

FAQs for Incident Job Code 1930/5100/6500 memo, dated 9/26/2007

Why do we need to use overrides and all these other codes?

As stated in this year's memo, the Forest Service continues to increase scrutiny regarding wildland fire suppression (WFSU) expenditures. The use of the incident job codes as outlined in the letter enhance our ability to meet this scrutiny; specific examples include: documenting and monitoring our support activities and units costs; more accurately determining ABCD fire costs; and documenting and monitoring our resource staging costs.

Having all of the charges displayed in one place provides unit managers the ability to view the costs for which they are accountable. It also provides cost center data for strategic planning.

Fiscal data is provided in a format that will facilitate timely responses to Congressional and Administration requests. More specifically, it supports our responses to requests by the Office of Management and Budget (OMB), who apportions our funds.

What about incidents that cross fiscal years?

Incidents that start in FY2007 and carry over into FY2008 will retain the same job code; however, incident units must notify ASC Incident Finance for the job code to be valid in FY2008. For details see the FY2007 year-end closing instructions at: http://fsweb.r3.fs.fed.us/asc/bfm/year_end/documents/FY2007_YEAR_END_PROCEDURE_S.pdf

I thought time and ½ overtime could only be earned with P codes, G codes and S codes – will paycheck accept the Fire overtime code with WFSU job codes?

Yes, if you are entitled to full overtime, prefix 11 can be used with transaction code 21 and WFSU and H (BAER) job codes.

How do I know what the correct override code is?

The override code is a 4 digit number that is comprised of the Region/Unit number displayed as RRUU. You can use the dropdown window in Paycheck to select the override or type it in. The dropdown option is recommended as it eliminates typo errors. Also, a spreadsheet showing the job code and Region/Unit number will be posted on the FS FAM Incident Business website: http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html

Where do I find the list of codes?

The FY2008 job codes will be posted on the ASC Incident Finance Website: <http://fsweb.r3.fs.fed.us/asc/bfm/programs/financial-operations/incident-business/> and the FS FAM Incident Business Website: http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html

Does Paycheck accept more than one override?

Yes, you can use multiple override codes in a pay period. Every override code must be associated with a valid job code.

If you use an override once do you have to use it on each line?

No. The only lines that require an override code are those with job codes not associated with the home unit. You do not have to use an override for lines with jobcodes that are associated with the home unit, because it is built into the T&A contact point and job code references.

What is the purpose of the staging codes?

The intent for this code is for use by a Region / geographic area for staging and/or transporting unassigned resources to the area when it is known there will be a need for the resources, but the specific assignment has not yet been determined. The intent for charges to this code is for short term use as it is assumed resources will be assigned to an incident as soon as practical, and will then charge to the appropriate fire code.

Please clarify the use of support codes for salary of WFPR funded employees.

Salary should be charged to a specific P or G or F code when direct support is identifiable to a specific incident. Support codes will be used when the work performed broadly supports multiple incidents and direct support to a specific P or G or F code cannot be identified. For non-land based units, support codes will have the WFSU## structure. For land based units, supports codes will have a P#XXXX structure. Note: If personnel are working on actual support to ongoing ABCD fires, they should charge to the ABCD code.

Equipment or supplies and refurbishment should continue to be charged to the specific incident job code.

We have certain situations in our region where we would like to track costs separately; can we establish additional support codes?

If there is a compelling reason to establish additional codes for purposes of analysis or cost tracking, you can do so, but we would ask that you limit adding additional codes as much as possible. For example:

An Area Command (or Joint Information Center, or Prevention Team or Mobilization Center) is established to manage multiple large incidents and the cost of the Area Command (or other entity) will be shared among state and Federal agencies, and/or the members of the Area Command Team (or other entity) are from agencies other than the Forest Service.

Will there be default P-codes to use in the event the correct P-code fails to get set up in time?

No, the default codes were established several years ago when there were problems getting P-codes into our financial systems. Fire codes are processed into FFIS as they are created in the Fire Code system. However, processing doesn't occur on Friday and Saturday nights, so any codes created on those days won't be available for use until after processing on Sunday night.

In our dispatch offices the DOI employees currently use the same "fire code" as the Forest Service employees in the creation of their job codes. Can DOI use our support and positioning WFSU in their job code structure?

In 2008, a change was made for land-based units support codes; these codes are now generated from Firecode, so DOI can use the same 4 digit code as the Forest Service. For nonland-base units DOI will need to establish their corresponding WFSU codes using either fire code or another basis to accommodate their financial code structure.

Please Clarify the "Non Fire and Other Non- Emergency Job Codes" section.

This paragraph relates to "Non Fire and Other Non-Emergency Reimbursable Job Codes". ASC Reimbursable and Advance Collection Branch (RACA) handles these types of non-emergency agreements. Job codes are assigned on the basis of signed agreements. Job codes for re-establishment of a multi-year agreement in a new fiscal year are assigned on the basis of receipt of WorkPlan for the new fiscal year. Refer to guidance provided by RACA.

What about coding for Cache Stores Accounts?

Detailed direction will be issued soon.