

## General Instructions

All fire hours must be reported on an Emergency Firefighter Time Report (OF-288) or a Crew Time Report (SF-261). An approved Overtime Authorization Form (Form 3-136) must support overtime not reported on these two documents.

1. When an employee is engaged in firefighting activities and the Emergency Firefighter Time Report (OF-288) is unavailable, Time and Attendance Reports (T&A's) should be submitted for the regularly scheduled tour. An amendment to the T&A should be prepared upon receipt of form OF-288, which is the official time reporting document. This form must be certified as correct and dated by the Time Unit Leader. The employee's signature is required only when the employee has purchased commissary.
2. Emergency Firefighter Time Report identification numbers (found in the upper right-hand side of the form) should be recorded on all timekeeping documents (including the original T&A) if fire time is being reported in the current pay period, or on the Amended T&A if time is recorded from the OF-288 and submitted after the pay period has ended.
3. Time may be recorded in 15-minute, 30-minute, 45-minute, and one-hour increments.
4. Emergency Firefighter Time Reports will have fire related activities identified as follows:
  - a) Regular time – by military hours – no initial shown.
  - b) Travel time – by military hours – initial “T”
  - c) Hazardous Duty time – by military hours – initial “H”
  - d) Environmental Duty time – by military hours – initial “E”

(Fire time recorded on Crew Time Reports should also use the same initials to identify work activities.)
5. Overtime associated with firefighting activities, but not identified on the Emergency Firefighter Time Report, must be supported by an Overtime Authorization Form 3-136, and signed by the regular post of duty supervisor.
6. Timekeepers who are recording duty hours from the OF-288 onto the T&A may not make any changes to “clock” time; may, however, make corrections to any addition or subtraction errors on the “time” totals. (Be sure to notify the unit leader when an error is found.)
7. Timekeepers should make sure the OF-288 has the appropriate signatures prior to submitting amended T&A's.

8. In cases where the SF-261 (Crew Time Report) is used in lieu of the OF-288, be sure to include the Fire Name and Number on the appropriate Time and Attendance Report documents.