



OF-288 Sample for DOI Agencies

Employee Common Identifier: **Hired At:**

Ensure ECI is entered correctly in **Block 2**.

Ensure **Block 6** is entered with Unit Identifier.

Type of Employment:

Ensure **Block 4** is marked as "Casual" and not any of the other choices.

Casual Information:

Ensure name and complete address are legible.
(Does not change the casual's address for CPC records).

Fire name and fire code:

Ensure fire name and fire code in full cost string match (per Fire Code System).

Time Posting Columns:

◆ Post hours in military time.

◆ Post time in 15 minute increments with a 2 hour minimum.

◆ If shift passes through midnight from one day to the next, be sure to show ending time at 2400 and starting time on next day at 0001.
Example Column A Line 2 & 3.

Fire Number:

Enter incident order number.

*Cost accounting data may be shown in each column, in the **Remarks** section, or in the **Accounting Classification** section.

Firefighter Classification & Rate:

List AD Position Code, Class, & Rate in **Blocks 6 & 7** per the AD Pay Plan.

◆ Column A: example for THSP Position (See block 23).

◆ For Exception Positions, a copy of the Description of Duties is required for payment.

Commissary:

Corresponds to the date of transaction.

EMERGENCY FIREFIGHTER TIME REPORT												1. Identification Number F 5772040			
2. Social Security Number 123456		3. Initial Employment (X one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		4. Type of Employment (X one) <input checked="" type="checkbox"/> Casual <input type="checkbox"/> Regular Gov. Employee <input type="checkbox"/> Other		5. Transferred From		6. Hired At SD-RBA		7. Employee Has (X one) <input type="checkbox"/> Been Discharged <input type="checkbox"/> Out		8. Entitled To Return Travel Time (X one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Entitled To Return Transportation (X one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
ZIP CODE MUST BE ENTERED BELOW															
10. Name (First, Middle, Last)															
11. Street Address															
12. City															
13. State															
14. Zip Code															
15. Name															
16. Street Address															
17. City															
18. State															
19. Telephone No. (Include Area Code)															
<div>Example column for BIA</div> <div>Example column for BLM</div> <div>Example column for FWS</div> <div>Example column for NPS</div>															
1. Fire Name Lights Out				2. Fire Name Wesley				3. Fire Name Wesley				4. Fire Name Butte			
2. Fire No.				2. Fire No.				2. Fire No.				2. Fire No.			
3. Unit Code				3. Unit Code				3. Unit Code				3. Unit Code			
4. Fire Location ND				4. Fire Location Boise				4. Fire Location ID				4. Fire Location Crescent			
5. State				5. State				5. State				5. State			
6. Firefighter Classification THSP AD-C				6. Firefighter Classification WHHR AD-E				6. Firefighter Classification FFT2 AD-C				6. Firefighter Classification CAMP AD-A			
7. Rate \$17.60				7. Rate \$21.28				7. Rate \$17.60				7. Rate \$14.36			
8. Date and Time a. Year 2014				8. Date and Time a. Year 2014				8. Date and Time a. Year 2014				8. Date and Time a. Year 2014			
b. Day 04				b. Day 04				b. Day 04				b. Day 04			
c. Start 1000				c. Start 1200				c. Start 1200				c. Start 1200			
d. Stop 1200				d. Stop 2400				d. Stop 2400				d. Stop 2400			
e. Hours 2				e. Hours 12				e. Hours 12				e. Hours 12			
f. Rate 2				f. Rate 6				f. Rate 2				f. Rate 2			
g. Total Hours 22				g. Total Hours 22				g. Total Hours 22				g. Total Hours 22			
h. Gross Amount (Item 7 x Item 9) \$387.20				h. Gross Amount (Item 7 x Item 9) \$387.20				h. Gross Amount (Item 7 x Item 9) \$387.20				h. Gross Amount (Item 7 x Item 9) \$387.20			
i. Inclusive Dates				i. Inclusive Dates				i. Inclusive Dates				i. Inclusive Dates			
j. Time Officer's Signature				j. Time Officer's Signature				j. Time Officer's Signature				j. Time Officer's Signature			
k. Date Signed				k. Date Signed				k. Date Signed				k. Date Signed			
21. SHOW "H" FOR HAZARD PAY AND "E" PLUS % FOR ENVIRONMENTAL DIFFERENTIAL IN THE "HOURS" COLUMN FOR REGULAR EMPLOYEES.															
22. Commissary Record															
23. Remarks COL A: Camp Crew Squad Boss															
24. ADO Check Number and Stamp															
25. Employee (Signature) Either signed or unavailable for signature															
26. Time Officer (Signature) Tammy Timekeeper															

Signatures:

Ensure the **original** Time Officer signature (or signature stamp) is complete in **Block 26**.
Employee signature (casual) either signed or unavailable for signature in **Block 25**.

* Note: The agency specific column has been separated for each agency, BIA, BLM, FWS and NPS to better outline agency specific example codes.