



**File Code:** 1930/5100/6500

**Date:** September 24, 2007

**Route To:**

**Subject:** Use of Incident Job Codes for Fiscal Year 2008

**To:** Regional Foresters, Station Directors, Area Director, IITF Director, Deputy Chiefs and WO Directors

The Forest Service continues to increase its scrutiny of the use and management of wildland fire suppression (WFSU) funds. While the use of the FireCode system has enhanced our ability to determine the cost of large fires, there are several other fire suppression codes set up that make accountability and reporting of total suppression costs difficult. Several changes took place in FY 2007 and will continue in FY 2008, with minor changes based on field input and analysis of 2007 job code use.

The following direction and procedures will be used to establish and charge to wildland fire, severity and support job codes in FY 2008:

Incident job codes will have a region/unit override. For large fires, this will be the region/unit of the incident host unit. Incidents that qualify for a unique incident job code are as follows and will be established in the FireCode system:

- Wildfire incidents 300 acres or more
- Type 1 or Type 2 IMT is ordered
- Type 3 organization is used
- Wildland Fire Use incidents in Stage 3
- Fire Use Management Team is ordered

P and G codes will be established only for direct suppression expenditures through the FireCode system. Codes established for support (with the exception of land based units) will continue to use WFSU## structure (where ## is Region number). (Examples: ASC, NIFC, RO, WO).

Base salary will continue to be charged to wildland fire suppression (WFSU) and not to wildland fire preparedness (WFPR) when fire-funded employees are assigned to fire incidents.

Each land based unit will have one code for ABCD fires. These codes will be pre-established (see attached spreadsheet) and will be used with the region/unit override. The ABCD code format will be P#XXXX (where # is the region number and XXXX is created by the FireCode system). The ABCD codes will be used for the following:

- Initial attack
- False alarms (including FS response to DOI false alarms)
- Extended attack if under 300 acres (except as noted above).



Each land based unit will have one code for fire support. These codes will be used for salary and other project support charges by dispatch centers, local caches, and unit employees providing general fire support that have traditionally been charged to ABCD Misc. Support codes will be used when an employee is working on multiple fires with different P codes and time cannot reasonably be separated out. If personnel are working on actual support to ongoing ABCD fires, they should charge to the ABCD code. These codes will be pre-established and will use the region/unit override in the following format: P#XXXX (where # is the region number and XXXX is created by the FireCode system). Note: This is a change from FY 2007 where the job code structure contained "WFSU".

P-codes generated from the National Interagency Coordination Center (NICC) will use "W" as the second digit in the code. Last year the second digit in the job code for NICC was a "7." The Enterprise Program Office has been assigned Region 7, and is unavailable for use by NICC this fiscal year.

The following non-land based units will have a support code for all salary charges: The ASC, National Caches, GACCs, NICC, NIFC, ROs and the WO. When converting from WFPR work to WFSU fire support, salary charges will be made to this support code. Employees at these units will charge to a P, G or F code when they are specifically assigned to an incident or supporting only one incident and can identify time in minimum four hours blocks. WFSU fire support codes will be pre-established and will use the region/unit override in the following format: WFSU## (refer to accompanying spreadsheet).

Each Region will have one P code for staging and/or transporting unassigned resources. The code of the requesting Region will be used on resource orders. These codes will be pre-established and will use the region/unit override in the following format: P#XXXX, where the XXXX is created by the FireCode system.

The default job code for salary will be eliminated. This code was established a few years ago when there were issues with codes being established in FFIS. Those issues have since been mitigated and employees should now be able to use the appropriate job code in paycheck.

Units are asked to limit the number of additional codes created in the FireCode system. While it is understood there are situations where the established codes are not adequate for specific needs, units should adequately describe the purpose of the code in the FireCode name field.

The following information is provided to update the appropriate use of incident and severity codes for the FY 2008 season.

**G-codes:** Use G-codes for unplanned, lightning-caused fires that are managed for resource benefits. Establish a unique code when in Stage 3, or when a Fire Use Management Team is ordered. Switch to a P-code in the event of an escape. G-codes will be used for DOI Fire Use incidents as well (see below). Only one G-code per Region will be established for all WFU fires in Stage 1 and 2. G-codes are created using the FireCode system.

**P-codes:** Suppression costs for all size class A, B, C, and D fires for each forest will be collected under one P-code per Forest, except as noted below. Format is

P#XXXX (where # is region and XXXX is created by the FireCode system), region/unit override will be used. Established codes will be posted to the Forest Service Incident Business website: ([http://www.fs.fed.us/fire/ibp/incident\\_payments/incident\\_payments.html](http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html)), and are included in the attached spreadsheet.

Do not issue a unique P-code for fires under 300 acres unless you are certain it meets at least one of the following criteria:

- Human caused
- Trespass
- Expected reimbursement
- Cost share
- Type 1, 2, or 3 Incident Management Team assigned

All fires that are size class E, F, or G will be issued a unique P-code with the region/unit override.

P& G codes for

DOI Fires: All Department of Interior (DOI) fire codes will be issued by dispatch personnel or a DOI representative through the FireCode system. Fire codes will pass to the FS Financial system *only if the fire code is flagged in the FireCode system with a value of “Y” for FS Assist*. These codes allow FS resources to charge to a FireCode in support of DOI fires and will be assigned the appropriate letter (D=BLM, A=BIA, P=NPS, R=FWS) after the P or G. An override of 1502 will be used for all DOI fires.

H-codes: Use H-codes for approved BAER projects. One H-code will be established for each Region to track assessment expenditures for BAER teams. The H-codes will be established in the format: H#BAER (where # is the Region number). A Regional override will be used.

These unique codes will enhance the ability of each Region to monitor annual assessment costs and simplify the process of establishing codes in time-critical situations. It also provides for the transaction code (in accordance with Public Law 106-558) to be used for overtime rate equal to one and one-half times the hourly rate, which is appropriate for individuals involved in the preparation of a BAER plan. The overtime provisions apply only until the initial BAER plan is submitted for approval. (See FSM 2523.)

Each unit is responsible for contacting the ASC Incident Finance at “asc [ipc@fs.fed.us](mailto:ipc@fs.fed.us)” to request H-codes for BAER plan implementation, once the plan is approved. The H-code should mirror the P-code, including the region/unit override. If the P-code was a non FS jurisdictional incident and reflected a region/unit override of 1502, the H-code will reflect the region/unit override of the requesting unit.

Support code

For ADs: A WFSUAD code for AD (Casual) Hire training and Work Capacity Test costs will be issued for each Region. These codes are to be used for allowable expenditures for suppression funds. A Regional override will be used.

S-codes: Each Forest will have two S-codes for severity. One code for Washington Office approved severity and a second code for Regional Office approved severity. National severity codes will be established in the format: S#9999 and the Regional codes in the format: S#1111. Region/Unit overrides will be used. Please note that OMB is closely monitoring FS use of severity and funding levels are being controlled through the apportionment process. Regions should insure that severity funds have been approved prior to charging to severity job codes.

S-codes for

DOI Severity: Assistance to Department of the Interior severity authorizations will be tracked separately. S-codes will be established to be used by individuals assisting a DOI Bureau under a severity request. Please use the following S-codes on all related timesheets and travel vouchers. Do not use the individual severity codes established by DOI in the FireCode system as they will not be compatible with our systems.

Job Code	Override	Agency
S70001	1502	Bureau of Indian Affairs (BIA) – Severity assistance.
S70002	1502	Bureau of Land Management (BLM) – Severity assistance.
S70003	1502	Fish and Wildlife Service (FWS) – Severity assistance.
S70004	1502	National Park Service (NPS) – Severity assistance.

FS Support of Non-Federal

Fires: States will not be utilizing the FireCode system to establish codes for non-federal fires. When federal resources respond and provide support to non-federal fires, the FS or DOI will create a fire code. The agency that receives the request initially, and fills an order, is responsible for generating the fire code. These codes will be established with PN as the first two characters and the remaining four characters/digits will be generated by the FireCode system. These codes will have an override of 1502.

Non-Wildland Federal Fire Departments/

Agencies: Non-wildland Federal fire departments and agencies, including but not limited to DOD and Tennessee Valley Authority, will not be utilizing the FireCode system

to establish codes for their federal fires. When federal resources respond and provide support to Federal non-wildland fire departments or agencies, the FS or DOI will retrieve a fire code. The agency that receives the request initially, and fills an order, is responsible for generating the fire code. These codes will be established with PF as the first two characters and the remaining four characters/digits will be generated by the FireCode system. Use override 1502.

F-codes: A unique F-code will be established in the event of a FEMA incident for an emergency declared by the President. The Region in which the incident occurs will request an F-code by contacting ASC Incident Finance in the following order:

- Incident Finance Landline 505-563-7635 (7am-5pm, M-F)
- Starla Grill 505-331-0348
- Marylea Lockard 505-331-1742
- Incident Finance Red Phone 505-366-8191
- Jeff Park 505-366-8146

Pre-structured unique F-codes will also be established for the national headquarters' coordination and support to FEMA. A separate F-code will be established for each mission assignment by declared disaster.

All base salary of employees on assignment to an emergency declared by the President will be paid from the Emergency Operations (WFSU) account.

Non-Fire and  
Other Non-  
Emergency  
Job Codes:

Upon execution of an interagency reimbursable agreement the Unit should request a unique reimbursable job code with the appropriate reimbursable program and fund. Contact ASC-Incident Finance to create the code prior to incurring any expenses. Do not create a fire code in the FireCode system for non fire emergencies.

For an emergency declared by the Secretary and/or inter-Departmental agreement, the FS will negotiate with the tasking agency/department for reimbursement of base-8, overtime, travel and other support costs.

Fire codes are processed into FFIS as they are created in the FireCode system. The job code cycles in FFIS do not run on Friday and Saturday night. Therefore, incident job codes passed to FFIS on Friday and Saturday nights will not be available for use (in Paycheck and other systems) until after processing on Sunday night.

For Fire Code questions, contact Marylea Lockard, ASC Incident Finance 1-877-372-7248. For Fire and Aviation funding policy questions, contact Bill Breedlove at 202-205-0996. For implementation questions contact MaryAnn Szymoniak at 208-387-5944.

*/s/ James E. Hubbard*

**JAMES E. HUBBARD**

Deputy Chief, State and Private Forestry

*/s/ Jesse L. King*

**JESSE L. KING**

Chief Financial Officer

cc: Lenise Lago

Donna M Carmical

Mary A Szymoniak

Bill Breedlove

Jeffrey G Park

Khon Viengkham

pdl wo spf fam regional fire directors