloth
- Blanket or other basic covering

Adequate food includes meals ready to eat (MREs), sack lunches, and hot cans or similar large-quantity canned meals.

The IC must sign all time reports to confirm the inadequate food or lodging situation.

The callback provision does not apply when you're assigned to an incident. The callback provision may apply to someone at the home unit, such as a dispatcher. For example, a dispatcher goes off shift and heads home. Then, the dispatcher receives a call to come back to dispatch a crew.

The minimum amount of compensable time the dispatcher receives in that situation is two hours, even if dispatching the crew only takes half an hour.

Regular government employees who become sick or ill while on incident assignment are placed in leave status. (Of course, employees are not entitled to compensation if the sickness occurs outside the individuals' tour of duty.)

Casual employees do not receive sick pay, *per se*. They simply receive their guaranteed hours for each calendar day held at the incident.

State employees follow their own state pay provisions, but most state employees have sick pay.

Hazard pay is additional compensation for duty involving physical hardship or hazard when the situation is unavoidable.

General Schedule (GS) federal employees sometimes receive hazard pay at the rate of 25% of their base pay for all pay status hours in a calendar day. Typically, GS employees don't work in hazardous environments so their regular pay doesn't take hazardous conditions into account.

Criteria for entitlement to hazard pay include:

- Fire fighting
- Limited control flights

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- Groundwork beneath a hovering helicopter
- Work in extremely rough and remote terrain

You must label time that qualifies for hazard pay with an “H” on your time report.

Prevailing rate federal employees—also known as wage grade (WG) employees—sometimes receive additional pay for exposure to various hazardous working conditions or physical hardships. The individual’s position, as well as the type and length of exposure, determine the amount of environmental differential pay. And typically, you receive additional pay only for the time of exposure. Your SIIBM includes a lot of detail on this subject.

The following situations typically qualify for environmental differential pay:

- Fire fighting
- Limited control flights
- Groundwork beneath a hovering helicopter
- Exposure to hazardous weather or terrain
- High work

You must label time qualifying for environmental differential pay with an “E” on your time report and include the payment percentage.

Regular government employees’ positions are either exempt or nonexempt. Classifications are important when it comes to determining overtime pay. For *fire* incidents, all classifications receive full overtime pay.

But for *all hazard* incidents, the classifications sometimes change as follows—nonexempt employees retain their nonexempt status regardless of the work they perform. And, they receive overtime pay at the rate of 1.5 times their base pay rate. All prevailing rate (WG) employees are nonexempt. Exempt employees’ status can change depending on the work they perform at the incident.

Job titles are particularly important on time reports so your home unit can clearly identify an employee’s exemption status. The SIIBM includes a lot of detail on this subject, including a listing of exempt and nonexempt positions.

There’s nothing quite like an all-inclusive “other” category, is there? You really have to pay attention to the details.

Identify TWO correct statements about the various “other” pay provisions.

- Supervisors receive pay for time they spend planning.
- Casuals do not receive holiday pay while on incident assignment.
- Only your travel time is compensable if you accompany someone to a medical facility.
- GS employees sometimes receive environmental differential pay.
- Prevailing rate employees sometimes receive hazard pay.
- Two types of employees sometimes receive additional compensation for working in hazardous conditions—GS employees and prevailing rate (WG) employees.

Identify FOUR reasons a GS employee can receive hazard pay.

- Ground work under a hovering helicopter
- Limited control flights
- Firefighting on an uncontrolled fire
- Rough and remote terrain
- High work
- Exposure to hazardous weather

Match an employee type with each pay provision. You may use each employee type more than once.

- | | |
|-------------------------------|--|
| • Regular government employee | Compensated for overtime |
| • Regular government employee | Can have spot changes to their tour of duty |
| • Casuals | Compensated for days off away from point of hire |
| • Casuals | Do not receive differential pay |
| • Both employee types | Can be put on ordered standby |
| • Both employee types | Have noncompensable meal breaks |

In this topic, we ran through the four pay provision scenarios:

- Tour of duty
- Travel
- Time
- Other

Keeping track of personnel time on incident assignments is important for a number of reasons. They include ensuring we meet—for every individual—the requirements for proper work to rest ratio, driving time limits, length of assignment, and days off.

Also, incident personnel receive *pay* based on time records. So, records need to be accurate and include the detail necessary to justify compensable hours as well as rate of pay.

In this topic, we look at *who* participates in tracking personnel time, as well as the specific *forms* we use, including:

- Crew Time Report (CTR)—SF-261
- Emergency Firefighter Time Report—OF-288

Tracking incident personnel time is a two-step process, involving:

- Timekeeping
- Time recording

For the initial step—timekeeping—a crew time report documents time employees spend *on shift* while on incident assignment. If you are a single resource, you may fill out CTRs yourself. In many cases, supervisors complete CTRs for the entire crew, team, or unit.

Time recording occurs when a designated individual reviews CTR submissions and then transfers—or records—the time from each CTR onto individual Emergency Firefighter Time Reports (OF-288s).

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Larger incidents often have designated personnel time recorders completing this step. On smaller incidents, other personnel may complete the time recording duties.

In Chapter 10 of the SIIBM, locate the Personnel Timekeeping/Recording section and then the subsection on Responsibilities.

This section provides additional detail about timekeeping and time recording responsibilities on large, fully staffed incidents. Again, for smaller incidents, you may have fewer people covering these responsibilities.

Please read this section to further your understanding. Then, answer the following question—for larger incidents, who has the primary responsibility for ensuring daily completion of all personnel time recording documents?

The only clock hours included on crew time reports and emergency firefighter time reports for incident personnel are for the time they spend *on shift*.

On-shift time includes time personnel spend:

- Working
- Traveling
- On *ordered standby*

Conversely, the *off-shift* time NOT documented on the forms includes:

- Eating—except for infrequent compensable meal breaks
- Sleeping
- Activities of a personal nature

When travel to and from an incident takes you across time zones, continue to record time in the clock hours of the first time zone until you are off shift for the day. The time you lose or gain will even out on the return trip.

For example, a finance team starts traveling at 0700 Mountain Time in Denver, Colorado, toward an assignment in California. They stop for the night about 11 hours later near Las Vegas, Nevada—on Pacific Time.

To log the clock hours for this scenario, record all time for the first day as if it were all Mountain Time. Then the next morning, record the travel time in Pacific Time clock hours.

The CTR is the *preliminary* document used to document on-shift time for crews as well as single resources while on incident assignment.

Whether an individual or a supervisor completes a time report, everyone needs to know what good timekeeping looks like so they can verify the accuracy of their own information.

Either an individual or a supervisor must prepare CTRs for each operational period and turn in the *signed* forms daily. Daily submission is critical to ensure:

- Timely monitoring of excess shifts so mitigation can occur on the next shift
- Accurate reflection of incident costs to assist with incident cost containment

In the SIIBM, locate and read the Timekeeping/Recording Procedures and Crew Time Report, SF-261 sections.

Then, answer the following question—do we *file* CTRs by crew or by individual?

As the name implies, the crew time report tracks time by *crew* name and number. Single resources track time by position and resource number.

The person completing a CTR also needs to know the pay classification—GS, WG, AD, and so on—of individuals whose time they include on the form. Pay classification is important, since the related pay provisions and regulations basically drive how you complete the time section of a CTR for each individual.

A crew time report has the following main sections:

- Identification blocks
- Time blocks
- Remarks block
- Signature blocks

- Changes in crew composition—discharges, quitting, injuries, replacements, or transfers

Crew time reports must ultimately have two signatures at the bottom, including signatures of the:

- Officer-in-charge
- Person posting time to the Emergency Firefighter Time Report (OF-288)

BEFORE you turn a CTR into a time recorder, you must have a supervisor sign the form and provide his or her title or position code.

However, the name of the signing supervisor CANNOT appear elsewhere on the form. So, crew bosses cannot sign CTRs for their own crews. And, employees definitely cannot sign their own forms.

Once a time recorder posts the CTR time to the emergency firefighter time report(s), the time recording official signs and dates the CTR at the very bottom of the form as well.

You are S. Burns, engine crew supervisor, from the Blackwell Ranger District. You are assigned to the Sun Creek Fire, Vale District BLM, incident number OR-VAD-092. You are a regular government employee, GS category.

On August 8, you attend the briefing at 0600. You leave the incident camp with A. Brown (GS), engine crew member, at 0630 to head out to the uncontrolled fireline. At 1030, R. Wyatt, a WG employee, joins you. R. Wyatt traveled from 0700 to 0930 and ate breakfast before leaving at 1000 to join you. You recall that working on an uncontrolled fire entitles GS employees to hazard pay and WG employees to environmental differential pay.

You return to the incident base at 1900 and are off shift. Everyone on the engine was unable to take a meal break while on the fireline due to the critical area in which you were working.

Now, see if you can put the pieces of this CTR puzzle together.

Match each incident detail with the block on the CTR where it belongs.

- | | |
|------------------------------------|--|
| • S. Burns, A. Brown, and R. Wyatt | Name of Employee column |
| • Blackwell Ranger District Engine | Crew Name |
| • Vale District BLM | Office Responsible for Fire |
| • OR-VAD-092 | Fire Number |
| • GS | Classification for S. Burns and A. Brown |

Identify FOUR correct details you would also need to include on the CTR for the Sun Creek Fire scenario. Again, click the Back button to review the scenario if necessary.

- An H in the Remarks No. column for S. Burns
- An E in the Remarks No. column for S. Burns
- An E in the Remarks No. column for R. Wyatt
- A reason for no meal breaks in the Remarks block
- A description of the hazard—uncontrolled fireline—in the Remarks block
- The signature of S. Burns in the Officer-in-Charge block

You are a qualified helicopter crew member (GS) from Casper, Wyoming. You are called out, as a single resource, to join a helicopter module at the Luck Ridge Fire (CO-ARF-192) in the Arapaho-Roosevelt National Forest in Colorado.

You begin driving to Colorado at 6:00 a.m. on July 16. You arrive at the fire at 10:00 a.m., check in, and start work.

At 1:00 p.m., you take a half-hour lunch break. From 3:00 to 3:30 p.m., and under a hovering helicopter, you help load some supplies to be flown to the fire. But, you don't mind because you recall that working in these conditions entitles you to hazard pay for the entire operational period. Your shift ends at 7:00 p.m.

Identify THREE correct statements relating to completing a CTR for the scenario. Click the Back button to review the scenario if necessary.

- Put an H in the Remarks No. column for the times you list on this CTR.
- Detail your on-shift time as 0600 to 0700 with a half-hour lunch break.
- Write your own name in the Crew Name block of the CTR.
- Put a T in the Remarks No. column for the hours you traveled.
- Do not place any comments in the remarks block of the CTR.

Once a time recorder transfers CTR information to an Emergency Firefighter Time Report (OF-288)—and a finance official certifies accuracy with a signature—the OF-288 becomes an individual's official document for:

- Time reporting
- Pay generation

The OF-288 is a very important document.

The incident finance area prepares OF-288s for regular government employees—GS, WG, and so on—when they arrive at the incident.

The SIIBM contains a lot of additional detail about the OF-288. In Chapter 10, and locate the Emergency Firefighter Time Report, OF-288 section. Notice the two subsections—one pertaining to Regular Government Employees and one for Casuals.

Skim the section, and answer the following question—where in the SIIBM can you find additional detail about actually completing the OF-288 for regular government employees and casuals?

Every individual on assignment has an OF-288 on file in the incident's time unit or finance area. This is the official record of an individual's on-shift hours and the document ultimately leading to the generation of each person's paycheck.

An emergency firefighter time report has the following main sections:

- Employee identification blocks
- Fire location identification blocks
- Pay and time blocks

- Commissary and other blocks
- Signature blocks

You are S. Burns again—the engine crew supervisor from the Blackwell Ranger District. You and your crew are getting ready to head home from the Sun Creek Fire.

However, before anyone on the crew can go through demobilization, you need to review all of the crew's Emergency Firefighter Time Reports (OF-288s), including your own.

Turn to Chapter 10, Section 13.6 in your SIIBM and locate your OF-288.

You want to make sure you receive hazard pay for the hours you spent fighting the uncontrolled fire. Refer to the OF-288 in the SIIBM to answer this question.

Look for hours on your OF-288 indicating HAZARD pay. You will receive hazard pay for a total of

- 63 hours
- 4 hours
- 60 hours
- 33 hours

Now, check over the rest of your own emergency firefighter time report.

Identify THREE correct statements about your OF-288.

- You see evidence of a time officer approving the accuracy of each date range.
- A checkmark is missing in one of the Initial Employment block boxes of your OF-288.
- Your OF-288 correctly identifies you as a Firefighter Type 2 (FFT2).
- The name of the fire is incorrect.
- Money will be deducted from your paycheck for some commissary purchases.
- The time unit leader has not yet approved your OF-288.

Before crews or individuals demobilize or transfers to another incident, they MUST close out their OF-288s.

To close out an OF-288:

- Crew bosses and individuals review for accuracy
- Time unit leader reviews for accuracy
- Time unit leader MUST sign at the bottom
- Employee MUST sign at the bottom

For REGULAR GOVERNMENT EMPLOYEES, the time unit gives the *original* and *employee* copies to the individual to take to the home unit. For CASUALS, the time unit processes the OF-288 per hiring agency policy. The incident retains a *file* copy.

The emergency firefighter time report is your most important document. And, it is NOT official until you

completely close it out.

Identify THREE correct statements about closing out an OF-288.

- All employees must review their own OF-288.
- All employees must sign their own OF-288.
- Only casuals need to sign the OF-288.
- An OF-288 is not official until an authorized time officer signs at the bottom.
- An employee's final travel time must always be on the OF-288 before closeout.
- Casuals hand carry their OF-288s to their home unit.

In this topic, we:

- Differentiated timekeeping from time recording
- Described personnel responsibilities during timekeeping and time recording
- Defined recorded time periods
- Explained how to record time when time zones are crossed
- Explored the Crew Time Report (CTR or SF-261), block by block
- Explored the Emergency Firefighter Time Report (OF-288), block by block
- Described important considerations for closing out an OF-288