INCIDENT TIME REPORT

1. Hired At (e.g., ID-BOF)

2. Employee Common Identifier

3. Type of Employment (X One) ☐ Casual ☐ Federal ☐ Other

4. Hiring Unit Name (e.g., Ranger District)

5. Name (First, Middle, Last)

6. Hiring Unit Phone Number

7. Hiring Unit Fax Number

Column A	Column B	Column C	Column D
	Same as Column ☐ A	Same as Column ☐ A ☐ B	Same as Column ☐ A ☐ B ☐ C
8. Incident Name	8. Incident Name	8. Incident Name	8. Incident Name
9. Incident Order Number (e.g., ID-BOF-000123)	9. Incident Order Number (e.g., ID-BOF-000123)	9. Incident Order Number (e.g., ID-BOF-000123)	9. Incident Order Number (e.g., ID-BOF-000123)
10. Fire Code (e.g., B2C5) / 11. Resource Request Number (e.g., O-33)	10. Fire Code (e.g., B2C5) / 11. Resource Request Number (e.g., O-33)	10. Fire Code (e.g., B2C5) / 11. Resource Request Number (e.g., O-33)	10. Fire Code (e.g., B2C5) / 11. Resource Request Number (e.g., O-33)
12. Position Code (e.g., FFT2-T) / 13. AD Class / 14. AD Rate	12. Position Code (e.g., FFT2-T) / 13. AD Class / 14. AD Rate	12. Position Code (e.g., FFT2-T) / 13. AD Class / 14. AD Rate	12. Position Code (e.g., FFT2-T) / 13. AD Class / 14. AD Rate
15. Home/Hiring Unit Accounting Code	15. Home/Hiring Unit Accounting Code	15. Home/Hiring Unit Accounting Code	15. Home/Hiring Unit Accounting Code

Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours
Year		16. Total Hours			Year		16. Total Hours			Year		16. Total Hours			Year		16. Total Hours		

In the "hours" column, indicate "H" for hazard pay, "E" plus % for environmental differential, "T" for travel

17. Total Hours (all columns):

18.Commissary and Travel

18a. Month	18b. Day	18c. Category (e.g., commissary, meals, lodging, mileage, medical, etc.)	18d. Reimbursement	18e. Deduction	18f. Firecode
		Total	$	$	

19. Remarks

For Payment Center use only

20. Employee Signature

21. Time Officer Signature

NOTE: The above items are correct and proper for payment from available appropriations.

Department of the Interior
Department of Agriculture *(U.S. Forest Service)*

OPTIONAL FORM 288 (REV. 2/2016)