Forest Service FY 2024 Guidance for Use of Incident Job Codes
Region 5

The following direction and procedures will be used to establish and charge to wildfire, severity, support, and non-fire incident job codes in FY 2024:

WILDFIRE INCIDENTS

Wildfire incident job codes (P-codes) will have the region/unit override of the incident host unit and will be established through the FireCode system for suppression expenditures. Incidents that qualify for a unique incident job code are as follows:

- Wildfire incidents 300 acres or more
- Type 1, Type 2 or Complex IMT is ordered
- Human caused (e.g., equipment malfunction, discarded cigarettes, unattended campfires, burning debris, vehicles, prescribed burns, etc.).
- Trespass (e.g., unauthorized fire where the source of ignition is a result of human activity and there is evidence of negligence or intent.)
- Expected reimbursement, (e.g., Federal aircraft or Assistance by Hire (ABH) resources sent to a State/Local incident)
- 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.

Base Salary

When on a wildfire incident, Forest Service employees (firefighters or fire support personnel) who are funded by WFSE will charge base hours to a B-code with the appropriate home region override* that otherwise mirrors the incident-specific P-code. In FY24, override codes for Land Based and Non-Land Based Support and ABCD Miscellaneous codes will follow the 2023 override format of XX90 where XX is the region number. For all other incidents, e.g., Severity, FEMA assignments, and new fires, the override format changed effective in pay period 1 from XX90 to XX91. Refer to the table on page 2 for additional information.

Forest Service employees assigned to a wildfire incident that are **not** base funded by WFSE will charge base hours to the fire incident P-code.

Forest Service employees assigned to FEMA Activation incidents who are funded by WFSE will charge base hours to WFSE by using the FEMA Activation B-code with home region override* that will otherwise mirror the F-code.

Forest Service employees assigned to FEMA Activation incidents who are **not** base funded by WFSE will charge base hours to the FEMA Activation F-code.

For FEMA activations, the Washington Office will determine when a specific M-code is needed for non-

February 5, 2024

WFSE base pay.

Employees shall validate with their regional budget staff (via local unit/Forest budget staff) for direction regarding how their position is funded.

*B codes will be used in conjunction with the employee's home region Wildland Fire Management Salary & Expense override code as shown in the following table:

Home Region:	R1	R2	R3	R4	R5	R6	R8	R9	R10	WO
ABCD Misc & Support Codes	0190	0290	0390	0490	0590	0690	0890	0990	1090	1390
Severity (beginning PP01)	0191	0291	0391	0491	0591	0691	0891	0991	1091	1391
New fire & FEMA incidents (beginning PP01)	0191	0291	0391	0491	0591	0691	0891	0991	1091	1391

Premium Pay: All Forest Service incident personnel will charge premium pay (e.g., hazard pay, overtime, night differential) to the P-code for the incident on which it is earned (WFSU).

Job codes for Forest Service and FS-assisted incidents are processed into the financial system as codes are created in the FireCode system. The job code cycles in the financial system do not process on Friday through Sunday nights; therefore, incident job codes passed to the financial system on Friday, Saturday and Sunday will not be available for use (in Paycheck and other systems) until after processing on Monday night.

Comp Time: Employees may choose compensatory (comp) time in lieu of overtime on suppression assignments; however, exempt employees should be aware that comp time does count against the biweekly pay cap when it is applied. Hours accrued as comp time should be recorded using transaction code (TC) 32 and the P-code for the incident on which it is earned (WFSU). When used, the comp time should be charged to the code against which it was accrued using TC 64; however, if the code is no longer available in Paycheck 8, use the employee's home region large fire support code.

ABCD Fires: Each land-based unit will have one code for ABCD fires. These codes will be the same as in 2023 and will be reestablished by ASC for 2024. (See spreadsheet at https://www.fs.usda.gov/managing-land/fire/ibp/accounting) All P-code charges to ABCD codes will use the region/unit override, while B-code charges will use the XX90 regional override code. The ABCD code format will be P#XXXX/B#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 (within FS DPA)
- False alarms (including FS response to DOI false alarms)
- Extended response to wildfires under 300 acres (except as noted above)
- Mutual Aid response (except as noted below)

**This code should NOT be used for Aircraft or Assistance by Hire (ABH) also known as Reimbursable Fire Assistance resources sent to State or Local incidents.

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. 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. Employees assigned to or supporting only one incident or supporting multiple incidents where time can be identified in minimum four-hour blocks will charge to the appropriate P- and/or B-codes following the Base Salary and Premium Pay direction on pages 1and 2.

Support codes will be used for prepositioning or when an employee is providing general fire support due to the imminent short-term threat of high fire danger, such as a predicted wind event or lightning episode, but cannot reasonably separate out time to a specific P-code or ABCD fire. *(Support codes are not intended to be used for activities authorized under a severity request.)*

Support codes will also be used when resources are being ordered for active fire incidents, but the location of the resource assignment is not known (e.g., staging). Use of this code for staging should be short term in nature and resources should charge to the appropriate incident code once reassigned from staging.

Support codes will be the same as 2023 and will be reestablished by ASC for 2024. All P-code charges to ABCD codes will use the region/unit override, while B-code charges will use the XX90 regional override code. (See spreadsheet at https://www.fs.usda.gov/managing-land/fire/ibp/accounting)

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 to fire suppression support work, salary charges will be made to the support code, following the directions under Base Salary on page 1 of this document. Employees assigned to or supporting only one incident or supporting multiple incidents **w**here time can be identified in minimum four-hour blocks will charge to the appropriate P- and/or B-codes following the Base Salary and Premium Pay direction on pages 1and 2.

B-codes for base salary will be established for all land based and non-land based support codes. The override codes will follow the XX90 format and will not change during the FY. (Refer to pages 1-2 for directions regarding proper coding of base salary.)

Additionally, regardless of benefitting jurisdiction, NICC and GACCs can preposition resources using their assigned support code in advance of predicted significant wildland fire potential; to meet ongoing fire activity needs when the resource assignment is not yet known; or for resources supporting multiple incidents.

February 5, 2024

INCIDENT P-CODES

FS Fires: 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 site: https://www.fs.usda.gov/managing-land/fire/ibp/accounting.

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 (e.g., equipment malfunction, discarded cigarettes, unattended campfires, burning debris, vehicles, prescribed burns, etc.).
- Trespass (e.g., unauthorized fire where the source of ignition is a result of human activity and there is evidence of negligence or intent.)
- Expected reimbursement (e.g., Federal aircraft or Assistance by Hire (ABH) resources sent to a State/Local incident)
- Cost share
- Type 1, Type 2 or Complex Incident Management Team assigned.
- Other conditions that dictate the need for specific expenditure tracking capability and transparency.

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.

DOI Fires: All Department of Interior (DOI) fire codes will be issued by dispatch personnel or a DOI representative through the FireCode system. FireCodes 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 1522 will be used for all DOI fires.

Established by Interagency Dispatch Centers: For FireCodes established using a dispatch center unit identifier (i.e., CO-GJC) the P-code will default to a FS structure of P#XXXX with # being the FS region of the dispatch center. The override will default to a Forest Service unit serviced by the dispatch center.

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.

OTHER INCIDENTS AND SUPPORT

BAER Assessment for USFS - 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 codes allow each Region to monitor annual assessment costs and eliminate the need to establish codes in time-critical situations. These codes also facilitate tracking use of prefix 11 with transaction code 21 (in accordance with Public Law 106-558). This prefix allows payment of an overtime rate equal to

one and one-half times the hourly rate for exempt employees whose base rate of pay exceeds the GS 10 step 1 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 1522) 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 sm.fs.asc_Acct_OPS@usda.gov 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 1522, the H-code will reflect the region/unit override of the requesting unit. Units are responsible for following implementation timelines. (See FSM 2523)

AD Training: A WFSUAD (0520) code for AD (Casual) training and Work Capacity Tests will be issued for each Region. These codes are to be used for allowable expenditures from suppression funds. A Regional override will be used**.** See FSH 6509.11g Chapter 50 – Appropriations Use Handbook for further direction.
AD Training Instructor: Use WFPR with the appropriate Region or Forest override code for time associated with instructing training. See FSH 6509.11g Chapter 50 – Appropriations Use Handbook for further direction.
AD Instructor Travel: Use WFPRAD (1511) for travel (ETS2) for instructing training courses.
See FSH 6509.11g Chapter 50 – Appropriations Use Handbook for further direction.

Non-Fire Funded Support: A WFSUTR (0520) code for non-fire funded personnel salary & expenses including Work Capacity Tests. These codes are to be used for allowable expenses for incident qualifications training and work capacity testing ready reserve personnel. See FSH 6509.11g Chapter 50 – Appropriations Use Handbook for further direction.

FS Severity: Regional severity codes will be established in the format S#1111 where # is the region. Approved Forest-level severity expenditures will use the home region code with the Forest's Region/Unit override. Regional office units should use the home region severity code with the appropriate regional unit override for severity expenditures at the regional level. Base salary charges to severity codes will follow the XX90 override format through PP27 and the XX91 format beginning in PP01. Under current guidance, all severity requests are approved at the Regional level and do not require WO approval, regardless of requested amount.

Personnel funded by WFSE will charge base salary to a B-code and overtime to the severity S-code when assigned to a severity order. When responding to an incident during a severity assignment these resources will be under the same rules of charging base salary to a B-code and overtime to the P-code.

DOI Severity: Assistance to Department of the Interior severity authorization will be tracked using S-codes that have been established to be used by FS resources assisting a DOI Bureau under a severity request.

Personnel funded by WFSE will charge base salary to a B-code and overtime to the severity S-code when assigned to a severity order. When responding to an incident during a severity assignment these resources will be under the same rules of charging base salary to a B-code and overtime to the P-code.

February 5, 2024

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 are not valid in FS financial systems.

Job Code	Override	Agency
S70001	1522	Bureau of Indian Affairs (BIA) – Severity assistance.
S70002	1522	Bureau of Land Management (BLM) – Severity assistance.
S70003	1522	Fish and Wildlife Service (FWS) – Severity assistance.
S70004	1522	National Park Service (NPS) – Severity assistance.

FS Support of Non-Federal Fires: States may or may not utilize 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 when the response is expected to extend beyond any mutual aid period. 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 1522.

Non-Wildland Federal Fire Departments/Agencies: Non-wildland Federal fire departments and agencies, including but not limited to DOD and Tennessee Valley Authority, do not utilize 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 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 PF as the first two characters and the remaining four characters/digits will be generated by the FireCode system. Use override 1522.

FEMA ACTIVATIONS

Non-Fire FEMA Incident: A unique F-code will be established for each Mission Assignment (MA) received from FEMA for ESF4 non-fire activation. ASC-Incident Finance 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-IF shall be notified by the Region or Washington 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 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 have had a PN**** or P#**** fire code assigned. 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 was not originally assigned 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.

Forest Service employees will charge their base time to a B or F code. See the direction on page 1 to determine how an employee will charge their base time. Base salary charges to B-codes will follow the XX90 override format through PP27 and the XX91 format beginning in PP01.

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 [FSM 1580.11](#) and [FSM 6512.12](#). 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 [Accounting Structure Guide](#) (dated October 2023). 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).

Contacts:

For FireCode or policy and implementation questions, contact Heidi Chambers or Kris Armstrong.

February 5, 2024