

DIVS Reminders for CTRs and Shift Tickets

Things to look for when approving Crew Time Reports (CTRs):

- Simple Stuff. Is the date on it (**this is the #1 mistake**)? Does the time have a start and stop? Is their name and resource order number on it?
- Justify hazard pay in the remarks. Valid justifications include: “Firefighting”, “Limited controlled flights”, “Ground work beneath hovering helicopter” or “Work in rough or remote terrain”.
- Ensure that lunch breaks are being shown. The yellow book requires one meal break of 30 minutes per shift (8 hours or more) and two are preferred. Operations can make the decision that it is critical to the effort of controlling the fire that tactical resources on the fireline stay at their post during meal breaks. This must be documented on the CTR remarks and signed by the Operations Section Chief in addition to the Division Supervisor.
- Make sure your signature is legible. This way if the time recorder knows who they can talk to if they have questions on the CTR.
- Write out each crewmember name on the CTR. While we understand that writing John Doe +19 is easier for the crew bosses; it ensures that we have all the personnel properly rostered, clarifies crew swaps and in the case of audits/investigations it is the official back up document for the OF-288.
- Check the fire code written on the CTR. For various reasons the fire code can change as an incident progresses (merging incidents, reporting errors, FEMA billings, converting from an ABCD Misc code to a specific code, etc.). It is also important for our State/Local cooperators.

Things to look for when approving shift tickets:

- Recording actual work hours. Although most equipment is paid a daily rate, it is important for contractors to put their actual work hours so that incident supervisors can monitor work/rest and mitigate fatigue.
- Showing lunch breaks. This ties into the last bullet, but just because the person is a contractor doesn’t mean they shouldn’t also take and show their breaks.
- Unusual events or mechanical breakdowns noted in the remarks. This is sometimes the only record of events occurring and can be critical information in regard to the contract conditions.
- List the names of all operators. This can not only help track operator swaps, but on many contracts the number of operators affects the pay rates.
- Recording start and ending odometer readings (if applicable). Again this is required by some contracts (i.e. pickups, transports) to verify the daily mileage and to prevent accidental duplications or missing entries.
- Make sure both operator and supervisor signatures are legible. This way if the time recorder knows who they can talk to if they have questions on the CTR.

Also is their E# on the top?

Thank you! - Finance Section