## FC-33 OVERHEAD/CREW/EQUIPMENT REPORT 3831

(No. 16 March 2002)

This activity reporting process addresses all CAL FIRE employees and CAL FIRE-owned equipment, except custodial personnel and conservation crews.

## DESCRIPTION OF THE FC-33 3831.1

(No. 16 March 2002)

The FC-33 is the base document for reporting the use of CAL FIRE labor and CAL FIRE equipment on an emergency incident. It is retained there as a supporting document for employees' timesheets (CAL FIRE-681) and may also be used to prepare the travel expense claim (STD. 262) and the Camp/Center Emergency Time Report (FC-77). The FC-33 is used both for cost recovery and to establish internal controls for Emergency Fund labor accounting, it must be completed by all staff assigned to any fire (defined below in Section 3831.2.1) or to any other billable incident. No employee charging time to the incident is exempt.

## GENERAL REQUIREMENTS FOR THE FC-33 3831.2

(No. 16 March 2002)

This section covers requirements for the FC-33, which are generally applicable, regardless of the command structure for the incident.

## WHEN REQUIRED 3831.2.1

(No. 41 July 2009)

FC-33s are mandatory for all fires (except as noted below) and for other reimbursable incidents. This includes but is not limited to flood control duties under requests by the Department of Water Resources, earthquake assistance under requests by the Office of Emergency Services, and activities involved under FEMA reimbursement criteria.

WHEN REQUIRED 3831.2.1 (No. 41 July 2009) FC-33s are mandatory for all fires (except as noted below) and for other reimbursable incidents. This includes but is not limited to flood control duties under requests by the Department of Water Resources, earthquake assistance under requests by the Office of Emergency Services, and activities involved under FEMA reimbursement criteria. FC-33s are not mandatory for local government funded personnel and equipment (Schedule A or Schedule C) which respond to non-reimbursable incidents in the local responsibility area. FC-33s are required for special staffing patterns and move up and cover assignments. FC-33s are not required for non-emergency unplanned Fire Fighter I overtime charged to the “generic” incident number (CAXXX 999999).

The Region/ Unit has the option of requiring and FC-33 for other incidents, including: Schedule A/C personnel and equipment responding in the local responsibility area, medical aids, public service assists, etc.

## FOR WHOM REQUIRED 3831.2.2

(No. 16 March 2002)

All units and personnel involved directly with an incident (including support and other personnel assigned away from the incident) will fill out and submit an FC-33. This includes units dispatched and diverted or cancelled. All personnel on an individual resource (e.g., engines, transports, etc.) should be shown on a single FC-33.

Strike teams will complete an FC-33 for each unit in the team. The leader of the strike team will be on a separate FC-33. For strike teams containing a mix of agency resources (for example, a CAL FIRE strike team containing two USFS engines), FC-33s should be made out for each resource regardless of agency. For other agency equipment in a mixed strike team, the Personnel Summary block of the FC-33 need contain only crewmember names-- no work shift or summary information is required.

If an FC-33 is not submitted, the resource may not charge time against the incident or the Emergency Fund. (The exception is special staffing patterns where order numbers are required for posting Emergency Fund overtime on the timeslip, but FC-33s are not.)

Please note that staff on move up and cover assignments must complete an FC-33 but only when overtime is incurred. See Section 3831.11.

Other resources for which an FC-33 is required:

- CCC staff must complete FC-33s. (CDC, CYA, and county correctional staff use the FC-33c, instead). See Section 3835.

- An abbreviated FC-33 is required for OES-ordered resources (see Section 3831.14). **For OES resources using an OES F-42 version after 6/2000, an FC-33 is not required.**

- In accordance with Section 3826, an FC-33 will be required for local government resources unless their time is already being tracked by one of the alternative mechanisms specified in that section.

## ORDER AND REQUEST NUMBERS ARE REQUIRED 3831.2.3

(No. 16 March 2002)

All units and personnel will receive a specific order and request number for the incident, which must be entered on the FC-33. This includes support personnel assisting or supplying the incident, i.e., M&SS I running errands or shuttling supplies to the fire or incident base, additional personnel assigned to staff an ECC expansion mode for a particular incident, etc. However, this does not include normally assigned personnel, (i.e., the normally assigned ECC officer on duty), lookouts reporting and giving updates on conditions, etc.

Support staff also includes personnel assigned to support functions in Region offices or in Sacramento. However, their activities must be directly tied to the incident through an order and request number. The request number must be obtained from the ECC that dispatches the resource to the incident.

> **REMEMBER:** CCC supervisors accompanying fire crews should use the order and request numbers of the crews they are assigned. Any other correctional/CCC staff must obtain individual order and request numbers.

**Please remember that per Section 3821.9 "G," overtime reported on a timesheet that is charged against the Emergency Fund but which does not have the order number annotated on the timesheet will be charged to the operating fund of the home unit**. See also the 8100 Command and Control Procedures Handbook.

## SOCIAL SECURITY NUMBER IS REQUIRED 3831.2.4

(No. 16 March 2002)

The employee is **required to provide the last four digits of his/her social security number** (employee identification number) when completing the FC-33. **This is not an option**. The FC-33 is a supporting document to the payroll system and therefore the use of the social security number is needed to provide internal controls. (The single exception is for OES-ordered resources. See Section 3831.14.) Copies of the "Social Security Number Disclosure" statement should be available for distribution by the Finance Section at all incidents.

## WHEN TO INITIATE THE FC-33 3831.2.5

(No. 16 March 2002)

Upon receiving a dispatch (or an order and request number), an FC-33 will be started. The procedures for who completes the FC-33, and subsequent processing, vary depending upon the type of incident and the organizational structure set up for fiscal functions. See Sections 3831.4 through 3831.11 below for specific instructions on subsequent processing.

## RESPONSIBILITY OF COMPANY OFFICER/OVERHEAD/SUPPORT STAFF 3831.2.6

(No. 16 March 2002)

Each company officer/overhead/support staff will be responsible for initiating, updating, and ensuring completion of an FC-33 for his/her unit/personnel and/or assignment. On incidents with personnel time recorders, portions of this responsibility are assigned by the IC or agency representative to the time unit per Section 3831.5. Each company officer/overhead/support staff will be responsible for understanding the processing instructions for the FC-33 under all operating conditions.

Whether or not a finance section or time unit has been established, each company officer/overhead/support staff will be responsible for ensuring submission of the original FC-33 to those persons or functions responsible for time recording. He/she will also be responsible for returning the copy of the FC-33 to his/her home base for retention.

The company officer/overhead/support staff is also responsible for correcting estimated return times on the FC-33, as described below.

## CORRECTION OF FC-33 FOR INCORRECT HOURS 3831.2.7

(No. 16 March 2002)

Times (e.g., return times) on the FC-33 must occasionally be estimated. Whenever there is any variance greater than two (2) hours between the FC-33 and the actual time on the incident as posted on the CAL FIRE-681 or FC-77, an amended FC-33 must be submitted by the company officer/overhead/support staff to the incident unit ECC by the end of the next home shift. The reason for the variance should be given in the Remarks block of the FC-33 and the amended copy block should be checked.

Please note that only the heading and those blocks, which reflect changes, need to be completed on the amended copy.

## EMPLOYEE'S RESPONSIBILITY FOR ACCURATE POSTING OF EMERGENCY FUND OVERTIME ON THE TIMESLIP (CAL FIRE-681) 3831.2.8

(No. 16 March 2002)

The employee is responsible for correctly posting Emergency Fund overtime from the FC-33 to the time slip (e.g., the CAL FIRE-681). Instructions on how to complete this documentation are found in the 1000 Personnel Handbook, Section 1050.

## RESPONSIBILITY OF IMMEDIATE SUPERVISOR 3831.2.9

(No. 16 March 2002)

The immediate supervisor of the person whose time is recorded on the FC-33 is responsible for verifying that the order number, date, and times recorded on the time slip CAL FIRE-681 and on the FC-33 are consistent. Discrepancies in hours are tolerated only within the variances established in Section 3831.2.7. The immediate supervisor is also responsible for ensuring that the home base (yellow) copy of the FC-33 is filed. The home base is responsible for maintaining the FC-33 files according to the filing standards and retention period established below.

## HOME COPY OF FC-33 SUBJECT TO AUDIT 3831.2.10

(No. 16 March 2002)

The home copy of the FC-33 must be maintained in a file format, which allows FC-33s to be easily pulled and compared with employee timesheets. Battalion and camp Division Chiefs are responsible for conducting periodic reviews of the FC-33s against the timesheets to assure that Emergency Fund overtime is consistent between the two documents and coded with the correct order number. Every home base's files will be audited at least annually.

## HOW TO COMPLETE THE FC-33 3831.3

(No. 16 March 2002)

To facilitate corrections, complete the form in pencil. Make sure to press down firmly to ensure that the yellow copy is legible. Form completion instructions are as follows:

**A. Heading**

**Ord No. -** Order number assigned by the requesting agency (unit, national forest, fire department, contract county, etc.).

**Req No. -** Request number assigned by the requesting agency. (IA if initial attack or alphanumeric number is assigned: e.g. E-XXX for engines, O-XXX for overhead, etc.)

**Fire No.** - Fire number assigned to the incident.

**Resource ID/Overhead Assignment** - Station name and number where normally assigned (Pacheco #1, Morgan Hill #2, Red Bluff BDU, Salt Creek Crew #1, etc.) Overhead: use this space to indicate fire line assignment. Strike team leader: indicate strike team number.

**Date/Time Committed** - Calendar date and military time committed to or diverted to the incident.

**Date/Time Return** - Calendar date and military time returned from the incident or diverted to another incident.

**Home Unit** - Three-letter designator of the home unit of the resource identified in Block #4.

**Attachments** - If more than one page of the FC-33 is needed for a resource, all pages will be numbered consecutively. Any pages past the first page need only to contain the following information: completed Blocks 1, 2, 3, 4, 14. Totals for all pages will be brought forward to page one and entered on the "Total All Pages" column.

**Doc No.** - For use by person completing the FC-40 (Fire Cost Report) to assign individual numbers to the FC-33.

## B. Equipment ID

**Organization** - Identifier for the organization that owns the equipment. **State** CAL FIRE "B;" **local government contract** "A;" **local government CAL FIRE administered** "C;" local jurisdiction three-letter designator; Office of Emergency Services "OES;" Department of Corrections "CDC;" etc.

**Radio No.** - Vehicle radio number. If transportation was shared to and/or from the incident, indicate in "remarks block."

**Id No. -** "X" number when available, otherwise use the vehicle license number.

**Description** - CAL FIRE model number or clearly identify as sedan, PU, 4x4, PU-6, CCV, OES engine, etc. Use standard abbreviations found in FC-18/EARS instructions.

## C. Equipment Hours and Mileage

**Vehicle Pump** - Total number of pump hours on the incident.

**Portable Pump** - Total number of pump hours on the incident. Note the pump type in "remarks."

**Bulldozer** - Total number of dozer hours on the incident.

**Saw** - Total number of chain saw hours on the incident.

**Miles** - Total number of vehicle miles on the incident.

## D. Personnel Summary

**Org** - Organization that employee(s) work(s) for. Example: CAL FIRE/state funded "B;" CAL FIRE/local funded "A;" local funded/CAL FIRE administered "C;" local jurisdiction "3-letter designator;" other agency "3-letter designator."

**Full Name** - Last name, first name, middle initial of each employee on the crew.

**Do not** skip lines between employees.

**Class** - Abbreviations for the civil service title of state employee(s) (e.g., FCS, SFR I), "PCF" for paid call firefighter, "VOL" for volunteer, etc.

**Duty Schedule**
Show the regularly assigned duty schedule for the period covered by the FC-33.

Examples:

| **M** | **T** | **W** | **T** | **F** | **S** | **S** | |
|---|---|---|---|---|---|---|---|
| - | 24 | 24 | 24 | - | - | - | or |
| **M** | **T** | **W** | **T** | **F** | **S** | **S** | |
| | | **PCF/Volunteer** | | | | | |

<u>Swing Days:</u> For employees working a 3 1/2-2 1/2-duty schedule, the first FC-33 should show the planned work schedule for the current 7-day period covered by the FC-33. For the day that is considered a "swing day," CIRCLE that day on the FC-33. This will allow the time recorder to project the next week's scheduled work/off time. Examples:

| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|---|---|---|---|---|---|---|
| - | 24 | 24 | 24 | [12] | - | - |

This shows Friday as the "swing day" and the following week will be "Off Duty." Using established timekeeping methods, Thursday would then become a 12-hour day.

| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|---|---|---|---|---|---|---|
| [-] | 24 | 24 | 12 | - | - | - |

This shows Monday as the "swing day" and the following week will be "On Duty." Using established timekeeping methods, Monday would then become a 24-hour day.

**<u>Kelly Shifts:</u>** For employees working a specialized shift under MOU approved agreements (i.e. Kelly shifts, etc.), show the planned work schedule for the current 7-day period covered by the FC-33. Note in the "Remarks" block the planned shifts for the next two 7-day periods. Example:

| | **M** | **T** | **W** | **T** | **F** | **S** | **S** | |
|---|---|---|---|---|---|---|---|---|
| - | | 24 | - | - | 24 | - | - | |
| **Remarks:** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | |
| | **24** | **-** | **-** | **-** | **-** | **24** | **24** | **Week of 7/3** |
| | **-** | **-** | **-** | **24** | **24** | **-** | **-** | **Week of 7/10** |

2D Workweeks: For employees working 2D workweeks (FFIs), who have the four regularly scheduled duty days for the seven-day period covered by the FC-33 as 19-hour days. See the example below:

| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|---|---|---|---|---|---|---|
| - | - | 19 | 19 | 19 | 19 | - |

**<u>4C or forty-hour work weeks:</u>** For employees working a 4C or 40-hour work week, show the normal number of hours on the planned work schedule for the current 7-day period covered by the FC-33. Note in the "Remarks" block the work week group designation, i.e. 4C, 4A, 4D29, etc. 4C employees will show any 4C time worked under the OT column.

**NOTE: 4C employees show actual hours worked by calendar day (00:00 – 24:00) entering their normal work hours in the stratight time column and any additional hours in the overtime column: e.g. 16 hour work shift, show 8 hours S/T and 8 hours O/T.**

**<u>CCC C-1s Work Week:</u>** Show regularly assigned duty schedule for the period covered by the FC-33.

| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|---|---|---|---|---|---|---|
| 8 | 8 | 8 | 8 | 8 | - | - |

Show regularly assigned work hours in "Remarks" block.

**ID No. (SS#)** - Enter the last 4 digits of each employee's social security number. (See Section 3831.2.4.)

**Grand Total** - Add together the "Total This Page" and "Total Att'd. Pages" columns in Block 14 and enter under this column for each employee. If Block 14 is not used then use times in Blocks 5 & 6 to compute grand total hours for each employee (E.g., initial attack incidents.) **No. 13** - Follow instructions in this block.

## E. Activity Record

**Date** - Use top block in each ST/OT column to record day and date: Mon/29 Sun/30 etc.

**Start/Stop** - Use divided block above ST/OT to record start/stop times.

Use military time and round off to the nearest whole hour (a minimum of 1 hour for each employee). Record time at dispatch. Record time at duty daybreak. On the last day, record start time of the duty day to the estimated time of return to assigned location (or time of next assignment.) **NOTE: Duty days on an incident generally run from 0800 to 0800 the next day. However, in cases such as camps, duty days run from 0700-0700, or CC-I duty days may run from 0730- 0730, be sure to indicate not the normal duty day in "Remarks" block.** If required, off-duty and sleep time can be recorded in the "Remarks" block by date and time.

**SPECIAL NOTE:**
On cost share fires, the Finance Section Chief may require time recorders to record time on and off duty by assignment rather than by duty day. This could be necessary to determine which agency will bear the cost of use of the resources for that time period.

**ST/OT** - Calculate the number of ST and OT hours for each employee between the start and stop times shown. For PCFs or volunteers, show all time in the ST column. This should be based on the duty schedule shown in the "Personnel Summary" section of the FC-33.

**Remember: Not all employees are on portal-to-portal pay status.** All applicable MOU instructions and departmental policy must be followed regarding OT status.

With CCC C-Is, the first eight hours of a regularly assigned workday is ST. Overtime (OT) on a regularly assigned work day is 5.3 hours regardless of the number of hours actually worked. Questions regarding on-duty, on-call and off-duty status should be referred to the Time Unit Leader/Finance Section Chief for resolution with the IC. **On July 1, 1990, OT for CCC C-Is is six hours on an assigned work day and 14 hours on an assigned day off. Also note:** For OES-ordered resources, all activity is recorded as ST.

**Total This Page** - Total across all ST/OT columns for each page and enter here for each employee.

**Total Att'd Pages** - Total together all attached pages. Bring this total forward and enter on page one.

**Daily Equip Use** - Enter the appropriate daily totals here. Show time in **whole hours only**. Round portions of an hour up to the next whole hour. Total across to the appropriate column. Add total columns together and enter final figures in Block #11.

**NOTE:** Fire crew equipment is shown on the FC-33, **not** on the FC-33A.

**Activity** - Show operational period assignment or duties, en route, return, in camp, etc.

**F. Remarks**

For details or clarification (lost or damaged items, rations used and not replaced, miscellaneous equipment identification, difference in personnel from one operational period to another, off duty time, sleep time, breaking out activity for cost share incidents, etc.) Do Not use this block for any fire investigation information. Also, check the box if an SPO or DPV has been issued. List the document number, the amount, vendor and location, and the disposition of the document (i.e., turned into incident base finance section).

**Check "Amended" box if you are sending in an amended FC-33.**

**G. Time Recorder**

Print the full first and last name of the person completing the FC-33.

## PROCESSING INSTRUCTIONS FOR ON-SITE RESOURCES AT CAL FIRE INCIDENT WITH NO FINANCE SECTION 3831.4

(No. 16 March 2002)

For initial attack incidents or for those of short duration, an FC-33 will be completed and totaled by the company officer/overhead/support. The original will be turned in to the IC or his/her designee prior to leaving the incident. Make sure the yellow copy is legible. **There are no staff exempted from this procedure.**

**NOTE:** For any incident that does not extend into an employee's next duty day, the Activity Record (Block 14) need not be completed (see Block 13 for instructions). Instructions for handling the home base (yellow) copy remain the same as described in the "General Requirements" section.

## PROCESSING INSTRUCTIONS FOR ON-SITE RESOURCES AT A CAL FIRE INCIDENT WITH A FINANCE SECTION 3831.5

(No. 16 March 2002)

For incidents where a finance section or personnel time recorder has been activated, each company officer/overhead/support will check in with the personnel time recorder upon completing his/her first work shift and returning to the incident base. **There is no staff exempted from this procedure**, other than as noted in Sections 3831.7 and 3831.11.

- All copies of the FC-33 (complete set) will be turned in to the personnel time recorder. Again, no staff is exempted from this requirement.

- When the FC-33 is turned in, the company officer/overhead/support will have completed all blocks except Date and Time Returned and Final Totals and Mileage. The activity record will have been completed up to the date and time of submission to the personnel time recorder.

- Company officers/overhead/support will check in with the personnel time recorder once every twenty-four-hour period to update status, assigned duties, equipment use and mileage. This should normally occur when an operational period has been completed to avoid delays in starting work duties.

- The personnel time recorder will update the FC-33s daily and determine straight time and overtime based on the duty schedules shown in the Personnel Summary block of the FC-33. The time unit will cross-check all FC-33s on file with the resource status unit to determine if any FC-33s are missing or due.

    - Upon being scheduled for incident release, the company officer/overhead/support will process the FC-33 through the demobilization unit. After being cleared through all other functions, (vehicle inspection, supply, communications, etc.) the company officer/overhead/support staff will check out through the finance section (personnel time recorder). At this point, the return travel, equipment rehabilitation and administrative cleanup times will be estimated and entered on the FC-33.

    - Final calculations and determination of straight time and overtime will be completed and the FC-33 closed out. The document original will stay with the personnel time recorder for preparation of the FC-18E and FC-40. The time recorder will make sure that the yellow copy is legible and is given to the company officer/overhead/support staff for return to his/her home base.

- If the time recorder is aware of a resource on an incident that does not turn in an FC-33, he/she should attempt (through the Finance Section Chief) to collect it. If the Finance Section Chief cannot collect it, the Chief will notify the resource's home unit that the resource may not charge time against the incident.

## ASSISTANCE TO OTHER AGENCIES; JOINT INCIDENTS WITHOUT A CAL FIRE IC 3831.6

(No. 16 March 2002)

This section addresses mutual/automatic aid situations, assistance-by-hire incidents and joint agency incidents where CAL FIRE has a jurisdictional interest but the IC is from another agency. The common characteristic is that there is no CAL FIRE IC. How the FC-33 is processed depends upon whether only an Agency Representative has been assigned or identified, and whether a time unit has been established.

If there is only an Agency Representative, and no time unit has been established, procedures are as described in Section 3831.4. The Agency Representative is personally and directly responsible for the collection and subsequent processing of completed FC-33s from all CAL FIRE resources assigned on-site and off-site from the incident.

If the Agency Representative determines that the size or type of the incident warrants the establishment of a time unit (or perhaps a CAL FIRE finance section if it is a joint incident), procedures are as described in Section 3831.5.

## SUPPORT AND OTHER PERSONNEL ASSIGNED OTHER THAN AT THE INCIDENT BASE 3831.7

(No. 16 March 2002)

Support and other staff assigned directly to the incident but located away from the incident base, remote camp, or staging area, must still have an order and request number and must submit an FC-33 to their supervisor for verification. The original (white) copy will be forwarded to the incident Unit ECC by the end of the resource's next home shift, and the yellow copy (in legible condition) will be retained by the home base of the support staff. See Section 3832.7 for separate instructions on in-camp crews.

> **NOTE:** Remember that if support staff or other personnel are not on an order and request number, time cannot be charged either to the incident or to the Emergency Fund.

## CANCELLED EN ROUTE 3831.8

(No. 16 March 2002)

In all cases, units or personnel diverted or cancelled from an incident will submit a completed FC-33 for their dispatch and response. In these situations, employees have until the end of their next home shift to submit FC-33s to the incident Unit ECC.

## STATEWIDE/REGIONWIDE ORDERS 3831.9

(No. 16 March 2002)

At times, statewide or regionwide resources may be requested due to the magnitude of fire activity or anticipated needs. These resources are requested under a statewide/regionwide order and request number and moved into staging or mobilization areas. They are then assigned to incidents as needed. Separate FC-33s must be made for the statewide/regionwide order and request number versus any specific incident order assignment.

An initial FC-33 for the statewide/regionwide order and request number will be started. Times and dates will be entered as the activity related to the move-up and staging occurs. When assignment to a particular incident occurs, time on the statewide/regionwide FC-33 will temporarily stop and a new FC-33 for that particular incident number started.

All activities related to the new incident will be recorded on the new FC-33. **The FC-33 will be turned in at incident base prior to release and during demobilization.** When released from that particular incident, time will restart on the statewide/regionwide order and request number.

The statewide/regionwide FC-33 will then be turned in at the staging area prior to departure, or if no collection point or designee has been assigned, the FC-33 will be mailed (within 24 hours after the resource return home) to the Region ECC or Sacramento ECC that originated the statewide/regionwide order and request number.

Switches and reassignments will be noted in the "Remarks" block to provide for tracking and explanation of breaks in time frames.

## OUT-OF-STATE ORDERS AND ASSIGNMENTS 3831.10

(No. 16 March 2002)

Requests for units and/or personnel to assist with incidents outside California are occasionally received. Due to agency approval requirements, all out-of-state orders will be handled through Sacramento ECC. All personnel assigned to an out-of-state assignment will be required to initiate, update daily and maintain an FC-33 for all activities and costs associated with the assignment. All procedures contained in 3800 Incident Fiscal Management Handbook will be followed. **Original** documents will be processed to Sacramento for proper billing and department reimbursements. If the requesting agency or location requests a copy of the FC-33 or other time recording document, one is to be provided. If the other agency requires the completion of its time recording documents, they are to be completed in addition to the required FC-33.

These resources will be requested using the appropriate order and request number and moved to the incident. They may be assigned to different incidents, as needed. Separate FC-33s must be made for each order and request number to which the resource is assigned.

All original FC-33s will then be turned in to the CAL FIRE Agency Representative or designee. The Agency Representative or designee will prepare the FC-40 and submit it to the Sacramento accounting office through normal channels within the specified time frame in Section 3864.7.

Switches and reassignments will be noted in the "Remarks" block to provide for tracking and explanation of breaks in time frames.

## MOVE UP AND COVER ASSIGNMENTS 3831.11

(No. 16 March 2002)

Staff on move up and cover assignments must complete an FC-33, but only if overtime will be incurred, unless FEMA reimbursable. An order number is required which must also be posted on the timesheet. Do not separate the original and the home copy. File them both together in accordance with instructions provided for the home copy (Section 3831.2.10).

## INCIDENT LOCATIONS REMOTE FROM TIME RECORDER 3831.12

(No. 16 March 2002)

Resources assigned to an incident but operating out of a remote camp, staging area, etc., may have difficulty turning the FC-33 in to the time recorder and updating it daily. If this occurs, and no provision has been made by the time unit for the remote location, the company officer/overhead/support/ must complete and update **their** own FC-33 on a timely basis and make every reasonable effort to leave it with the time unit at incident base prior to departure. If that is not possible, the resource has until the end of their next shift (in the home unit) to submit the FC-33 to the unit ECC responsible for the incident . See also Section 3831.9 above for additional instructions on statewide/regionwide mobilization areas.

## OPTIONAL USE OF FC-33 FOR EMERGENCY WORKERS 3831.13

(No. 16 March 2002)

An FC-33 may be used to record the time worked by emergency workers on a given incident (example: paid-call firefighters). This information must then be transferred from the FC-33 to the FC-42, which will be used to summarize the information from multiple FC-33s**. On incidents without a time unit, the IC or designee will serve as the time recorder for FC-42s and the incident Unit will complete the documents.**

FC-33s used in this manner shall be clearly marked "Paid by FC-42" followed by the FC-42 number next to the employee's name in the "Personnel Summary" block. This will avoid the necessity of making separate payments for each and every incident.

## FC-33 REQUIRED FOR OES RESOURCES 3831.14

(No. 16 March 2002)

An FC-33 must be completed for all OES resources submitting OES F-42 versions prior to 4/2000, but in an abbreviated format. Do not complete the social security number or duty schedule blocks. All activity is recorded as straight time. When necessary, the FC-33 is initiated by the time unit**. For OES resources using an OES F-42 version after 6/2000, an FC-33 is not required.**

> **NOTE:** A CAL FIRE employee staffing an OES strike team must fill out his/her FC-33 completely.

## FC-33 STRAIGHT TIME/OVERTIME DETERMINATION 3831.15

(No. 16 March 2002)

The chart for this section shows, by bargaining unit: 1) whether employees receive portal-to-portal compensation, 2) normal duty week, and 3) overtime compensation rate.

## FC-33 - CAL FIRE INCIDENT COMMAND TEAM (ICT) 3831.16

(No. 16 March 2002)

An FC-33 must be completed for local, state and contract county agency personnel assigned to and deployed as members of a CAL FIRE Incident Command Team. Federal agency team members must complete an OF-288, Crew Time Report. The employee's agency will be reimbursed pursuant to Section 3838 .

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)