

How to Fill out an Emergency Equipment Shift Ticket

An instructional video on how to fill out a correct Emergency Equipment Shift Ticket is available on YouTube at: <https://www.youtube.com/watch?v=5mXAr3Q91J0>.

Emergency Equipment Shift Ticket							
1. Agreement Number: 19-FI-XX-XXXX		2. Contractor/Agency Name: ABC Company			3. Resource Order Number: E-127		
4. Incident Name: Diamond Fire		5. Incident Number: XX-XXX-XXXXXX			6. Financial Code: PXXXX		
7. Equipment Make/Model: Ford F550		8. Equipment Type: T6 Engine		9. Serial/VIN Number: only the last 6 of VIN		10. License/ID Number: license # / asset # / home unit identifier	
11. If applicable check and complete the following boxes. Use MILITARY TIME and/or real odometer reading.						12. Transport Retained? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Equipment							
13. Is this a First/Last Ticket? (Check if yes)		14. Miles <input type="checkbox"/> Hours <input type="checkbox"/>		Blocks 19-20 Special Rates, indicate type and quantity (ex: 1 Day)			
Mobilization <input type="checkbox"/> Demobilization <input type="checkbox"/>		(Applies to blocks 16-18 below)					
15. Date	16. Start	17. Stop	18. Total	19. Quantity	20. Type	21. Note Travel/Other remarks	
3-23-2026	08:00	16:30	8hrs				
	36,451	36,653	202 miles				
Personnel							
22. Date	23. Operator Name (First & Last)	24. Start	25. Stop	26. Start	27. Stop	28. Total	29. Note Travel/Other remarks
3-23-2026	John Doe 1	08:00	12:00	12:30	16:30	8 hrs	
	John Doe 2	8:00	12:00	12:30	16:30	8 hrs	
	John Doe 3	8:00	12:00	12:30	16:30	8 hrs	
30. Remarks – Provide details of any equipment breakdown or operating issues. Include other information as necessary.							
31. Contractor/Agency Representative (Printed Name) ABC Company employee printed name				32. Contractor/Agency Representative (Signature) ABC Company employee signature			
33. Incident Supervisor (Printed Name & Resource Order number) Supervisor printed name and RO #				34. Incident Supervisor (Signature) Supervisor signature			

Box 12 - if this is a dozer with transport and the transport is ordered to stay this must be checked to be paid
 Box 13 - check mob or demob if this ticket is for the mob day or the demob day only
 Box 14 - check if unit is paid by the miles or hours or both

OPTIONAL FORM 297 (REV. 5/2024)
 USDA/USDI