

# TIME RECORDING AND REIMBURSEMENT POLICY FOR NON-CAL FIRE RESOURCES

3826

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Any resources ordered by and under the control of CAL FIRE will be required to maintain appropriate time records coordinated through the Finance Section to substantiate claims for reimbursement against the state. "Appropriate" generally means keeping time using CAL FIRE time recording systems, such as the Personnel and Equipment Report (FC-33), Fire Crew Activity Record (FC-33A), Emergency Equipment Shift Ticket (OF-297), or Timesheet and Pay Voucher – Short Term---Non-Civil Service (FC-42). Special note is made for the following:

- Federal cooperators' time recording processes will be accepted in lieu of CAL FIRE's. Reimbursement shall be in accordance with the terms and conditions of the applicable federal agency agreement.
- California Emergency Management Agency (Cal EMA)-ordered resources must complete the Emergency Activity Record (Cal EMA Form F-42). Reimbursement will be made from the Invoice Reimbursement Claim (Cal EMA Form F-142).
- Local government resources not ordered through Cal EMA may choose to use one of three options. It is the responsibility of the Finance Section to make sure one of these requirements is met:
  1. Personnel hours tracked on the FC-42 and equipment tracked on the OF-297. Payment would be processed at the incident Unit via emergency fire time checks for personnel and the Emergency Equipment Use Invoice (CAL FIRE-61) for equipment.
  2. Resources tracked using the local agency's time recording system, provided that a Personnel Time Recorder is furnished by the local agency and set up within the Finance Section. Payment would be made from a Service Order (CAL FIRE-93) or an invoice from the local agency.
  3. Resources tracked on an FC-33. Payment must be made using a CAL FIRE-93 with the time tracking record attached.
- California National Guard personnel will be tracked on their own form, Active Duty Payroll Sheet (OTAG Form 14) and submitted with the billing from California Military Department. See [Section 3836.16](#).

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