FIRECODE SYSTEM

RELEASE 1.9

USER GUIDE

Document updated June 2, 2014

This report is confidential and intended solely for the use and information of the organizations to which it is addressed.

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Introduction

The FireCode System is a stand-alone web-based system designed to provide functionality that allows users to generate a standard fire incident code (or FireCode).

The purpose of this document is to provide the user with instruction to use the FireCode System, dispatch office business rules, agency specific business rules, and Continuation of Operations Plan.

The instructions to use the FireCode System include logging into FireCode, changing passwords, creating a FireCode, editing a FireCode, and searching for an existing FireCode.

The dispatch office business rules and procedures provide the dispatch community with requirements for completing the code specific to the business. For example, the Host Unit ID is a mandatory field, however if the Host Unit ID is not in the system (pick list) at the time of accessing the system and generating a FireCode, the default is the local dispatch office's Unit ID. Any place there are specific requirements for the fields within the application, you will find those in this section.

The agency specific business rules and procedures provide the dispatch office with direction once a code is generated. For example, the USDA Forest Service (FS) requirements are still six characters for their account codes (job codes). The FS section instructs the dispatch office what to do to make the code six characters. Each federal agency has provided procedures.

The Continuation of Operations Plan (COOP) section provides direction in case the ability to access the application is lost. This section also includes data loss recovery procedures.

Background

In 2002, the House Appropriations Subcommittee directed the National Fire Plan Agencies to develop a method to standardize fire incident financial coding for fire suppression and subsequent emergency stabilization. Standardizing the fire incident cost code will provide the capability to effectively track and compile the full cost of a multi-jurisdictional fire suppression incident. In response to this Congressional directive, the National Fire Plan Agencies established a contract with Booz Allen Hamilton to develop an interagency FireCode System for generating and conveying these standardized fire incident codes.

System Functions

The FireCode System will generate a four-character fire incident code (or FireCode) that will be used to track and compile cost information for fires. In particular, the system is expected to assist the National Fire Plan Agencies in tracking costs for multi-jurisdictional fire suppression incidents. It is expected that the system will prevent the establishment of multiple FireCodes for the same incident.

The initial release of the FireCode System will not include automated external interfaces with other fire systems. Data transfer of FireCode information will initially be addressed through a manual process. Future versions of the FireCode System may include automated external interfaces with other fire systems (e.g. FFIS, FBMS).

System Users

Users of the FireCode System will primarily include Dispatch Personnel and Budget and Finance personnel. Dispatch Personnel will generate the fire incident codes (or FireCodes). Budget and Finance personnel will access reports on financial information concerning fire incidents.

Users will include staff from the Forest Service (FS), Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), Bureau of Reclamation (BOR), Fish and Wildlife Service (FWS), and National Park Service (NPS).

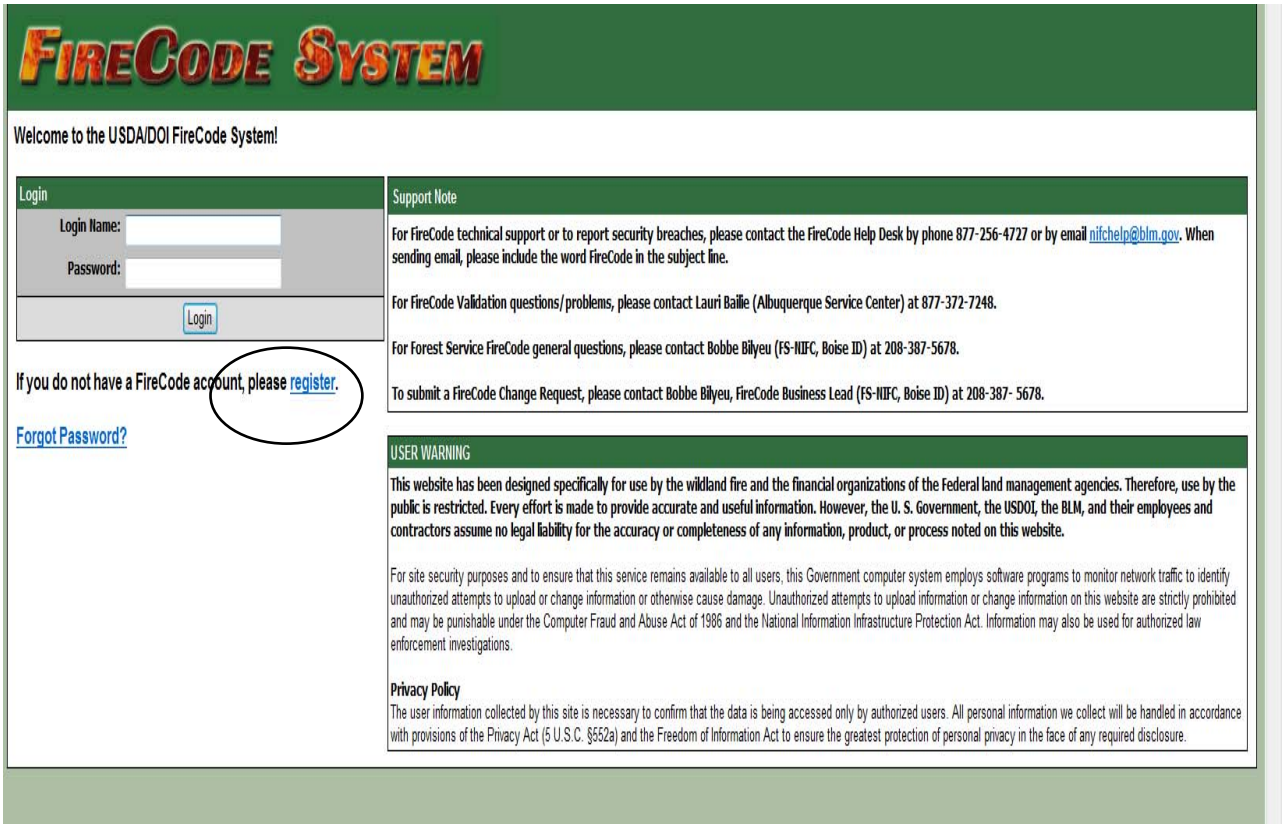
Access to the System

The FireCode System will be accessible via the Internet requiring a minimum 56 Kbps and using either Microsoft Internet Explorer version 5.0 or later, or Netscape Navigator version 4.7 or later.

With TLS 1.0 enabled in the web browser, once reaching the FireCode System website, a user will be required to use a Login Name and password to access the FireCode System. Accounts not accessed in 180 days will be locked and will require a Geographic Area Coordination Center (GACC) Administrator or National Administrator to unlock the account.

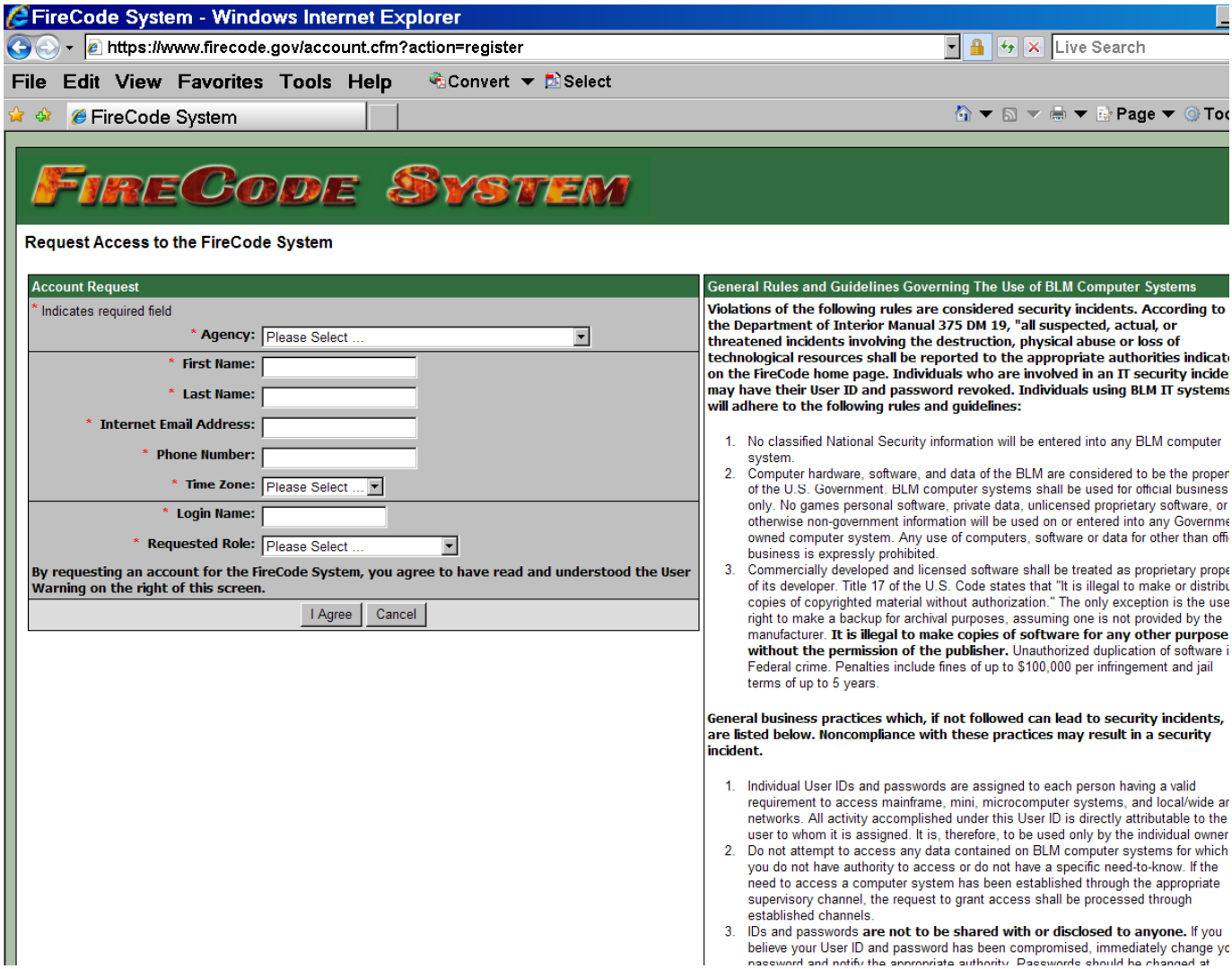
Requesting an Account

To request a FireCode System account, go to https://www.firecode.gov/ and click on the link to register for a new account.



The **Request Access to the FireCode System** screen will be displayed.

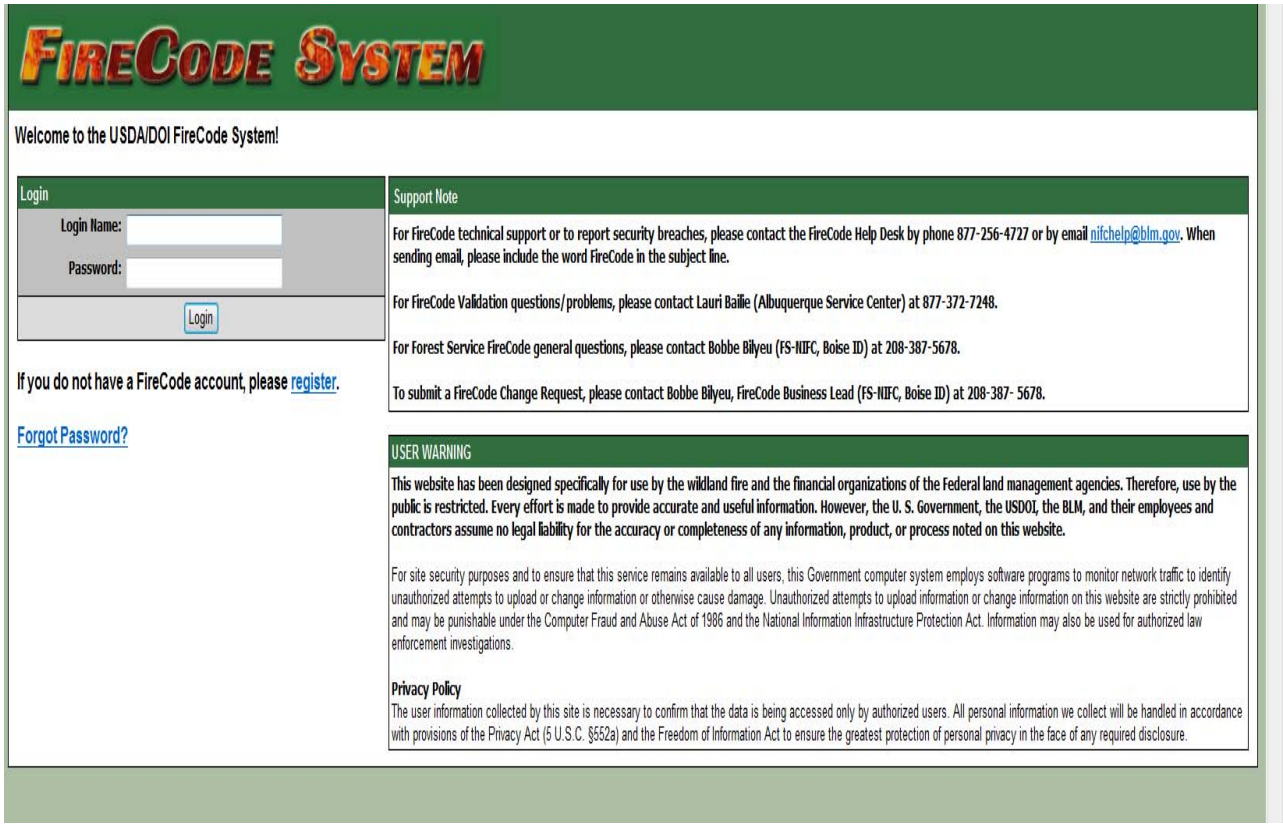
Complete all of the fields in the form. The Login Name may be 6 to 20 characters. Be sure to provide your Agency Internet email address. Read and understand the General Rules and Guidelines located on the right side of the screen. Click the **I Agree** button.



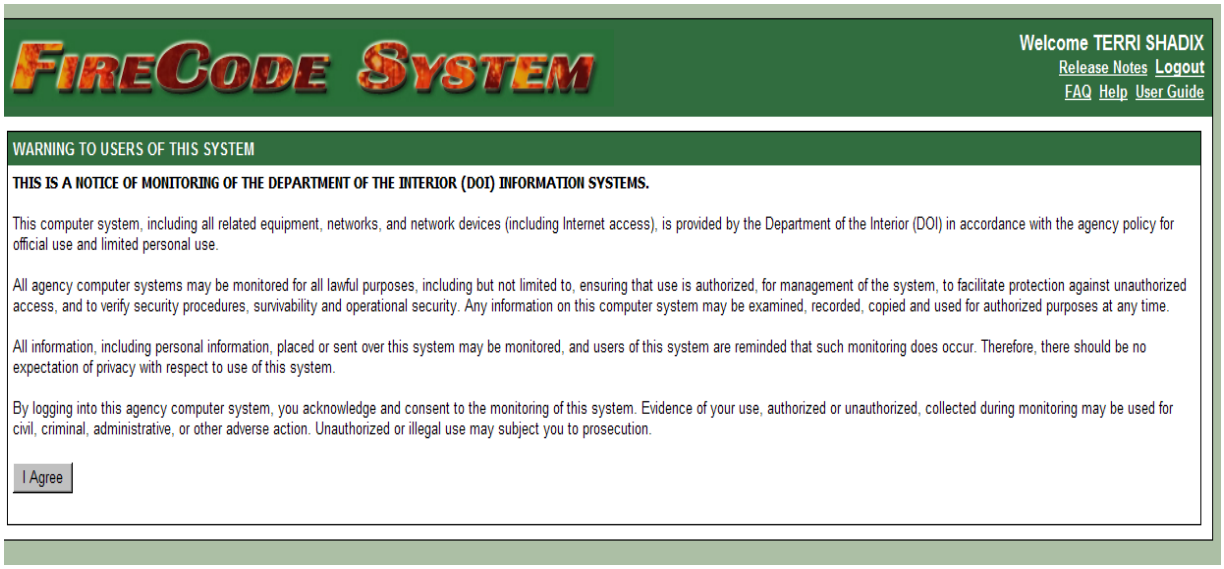
After the account request is submitted, an administrator will review the account request. Once the account request has been approved, you will receive two separate emails. One email will contain your Login Name and the other email will contain your temporary password. The temporary password is all uppercase letters with the last character being numeric.

Logging into the FireCode System

To access the FireCode System, go to https://www.firecode.gov/ and enter your **Login Name** and **Password**, and click the **Login** button.

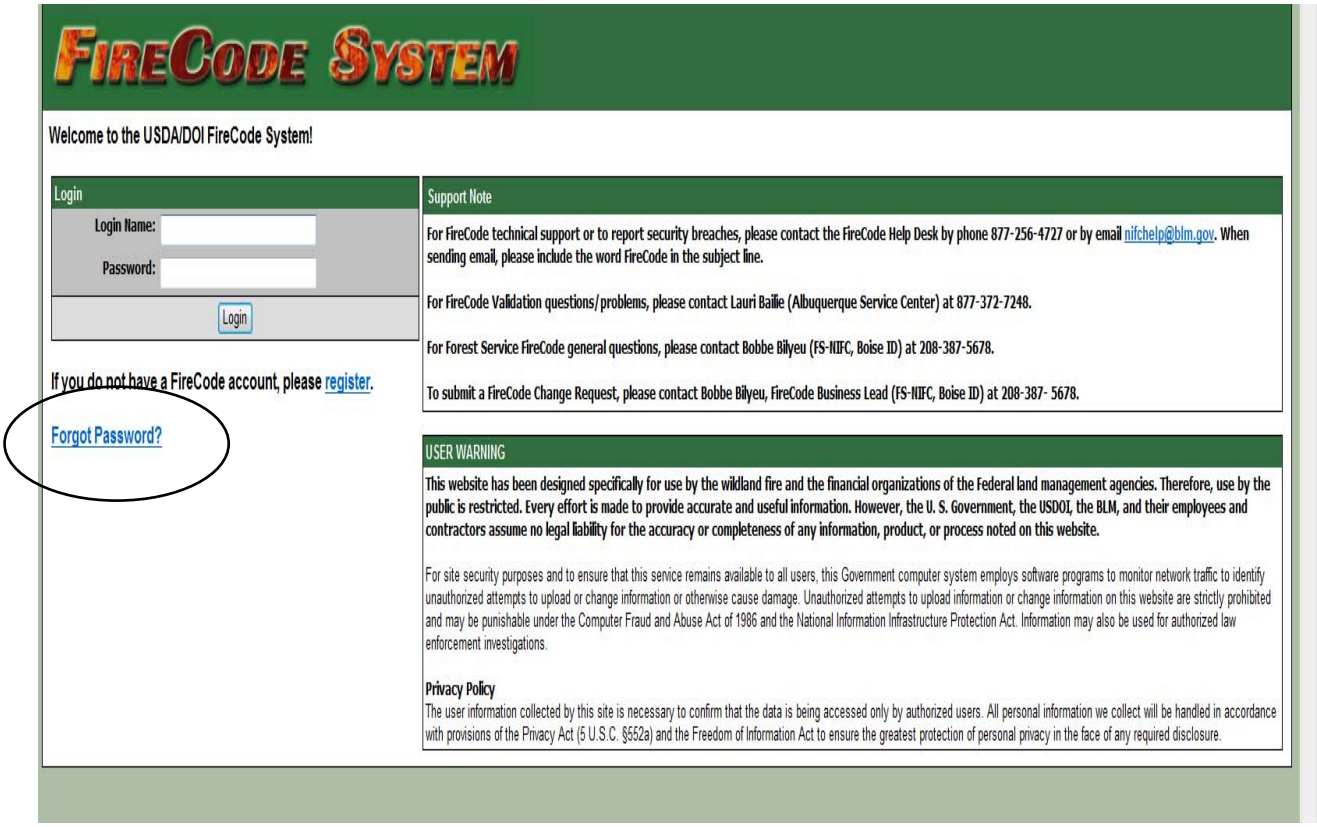


A mandatory Department of the Interior warning banner will be displayed. If you agree to the Notice of Monitoring, then click the **I Agree** button to continue. Otherwise, click on the link to **Logout** of the FireCode System (top right-hand corner).

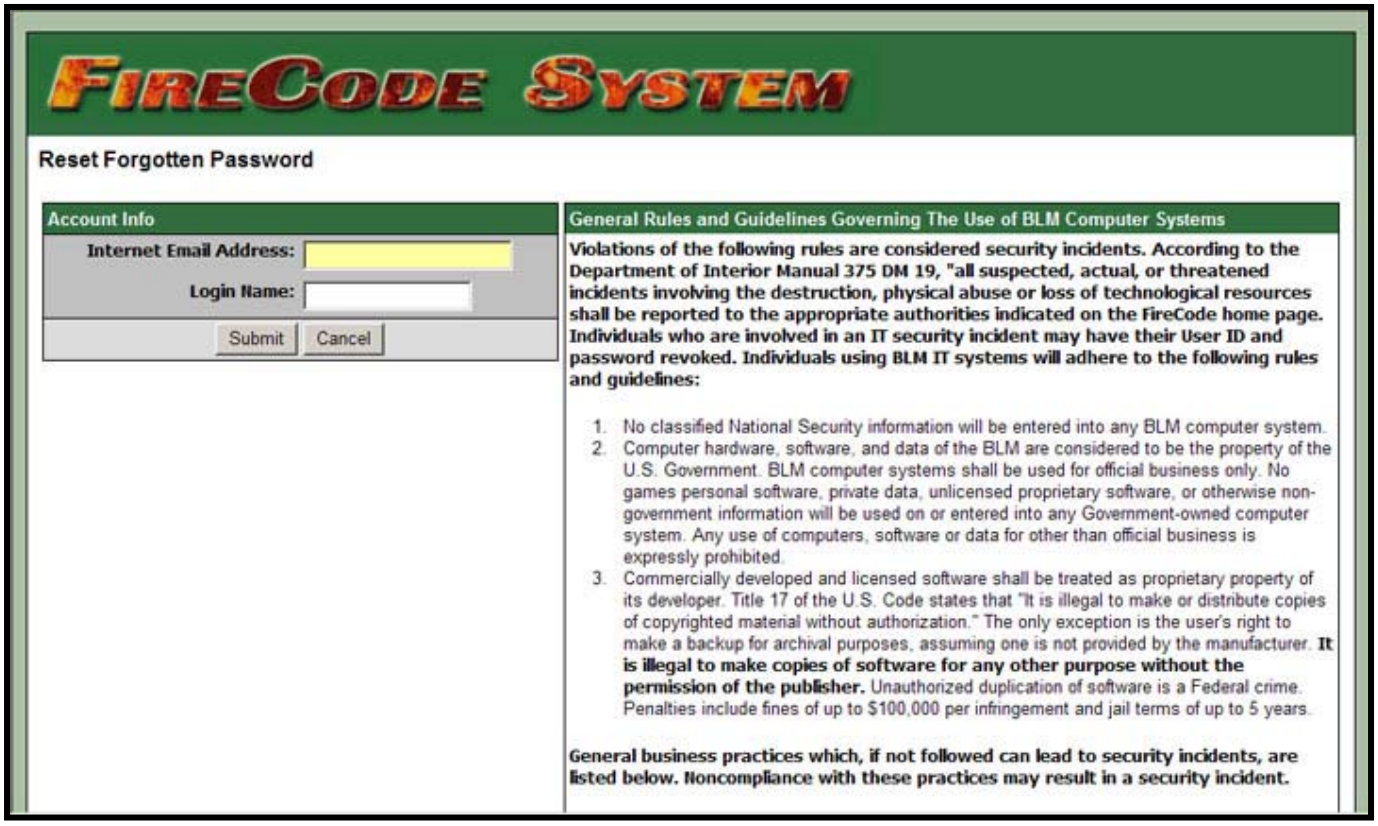


Reset Forgotten Password

If you forgot your password, go to https://www.firecode.gov/ and click on the link to reset your password.



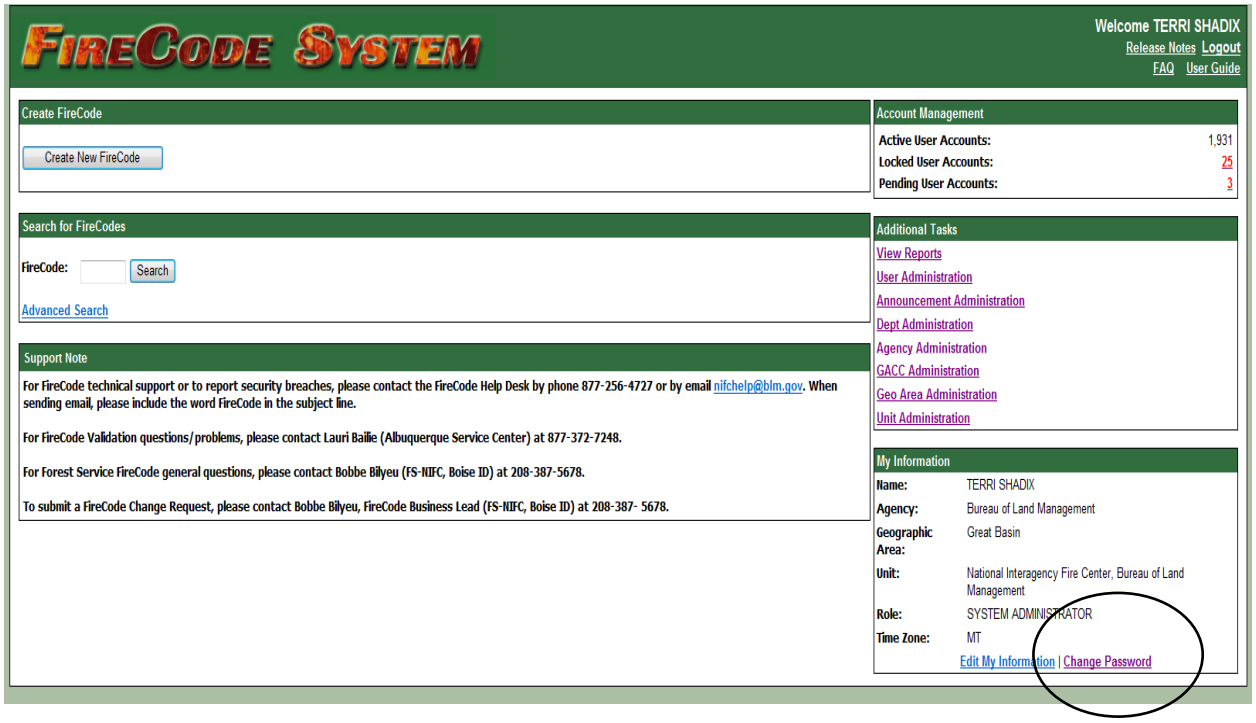
The **Reset Forgotten Password** screen will be displayed. Enter your **Internet Email Address** and **Login Name**. Click the **Submit** button.



If the account information matches, you will receive an email notification with a temporary password. The temporary password is all uppercase letters with the last character being numeric.

Changing My Password

After logging into the FireCode System, you may change or be prompted to change your password. To change your password, click on the **Change Password** link.



The **Change Password** screen will be displayed. Enter your current password (the one just used to log in) and then enter your new password.

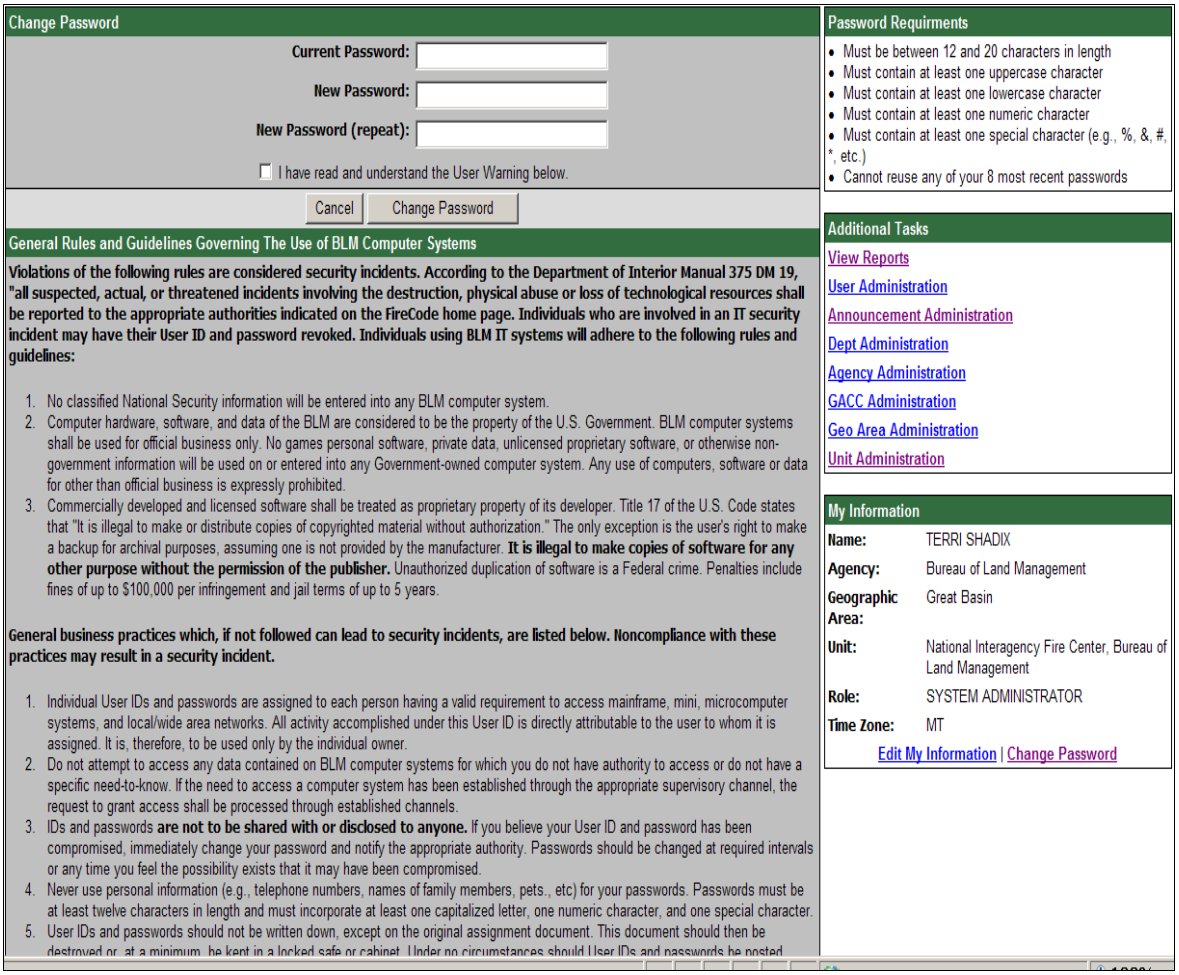
Effective January 15, 2011, the minimum length of the password is 12 characters in order to meet the DOI BLM mandated requirement.

Password Requirements:

- Must be between 12 and 20 characters in length.
- Must contain at least one uppercase character.
- Must contain at least one lowercase character.
- Must contain at least one numeric character.
- Must contain at least one special character (e.g. &, #).
- Cannot reuse any of your 8 most recent passwords.

Read the General Rules and Guidelines section. Click on the box to indicate that you have read and understand the **User Warning**.

Click the **Change Password** button.



Features of the FireCode System

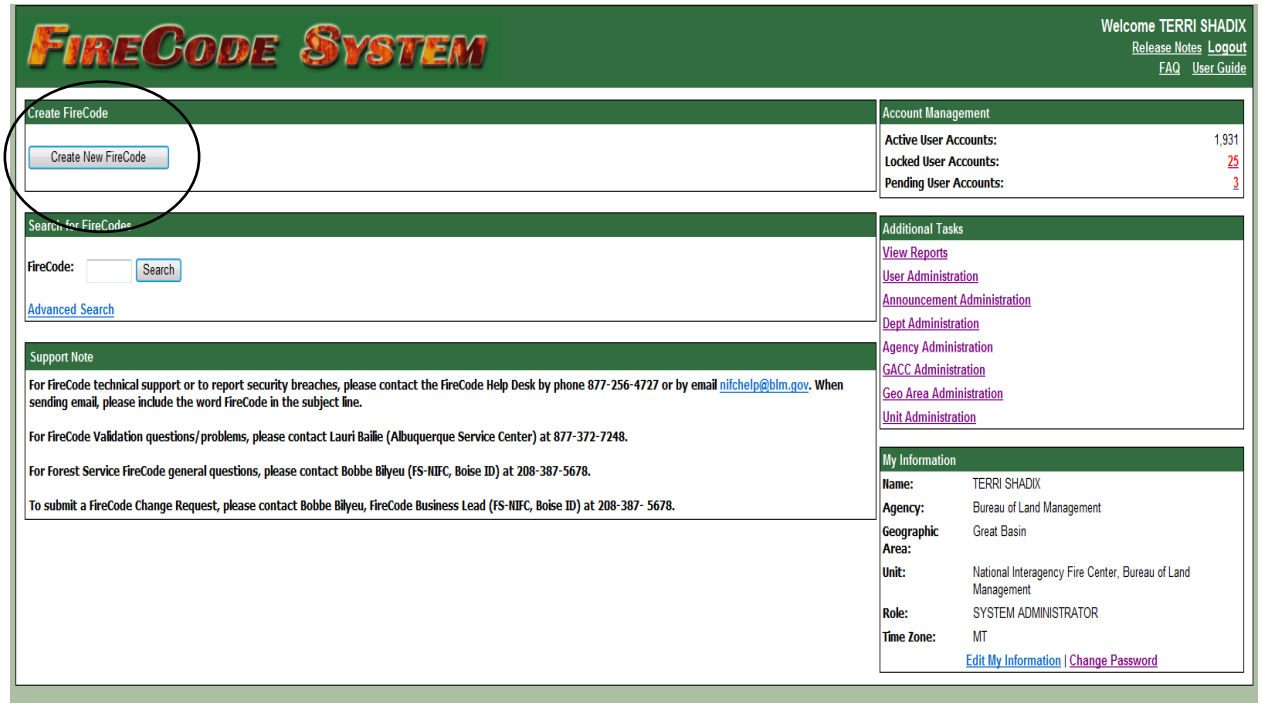
After logging into the FireCode System with your login and password, the FireCode System **Home** page will be displayed. The **Home** page will provide links to the following features:

- Creating a New FireCode
- Searching for an Existing FireCode
- Editing a FireCode
- Account Management (this box will be visible if you have Administrative privileges)
- Viewing Reports
- User Administration (this link will be visible if you have Administrative privileges)
- Editing My Information

After clicking on a link in the FireCode System, you may return to the **Home** page at any time by clicking on the banner located at the top of any page.

Creating a New FireCode

The **Create FireCode** screen is the starting point for creating a new FireCode. To create a new FireCode, click the **Create New FireCode** button on the **Home** page.

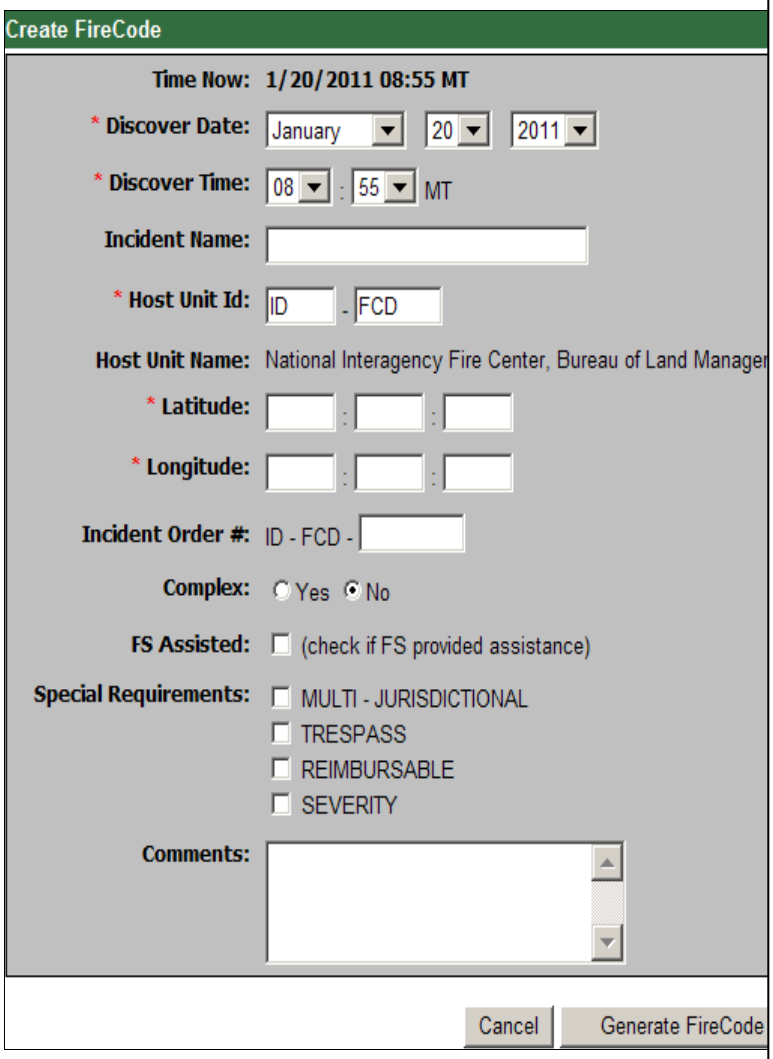


The **Create FireCode** screen will be displayed. Complete all required fields. Once all of the fields have been completed, click the **Generate FireCode** button.

When creating or editing a FireCode, if the host unit is Interagency, the following message will be displayed: "Please verify Host Unit ID reflects the protection/ jurisdiction responsibility of the Incident."

An interagency decision was made by NWCG and NMAC that there basically are only two kinds of fires; Prescribed Burns (which is not used in FireCode) and Wildfires. As a result, there is no longer a need to break out Wildland Fire Use in FireCode. Effective March 2, 2009, the Special Requirements selection of *Wildland Fire Use* is no longer listed as a choice.

Effective January 15, 2011, the Special Requirements selection of *Billable* is now a selection of *Trespass*.



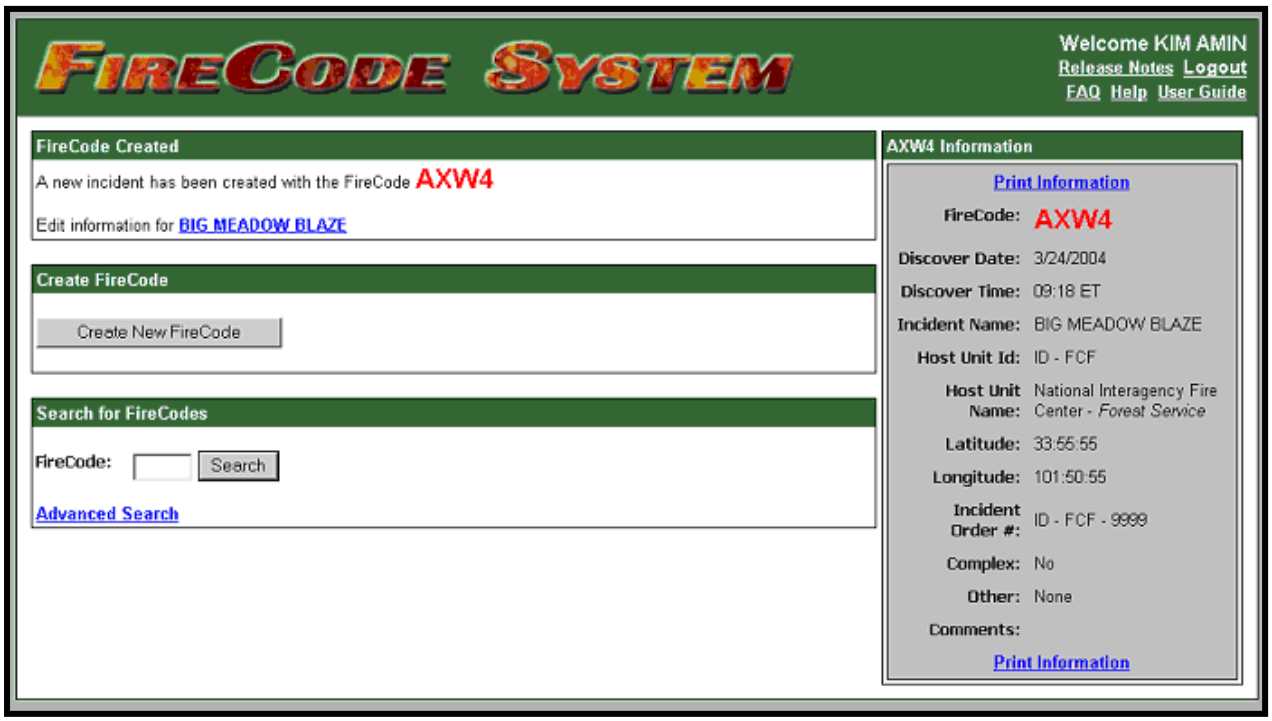
All required fields are marked with a red asterisk (*).

1. Date and time the fire was discovered.
2. Incident name (max 30 characters).
3. Host Unit ID number.
   You may create a FireCode for any unit in your GACC.
4. Latitude in degrees: minutes: seconds (seconds are optional).
5. Longitude in degrees: minutes: seconds (seconds are optional).
6. Incident Order Number (max 6 characters; min 3).
7. Complex fire indicator.
   If a FireCode is desired for a complex fire (two or more fire incidents located in the same general area that are assigned to the same Incident Commander), click **Yes** next to **Complex**.
8. Forest Service Assistance.
   If you are creating a FireCode for a host unit not within the Forest Service and you have received assistance from a Forest Service unit, then click on the **FS Assisted** box. The **FS Assisted** box will not be visible if you are logged in as a unit within the Forest Service.
9. Special Requirements (Multi-Jurisdictional, Trespass, Reimbursable, Severity).
10. Comments (max 1000 characters).

The **FireCode Created** screen will display the newly created **FireCode** and information associated with it. If the system detects that this incident may be a duplicate, it will prompt you to confirm that it is a unique fire.

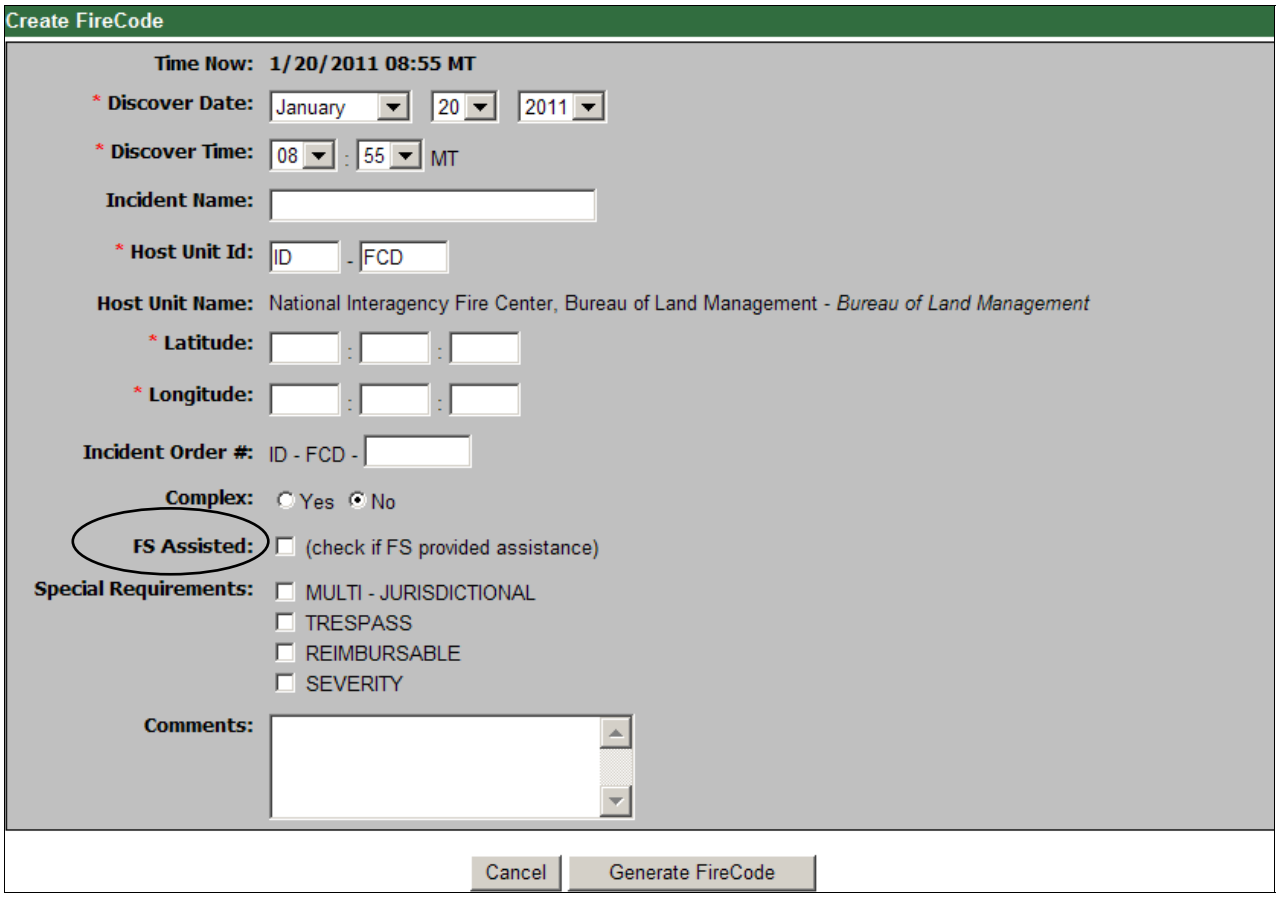
A FireCode consist of numbers and letters. To avoid confusion, a FireCode may contain the numbers 0 or 1, but will not contain the letters O or I.

A FireCode cannot be deleted. Instead, a FireCode can be deactivated.



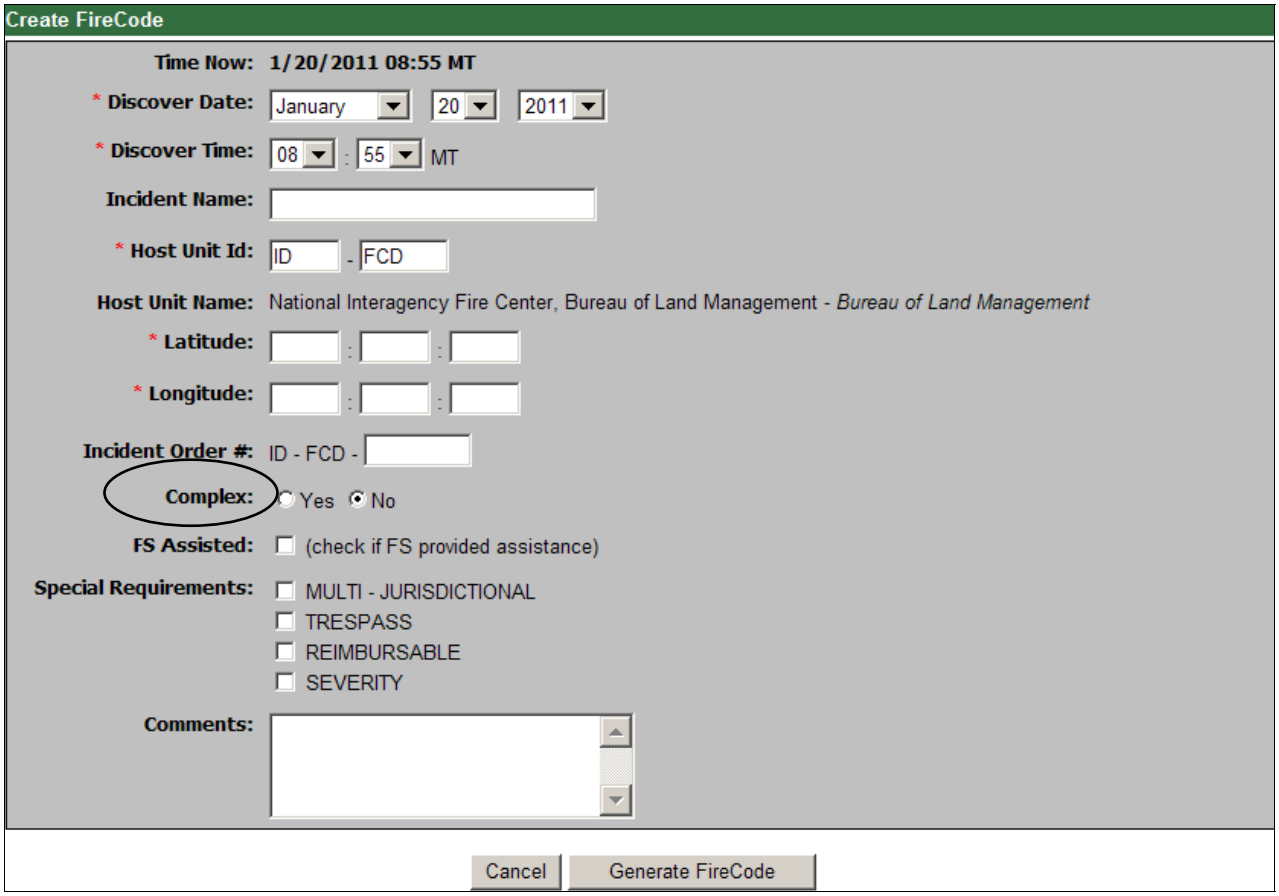
NON-FOREST SERVICE UNIT RECEIVING FOREST SERVICE ASSISTANCE

If you are creating a FireCode for a unit not within the Forest Service and you have received assistance from a Forest Service unit, then click on the **FS Assisted** box. The **FS Assisted** box will not be visible if you are logged in as a unit within the Forest Service.

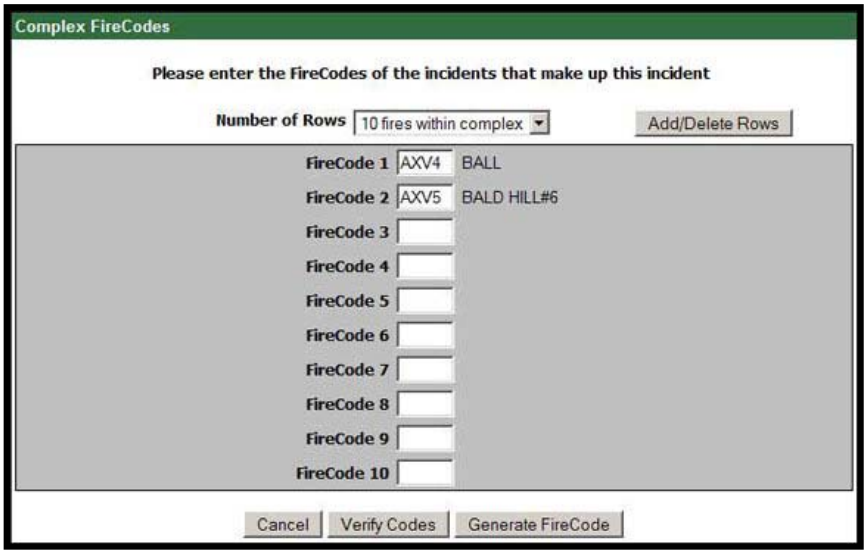


GENERATING A FIRECODE FOR A COMPLEX FIRE

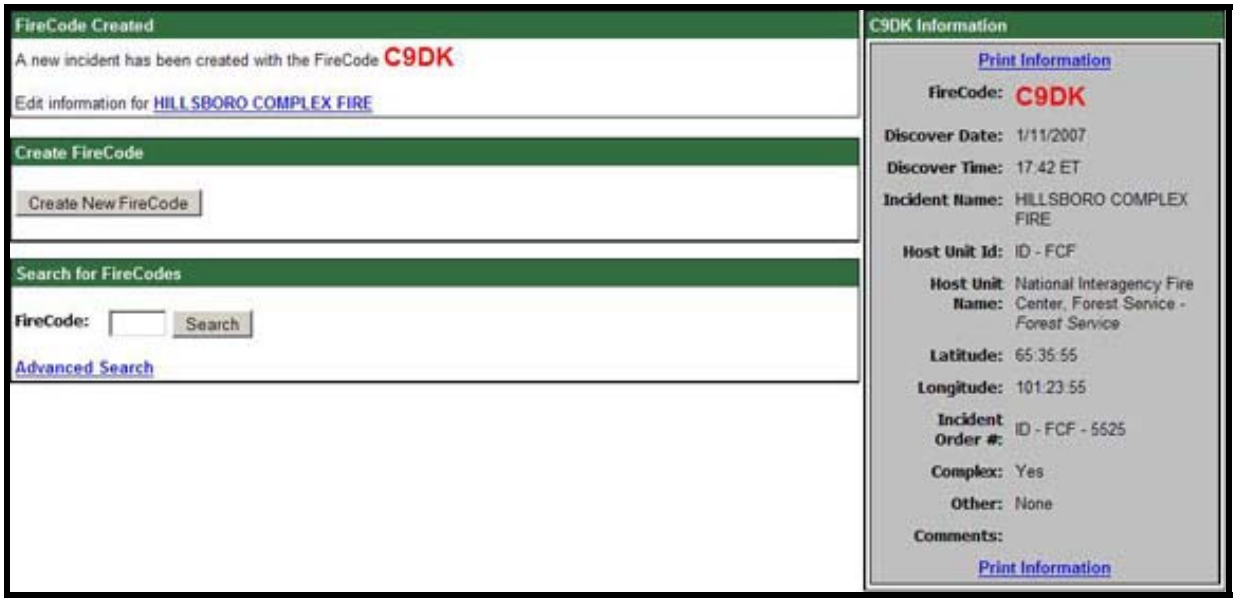
If a FireCode is desired for a complex fire (two or more fire incidents located in the same general area that are assigned to the same Incident Commander), click on **Yes** next to **Complex** on the **Create FireCode** screen.



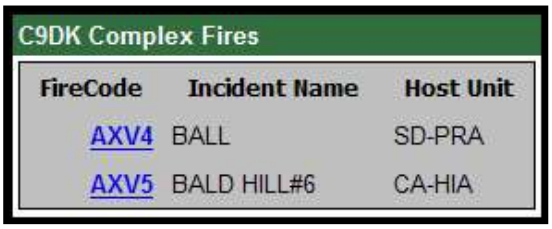
The **Complex FireCodes** screen will be displayed. You may enter between two and fifty existing FireCodes to be combined into this one FireCode by clicking on the **Number of Rows** and **Add/Delete Rows**. Then enter the existing FireCodes that you are combining and click the **Generate FireCode** button. You may also verify the validity of the codes by clicking the **Verify Codes** button. Incorrect codes will display a red error message next to them.



A new FireCode will be created for this Complex Fire.



When reviewing information for FireCodes representing a complex fire, you will be able to view each of the incident names associated with that complex fire by looking in the table in the bottom right-hand corner of the complex fire's information screen.



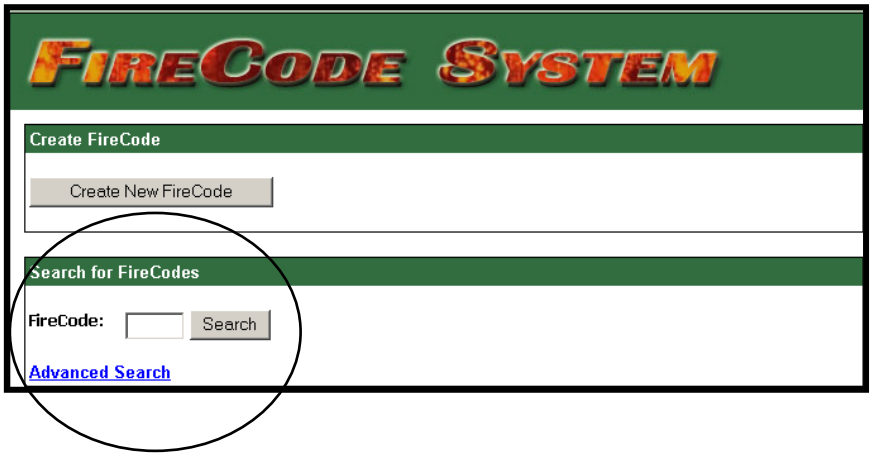
C9DK Complex Fires

FireCode	Incident Name	Host Unit
AXV4	BALL	SD-PRA
AXV5	BALD HILL#6	CA-HIA

Searching for an Existing FireCode

To search for information on a FireCode, enter the FireCode under the **Search for FireCodes** and click the **Search** button.

To search for a FireCode by Incident Name or Incident Order Number, click on the **Advanced Search** link.



ADVANCED SEARCH

Enter the FireCode, Incident Name, or Incident Order Number in the **Advanced Search** screen. Click the **Search** button.

The **Search Results** screen display the list of FireCodes that meet the criteria entered on the **Advanced Search** screen. To view a FireCode, click on the FireCode.

Rows with a brown highlight indicate FireCodes that have been inactivated as duplicates to other FireCodes.

Rows with a red highlight indicate FireCodes that have been inactivated as invalid.

Search Results - FireCode "C8"

FireCode	Incident Name	Host Unit	Discover Date	Location
C89J	07 WINTER SUPPORT	OK - COA	1/4/2007 14:00	35:31:46 / 98:41:22
C89B	C-HILL	NV - NWS	1/4/2007 00:51	39:09:41 / 119:46:45
C88W	SPA 2007 FALSE ALARMS	NM - SPA	1/3/2007 16:26	35:06:36 / 106:39:59
C88S	ADMIN	OR - WSA	1/3/2007 14:37	44:46:31 / 121:15:07
C88R	NWCFMU ABC SUPPORT	CO - CRC	1/3/2007 12:34	40:31:18 / 107:38:56
C88P	CDF# 1	CA - NOD	1/3/2007 10:58	40:25:00 / 120:40:03
C88X	OTAY	CA - CDD	1/3/2007 10:52	32:36:09 / 116:50:31
C88V	SPA 2007 SUPPORT ACTION	NM - SPA	1/3/2007 10:00	35:06:35 / 106:38:59
C88M	2007 CROW CREEK SUPPORT	SD - CCA	1/3/2007 09:30	44:04:25 / 99:26:24
C89A	SHED	SD - RBA	1/2/2007 23:57	43:19:01 / 101:01:01
C88L	NEW YEAR FIRE	MT - BFAC	1/2/2007 19:30	48:35:57 / 113:07:27
C88J	NMROD FA01	NM - ROD	1/2/2007 18:08	33:38:24 / 104:33:31
C88H	LAKE ROAD	NM - CAD	1/2/2007 17:13	32:30:28 / 104:14:54
C89E	KN FA 1	UT - SWS	1/2/2007 17:00	37:06:47 / 112:23:59
C88U	SAND	CA - CDD	1/2/2007 13:30	35:46:03 / 117:54:06
C88E	BULLARD	OR - LAD	1/2/2007 13:00	42:12:17 / 120:18:02
C88Y	COLORADO FEDERAL RESPONSE	CO - PWX	1/2/2007 12:18	37:53:06 / 102:40:03
C88K	F/A-BLACKFEET AGENCY-FY-2007	MT - BFAC	1/1/2007 10:00	48:33:44 / 113:00:42
C88Z	FALSE ALARM - MT POTOSI	NV - LVD	1/1/2007 06:08	36:02:47 / 115:24:10
C88D	UNATTENDED CAMPFIRE	AZ - YUD	12/31/2006 10:59	32:44:38 / 114:28:58

Returning rows 1 - 20 of 100 records
Next -->

Editing a FireCode

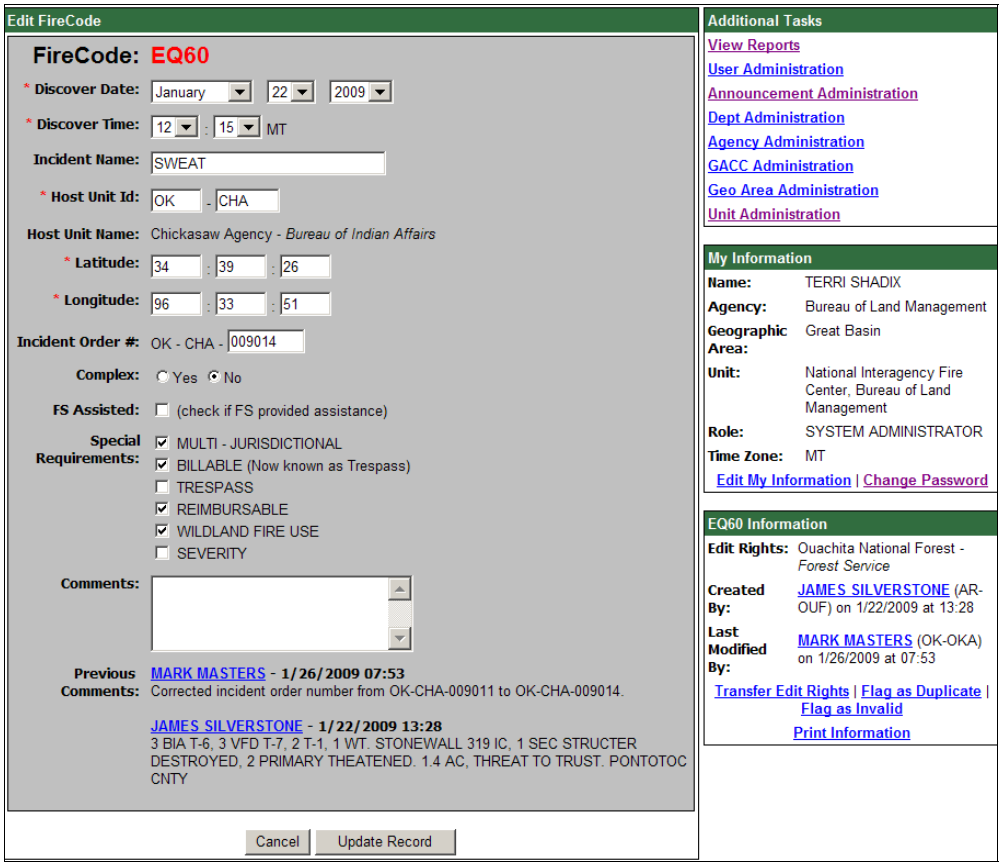
The **Edit FireCode** screen will allow you to edit the data for an existing FireCode. You may only edit records for which your unit has edit rights. The unit with edit rights to the record is identified under the Information section in the lower right-hand corner of the screen.

If you would like to enter comments in addition to comments entered by previous users, you may do so by typing your comments into the comments field. Comments will be listed starting with the most recent first.

Effective March 2, 2009, the Special Requirements selection of *Wildland Fire Use* is no longer listed as a choice in the **Create FireCode** screen. However, it is still listed in the **Edit FireCode** screen. Any FireCode that was generated with *Wildland Fire Use* selected was not altered.

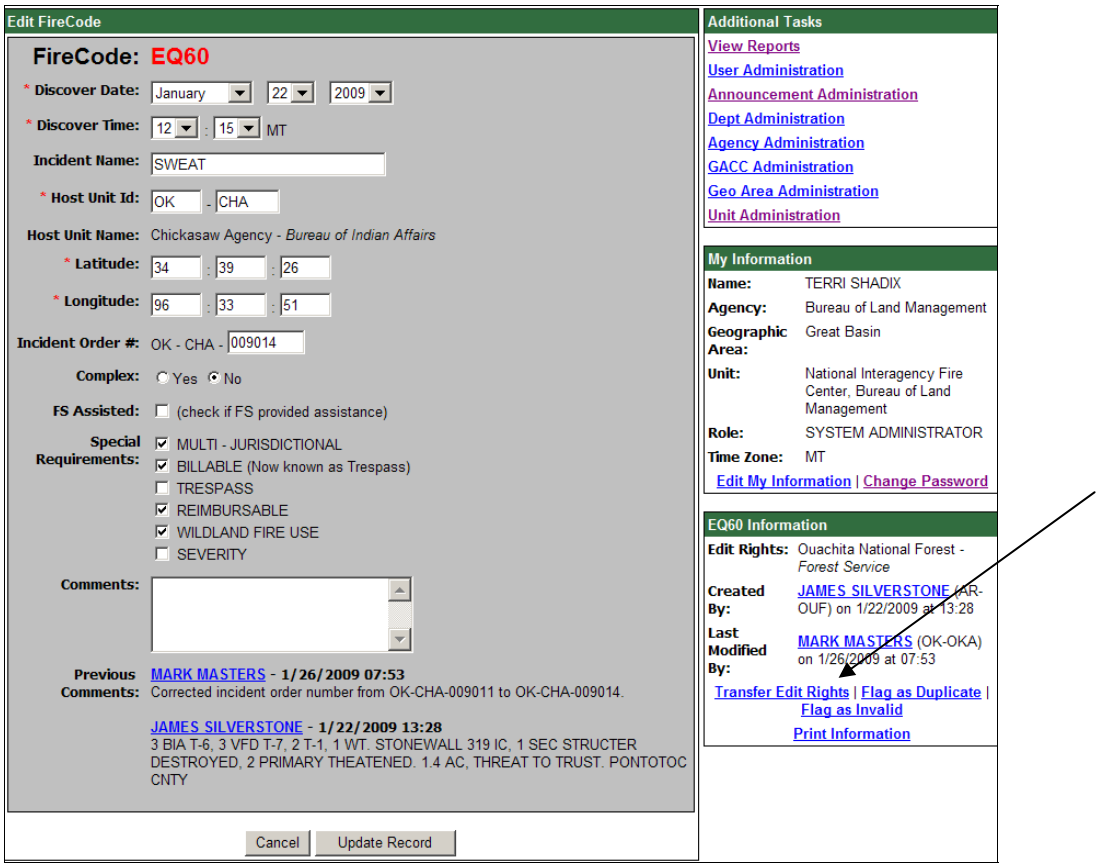
Effective January 15, 2011, the Special Requirements selection of *Billable* is now a selection of *Trespass*. Prior to this change, any FireCode that was generated with *Billable* selected was not altered. If desired, you have the option to edit those FireCodes and change the selection from *Billable* to *Trespass*. Once you uncheck the *Billable* selection, it will no longer be displayed on the form.

After making the desired changes, click the **Update Record** button.

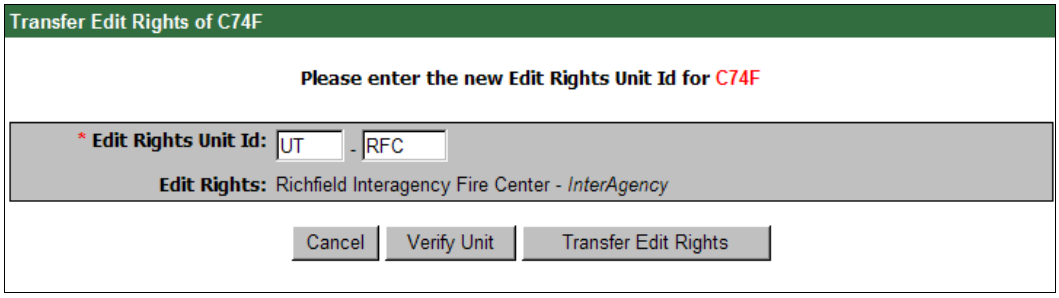


TRANSFER EDIT RIGHTS

To transfer the edit rights of a FireCode to another unit, click on the **Transfer Edit Rights** link on the **Edit FireCode** screen.

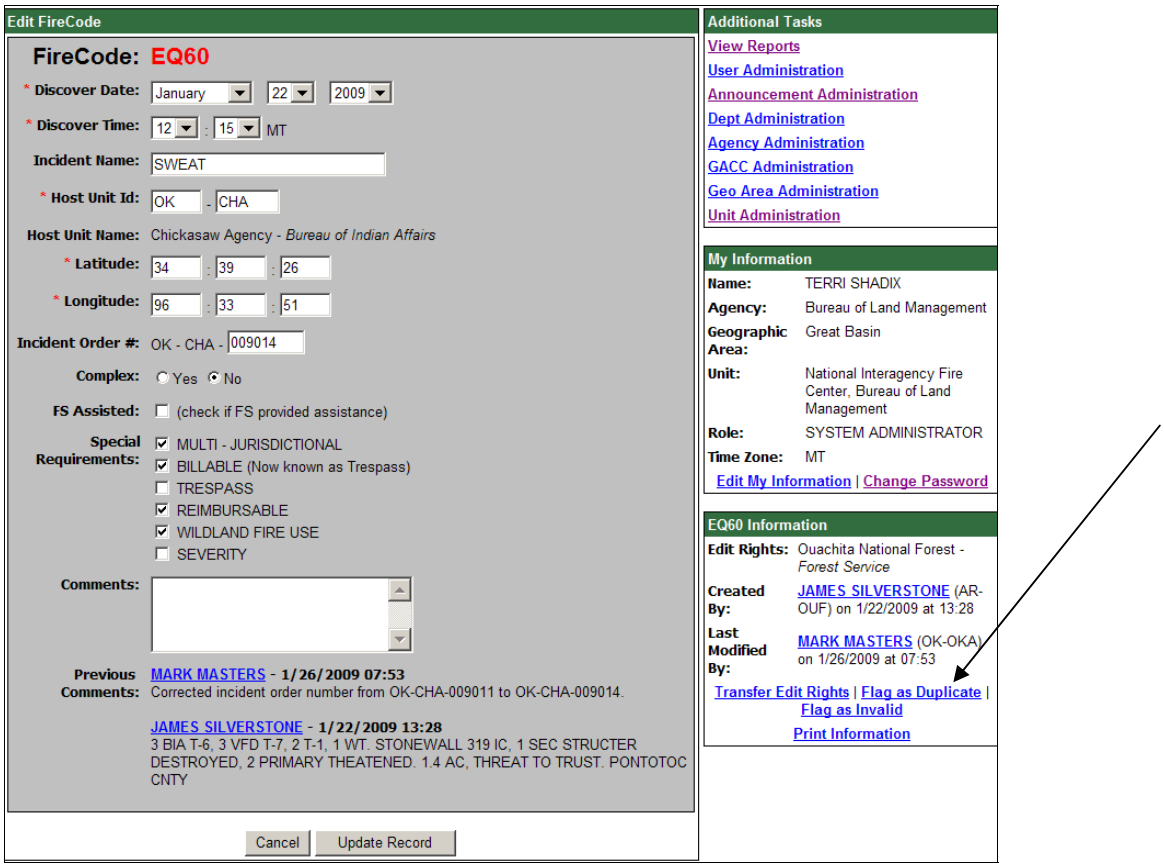


The **Transfer Edit Rights** screen will be displayed. Enter the new Unit ID and click the **Transfer Edit Rights** button. The FireCode will now be associated with a new Unit ID. After the transfer is complete, only users associated with that unit, their GACC Administrator, or the National Administrator will be able to edit the record.

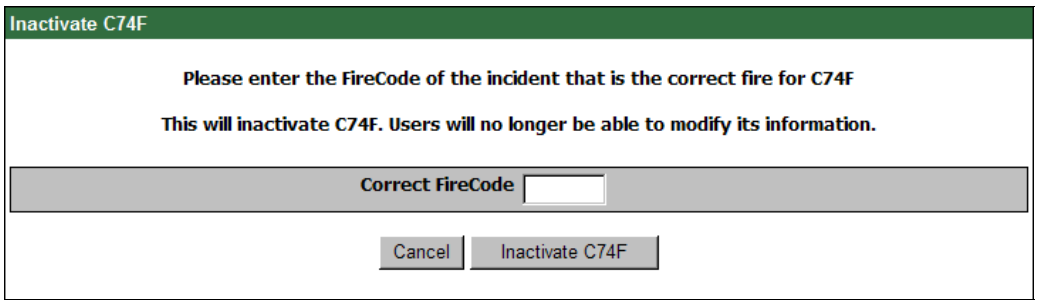


FLAG AS DUPLICATE

To flag a FireCode as a duplicate, click on the **Flag as Duplicate** link on the **Edit FireCode** screen.

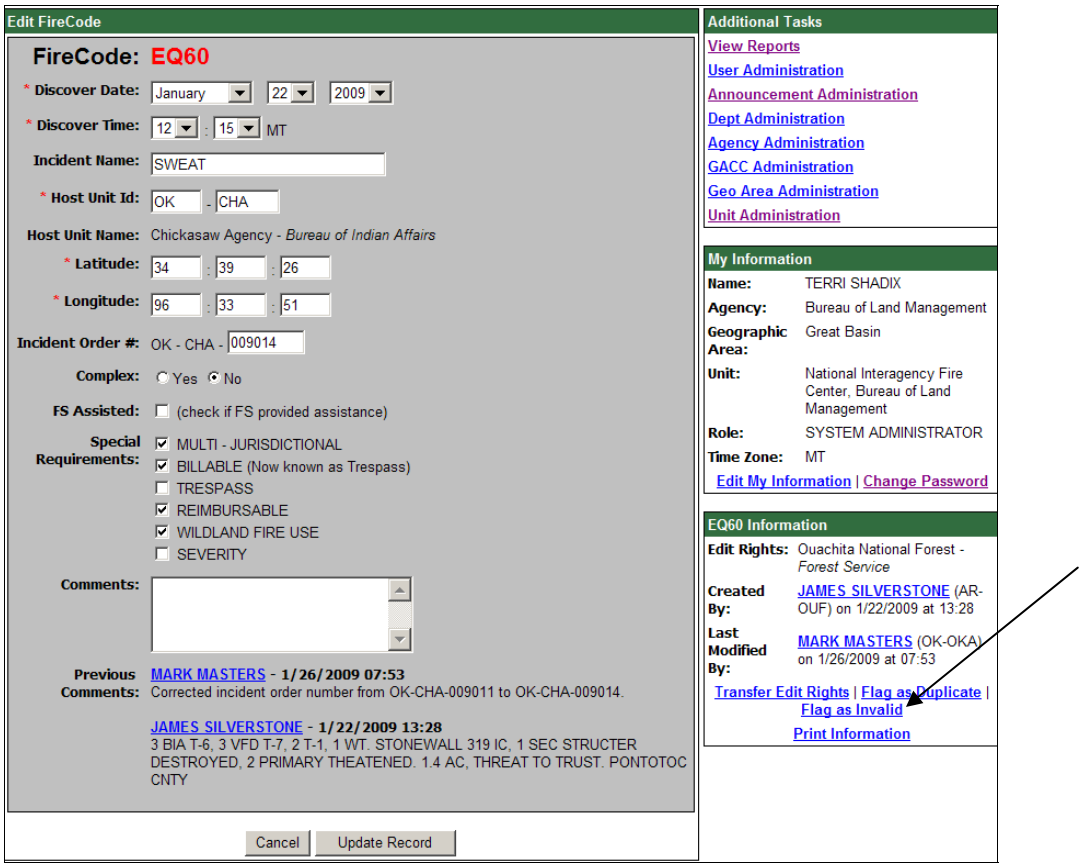


The **Inactivate** screen will be displayed. Only administrators may flag a FireCode as a duplicate.
Enter the correct FireCode and click the **Inactivate** button. The **Display FireCode** screen will appear with a brown banner indicating that the FireCode has been inactivated as a duplicate. If it is discovered that the FireCode was correct, an administrator may reactivate the FireCode by clicking the **Unflag as Duplicate** link.

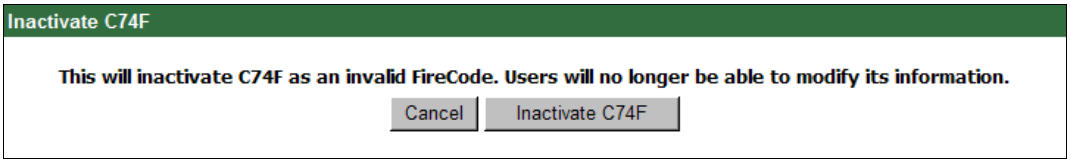


FLAG AS INVALID

If you wish to flag this FireCode as invalid, click on the **Flag as Invalid** link on the **Edit FireCode** screen.

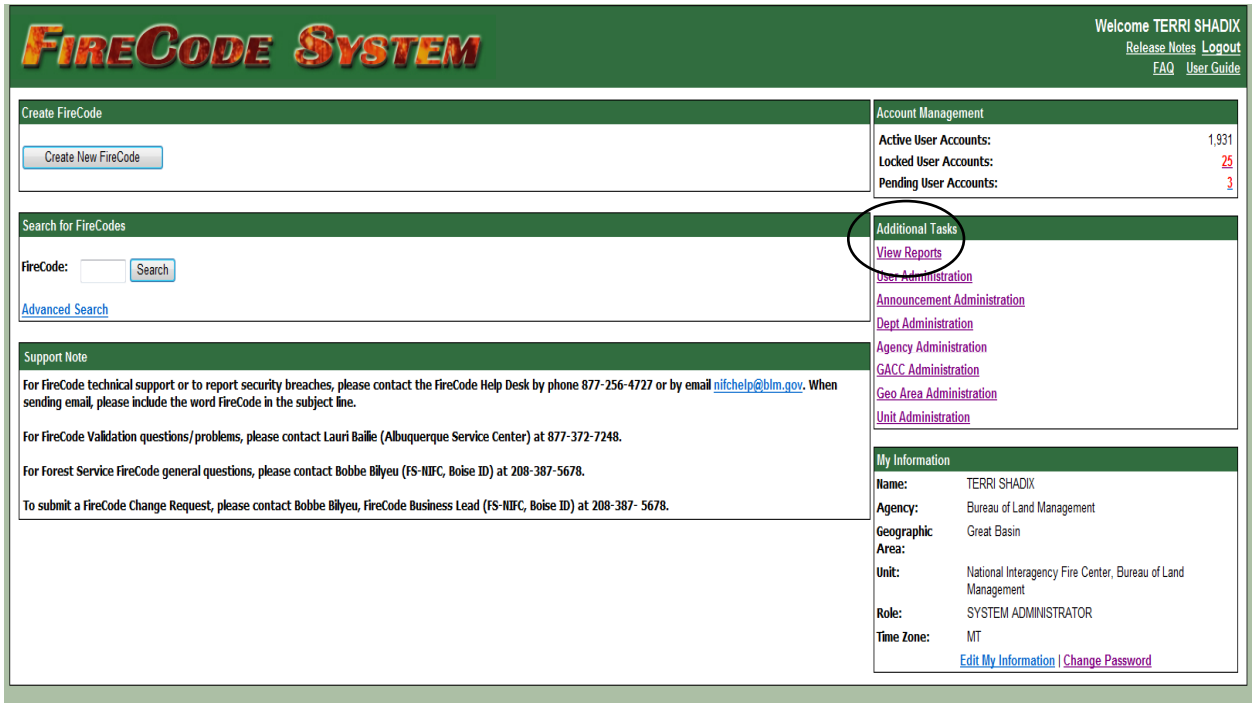


The **Inactivate** screen will be displayed. Only administrators may flag a FireCode as invalid. The **Display FireCode** screen will appear with a red banner indicating that the FireCode has been inactivated as invalid. If it is discovered that the FireCode was correct, an administrator may reactivate the FireCode by clicking the **Unflag as Invalid** link.



Viewing Reports

To view a report on the FireCodes, click on the **View Reports** link.



This will bring you to the **Reports** screen. A variety of reports are available for you to choose from.

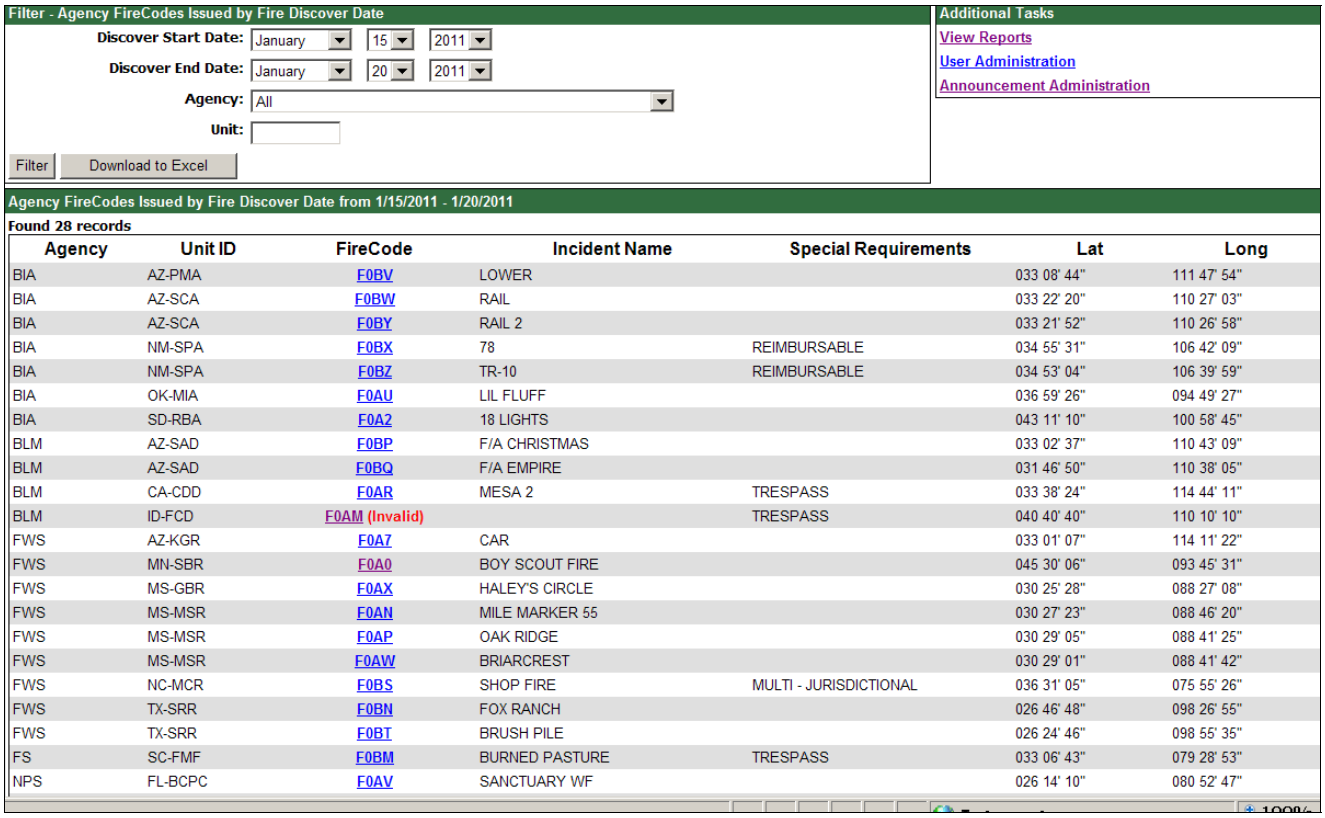
- Agency FireCodes Issued by Fire Discover Date
- FireCodes Issued by Date Generated
- FireCodes Issued with Incident Order Number
- FireCodes Issued with Date and Time Discovered
- FireCodes Issued for Complexes
- FireCodes Issued by Unit that Generated
- FS Incidents and non-FS Incidents that Received FS Assistance
- FireCodes Issued with Special Requirements
- FireCode Users (only available to users with National Administration access)

AGENCY FIRECODES ISSUED BY FIRE DISCOVER DATE

Clicking on the **Agency FireCodes Issued by Fire Discover Date** link on the **Reports** screen will bring you to the **Agency FireCodes Issued by Fire Discover Date** screen. From here, you will be able to filter the report based on dates, agency, or unit. To apply a filter to the report, enter your filter criteria and click the **Filter** button**.** The **Agency FireCodes Issued by Fire Discover Date**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the FireCode column.



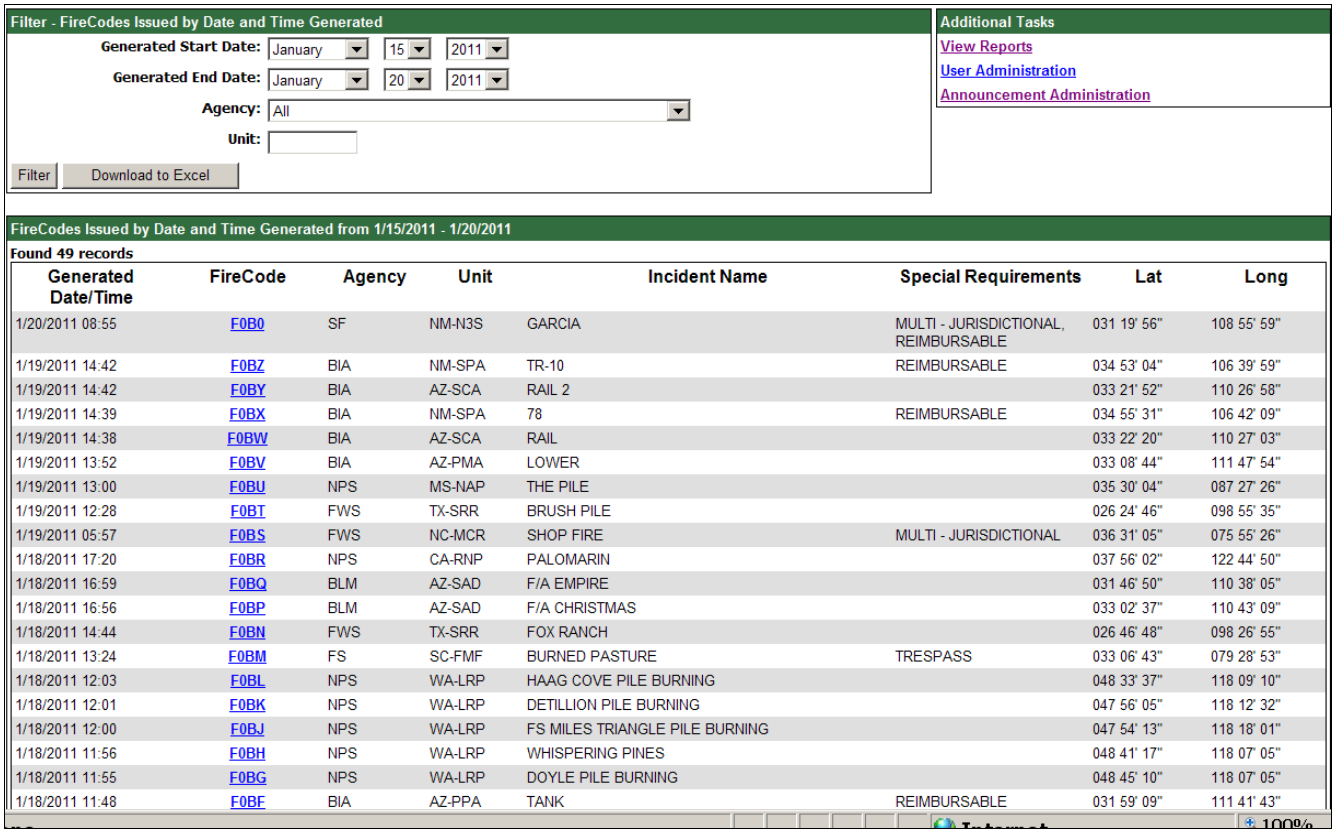
Agency	Unit ID	FireCode	Incident Name	Special Requirements	Lat	Long
BIA	AZ-PMA	F0BV	LOWER		033 08' 44"	111 47' 54"
BIA	AZ-SCA	F0BW	RAIL		033 22' 20"	110 27' 03"
BIA	AZ-SCA	F0BY	RAIL 2		033 21' 52"	110 26' 58"
BIA	NM-SPA	F0BX	78	REIMBURSABLE	034 55' 31"	106 42' 09"
BIA	NM-SPA	F0BZ	TR-10	REIMBURSABLE	034 53' 04"	106 39' 59"
BIA	OK-MIA	F0AU	LIL FLUFF		036 59' 26"	094 49' 27"
BIA	SD-RBA	F0A2	18 LIGHTS		043 11' 10"	100 58' 45"
BLM	AZ-SAD	F0BP	F/A CHRISTMAS		033 02' 37"	110 43' 09"
BLM	AZ-SAD	F0BQ	F/A EMPIRE		031 46' 50"	110 38' 05"
BLM	CA-CDD	F0AR	MESA 2	TRESPASS	033 38' 24"	114 44' 11"
BLM	ID-FCD	F0AM (Invalid)		TRESPASS	040 40' 40"	110 10' 10"
FWS	AZ-KGR	F0A7	CAR		033 01' 07"	114 11' 22"
FWS	MN-SBR	F0A0	BOY SCOUT FIRE		045 30' 06"	093 45' 31"
FWS	MS-GBR	F0AX	HALEY'S CIRCLE		030 25' 28"	088 27' 08"
FWS	MS-MSR	F0AN	MILE MARKER 55		030 27' 23"	088 46' 20"
FWS	MS-MSR	F0AP	OAK RIDGE		030 29' 05"	088 41' 25"
FWS	MS-MSR	F0AW	BRIARCREST		030 29' 01"	088 41' 42"
FWS	NC-MCR	F0BS	SHOP FIRE	MULTI - JURISDICTIONAL	036 31' 05"	075 55' 26"
FWS	TX-SRR	F0BN	FOX RANCH		026 46' 48"	098 26' 55"
FWS	TX-SRR	F0BT	BRUSH PILE		026 24' 46"	098 55' 35"
FS	SC-FMF	F0BM	BURNED PASTURE	TRESPASS	033 06' 43"	079 28' 53"
NPS	FL-BCPC	F0AV	SANCTUARY WF		026 14' 10"	080 52' 47"

FIRECODES ISSUED BY DATE GENERATED

Clicking on the **FireCodes Issued by Date Generated** link on the **Reports** screen will bring you to the **FireCodes Issued by Date Generated and Time Generated** screen. From here, you will be able to filter the report based on dates, agency, or unit. To apply a filter to the report, enter your filter criteria and click the **Filter** button**.** The **FireCodes Issued by Date and Time Generated**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the **FireCode** column.



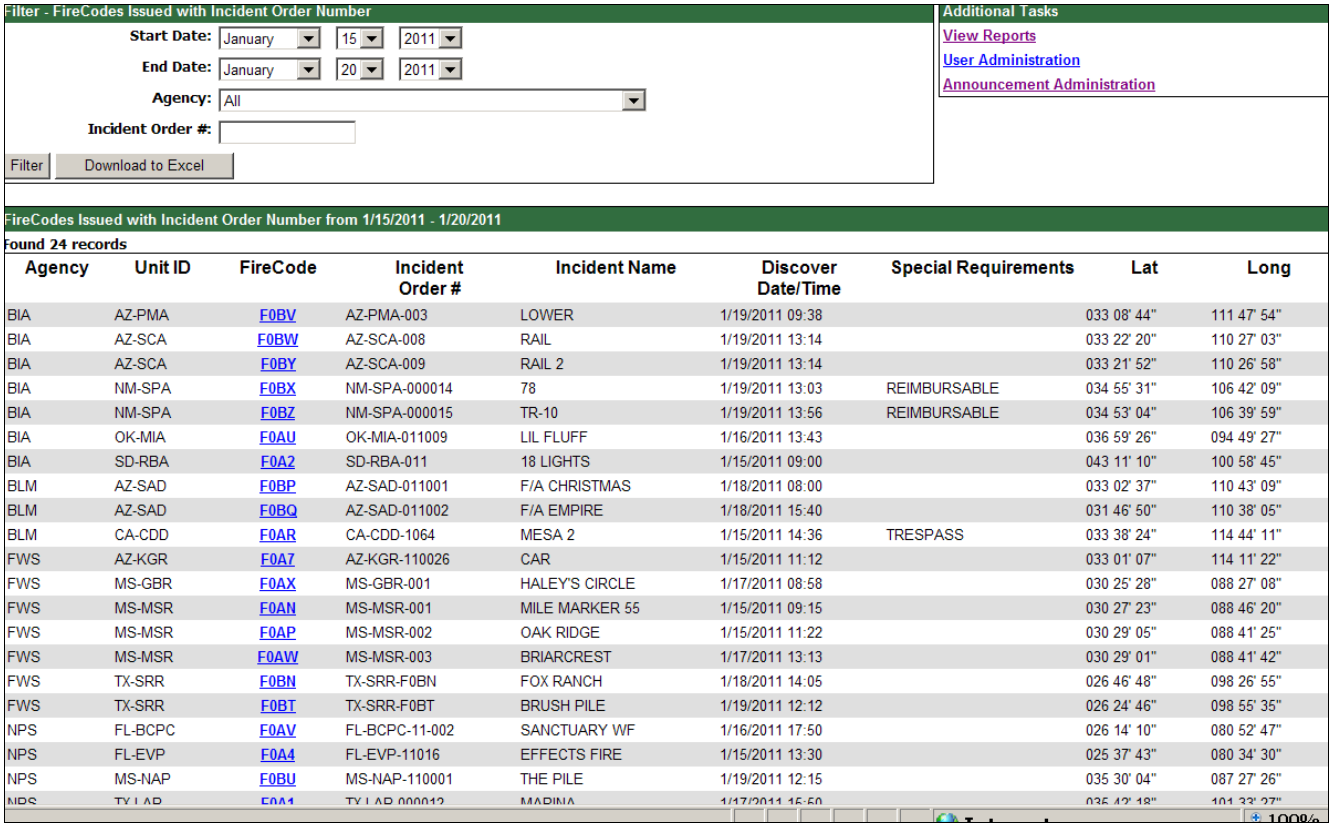
Generated Date/Time	FireCode	Agency	Unit	Incident Name	Special Requirements	Lat	Long
1/20/2011 08:55	F0B0	SF	NM-N3S	GARCIA	MULTI - JURISDICTIONAL, REIMBURSABLE	031 19' 56"	108 55' 59"
1/19/2011 14:42	F0BZ	BIA	NM-SPA	TR-10	REIMBURSABLE	034 53' 04"	106 39' 59"
1/19/2011 14:42	F0BY	BIA	AZ-SCA	RAIL 2		033 21' 52"	110 26' 58"
1/19/2011 14:39	F0BX	BIA	NM-SPA	78	REIMBURSABLE	034 55' 31"	106 42' 09"
1/19/2011 14:38	F0BW	BIA	AZ-SCA	RAIL		033 22' 20"	110 27' 03"
1/19/2011 13:52	F0BV	BIA	AZ-PMA	LOWER		033 08' 44"	111 47' 54"
1/19/2011 13:00	F0BU	NPS	MS-NAP	THE PILE		035 30' 04"	087 27' 26"
1/19/2011 12:28	F0BT	FWS	TX-SRR	BRUSH PILE		026 24' 46"	098 55' 35"
1/19/2011 05:57	F0BS	FWS	NC-MCR	SHOP FIRE	MULTI - JURISDICTIONAL	036 31' 05"	075 55' 26"
1/18/2011 17:20	F0BR	NPS	CA-RNP	PALOMARIN		037 56' 02"	122 44' 50"
1/18/2011 16:59	F0BQ	BLM	AZ-SAD	F/A EMPIRE		031 46' 50"	110 38' 05"
1/18/2011 16:56	F0BP	BLM	AZ-SAD	F/A CHRISTMAS		033 02' 37"	110 43' 09"
1/18/2011 14:44	F0BN	FWS	TX-SRR	FOX RANCH		026 46' 48"	098 26' 55"
1/18/2011 13:24	F0BM	FS	SC-FMF	BURNED PASTURE	TRESPASS	033 06' 43"	079 28' 53"
1/18/2011 12:03	F0BL	NPS	WA-LRP	HAAG COVE PILE BURNING		048 33' 37"	118 09' 10"
1/18/2011 12:01	F0BK	NPS	WA-LRP	DETILLION PILE BURNING		047 56' 05"	118 12' 32"
1/18/2011 12:00	F0BJ	NPS	WA-LRP	FS MILES TRIANGLE PILE BURNING		047 54' 13"	118 18' 01"
1/18/2011 11:56	F0BH	NPS	WA-LRP	WHISPERING PINES		048 41' 17"	118 07' 05"
1/18/2011 11:55	F0BG	NPS	WA-LRP	DOYLE PILE BURNING		048 45' 10"	118 07' 05"
1/18/2011 11:48	F0BF	BIA	AZ-PPA	TANK	REIMBURSABLE	031 59' 09"	111 41' 43"

FIRECODES ISSUED WITH INCIDENT ORDER NUMBER

Clicking on the **FireCodes Issued with Incident Order Number** link on the **Reports** screen will bring you to the **FireCodes Issued with Incident Order Number** screen. From here, you will be able to filter the report based on dates, agency, or incident order number. To apply a filter to the report, enter your filter criteria and click the **Filter** button**.** The **FireCodes Issued with Incident Order Number**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the **FireCode** column.



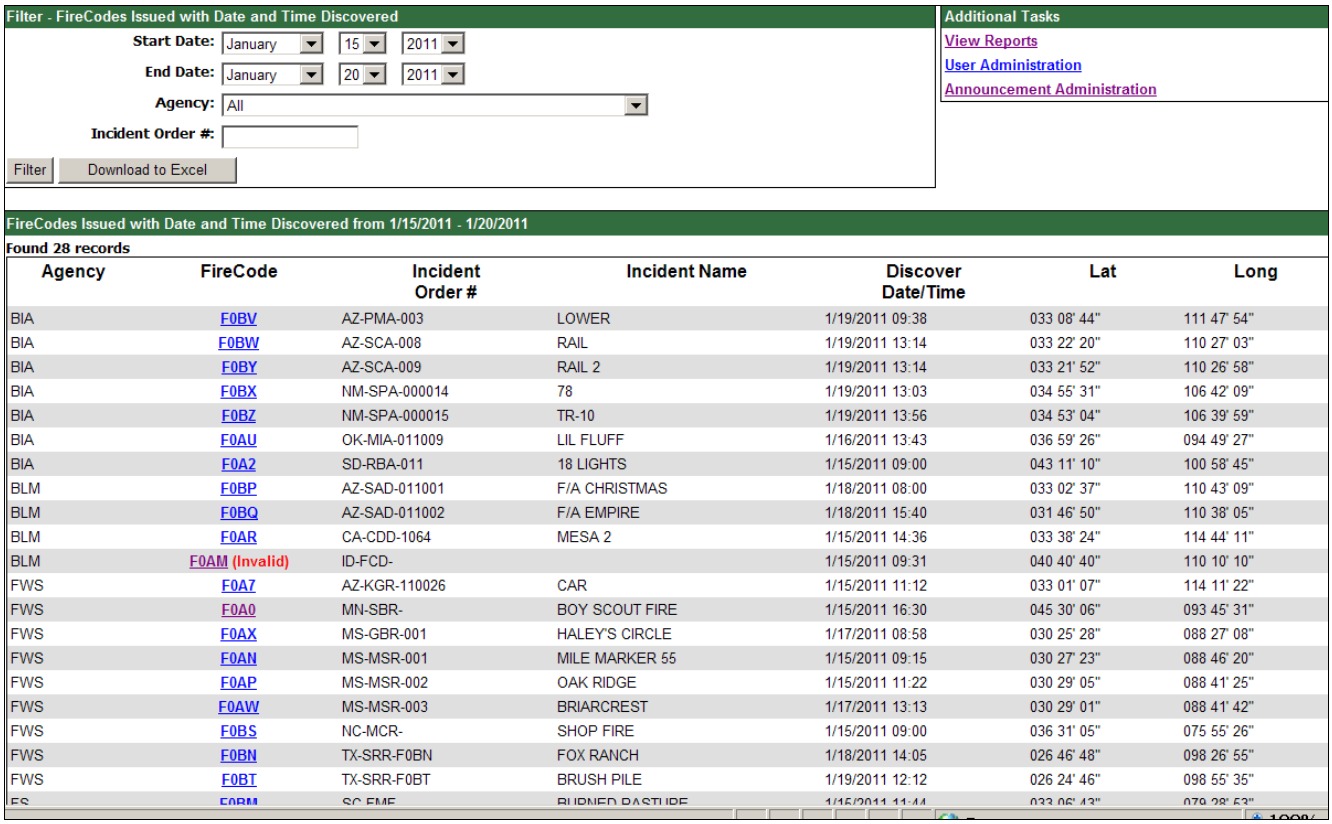
Agency	Unit ID	FireCode	Incident Order #	Incident Name	Discover Date/Time	Special Requirements	Lat	Long
BIA	AZ-PMA	F0BV	AZ-PMA-003	LOWER	1/19/2011 09:38		033 08' 44"	111 47' 54"
BIA	AZ-SCA	F0BW	AZ-SCA-008	RAIL	1/19/2011 13:14		033 22' 20"	110 27' 03"
BIA	AZ-SCA	F0BY	AZ-SCA-009	RAIL 2	1/19/2011 13:14		033 21' 52"	110 26' 58"
BIA	NM-SPA	F0BX	NM-SPA-000014	78	1/19/2011 13:03	REIMBURSABLE	034 55' 31"	106 42' 09"
BIA	NM-SPA	F0BZ	NM-SPA-000015	TR-10	1/19/2011 13:56	REIMBURSABLE	034 53' 04"	106 39' 59"
BIA	OK-MIA	F0AU	OK-MIA-011009	LIL FLUFF	1/16/2011 13:43		036 59' 26"	094 49' 27"
BIA	SD-RBA	F0A2	SD-RBA-011	18 LIGHTS	1/15/2011 09:00		043 11' 10"	100 58' 45"
BLM	AZ-SAD	F0BP	AZ-SAD-011001	F/A CHRISTMAS	1/18/2011 08:00		033 02' 37"	110 43' 09"
BLM	AZ-SAD	F0BQ	AZ-SAD-011002	F/A EMPIRE	1/18/2011 15:40		031 46' 50"	110 38' 05"
BLM	CA-CDD	F0AR	CA-CDD-1064	MESA 2	1/15/2011 14:36	TRESPASS	033 38' 24"	114 44' 11"
FWS	AZ-KGR	F0A7	AZ-KGR-110026	CAR	1/15/2011 11:12		033 01' 07"	114 11' 22"
FWS	MS-GBR	F0AX	MS-GBR-001	HALEY'S CIRCLE	1/17/2011 08:58		030 25' 28"	088 27' 08"
FWS	MS-MSR	F0AN	MS-MSR-001	MILE MARKER 55	1/15/2011 09:15		030 27' 23"	088 46' 20"
FWS	MS-MSR	F0AP	MS-MSR-002	OAK RIDGE	1/15/2011 11:22		030 29' 05"	088 41' 25"
FWS	MS-MSR	F0AW	MS-MSR-003	BRIARCREST	1/17/2011 13:13		030 29' 01"	088 41' 42"
FWS	TX-SRR	F0BN	TX-SRR-F0BN	FOX RANCH	1/18/2011 14:05		026 46' 48"	098 26' 55"
FWS	TX-SRR	F0BT	TX-SRR-F0BT	BRUSH PILE	1/19/2011 12:12		026 24' 46"	098 55' 35"
NPS	FL-BCPC	F0AV	FL-BCPC-11-002	SANCTUARY WF	1/16/2011 17:50		026 14' 10"	080 52' 47"
NPS	FL-EVP	F0A4	FL-EVP-11016	EFFECTS FIRE	1/15/2011 13:30		025 37' 43"	080 34' 30"
NPS	MS-NAP	F0BU	MS-NAP-110001	THE PILE	1/19/2011 12:15		035 30' 04"	087 27' 26"
NPS	TX-LAP	F0A1	TX-LAP-000012	MARINA	1/17/2011 15:50		035 42' 18"	101 33' 27"

FIRECODES ISSUED WITH DATE AND TIME DISCOVERED

Clicking on the **FireCodes Issued with Date and Time Discovered** link on the **Reports** screen will bring you to the **FireCodes Issued with Date and Time Discovered** screen. From here, you will be able to filter the report based on dates, agency, or incident order number. To apply a filter to the report, enter your filter criteria and click the **Filter** button**.** The **FireCodes Issued with Date and Time Discovered**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the **FireCode** column.



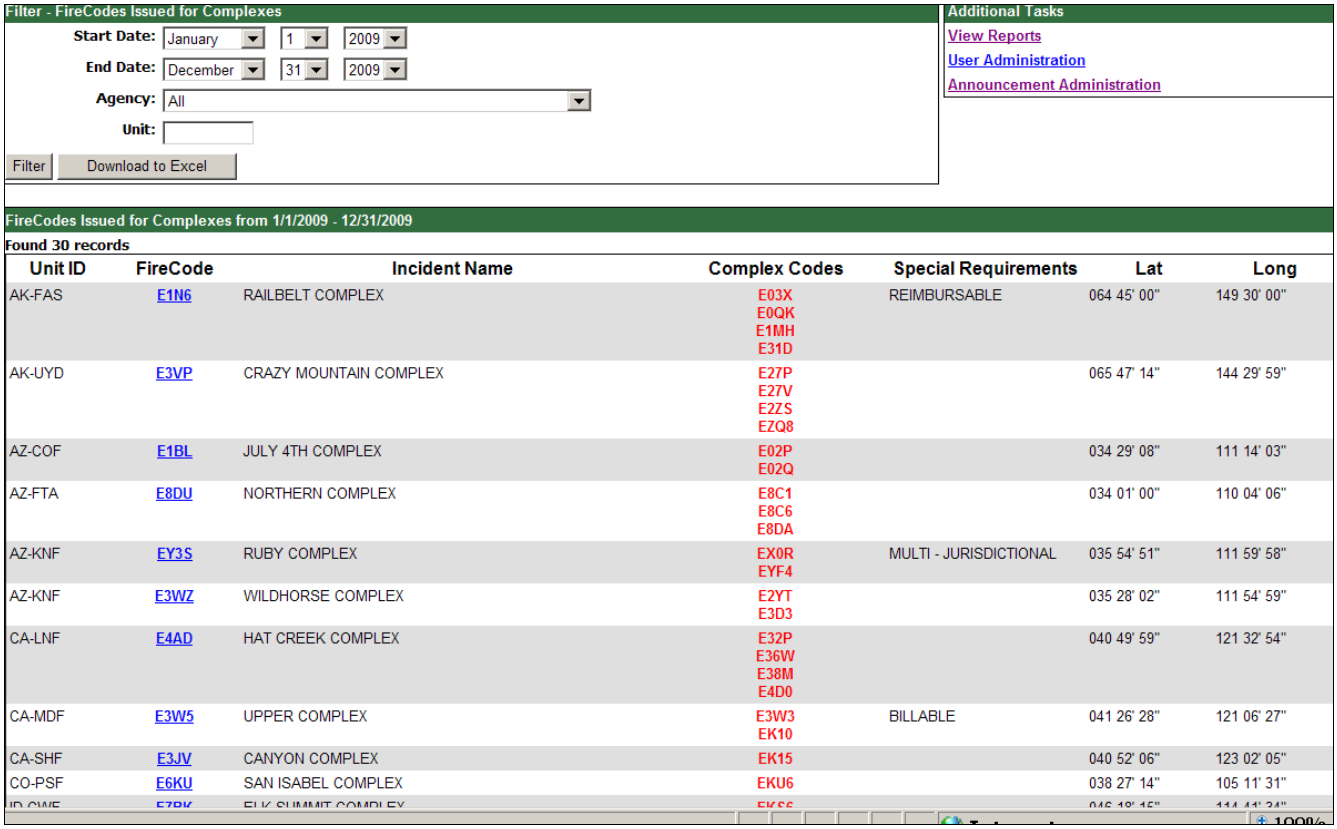
Agency	FireCode	Incident Order #	Incident Name	Discover Date/Time	Lat	Long
BIA	F0BV	AZ-PMA-003	LOWER	1/19/2011 09:38	033 08' 44"	111 47' 54"
BIA	F0BW	AZ-SCA-008	RAIL	1/19/2011 13:14	033 22' 20"	110 27' 03"
BIA	F0BY	AZ-SCA-009	RAIL 2	1/19/2011 13:14	033 21' 52"	110 26' 58"
BIA	F0BX	NM-SPA-000014	78	1/19/2011 13:03	034 55' 31"	106 42' 09"
BIA	F0BZ	NM-SPA-000015	TR-10	1/19/2011 13:56	034 53' 04"	106 39' 59"
BIA	F0AU	OK-MIA-011009	LIL FLUFF	1/16/2011 13:43	036 59' 26"	094 49' 27"
BIA	F0A2	SD-RBA-011	18 LIGHTS	1/15/2011 09:00	043 11' 10"	100 58' 45"
BLM	F0BP	AZ-SAD-011001	F/A CHRISTMAS	1/18/2011 08:00	033 02' 37"	110 43' 09"
BLM	F0BQ	AZ-SAD-011002	F/A EMPIRE	1/18/2011 15:40	031 46' 50"	110 38' 05"
BLM	F0AR	CA-CDD-1064	MESA 2	1/15/2011 14:36	033 38' 24"	114 44' 11"
BLM	F0AM (Invalid)	ID-FCD-		1/15/2011 09:31	040 40' 40"	110 10' 10"
FWS	F0A7	AZ-KGR-110026	CAR	1/15/2011 11:12	033 01' 07"	114 11' 22"
FWS	F0A0	MN-SBR-	BOY SCOUT FIRE	1/15/2011 16:30	045 30' 06"	093 45' 31"
FWS	F0AX	MS-GBR-001	HALEY'S CIRCLE	1/17/2011 08:58	030 25' 28"	088 27' 08"
FWS	F0AN	MS-MSR-001	MILE MARKER 55	1/15/2011 09:15	030 27' 23"	088 46' 20"
FWS	F0AP	MS-MSR-002	OAK RIDGE	1/15/2011 11:22	030 29' 05"	088 41' 25"
FWS	F0AW	MS-MSR-003	BRIARCREST	1/17/2011 13:13	030 29' 01"	088 41' 42"
FWS	F0BS	NC-MCR-	SHOP FIRE	1/15/2011 09:00	036 31' 05"	075 55' 26"
FWS	F0BN	TX-SRR-F0BN	FOX RANCH	1/18/2011 14:05	026 46' 48"	098 26' 55"
FWS	F0BT	TX-SRR-F0BT	BRUSH PILE	1/19/2011 12:12	026 24' 46"	098 55' 35"
FS	F0BM	SC-FMF-	BURNED PASTURE	1/15/2011 11:44	033 06' 43"	079 28' 53"

FIRECODES ISSUED FOR COMPLEXES

Clicking on the **FireCodes Issued for Complexes** link on the **Reports** screen will bring you to the **FireCodes Issued for Complexes** screen. From here, you will be able to filter the report based on dates, agency, or unit. To apply a filter to the report, enter your filter criteria and click the **Filter** button**.** The **FireCodes Issued for Complexes**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the **FireCode** column.



Unit ID	FireCode	Incident Name	Complex Codes	Special Requirements	Lat	Long
AK-FAS	E1N6	RAILBELT COMPLEX	E03X E0QK E1MH E31D	REIMBURSABLE	064 45' 00"	149 30' 00"
AK-UYD	E3VP	CRAZY MOUNTAIN COMPLEX	E27P E27V E2ZS EZQ8		065 47' 14"	144 29' 59"
AZ-COF	E1BL	JULY 4TH COMPLEX	E02P E02Q		034 29' 08"	111 14' 03"
AZ-FTA	E8DU	NORTHERN COMPLEX	E8C1 E8C6 E8DA		034 01' 00"	110 04' 06"
AZ-KNF	EY3S	RUBY COMPLEX	EX0R EYF4	MULTI - JURISDICTIONAL	035 54' 51"	111 59' 58"
AZ-KNF	E3WZ	WILDHORSE COMPLEX	E2YT E3D3		035 28' 02"	111 54' 59"
CA-LNF	E4AD	HAT CREEK COMPLEX	E32P E36W E38M E4D0		040 49' 59"	121 32' 54"
CA-MDF	E3W5	UPPER COMPLEX	E3W3 EK10	BILLABLE	041 26' 28"	121 06' 27"
CA-SHF	E3JV	CANYON COMPLEX	EK15		040 52' 06"	123 02' 05"
CO-PSF	E6KU	SAN ISABEL COMPLEX	EKU6		038 27' 14"	105 11' 31"

FIRECODES ISSUED BY UNIT THAT GENERATED

Clicking on the **FireCodes Issued by Unit that Generated** link on the **Reports** screen will bring you to the **FireCodes Issued by Unit that Generated** screen. From here, you will be able to filter the report based on dates, agency created by, unit created by, agency created for, or unit created for. To apply a filter to the report, enter your filter criteria and click the **Filter** button. The **FireCodes Issued by Unit that Generated**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

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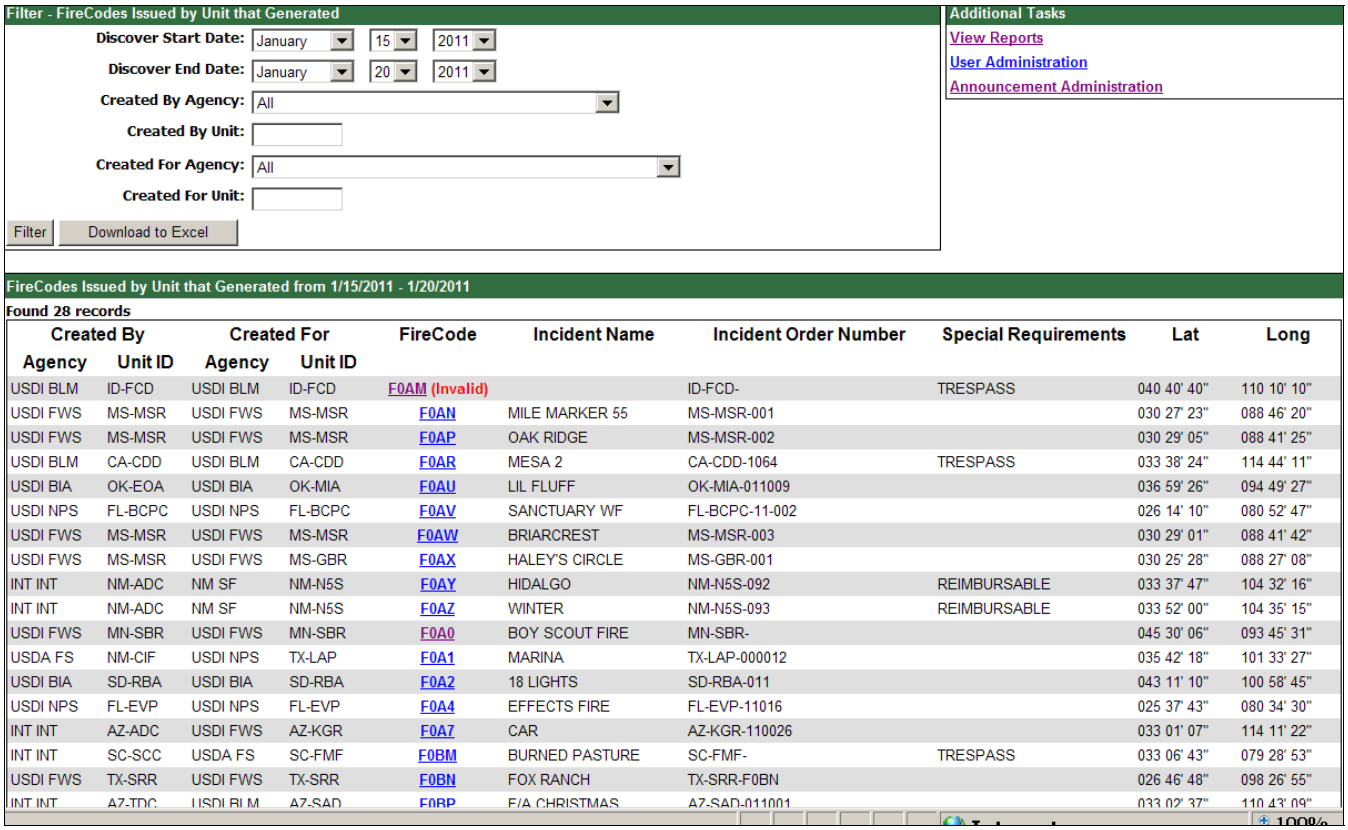
You may view details about a FireCode by clicking on the link in the **FireCode** column.



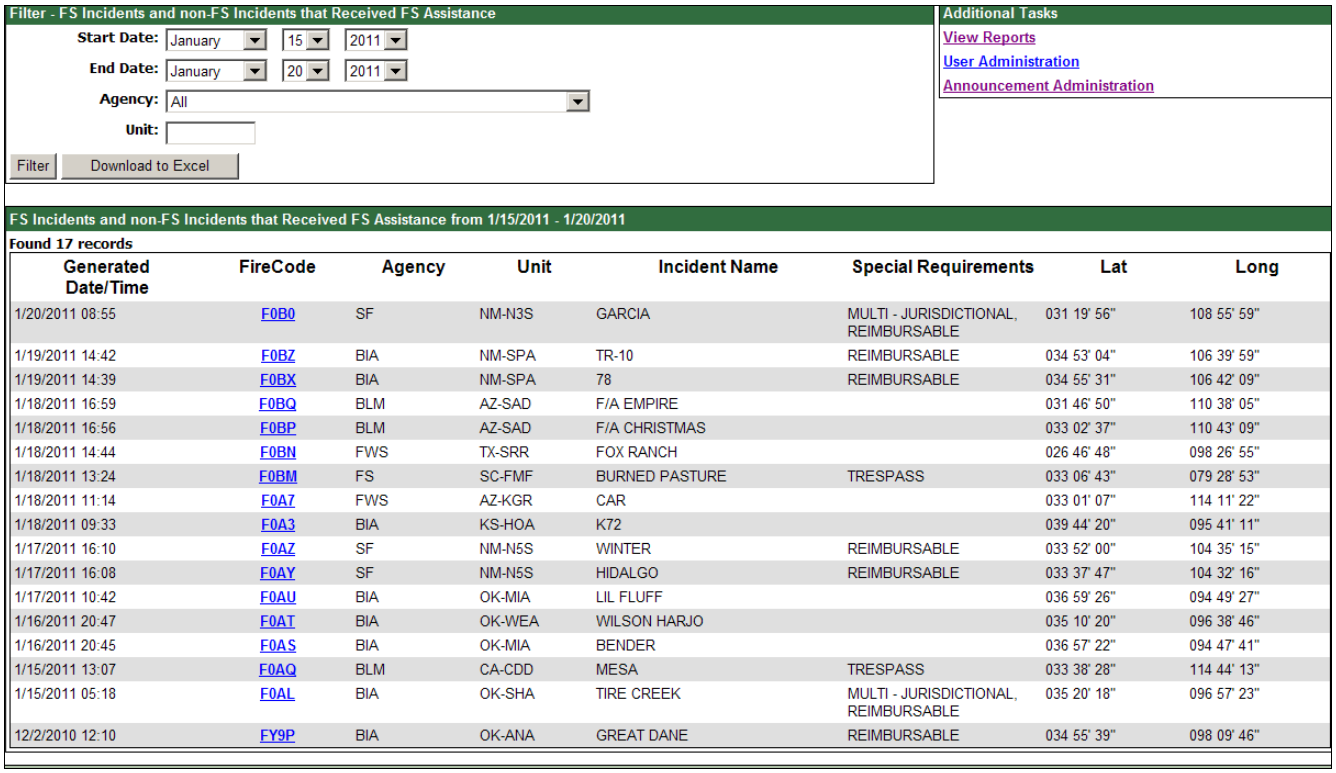
Created By Agency	Created By Unit ID	Created For Agency	Created For Unit ID	FireCode	Incident Name	Incident Order Number	Special Requirements	Lat	Long
USDI BLM	ID-FCD	USDI BLM	ID-FCD	F0AM (Invalid)		ID-FCD-	TRESPASS	040 40' 40"	110 10' 10"
USDI FWS	MS-MSR	USDI FWS	MS-MSR	F0AN	MILE MARKER 55	MS-MSR-001		030 27' 23"	088 46' 20"
USDI FWS	MS-MSR	USDI FWS	MS-MSR	F0AP	OAK RIDGE	MS-MSR-002		030 29' 05"	088 41' 25"
USDI BLM	CA-CDD	USDI BLM	CA-CDD	F0AR	MESA 2	CA-CDD-1064	TRESPASS	033 38' 24"	114 44' 11"
USDI BIA	OK-EOA	USDI BIA	OK-MIA	F0AU	LIL FLUFF	OK-MIA-011009		036 59' 26"	094 49' 27"
USDI NPS	FL-BCPC	USDI NPS	FL-BCPC	F0AV	SANCTUARY WF	FL-BCPC-11-002		026 14' 10"	080 52' 47"
USDI FWS	MS-MSR	USDI FWS	MS-MSR	F0AW	BRIARCREST	MS-MSR-003		030 29' 01"	088 41' 42"
USDI FWS	MS-MSR	USDI FWS	MS-GBR	F0AX	HALEY'S CIRCLE	MS-GBR-001		030 25' 28"	088 27' 08"
INT INT	NM-ADC	NM SF	NM-N5S	F0AY	HIDALGO	NM-N5S-092	REIMBURSABLE	033 37' 47"	104 32' 16"
INT INT	NM-ADC	NM SF	NM-N5S	F0AZ	WINTER	NM-N5S-093	REIMBURSABLE	033 52' 00"	104 35' 15"
USDI FWS	MN-SBR	USDI FWS	MN-SBR	F0A0	BOY SCOUT FIRE	MN-SBR-		045 30' 06"	093 45' 31"
USDA FS	NM-CIF	USDI NPS	TX-LAP	F0A1	MARINA	TX-LAP-000012		035 42' 18"	101 33' 27"
USDI BIA	SD-RBA	USDI BIA	SD-RBA	F0A2	18 LIGHTS	SD-RBA-011		043 11' 10"	100 58' 45"
USDI NPS	FL-EVP	USDI NPS	FL-EVP	F0A4	EFFECTS FIRE	FL-EVP-11016		025 37' 43"	080 34' 30"
INT INT	AZ-ADC	USDI FWS	AZ-KGR	F0A7	CAR	AZ-KGR-110026		033 01' 07"	114 11' 22"
INT INT	SC-SCC	USDA FS	SC-FMF	F0BM	BURNED PASTURE	SC-FMF-	TRESPASS	033 06' 43"	079 28' 53"
USDI FWS	TX-SRR	USDI FWS	TX-SRR	F0BN	FOX RANCH	TX-SRR-F0BN		026 46' 48"	098 26' 55"
INT INT	AZ-TDC	USDI BLM	AZ-SAD	F0BP	F/A CHRISTMAS	AZ-SAD-011001		033 02' 37"	110 43' 09"

FS INCIDENTS AND NON-FS INCIDENTS THAT RECEIVED FS ASSISTANCE

Clicking on the **FS Incidents and non-FS Incidents that Received FS Assistance** link on the **Reports** screen will bring you to the **FS Incidents and non-FS Incidents that Received FS Assistance** screen. From here, you will be able to filter the report based on dates, agency, or unit. To apply a filter to the report, enter your filter criteria and click the **Filter** button**.** The **FS Incidents and non-FS Incidents that Received FS Assistance**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the **FireCode** column.



Generated Date/Time	FireCode	Agency	Unit	Incident Name	Special Requirements	Lat	Long
1/20/2011 08:55	F0B0	SF	NM-N3S	GARCIA	MULTI - JURISDICTIONAL, REIMBURSABLE	031 19' 56"	108 55' 59"
1/19/2011 14:42	F0BZ	BIA	NM-SPA	TR-10	REIMBURSABLE	034 53' 04"	106 39' 59"
1/19/2011 14:39	F0BX	BIA	NM-SPA	78	REIMBURSABLE	034 55' 31"	106 42' 09"
1/18/2011 16:59	F0BQ	BLM	AZ-SAD	F/A EMPIRE		031 46' 50"	110 38' 05"
1/18/2011 16:56	F0BP	BLM	AZ-SAD	F/A CHRISTMAS		033 02' 37"	110 43' 09"
1/18/2011 14:44	F0BN	FWS	TX-SRR	FOX RANCH		026 46' 48"	098 26' 55"
1/18/2011 13:24	F0BM	FS	SC-FMF	BURNED PASTURE	TRESPASS	033 06' 43"	079 28' 53"
1/18/2011 11:14	F0A7	FWS	AZ-KGR	CAR		033 01' 07"	114 11' 22"
1/18/2011 09:33	F0A3	BIA	KS-HOA	K72		039 44' 20"	095 41' 11"
1/17/2011 16:10	F0AZ	SF	NM-N5S	WINTER	REIMBURSABLE	033 52' 00"	104 35' 15"
1/17/2011 16:08	F0AY	SF	NM-N5S	HIDALGO	REIMBURSABLE	033 37' 47"	104 32' 16"
1/17/2011 10:42	F0AU	BIA	OK-MIA	LIL FLUFF		036 59' 26"	094 49' 27"
1/16/2011 20:47	F0AT	BIA	OK-WEA	WILSON HARJO		035 10' 20"	096 38' 46"
1/16/2011 20:45	F0AS	BIA	OK-MIA	BENDER		036 57' 22"	094 47' 41"
1/15/2011 13:07	F0AQ	BLM	CA-CDD	MESA	TRESPASS	033 38' 28"	114 44' 13"
1/15/2011 05:18	F0AL	BIA	OK-SHA	TIRE CREEK	MULTI - JURISDICTIONAL, REIMBURSABLE	035 20' 18"	096 57' 23"
12/2/2010 12:10	FY9P	BIA	OK-ANA	GREAT DANE	REIMBURSABLE	034 55' 39"	098 09' 46"

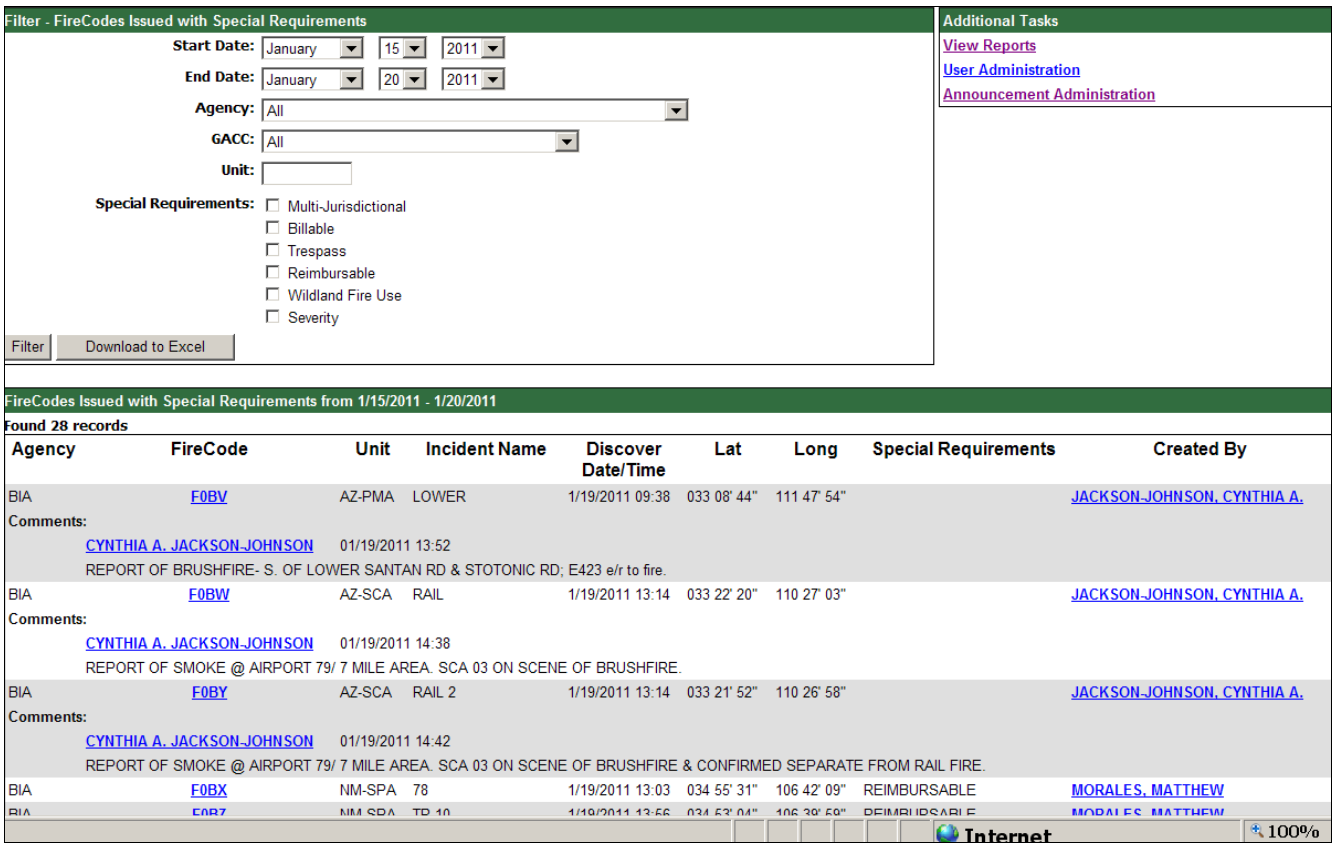
FIRECODES ISSUED WITH SPECIAL REQUIREMENTS

Clicking on the **FireCodes Issued with Special Requirements** link on the **Reports** screen will bring you to the **FireCodes Issued with Special Requirements** screen. From here, you will be able to filter the report based on dates, agency, unit, or special requirements (Multi-Jurisdictional, Billable, Trespass, Reimbursable, Wildland Fire Use, or Severity). To apply a filter to the report, enter your filter criteria and click the **Filter** button**.** The **FireCodes Issued with Special Requirements**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

Effective January 15, 2011, the *Comments* field is included on this report.

You may view details about a FireCode by clicking on the link in the **FireCode** column.



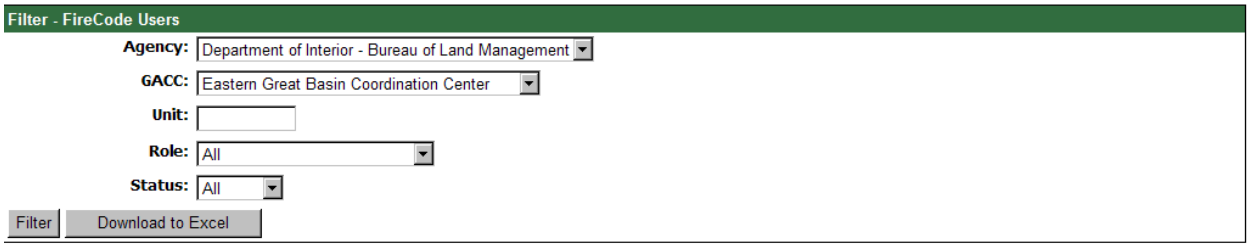
FIRECODE USERS

If you have National Administrator access, you will be able to view a report of FireCode users.

Clicking on the **FireCode Users** link on the **Reports** screen will bring you to the **FireCode Users** screen. From here, you will be able to filter the report based on Agency, GACC, Unit, Role, and Status. To apply a filter to the report, enter your filter criteria and click the **Filter** button. The **FireCode Users** report, with the filter you applied, will then be displayed.

Once the report has been created, you can sort it by clicking on the label of a column. For example, if you want to sort by last name, click on the **Last Name** label.

You can edit a user's information by clicking on **Edit** in the row corresponding to the user that needs to be edited.



FireCode Users

Found 94 records

Agency	GACC	Unit	Last Name	First Name	Role	Status	Phone	
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	PETTY	MICHELLE	UNIT ADMINISTRATOR	Active	435-688-3209	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	EMPEY	JERRY	DATA ENTRY	Active	435-688-3360	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	SULLIVAN	KRIS	DATA ENTRY	Active	435-688-3360	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	BUTZIN	MEGAN	READ ONLY	Active	435-688-3360	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	FLEMING	PATRICK	READ ONLY	Active	435-688-3213	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	HANSEN	ROCINDA	READ ONLY	Active	435-688-3360	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	JOHNSON	RYAN	READ ONLY	Active	435-688-3320	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	SWINSCOE	TERRY	READ ONLY	Active	435-688-3369	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Boise District (ID-BOD)	TELLERIA	KATRINA	DATA ENTRY	Active	(208) 384-3466	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Boise District (ID-BOD)	BUTLER	CRYSTAL	READ ONLY	Active	2084335036	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Boise District (ID-BOD)	RADDATZ	RAYMOND	READ ONLY	Active	208-334-1030	Edit
Bureau of Land	Eastern Great Basin	Boise District (ID-BOD)	WATKINS	JOAN	READ ONLY	Active	(208)384-	Edit

Available Roles in the FireCode System

READ ONLY

Read only users may search for any FireCode that exists in the system and retrieve a read-only display of selected incidents. They may also run any relevant reports.

DATA ENTRY

Data entry users may create a FireCode for any unit within their GACC, modify FireCodes to which their unit has edit rights, search for any FireCode that exist in the system and retrieve a read-only display of selected incidents for those outside their unit. They may also run any relevant reports.

UNIT ADMINISTRATOR

Unit Administrator users may create a FireCode for any unit within their GACC, modify FireCodes to which their unit has edit rights, search for any FireCode that exist in the system and retrieve a read-only display of selected incidents for those outside their unit. They may also flag FireCodes as duplicates to which their unit has edit rights.

Unit Administrators may create Data Entry, Read Only, and Unit Administrator accounts for their unit. Unit Administrators may edit, lock, or unlock an account for any user in their unit. Unit Administrators may reset the password for user accounts within their unit.

Unit Administrators may also run any relevant reports.

GACC ADMINISTRATOR

GACC Administrator users may create a FireCode for any unit within their GACC, modify FireCodes for any unit within their GACC, search for any FireCode that exist in the system and retrieve a read-only display of selected incidents for those outside their GACC. They may also flag FireCodes as duplicates to which any unit in their GACC has edit rights.

GACC Administrators may create Data Entry, Read Only, Unit Administrator, and GACC Administrator accounts for any unit in their GACC. GACC Administrators may edit, lock, or unlock an account for any user in their GACC. GACC Administrators may reset the password for user accounts within their GACC.

GACC Administrators may also run any relevant reports.

NATIONAL ADMINISTRATOR

National Administrator users may create a FireCode for any unit and modify FireCodes for any unit. They may also flag FireCodes as duplicates for any unit.

National Administrators may create Data Entry, Read Only, Unit Administrator, GACC Administrator, and National Administrator accounts for any unit. National Administrators may edit, lock, or unlock an account for any FireCode user. National Administrators may reset the password for any FireCode user. National Administrators may also run any relevant reports.

HELP DESK

Help Desk users may modify all accounts within the FireCode System. They may also search for any FireCode that exists in the system, retrieve a read-only display of selected incidents, and run any relevant reports.

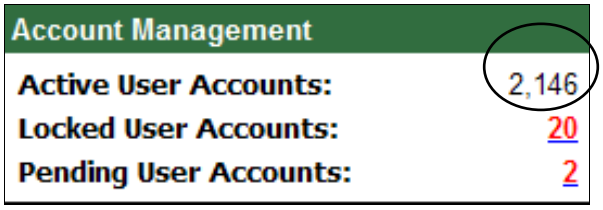
Administrative Functions

If you have administrative access, you will be able to:

- View the number of active users
- View the number of locked users
- View the number of pending users
- Reset user password
- Edit user information
- Add user
- Delete user
- Approve pending accounts
- Administer other federal units in your GACC

VIEW THE NUMBER OF ACTIVE USERS

If you have administrative access, you will be able to view the number of active user accounts in your jurisdiction by looking in the **Account Management** box on the **Home** page of the FireCode System.

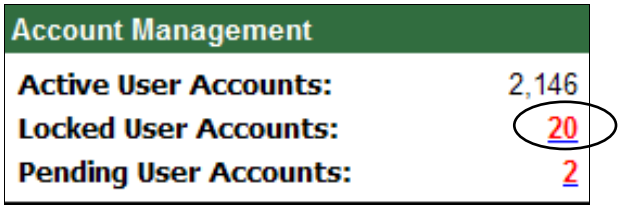


VIEW THE NUMBER OF LOCKED ACCOUNTS

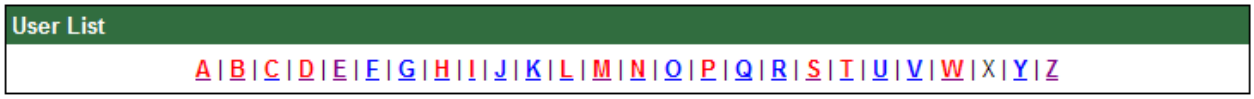
If you have administrative access, you will be able to view and unlock the accounts of users in your jurisdiction.

To view the number of locked user accounts in your jurisdiction, look in the **Account Management** box on the **Home** page of the FireCode System.

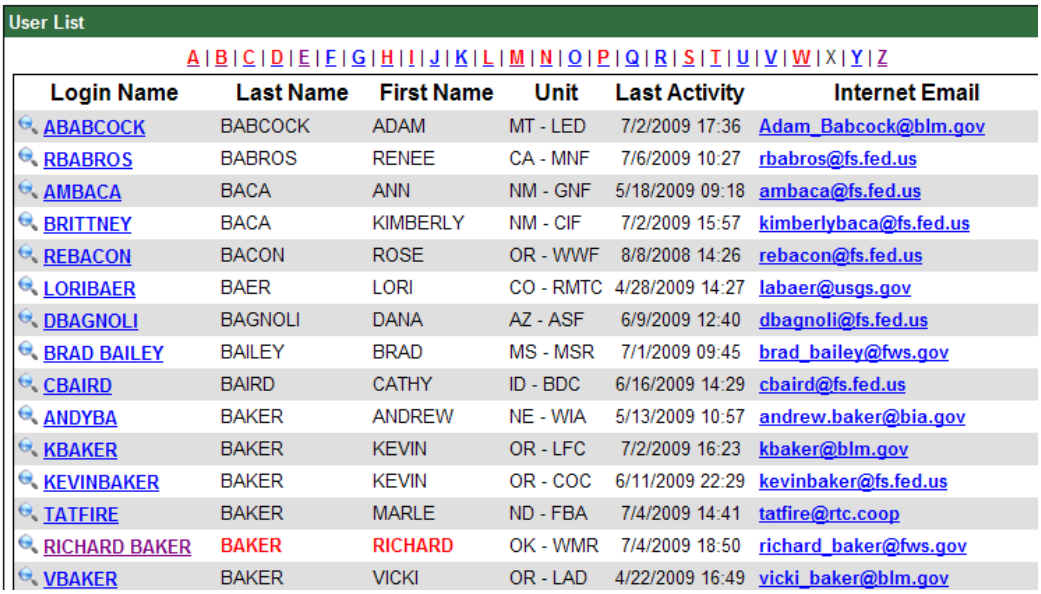
To unlock a locked account, click on the number corresponding to **Locked User Accounts**.



The **User List** will be displayed. Click on the letter that is bolded to view the locked accounts under that letter.



The users with locked accounts will be in red. Click on the Login Name.

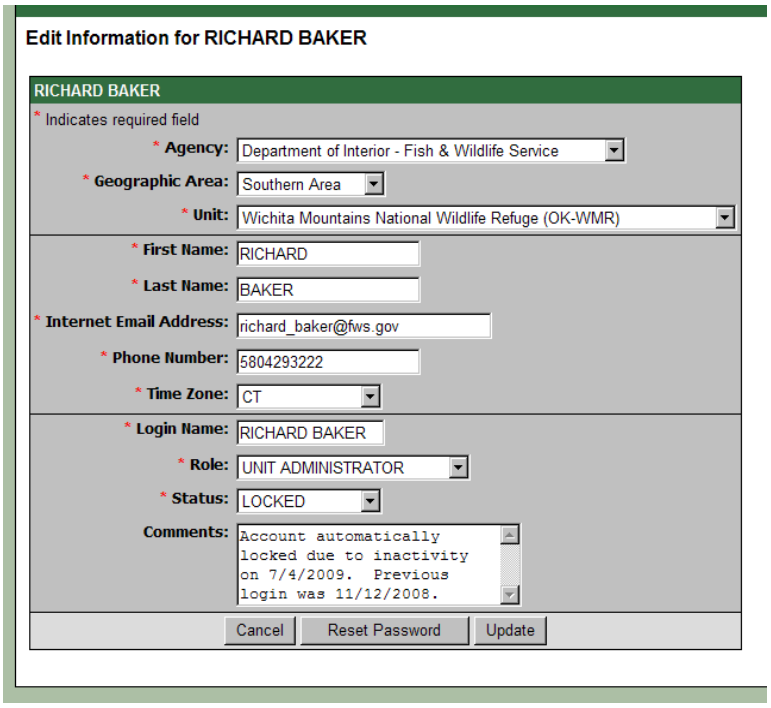


User List

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Login Name	Last Name	First Name	Unit	Last Activity	Internet Email
ABABCOCK	BABCOCK	ADAM	MT - LED	7/2/2009 17:36	Adam_Babcock@blm.gov
RBABROS	BABROS	RENEE	CA - MNF	7/6/2009 10:27	rbabros@fs.fed.us
AMBACA	BACA	ANN	NM - GNF	5/18/2009 09:18	ambaca@fs.fed.us
BRITTNEY	BACA	KIMBERLY	NM - CIF	7/2/2009 15:57	kimberlybaca@fs.fed.us
REBACON	BACON	ROSE	OR - WWF	8/8/2008 14:26	rebacon@fs.fed.us
LORIBAER	BAER	LORI	CO - RMTC	4/28/2009 14:27	labaer@usgs.gov
DBAGNOLI	BAGNOLI	DANA	AZ - ASF	6/9/2009 12:40	dbagnoli@fs.fed.us
BRAD BAILEY	BAILEY	BRAD	MS - MSR	7/1/2009 09:45	brad_bailey@fws.gov
CBAIRD	BAIRD	CATHY	ID - BDC	6/16/2009 14:29	cbaird@fs.fed.us
ANDYBA	BAKER	ANDREW	NE - WIA	5/13/2009 10:57	andrew.baker@bia.gov
KBAKER	BAKER	KEVIN	OR - LFC	7/2/2009 16:23	kbaker@blm.gov
KEVINBAKER	BAKER	KEVIN	OR - COC	6/11/2009 22:29	kevinbaker@fs.fed.us
TATFIRE	BAKER	MARLE	ND - FBA	7/4/2009 14:41	tatfire@rtc.coop
RICHARD BAKER	BAKER	RICHARD	OK - WMR	7/4/2009 18:50	richard_baker@fws.gov
VBAKER	BAKER	VICKI	OR - LAD	4/22/2009 16:49	vicki_baker@blm.gov

The **Edit Information** screen will be displayed. To unlock a user's account, click on the down arrow next to **Status**. Change the user's account status from **Locked** to **Active** and then click the **Update** button to save the change of status.



Edit Information for RICHARD BAKER

RICHARD BAKER

* Indicates required field

* Agency: Department of Interior - Fish & Wildlife Service

* Geographic Area: Southern Area

* Unit: Wichita Mountains National Wildlife Refuge (OK-WMR)

* First Name: RICHARD

* Last Name: BAKER

* Internet Email Address: richard_baker@fws.gov

* Phone Number: 5804293222

* Time Zone: CT

* Login Name: RICHARD BAKER

* Role: UNIT ADMINISTRATOR

* Status: LOCKED

Comments: Account automatically locked due to inactivity on 7/4/2009. Previous login was 11/12/2008.

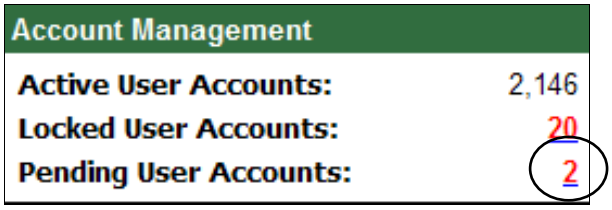
Cancel | Reset Password | Update

VIEW THE NUMBER OF PENDING USERS

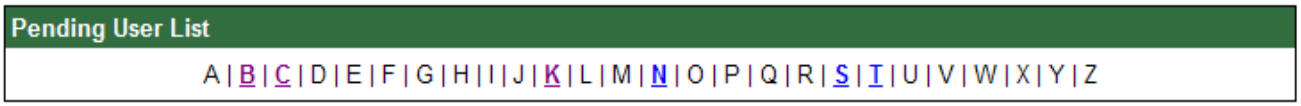
If you have administrative access, you will be able to view and approve the pending accounts of users in your jurisdiction.

To view the number of pending user accounts in your jurisdiction, look in the **Account Management** box on the **Home** page of the FireCode System.

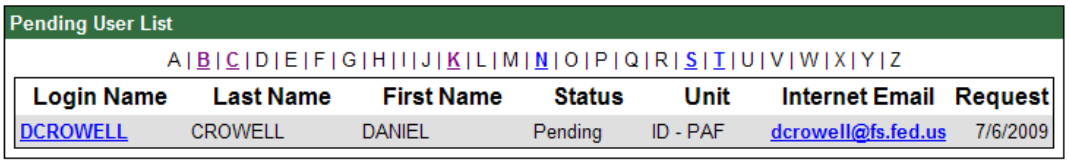
To approve pending accounts, click on the number corresponding to **Pending User Accounts**.



The **Pending User List** will be displayed. Click on the letter that is bolded to view the pending accounts under that letter.

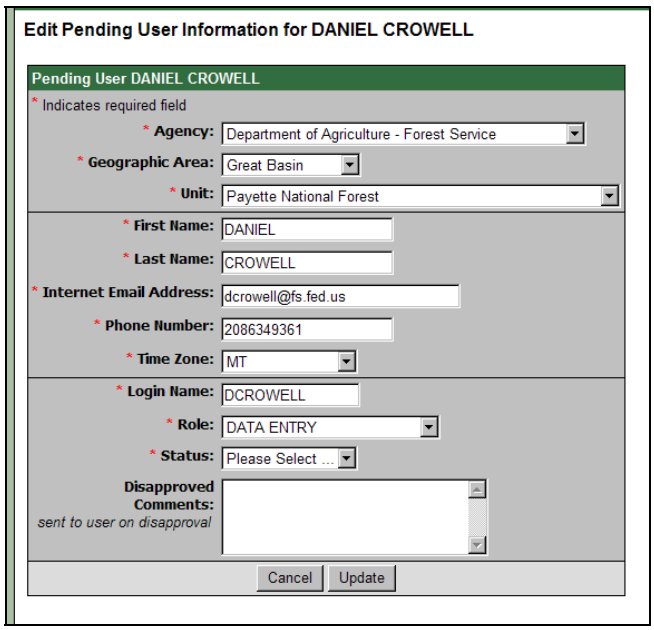


The users with pending accounts will be in displayed. Click on the Login Name.



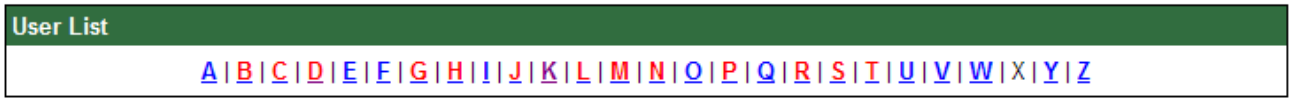
The **Edit Pending User Information** screen will be displayed and allow you to consider the user's account request.

Please refer to the Approving Pending Accounts section for steps to approve a pending user account.

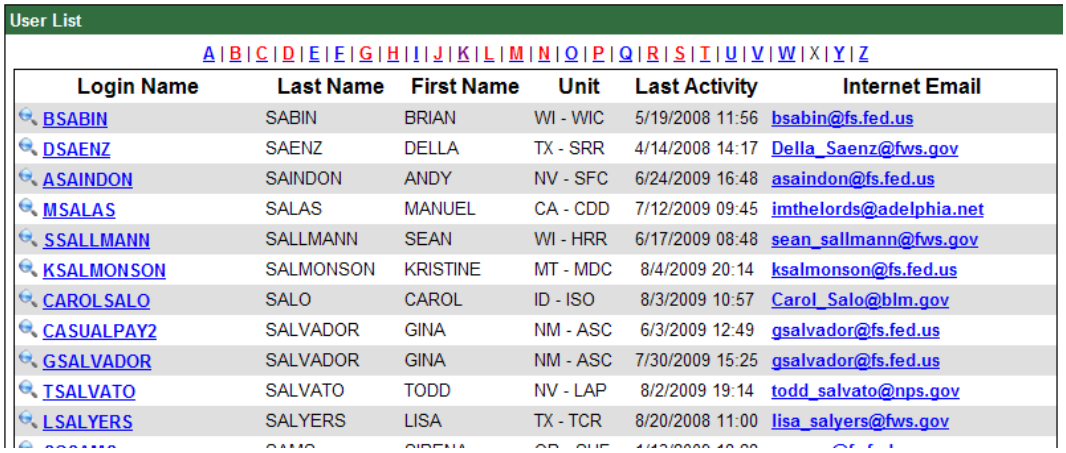


RESET USER PASSWORD

To edit a user's account or reset their password, click on the **User Administration** link. The **User List** screen will be displayed. Click on the letter that corresponds to the first letter of the user's last name.



The users whose last name begins with the letter that you have chosen will be displayed. Click on the Login Name of the user that you want to edit or reset a password.

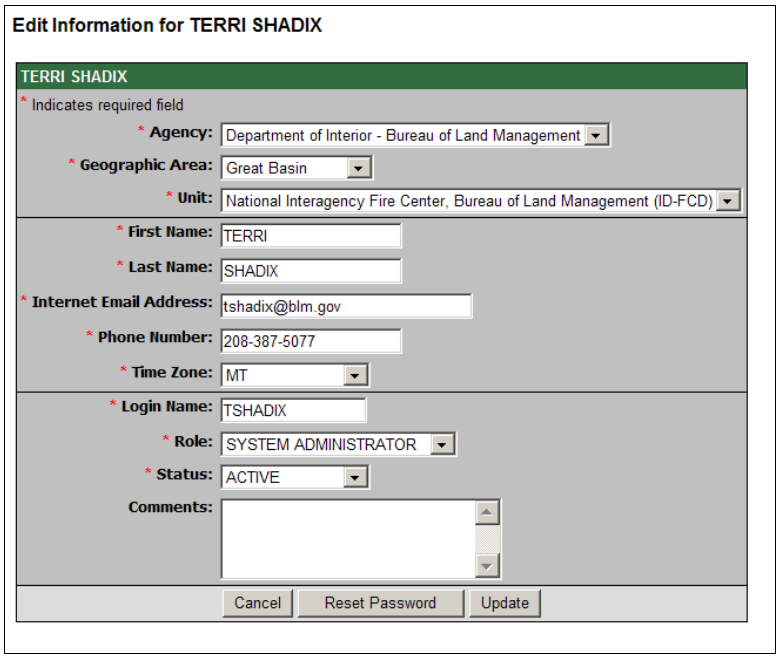


Login Name	Last Name	First Name	Unit	Last Activity	Internet Email
BSABIN	SABIN	BRIAN	WI - WIC	5/19/2008 11:56	bsabin@fs.fed.us
DSAENZ	SAENZ	DELLA	TX - SRR	4/14/2008 14:17	Della_Saenz@fws.gov
ASAINDON	SAINDON	ANDY	NV - SFC	6/24/2009 16:48	asaindon@fs.fed.us
MSALAS	SALAS	MANUEL	CA - CDD	7/12/2009 09:45	imthelords@adelphia.net
SSALLMANN	SALLMANN	SEAN	WI - HRR	6/17/2009 08:48	sean_sallmann@fws.gov
KSALMONSON	SALMONSON	KRISTINE	MT - MDC	8/4/2009 20:14	ksalmonson@fs.fed.us
CAROLSALO	SALO	CAROL	ID - ISO	8/3/2009 10:57	Carol_Salo@blm.gov
CASUALPAY2	SALVADOR	GINA	NM - ASC	6/3/2009 12:49	gsalvador@fs.fed.us
GSALVADOR	SALVADOR	GINA	NM - ASC	7/30/2009 15:25	gsalvador@fs.fed.us
TSALVATO	SALVATO	TODD	NV - LAP	8/2/2009 19:14	todd_salvato@nps.gov
LSALYERS	SALYERS	LISA	TX - TCR	8/20/2008 11:00	lisa_salyers@fws.gov

The **Edit Information** screen will be displayed. Check the **Status** of the user prior to resetting their password.

If the status is **Locked**, then change the status to **Active** and then click the **Update** button to save the change of status.

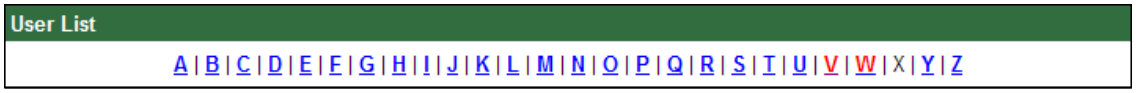
To reset the user's password, click the **Reset Password** button. The FireCode System will then generate and email a temporary password to the user.



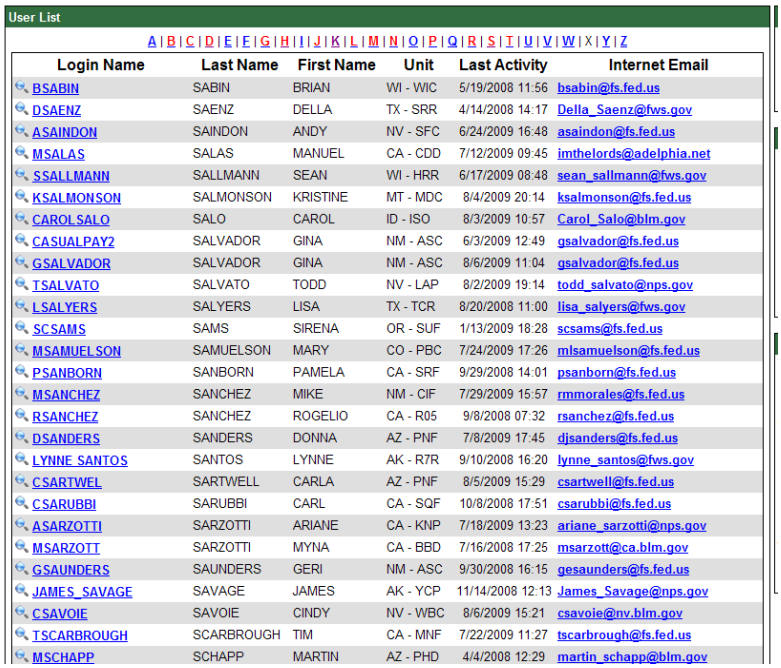
EDIT USER INFORMATION

To edit a user's account, click on the **User Administration** link.

The **User List** screen will be displayed. Click on the letter that corresponds to the first letter of the user's last name.



The **User List** screen will then display all of the users who have a last name that begins with the letter that you have chosen. Choose the **Login Name** of the user where you wish to make the edit.



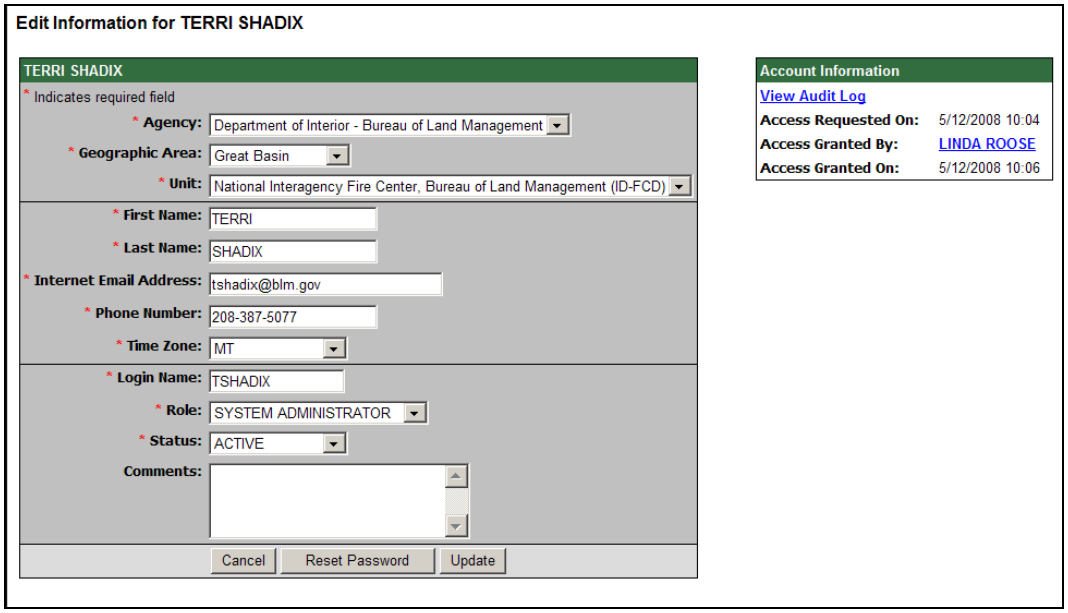
User List

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Login Name	Last Name	First Name	Unit	Last Activity	Internet Email
BSABIN	SABIN	BRIAN	WI - WIC	5/19/2008 11:56	bsabin@fs.fed.us
DSAENZ	SAENZ	DELLA	TX - SRR	4/14/2008 14:17	Della_Saenz@fws.gov
ASAINDON	SAINDON	ANDY	NV - SFC	6/24/2009 16:48	asaindon@fs.fed.us
MSALAS	SALAS	MANUEL	CA - CDD	7/12/2009 09:45	imthelords@adelphia.net
SSALLMANN	SALLMANN	SEAN	WI - HRR	6/17/2009 08:48	sean_sallmann@fws.gov
KSALMONSON	SALMONSON	KRISTINE	MT - MDC	8/4/2009 20:14	ksalmonson@fs.fed.us
CAROLSALO	SALO	CAROL	ID - ISO	8/3/2009 10:57	Carol_Salo@blm.gov
CASUALPAY2	SALVADOR	GINA	NM - ASC	6/3/2009 12:49	gsalvador@fs.fed.us
GSALVADOR	SALVADOR	GINA	NM - ASC	8/6/2009 11:04	gsalvador@fs.fed.us
TSALVATO	SALVATO	TODD	NV - LAP	8/2/2009 19:14	todd_salvato@nps.gov
LSALYERS	SALYERS	LISA	TX - TCR	8/20/2008 11:00	lisa_salyers@fws.gov
SCSAMS	SAMS	SIRENA	OR - SUF	1/13/2009 18:28	scsams@fs.fed.us
MSAMUELSON	SAMUELSON	MARY	CO - PBC	7/24/2009 17:26	mlsamuelson@fs.fed.us
PSANBORN	SANBORN	PAMELA	CA - SRF	9/29/2008 14:01	psanborn@fs.fed.us
MSANCHEZ	SANCHEZ	MIKE	NM - CIF	7/29/2009 15:57	rmmorales@fs.fed.us
RSANCHEZ	SANCHEZ	ROGELIO	CA - R05	9/8/2008 07:32	rsanchez@fs.fed.us
DSANDERS	SANDERS	DONNA	AZ - PNF	7/8/2009 17:45	djsanders@fs.fed.us
LYNNE_SANTOS	SANTOS	LYNNE	AK - R7R	9/10/2008 16:20	lynne_santos@fws.gov
CSARTWEL	SARTWELL	CARLA	AZ - PNF	8/5/2009 15:29	csartwell@fs.fed.us
CSARUBBI	SARUBBI	CARL	CA - SQF	10/8/2008 17:51	csarubbi@fs.fed.us
ASARZOTTI	SARZOTTI	ARIANE	CA - KNP	7/18/2009 13:23	ariane_sarzotti@nps.gov
MSARZOTT	SARZOTTI	MYNA	CA - BBD	7/16/2008 17:25	msarzott@ca.blm.gov
GSAUNDERS	SAUNDERS	GERI	NM - ASC	9/30/2008 16:15	gesaunders@fs.fed.us
JAMES_SAVAGE	SAVAGE	JAMES	AK - YCP	11/14/2008 12:13	James_Savage@nps.gov
CSAVOIE	SAVOIE	CINDY	NV - WBC	8/6/2009 15:21	csavoie@nv.blm.gov
TSCARBROUGH	SCARBROUGH	TIM	CA - MNF	7/22/2009 11:27	tscarbrough@fs.fed.us
MSCHAPP	SCHAPP	MARTIN	AZ - PHD	4/4/2008 12:29	martin_schapp@blm.gov

The **Edit Information** screen will be displayed. To edit information on the user's account, make the desired changes, and click the **Update** button to save the changes.

You can view the date that the user requested this account, the person that approved this account, and the date that the user was granted access by viewing the **Account Information** on the right side of the **Edit User Information** screen.



Edit Information for TERRI SHADIX

TERRI SHADIX

* Indicates required field

* Agency: Department of Interior - Bureau of Land Management
* Geographic Area: Great Basin
* Unit: National Interagency Fire Center, Bureau of Land Management (ID-FCD)
* First Name: TERRI
* Last Name: SHADIX
* Internet Email Address: tshadix@blm.gov
* Phone Number: 208-387-5077
* Time Zone: MT
* Login Name: TSHADIX
* Role: SYSTEM ADMINISTRATOR
* Status: ACTIVE
Comments:

Cancel | Reset Password | Update

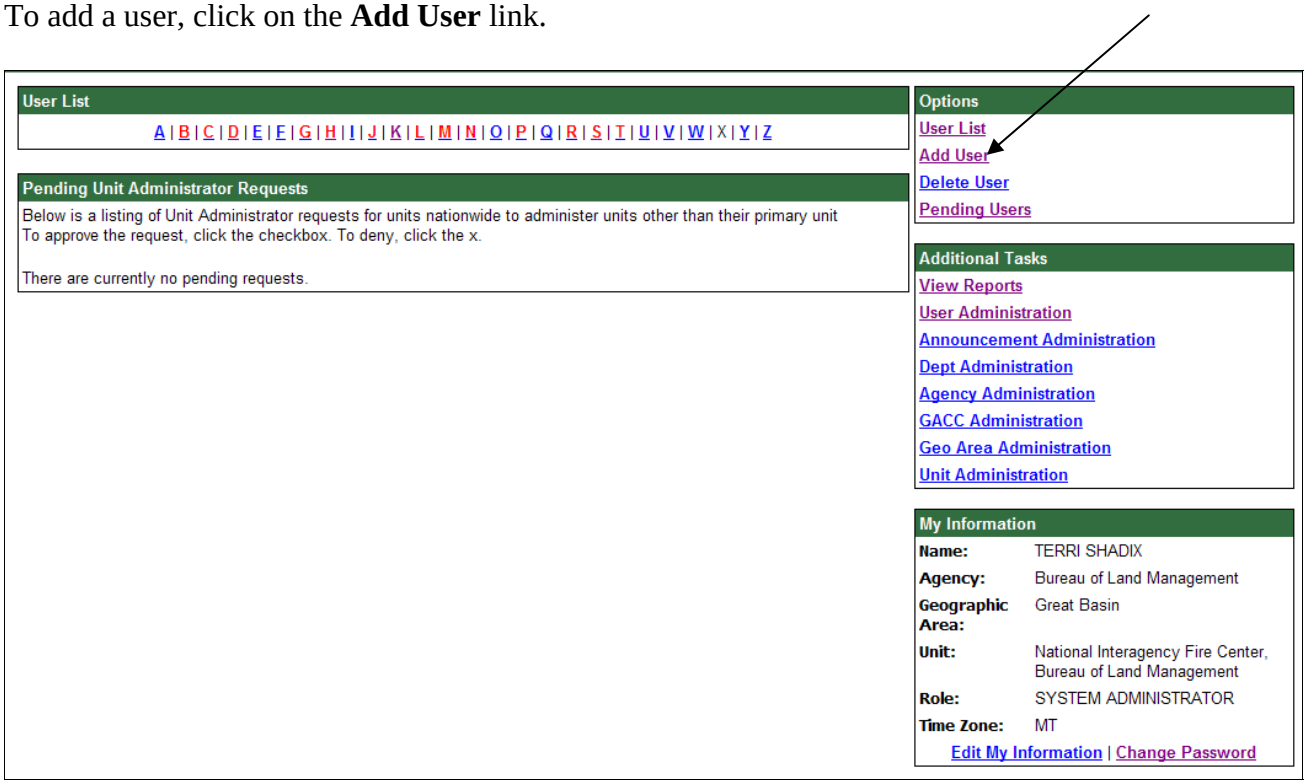
Account Information

View Audit Log

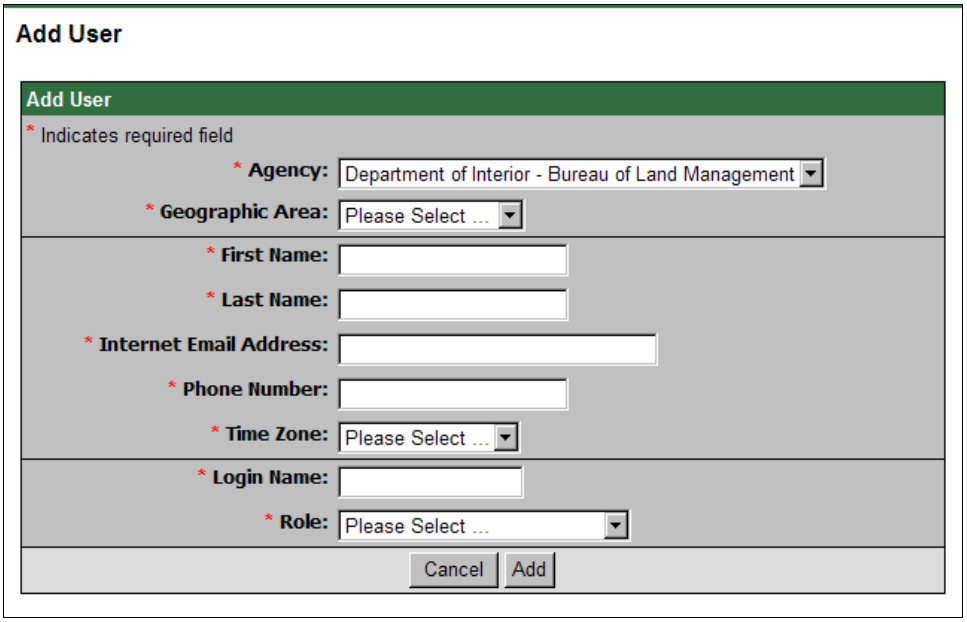
Access Requested On: 5/12/2008 10:04
Access Granted By: LINDA ROOSE
Access Granted On: 5/12/2008 10:06

ADD USER

To add a user, click on the **Add User** link.

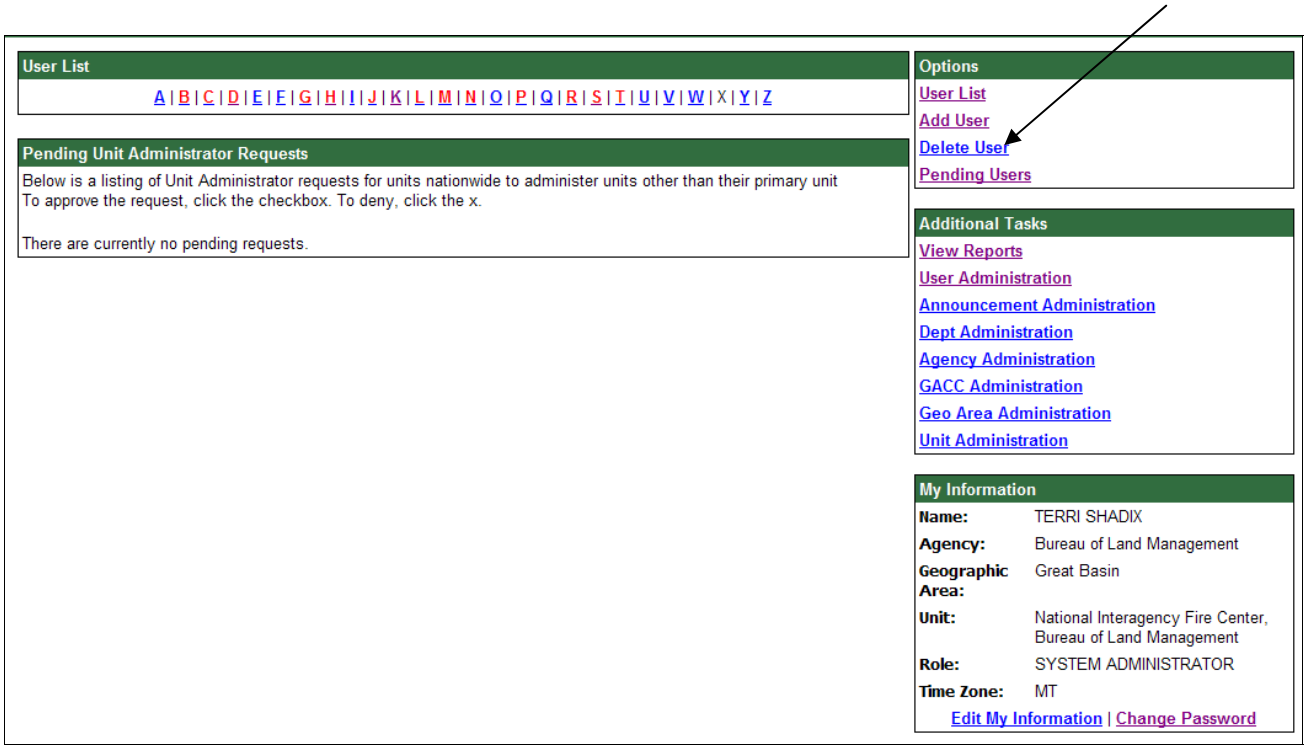


The **Add User** screen will be displayed. Complete the information and click the **Add** button. Be sure to include the Agency Internet email address.

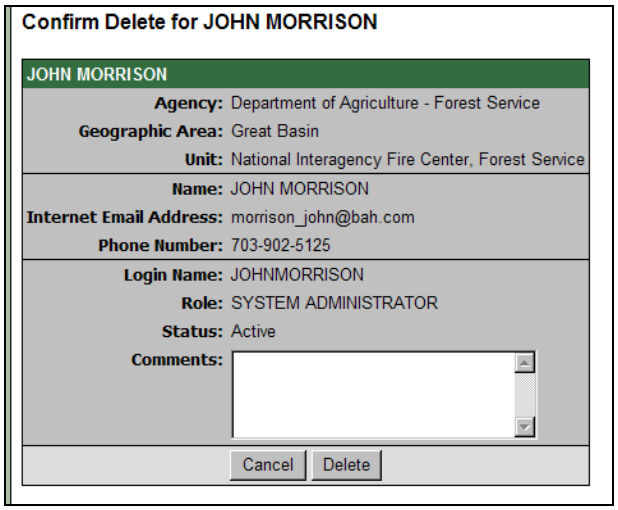


DELETE USER

To delete a user, click on the **Delete User** link.



The **Delete User** screen will be displayed. Click on the letter that corresponds to the first letter of the user's last name. The **Delete User List** screen will then display all of the users who have a last name that begins with the letter that you have chosen. Choose the **Login Name** of the user you wish to delete from the FireCode System.

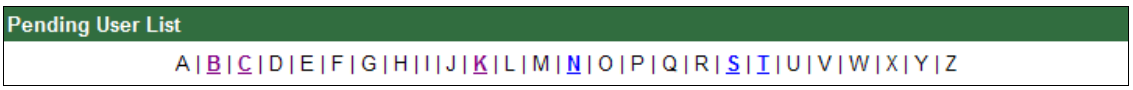


Once you have confirmed that this is the user you want to delete, click the **Delete** button.

It should be noted that although the account will be deactivated, it will be maintained by the system for auditing purposes.

APPROVE PENDING ACCOUNTS

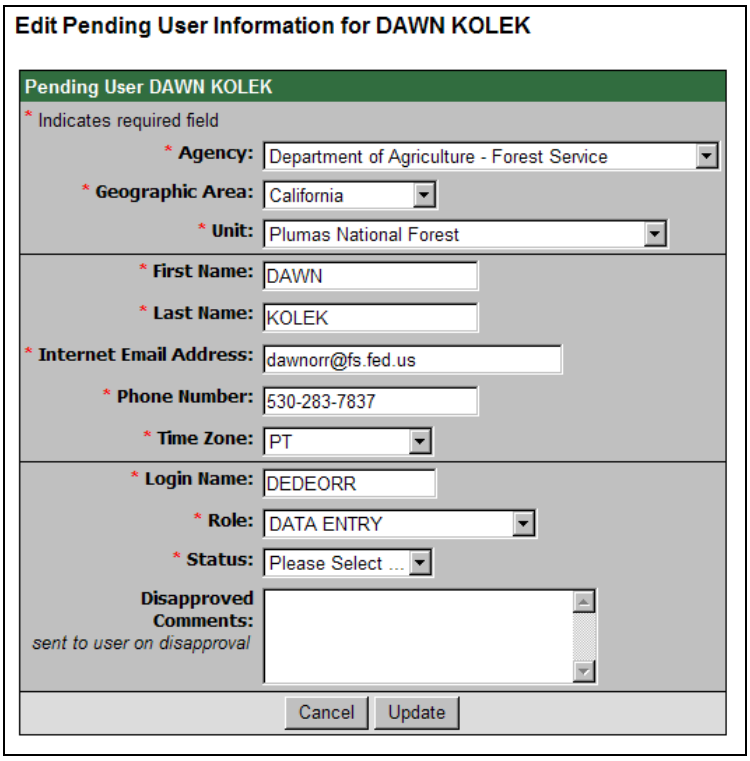
When someone within your organization requests an account, you will receive an email prompting you to approve or deny the account. To approve a pending account request, click on the **Pending Users** link. The **Pending User** screen will be displayed. Click on the letter that corresponds to the first letter of the user's last name. The **Pending User List** screen will then display all of the users who have a last name that begins with the letter that you have chosen. Choose the **Login Name** of the Individual's account you wish to approve.



Click the **Status** button and select whether you are approving or disapproving the account request. Then click the **Update** button. The Account Requester will receive an email that reflects your decision.

Before approving their account, you have the option of editing their information. For example, if the Account Requestor has requested Data Entry access, but you believe they only need Read Only access, you may make the change before approving their account. As you are approving their account, please verify that they have listed their Internet email address.

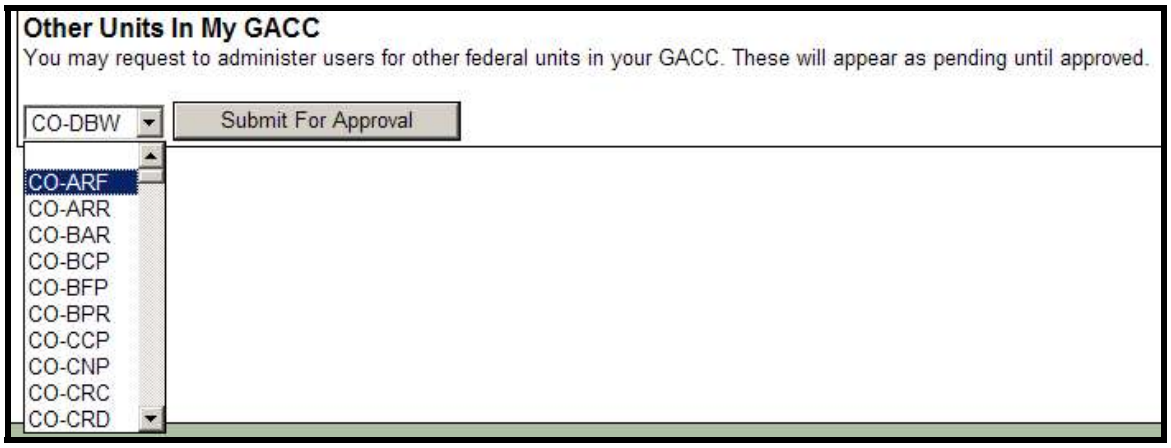
You may delete a requested account after it has been disapproved.



ADMINISTER OTHER FEDERAL UNITS IN YOUR GACC

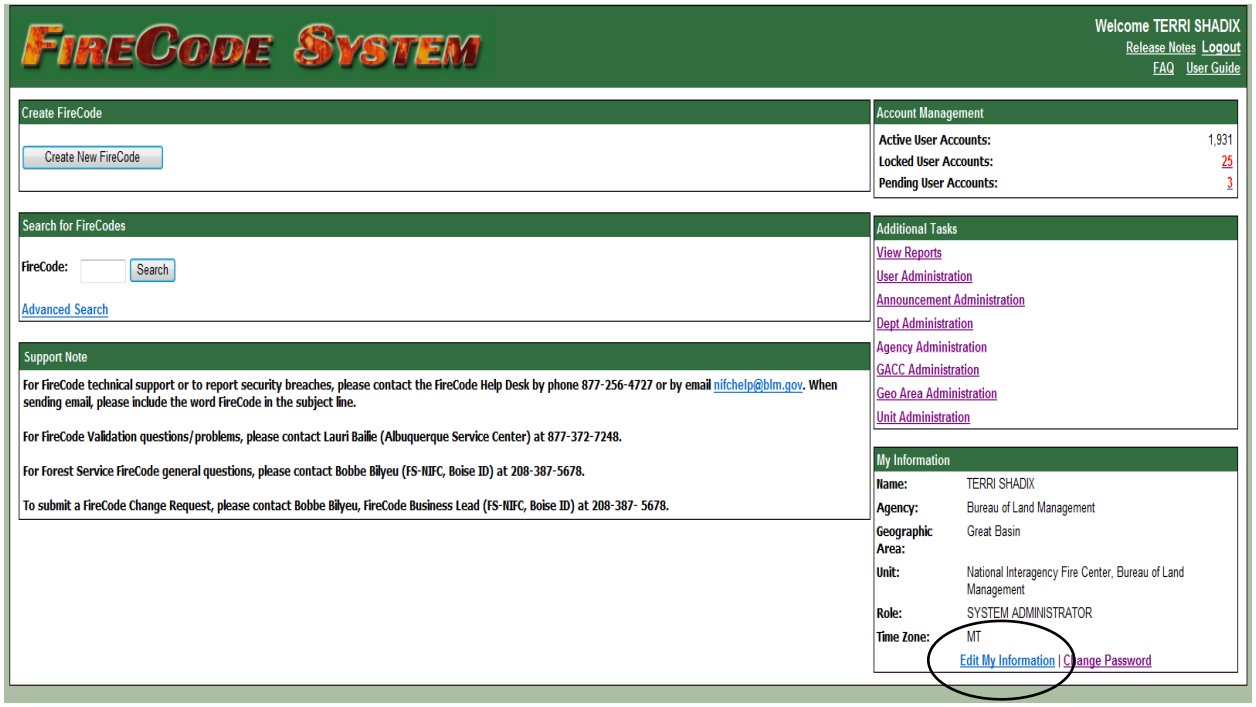
In the section **Other Units in My GACC** of the **User Administration** page, you may request to administer users for other federal units in your GACC.

Click on the down arrow to view a list of federal units. Select the federal unit of choice you wish to administer. Click the **Submit For Approval** button to complete the request.

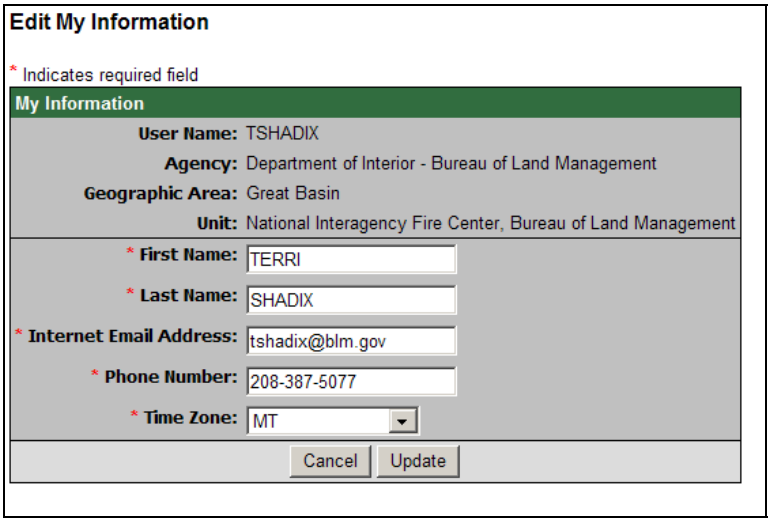


Edit My Information

To edit your user information, click on the **Edit My Information** link.



The **Edit My Information** screen will be displayed. Make the desired changes and click the **Update** button.



Dispatch Office Business Rules and Procedures

Dispatch Offices will access the FireCode System to retrieve a code for an incident. This code will become part of the federal agencies' accounting string in their financial systems. The following procedures should be followed by each dispatch office. In addition, agency specific requirements may be included.

The Dispatch Center will designate a primary and secondary administrator, responsible for issuing User IDs and Passwords to individuals requiring access to FireCode.

A FireCode user account will need to be requested prior to receiving a valid user Login Name and temporary password to access the system.

Create FireCode Fields

1. Discover Date and Discover Time
   The user will complete this mandatory field. If the date and time discovered is not immediately known, the system will default to the system generated date and time. Once the information is known, the field should be updated.

2. Incident Name
   The user will complete this mandatory field. Incident Name will be spelled out (e.g. Elk Mountain). Abbreviations will not be used.

3. Host Unit Id
   The user must complete this mandatory field with the Host Unit's ID. The Unit ID field is edit checked against the Unit ID table and will accept only the Unit IDs contained in the table. The system of record is the National Unit ID Database.

   The format for the field is: 2 characters = State, embedded dash, 3 or 4 characters = unit

   If the Host Unit ID is not in the system, enter the local dispatch office's Unit ID. Contact the Unit Administrator with the Unit ID information that needs to be added to the system. Once it has been added the record must be updated with the correct Unit ID.

   The system will complete the Host Unit Name. This field will be populated from the Unit ID table accessed by the system.

   If the fire is a non-federal fire, the system will display an additional field, labeled Non Federal Fire. This field should be completed with the non-Federal incident code or account code. The field is limited to 10 spaces. The Unit ID will be the non-Federal host unit.

4. Location
   The user will complete this mandatory field (minimum of degrees and minutes). If the exact location is not known at the time the FireCode is generated, enter the closest location to the incident or if unknown use the unit's office location as a default. Upon receipt of the information, edit the field with the correct data. This must be done to ensure accuracy of all information for a fire.

   The format for the field is:
   - Latitude = Degrees (13 to 71) (mandatory) 3 spaces, Minutes (mandatory) 2 spaces, Seconds (optional, but should be added when known)
   - Longitude = Degrees (66 to 156) (mandatory) 3 spaces, Minutes (mandatory) 2 spaces, Seconds (optional, but should be added when known)

5. Incident Order Number
   The system will complete the first six spaces of the field with the Unit ID from the Unit ID field. The user will complete the next field (3 to 6 spaces).

   The format for the field is: 2 spaces, embedded dash, 4 spaces, embedded dash, 6 spaces

   If a user edits the Host Unit ID field, the incident order number field will change automatically and clear the data in the 6 character portion. The user will have to complete that section again.

6. Complex
   When a user is entering a new incident, the system will default the Fire Complex field to "no".

   The Complex field would only be checked "yes" if the fires are going to be managed under one FireCode and requires a new code for cost tracking purposes. (The Generate FireCode button will have to be selected in order for the Complex FireCodes box to be displayed.)

   In order to add the FireCodes that comprise the fires in the complex, the user will have to know at a minimum two of the FireCodes.

   If a complex is formed, but a new code is not going to be issued, the other field should be edited with the complex name for the fires that are being managed under the complex. You can also edit the complex field to yes and add the other codes but if this is done each fire will have to be edited.

   Forest Service specific requirement also requires this information if a group of ABCD lightning fires are being managed under a complex and an additional code is not being issued for cost tracking purposes.

7. FS Assisted
   If you are creating a FireCode for a unit not within the Forest Service and you have received assistance from a Forest Service unit, please click the **FS Assisted** box. The **FS Assisted** box will not be visible if you are logged in as a unit within the Forest Service. This is the tool used by the FS to ensure FireCodes get input into NFC.

8. Special Requirements
   The user will select any that apply from the "Other" field and will be completed when warranted. Multi-jurisdiction should be selected if the fire is hosted by more one than agency with jurisdictional responsibility. (The Host Unit ID for a multi-jurisdictional fire will be the owner at the time of discovery, but can be changed if necessary.) Trespass should be selected if the fire is trespass or a bill will be issued. Reimbursable should be selected if the fire is reimbursable under an agreement such as a cooperative agreement. The Severity checkbox will only be used by DOI agencies. The Forest Service is not using this option. There may be an occasion where all four criteria could be selected.

   The format for the field is:
   - Multi-Jurisdiction
   - Trespass
   - Reimbursable
   - Severity

9. Comments
   The user should utilize the comment field to capture any pertinent remarks. The system will automatically capture the User ID for tracking purposes. The most recent comment will appear first.

   If a user leaves the field and returns to it later, it will open a new comment box and add the additional comments. Users who entered the comment can edit the information at any time, but will not be able to make changes to any other user's comments.

   For Forest Service (FS) incidents that are multi-jurisdictional, the agencies involved must be listed in this field (e.g., BLM, BIA, Idaho St.). Reimbursable or Trespass incidents should also list the agencies under the agreement.

Generate FireCode

Once a FireCode is issued, the system will take the user back to the screen to print the information, to create another code, search for existing codes, exit the system, or generate reports.

The FireCode screen is required to be printed and the copy retained for 24 hours. Dispatch offices may choose to retain hardcopies for longer periods of time.

Agency Specific Business Rules and Procedures

USDA FOREST SERVICE (FS)

Forest Service FY 2013 Guidance for Use of Incident Job Codes

The following direction and procedures will be used to establish and charge to wildland fire, severity, support and non-fire incident job codes in FY 2013:

Incident job codes will have the region/unit override 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
- Human caused
- Trespass
- Expected reimbursement
- Cost share

Units are asked to limit the number of additional codes created in the FireCode system to only those exceptions listed above. 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.

P-codes will be established only for direct suppression expenditures through the FireCode system. Base salary will be charged to wildland fire suppression (WFSU) for all Forest Service employees assigned to wildfire incidents.

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

ABCD Fires: Each land based unit will have one code for ABCD fires. These codes will be the same as in 2012, and will be reestablished by ASC for 2013. (See spreadsheet at http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html) All ABCD codes 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 response to wildfires.
- False alarms (including FS response to DOI false alarms).
- Extended response to wildfires under 300 acres (except as noted above).

Support Codes: 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 or large fires, they should charge to the specific incident code. Support codes will be the same as 2012 and will be reestablished by ASC for 2013.

P-codes generated from the National Interagency Coordination Center (NICC) will use "W" as the second digit in the code.

The following non-land based units have a support code for salary and other project support 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 (suppression) or F (FEMA non-fire) code when they are specifically assigned to an incident or supporting only one incident and can identify time in minimum four hours blocks.

Staging Codes: 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. Use of this code will be short term in nature and be limited to times when resources are being ordered for active fire incidents, but the location of the resource assignment is not known. 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.

P-codes: Costs for responses for all size class A, B, C, and D wildfires 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/cost_accounting/cost_accounting.html.

Do not issue a unique P-code for wildfires 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 or 2 Incident Management Team assigned

Charge to the ABCD code until such time as you have determined one of the above criteria exists. All wildfires that are size class E, F, or G will be issued a unique P-code with the region/unit override.

P-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***. FS Assist should not be checked unless there is certainty that there will be Forest Service resources responding. 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. An override of 1502 will be used for all DOI fires.

P-Codes for FS Protection Authority: For all lands where FS is the protecting agency and expected to incur the costs of an incident, follow the standard business process of assigning a fire code for incidents occurring on FS system lands.

H-Codes: BAER Assessment – 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.)

DOI BAER Assessment Support – Use the code HTBAER (override 1502) for FS resources providing support to DOI BAER assessment teams or assessment efforts on DOI lands. This will allow the national office to monitor annual assessment costs in support of DOI efforts.

BAER Plan Implementation – Each unit or Regional Office is responsible for contacting the ASC Incident Finance at asc_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.

AD Support: A WFSUAD code for AD (Casual) training and Work Capacity Test 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. Regions should ensure that National 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. 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 for FEMA
Activations:

Non-Fire FEMA Incident: A unique F-code will be established for each Mission Assignment received from FEMA for ESF4 non-fire activation. ASC-IF will not pre-establish these codes in the financial system, however a protocol has been provided in the attached spreadsheet for use on non-fire FEMA responses. FEMA codes will use the region/unit override in the following format: F#0000 where # is the Region in which the response is taking place. ASC-Incident Finance shall be notified by the Region or National Office, as soon as a job code has been assigned so that it can be established for use in the financial system. ASC-IF must also be provided a copy of the Mission Assignment (MA), upon issuance.

Fire ESF4 Incident: Utilize FireCode for ESF4 wildland fire activations. ESF4 Fire Mission Assignments are the only MAs where multiple job codes can be assigned. The majority of FEMA ESF4 fires will start out with a PN**** or P#**** fire code. When the fire is assigned to ESF4, the P-code will change to an F#**** where # is the Region number, and **** is the same Firecode as the P-code. For example, PNLMNO would change to F#LMNO. In situations where the fire did not start out as a state PN code, assign a Firecode with a prefix of F#. This will provide consistency with the current job code process for wildfire and will maintain the integrity of the fire costs for the specific fire. Each fire covered by the MA will have a unique F-code. ASC-IF will be notified, as soon as a job code has been assigned or converted from a P# so that it can be established for use in the financial system. ASC-IF must also be provided a copy of the Mission Assignment, upon issuance.

Base salary of all Forest Service employees on assignment to a FEMA incident will be charged to the appropriate F-code and paid from the Emergency Operations (WFSU) account.

Non-Fire Emergency
Job Codes: **DO NOT create a job code in the FireCode system for non-fire emergencies. Wildland fire suppression funds are appropriated for wildland fire and Presidentially declared activities under the Stafford Act.**

Reference FSH 1580.11 and FSM 6512.a(6). Upon execution of a collection agreement the unit will request a unique reimbursable job code with the appropriate reimbursable program and funds. Contact ASC-RACA Branch to create the code prior to incurring any expenses. For non-fire emergencies that occur during weekend hours contact ASC-Incident Finance at 505-366-8191.

For all non-fire emergency response projects that do not have an agreement (such as potential claims), budget offices should follow ASC-Budget Execution procedures on establishing job codes to ensure appropriate funds are expended. See Job Code Structure Guide at http://fsweb.asc.fs.fed.us/bfm/programs/budget-execution/faqs.php#_Job_Code_Management. For example, emergency response projects as a result of non-Forest Service spills and releases are appropriately charged to NFMG under Environmental Compliance and Protection (ECAP).

For Fire Code questions, contact Marylea Lockard, Branch Chief, ASC Incident Finance at 505-563-7411; Fire and Aviation funding policy questions, contact Mark Lichtenstein, Branch Chief, Budget & Planning at 202-205-0996; implementation questions, contact Sarah Fisher, Branch Chief, Incident Business at 208-387-5944.

USDI BUREAU OF INDIAN AFFAIRS (BIA)

Congress gave the Department of the Interior and the Department of Agriculture, Forest Service, direction to standardize wildfire incident financial project codes. In response to that tasking, an interagency project team, composed of representatives from dispatch, budget, fire operations and fire business programs, created the FireCode System. This system is a web-based application used by all federal wildland fire management agencies, to report and track costs for wildfires and related activities. FireCodes generated from this system are unique identifiers that are assigned to wildfire incidents, which federal emergency fire suppression funding will be expended.

FireCodes issued from the system are comprised of four alpha/numeric characters that are issued sequentially based on the initial characters in the four-character code (e.g. AAA1 was the first FireCode ever issued, followed by AAA2). Typically when a wildfire occurs, dispatchers will access the FireCode website to have the next available FireCode issued, on behalf of the federal agency/unit that owns the land at the point of origin, and/or initially responds to that incident. Every federal agency that commits resources to the fire, include the assigned FireCode as part of its respective fiscal accounting string, against which its costs associated with that incident are charged. The FireCode provides a common element that can be used to query the various agencies' financial systems to determine costs by agency, as well as for the federal agencies in aggregate for any given wildfire incident.

The BIA has used the FireCode System since the beginning of Fiscal Year (FY) 2004, which was the year of its inception. FireCodes are primarily used to track the costs of wildfires. The BIA also assigns FireCodes to support actions (e.g. sending resources to another unit), training for emergency firefighters (EFF), false alarms, severity events, and emergency stabilization and rehabilitation actions. The FireCode system is also used by tribes operating wildland fire programs via contract, compact, or cooperative agreement, to provide the management for Indian trust lands that would otherwise be protected by BIA employees.

FireCodes are downloaded daily into the Financial Business Management System (FBMS). These code downloads ensure that any FireCodes issued from the system will tie to valid fiscal codes for incidents. BIA and tribes with wildland fire programs should observe the following general business rules with regard to FireCode for <u>all</u> incident types and related activities:

1. A FireCode will be assigned to any incident that will incur the expenditure of federal emergency suppression funding (e.g. BIA functional area code AD2001010.999900). FireCodes are also used to track expenses associated with other activities, including severity (AF2105050.999900), Emergency Stabilization (AD2202020.999900), and Burned Area Rehabilitation (AF3202B00).

2. One FireCode should be assigned per incident. The unit managing the land were the incident originated (host unit) usually generates the code. There are incidents where another organization, such as an adjacent unit, dispatch center, or federal initial response resources, may be the first to assign the FireCode. Users should check to ensure a FireCode has not already been assigned to the incident, before they assign a new code in the system. The system offers a proximity check, to help identify potentially duplicated codes, based on location coordinates entered for an incident.

3. The FireCode should be assigned early in the dispatch process and made known to all federal units that commit resources to that incident.

4. A FireCode should be entered into any other forms or systems that provide a corresponding field. In some cases, especially with older forms and applications, the field may be labeled as "financial code" or similar wording, rather than "FireCode". These forms and systems where an incident's FireCode should be documented include:

    - Fire Resource Order form – "Financial Code" block #4
    - Resource Ordering Status System (ROSS) – "Financial Code" field
    - Computer Aided Dispatch (CAD) systems, such as WildCAD – "Fiscal/Job Codes" field
    - Wildland Fire Decision Support System (WFDSS)
    - Individual Fire Report form and Wildland Fire Management Information (WFMI) System's Fire Reporting Module

5. The FireCode will be used for all federal financial obligations associated with the incident. This includes costs incurred by other federal unit's resources on the incident.

6. The four FireCode characters will be incorporated as the Project Code in the corresponding fiscal string(s), when entering any obligations associated with the incident into FBMS. For example, if the BIA Laguna Agency's Forestry Unit (M21440) generates FireCode F3R4 for a fire called Pony Fire in fiscal year 2013, the fiscal string used for Laguna Agency's personnel overtime changes for firefighting (8T41), against the wildland fire emergency suppression account (AF2001010.999900) would be: AF20010101.F3R400-8T41-M21440-2013. If BIA Zuni Agency (M70440) dispatched firefighters to the Pony Fire to assist Laguna, their overtime would be charged to: AF2001010.F3R400-8T41-M70440-2013. In both cases, the key is including the FireCode in the fiscal string, so that all federal costs for the fire can be identified across the various units, agencies and financial systems.

7. Tribes operating the wildland fire management program under a compact, contract or cooperative agreement, will use the assigned FireCode to identify all reimbursable costs associated with an incident, when reporting them to the BIA Regional Office or Office of Self Governance, so obligations can be assigned properly in FBMS.

8. Entering information into the FireCode System is a necessary fiscal process. The FireCode System has not replaced the BIA's official wildland fire reporting process.

    - All wildfires originating on Indian trust lands must be reported on an Individual Fire Report form and entered into the WFMI Fire Reporting Module. Fire reports are required in WFMI for false alarms and support actions. Report requirements vary by incident type, per the guidance specified in the BIA Fire Occurrence Reporting System Users' Guide.

- Except for FireCodes issued in error (such as a duplicate, where another entity had already established a FireCode for the same incident), every wildfire incident entered in the FireCode System should have a corresponding fire report recorded in WFMI.

- In anticipation of the need to submit a fire report, incidents originating on Indian trust lands are assigned a fire number by the local dispatch office. The FireCode is <u>not</u> the same as the fire number for the BIA.

9. For additional guidance beyond these general business rules, or the specific business rules that follow, BIA/tribal unit personnel should contact their respective BIA Regional Office. Regional Office personnel should contact the BIA-NIFC Assistant Director for Fire Operations, if additional guidance is needed.

In addition to the procedures noted above, all BIA and tribal wildland fire programs, should further observe the following Firecode business rules, for specific incident types, scenarios, and activities:

I. Wildfires and False Alarms

A. Wildfire occurring on Indian trust lands that are directly protected by a BIA or tribal unit (i.e. the BIA/tribal unit is the incident host).

1. Follow general business rules noted above.

B. Wildfire occurring on another unit's lands (i.e. another unit is the incident host) and for which a BIA or a tribes fire resources respond.

1. If the host unit is federal or if the incident's initial response involved other federal resources, BIA or tribal resources will use that already-assigned FireCode.

2. If a FireCode has not been assigned, the BIA or tribal program sending resources should request that the host unit (or its supporting dispatch center) generate a FireCode. If the host unit is non-federal, the responding BIA or tribe may need to establish a FireCode for the incident. This effort should be coordinated with the host unit, so that the incident information entered into the FireCode System is correct. Once a FireCode is assigned, it should be added to other forms and systems, such as Resource Orders, ROSS, WildCAD and WFDSS, so it will be known by any other federal resources that respond to the incident.

C. False alarm responses involving resources sent from BIA/tribal units.

1. NIFC creates regional false alarm FireCodes for each Region. BIA agencies and tribes will use this FireCode for false alarm responses. Since false alarms lack a specific location, the coordinates for the Regional Office are entered as the incident location in the FireCode System.

2. Regional false alarm FireCodes do not change from one FY to another.

3. If a response is determined to be a false alarm and cost have been incurred, use the FireCode created for that incident, instead of the Regional false alarm code. The incident FireCode should be used for all reports. This may arise when BIA or tribal resources are requested for an off-unit dispatch, where the requesting unit has assigned a unique FireCode to an incident that ultimately proves to be a false alarm.

II. Wildland Fire Severity

A. Short-term severity for BIA or tribes – Actions where additional local resources or extended staffing is needed to supplement readiness capability during short duration (i.e. less than one week) periods of high fire danger on Indian trust lands.

1. The BIA's Wildland Fire and Aviation Program Management and Operations Guide (commonly known as the "Blue Book") provide guidance for severity requests and implementation (Chapter 4, entitled "Program Preparedness and Readiness").

2. BIA-NIFC assigns a single FireCode to be used by each BIA Region for short-term severity actions. These Regional short-term severity FireCodes do not change from one fiscal year to another. Short-term severity actions may arise at multiple units within the Region, so the coordinates for the Regional Office are entered as the incident location in the FireCode System.

3. BIA Agencies and tribes will secure approval from their Regional Office before using the Region's short-term severity FireCode.

4. Short-term severity FireCodes will be used to charge all authorized financial obligations identified in the severity request. When short term severity resources are committed to an actual fire, their costs should be shifted to the FireCode assigned to that incident.

B. Long-term severity for BIA agencies or tribes – Severity actions exceeding one week in duration or otherwise outside the scope of short-term severity.

1. The BIA's "Blue Book" provides guidance for severity requests and implementation (see Chapter 4, entitled "Program Preparedness/Readiness").

2. Once BIA-NIFC approves a request for long-term severity, it will assign a specific FireCode for initial requests. New severity requests are required if conditions persist beyond 30 days. The FireCode assigned to the initial long-term severity request will continue to be used for any approved extensions.

3. The long-term severity FireCode will be used to charge all authorized financial obligations identified in the severity request. When long-term severity resources are committed to a wildfire, their costs shift to the FireCode assigned to that incident.

C. Severity support provided to other US Department of Interior (DOI) units

1. BIA Agencies and/or Tribes responding to another DOI unit's severity request will use the FireCode assigned by the hosting DOI unit, for all authorized expenses incurred.

2. When severity resources are committed to an actual fire, their costs should be shifted to the FireCode assigned to that incident.

D. Severity support provided to US Department of Agriculture Forest Service (USDA Forest Service) units

1. Differences in Departmental business processes prevent DOI units from using the FireCode assigned by USFS units, when providing resources in support of USDA Forest Service severity actions. BIA-NIFC has assigned a single FireCode to be used by any BIA agency or tribe that provides resources to support severity actions sponsored by USDA Forest Service units. The USDA severity support FireCode does not change from one fiscal year to another.

2. Regional BIA Agencies and tribal programs will obtain the national FireCode for support of USDA Forest Service severity from their Regional Office.

3. When severity resources are committed to an actual fire, their costs shift to the FireCode assigned to that incident. The Departmental business processes are compatible for suppression actions, so a USDA Forest Service issued FireCode for a wildfire should be used by DOI resources assigned to that incident.

III. Emergency Firefighter (EFF) Training

A. Providing required training for EFF personnel and attending required training by EFF personnel

1. The BIA's "Blue Book" provides guidance regarding the funding for EFF training. See Chapter 13, entitled "Training and Qualifications". Further guidance is provided in the DOI's annual Administratively Determined (AD) Pay Plan for Emergency Workers.

2. New FireCodes should not be assigned for EFF training actitivies. BIA-NIFC has assigned a single FireCode to be used by any BIA/tribal units that provides training for EFF employees. This national EFF training FireCode generally does not change from one fiscal year to another.

3. BIA/tribal units will contact their Regional Office to identify authorized activities and secure approval before using the national EFF training FireCode for expenses incurred for <u>providing</u> EFF training.

IV. Burned Area Emergency Response (BAER) Program Activities

A. Emergency Stabilization (ES) on Indian trust land – Emergency treatments implemented within one year of containment of a wildfire to stabilize the burned area.

   1. The BIA's "Blue Book" provides guidance regarding the funding for ES activities. See Chapter 15, entitled "Emergency Stabilization (ES) and Burned Area Rehabilitation (BAR) Programs".

   2. New FireCodes should not be assigned for ES activities. Costs incurred for authorized BIA/tribal ES projects and activities will be associated with the FireCode assigned to the related wildfire incident and account 92320.

B. Burned Area Rehabilitation (BAR) Indian trust land – Non-emergency treatments implemented within three years of containment of a wildfire to rehabilitate the burned area.

   1. The BIA's "Blue Book" provides guidance regarding the funding for BAR activities. See Chapter 15, entitled "Emergency Stabilization (ES) and Burned Area Rehabilitation (BAR) Programs".

   2. New FireCodes should not be assigned for BAR activities. Costs incurred for authorized BIA/tribal BAR projects and activities will be associated with the FireCode assigned to the related wildfire incident and account 92B00.

V. Activity Matrix

When the Incident Type/Scenario or Activity is:		And the Funding Code is:	Who Assigns the FireCode?			How Many FireCodes?
			Incident Host is:		BIA-NIFC	
			BIA/Tribal Unit	Other Unit		
I.A.	Wildfire on Indian trust land.	92310	X			1 per incident
I.B.	Wildfire on another unit; BIA/tribal resources respond.	92310		X*		1 per incident**
I.C.	False alarms; BIA/tribal resources respond.	92310			X	1 per Region
II.A.	Short-term severity for BIA/tribal units.	92350			X	1 per Region
II.B.	Long-term severity for BIA/tribal units.	92350			X	1 per request
II.C.	Severity support provided to other DOI units; BIA/tribal resources respond.	92350		X		1 per request**
II.D.	Severity support provided to USFS units; BIA/tribal resources respond.	92350			X	1 for all BIA/tribes
III.	Providing/attending EFF training.	92310			X	1 for all BIA/tribes
IV.A.	Emergency Stabilization on Indian trust land.	92320	X			Same FireCode as wildfire
IV.B.	Burned Area Rehabilitation on Indian trust land.	92B00	X			Same FireCode as wildfire

Notes:
* For wildfires hosted by a non-Federal unit, the first federal unit sending resources may have to assign the FireCode.
**Other agencies' rules may apply for FireCodes assigned by non-BIA/tribal units.

USDI BUREAU OF LAND MANAGEMENT (BLM)

Fire project numbers will be assigned through the FireCode web application, which will generate a 4-digit alpha-numeric code. This number will be referred to as the fire code or code.

As fire codes are generated, they will be uploaded nightly into FBMS. There will be no additional requirements by BLM finance offices to enter these codes into the financial system.

A. Incidents

1. Once a dispatch office accesses FireCode to generate a code for a fire, current business practices for the BLM will remain the same. The dispatch office will provide the code to resources responding to the fire, to other neighboring dispatch units providing resources, and will include the code on all resource orders generated for that fire.

2. Local unit dispatch offices will generate a code for each fire within their jurisdiction. BLM units will assign a fire code to each fire on BLM land, which is no change from the current practice.

3. If a BLM unit receives a request from another federal wildland fire agency or dispatch office to provide initial attack resources to a fire, the code will be provided by the requesting agency or dispatch office. The code will then be provided to the resources responding to the fire.

4. If a BLM unit receives a request for resources via the resource order system, the code will be included on the order. The code will then be provided to the resources responding to the fire.

5. If a BLM dispatch office receives a request from a non-federal entity to provide support to
a non-federal fire, the dispatch office will access FireCode to assign a code to the fire. This
code will be used by all federal wildland fire agencies that provide support to that fire.

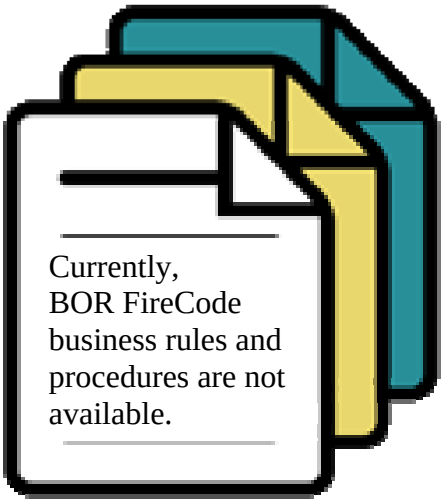
B. Severity

1. BLM will use fire code numbers for all severity activities. Only the Fire and Aviation directorate will assign codes for BLM severity activities.

2. When BLM assists other DOI agencies, BLM will use the FireCode number provided by the requesting DOI agency. BLM will not assign a new fire code.

3. When BLM assists US Forest Service (FS does not use FireCode to assign severity numbers), BLM will use the fire code provided by the Fire and Aviation directorate.

USDI BUREAU OF RECLAMATION (BOR)



USDI FISH AND WILDLIFE SERVICE (FWS)

The FireCode System has been established in response to Congressional direction to standardize fire incident financial coding across all Federal National Fire Plan agencies. The system has been developed to work in each bureau's financial system to produce reports promptly when requested.

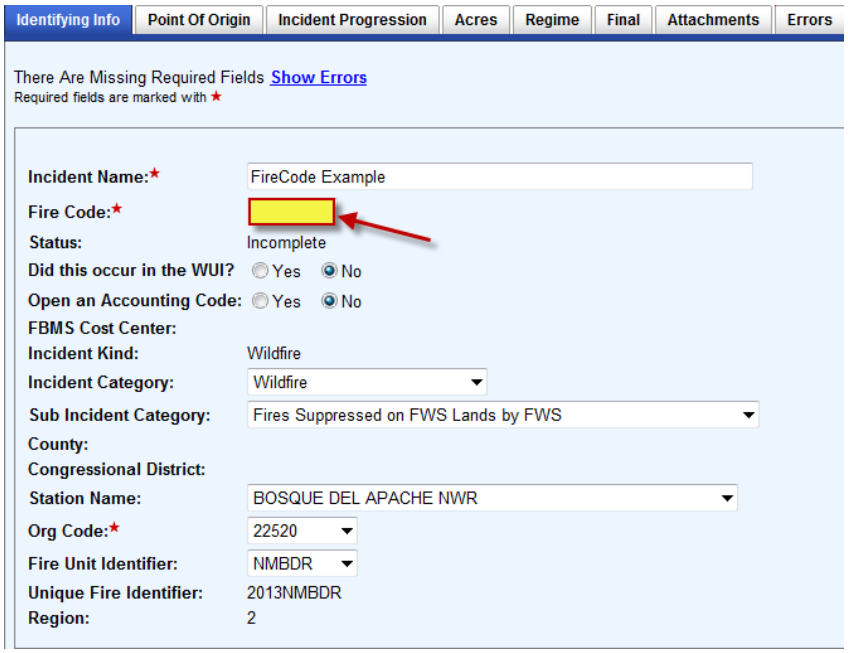
The following procedures are to be used when assigning an account number for a wildland fire incident (suppression or fire use), an approved severity request, or emergency stabilization when establishing an account number into the Financial and Business Management System (FBMS).

Current guidance found in the FWS Fire Management Handbook for step-up or severity request authorizations and assists will continue to be followed.

Suppression Efforts/Incidents

IMPORTANT NOTE: All incidents in which we are required to track in FMIS (e.g. false alarms, typically charged to the suppression account FF.F2000) will require a FireCode generated project code. FMIS will require you to insert your FireCode for all these incidents. (Exhibit 1)

Exhibit 1



Project Work

All other fuels project codes will continue to be generated by FMIS (e.g. Rx WUI and non-WUI).

FireCode Access and Use

Prior to use of the system, individuals will request access to FireCode on-line. A consideration for access to FireCode should be those individuals who would normally access a project/account code for an incident (i.e. those individuals who have access to FMIS).

The requests will be approved by a designated agency administrator. Contact your local regional fire management office for a list of those individuals.

Wildfires on FWS-owned Land

1. FWS personnel would be the primary initial attack agency (host).
2. FWS representative (e.g. Fire Program Tech, FMO, AFMO, etc…) will log into the FireCode System and enter the required information.
3. A four character alpha-numeric code will be system generated.

Exhibit 2

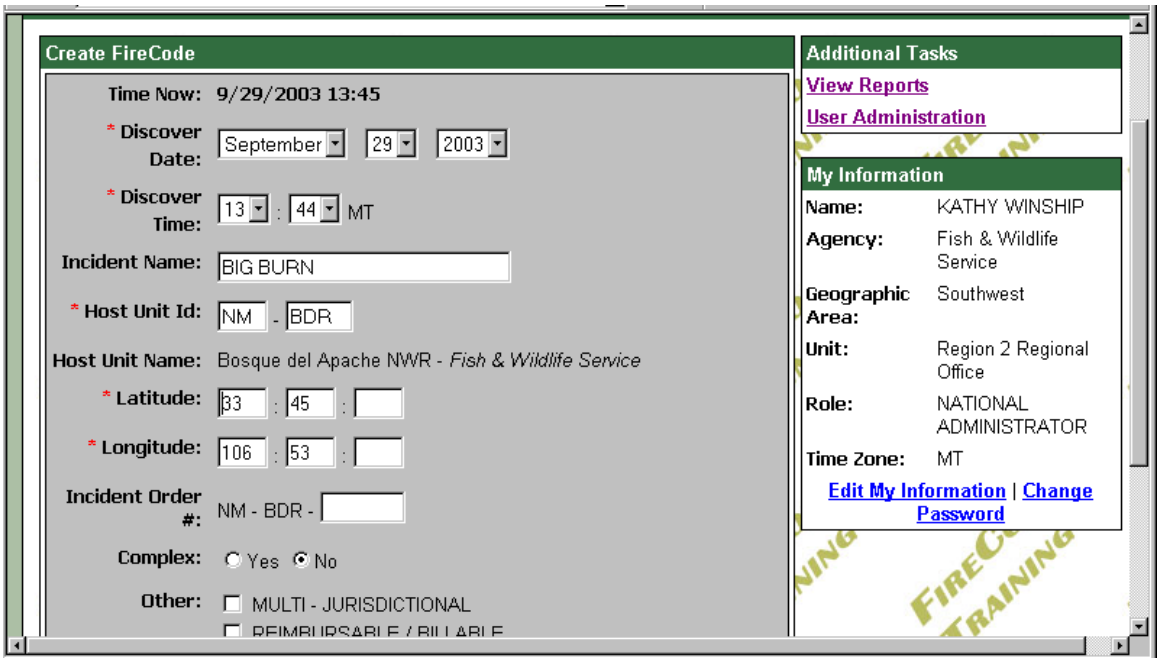


Exhibit 3

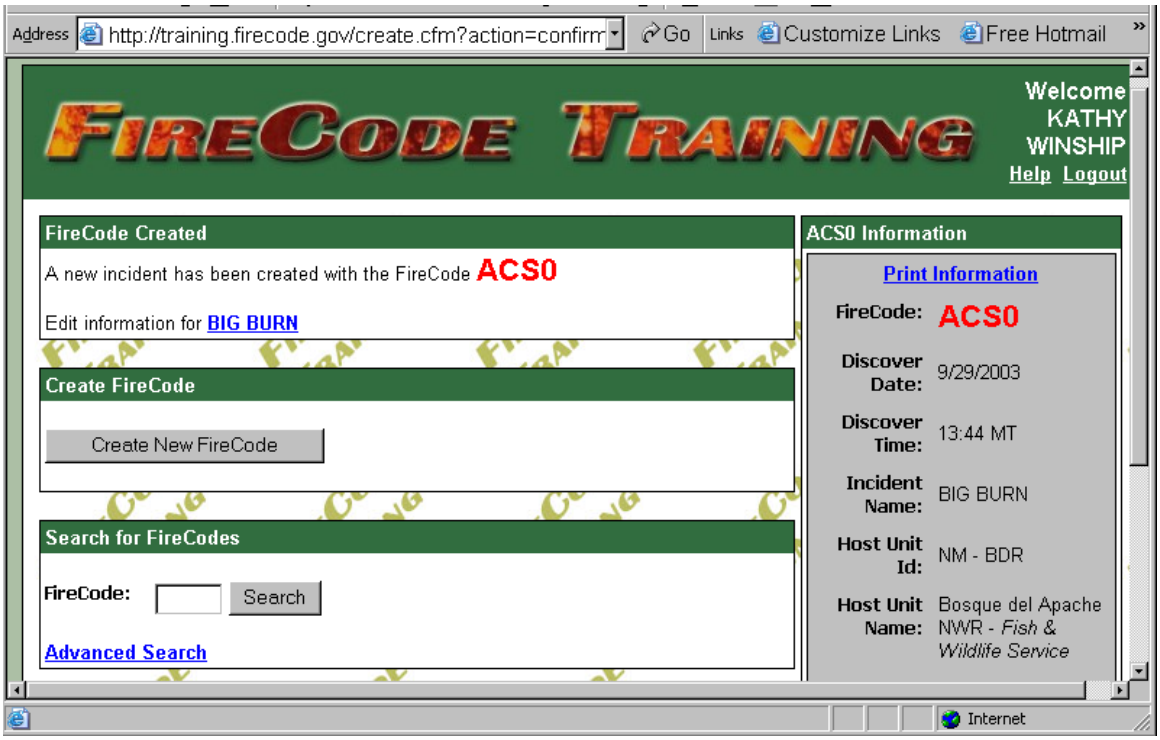
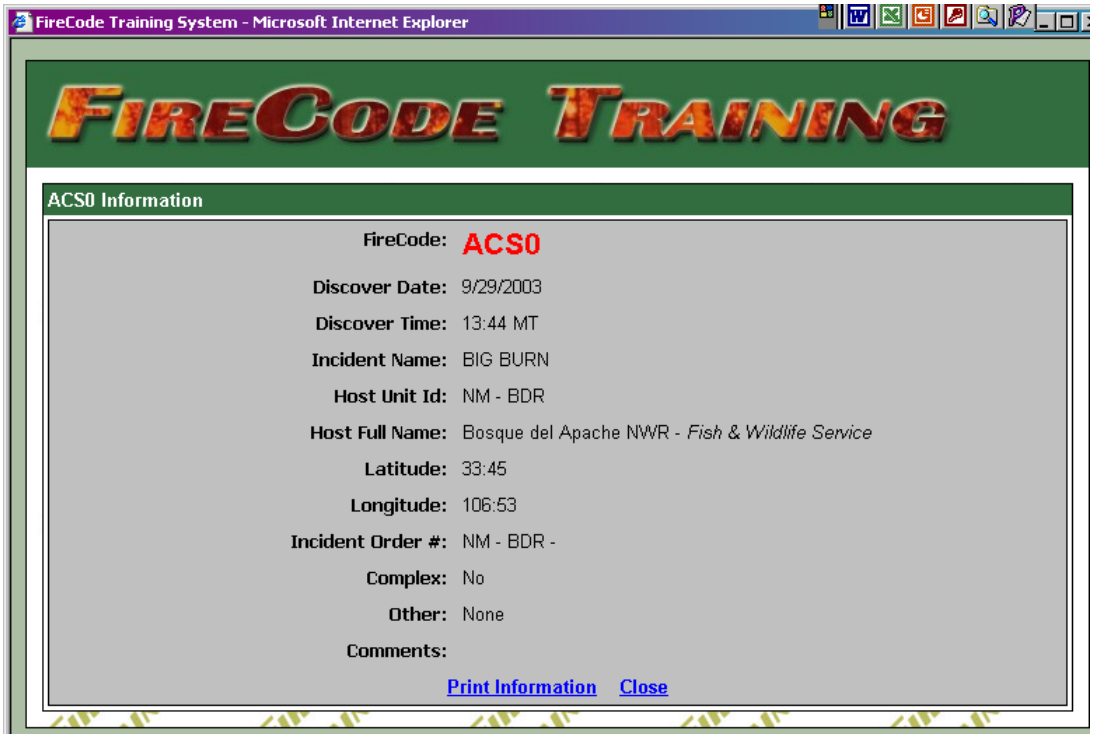


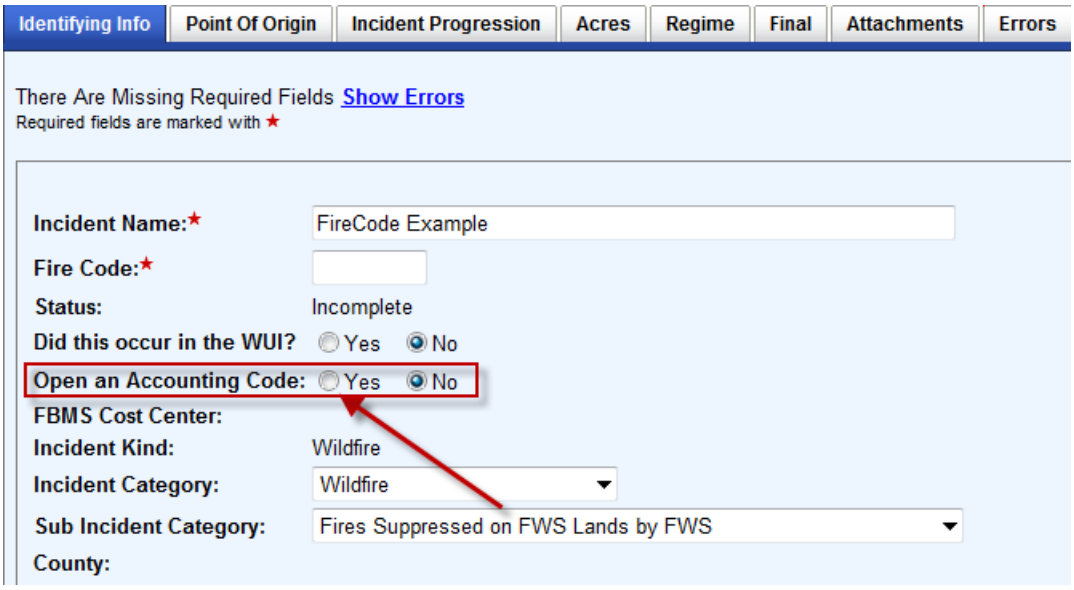
Exhibit 4



4. The four character code must be manually input into the Fire Management Information System (Exhibit 1)

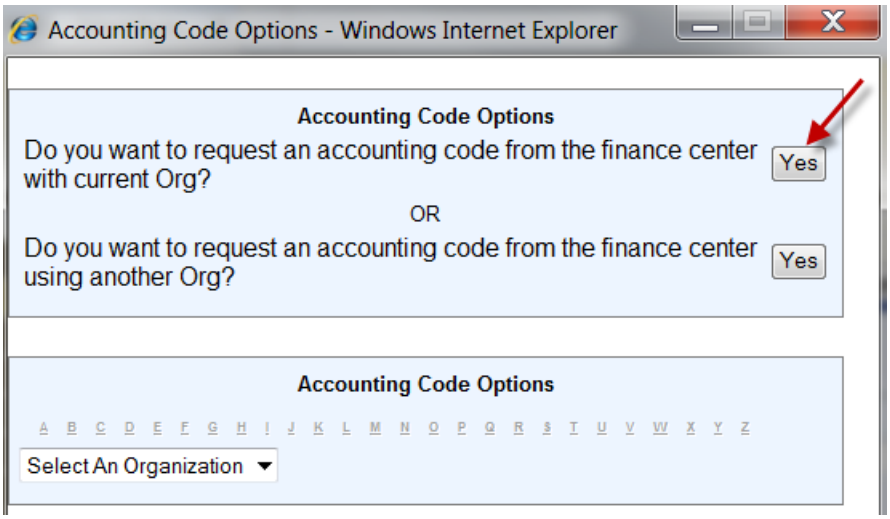
5. The FMIS will prompt you to open this code with the National Finance Center. Answer **Yes**. (Exhibit 5)

Exhibit 5



6. Use the cost center/org code of the unit on which the wildfire occurred, not the administrative complex of the fire.

Exhibit 6



All information regarding the fire should be updated/maintained as normal within FMIS.

7. FWS personnel will provide the FireCode to the local zone dispatcher.

If your refuge/station normally receives codes from an Interagency dispatch center – this will not change. The dispatch center will provide the FireCode to you based on the host unit ID provided.

<u>If after-hours on FWS-owned Land</u>

1. FWS will contact local zone dispatch.
2. The local zone dispatch will issue a FireCode and provide the system generated code based on Unit ID – Resource Unit Identifier of the FWS station.
3. FWS representative will manually input the FireCode into FMIS. FMIS will auto generate a message to open an accounting code in FBMS by next business day.

<u>FWS Assisting another Federal Agency</u>

1. The host agency will provide the FireCode to all interagency resources. This code will also be part of the resource order initiated through ROSS.
2. The code will be generated and sent to FBMS through FMIS at the local station level.

<u>FWS Assisting a State Agency</u>

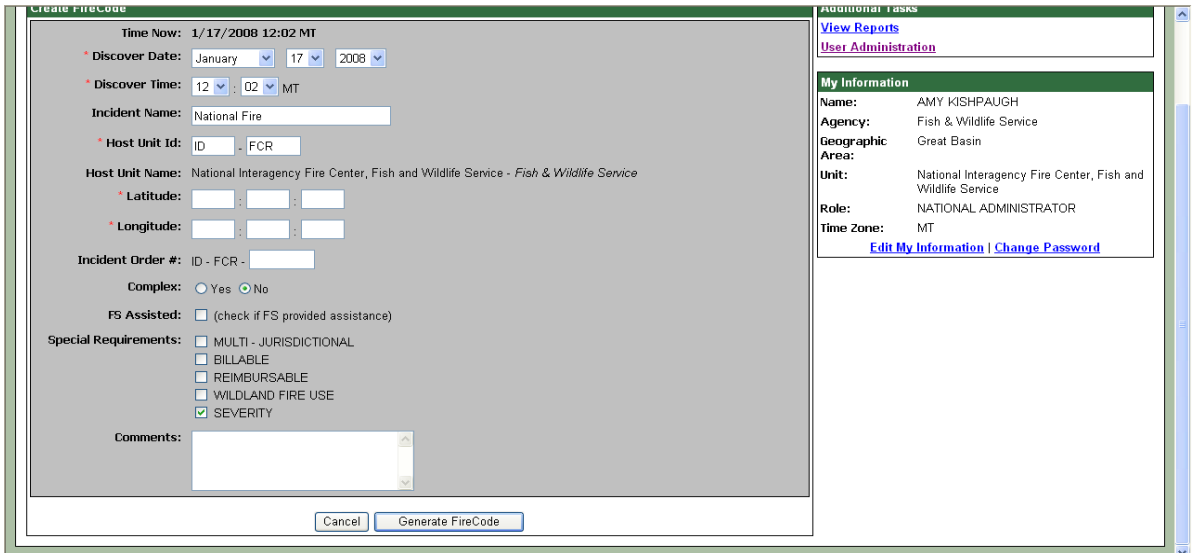
1. If FWS resources are responding to a State agency fire, a FireCode will be established for each fire ONLY if a FireCode has not already been created/generated by another Federal agency.
2. If a FireCode has been established by another Federal agency that is the code that will be used by all Feds for support.
3. If a resource order has been created, the FireCode should be identified in the "financial code" block of the resource order form.
4. If FWS is the first, or only, Federal agency responding, then the FireCode will be generated by that local FWS office using the State agency's Host Unit ID.

<u>FWS Severity Requests</u>

Severity procedures remain the same as directed in the FWS Fire Management Handbook.

1. Obtain a project code from FireCode indicating severity in the special requirements field.

Exhibit 7



2. A four character alpha-numeric code will be system generated.

3. The four character code must be manually input into the Fire Management Information System. (Exhibit 1)

4. The FMIS will prompt you to activate this code into the FBMS. Answer Yes. (Exhibit 5)

All other information and screens will be populated as normal following all current FWS guidelines.

Severity Assists to Another Agency

If a fire-funded FWS employee assists another agency on a severity request the following charge codes should be used, using the employee's home unit cost center/org code:

Assisting the National Park Service	XXXXX-FF.F21000- FireCode provided by host agency
" " Bureau of Indian Affairs	XXXXX-FF.F21000- FireCode provided by host agency
" " Bureau of Land Mgmt.	XXXXX-FF.F21000- FireCode provided by host agency
" " Forest Service	XXXXX-FF.F21000- **D0YY**
" " State Agency	XXXXX-FF.F21000- FireCode provided by first Federal responder

Assists to other Federal Agencies on Rx Fuels Projects

When fire-funded employees assist another agency on prescribed burns the following charge codes should be used, using the employee's home org code:

Assisting the National Park Service	XXXXX-FF.F31000-W/NPARX
" " Bureau of Indian Affairs	XXXXX-FF.F31000-W/NAARX
" " Bureau of Land Mgmt	XXXXX-FF.F31000-W/NDARX
" " Forest Service	XXXXX-FF.F31000-W/NFARX
" " State Agency	XXXXX-FF.F31000- W/N* *RX

*Will be the two letter identifier of the state you are assisting (e.g. Arizona-AZ, Georgia-GA, Colorado-CO, etc…)

***W/N - Indicates Non-WUI or WUI

USDI NATIONAL PARK SERVICE (NPS)

The National Park Service (NPS) will utilize the FireCode issued for all resources assigned to an incident. Firecodes must be used when tracking incident costs related to suppression, severity, step-up, emergency stabilization, approved burned area rehabilitation projects, and preparedness base-8 when on an incident. The NPS will use the Work Breakdown Structure (WBS) to capture costs by Firecode.

The following functional areas will be used with the FireCode:

	Functional Area
Wildland fire suppression	PF200SP85.WW0000
Severity	PF210SV85.WV0000
Step-up	PF210SV85.WU0000
Emergency stabilization	PF220ES85.RM0000
Burned area rehabilitation	PF320BR85.RM0000
Preparedness Base-8 while on a suppression incident	PF100PP85.WW0000

1. A suppression fire starts in a national park:
   - The park creates a FireCode using the established business rules. For example, the code assigned is AAB4 and will be included on all resource orders.
   - The park or region creates and releases a WBS using the assigned Firecode.
   - The region posts the WBS, cost center, and fund to the regional fire website. All resources assigned to the incident use this account information for payroll, travel, and supply costs related to the incident.

2. A park enters into a severity situation and forwards the severity funding request to the regional office.
   - If the severity funding request is approved, the regional office will generate a FireCode and establish the regional account number for the severity event. The word "severity" will be stated in the remarks section of FireCode.
   - The account information, including the WBS, cost center and fund, will be stated in the severity approval memo.

3. A park receives a dispatch order to assist another federal agency with severity:
   - The regional office that manages NPS units in the area where the severity is located will establish the account number based on the FireCode listed on the dispatch order. (For FS severity assists, each regional office will establish one assist account for FS per fiscal year using D0YY as the project code.)
   - The resource-ordered employee's park/office reviews the website of the NPS region where the severity is located for the assigned account number. If it has not been posted, the park/office will notify the RFPMA of the region where the severity exists to establish a regional account using the assigned FireCode.

4. A park enters into a step-up situation (a short-term event that causes the park to step-up to Preparedness Level 4 or 5), approved by the Park Superintendent.
   - A separate FireCode should be established for each unique step-up event.

- If the step-up event is approved by the Superintendent, the park will generate a FireCode and work with the regional office to establish the park account number for the step-up event. The term 'step-up' will be stated in the remarks section of FireCode.

5. If resources are later ordered under an approved Burned Area Rehabilitation Plan for emergency stabilization on an incident, a second FireCode should not be created as the incident currently has an assigned FireCode. The stabilization and rehabilitation costs need to be tracked back to the incident that created the need for the treatments.

- The office that established the account number for the suppression incident using the FireCode will establish an emergency stabilization account using the FireCode as a project number and the emergency stabilization functional area.

6. Beyond emergency stabilization, rehabilitation funding can also be approved and used to treat or monitor the burned area. However, rehabilitation funding is programmed and is no longer included in the costs of suppression funding.

- If a park's or region's burned area rehabilitation and/or monitoring funding request has been approved, the park or region will establish an account using the FireCode of the suppression incident that created the need for the rehabilitation and the Burned Area Rehabilitation functional area.

7. If another agency requests NPS resources to assist on a rehabilitation project, the requested resource must be approved through the Fire Management Program Center (FMPC) Burned Area Rehab Coordinator or the National Fire Management Officer. This request must be processed through the park's Fire Management Officer (FMO) to the RFMO. The RFMO will request the approval from the FMPC.

- If NPS has adequate funding to support other-agency assists, the regional office will set up the account against Burned Area Rehabilitation funding.
- If NPS funding is not adequate to support the assist but the agency requesting NPS assistance establishes an Interagency Agreement to pay for the event, the FMPC Administrative Officer will establish a reimbursable account.

Continuation of Operations Plan

System Unavailable

The FireCode System may be unavailable due to internet problems, application failure, or network outages. In case any of these occur, each GACC will have 1,000 FireCodes issued for distribution to the dispatch offices within their geographic area. The GACC will issue these codes sequentially to the dispatch offices for use if the system is unavailable. The dispatch office will be required to record the mandatory information at a minimum on the FireCode form and submit a copy to their GACC Administrator. This information will then be added to the FireCode System by the application administrator once the application is available.

Dispatch Office Unable to Access FireCode

In case a dispatch office is unable to access FireCode, the following process will be followed:

- Dispatch Office FireCode administrator will contact neighboring dispatch office of the problem and request assistance for generating codes.
- The dispatch office to assist will capture the necessary information and access the FireCode System and generate the code with the appropriate information (fire host unit's ID, etc.)
- The assisting dispatch office will provide the information to the requesting dispatch office (may be asked to fax the FireCode report)
- The assisting office will transfer edit rights to the requesting dispatch office, at which time all edits, etc., will occur by the correct owner of the code
- If a neighboring office is unable to provide assistance, the dispatch office will contact the GACC Administrator for assistance.
- The GACC will transfer edit rights to the requesting dispatch office once the office can access FireCode.

Data Loss Recovery Procedures

The FireCode System is automatically backed-up every 15 minutes. In the event of a data loss during the period of time the data is not saved, the hardcopy printout of the FireCode issued will be used for data recovery.

The printouts will be submitted to the application administrator when requested. The application administrator is responsible for adding the data back into the system prior to bringing the system back on-line and will reset the FireCode number such that it will not generate an already existing code.

Information Required for Fire Incidents COOP

Database Field	Description	Sample Data	Data Restriction
Incident Code	The FireCode that was used for this incident.	**AB9V**	* 4 Alpha-numeric characters * Cannot contain only alpha characters * Cannot contain only numeric characters * Numeric values 0 and 1 allowed *Letters O and I not allowed
Incident Name	The name to be displayed in the FireCode System for this fire incident.	Saw Mill Springs	* <=1,000 Alpha-numeric character
Discover Date	The date the fire was discovered.	2011-03-22	* Must be a valid date * Formatted as YYYY-MM-DD
Discover Time	The time the fire was discovered.	15:43:00	*24-Hour Clock *Formatted as HH:MM:SS
Latitude Degrees	The degree portion of the latitude of the fire incident.	38	* Numeric values only * Must be between -90 and 90
Latitude Minutes	The minutes portion of the latitude of the fire incident.	17	* Numeric values only * Must be between 0 and 60
Latitude Seconds	The seconds portion of the latitude of the fire incident.	24	* Numeric values only * Must be between 0 and 60
Longitude Degrees	The degree portion of the longitude of the fire incident.	95	* Numeric values only * Must be between -180 and 180
Longitude Minutes	The minutes portion of the longitude of the fire incident.	54	* Numeric values only * Must be between 0 and 60
Longitude Seconds	The seconds portion of the latitude of the fire incident.	47	* Numeric values only * Must be between 0 and 60
Username	The username of the person who "created" / reported the fire incident.	dstahlin	* <=38 Alpha-numeric characters * Must be a user that exists in FireCode System
Host Unit ID	The Unit ID of the incident Host Unit.	CO-FRX	*Must be a valid Unit Identifier as described in the NWCG Unit Identifier Report https://www.nifc.blm.gov/nsdu/unit_id/Publish.html
FS Assist	Did the Forest Service provide assistance?	Y or N	* Enter Y for Yes OR N for No
Created by Unit ID (Edit Rights)	The Unit ID that is the “created by” or “owner”.	CO-PBC	*Must be a valid Unit Identifier as described in the NWCG Unit Identifier Report https://www.nifc.blm.gov/nsdu/unit_id/Publish.html
Incident Order Number		CO-FRX-000247	

The following Microsoft Office Excel spreadsheet is an example of what is required to be sent to the GACC Administrator. In the event there is a system failure, the manually issued FireCodes will be added to the FireCode System by the application administrator once the application is available.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1			MANUAL FIRECODE DATA FIELDS FOR COOP RECOVERY											
2														
3	FireCode	Incident Name	Discover Date	Discover Time 24hr	LAT	LAT	LAT	LONG	LONG	LONG	User Name	Host Unit	FS Assist?	
4					DEG	MIN	SEC	DEG	MIN	SEC				
5	AC6E	Cheetah2	3/3/2006	1730	42	59	23	108	52	21	Jeder	WY-WRA	Y	
6	AE60	Mesa Del	3/5/2006	1748	34	17	830	111	17	372	SWEBB	AZ-TNF	Y	
7	AE8G	Hogback2	3/6/2006	1455	36	44	0	108	25	0	JBARNEY	AZ-NAA	N	
8	AE5J	Guardrail	3/2/2006	1610	36	39	42	106	51	24	CROMNES	NM-JIA	N	
9	AE5K	Bert	3/6/2006	1120	36	26	28	107	9	35	CROMNES	NM-JIA	N	
10	AP70	Big Bluff Complex	3/6/2006	930	36	3	7	93	19	42	WPETTER	AR-BUP	Y	
11	AP72	McKinley	3/4/2006	1320	34	55	26	96	55	49	WPETTER	OK-CHA	Y	
12	AP73	Glenna Burn Barrel	3/5/2006	1230	34	46	44	96	46	32	WPETTER	OK-CHA	Y	
13	AP74	Galaxy	3/5/2006	900	35	6	22	96	43	10	WPETTER	OK-WEA	Y	
14	AP75	Saturn	3/5/2006	1140	35	0	0	96	58	59	WPETTER	OK-WEA	Y	
15	AP76	Welder's	3/6/2006	1228	34	41	46	96	30	20	WPETTER	OK-CHA	Y	
16	AP77	Magness	3/6/2006	1234	35	21	26	96	17	9	WPETTER	OK-OMA	Y	
17	AP78	Chop Saw	3/6/2006	1310	34	45	17	96	29	45	WPETTER	OK-CHA	Y	
18														
19														
20														
21														
22														

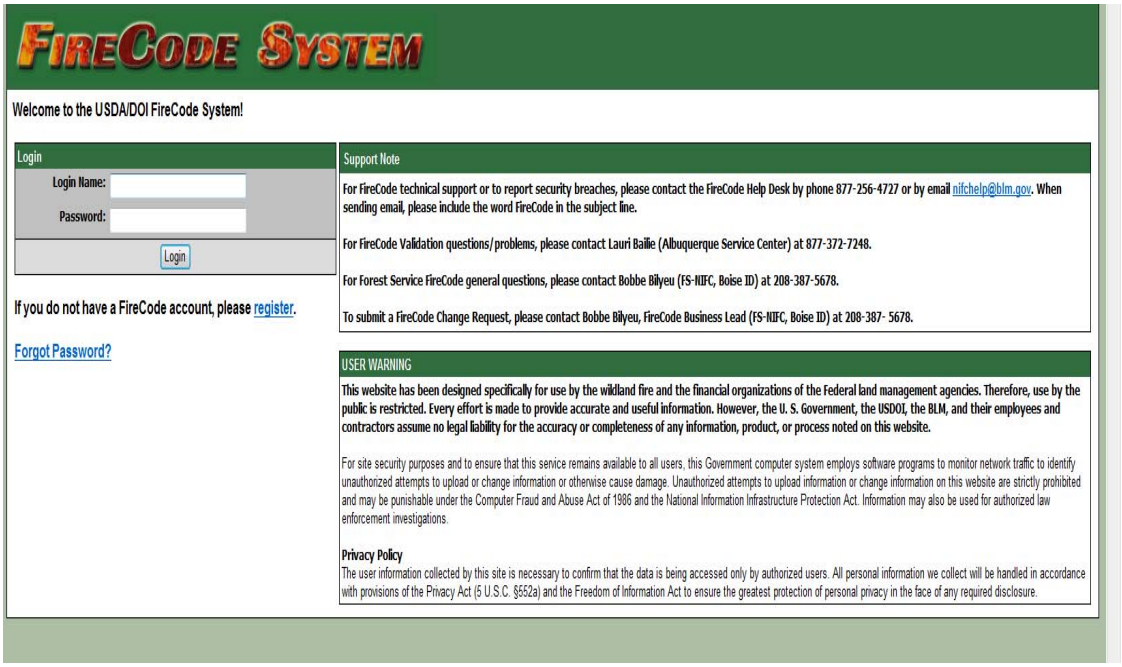
Sample Only

Whom to Contact for Help

For FireCode technical support or to report security breaches, please contact the FireCode Help Desk by phone 877-256-4727 or by email nifchelp@blm.gov. When sending email, please include the word FireCode in the subject line.

For FireCode Validation questions/problems, please contact Lauri Bailie (Albuquerque Service Center) at 877-372-7248.

For Forest Service FireCode general questions, please contact Bobbe Bilyeu (FS-NIFC, Boise ID) at 208-387-5678.

To submit a FireCode Change Request, please contact Bobbe Bilyeu, FireCode Business Lead (FS-NIFC, Boise ID) at 208-387- 5678.

You may find this contact information in the **Support Note** section on the **Login** page.