

A publication of the  
National Wildfire  
Coordinating Group



# NWCG Incident Position Standards for Personnel Time Recorder

PMS 350-53

SEPTEMBER 2024



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September 2024  
PMS 350-53

The *NWCG Incident Position Standards for Personnel Time Recorder* establishes national interagency standards for operating as a Personnel Time Recorder (PTRC) on wildland fires. These standards are meant to ensure safe, efficient, and effective operations in support of interagency goals and objectives and should serve as a guide to promote effective and consistent on-incident training. By definition, NWCG standards encompass guidelines, procedures, processes, best practices, specifications, techniques, and methods.

The Personnel Time Recorder Position Page, <https://www.nwcg.gov/positions/personnel-time-recorder>, in the NWCG Position Catalog, includes the Incident Position Description (IPD) and Position Qualifications, as well as links to standards and references needed to perform the duties of a Personnel Time Recorder.

Tasks that are identified by a (\*) are those tasks included for evaluation in the Position Task Book (PTB). Tasks not identified for evaluation in the PTB still represent standards for successful performance in the position and should be included in a comprehensive training assignment.

Where references are identified by a (\*\*), refer to your home unit, agency, or organization for specific guidance and policy documentation. For example:

*\*\*Interagency Standards for Fire and Fire Aviation Operations (Red Book)*

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The National Wildfire Coordinating Group (NWCG) provides national leadership to enable interoperable wildland fire operations among federal, state, Tribal, territorial, and local partners. NWCG operations standards are interagency by design; they are developed with the intent of universal adoption by the member agencies. However, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.

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## General References

- *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277, <https://www.nwcg.gov/publications/pms277>
- *NWCG Incident Response Pocket Guide (IRPG)*, PMS 461, <https://www.nwcg.gov/publications/pms461>
- *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600, <https://www.nwcg.gov/publications/pms600>
- *NWCG Standards for Interagency Incident Business Management*, PMS 902, <https://www.nwcg.gov/publications/pms902>
- Incident Command System (ICS) Forms, <https://www.nwcg.gov/ics-forms>
  - Medical Plan and Medical Incident Report (ICS 206 WF)
  - Incident Organization Chart (ICS 207)
  - General Message (ICS 213)
  - Demobilization Check-Out (ICS 221)
  - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF)
- Standard (SF) and Optional (OF) Forms, <https://www.nwcg.gov/publications/pms902>
  - Crew Time Report (CTR), SF 261
  - Incident Time Report, OF 288
- PSM-001, How to Correctly Fill Out the Crew Time Report (CTR), SF 261, <https://wildlandfirelearningportal.net/login/index.php>
- PSM-003, How to Correctly Fill Out the Incident Time Report, OF 288, <https://wildlandfirelearningportal.net/login/index.php>
- Administratively Determined (AD) Pay Plan for Emergency Workers, <https://www.nifc.gov/programs/casual-payment-center/ad-pay-plans>
- Guidance for Incident Finance Electronic File Management, <https://www.nwcg.gov/committee/incident-business-committee/correspondence>
  - Finance Electronic Files Management Guidance
  - Finance Working Files and Folder Matrix for FireNet
  - Structure for Final Finance eDoc Box Provided in FireNet
  - Structure for Finance Working Files Provided in FireNet
- Incident Planning Subcommittee (IPS) Tools for Incident Management Teams (IMTs), <https://www.nwcg.gov/committee/incident-planning-subcommittee>
  - Graphic Examples for Organizing Incident Records
  - IMT Box Indexes – all
  - IMT Instructions for Managing Incident Records
  - IMT Labels
  - Master Documentation Index
  - Records Retention Kit Supply Ordering Guide
- U.S. Forest Service (USFS) Incident Payment Guide, <https://www.fs.usda.gov/managing-land/fire/ibp/payments>
- U.S. General Services Administration (GSA) Travel Page, <https://www.gsa.gov/travel>

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## Agency-Specific References

- *\*\*Interagency Standards for Fire and Fire Aviation Operations (Red Book)*,  
<https://www.nifc.gov/standards/guides/red-book>
- *\*\*National Interagency Standards for Resource Mobilization*,  
<https://www.nifc.gov/nicc/logistics/reference-documents>

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## \*Leadership Level 1, Follower (Provide Action)

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Followers have several responsibilities: to become competent in basic job skills, take initiative, learn from others, ask questions, and develop communication skills. For additional information, review the Level 1 description, expected behaviors and knowledge, suggested development goals, and self-study opportunities <https://www.nwcg.gov/committees/leadership-committee/leadership-levels>.

### Description

- Leadership development starts the first day of the job.
- Followers function as a team member.
- Part of being a leader is exercising good followership and understanding human dynamics.
- Followership begins the journey of becoming a student of fire.

### Behaviors

- Performs entry-level incident management tasks, contributing to team mission accomplishment and performance.
- Takes responsibility for personal actions and decisions, demonstrating the core value of integrity.
- Takes initiative to ensure the mission is accomplished and team performance is improved.
- Practices the five communication responsibilities to develop skill and ensure individual contribution to risk management.
- Interacts with team members, in a positive and constructive manner, to build team cohesion.
- Acts with humility and learns from others to improve technical and leadership skills.
- Asks questions to increase individual knowledge and improve the safety of self and team members.

### Knowledge

- Knowledge of the wildland fire leadership values, principles, and traits to inform expectations of their behaviors as a team member.
- Knowledge of leadership concepts including courage, compassion, authenticity, humility, and empathy to inform expectations of their behavior as a team member.
- Knowledge of the risk management process to understand their role in accident prevention and decision-making.
- Knowledge of the decision-making process to inform their role in an effective decision process.
- Knowledge of the impacts of cumulative and traumatic stress to assist in ensuring resilience and mental and emotional health.
- Knowledge of the elements of human factors and barriers to situational awareness to understand how human elements can contribute to team performance and fireline safety.
- Knowledge of the value diversity of thought and perspective bring to team performance to ensure respectful interactions with team members and to contribute to a positive team culture/command climate.

## Prepare and Mobilize

### **\*Ensure individual readiness.**

**When to start task:** Prior to assignment.

**Resources to complete task:** PTRC finance kit.

#### **How to accomplish task:**

- Prepare for a 14-day assignment (virtual or on-site).
  - For on-site assignments, prepare to be absent from home and family. Refer to *A Preparedness Guide for Wildland Firefighters and their Families*, PMS 600.
- Assemble the PTRC finance kit using a digital storage device (e.g., USB drive) with digital copies of all necessary forms and references, such as:
  - AD Pay Plan for Emergency Workers.
  - Crew Time Report (CTR), SF 261.
  - General Message (ICS 213).
  - Incident Time Report, OF 288.
  - *NWCG Standards for Interagency Incident Business Management*, PMS 902.
  - *NWCG Incident Response Pocket Guide (IRPG)*, PMS 461.
- As a trainee or prior to the start of fire season, locate and review the most up-to-date version of the following resources:
  - Chapter 10 of *NWCG Standards for Interagency Incident Business Management*, PMS 902
  - GSA Travel Page
  - *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277
  - NWCG Incident Business Committee (IBC) page to review Guidance for Incident Finance Electronic File Management as a national standard:
    - Finance Electronic Files Management Guidance
    - Finance Working Files and Folder Matrix for FireNet
    - Structure for Final Finance eDoc Box Provided in FireNet
    - Structure for Finance Working Files Provided in FireNet
  - Leader's Intent, Human Factor Barriers to Situation Awareness, Risk Management Process, and Planning for Medical Emergencies sections of the *IRPG*
  - **\*\*National Interagency Standards for Resource Mobilization**
  - Performance Support Modules
    - PSM-001, How to Correctly Fill Out the Crew Time Report (CTR), SF 261
    - PSM-003, How to Correctly Fill Out the Incident Time Report, OF 288
  - Resource tracking applications guidance (e.g., e-ISuite Time Quick Reference Card)
  - Regional mobilization guides
  - USFS Incident Payment Guide

### **Gather critical information pertinent to the assignment.**

**When to start task:** Upon receipt of resource order.

**Resources to complete task:** Resource order; agency-specific guidelines; geographic area supplements; national and regional mobilization guides.

**How to accomplish task:**

- Access and review the resource order.
  - Ensure the resource order contains the following information as a baseline:
    - Incident/project name
    - Incident/project order number
    - Office reference number (cost code)
    - Descriptive location/response area
    - Coordinates (latitude and longitude)
    - Incident radio frequency (if available)
    - Incident base/phone number
    - Request number
    - Reporting date/time and location (e.g., Incident Command Post [ICP])
    - Transportation arrangements and routes
    - Special instructions
- Gather incident-specific references.
  - Agency-specific guidelines
  - Geographic area supplements
    - These provide specific guidelines to be followed as well as additional information pertaining to personnel, filing requirements, etc., which is crucial for ensuring compliance and accuracy in reporting and reimbursement processes.
    - Obtain these supplements from your incident supervisor, the incident agency, or the website for each Geographic Area Coordination Center (GACC) or NWCG IBC.
  - National and regional mobilization guides
- Gain situational awareness about the assignment.

**\*Adhere to guidelines in the *NWCG Standards for Interagency Incident Business Management, PMS 902* while on assignment as a single resource.**

**When to start task:** Upon receipt of resource order.

**Resources to complete task:** *NWCG Standards for Interagency Incident Business Management, PMS 902.*

**How to accomplish task:**

- Refer to the *NWCG Standards for Interagency Incident Business Management, PMS 902.*

**Travel to and check in at assignment.**

**When to start task:** Upon receipt of resource order.

**Resources to complete task:** *NWCG Standards for Interagency Incident Business Management, PMS 902* or *\*\*Interagency Standards for Fire and Fire Aviation Operations (Red Book).*

**How to accomplish task:**

- Confirm travel arrangements and expected time of arrival with dispatch.
- Before travel, prepare for travel expectations.
  - Wear appropriate attire.
    - Wear attire that reflects positively on the agency you represent.



- Consider normal daily working uniform.
- Model professionalism and a professional attitude.
- Upon arrival at the incident, complete the check-in process as described in the Incident Action Plan (IAP) or provided by the Status/Check-In Recorder (SCKN). Be prepared with resource order, Incident Qualifications Card (Red Card), and agency-specific agreement sheet.
  - Identify and report to your incident supervisor or incident contact listed on the resource order to establish line of communication.
  - Check in with the Planning Section upon arrival using your resource order.

### **\*Report to the Finance/Administration Section Chief (FSC).**

**When to start task:** Upon arrival at the assignment and checking in.

**Resources to complete task:** None.

#### **How to accomplish task:**

- Receive an initial briefing with the FSC or their delegate.
- Review the following:
  - IAP prepared by the Planning Section for objectives, tactical actions, and supporting information
  - Incident objectives
  - Current incident status
  - Organizational chart
  - Safety considerations and emergency procedures
  - Location of your work area and equipment/personnel you will be managing
  - Your specific role and responsibilities
  - Workflow/process dictated by the jurisdictional agency
- Ensure access to systems (e.g., e-ISuite, Microsoft Teams).
- Obtain a listing of personnel, resources, and order numbers from the incident agency, expanded dispatch, and/or Incident Business Advisor (INBA) in the Finance/Administration functional area.
  - Notify the incident supervisor if a resource does not have a corresponding resource order number.
- Ask if you are unsure of anything.



## Perform Personnel Time Recorder-Specific Duties

### **\*Familiarize yourself with the use and management of both digital and paper records.**

**When to start task:** After check-in with the FSC and throughout the assignment.

#### **Resources to complete task:**

Hardcopy Records: IMT Instructions for Managing Incident Records; Master Documentation Index; IMT Box Indexes – all; Graphic Examples for Organizing Incident Records; IMT Labels; Records Retention Kit Supply Ordering Guide; host agency’s non-electronic standards (if applicable).

Electronic Records: Access to systems; *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277; Finance Electronic Files Management Guidance; Finance Working Files and Folder Matrix for FireNet; Structure for Final Finance eDoc Box Provided in FireNet; Structure for Finance Working Files Provided in FireNet.

#### **How to accomplish task:**

- Confirm with the incident/agency which filing/naming structure is being implemented.
  - If the incident is using electronic files, follow the current *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277.
  - If the incident is not using the *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277 or is using paper documentation, follow the host unit/agency protocol.
- Review the hardcopy and/or electronic records for this task to become familiar with their content, use, and management.
- Access FireNet:
  - Log in to FireNet via Microsoft Office 365 and navigate to the incident directory. If you are newly added to the IMT, you might receive an email from Microsoft Teams with instructions to join.
- Locate the eDoc Box:
  - In your incident’s directory, select the Finance\_Channel and then select the Files tab to view the folder structure.
  - Within the General channel of your incident’s directory, locate the Draft eDoc Box. This folder will contain pre-established subfolders that mirror the traditional paper file structure.
    - Review listed resource links in the Reference section.
- In the absence of the Time Unit Leader (TIME), or as requested by the TIME, set up the filing system.
- Create resource folders in the proper subfolder within “01\_Personnel\_Time\_Records” corresponding to the resource order.
  - Options are Aircraft, Crews, Equipment, or Overhead (A-#, C-#, E-#, and O-# requests, respectively).
    - Folders for resources paid via cooperative agreement also belong in these folders.
    - Folders for resources under commercial agreement are maintained by the Cost Unit.
  - Folders for single resource overhead personnel or contract resources follow the *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277 or host unit/agency protocol.



- If there is a need to separate documents within these parent folders, set up subfolders.
  - Keep all documentation for a single request number (e.g., E-10) and its subordinates (e.g., E10-1, E10-2, E10-3) within the parent folder.
- For electronic files, ensure folders and file names are limited to 30 characters.

**\*Ensure overhead resources are managed properly.**

**When to start task:** When each new resource checks in at the incident or there is a change in the circumstances of a resource on incident.

**Resources to complete task:** General Message (ICS 213); Crew Time Report (CTR), SF 261; ground support; situational awareness communicated from the Logistics Section and Operations Section; IAP.

**How to accomplish task:**

- Assist overhead resources in completing CTRs.
- Request, maintain, and file necessary documentation.
  - Resource order
  - Crew manifest
  - Casual hire form
  - Audit record sheet

**\*Review and post time in the incident time system (e.g., e-ISuite).**

**When to start task:** Upon receipt of the CTR.

**Resources to complete task:** Access to the incident time system; *NWCG Standards for Interagency Incident Business Management*, PMS 902.

**How to accomplish task:**

- Review the employment type (e.g., Federal [FED], AD, COOP, contractor).
- Collect and review incoming CTRs daily to ensure all personnel information is accurate, is complete, and adheres to contract/agreement terms and conditions and the *NWCG Standards for Interagency Incident Business Management*, PMS 902 regarding:
  - Resource order number.
  - Date.
  - Fire name and code.
  - Resource name(s).
  - Travel.
  - Compensable meal periods.
  - Hazard pay/environmental differential.
  - Additions/deductions (e.g., lodging, meals, and incidental expenses [M&IE]).
  - Transfers/promotions/reassignments.
  - Crew member swaps.
  - Ordered standby.
  - Guaranteed hours.
  - Work/rest.
  - Continuation of pay/workers compensation.
  - Approval signatures.
  - Any other special considerations and justification in the Remarks block.
- Communicate CTR inaccuracies with the resource and attempt to correct.



- Post time according to the correct(ed) CTRs.
  - Initiate a time record for each contractor in the resource tracking application (e.g., e-ISuite).
    - Refer to guidance for the resource tracking application (e.g., e-ISuite Time Quick Reference Card) for more information.
    - Use the crew manifest provided by crews to assist with creating the time record in the resource tracking application.
- File CTRs in the resource's folder.

**Distribute Incident Time Reports, OF 288 to home unit timekeepers as requested.**

**When to start task:** Upon request by the resource.

**Resources to complete task:** *NWCG Standards for Interagency Incident Business Management*, PMS 902.

**How to accomplish task:**

- Coordinate requests with relevant resources.
- Prepare the Incident Time Report, OF 288.
- Transmit forms to home unit timekeepers as email attachments.

**\*Close out all personnel prior to resource demobilization.**

**When to start task:** Upon notification that a resource is demobilizing.

**Resources to complete task:** *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277.

**How to accomplish task:**

- Review the demobilization schedule from the Demobilization Unit for demobilization dates and times.
- Close out all personnel time documents prior to resource demobilization.
  - Gather the appropriate documentation for the personnel package.
  - Post work and travel time to the home unit.
  - Review documents to ensure completeness and accuracy.
  - Document any follow-up actions and elevate when appropriate.
  - Provide a draft Incident Time Report, OF 288 to the resource for approval.
    - Corrections may require that an updated CTR be submitted.
  - Prepare the final Incident Time Report, OF 288.
    - Provide it to the resource for signature.
    - Sign for final approval.
  - Add required support documentation to the resource's folder, including, but not limited to:
    - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF).
    - Applicable receipts.
    - General Message (ICS 213).
  - Distribute copies per agency and incident policy.
    - Provide the fully executed final Incident Time Report, OF 288 to the resource.
    - Place a copy of the final Incident Time Report, OF 288 in the resource's folder.
    - Move the entire resource's folder to the appropriate folder for auditing per *NWCG*



*Standards for Electronic Documentation (eDoc), PMS 277.*

- Notify chain of command that there is a resource ready for final audit.

**Provide training as needed.**

**When to start task:** When assigned a trainee.

**Resources to complete task:** None.

**How to accomplish task:**

- Assess the trainee's baseline experience.
- Determine appropriate tasks for the trainee to gain experience and demonstrate proficiency.
- Provide direction and feedback in response to trainee needs.
- Complete an Incident Personnel Performance Rating (ICS 225 or ICS 225 WF) for the trainee.

**\*Provide a transition plan for the incoming team or jurisdictional agency as needed.**

**When to start task:** When notified by the FSC.

**Resources to complete task:** None.

**How to accomplish task:**

- Compile a list of outstanding items during daily operations that need to be addressed by the incoming team or the jurisdictional agency.
- Keep a record of contacts and important information received during the mobilization process.
- Conduct a handoff meeting as needed.



## Communicate and Coordinate

### **\*Communicate and coordinate with assigned resources and pertinent Incident Management Team (IMT) functional areas.**

**When to start task:** Throughout the assignment.

**Resources to complete task:** IAP; Chapter 40 of the *NWCG Standards for Interagency Incident Business Management*, PMS 902.

#### **How to accomplish task:**

- Refer to Chapter 40 of the *NWCG Standards for Interagency Incident Business Management*, PMS 902.
- Maintain situational awareness by continually (daily) communicating with the Planning, Logistics, and Operations Sections.
- Review and adhere to the chain of command for communicating information, problems, issues, and resource orders.
  - Take the initiative to gather pertinent information.
  - Coordinate with incident agency personnel or personnel on other incidents as appropriate.
  - Stay informed about the incident status and any changes in assignments or procedures.
- Provide updates regularly to your incident supervisor, including:
  - Work status.
  - Issues.
  - Problems and concerns from the previous operational period.
- Brief replacement/incident agency personnel assigned to the next operational period, your replacement, or when closing out with the incident agency on:
  - Work status.
  - Issues.
  - Problems.
  - Concerns.
  - Necessary follow-up.



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## Manage Risk

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### **Report all accidents to your incident supervisor.**

**When to start task:** Upon receipt of resource order.

**Resources to complete task:** Medical Plan and Medical Incident Report (ICS 206 WF); Emergency Medical Care section of the *IRPG*.

**How to accomplish task:**

- Refer to the Emergency Medical Care section of the *IRPG*.
- Complete the Medical Incident Report within the Medical Plan (ICS 206 WF) as appropriate.

### **\*Ensure compliance with all safety practices and procedures for yourself and those around you.**

**When to start task:** Upon receipt of resource order.

**Resources to complete task:** *NWCG Standards for Interagency Incident Business Management*, PMS 902.

**How to accomplish task:**

- Refer to Chapter 10 of the *NWCG Standards for Interagency Incident Business Management*, PMS 902.



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## Demobilize

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### **Prepare for and implement demobilization.**

**When to start task:** When notified of upcoming demobilization.

**Resources to complete task:** Demobilization Check-Out (ICS 221).

**How to accomplish task:**

- Complete the demobilization check-out process before being released from the incident.
- Report your status to your home unit upon demobilization.



The *NWCG Incident Position Standards for Personnel Time Recorder* is developed and maintained by the Incident Business Committee (IBC), an entity of the National Wildfire Coordinating Group (NWCG).

Previous editions: first.

This publication is available electronically at <https://www.nwcg.gov/publications/pms350-53>.

Submit comments, questions, and recommendations to the appropriate agency program manager assigned to the IBC using the NWCG Publication Review Form, <https://www.nwcg.gov/publications/publication-review-form>. View the complete roster at <https://www.nwcg.gov/committee/incident-business-committee/roster>.

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