DIRECTIONS FOR FILLING OUT A CTR FOR

OSC 2020 STAGING TRANSFER TO THE BOBCAT 2 FIRE

With the change between being prepositioned and the Bobcat Fire there are many questions on how we are handling CTRs.

If you are working virtual –

You will charge your time to our Preposition/Staging financial code – WGE5X420 0520 from when you started working staging (9/2/2020 at the earliest) through 9/6/2020.

You will start charging the Bobcat Fire financial code (still to come) at the beginning of your shift on 9/7/2020.

If you are on scene –

You will charge your time to our Preposition/Staging financial code – WGE5X420 0520 from when you started working staging (9/2/2020 at the earliest) through 9/6/2020 when you left Sacramento to start travel to the Bobcat fire.

You will start charging the Bobcat Fire financial code (still to come) at the time that you departed Sacramento headed to the Bobcat Fire.

**PLEASE MAKE SURE THAT YOU SUBMIT A SEPARATE CTR FOR EACH INCIDENT EVEN IF THEY ARE FOR THE SAME DAY.**