

Bureau of Indian Affairs Fire Occurrence Reporting System – User’s Guide

APPENDIX E: BIA FireCode Guidance

PART 1: Excerpt pertaining to FireCode from the BIA’s 2007 Blue Book

Note: the following information was excerpted from the January 2007 release of the “Wildland Fire and Aviation Program Management and Operations Guide 2007” (aka “the Blue Book”), Chapter 4 – Program Preparedness/Readiness, Section F – Fire Occurrence Reporting, Items 3 and 4 (pages 4-15 through 4-20).

3. FireCode Application

- a. The FireCode System is a web-based application accessed by the dispatch community to generate a unique code that is assigned to a wildland fire incident. The FireCode will be used by all federal wildland fire management agencies to report and track costs for these activities.
- b. A FireCode will be required for every wildfire (excluding prescribed and wildland fire use fires).
- c. FireCode will be part of an Agency’s accounting code and result in a common number to query financial systems for expenditures. The code issued from the system will be four characters, alpha/numeric.
- d. 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, severity (including USDA Forest Service severity support), BAER, and rehabilitation. The BIA National Business Center will pre-load FireCode numbers into the Federal Financial System (FFS) in place of fire numbers starting October 1, 2004.
- e. The use of FireCode is an entry of fire reports into WFMI. Fire reports must be entered into WFMI.

4. FireCode Business Rules

The BIA has developed business rules and procedures to implement the FireCode System. The *FireCode System User Guide and Business Procedures* can be accessed through the BIA-NIFC office. A FireCode activity matrix is displayed in **Appendix 4-2**.

- a. Wildfires occurring on BIA Trust lands (BIA/Tribal unit is the host unit).
 - BIA/Tribe host unit dispatcher will access the FireCode website and enter the incident information and generate 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. However, the FireCode will be a required entry on the fire report.
 - All resource orders will include the FireCode that is assigned to an incident in the “financial code block” of the Resource Order Form.
 - The FireCode will be used by the BIA in place of the Fire Number when entering an obligation to the Federal Finance System (FFS). Contract/Compact Tribes will use this code to identify all costs associated with an incident.
 - 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 wildfires when reporting to the BIA Regional office.
 - A fire report must be created for each wildfire in WFMI. The fire report form will require the entry of a FireCode. If the wildfire 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. Wildfires occurring on BIA Trust lands in which BIA/Tribal resources are sent from other BIA/Tribal units in assistance of the incident (BIA/Tribal unit is the host unit).

- All BIA/Tribal resources responding from one BIA/Tribal unit to another BIA/Tribal unit in assistance 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 wildfire.
- BIA/Tribal units will create a support action fire report in WFMI when responding to another unit's wildfire.
- The FireCode will be on the Resource Order Form in the "financial code block" or will be provided by the host unit.
- 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 assistance to other BIA/Tribal units when reporting to the Regional office.

c. Wildfires occurring on other federal lands in which the BIA/Tribe responds in an interagency effort or assistance action (another federal agency is the host unit).

- 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 wildfire.
- BIA/Tribal units will create a support action fire report in WFMI when responding to another unit's wildfire.
- 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.
- 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 assistance to other federal agencies when reporting to the Regional office.

d. Wildfires occurring on state lands in which the BIA/Tribe responds in an interagency effort or assistance action (state agency is the host unit).

- All BIA/Tribal resources responding to state agency wildfires 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 wildfire.
- BIA/Tribal units will create a support action fire report in WFMI when responding to another unit's wildfire.
- If a resource order is created the FireCode will be identified in the "financial code block" of the Resource Order Form.
- 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 assistance to 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).

- 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.
- 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 code is created.
- A support action fire report must be entered in 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.
- When entering the accounting for obligations the four characters from the 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.

f. Emergency Firefighter (EFF) Training – A FireCode will be used by all BIA units to charge obligations related to EFF training.

- BIA-NIFC will identify a unique FireCode for each BIA Regional office to be used for EFF Training within their Region. BIA units must use the designated FireCode for their respective region to charge obligations for EFF training.
- The FireCode will be used in place of the support action fire number when entering an obligation into FFS.

- When entering the accounting for obligations the 4 characters from the 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.

g. Wildfire Severity – Firecode will be used by BIA to identify all costs related to approved BIA wildfire severity actions.

- All severity requests will continue to be submitted to BIA-NIFC for approval. Upon approval, BIA-NIFC will generate a FireCode and notify the Region of the FireCode and authorized funding level.
- The FireCode will be used to charge all authorized financial obligations for readiness under the severity request
- 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 Form in the “financial code block” by the BIA unit.
- If a BIA Agency/Tribe responds to another BIA Agency/Tribe severity request, the responding BIA Agency/Tribe will use the hosting Agency/Tribal unit's FireCode to charge all financial obligations.
- When entering the accounting for obligations, the 4 characters from the FireCode will be used when entering an obligation into FFS. Compact/Contract Tribes will use the FireCode to identify their respective severity costs when reporting to the Regional office.
- A support action fire report needs to be completed for severity actions.

h. USDA Forest Service Wildland Fire Severity Support – FireCode will be used by BIA to identify all costs related to severity support the USDA Forest Service severity actions.

- When BIA resources are requested in support of approved USDA Forest Service severity actions, BIA-NIFC will generate a FireCode and notify the Region of the FireCode and authorized funding level. One FireCode per Region will be established for the USDA Forest Service. Regions will use the FireCode generated for the USDA Forest Service for the fire season.
- The FireCode will be used to charge all authorized financial obligations for readiness under the severity request.
- When entering the accounting obligations, the 4 characters from FireCode will be used when entering and obligation into FFS. Compact/Contract Tribes will use the FireCode to to identify their severity rehabilitation costs when reporting to the Regional office.
- A support action fire report needs to be completed for severity support of USDA Forest Service severity actions.

i. FireCode will be used by BIA to identify all costs related to BAER actions.

- 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.
- The FireCode will be used to charge all authorized financial obligations for BAER activities under the approved BAER plan.
- When entering the accounting obligations, the 4 characters from FireCode will be used when entering and obligation to the FFS. Compact/Contract Tribes will be used the FireCode to identify their respective BAER costs when reporting to the Regional office.
- A support action fire report needs to be completed for BAER actions.

h. FireCode will be used by BIA to identify all rehabilitation actions.

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