

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

**SUPPRESSION COMPONENT CODING**

Suppression codes are composed of two types:

- Templates to be reviewed for proper provisions prior to assignment.
- Incident Numbering System.

**For the 2016 season we will be running two parallel accounting systems.**

**IRIS, the State of Alaska’s coding for Detection Flight, Commissary Purchases, Procurement and Fire Force Prepositioning will be the use of a TEMPLATE – charge code – object code.**

**AKPAY, the State of Alaska’s coding for payroll: sequence is collocation code – ledger code, payroll is still tracked using Collocation Coding and Incident Numbers, (CC/LCs are to be used for payroll until November, when IRIS is on-line).**

Charge Codes

An incident number must always be preceded by the collocation code 10310130 for payroll or NTF001 for non-payroll.

Charge Codes		Use	Special Provision
CC 10310130		ALL Suppression	Always used with an incident/fire number for payroll
NTF001		All Suppression	Always used with an incident/fire number for non-payroll
TEMPLATE			
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> </ul>
NTF11A	Northern		
NTF12A	F&A		
NTF13A	Mat-Su		
NTF14A	Kenai		
NTF15A	Southwest		
NTF16A	Copper River		
NTF17A	Fairbanks		
NTF18A	Delta		
NTF19A	Tok		

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

NTF20A	Southeast		Exception: When there is no actual fire to charge to, Federal employees charge their hours to the P code or AFS code.
Collocation Office Code		Use	Special Provision
10313030	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>
10313031	Northern		
10314131	F&A		
10314331	Mat-Su		
10314431	Kenai		
10314531	Southwest		
10314631	Copper River		
10314831	Fairbanks		
10314931	Delta		
10315131	Southeast		
10315031	Tok		

10313130	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>(See EFF Collocation Codes)</p>
10313131	Northern		
10314130	F&A		
10314330	Mat-Su		
10314430	Kenai		
10314530	Southwest		
10314630	Copper River		
10314830	Fairbanks		
10314930	Delta		
10315030	Tok		
10315130	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.

### **Ledger Codes For Payroll**

The Incident Number (ledger code) is an eight-digit number **assigned ONLY by the State Coordinator at AICC** according to the fire area location and is annotated after the collocation code as in the following example: 10310130 73X03011. **Example: Incident number 73X03011.**

- The first and second digits (73) denote the ledger number in the State accounting system.
- The third digit (X) is the last digit of the calendar year (CY) in which the incident occurred (200X).
- The fourth digit (0) represents the Region in which the incident occurred (Coastal).
- The fifth digit (3) represents the specific area within the general area in which the incident occurred (Kenai).
- The sixth, seventh and eighth digits (011) compose the consecutive fire incident number in the State of Alaska, issued from the Statewide log book located at AICC (the 11th fire incident that year).
- The ninth and tenth digits (00) are used to complete the required 10 digit Ledger Code.

### **When Coding an Invoice**

**The 8 digit LC becomes a 10 digit function code, by the addition of 2(00)s following the 8 digit number.**

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

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> <small>For severe fire season use *</small>	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> <small>For severe fire season use *</small>	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					
* 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.					

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

Search and Rescue Incidents (S&R)

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

Emergency Firefighters (EFF)

EFF timesheets will be coded with appropriate eight digit State incident number in the Incident Name block of the OF-288. The appropriate AFS/USFS incident number is recorded in the Fire Code block of the OF-288.

State Code (Fire Name Block)	AFS/USFS Code (Fire No. Block)	Special Provisions
8 digit incident # (ex. – 73X11013)	4 or 6 digit incident # (ex. – BX3Z or PNBX3Z)	Enter both State and AFS/USFS codes, if incident numbers are exchanged.
8 digit incident # (ex. – 73X11013)	(blank)	Enter only State code, if incident numbers are not exchanged.
73X36023	(blank)	Enter when EFF are hired for High Fire Danger

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

<b>2016 DOF Codes</b>				
	State #	AFS #	Agency	Remarks
				Central office log books maintained by AICC Coordinator(s) <b>USFS Override code for DOI and DOF:1502</b>
<b>DOF AFS Agreement Codes</b>	10310130-73631991	<b>JKJ6</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
	10310130-73632992	<b>JKK5</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.
	10310130-73632901	<b>JJ3U</b>	Alaska Fire Service	Division of Forestry Support to MID/Military.
	10310130-73631993	<b>JJ3V</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 crossbilling purposes only.
	10310130-73632994	<b>JJ3W</b>	Alaska Fire Service	Division of Forestry Support to the Alaska Fire Service for standby or for prepositioning of Overhead, Equipment, Air Tankers, Lead Planes, Air Attack Aircraft for DOF/AFS crossbilling purposes only. Includes Duty Officer time.
	10310130-73631995	<b>JJ3X</b>	State Regions and Central Office	Alaska Fire Service support to the Regions or Central Office for standby or for prepositioning of <b>Smokejumper</b> personnel. Includes SMJ aircraft, pilots and aircraft fuel for DOF/AFS crossbilling purposes only.

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

	10310130-73631902	PNJJ3R	State Regions and Central Office	USFS Smokejumper support to DOF.
	(no state equivalent)	JJ1F	Alaska Fire Service	AFS Training Support to DOF-meals, barracks, etc.
	(no state equivalent)	JJK3	Alaska Fire Service	AFS Radio Shop supporting DOF
Issued by AICC State Coordinator ONLY!	10310130-73631001-73631999		State Reimburses BLM/AFS	Issued to fires on State and privately owned lands within BLM and AFS protection areas of the USFS protection area. Establishes a cross-reference number for incidents which the State will reimburse BLM or the USFS. AFS bills DOF
	10310130-73632001-73632999		BLM/AFS reimburses State	Issued to fires in AFS and USFS protection that start on federal lands where the State of Alaska providing support. DOF bills AFS.
	10310130-73633001-73633999		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>
	10310130-73634001-73634999		State Regions and Central Office	Assigned to the Division of Forestry non-suppression reimbursable projects in support of other agencies
	10310130-73635001-73635999		State Regions and Central Office	Assigned to Northwest Compact requests when the Division is <u>requesting</u> 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.
	10310130-73637001-73637999		State Regions and Central Office	Assigned to wildfires and severity orders in the L-48; 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>
	10310130-73638001-73638999		State Regions and Central Office	Assigned to Northwest Compact requests when the Division is <u>sending</u> 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.
	10310130-73639001-73639999		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 ADHS&amp;EM INCIDENTS MUST HAVE AN RSA.</b>