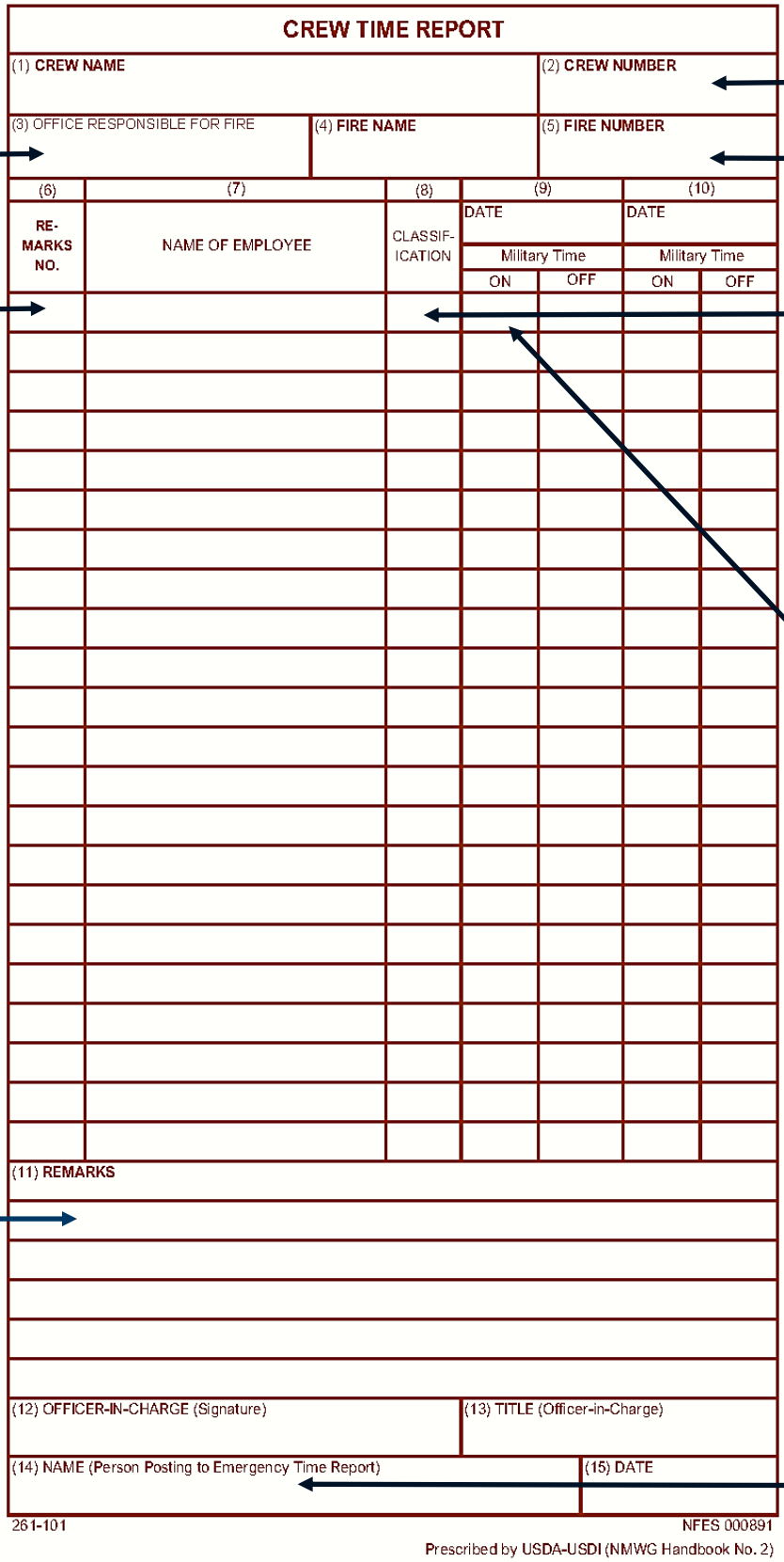
How to Fill Out a Crew Time Report



CREW TIME REPORT

(1) CREW NAME | (2) CREW NUMBER

(3) OFFICE RESPONSIBLE FOR FIRE | (4) FIRE NAME | (5) FIRE NUMBER

(6) RE-MARKS NO.	(7) NAME OF EMPLOYEE	(8) CLASSIF-ICATION	(9) DATE Military Time ON	(9) DATE Military Time OFF	(10) DATE Military Time ON	(10) DATE Military Time OFF

(11) REMARKS

(12) OFFICER-IN-CHARGE (Signature) | (13) TITLE (Officer-in-Charge)

(14) NAME (Person Posting to Emergency Time Report) | (15) DATE

261-101 NFES 000891

Prescribed by USDA-USDI (NMWG Handbook No. 2)

Incident Number = XX-XXX-XXXXXX

Crew Number = Enter resource order number

Fire Number = Financial Code – P-Code or CC2

Check with Finance

Remarks No. must correspond with Remarks section

Classification = type of employee you are:
- GS or WG = for federal
- AD-C = for appropriate AD Rate
- Other = for State or cooperator

(9) DATE 03/23/2026 Military Time ON	(9) DATE 03/23/2026 Military Time OFF	(10) DATE 03/24/2026 Military Time ON	(10) DATE 03/24/2026 Military Time OFF
08:00	12:00	08:00	12:00
12:30	16:30	12:30	16:30

Supervisor's signature - must be legible and include resource order #.