



Line Manual

Finance Related Forms



Crew Time Report

The Crew Time Report or CTR reports your time to the Finance Section. The form has boxes numbered 1 thru 15.

1. **Crew Name** - The crew name should be identical to the name on your resource order. If your resource order lists you as MIFC #1, you are not Minnesota #1 or Superior #1.
2. **Crew Number** - Again, the crew number is the resource order number, not a part of your name. If you are reassigned to a new fire, your crew number will change.
3. **Office Responsible for Fire** - For a state fire, it is the Area Forestry office name (Brainerd Area). For a federal fire, it is the name of the Forest (Superior NF) or Refuge or....
4. **Fire Name** - The fire name is what is on the resource order. If you were ordered as part of a complex or ABC Misc, you may need to note the individual fire name that you are working on. When in doubt, ask questions. Note the individual fire name in this box or in remarks.
5. **Fire Number** - The fire number refers to who is responsible for the fire. A fire number will look like this

CA-SQF-0356 and indicate that it is California - Sequoia National Forest - and their 356th fire. It is not a P code.

6. **Remarks No** - In the Remarks No. box, you will list H for hazard pay (and explain what the reason for H pay is), T for travel, E for environmental differential by the individual name who gets it. Any other remarks can be listed as a number in the box and explained in the Remarks section below. This box references the remarks box near the bottom of the form, where you must explain the code.

7. **Employee Name** - Use the name listed on the manifest or resource order. Do not use nicknames or shortened names.

- On the first day, list all names on the CTR.
- On second and subsequent days, you may write your name + # firefighters - *if you all worked the same hours*. Individuals who worked different hours than the crew should be listed by name and hours worked.

Individuals who receive special pay (ie -hazard), must be individually listed.

8. **Classification** - Classification relates to how you will be paid. It should be GS for federal regular, WG for federal wage grade, AD for federal casual or the three letter state identifier (MNS) for a state regular.

9/10. **Date** - Use the month/day format with no year. Hours should be in military time (1800 instead of 6:00 pm). You must show a lunch break of 1/2 hour, unless you were told not to take a lunch break by you supervisor.

11. **Remarks** - In this section, you explain the time above. If you are showing no meal break taken, it has to meet **all** of the following three criteria:

The fire is not controlled.

and the Operations Section Chief makes the decision that it is critical for personnel to remain on the line and continue to work.

and the compensable break is approved by the Line Supervisor of the crew or engine.

If you showed hazard in section 6, you must list one of the acceptable reasons. Two common reasons are:

Hazard Pay - Working on an uncontrolled fire line.

Hazard Pay - Attaching external loads to a hovering helicopter

On the next pages are several examples of CTR's.

(1) CREW NAME MFC 12		(2) CREW NUMBER C-09
(3) OFFICE RESPONSIBLE FOR FIRE Superior National Forest	(4) FIRE NAME Green Fire	(5) FIRE NUMBER MN-SUF-0123

(6)	(7)	(8)	(9)		(10)	
RE MARK S NO	NAME OF EMPLOYEES	CLASSIF ICATION	DATE 8/08/11		DATE 8/08/11	
			MILITARY TIME		MILITARY TIME	
			ON	OFF	ON	OFF
	Janet Leader	MNS	0600	1200	1230	1830
H	Robert Lewis	GS	0630	1200	1230	1830
	Thomas Casual	AD-C	0630	1200	1230	1830
	Geoff Peterson	MNS	0630	1200	1230	1830
	Candace Thompson	AD-C	0630	1200	1230	1830
	Kenneth Horbison	AD-C	0630	1200	1230	1830
H	Kent Arnold	GS	0630	1200	1230	1830
1	Allen Slash (SQDB)	AD-D	0600	1830		
1	Pamela Stihl (FALB)	AD-F	0600	1830		
1	John Jonsrud (FALB)	AD-F	0600	1830		
2	Clara Barton (EMTB)	AD-G	0600	1200	1230	2200
2	James Holt	MNS	0600	1200	1230	2200
T	Mark Winsted	AD-C	1600	2200		

(11) Remarks H = Hazard Pay - Uncontrolled Fireline

T = Travel time, Winsted will replace Holt. Holt will domob 8/9/10

1. Slash, Stihl and Jonsrud were assigned to work with Wisconsin 1

to assist with burnout. No lunch break was take at request of Ops.

2. Holt was injured and taken to emergency room at 1300. Barton

stayed with him and returned to camp at 2200.

(11) OFFICER-IN-CHARGE (SIGNATURE)

Robert Michael

(13) TITLE

DIVS

(14) NAME (Person posting to Emergency Time Report)

(15) DATE

[illegible]

[illegible]

(11) Remarks	
1. Horbson was assigned to FALB at request of DIVS Miichel. He is red carded as a FALB. Please change employment from AD-C to AD-F.	
2. Thompson became ill and returned to camp. Guaranteed 8 hours.	
(11) OFFICER-IN-CHARGE (SIGNATURE)	(13) TITLE
Robert Miichel	DIVS
(14) NAME (Person posting to Emergency Time Report)	(15) DATE

Injuries/Accidents

In the event of a serious accident or injury or potential claim, follow these steps.

1. Provide for the safety of your crew and any injured parties.
2. Document what has happened, the conditions that exist, note the time of day, the weather conditions and the names of witnesses. Note the Division you are on, the name of your supervisor that day, and what your assignment was that put you at the location of the accident. Note anything unusual. **Write it down.**
2. Gather statements from your crew members on what they saw....even if it is to document that they were sleeping and did not see anything. Have them write it on a general message form or plain paper. Have them print their name, home phone number and home address, sign it and date it. Have them use a pen if possible. Make sure to collect statements from everybody on the crew who was present.
3. Take pictures of damage or the effects of the accident. Draw out diagrams to help explain what happened while you are on site. Don't wait for later or trust that someone else will take pictures.
5. If you are asked to turn over statements or documentation to an investigator, keep a copy for your files. Ask the investigator for a business card or get their contact information.
6. If you feel that it could be a potential claim against the government, **do not advise anyone to file or not to file a claim.** If asked about a claim, be polite, but direct the person to the Finance section.
6. If it is a serious accident or injury, do not leave the site until you have been released. Notify your fireline supervisor of the situation. **Never use names of victims on the radio.**

Motor Vehicle Accidents

1. You will need to document the accident. On a federal incident, document the accident with the SF-91, Accident Report form. If it is a State incident, you will use the Minnesota Motor Vehicle Accident Report (PS 32001). If you have an accident with a state vehicle on a Federal fire, fill out both forms.
2. The Minnesota Motor Vehicle Accident Report form must be filled out for all accidents with over \$1000 in damage or injuries or death to the parties involved and mailed to the address on the form.
3. The DNR Employee/Equipment Injury/Accident Investigation form must also be filled out for **ANY** accident or injury and should be filled out for near misses. It must be FAX'd to the nearest Regional MR office (or MIFC if out of state) within 48 hours. Completion of the
4. The State of Minnesota is self-insured for motor vehicles and has a self-insured identification number of A-1046. This number is referred to as the evidence of insurance for accident reporting or exchanging information with private parties.
5. If you are in an accident at an incident, no matter how minor, you must let your Incident Supervisor know. Compile a list of names of witnesses, other involved people, and make a complete and factual report of what you saw happen. Describe the damage, time of day, weather conditions, road conditions and include maps, sketches or photographs of the scene or the damaged equipment.
6. Make sure to keep a copy of anything you acquire for your records. If someone wants what you have done, make a copy for yourself.

Injury Forms

If one of your crew members gets injured or is ill:

1. If the injury is minor and can be treated by the Medical Unit (ie blisters, small cut, cold symptoms), no paperwork is usually needed unless employee wants to document it.
2. If the injury is more serious and needs more advanced care, follow directions of Finance Section and/or the Medical unit. Make sure the proper form is completed. Use a CA1 for a traumatic injury and a CA2 for an occupational disease.
3. If the injury is serious with need for repeated visits to the doctor or a hospital stay, it will need to be covered under Workman's Compensation. Again, you will follow the directions of the Finance Section for proper forms.
4. If the injured party is a Federal Employee, Regular or Casual (AD) complete a CA-1 (Traumatic injury) or CA-2 (Occupational Disease). If it is a traumatic injury, a CA-16 will be issued to authorize medical care. It is less clear with a CA-2 and may require the employee to pay with their personal insurance.
5. If the employee is a Cooperator (State, County or City employee), you should fill out a form specific for the agency that is processing the payroll. For example, if the employee is a MN DNR employee, the state will pay for the medical care of a serious injury under Workman's Compensation. The state will need the MN First Report of Injury to process the claim. If it is a city or county employee and they are going through the MNDNR for payroll, they are MNDNR employees and will fill out State forms. If you don't have the proper form with you, contact MIFC dispatch at 218-327-4558 and they can FAX a form to you. If you have to, fill out a CA 1 or CA2 to document the injury or illness.

Shift Ticket

The shift ticket is filled out by the equipment supervisor (not operator) to document the use of the equipment on an incident. Traditionally, the operator will do the shift ticket and hand it to the supervisor for signature. While this does work, the supervisor must understand that they are responsible for what is put on the shift ticket.

Like the Crew Time Report, each box is numbered.

1. **Agreement number:** The agreement number is located on the contract. If you are supervising a piece of equipment, get a copy of the contract from Finance.
2. **Contractor:** This is the official name of the company, not the contractor's or the operators personal name.
3. **Incident or Project Name:** The fire name is what is on the resource order. If the equipment was ordered as part of a complex or ABC Misc, you may need to note the individual fire name that you are working on. When in doubt, ask questions.
4. **Incident Number:** The Incident number refers to who is responsible for the fire. A fire number will look like this **CA-SQF-01356** and indicates that it is California - Sequoia National Forest - and their 1356th fire. It is not a P code or other payment code
5. **Operators Name:** The name of the person operating the equipment. This is important to know for work/rest guidelines.
6. **Equipment Make:** This refers to the name of the manufacturer. Examples are John Deere and Ford.

7. **Equipment Model:** Self Explanatory.
8. **Operator Furnished by:** Refer to the contract, but know that it is usually provided by contractor.
9. **Serial Number:** The serial number on the machine must match the contract. As a fireline supervisor, it is your responsibility to make sure it does. A contractor may bring available equipment to a fire and not have it on the contract. It is easy to add to the contract if caught early.
10. **License Number:** If applicable, insert it in the box.
11. **Operating Supplies Furnished by:** Refer to the contract, but furnished means *who pays*. The government may provide access to supplies, but then charge the cost back.
12. **Date:** Self-explanatory.
13. **Equipment Use:** Read the contract. **Circle** the appropriate unit of measure that was worked. Start and Stop times will be written in for all work rates, to provide documentation for work-rest guidelines. Be sure to show meal breaks for work-rest guidelines, even if the equipment is on a daily rate. Some contracts have multiple rates, for example, a transport with an hourly rate and a mileage rate. Document the mileage beginning and end totals if the rate is miles. Use the whole box to document what the contract calls for and the equipment worked.
14. **Remarks:** Put in anything to explain or document the piece of equipment. **Put in the E number here** (or elsewhere, just make sure it is on the shift ticket), breakdowns, or other issues.
15. **Equipment Status:** Unless you know that the piece of equipment has been released or withdrawn, check *under agreement*.

Have the contractor or operator sign the shift ticket and you sign and date it. If your signature is difficult to read, print your name under it or your position on the incident.

EMERGENCY EQUIPMENT SHIFT TICKET				
NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspection.				
1. AGREEMENT NUMBER 341-09-0005		2. CONTRACTOR (name) Eager Construction Company		
3. INCIDENT OR PROJECT NAME Blue Turtle Fire		5. OPERATOR (name) Thomas/Robert Kinkaid		
4. INCIDENT NUMBER MN MNS 341005		6. OPERATOR FURNISHED BY ☒ CONTRACTOR ☐ GOVERNMENT		
6. EQUIPMENT MAKE John Deere		7. EQUIPMENT MODEL 450G		
8. SERIAL NUMBER 1JD4502345		10. LICENSE NUMBER N/A		
12. DATE MO/DAY/YR		11. OPERATING SUPPLIES FURNISHED BY ☒ CONTRACTOR (wet) ☐ GOVERNMENT (dry)		
START STOP WORK		13. REMARKS (released, down time and cause, problems, etc.) E-17 Operator change to Robert Kinkaid at 1200		
4/18/11 0700 1200 5				
4/18/11 1230 1830 6		15. EQUIPMENT STATUS ☒ a. Inspected and under agreement ☐ b. Released by Government ☐ c. Withdrawn by Contractor		
		16. INVOICE POSTED BY (Re-order's initials)		
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE Robert Kinkaid		18. GOVERNMENT OFFICER'S SIGNATURE Robert Michael		19. DATE SIGNED 4/18/11

65M 7540-01-119-9029
60297-103

OPTIONAL FORM 257 (Rev. 7-83)
USDA/USFS

Remember, boxes 1 through 12 are contract based. You will need a copy of the contract to properly supervise a piece of equipment. Ask for a copy from Finance.

- Verify that the piece of equipment is under contract and is the lowboy that brought it under contract. Often a contractor will change equipment over the life of a contract and may accidentally bring equipment that is not under contract. If that happens, get it off the fire until it is properly under contract—notify your supervisor.
- Physically confirm the serial number matches from the contract to the piece of equipment.
- Show all meal breaks and down time. Sitting on an idling piece of equipment is not working. Show a break unless directed by the DIVS/Operations to continue working.
- Note: Even with a daily rate, note the start and stop time.

EMERGENCY EQUIPMENT SHIFT TICKET					
<small>NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.</small>					
1. AGREEMENT NUMBER 341-09-0005		2. CONTRACTOR (name) Eager Construction Company			
3. INCIDENT OR PROJECT NAME Blue Turtle Fire		4. INCIDENT NUMBER MN MNS 341005		5. OPERATOR (name) Robert Kinkaid	
6. EQUIPMENT MAKE John Deere		7. EQUIPMENT MODEL 450G		8. OPERATOR FURNISHED BY ☒ CONTRACTOR ☐ GOVERNMENT	
9. SERIAL NUMBER 1JD4502345		10. LICENSE NUMBER N/A		11. OPERATING SUPPLIES FURNISHED BY ☒ CONTRACTOR (wet) ☐ GOVERNMENT (dry)	
12. DATE MO/DAY/YR		13. EQUIPMENT USE HOURS/DAY (circle one) WORK SPECIAL		14. REMARKS (released, down time and cause, problems, etc.) E-17	
14/19/11 0700 1200				Released at 1830, end of shift	
14/19/11 1230 1830 1				15. EQUIPMENT STATUS ☐ a. Inspected and under agreement ☒ b. Released by Government ☐ c. Withdrawn by Contractor	
				16. INVOICE POSTED BY (Recorder's Initials)	
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE Robert Kinkaid		18. GOVERNMENT OFFICER'S SIGNATURE Robert Miichel		19. DATE SIGNED 4/19/11	
<small>USA 7540-01-115-9638 50297-102</small>  <small>OPTIONAL FORM 957 (Rev. 7-99) 50297-102</small>					

This is an example of a piece of equipment on a daily rate. Note that the hours worked are still listed. It is being released and the status box is checked and a remark is in the remarks box.

All shift tickets are **supposed** to be written by the fire supervisor in charge of the piece of equipment....in this case Miichel. The pink and blue copies go to Finance, the yellow copy to the contractor and the white copy is for the fire supervisor.