

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

**SUPPRESSION COMPONENT CODING**

Suppression codes are composed of three types:

- Templates to be reviewed for proper provisions prior to assignment
- Incident Numbering System
- State Employee Payroll Codes, (LDPs)

IRIS: The State of Alaska’s coding for Detection Flight, Commissary Purchases, Procurement and Fire Force Prepositioning will be the use of a Template (see chart below).

IRIS: The State of Alaska’s coding for payroll will be an incident specific LDP, (Labor Distribution Profile). Fire numbers will also be used on the State of Alaska timesheet in the column before the LDP, (DOF use only) this will be used for verification.

Charge Codes

An incident (fire) number must always be preceded by NTF001.

TEMPLATE		Use	Special Provision
<b>NTF001</b>		<b>All Suppression</b>	<b>Always used with an incident/fire number for non-payroll</b>
NTF005	Coastal	Detection Flight Time	Aircraft flight time, fuel lubricants, specifically used for the discovery of new fires.
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	Fire Force Preposition	<p style="text-align: center;"><b><u>Northern/Coastal Region/State Fire Operations Forester approval required.</u></b></p> <p>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.                      Preposition Restrictions:</p> <ul style="list-style-type: none"> <li>• Cannot be used for personnel time (see HFD &amp; Crew Collocation Code Section); and</li> <li>• Should not be used if charges can be coded to a specific fire.</li> <li>• Exception: When there is no actual fire to charge to, Federal employees charge their hours to the P code or AFS code.</li> </ul>
NTF11A	Northern		
NTF12A	F&A		
NTF13A	Mat-Su		
NTF14A	Kenai		
NTF15A	Southwest		
NTF16A	Copper River		
NTF17A	Fairbanks		
NTF18A	Delta		
NTF19A	Tok		
NTF20A	Southeast		

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LDP		Use	Special Provision
30289	Coastal	Standby Time  DO NOT USE WITH A FIRE NUMBER	<p style="text-align: center;"><b><u>Northern/Coastal Region/State Fire Operations Forester approval required.</u></b></p> <p>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. No fire number needed.</p> <p>If a specific fire has requested you to standby, use that incident number, (L-48 incidents).</p>
30292	Northern		
30295	F&A		
30298	Mat-Su		
30301	Kenai		
30304	Southwest		
30307	Copper Center		
30310	Fairbanks		
30313	Delta		
30316	Tok		
30319	Southeast		

30290	Coastal	High Fire Danger OT  DO NOT USE WITH A FIRE NUMBER	<p style="text-align: center;"><b><u>Northern/Coastal Region/State Fire Operations Forester approval required.</u></b></p> <p>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.</p> <p>High Fire Danger OT Restrictions:</p> <ul style="list-style-type: none"> <li>• Cannot be used to code regular/straight time; and</li> <li>• Cannot be used for EFF time.</li> </ul> <p style="text-align: center;">(See EFF Collocation Codes)</p>
30293	Northern		
30296	F&A		
30299	Mat-Su		
30302	Kenai		
30305	Southwest		
30308	Copper River		
30311	Fairbanks		
30314	Delta		
30317	Tok		
30320	Southeast		
73X36023	ALL	EFF High Fire Danger Regular Time & Overtime	Used to code EFF <b><u>regular and overtime</u></b> hours when there is no specific to code to. Usually applies to extended staffing situations in anticipation of new fire starts.

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1 <sup>st</sup> and 2 <sup>nd</sup> Digits	3 <sup>rd</sup> Digit	4 <sup>th</sup> Digit	5 <sup>th</sup> Digit	6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> Digits	9 <sup>th</sup> and 10 <sup>th</sup> Digits
<b><u>LEDGER</u></b>	<b><u>YEAR CODE</u></b>	<b><u>REGION CODE</u></b>	<b><u>AREA CODE</u></b>	<b><u>INCIDENT NUMBER ASSIGNED BY AICC</u></b>	<b><u>LC'S Becomes 10 DIGITS Function Codes</u></b> <b><u>For INVOICES</u></b>
<b>73</b>	<b>X</b>	<b>Coastal - 0</b>	Anchorage/Mat-Su – 1	<b>XXX</b>	<b>00</b>
			Kenai/Kodiak – 3		
			Southwest – 4		
			Haines – 5		
		<b>Coastal – 4</b> For severe fire season use *	Anchorage/Mat-Su – 1		
			Kenai/Kodiak – 3		
			Southwest – 4		
			Haines – 5		
		<b>Northern - 1</b>	Fairbanks – 1		
			Delta – 2		
			Tok – 3		
			Valdez/Copper River – 4		
		<b>Northern – 5</b> For severe fire season use *	Fairbanks – 1		
			Delta – 2		
			Tok – 3		
			Valdez/Copper River - 4		
<b>Chief, Fire Management – 3</b>	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				
	ADES Support -9				
	<p><b>* 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.</b></p>				

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Search and Rescue Incidents (S&R)

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

Emergency Firefighters (EFF)

EFF timesheets will be coded with appropriate ten-digit State incident number(s) in the Fire Code block of the OF-288.

<b>State Code (Fire Name Block)</b>	<b>AFS/USFS Code (Fire No. Block)</b>	<b>Special Provisions</b>
10-digit incident # (ex. – 73X1101300)	(blank)	Enter only State Code
73X3602300	(blank)	Enter when EFF are hired for High Fire Danger

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.

<b>2017 DOF Codes</b>				
	State #	AFS #	Agency	Remarks
				Central office log books maintained by AICC Coordinator(s)
				<i>USFS Override code for DOI and DOF:1502</i>
<b>DOF AFS Agreement Codes</b>	<b>NTF001-7373199100</b>		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
	<b>NTF001-7373299200</b>		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
	<b>NTF001-7373290100</b>		Alaska Fire Service	Division of Forestry Support to MID/Military
	<b>NTF001-7373199300</b>		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
	<b>NTF001-7373299400</b>	<b>JJ3W</b>	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

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	<b>NTF001-7373199500</b>		State Regions and Central Office	Alaska Fire Service support to the Regions or Central Office for standby or for repositioning of <b>Smokejumper</b> personnel. Includes SMJ aircraft, pilots and aircraft fuel for DOF/AFS cross billing purposes only
	<b>NTF001-7373190200</b>		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
<b>Issued by AICC State Coordinator ONLY!</b>	<b>NTF001-7373100100-7373199900</b>		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
	<b>NTF001-7373200100-7373299900</b>		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
	<b>NTF001-7373300100-7373399900</b>		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. <b>Assigned to FEMA incidents in Alaska</b>
	<b>NTF001-7373400100-7373499900</b>		State Regions and Central Office	Assigned to the Division of Forestry non-suppression reimbursable projects in support of other agencies
	<b>F001-7373500100-7373599900</b>		State Regions and Central Office	Assigned to Northwest Compact requests when the Division is <b>requesting</b> 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
	<b>F001-7373700100-7373799900</b>		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 <b>(NO WFPR #)</b>
	<b>NTF001-7373800100-7373899900</b>		State Regions and Central Office	Assigned to Northwest Compact requests when the Division is <b>sending</b> 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
	<b>NTF001-7373900100-7373999900</b>		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. <b>ALL ADES INCIDENTS MUST HAVE AN RSA</b>

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