

HOW TO COMPLETE A CREW TIME REPORT (CTR) (SF-261)

DETAILED STEP BY STEP INSTRUCTIONS

1. Crew Name – This can be the call name of the apparatus if with a crew (ie. BL1); or it can be the named of the single resource (ie. James Pulaski), or it can be the name of the division a single resource is assigned to (ie. Finance)
2. Crew Number – This is your resource order number (it is #12 - Request Number on the Resource Order)
3. Office Responsible for Fire – This is also on your Resource Order and can be found under #3 – Incident/Project. It is first two letters (state abbreviation) and the next three letters (responsible agency designation)
4. Fire Name – Enter the name of the fire/incident found on your Resource Order under #2 Incident/Project Name
5. Fire Number – The fire number is found on your Resource Order under #3 Incident/Project. (example: WY-MBF-123456)
6. Can denote Travel in this column with a “T”, or other pertinent information
7. Name of Employee – Name of crew members or single resource, no nicknames
8. Classification – What you are doing on the fire
9. Date – Enter date and fill out start and stop time for each crew member (military time and M/D/YR)
 - a. One CTR per day is preferred
10. Date – Enter date and fill out start and stop time for each crew member (military time and M/D/YR)
 - a. One CTR per day is preferred
11. Remarks – Explain any remarks in Remarks No. Column, note travel, if meals were/were not provided that will need to be covered on your travel voucher, what division you were assigned to, or anything out of the ordinary that happened on shift.
12. Officer-In-Charge (Signature) – To be signed by the incident official responsible for your immediate supervision
13. Title (Officer-In-Charge) – Title for the Officer-In-Charge
14. Name (Person Posting to Emergency Time Report) – This is used by whoever is posting from the CTR's to the Emergency Time Report (OF-288). NOT to be filled out before turning in.
15. Date – Enter the date the CTR is signed by Finance