Nevada Division of Forestry
Emergency Crew Time Report (CTR)

A. Budget Account		B. Fire Code	

C. Resource Name	D. Agency Responsible for Fire	E. Resource Order #

F. Type of Equipment	G. EX Number	H. Incident Name

I. Total Miles	J. Hours	K. Days	L. Incident Number

M. Travel Status	N. Employee Name	O. Pay Event	P. Date		Q. Date	
			Begin Time	End Time	Begin Time	End Time

R. Remarks: Justification(s) for no meal breaks due to inmate custody or operational need or any other applicable information.

S. Posted By: Printed Name

T. Employee Signature

U. Date Signed

V. Officer in Charge Signature

W. Officer: Printed Name

X. Date Signed

FORM INSTRUCTIONS

A. Enter the budget account you are funded from.
B. Enter the NDF fire code.
C. Enter the resource name (i.e., Aircraft, Engine, Crew or Overhead).
D. Select the office responsible for fire (i.e., FFSL, USFS, BLM, etc.).
E. Enter the resource order number.
F. Select the type of equipment (i.e., A01, C01, D01, 402, E01, S01, etc.).
G. Enter the EX-number.
H. Enter the incident name.
I. Enter the total miles.
J. Enter the total hours.
K. Enter the total days.
L. Enter the incident number.
M. Enter Travel Status (Mobilization to incident or De-mob from incident to home unit).
N. Enter the employee's name.
O. Select the pay event (i.e., Holiday, RDO, PDDOT, PDD, etc.).
P. Select the date. Also, enter military time **ON** the job and **OFF** the job or enter your time for the incident.
Q. Select the date. Also, enter military time **ON** the job and **OFF** the job or enter your time for the incident.
R. Enter any remarks.
S. Reserved for finance section's signature.
T. Signature of the employee filling out the form.
U. Select the date that the form was signed by the employee filling out the form.
V. Signature of the officer in charge of the resource (i.e., DIVS, IC, FSC, etc.).
W. Enter the printed name of the officer in charge of the resource.
X. Select the date of signature for the officer in charge of resource on the incident.