ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 13
SUPPRESSION COMPONENT CODING

PURPOSE: To provide basic coding information for suppression activity procurement and payroll.

DEFINITIONS

IRIS: The Integrated Resource Information System is the State of Alaska's accounting system.

HRM: The Human Resources Module is the State of Alaska's payroll system.

Task: Four-character alphanumeric code. Suppression Tasks begin with the letter "F".

Fire Number: Six-digit number issued by AICC to each fire, also known as an incident number.

Function: Ten-digit code required by the IRIS system. Functions are derived from any given fire number as shown in the matrix on page 4 of this chapter.

Template: Six-character alphanumeric code that encompasses all the "background" coding elements applied to each Task.

LDP: Five-digit Labor Distribution Profile that encompass all the elements (Task, Function, AR, etc.) required by HRM to process payroll for regular State of Alaska employees.

CODING

CHARGE CODES FOR GENERAL PROCUREMENT

Some invoices may be coded with stand-alone Templates (detection, prepositioning, etc.) but when coding to a specific fire always use a Template/Function combination.

TEMPLATE		Use	Special Provision
NTF001		Suppression	Always used with a Function/fire number (including PNW Compact incidents) except the 73x37xxx00 series (see next item)
NTFL48		Lower-48 Suppression	Always, and only, used with Function/fire number series 73x37xxx00
NTF005	Coastal	Detection Flight Time	Aircraft flight time, fuel, lubricants, specifically used for the discovery of new fires. No payroll.
NTF006	Northern		
NTF002	Northern	Commissary Purchases	The appropriate fire incident number is assigned with these charge codes. Costs for items purchased must be recovered from personnel via payroll deduction.
NTF003	Coastal		

NTF10A	Coastal		**Northern/Coastal Region/State Fire Operations Forester approval required**.
NTF11A	Northern		
NTF12A	F&A		
NTF13A	Mat-Su		Covers transportation, meals, and lodging in anticipation of wildland fire activity based on above normal fire danger or multiple fire occurrences when such charges cannot be coded to a specific fire.
NTF14A	Kenai		
NTF15A	Southwest		
NTF16A	Copper River	Fire Force Preposition	Preposition Restrictions:
NTF17A	Fairbanks		• Cannot be used for personnel time
NTF18A	Delta		• Should not be used if charges can legitimately be coded to a specific fire.
NTF19A	Tok		• Exception: When there is no actual fire to charge, Federal employees may charge their hours to the P-code or AFS code equivalent for prepositioning.
NTF20A	Southeast		

Special Note: Regardless of the coding provided on prepositioning/high fire danger Resource Orders, the EFF payroll code 73x36023 (73x3602300) cannot be used for any purpose other than EFF payroll.

STATIC PAYROLL CODES FOR REGULAR STATE EMPLOYEES

LDP		Use	Special Provision
30289	Coastal		**Northern/Coastal Region/State Fire Operations Forester approval required**.
30292	Northern		
30295	F&A		Codes established for standby time for Preparedness Component employees specifically assigned to standby by Regional/Area FMO or State Fire Operations Forester. Use requesting area's code.
30298	Mat-Su		
30301	Kenai		
30304	Southwest	Standby Time	
30307	Copper Center		If a specific Fire has requested you to standby, use that incident number (L-48 incidents).
30310	Fairbanks		
30313	Delta		
30316	Tok		
30319	Southeast		

LDP		Use	Special Provision
30290	Coastal	High Fire Danger OT	**Northern/Coastal Region/State Fire Operations Forester approval required**. In periods of high to extreme fire danger not identified with ongoing fires, use to code overtime (OT) for Preparedness Component Employees. Usually applies to extended staffing situations in anticipation of new fire starts. High Fire Danger OT Restrictions: • Cannot be used to code regular/straight time • Cannot be used for EFF time. 　　(See EFF Codes)
30293	Northern		
30296	F&A		
30299	Mat-Su		
30302	Kenai		
30305	Southwest		
30308	Copper River		
30311	Fairbanks		
30314	Delta		
30317	Tok		
30320	Southeast		

1st and 2nd Digits	3rd Digit	4th Digit	5th Digit	6th, 7th and 8th Digits	9th and 10th Digits
LEDGER	YEAR CODE	REGION CODE	AREA CODE	INCIDENT NUMBER ASSIGNED BY AICC	10-DIGIT Function Codes For INVOICES
73	X	**Coastal - 0**	Anchorage/Mat-Su – 1	XXX	00
			Kenai/Kodiak – 3		
			Southwest – 4		
			Haines – 5		
		Coastal – 4 For severe fire season use *	Anchorage/Mat-Su – 1		
			Kenai/Kodiak – 3		
			Southwest – 4		
			Haines – 5		
		Northern - 1	Fairbanks – 1		
			Delta – 2		
			Tok – 3		
			Valdez/Copper River – 4		
		Northern – 5 For severe fire season use *	Fairbanks – 1		
			Delta – 2		
			Tok – 3		
			Valdez/Copper River - 4		
		Chief, Fire Management – 3	Federal Protection – 1		
			BLM Reimbursable Support – 2		
			Non-specific Suppression - 3		
			Non-suppression Reimbursable – 4		
			Canadian Fires – 5		
			USFS Reimbursable Support - 7		
			Compact Incidents in Lower 48 – 8		
			HSEM Support -9		
* Coastal and Northern have a second Region Code number that is used during fire seasons which have more than 1000 issued fire numbers. The State Coordinator assigned to AICC will authorize the use.					

SEARCH AND RESCUE INCIDENTS (S&R)

AICC shift coordinator will issue a non-suppression reimbursable code to be used.

EMERGENCY FIREFIGHTERS (EFF)

EFF timesheets will be coded with the appropriate ten-digit State Function number(s) in the <u>Fire Code</u> block of the OF-288. Do not enter a Task or LDP on the OF-288.

State Code (Fire Name Block)	AFS/USFS Code (Fire No. Block)	Special Provisions
10-digit incident # (ex. – 73X1101300)	(blank)	Enter only State Code
73X3602300	(blank)	Used to code EFF **regular and overtime** hours when there is no specific incident to charge. Usually applies to extended staffing situations in anticipation of new fire starts.

Special purpose incident numbers are controlled by the State Fire Program Manager and the State Fire Operations Forester, and are issued solely by the AICC State Coordinator. Advance approval by the State Fire Operations Forester or State Fire Program Manager is mandatory. A memo of explanation supporting the request is advised.

2019 DOF Codes			
	State #	**AFS #**	**Agency**	**Remarks**

	State #	AFS #	Agency	Remarks
DOF AFS Agreement Codes				Central office log books maintained by AICC Coordinator(s)
				USFS Override code for DOI and DOF:1502
	NTF001-7393199100		State Fire Warehouse	Alaska Fire Service Support to the State Fire Warehouse when providing fire stores. All AFS supply is issued to this number and is not issued to state fire numbers unless approved by the DOF Coordinator at AICC
	NTF001-7393299200		Alaska Fire Service	Division of Forestry Support to the Alaska Fire Service Fire Cache when providing fire stores. All DOF supply is issued to this number and is not issued to AFS fire numbers unless approved by the DOF Coordinator at AICC
	NTF001-7393290100		Alaska Fire Service	Division of Forestry Support to MID/Military

DOF AFS Agreement Codes	**NTF001-7393199300**		State Regions and Central Office	Alaska Fire Service support to the Regions or Central Office for standby or for prepositioning of Overhead, Equipment, Air Tankers, Lead Planes, Air Attack Aircraft for DOF/AFS cross billing purposes only
	NTF001-7393299400	**JJ3W**	Alaska Fire Service	Division of Forestry Support to the Alaska Fire Service for prepositioning of Overhead, Equipment, Air Tankers, Lead Planes, Air Attack Aircraft for DOF/AFS cross billing purposes only. Includes Duty Officer time
	NTF001-7393199500		State Regions and Central Office	Alaska Fire Service support to the Regions or Central Office for standby or for prepositioning of **Smokejumper** personnel. Includes SMJ aircraft, pilots and aircraft fuel for DOF/AFS cross billing purposes only
	NTF001-7393190200		State Regions and Central Office	USFS Smokejumper support to DOF
	(no state equivalent)		Alaska Fire Service	AFS Training Support to DOF-meals, barracks, etc.
	(no state equivalent)		Alaska Fire Service	AFS Radio Shop supporting DOF
Issued by AICC State Coordinator ONLY!	**NTF001-7393100100-7393199900**		State Reimburses BLM/AFS	Issued to fires on State and privately-owned lands within BLM and AFS protection areas or the USFS protection area. Establishes a cross-reference number for incidents which the State will reimburse BLM or the USFS. AFS bills DOF
	NTF001-7393200100-7393299900		BLM/AFS reimburses State	Issued to fires in AFS protection that start on federal lands where the State of Alaska providing support. DOF bills AFS
	NTF001-7393300100-7393399900		State Regions and Central Office	Assigned to Division of Forestry actions that support overall suppression activities that will not be charged to a specific incident: DOF providing standby for a structure fire that may spread to into the wildlands. Issue one number per year for the Area Office but only after the Area has requested the number. Kenai/Kodiak Area Forestry for mutual aid responses on the Chugach National Forest. Issue one number per year. Only resources identified within the Mutual Aid Agreement will charge to this code. **Assigned to FEMA incidents in Alaska**
	NTF001-7393400100-7393499900		State Regions and Central Office	Assigned to the Division of Forestry non-suppression reimbursable projects in support of other agencies

DOF AFS Agreement Codes				
	F001-7393500100-7393599900		State Regions and Central Office	Assigned to Northwest Compact requests when the Division is **requesting** resources from the Northwest Compact member States, Provinces or Territories. Also assigned when the Division of Forestry requests Canadian suppression agencies to respond to fires on the Alaskan side of the AK/Canadian border
	FL48-7393700100-7393799900		State Regions and Central Office	Assigned to wildfires and severity orders in the L-48; assigned to fires on federal lands within the Alaska Region of the U.S. Forest Service; assigned to FEMA incidents in the L-48("F" codes); Can only be assigned to USFS P, S, G, WG, WFSU and F numbers **(NO WFPR #)**
	NTF001-7393800100-7393899900		State Regions and Central Office	Assigned to Northwest Compact requests when the Division is **sending** resources or other support to the Northwest Compact member States, Provinces or Territories. Also assigned to Division of Forestry suppression responses to Canada on the Canadian side of the AK/Canadian border
	NTF001-7393900100-7393999900		State Regions and Central Office	Assigned to Non-suppression "ALL Risk" incidents managed by the Alaska Division of Homeland Security and Emergency Management to which DOF is providing support. This may include aircraft, personnel, crews, supply and equipment. **ALL HSEM INCIDENTS MUST HAVE AN RSA**

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