



## OF-288 Sample for DOI Agencies

### Employee Common Identifier:

Ensure ECI is entered correctly in *Block 2*.

### Hired At:

Ensure *Block 1* is entered with Unit Identifier.

### Casual Information:

Ensure full legal name is legible in *Block 5*.

**Fire name and fire code:** Ensure Incident Name and Fire Code (*Blocks 8 & 10*) in full cost string match (per FireCode System).

### Time Posting Columns:

- ◆ Post hours in military time.
  - ◆ Post time in 15 minute increments.
  - ◆ 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 0000.
- Example in Column A Hours - Lines 2 & 3.*

INCIDENT TIME REPORT															1. Hired At (e.g., ID-BOF)				
2. Employee Common Identifier 123456			3. Type of Employment (X One) <input checked="" type="checkbox"/> Casual <input type="checkbox"/> Federal <input type="checkbox"/> Other			4. Hiring Unit Name (e.g., Ranger District) Rosebud Agency						SD-RBA							
5. Name (First, Middle, Last) Joseph Andrew Fireline						6. Hiring Unit Phone Number			7. Hiring Unit Fax Number										
Column A			Column B			Column C			Column D										
8. Incident Name Lights Out			8. Incident Name Mortar Creek			8. Incident Name Foothills			8. Incident Name Butte										
9. Incident Order Number (e.g., ID-BOF-000123) SD-RBA-000040			9. Incident Order Number (e.g., ID-BOF-000123)			9. Incident Order Number (e.g., ID-BOF-000123)			9. Incident Order Number (e.g., ID-BOF-000123)										
10. Fire Code (e.g., B2C5) G9N1		11. Resource Request Number (e.g., O-33)		10. Fire Code (e.g., B2C5) G70E		11. Resource Request Number (e.g., O-33)		10. Fire Code (e.g., B2C5) J99E		11. Resource Request Number (e.g., O-33)		10. Fire Code (e.g., B2C5) G59P		11. Resource Request Number (e.g., O-33)					
12. Position Code (e.g., FFT2-T) THSP		13. AD Class AD-C		12. Position Code (e.g., FFT2-T) WHHR		13. AD Class AD-E		12. Position Code (e.g., FFT2-T) FFT2		13. AD Class AD-C		12. Position Code (e.g., FFT2-T) CAMP		13. AD Class AD-A					
15. Home/Hiring Unit Accounting Code AAAA044430 AF2001010 999900 AF.SPG9N10000.00000				15. Home/Hiring Unit Accounting Code LLIDB00400 LF2000000 HU0000 LFSFG70E0000				15. Home/Hiring Unit Accounting Code FF02R2B000 FFF200000J99E0				15. Home/Hiring Unit Accounting Code PPPWPWR0F0 PF200SP85 WW0000 PFFSG59P016001							
Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours
04	04	1000	1200	2.0															
04	05	1200	2400	12.0															
04	06	0000	0700	6.0															
04	06	1215	1445	2.5															
Year 2016		16. Total Hours		22	Year 2016		16. Total Hours			Year 2016		16. Total Hours			Year 2016		16. Total Hours		
In the "hours" column, indicate "H" for hazard pay, "E" plus % for environmental differential, "T" for travel															17. Total Hours (all columns): 22				
18. Commissary and Travel										For Payment Center use only									
18a. Month	18b. Day	18c. Category (e.g., commissary, meals, lodging, mileage, medical, etc.)			18d. Reimbursement	18e. Deduction		18f. Firecode		For use by the CPC. Please leave this block blank.									
04	04	Socks				\$20.00		G9N1											
Total					\$	\$		20.00											
19. Remarks COL A: Camp Crew Squad Boss															20. Employee Signature Either signed or "unavailable for signature"				
															21. Time Officer Signature <i>Tammy Firekeeper</i>				

### Firefighter Classification & Rate:

List AD Position Code and Class in *Blocks 12 & 13* per the AD Pay Plan.

Rate may be left blank.

◆ Column A: Example for THSP Position (See *block 19*).

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

### Cost Accounting Code:

Enter Project Number.

\*May also be shown in the *Remarks* section.

### Commissary/Travel:

Corresponds to the date of transaction.

### Signatures:

Ensure the original Time Officer signature (or signature stamp) is complete in *Block 21*. Employee signature (casual) either signed or "unavailable for signature" in *Block 20*.

\* Note: Columns above have been separated by each DOI agency (BIA, BLM, FWS and NPS) to better outline agency specific example codes.