

**INVOICING FOR STAFF AND WARD TIME (FC-77)**  
**DESCRIPTION, PREPARATION, AND SUBMISSION**  
(May 2003)

**6294**

The FC-77 is the cost summary for fire crews and related cooperator's staff (i.e., non-CDF staff) used on incidents or for incident support. It identifies, for billing purposes, the emergency hours (regular and/or premium) worked, and other billable costs such as travel expenses and incidental expenses.

The FC-77 is a one-page, two-sided form which must be completed with an original and four copies. It is an input document to the FC-40 cost recovery package, and as such is designed to expedite the process of determining the total of recoverable costs from billable incidents involving USFS, BLM, other federal agencies, and civil entities.

**Responsibility**

**Division Chief**  
**Camp Superintendent**

The FC-77 is developed by CDF staff in the conservation camp. It is reviewed by the Camp Superintendent and signed, signifying the accuracy of the time report. The FC-77 is then returned to the Division Chief, who will sign it after reviewing both the form and its supporting documents for accuracy.

**NOTE:** Overtime shown on the FC-77 should agree with the overtime hours on the personnel time sheets.

**Division Chief**  
**Camp Superintendent**

The Division Chief and Camp Superintendent will compile one FC-77 for each fire incident within 10 days of the crew(s) being release from the emergency.

**For all CYA institution based camps:** The original is forwarded to the appropriate institution's accounting office for review and adjustment and is then forwarded to CYA's Central Office, Accounting for invoicing and forwarding to CDF. The duplicate carries all supporting documentation and is forwarded to the incident ranger unit and is used for preparation of the FC-40. The triplicate is forwarded to the CDF home unit, the quadruplicate is retained by the Division Chief, and a copy is retained by the Institutions Accounting Office.

## HOW TO COMPLETE THE FC-77

6294.1

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### Responsibility

#### **Division Chief**

The FC-77 is to be used for all CDF reimbursable emergency incidents. A separate FC-77 is required for each incident. For detailed instructions regarding the completion of the FC-77, refer to [Section 3863](#) of **Incident Fiscal Management Procedures**, Handbook 3800. The Division Chief will assure that CYA staff has access to, or a copy of, **Incident Fiscal Management Procedures** to facilitate accurate completion and submission of these documents.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)