

INCIDENT TIME REPORT															1. Hire At (e.g., ID-BOF)								
2. Employee Common Identifier 12345										3. Type of Employment (X One) <input type="checkbox"/> Casual <input type="checkbox"/> Federal <input type="checkbox"/> Other					4. Hiring Unit Name (e.g., Ranger District) ID-FCD								
5. Name (First, Middle, Last) Smokey Bear										6. Hiring Unit Phone Number					7. Hiring Unit Fax Number								
Column A					Column B					Column C					Column D								
8. Incident Name TRAINING					8. Incident Name HILLTOP					8. Incident Name HILLTOP					8. Incident Name SEVERITY								
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)					9. Incident Order Number (e.g., ID-BOF-000123)								
10. Fire Code (e.g., B2C5) AZA1			11. Resource Request Number (e.g., 0-33)			10. Fire Code (e.g., B2C5) MY7R			11. Resource Request Number (e.g., 0-33)			10. Fire Code (e.g., B2C5) MY7R			11. Resource Request Number (e.g., 0-33)			10. Fire Code (e.g., B2C5) DOYF			11. Resource Request Number (e.g., 0-33)		
12. Position Code (e.g., FFT2-T) FFT2			13. AD Class C		14. AD Rate		12. Position Code (e.g., FFT2-T) FFT2			13. AD Class C		14. AD Rate		12. Position Code (e.g., FFT2-T) FFT2			13. AD Class C		14. AD Rate				
15. Home/Hiring Unit Accounting Code 26 X LLFA241000 LF2000000 HU0000 LFSFAZA10000					15. Home/Hiring Unit Accounting Code LLFA241000 LF20 MY7R					15. Home/Hiring Unit Accounting Code LLFA241000 LF20 MY7R					15. Home/Hiring Unit Accounting Code LLFA241000 LF21 DOYF								
Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours				
05	15	0800	1200	4.00	05 T	28	0600	0715	1.25	05	31	0600	1200	6.00	06	06	1100	1600	5.00				
05	15	1230	1600	3.50	05	28	0800	1300	5.00	05	31	1230	2100	8.50	06	07	0800	1230	4.50				
					05	28	1330	2100	7.50	06	01	0600	1230	6.50	06	07	1300	1800	5.00				
					05	29	0600	1200	6.00	06 T	01	1300	1415	1.25									
					05	29	1230	2100	8.50														
					05	30	0600	1200	6.00														
					05	30	Guaranteed		2.00														
Year					16. Total Hours					Year					16. Total Hours								
Year					7.50					Year					36.25								
Year					Year					16. Total Hours					16. Total Hours								
Year					Year					22.25					14.50								
In the "Hours" column, indicate "H" for hazard pay, "E" plus 1 for environmental differential, "T" for travel															17. Total Hours (all columns): 80.50								
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												
5/28-6/01		Incidentals \$5/day							25.00														
5	28	POV Mileage 90 Miles @ .725/mile							65.25														
6	1	POV Mileage 90 Miles @ .725/mile							65.25														
					Total					\$	155.50	\$											
19. Remarks										20. Employee Signature <i>unavailable for signature</i>													
										21. Time Officer Signature <i>Sandra Timekeeper</i>													
NOTE: The above items are correct and proper for payment from available appropriations.																							
Department of the Interior Department of Agriculture (U.S. Forest Service)										OPTIONAL FORM 288 (REV. 2/2016)													

BLM OF-288 Timesheet (Sample)

- Ensure the HA is indicated (box 1).
- Verify the correct casual ECI and name is indicated (box 2 & 5).
- Indicate Position Code (PC). AD Class does NOT have to be listed, but if it is, must not conflict with the PC (box 12 & 13).
- Indicate cost code: Use approved abbreviated cost codes if preferred (box 15 or can be indicated in remarks, box 19).
- Use military time in 15-minute increments. Indicate Guarantee time (month, day, and # of hours).
- Travel comments can be made on the OF-288 (box 18).
- Time Officer Signature must be present (box 21). Employee signature is not required.

INCIDENT TIME REPORT														1. Hire At (e.g., ID-BOF) ID-FCD					
2. Employee Common Identifier 12345				3. Type of Employment (X One) <input type="checkbox"/> Casual <input type="checkbox"/> Federal <input type="checkbox"/> Other				4. Hiring Unit Name (e.g., Ranger District)											
5. Name (First, Middle, Last) Smokey Bear				6. Hiring Unit Phone Number				7. Hiring Unit Fax Number											
Column A				Column B				Column C				Column D							
8. Incident Name TRAINING				8. Incident Name HILLTOP				8. Incident Name HILLTOP				8. Incident Name SEVERITY							
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)				9. Incident Order Number (e.g., ID-BOF-000123)							
10. Fire Code (e.g., B2C5) AZA1		11. Resource Request Number (e.g., 0-33)		10. Fire Code (e.g., B2C5) MY7R		11. Resource Request Number (e.g., 0-33)		10. Fire Code (e.g., B2C5) MY7R		11. Resource Request Number (e.g., 0-33)		10. Fire Code (e.g., B2C5) D0YF		11. Resource Request Number (e.g., 0-33)					
12. Position Code (e.g., FFT2-T) FFT2		13. AD Class C		14. AD Rate		12. Position Code (e.g., FFT2-T) FFT2		13. AD Class C		14. AD Rate		12. Position Code (e.g., FFT2-T) FFT2		13. AD Class C					
15. Home/Hiring Unit Accounting Code 26 X LLFA241000 LF2000000 HU0000 LFSPA2A10000				15. Home/Hiring Unit Accounting Code LLFA241000 LF20 MY7R				15. Home/Hiring Unit Accounting Code LLFA241000 LF20 MY7R				15. Home/Hiring Unit Accounting Code LLFA241000 LF21 D0YF							
Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours
05	15	0800	1200	4.00	05 T	28	0600	0715	1.25	05	31	0600	1200	6.00	06	06	1100	1600	5.00
05	15	1230	1600	3.50	05	28	0800	1300	5.00	05	31	1230	2100	8.50	06	07	0800	1230	4.50
					05	28	1330	2100	7.50	06	01	0600	1230	6.50	06	07	1300	1800	5.00
					05	29	0600	1200	6.00	06 T	01	1300	1415	1.25					
					05	29	1230	2100	8.50										
					05	30	0600	1200	6.00										
					05	30	Guaranteed	2.00											
Year				16. Total Hours 7.50 Year				16. Total Hours 36.25 Year				16. Total Hours 22.25 Year				16. Total Hours 14.50 Year			
In the "Hours" column, indicate "H" for hazard pay, "E" plus 1 for environmental differential, "T" for travel														17. Total Hours (all columns): 80.50					
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							
5/28-6/01		Incidentals \$5/day						25.00											
5	28	POV Mileage 90 Miles @ .725/mile						65.25											
6	1	POV Mileage 90 Miles @ .725/mile						65.25											
						Total		\$ 155.50		\$									
19. Remarks										20. Employee Signature <i>unavailable for signature</i>									
										21. Time Officer Signature <i>Sandra Timekeeper</i>									
NOTE: The above items are correct and proper for payment from available appropriations.														OPTIONAL FORM 288 (REV. 2/2016)					
Department of the Interior Department of Agriculture (U.S. Forest Service)																			

BIA OF-288 Timesheet (Sample)

- Ensure the HA is indicated (box 1).
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- Indicate Position Code (PC). AD Class does NOT have to be listed, but if it is, must not conflict with the PC (box 12 & 13).
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INCIDENT TIME REPORT												1. Hire At (e.g., ID-BOF) ID-FCD												
2. Employee Common Identifier 12345				3. Type of Employment (X One) <input type="checkbox"/> Casual <input type="checkbox"/> Federal <input type="checkbox"/> Other				4. Hiring Unit Name (e.g., Ranger District)																
5. Name (First, Middle, Last) Smokey Bear						6. Hiring Unit Phone Number			7. Hiring Unit Fax Number															
Column A			Column B			Column C			Column D															
8. Incident Name TRAINING			Same as Column A			8. Incident Name HILLTOP			Same as Column A			8. Incident Name HILLTOP			Same as Column A			8. Incident Name SEVERITY						
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)			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) AZA1		11. Resource Request Number (e.g., 0-33)		10. Fire Code (e.g., B2C5) MY7R		11. Resource Request Number (e.g., 0-33)		10. Fire Code (e.g., B2C5) MY7R		11. Resource Request Number (e.g., 0-33)		10. Fire Code (e.g., B2C5) D0YF		11. Resource Request Number (e.g., 0-33)										
12. Position Code (e.g., FFT2-T) FFT2		13. AD Class C	14. AD Rate	12. Position Code (e.g., FFT2-T) FFT2		13. AD Class C	14. AD Rate	12. Position Code (e.g., FFT2-T) FFT2		13. AD Class C	14. AD Rate	12. Position Code (e.g., FFT2-T) FFT2		13. AD Class C	14. AD Rate									
15. Home/Hiring Unit Accounting Code 26 X LLFA241000 LF2000000 HU0000 LFSPA2A10000					15. Home/Hiring Unit Accounting Code LLFA241000 LF20 MY7R					15. Home/Hiring Unit Accounting Code LLFA241000 LF20 MY7R					15. Home/Hiring Unit Accounting Code LLFA241000 LF21 D0YF									
Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours					
05	15	0800	1200	4.00	05	T	28	0600	0715	1.25	05	31	0600	1200	6.00	06	06	1100	1600	5.00				
05	15	1230	1600	3.50	05	28	0800	1300	5.00	05	31	1230	2100	8.50	06	07	0800	1230	4.50					
					05	28	1330	2100	7.50	06	01	0600	1230	6.50	06	07	1300	1800	5.00					
					05	29	0600	1200	6.00	06	T	01	1300	1415	1.25									
					05	29	1230	2100	8.50															
					05	30	0600	1200	6.00															
					05	30	Guaranteed		2.00															
Year					16. Total Hours 7.50 Year					16. Total Hours 36.25 Year					16. Total Hours 22.25 Year					16. Total Hours 14.50 Year				
In the "Hours" column, indicate "H" for hazard pay, "E" plus 1 for environmental differential, "T" for travel												17. Total Hours (all columns): 80.50												
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												
5/28-6/01		Incidentals \$5/day						25.00																
5	28	POV Mileage 90 Miles @ .725/mile						65.25																
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Department of the Interior Department of Agriculture (U.S. Forest Service)												OPTIONAL FORM 288 (REV. 2/2016)												

FWS OF-288 Timesheet (Sample)

- Ensure the HA is indicated (box 1).
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INCIDENT TIME REPORT										1. Hired At (e.g., ID-BOF) TX-BBP									
2. Employee Common Identifier 12345			3. Type of Employment (X One) <input type="checkbox"/> Casual <input type="checkbox"/> Federal <input type="checkbox"/> Other			4. Hiring Unit Name (e.g., Ranger District)													
5. Name (First, Middle, Last) Smokey Bear					6. Hiring Unit Phone Number			7. Hiring Unit Fax Number											
Column A		Column B			Column C			Column D											
8. Incident Name TRAINING		8. Incident Name HILLTOP			8. Incident Name HILLTOP			8. Incident Name SEVERITY											
3. Incident Order Number (e.g., ID-BOF-000123)		3. Incident Order Number (e.g., ID-BOF-000123)			3. Incident Order Number (e.g., ID-BOF-000123)			3. Incident Order Number (e.g., ID-BOF-000123)											
10. Fire Code (e.g., B2C5) AZA1	11. Resource Request Number (e.g., O-33)	10. Fire Code (e.g., B2C5) MY7R	11. Resource Request Number (e.g., O-33)	10. Fire Code (e.g., B2C5) MY7R	11. Resource Request Number (e.g., O-33)	10. Fire Code (e.g., B2C5) DOY1	11. Resource Request Number (e.g., O-33)	10. Fire Code (e.g., B2C5)	11. Resource Request Number (e.g., O-33)										
12. Position Code (e.g., FFT2-T) FFT2	13. AD Class C	14. AD Rate	12. Position Code (e.g., FFT2-T) FFT2	13. AD Class C	14. AD Rate	12. Position Code (e.g., FFT2-T) FFT2	13. AD Class C	14. AD Rate	12. Position Code (e.g., FFT2-T) FFT2	13. AD Class C	14. AD Rate								
15. Home/Hiring Unit Accounting Code 26X PPIMBIBEF0 PF200SP85.WW0000 PFFSAZA1025001			15. Home/Hiring Unit Accounting Code 26X PPIMBIBEF0 PF200SP85.WW0000 PFFSMYTR026001			15. Home/Hiring Unit Accounting Code 26X PPIMBIBEF0 PF200SP85.WW0000 PFFSMYTR026001			15. Home/Hiring Unit Accounting Code 26X PPIMBIBEF0 PF210SV85.WW0000 PFFVDOY1025001										
Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours
05	15	0800	1200	4.00	05 T	28	0600	0715	1.25	05	30	1330	2100	7.50	06	06	1100	1600	5.00
05	15	1230	1600	3.50	05	28	0800	1300	5.00	05	31	0800	1300	5.00	06	07	0800	1230	4.50
					05	28	1330	2100	7.50	05	31	1330	2100	7.50	06	07	1300	1800	5.00
					05	29	0600	1200	6.00	06 T	01	0600	0715	1.25					
					05	29	1230	1330	1.00										
					05	29	Guaranteed	1.00											
					05	30	0800	1300	1.25										
Year	16. Total Hours 7.50				Year	16. Total Hours 23.00				Year	16. Total Hours 21.25				Year	16. Total Hours 14.50			
In the "Hours" column, indicate "H" for hazard pay, "E" plus 1 for environmental differential, "T" for travel										17. Total Hours (all columns): 66.25									
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												
5/28-6/01		Incidentals \$5/day			25.00														
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Total					\$ 155.50	\$ 0.00													
19. Remarks						21. Time Officer Signature <i>Sandra Timekeeper</i>													
						Employee Signature <i>available for signature</i>													
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Department of the Interior Department of Agriculture (U.S. Forest Service)						OPTIONAL FORM 288 (REV. 2/2016)													

NPS OF-288 Timesheet (Sample)

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