

## HOW TO COMPLETE A CTR

**CREW TIME REPORT**

<b>1) CREW NAME</b> Self-explanatory	<b>2) CREW NUMBER</b> Self-explanatory
<b>4) OFFICER RESPONSIBLE FOR FILE</b> <small>Name of Officer</small> Self-explanatory	<b>3) FILE NUMBER</b> Self-explanatory

**#3 Entity paying/reimbursing for incident** →

**#6 Remarks** (below) and **#11 Remarks** (below) →

**A. Clock hours of travel (if) used when traveling to/from incident**

**B. Hazard Duty Compensation** - use an "H" for regular employees (show dates then cancel). List both the beginning and ending time crew members were exposed to work on the fireline

**C. Environmental Delays** - use an "E". exact hours on ground and by foot/mile. type day for Wage Grade employees which resulted in Environmental Delays

**D. Transfers** - if transferred to or received from another crew, show employee name, where employee went or came from, and the corresponding time.

**E. Promotions and Demotions** - show date and effective time

**F. Separations** - show time and reason

**G. Other** - any item of importance concerning make up or activity of crew should be reflected. i.e., standby time

Note: if none of the above are entered, enter day number of file. i.e., 1st, 2nd, 3rd, etc.

NAME OF EMPLOYEE	CLASSIFICATION	02/01/2021		02/02/2021	
		REG	OT	REG	OT
Joe Fireman					
T	IC	0800	1200		
		1230	2100		
1st	IC			0630	1200
				1230	2100
<b>Total Hours - list regular hours and overtime hours separately</b>		8	4.5	8	6
		REG	OT	REG	OT

**#8 Pay Plan and Grade** →

**12) REMARKS**  
Enter remark to correlate with entry from #6 above.

**EXAMPLE**  
0201 - travel day; 0202 is 1st day on incident/fire

**#12 Officer in Charge Signature** →

**#14 Person Responsible for posting information to Emergency Time Report** →

**MM/DD/YYYY** →

STANDARD FORM 281 3/78  
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