



United States Department of the Interior  
BUREAU OF INDIAN AFFAIRS  
NATIONAL INTERAGENCY FIRE CENTER  
3833 South Development Avenue  
Boise, Idaho 83705-5354



April 4, 2013

Memorandum

To: All Regional Directors, All Regions  
Attention: Agency Superintendents  
Regional Fire Management Officers

From: Director, Branch of Wildland Fire Management

Subject: Process for Reopening Bureau of Indian Affairs FireCodes

**Introduction**

This memorandum outlines instructions for the use of FireCodes. All wildland fire suppression programs within the Bureau of Indian Affairs (BIA) and Tribal organizations will be required to follow this direction.

**FireCode Process**

FireCodes created in the current fiscal year will be automatically downloaded in the Financial and Business Management System (FBMS) twice a day. Currently manual processing is required for some FireCodes, due to FBMS technical issues. An *Emergency Suppression FireCode* that does not get automatically downloaded in the current fiscal year can be opened manually by the Bureau of Indian Affairs, National Interagency Fire Center (BIA-NIF) Budget Management Section with a written request.

*Long-term Severity FireCode* requests are made by regions to the Assistant Director – Operations, and must be approved by the Fire Director before a FireCode will be created by BIA-NIFC.

*Short-term Severity FireCodes* were created by BIA-NIFC and these regional short-term severity FireCodes rollover from year to year. Regional Fire Management Officers approve the use of short-term severity FireCodes.

When regions need FireCodes re-opened, a written request is required to be sent to the Assistant Director - Operations and CC to Deputy Assistant Director – Operations. Documentation of this

is required to meet OIG direction. An email statement meets the intent of OIG's direction. BIA-NIFC Operations Section needs the following information to authorize the Budget Section to open FireCodes:

1. FireCode
2. Fire Name
3. Tribe/Agency
4. Amount/Cost of Fire
5. Brief Description of charge/invoice
6. Statement Regional FMO charges appropriate

BIA-NIFC Budget will notify Regional FMO staff and Regional Budget staff once they are opened. Contact Dalan Romero, Assistant Fire Director – Operations, at 208-387-5372; or Jacqueline Hawley, Deputy Assistant Director – Operations, at 208-387-5576 for FireCode process questions.

Attachment: FY13 FireCode template

# FireCode Template

Request to reopen fire codes							
FireCode	Fire Name	Tribe/Agency	Amount/Cost of Fire	Comments	Functional Area	WBS	
EXAMPLE: G1B1	Big Hill	Ft. Apache	\$ 1,400.00	Correct charge to credit card statement. Paid for crew lodging.	AF2001010.8T4100	AF.SPG1B10000.00000	

GRAND TOTAL

\_\_\_\_\_  
Signature/Title  
(Regional FMO or Designee)

\_\_\_\_\_  
Date