

Eastern Region FY 2019 Guidance for Use of Incident Job Codes

This document is intended to compliment the National Job Code Guidance with Region 9 specific information to more thoroughly explain the intent and appropriate use of incident job codes. National guidance and list of incident job codes assigned to Region 9 can be found at: <https://www.fs.fed.us/managing-land/fire/ibp/accounting>

P-Codes

P-codes are established using FireCode or WildCad for wildfire incidents only. For incidents that meet the criteria below, **one unique P-code per incident** will be used. In Region 9, the format is "P9XXXXFY" where XXXX is created by FireCode or WildCad and FY is the last two digits of the current fiscal year. The region/unit (09/unit) override will be used.

Issue a unique P-code for all wildfires that meet any of the following criterion:

- Wildfire incidents 100 acres or more in Timber and 300 acres or more in grass or brush
- Type 1 or Type 2 IMT is ordered
- Human caused
- Trespass
- Expected reimbursement
- Cost share

All other fires should be coded with the unit's MISC ABCD code.

Base Salary

Employees funded 50% or greater from suppression funds: While assigned or supporting a wildfire incident, base salary will to be charged to a B-Code for employees programmed by any combination of **50% or greater** from preparedness (WFPR) and/or suppression (WFSU) funds (defined firefighters). The B-code is automatically generated and will mirror the incident or support code; substituting a B in place of the first character. The override is 0901.

Employees funded less than 50% from suppression funds: Base salary is charged to the incident or support code (P-code) and applicable override for employees assigned to wildfire incidents who are programmed less than 50% out of preparedness (WFPR) and/or suppression (WFSU) funds (militia personnel).

Overtime and premium pay

Overtime and premium pay (hazard pay, environmental differential, night differential, etc.) associated with a fire assignment is charged to the P-Code and applicable override for all employees.

Example: The South Fire occurred on the Wayne NF in FY18. The FireCode is XT3Y.

The P-code is P9XT3Y18 – 0914

The B-code is B9XT3Y18 – 0901

Militia personnel will use the P-code for both base and overtime/premium pay.
Defined firefighters will use the B-code for base time and the P-code for overtime/premium pay.

P-Codes for DOI Fires:

All Department of Interior (DOI) fire codes will be issued by dispatch personnel through FireCode or WildCad. These codes allow FS resources to charge to a FireCode in support of DOI fires and will be assigned the appropriate letter after the P. An **override of 1502** will be used for all DOI fires.

- PD=BLM
- PA=BIA
- PP=NPS
- PR=FWS

Fire codes will pass to the FS Financial system only if the fire code is flagged as FS Assist.

P-codes for FS Support to Non-Federal Fires:

When federal resources respond and provide support to non-federal jurisdiction fires (*i.e., state protection responsibility*), the FS or DOI will create a FireCode. The agency receiving the initial request, and filling an order, is responsible for generating the FireCode. Fire codes will pass to the FS Financial system only if the fire code is flagged as FS Assist. These codes will be established with **PN as the leading identifier with an override of 1502**.

MISC ABCD Codes:

Each unit (Forest or Grassland) has one code for MISC ABCD fires. See spreadsheet at http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html

The MISC ABCD code will be used for the following:

- Initial response to wildfires and mutual aid periods
- False alarms (including FS response to DOI false alarms)
- Lightning Fires
- Extended response to wildfires under 100 acres in timber or 300 acres in grass or brush except those requiring a unique P-code

Support Codes for Land-Based Units:

Each unit (Forest or Grassland) has one code for fire support. All support codes will be used with the region/unit override. Land-based support codes are:

- Used for salary and other project support charges by dispatch centers, local caches, and unit employees providing general fire support **that have traditionally charged to the MISC ABCD codes**.
- Used by employees (dispatchers, logistical personnel, miscellaneous overhead, etc.) working on multiple fires with different P-codes, when time cannot be reasonably separated into four-hour increments.

- Used for prepositioning or when an employee is providing general fire support, or extended stand by, due to the imminent short-term threat of a high fire danger, such as predicted wind event or lightning episode, but cannot reasonably separate out time to a specific P-code or MISC ABCD fire. **Support codes are not intended to be used for activities authorized under a severity request.**
- Used when resources are being ordered for active fire incidents, but the location of the resource assignment is not known.

NOTE: Appropriated funds (WFPR) are used when prepositioning off-unit name requested resources. Once said resources are on-site the support codes can be utilized for salary and per diem. The Forest Duty Officer (DO) should send a courtesy copy to the Regional DO.

Support Codes for Non-Land Based Units:

The Regional Cache, Coordination Center, and Regional Office are “non-land based” units with separate assigned support codes which will be used when the respective employees are supporting suppression activities within the Eastern Area. These codes may also be used for supporting non-wildland fire emergencies such as storm response, accidents, earthquakes, etc. for up to 24 hours or until an appropriate non-fire or F-Code is established.

National shared resources such as smokejumpers, lead planes, T1 & T2 helicopters, air tankers, and interagency hotshot crews will charge to non-land based codes for prepositioning and stand-by ordered by either the Regional Office or the Coordination Center. Resources will charge to an incident code once they are assigned to an incident.

S-Codes (Severity):

Severity funding is the authorized use of suppression operations funds for extraordinary preparedness activities. Each unit is assigned an S-Code with the format P91111FY – 09XX where FY is the fiscal year and 09XX is the override for each specific unit. All severity requests require Regional Forester approval.

- Approval will specify the amount and the timeframe
- Unused funds do not carry over
- Base salary for defined firefighters may not be charged to severity. Assignment to severity is similar to being assigned to an incident where the appropriate B-code is used. Base salary would be charged to B91111FY – 0901 while overtime would be charged to S91111FY – 09XX.

Requesting Severity:

Submit requests via the Mercury database with an email notification to the Regional Fire Director and Regional Duty Officer. Include a carbon copy to the Regional Incident Business Coordinator and affected Forest Supervisor. All Severity requests are to incorporate the standard components (See R9 Severity Request Component Checklist). Requests will generally be approved or denied within 24 hours. If requests are made outside of normal business hours,

i.e. weekends, initial approvals may be via email or telephone until an official response can be sent.

Emergency requests may be made and approved via telephone, with appropriate documentation to follow via email. Requests may be approved for up to a 30-day period, but will be re-evaluated after 14 days. Severity needs are traditionally longer-term; however, requests less than 14 days that meet agency policy and intent will be considered.

Notify the Regional Fire Director and Regional Duty Officer; and carbon copy the Regional Incident Business Coordinator and affected Forest Supervisor, when the severity authorization is no longer needed.

Each emailed request should include a brief description of:

- Unusual weather and fire conditions result in the occurrence, or substantial threat of occurrence, of wildfires with significant damage potential;
- Anticipated fire activity will exceed the capabilities of the local resources;
- Weather conditions result in a period of fire severity which is, or is anticipated to be higher than the ninetieth percentile of the base period used for fire program planning;
- A fire season that either starts earlier or lasts longer than planned in the Fire Management Plan;
- The amount of severity funding requested; and
- A listing of the resources that will be funded from the severity authorization.

Severity Funding can be requested for the following:

- Temporarily increase fire preparedness staffing to meet extraordinary conditions.
- Fund standby resources and personnel salaries, including paying overtime for programmed leadership and production personnel required to work additional hours or days off to meet the preparedness requirements brought on by the extraordinary conditions.
- Preposition initial response resources.
- Fund additional fire prevention resources for the purposes of fire prevention or suppression.
- Provide for stand-by aircraft availability.
- Provide additional aerial reconnaissance or other means of fire detection.
- Increase availability of contracted aircraft, including air tankers, outside of the mandatory availability period.
- Fund call-when-needed aircraft, management, and support.
- Provide equipment, supplies, and training necessary to personnel and resources ordered and funded by severity authorization.
- Contracted fire preparedness services.

Severity funding **cannot be used** for the following:

- Pay for any resources or activities not included in an approved severity request;
- Pay for availability of exclusive use aircraft contracts during this planned or mandatory availability period;

- Pay any part of cooperators resources (for example, but not limited to aircraft availability) that are included in their planned organizations. Under specific provision in the Annual Operating Plan for a cooperative agreement, Forest Service approved severity funds may be used in contribution with cooperator funds for additional, unplanned resources to meet severity conditions;
- Pay for any non-fire preparedness activity;
- Buy equipment or supplies, finance training, fund vehicle FOR or maintenance, or finance contracts that are part of the planned preparedness organization;
- Pay for administrative surcharges, indirect costs of fire program support, fringe benefits, or awards for employees; or
- Pay for fire suppression activities in lieu of an appropriate incident fund code.

Refer to FSM 5190, FSH 6509, and 5109 for additional guidance on the use of severity codes.

S-Codes for DOI Severity:

Refer to the National Job Code Guidance for Incident Job Code Use Guide.

<https://www.fs.fed.us/managing-land/fire/ibp/accounting>

H-Codes:

Use H-codes for BAER assessment and approved BAER projects.

Forest Service BAER Assessment: Use **H9BAERFY - 0901** where FY is the last two digits of the fiscal year, to track assessment expenditures on NFS lands; this code can only be used by Forest Service employees. This job code can be charged for reasonable BAER assessments, even if the survey reveals that no BAER treatments are necessary

This code can be used with transaction code 11 (in accordance with Public Law 106-559) for overtime rate equal to one and one-half times the hourly rate. The overtime provisions apply only until the BAER plan is submitted for approval. (See FMS 2523.)

DOI BAER Assessment Support: Use HTBAERFY (override 1502), where FY is the last two digits of the current fiscal year, for FS resources providing support to DOI BAER assessment teams or assessment efforts on DOI lands.

BAER Plan Implementation: If BAER treatments are prescribed, a separate H-code for implementation work for each project will be established by the Regional BAER coordinator upon approval of a BAER request.

If the P-code was a non-Forest Service jurisdictional incident and reflected a region/unit override of 1502 for DOI (BLM, BIA, NPS, or FWS) or a State fire, then the H-code will reflect the region/unit override of the requesting unit.

Suppression Repair: Repair work (non-BAER) to Forest Service improvements caused by suppression activities; i.e. a fence that is damaged when obtaining access to the incident or to build a fireline, is charged to the P-code. Do not use WFSU funds to repair damage to Forest Service improvements caused by the fire itself; charge such repairs to the resource program

related to the damaged improvements.

Militia Support - WFSUTR

Use **WFSUTRFY - 0901** where FY is the last two digits of the fiscal year, for expenditures related to attending training for militia personnel to attend fire related training and for fitness testing. Militia is defined as an employee who is programmed less than 50% out of preparedness (WFPR) and/or suppression (WFSU) funds. There is no limit on the number of training hours a militia employee may use; however, militia employees shall coordinate with local fire management staff prior to using this code.

Allowable expenditures of the WFSUTRFY-0901 code are:

1. Salary, tuition, and associated travel related to attending training
 - a. Fuels funded personnel may use for training and qualifications that are not a requirement of their regular position (DIVS, FDUL, RESL, etc.) and sought to provide incident response capabilities
2. Salary for taking the Work Capacity Test (WCT)

When a function is specific to incident management for fire/all-hazard where there is an aspect of training in the function (fire courses, Incident Business Meeting, IMT meetings, etc.), it is consistent with the intent of FSH 6509.11g, Chapter 50 and appropriate to use the militia training code.

Do not use the militia training code for:

1. Fuels funded personnel attending training that supports position requirements of their regular position, i.e. Burn Boss or other Rx qualifications. Charge this training to regular program funds.
2. Courses that are not specific to fire, such as You Will Not Stand Alone, Peer Support, etc. These courses, while used mainly in wildland fire, are not specific to fire and it is not appropriate to use the militia training code.
3. Line Officer Certification courses such as LFML, NFML or PFTC. This certification is a responsibility of the Line Officer, thus the militia code isn't appropriate to use. If a Line Officer wanted to attend S-360 Finance/Administration Unit Leader to become a Time Unit Leader, the use of the militia training code is appropriate because a Time Unit Leader qualification is not an integral responsibility of a line officer.
4. Militia personnel to instruct courses.

FS Employee WCT Physicals

Use **WFPR95FY - 1325** where FY is the last two digits of the fiscal year, to pay for the cost of the medical exam,

Time spent taking the WCT and physical is compensable. Charge to WFSUTRFY - 0901 for militia personnel or respective program funds for employees whose base pay is funded by WFPR (FSH 6509.11g).

AD Support:

Attend Training and WCT

Use **WFSUADFY-0901** where FY is the last two digits of the fiscal year, for AD (Casual) employees to **attend** training and take the WCT. Allowable expenditures of the WFSUADFY-0901 code are:

- Fire training, associated travel and per diem, and support for ADs up to the limit authorized in the AD Pay Plan
- Salary for time spent taking the WCT
- Cost of the medical exam for the WCT; **time spent taking the physical is not compensable.**

Use **WFPR01FY – 0901** where FY is the current fiscal year, for ADs who are hired as instructors.

F-Codes for Non-Fire FEMA Activations:

A unique F-code will be manually assigned by the Regional Incident Business Coordinator for each Mission Assignment received from FEMA for ESF4 non-fire activation using the format of "F9XXXXFY" with an override of 0901.

Base salary for all Forest Service employees on assignment to FEMA declared emergency incidents will be charged to the appropriate F-code.

Public Law 106-558 does not apply to overtime incurred in conjunction with hurricanes, floods, non-fire Federal Emergency Management Agency (FEMA) incidents or other all-hazards assignments.

Non-Fire Emergency Job Codes and Search and Rescue:

DO NOT create a job code in the FireCode system for non-fire emergencies or for Search and Rescue activities.

Specific information regarding search and rescue operations can be found in FSM 6500 Finance and Accounting, Chapter 6510 Appropriations and Funds, Section 6511.11r. (FSM 1599). The manual states:

"The payment of necessary expenses incurred in emergency search and rescue operations on National Forest lands is authorized by 16 U.S.C. 575. The legislative history of this authority (Act of May 27, 1930) indicates that payment was anticipated to be from 'regularly

appropriated moneys.’ This term is interpreted to mean appropriates for the general operation and management of the National Forest System.”

- Forest Service employees, volunteers, or enrollees – charge costs of efforts while engaged in official activities to the same funds that financed the project in which the lost or injured person was working.
- Non-Forest Service employees – charge the cost to the appropriation and work activity that financed the involved person’s salary and/or expenses.

Contact Randee Olson, Regional Incident Business Coordinator, (rolson@fs.fed.us or 218-387-3204) for additional information.