

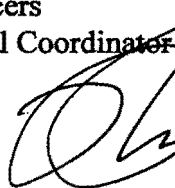


**United States Department of the Interior  
BUREAU OF INDIAN AFFAIRS  
NATIONAL INTERAGENCY FIRE CENTER  
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BOISE, IDAHO 83705-5354**

January 24, 2006

Memorandum

To: Regional Directors, All Regions  
Attention: Regional Fire Management Officers  
Eastern Oklahoma Inter-Regional Coordinator

From: Acting Chief, Branch of Fire Management 

Subject: Revised BIA FireCode Business Procedures

The Bureau of Indian Affairs (BIA) uses the FireCode System for the following wildland fire activities; wildfire suppression, emergency firefighter training, severity, emergency stabilization, and rehabilitation activities. Any related overtime, travel and purchases for these activities, must be charged to the appropriate FireCode.

The BIA FireCode System Business Procedures were revised to include emergency stabilization and rehabilitation activities. Please provide copies of these business procedures to Agencies and Tribes within your jurisdiction.

If you have any questions, please contact Mr. Andrew Bellcourt, Assistant Director, Fire Operations at 208/387-5372.

Attachment

**Bureau of Indian Affairs**  
**FireCode System Business Procedures**  
**January 5, 2006**

Congressional direction was given to the Department of the Interior and the Department of Agriculture, Forest Service, to standardize fire incident financial (project) codes. An interagency project team was formed to complete this project. The members of the project team represent the dispatch community, financial, fire operations and fire business programs. The outcome of this project has been the development of the FireCode System.

The FireCode System is a web-based application accessed by the dispatch community to generate a unique code that is assigned to a wildfire incident. In the Bureau of Indian Affairs (BIA), it is also assigned to actions to supplement resources or personnel for short periods of time (support actions), training emergency firefighters (EFF), and severity, emergency stabilization, and rehabilitation actions. The FireCodes will be used by all federal wildland fire management agencies to report and track costs for wildfire activities. The BIA will also use the FireCode System to report and track support actions, EFF Training, and severity, emergency stabilization and rehabilitation activities. FireCode will be part of an Agency's accounting code and result in a common number to query financial systems for expenditures. The FireCode issued from the system will be four characters, alpha/numeric. The FireCodes will be pre-loaded into the BIA Federal Financial System (FFS) in the same manner as fire numbers were in the past.

The FireCode will be used in place of the fire number for all financial obligations related to fire suppression, support actions i.e., short term augmentation of resources or personnel (support actions), EFF training, and severity, emergency stabilization, and rehabilitation actions.

The BIA National Business Center will pre-load FireCode numbers into FFS in place of fire numbers starting October 1, 2003. This does not preclude the entry of fire reports into the Wildland Fire Management Information (WFMI) System. Fire reports must be entered into WFMI. The following business procedures will be used to implement FireCode by all BIA wildland fire programs.

**I. Wildfire Suppression**

**A. Fires occurring on BIA Trust lands (BIA/Tribal unit is the host unit).**

1. BIA/Tribe host unit dispatcher will access the FireCode web site and enter the incident information and get a FireCode for every wildfire. This FireCode will be used for all financial obligations charged to an incident and by all resources assigned to an incident. The FireCode is not the fire number for BIA. The fire number will continue to be the fire reporting number in WFMI.
2. All resource orders will include the FireCode that is assigned to an incident in the "financial code block" of the resource order form.

3. The FireCode will be used by the BIA in place of the fire number when entering an obligation into FFS. Contract/Compact Tribes will use this code to identify all costs associated with an incident.
4. When entering the accounting for obligations, the four characters from FireCode must be entered into the BIA unit's accounting code in place of the fire number. Compact/Contract Tribes will use the FireCode to identify costs for fires when reporting to the BIA Regional office.
5. A fire report must be created for each fire in the WFMI System. The fire report form will require the entry of a FireCode. If the fire is a false alarm you must create a fire report in WFMI, however you only have to generate one FireCode for the season. You would enter this FireCode on each false alarm fire report.

**B. Fires occurring on BIA Trust lands in which BIA/Tribal resources are sent from other BIA/Tribal units in support of the incident (BIA/Tribal unit is the host unit).**

1. All BIA/Tribal resources responding from one BIA/Tribal unit to another BIA/Tribal unit in support of an incident will use the hosting BIA/Tribal unit's FireCode to charge all financial obligations. This FireCode will be used by BIA/Tribal resources as the charge code (project code) for all financial obligations related to that fire.
2. BIA/Tribal units will not create a support action fire report in WFMI when responding to another unit's fire.
3. The FireCode will be on the resource order form in the "financial code block" or will be provided by the host unit.
4. When entering the accounting for obligations into FFS, the four characters from FireCode must be entered into the BIA unit's accounting code in place of the fire number. Compact/Contract Tribes will use the FireCode to identify their respective costs for supporting other BIA/Tribal units when reporting to the Regional office.

**C. Fires occurring on other Federal lands in which the BIA/Tribe responds in an interagency effort or support action (another Federal agency is the host unit).**

1. All BIA/Tribal resources responding to other Federal agency fires will use a FireCode created by the host Federal agency. This FireCode will be used by BIA/Tribal resources as the charge code (project code) for all financial obligations related to that fire.
2. BIA/Tribal units will not create a support action fire report in WFMI when responding to another unit's fire. This FireCode will be identified on the resource order form in the "financial code block" of the resource order or provided by the host agency.

3. When entering the accounting for obligations the four characters from FireCode must be entered into the BIA unit's accounting code in place of the fire number. Compact/Contract Tribes will use the FireCode to identify their respective costs for supporting other Federal agencies when reporting to the Regional office.

**D. Fires occurring on State lands in which the BIA/Tribe responds in an interagency effort or support action (State agency is the host unit).**

1. All BIA/Tribal resources responding to State Agency fires will create a FireCode for each fire if a FireCode has not already been created by another Federal agency. If a FireCode has been created, the BIA/Tribal unit(s) will use that FireCode as the charge code (project code) for all financial obligations related to that fire.
2. BIA/Tribal units will not create a support action fire report in WFMI when responding to another unit's fire.
3. If a resource order is created the FireCode will be identified in the "financial code block" of the resource order form.
4. When entering the accounting for obligations the four characters from FireCode must be entered into the BIA unit's accounting code in place of the Fire Number. Compact/Contract Tribes will use the FireCode to identify their respective costs for supporting State agencies when reporting to the Regional office.

**E. Actions where additional local resources are employed under operations to supplement readiness capability as a direct result of short duration high fire danger on BIA Trust lands (support action vs long term severity).**

1. If needed, a BIA/Tribal unit will acquire one FireCode for the fire season to cover all local support actions related to employing additional personnel under operations to supplement local forces when in short term high fire danger.
2. If a FireCode is created for local short-term support actions the local unit must report the FireCode to their respective Regional office when the FireCode is created.
3. A support action fire report must be entered to WFMI and the respective FireCode entered in that fire report. The remarks section of the fire report must identify the purpose of the support action. If additional short-term support needs arise through the fire season, an additional support action fire report must be created for each action. All support action fire reports created for short-term support actions will use the same annual FireCode.
4. When entering the accounting for obligations the four characters from FireCode must be entered into the BIA unit's accounting code in place of the fire number. Compact/Contract Tribes will use the FireCode to identify their respective short-term support costs when reporting to the Regional Office.

## **II. Emergency Firefighter (EFF) Training (92310)**

### **A. FireCode will be used by all BIA units to charge obligations related to EFF training.**

1. The BIA-NIFC office will identify a unique FireCode for each BIA Regional office to be used for EFF Fire Training within their Region. BIA units must use the designated FireCode for their respective Region to charge obligations for EFF training.
2. The FireCode will be used in place of the support action fire number when entering an obligation into FFS.
3. When entering the accounting for obligations the 4 characters from FireCode must be entered into the BIA unit's FFS accounting code in place of a support action fire number. Compact/Contract Tribes will use the FireCode to identify their respective EFF Training costs when reporting to the Regional office.

## **III. Wildland Fire Severity (92350)**

### **A. FireCode will be used by BIA to identify all costs related to approved BIA wildland fire severity actions.**

1. All severity requests will continue to be submitted to BIA-NIFC for approval. Upon approval, BIA-NIFC will acquire a FireCode and notify the Region of the FireCode and authorized funding level.
2. The FireCode will be used to charge all authorized financial obligations for readiness under the severity request.
3. If additional resources are ordered by BIA for severity through the interagency resource ordering process, the approved FireCode will be entered on the resource order in the "financial code block" by the BIA host unit.
4. If a BIA agency responds to another BIA agency's severity request, the responding BIA agency will use the hosting BIA/Tribal unit's FireCode to charge all financial obligations.
5. When entering the accounting for obligations, the four characters from FireCode will be used when entering an obligation to the FFS. Compact/Contract Tribes will use the FireCode to identify their respective severity costs when reporting to the Regional office.
6. A support action fire report does not have to be completed for severity actions.

**B. FireCode will be used by BIA to identify all costs related to severity support for U.S. Department of Agriculture (USDA) Forest Service and Bureau of Land Management (BLM) severity actions.**

1. When BIA resources are requested in support of approved USDA Forest Service and BLM severity actions, BIA-NIFC will acquire a FireCode and notify the Region of the FireCode and authorized funding level. One FireCode per Region will be acquired for USDA Forest Service and BLM, respectively. Regions will use the FireCode generated for the USDA Forest Service and/or BLM for the fire season.
2. The FireCode will be used to charge all authorized financial obligations for readiness under the severity request.
3. When entering the accounting obligations, the four characters from FireCode will be used when entering an obligation to the FFS. Compact/Contract Tribes will use the FireCode to identify their respective severity costs when reporting to the Regional office.
4. A support action fire report does not have to be completed for severity support of USDA Forest Service and BLM severity actions.

**IV. Burned Area Emergency Response (BAER) (92320)**

**A. FireCode will be used by BIA to identify all costs related to approved BIA BAER actions.**

1. When BIA resources are requested in support of approved BIA BAER projects, BIA-NIFC will acquire a FireCode and notify the Region of the FireCode and authorized funding level.
2. The FireCode will be used to charge all authorized financial obligations for BAER activities under the approved BAER plan.
3. When entering the accounting obligations, the four characters from FireCode will be used when entering an obligation to the FFS. Compact/Contract Tribes will use the FireCode to identify their respective BAER costs when reporting to the Regional office.
4. A support action fire report does not have to be completed for BAER actions.

**V. Rehabilitation (92B20)**

**A. FireCode will be used by BIA to identify all costs related to approved BIA rehabilitation actions.**

1. When BIA resources are requested in support of approved BIA BAER projects, BIA-NIFC will acquire a FireCode and notify the Region of the FireCode and authorized

funding level.

2. The FireCode will be used to charge all authorized financial obligations for rehabilitation activities under the approved rehabilitation plan.
3. When entering the accounting obligations, the four characters from FireCode will be used when entering an obligation to the FFS. Compact/Contract Tribes will use the FireCode to identify their respective rehabilitation costs when reporting to the Regional office.
4. A support action fire report does not have to be completed for rehabilitation actions.

## BIA FireCode Activity Matrix

Description of Activity  Action	Responsibility For Generating A FireCode			
	BIA Host Unit	Host Federal Agency	First Federal Agency to Respond	BIA- NIFC
<b>A. Fires occurring on BIA Trust lands (BIA/Tribal unit is the host unit). (92310)</b>	X			
<b>B. Fires occurring on BIA Trust lands in which BIA/Tribal resources are sent from other BIA/Tribal units in support of the incident (BIA/Tribal unit is the host unit). (92310)</b>	X			
<b>C. Fires occurring on other Federal lands in which the BIA/Tribe responds in an interagency effort or support action (another Federal agency is the host unit). (92310)</b>		X		
<b>D. Fires occurring on State lands in which the BIA/Tribe responds in an interagency effort or support action (State agency is the host unit). (92310)</b>			X	
<b>E. Actions where additional local resources are employed under operations to supplement readiness capability as a direct result of short duration high fire danger on BIA Trust lands (support action vs long term severity) (1-FireCode per season per Agency/Tribe, notify Regional Office). (92310)</b>	X			
<b>F. FireCode will be used by all BIA units to charge obligations related to EFF training (1 FireCode per Region for the season). (92310)</b>				X
<b>G. FireCode will be used by BIA to identify all cost related to approved BIA wildland fire severity actions and support of U.S. Forest Service and Department of the Interior agencies severity actions (92350)</b>				X
<b>H. FireCode will be used by BIA units to identify all costs related to approved BAER actions. (92320)</b>				X
<b>L. FireCode will be used by all BIA units to identify all costs related to approved rehabilitation actions. (92B20)</b>				X