

FIRECODE SYSTEM

RELEASE 1.9



USER GUIDE

Document updated July 23, 2012

This report is confidential and intended solely for the use and information of the organizations to which it is addressed.

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Introduction

The FireCode System is a stand-alone web-based system designed to provide functionality that allows users to generate a standard fire incident code (or FireCode).

The purpose of this document is to provide the user with instruction to use the FireCode System, dispatch office business rules, agency specific business rules, and Continuation of Operations Plan.

The instructions to use the FireCode System include logging into FireCode, changing passwords, creating a FireCode, editing a FireCode, and searching for an existing FireCode.

The dispatch office business rules and procedures provide the dispatch community with requirements for completing the code specific to the business. For example, the Host Unit ID is a mandatory field, however if the Host Unit ID is not in the system (pick list) at the time of accessing the system and generating a FireCode, the default is the local dispatch office's Unit ID. Any place there are specific requirements for the fields within the application, you will find those in this section.

The agency specific business rules and procedures provide the dispatch office with direction once a code is generated. For example, the USDA Forest Service (FS) requirements are still six characters for their account codes (job codes). The FS section instructs the dispatch office what to do to make the code six characters. Each federal agency has provided procedures.

The Continuation of Operations Plan (COOP) section provides direction in case the ability to access the application is lost. This section also includes data loss recovery procedures.

Background

In 2002, the House Appropriations Subcommittee directed the National Fire Plan Agencies to develop a method to standardize fire incident financial coding for fire suppression and subsequent emergency stabilization. Standardizing the fire incident cost code will provide the capability to effectively track and compile the full cost of a multi-jurisdictional fire suppression incident. In response to this Congressional directive, the National Fire Plan Agencies established a contract with Booz Allen Hamilton to develop an interagency FireCode System for generating and conveying these standardized fire incident codes.

System Functions

The FireCode System will generate a four-character fire incident code (or FireCode) that will be used to track and compile cost information for fires. In particular, the system is expected to assist the National Fire Plan Agencies in tracking costs for multi-jurisdictional fire suppression incidents. It is expected that the system will prevent the establishment of multiple FireCodes for the same incident.

The initial release of the FireCode System will not include automated external interfaces with other fire systems. Data transfer of FireCode information will initially be addressed through a manual process. Future versions of the FireCode System may include automated external interfaces with other fire systems (e.g. FFIS, FBMS).

System Users

Users of the FireCode System will primarily include Dispatch Personnel and Budget and Finance personnel. Dispatch Personnel will generate the fire incident codes (or FireCodes). Budget and Finance personnel will access reports on financial information concerning fire incidents.

Users will include staff from the Forest Service (FS), Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), Bureau of Reclamation (BOR), Fish and Wildlife Service (FWS), and National Park Service (NPS).

Access to the System

The FireCode System will be accessible via the Internet requiring a minimum 56 Kbps and using either Microsoft Internet Explorer version 5.0 or later, or Netscape Navigator version 4.7 or later.

With TLS 1.0 enabled in the web browser, once reaching the FireCode System website, a user will be required to use a login and password to access the FireCode System. Accounts not accessed in 180 days will be locked and will require a Geographic Area Coordination Center (GACC) Administrator or National Administrator to unlock the account.

Requesting an Account

To request a FireCode System account, go to <https://www.firecode.gov/> and click on the link to register for a new account.

FIRECODE SYSTEM

Welcome to the USDA/DOI FireCode System!

<p>Login</p> <p>Login Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Login"/></p> <p>If you do not have a FireCode account, please register.</p> <p>Forgot Password?</p>	<p>Support Note</p> <p>For FireCode technical support or to report security breaches, please contact the FireCode Help Desk by phone 877-256-4727 or by email nifchelp@blm.gov. When sending email, please include the word FireCode in the subject line.</p> <p>For FireCode Validation questions/problems, please contact Lorena Leyva (Albuquerque Service Center) at 877-372-7248.</p> <p>For Forest Service FireCode general questions, please contact Bobbe Bilyeu (FS-NIFC, Boise ID) at 208-387-5678.</p> <p>To submit a FireCode Change Request, please contact Bobbe Bilyeu, FireCode Business Lead (FS-NIFC, Boise ID) at 208-387- 5678.</p>
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USER WARNING

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For site security purposes and to ensure that this service remains available to all users, this Government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage. Unauthorized attempts to upload information or change information on this website are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act. Information may also be used for authorized law enforcement investigations.

Privacy Policy

The user information collected by this site is necessary to confirm that the data is being accessed only by authorized users. All personal information we collect will be handled in accordance with provisions of the Privacy Act (5 U.S.C. §552a) and the Freedom of Information Act to ensure the greatest protection of personal privacy in the face of any required disclosure.

The **Request Access to the FireCode System** screen will be displayed.

Complete all of the fields in the form. The login name may be 6 to 20 characters. Be sure to provide your Agency Internet email address and not the Lotus Notes email address. Read and understand the General Rules and Guidelines located on the right side of the screen. Click the **I Agree** button.

Request Access to the FireCode System

Account Request

* Indicates required field

* Agency: Please Select ...

* First Name:

* Last Name:

* Internet Email Address:

* Phone Number:

* Time Zone: Please Select ...

* Login Name:

* Requested Role: Please Select ...

By requesting an account for the FireCode System, you agree to have read and understood the User Warning on the right of this screen.

General Rules and Guidelines Governing The Use of BLM Computer Systems

Violations of the following rules are considered security incidents. According to the Department of Interior Manual 375 DM 19, "all suspected, actual, or threatened incidents involving the destruction, physical abuse or loss of technological resources shall be reported to the appropriate authorities indicated on the FireCode home page. Individuals who are involved in an IT security incident may have their User ID and password revoked. Individuals using BLM IT systems will adhere to the following rules and guidelines:

1. No classified National Security information will be entered into any BLM computer system.
2. Computer hardware, software, and data of the BLM are considered to be the property of the U.S. Government. BLM computer systems shall be used for official business only. No games personal software, private data, unlicensed proprietary software, or otherwise non-government information will be used on or entered into any Government owned computer system. Any use of computers, software or data for other than official business is expressly prohibited.
3. Commercially developed and licensed software shall be treated as proprietary property of its developer. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization." The only exception is the user's right to make a backup for archival purposes, assuming one is not provided by the manufacturer. **It is illegal to make copies of software for any other purpose without the permission of the publisher.** Unauthorized duplication of software is a Federal crime. Penalties include fines of up to \$100,000 per infringement and jail terms of up to 5 years.

General business practices which, if not followed can lead to security incidents, are listed below. Noncompliance with these practices may result in a security incident.

1. Individual User IDs and passwords are assigned to each person having a valid requirement to access mainframe, mini, microcomputer systems, and local/wide area networks. All activity accomplished under this User ID is directly attributable to the user to whom it is assigned. It is, therefore, to be used only by the individual owner.
2. Do not attempt to access any data contained on BLM computer systems for which you do not have authority to access or do not have a specific need-to-know. If the need to access a computer system has been established through the appropriate supervisory channel, the request to grant access shall be processed through established channels.
3. IDs and passwords **are not to be shared with or disclosed to anyone.** If you believe your User ID and password has been compromised, immediately change your password and notify the appropriate authority. Passwords should be changed at

After the account request is submitted, an administrator will review the account request. Once the account request has been approved, you will receive an email notification with a temporary password. The temporary password is all uppercase letters with the last character being numeric.

Logging into the FireCode System

To access the FireCode System, go to <https://www.firecode.gov/> and enter your **Login Name** and **Password**, and click the **Login** button.

FIRECODE SYSTEM

Welcome to the USDA/DOI FireCode System!

Login Login Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/>	Support Note For FireCode technical support or to report security breaches, please contact the FireCode Help Desk by phone 877-256-4727 or by email nifchelp@blm.gov . When sending email, please include the word FireCode in the subject line. For FireCode Validation questions/problems, please contact Lorena Leyva (Albuquerque Service Center) at 877-372-7248. For Forest Service FireCode general questions, please contact Bobbe Bilyeu (FS-NIFC, Boise ID) at 208-387-5678. To submit a FireCode Change Request, please contact Bobbe Bilyeu, FireCode Business Lead (FS-NIFC, Boise ID) at 208-387- 5678.
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If you do not have a FireCode account, please [register](#).
[Forgot Password?](#)

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A mandatory Department of the Interior warning banner will be displayed. If you agree to the Notice of Monitoring, then click the **I Agree** button to continue. Otherwise, click on the link to **Logout** of the FireCode System (top right-hand corner).



Welcome **TERRI SHADIX**
[Release Notes](#) [Logout](#)
[FAQ](#) [Help](#) [User Guide](#)

WARNING TO USERS OF THIS SYSTEM

THIS IS A NOTICE OF MONITORING OF THE DEPARTMENT OF THE INTERIOR (DOI) INFORMATION SYSTEMS.

This computer system, including all related equipment, networks, and network devices (including Internet access), is provided by the Department of the Interior (DOI) in accordance with the agency policy for official use and limited personal use.

All agency computer systems may be monitored for all lawful purposes, including but not limited to, ensuring that use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Any information on this computer system may be examined, recorded, copied and used for authorized purposes at any time.

All information, including personal information, placed or sent over this system may be monitored, and users of this system are reminded that such monitoring does occur. Therefore, there should be no expectation of privacy with respect to use of this system.

By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative, or other adverse action. Unauthorized or illegal use may subject you to prosecution.

Reset Forgotten Password

If you forgot your password, go to <https://www.firecode.gov/> and click on the link to reset your password.

FIRECODE SYSTEM

Welcome to the USDA/DOI FireCode System!

Login Login Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/>	Support Note For FireCode technical support or to report security breaches, please contact the FireCode Help Desk by phone 877-256-4727 or by email nifchelp@blm.gov . When sending email, please include the word FireCode in the subject line. For FireCode Validation questions/problems, please contact Lorena Leyva (Albuquerque Service Center) at 877-372-7248. For Forest Service FireCode general questions, please contact Bobbe Bilyeu (FS-NIFC, Boise ID) at 208-387-5678. To submit a FireCode Change Request, please contact Bobbe Bilyeu, FireCode Business Lead (FS-NIFC, Boise ID) at 208-387- 5678.
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The **Reset Forgotten Password** screen will be displayed. Enter your **Internet Email Address** (not the Lotus Notes email address) and **Login Name**. Click the **Submit** button.

FIRECODE SYSTEM

Reset Forgotten Password

Account Info	General Rules and Guidelines Governing The Use of BLM Computer Systems
<p>Internet Email Address: <input type="text"/></p> <p>Login Name: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>	<p>Violations of the following rules are considered security incidents. According to the Department of Interior Manual 375 DM 19, "all suspected, actual, or threatened incidents involving the destruction, physical abuse or loss of technological resources shall be reported to the appropriate authorities indicated on the FireCode home page. Individuals who are involved in an IT security incident may have their User ID and password revoked. Individuals using BLM IT systems will adhere to the following rules and guidelines:</p> <ol style="list-style-type: none">1. No classified National Security information will be entered into any BLM computer system.2. Computer hardware, software, and data of the BLM are considered to be the property of the U.S. Government. BLM computer systems shall be used for official business only. No games personal software, private data, unlicensed proprietary software, or otherwise non-government information will be used on or entered into any Government-owned computer system. Any use of computers, software or data for other than official business is expressly prohibited.3. Commercially developed and licensed software shall be treated as proprietary property of its developer. Title 17 of the U.S. Code states that "It is illegal to make or distribute copies of copyrighted material without authorization." The only exception is the user's right to make a backup for archival purposes, assuming one is not provided by the manufacturer. It is illegal to make copies of software for any other purpose without the permission of the publisher. Unauthorized duplication of software is a Federal crime. Penalties include fines of up to \$100,000 per infringement and jail terms of up to 5 years. <p>General business practices which, if not followed can lead to security incidents, are listed below. Noncompliance with these practices may result in a security incident.</p>

If the account information matches, you will receive an email notification with a temporary password. The temporary password is all uppercase letters with the last character being numeric.

Changing My Password

After logging into the FireCode System, you may change or be prompted to change your password. To change your password, click on the **Change Password** link.

FIRECODE SYSTEM

Welcome TERRI SHADIX
[Release Notes](#) [Logout](#)
[FAQ](#) [User Guide](#)

Create FireCode <input type="button" value="Create New FireCode"/>	Account Management Active User Accounts: 1,929 Locked User Accounts: 25 Pending User Accounts: 3
Search for FireCodes FireCode: <input type="text"/> <input type="button" value="Search"/> Advanced Search	Additional Tasks View Reports User Administration Announcement Administration Dept Administration Agency Administration GACC Administration Geo Area Administration Unit Administration
Support Note <p>For FireCode technical support or to report security breaches, please contact the FireCode Help Desk by phone 877-256-4727 or by email nifchelp@blm.gov. When sending email, please include the word FireCode in the subject line.</p> <p>For FireCode Validation questions/problems, please contact Lorena Leyva (Albuquerque Service Center) at 877-372-7248.</p> <p>For Forest Service FireCode general questions, please contact Bobbe Bilyeu (FS-NIFC, Boise ID) at 208-387-5678.</p> <p>To submit a FireCode Change Request, please contact Bobbe Bilyeu, FireCode Business Lead (FS-NIFC, Boise ID) at 208-387- 5678.</p>	My Information Name: TERRI SHADIX Agency: Bureau of Land Management Geographic Area: Great Basin Unit: National Interagency Fire Center, Bureau of Land Management Role: SYSTEM ADMINISTRATOR Time Zone: MT Edit My Information Change Password

The **Change Password** screen will be displayed. Enter your current password (the one just used to log in) and then enter your new password.

Effective January 15, 2011, the minimum length of the password is 12 characters in order to meet the DOI BLM mandated requirement.

Password Requirements:

- Must be between 12 and 20 characters in length.
- Must contain at least one uppercase character.
- Must contain at least one lowercase character.
- Must contain at least one numeric character.
- Must contain at least one special character (e.g. &, #).
- Cannot reuse any of your 8 most recent passwords.

Read the General Rules and Guidelines section. Click on the box to indicate that you have read and understand the **User Warning**.

Click the **Change Password** button.

<p>Change Password</p> <p>Current Password: <input type="text"/></p> <p>New Password: <input type="text"/></p> <p>New Password (repeat): <input type="text"/></p> <p><input type="checkbox"/> I have read and understand the User Warning below.</p>	<p>Password Requirements</p> <ul style="list-style-type: none"> • Must be between 12 and 20 characters in length • Must contain at least one uppercase character • Must contain at least one lowercase character • Must contain at least one numeric character • Must contain at least one special character (e.g., %, &, #, *, etc.) • Cannot reuse any of your 8 most recent passwords
<p><input type="button" value="Cancel"/> <input type="button" value="Change Password"/></p>	<p>Additional Tasks</p> <p>View Reports</p> <p>User Administration</p> <p>Announcement Administration</p> <p>Dept Administration</p> <p>Agency Administration</p> <p>GACC Administration</p> <p>Geo Area Administration</p> <p>Unit Administration</p>
<p>General Rules and Guidelines Governing The Use of BLM Computer Systems</p> <p>Violations of the following rules are considered security incidents. According to the Department of Interior Manual 375 DM 19, "all suspected, actual, or threatened incidents involving the destruction, physical abuse or loss of technological resources shall be reported to the appropriate authorities indicated on the FireCode home page. Individuals who are involved in an IT security incident may have their User ID and password revoked. Individuals using BLM IT systems will adhere to the following rules and guidelines:</p> <ol style="list-style-type: none"> 1. No classified National Security information will be entered into any BLM computer system. 2. Computer hardware, software, and data of the BLM are considered to be the property of the U.S. Government. BLM computer systems shall be used for official business only. No games personal software, private data, unlicensed proprietary software, or otherwise non-government information will be used on or entered into any Government-owned computer system. Any use of computers, software or data for other than official business is expressly prohibited. 3. Commercially developed and licensed software shall be treated as proprietary property of its developer. Title 17 of the U.S. Code states that "It is illegal to make or distribute copies of copyrighted material without authorization." The only exception is the user's right to make a backup for archival purposes, assuming one is not provided by the manufacturer. It is illegal to make copies of software for any other purpose without the permission of the publisher. Unauthorized duplication of software is a Federal crime. Penalties include fines of up to \$100,000 per infringement and jail terms of up to 5 years. <p>General business practices which, if not followed can lead to security incidents, are listed below. Noncompliance with these practices may result in a security incident.</p> <ol style="list-style-type: none"> 1. Individual User IDs and passwords are assigned to each person having a valid requirement to access mainframe, mini, microcomputer systems, and local/wide area networks. All activity accomplished under this User ID is directly attributable to the user to whom it is assigned. It is, therefore, to be used only by the individual owner. 2. Do not attempt to access any data contained on BLM computer systems for which you do not have authority to access or do not have a specific need-to-know. If the need to access a computer system has been established through the appropriate supervisory channel, the request to grant access shall be processed through established channels. 3. IDs and passwords are not to be shared with or disclosed to anyone. If you believe your User ID and password has been compromised, immediately change your password and notify the appropriate authority. Passwords should be changed at required intervals or any time you feel the possibility exists that it may have been compromised. 4. Never use personal information (e.g., telephone numbers, names of family members, pets, etc) for your passwords. Passwords must be at least twelve characters in length and must incorporate at least one capitalized letter, one numeric character, and one special character. 5. User IDs and passwords should not be written down, except on the original assignment document. This document should then be destroyed or, at a minimum, be kept in a locked safe or cabinet. Under no circumstances should User IDs and passwords be posted. 	<p>My Information</p> <p>Name: TERRI SHADIX</p> <p>Agency: Bureau of Land Management</p> <p>Geographic Area: Great Basin</p> <p>Unit: National Interagency Fire Center, Bureau of Land Management</p> <p>Role: SYSTEM ADMINISTRATOR</p> <p>Time Zone: MT</p> <p>Edit My Information Change Password</p>

Features of the FireCode System

After logging into the FireCode System with your login and password, the FireCode System **Home** page will be displayed. The **Home** page will provide links to the following features:

- [Creating a New FireCode](#)
- [Searching for an Existing FireCode](#)
- [Editing a FireCode](#)
- Account Management (this box will be visible if you have Administrative privileges)
- [Viewing Reports](#)
- [User Administration](#) (this link will be visible if you have Administrative privileges)
- [Editing My Information](#)

After clicking on a link in the FireCode System, you may return to the **Home** page at any time by clicking on the banner located at the top of any page.



Creating a New FireCode

The **Create FireCode** screen is the starting point for creating a new FireCode. To create a new FireCode, click the **Create New FireCode** button on the **Home** page.

The screenshot displays the FIRECODE SYSTEM user interface. At the top, the logo 'FIRECODE SYSTEM' is prominent on the left, and the user's name 'Welcome TERRI SHADIX' is on the right, along with links for 'Release Notes', 'Logout', 'FAQ', and 'User Guide'. The main content area is divided into several sections:

- Create FireCode:** A green header with a button labeled 'Create New FireCode' circled in red.
- Search for FireCodes:** A section with a 'FireCode:' input field, a 'Search' button, and a link to 'Advanced Search'.
- Support Note:** A section providing contact information for technical support, validation questions, and change requests.
- Account Management:** A table showing user account statistics:

Active User Accounts:	1,929
Locked User Accounts:	25
Pending User Accounts:	3
- Additional Tasks:** A list of administrative links including 'View Reports', 'User Administration', 'Announcement Administration', 'Dept Administration', 'Agency Administration', 'GACC Administration', 'Geo Area Administration', and 'Unit Administration'.
- My Information:** A section displaying user details:

Name:	TERRI SHADIX
Agency:	Bureau of Land Management
Geographic Area:	Great Basin
Unit:	National Interagency Fire Center, Bureau of Land Management
Role:	SYSTEM ADMINISTRATOR
Time Zone:	MT

Links for 'Edit My Information' and 'Change Password' are provided at the bottom.

The **Create FireCode** screen will be displayed. Complete all required fields. Once all of the fields have been completed, click the **Generate FireCode** button.

When creating or editing a FireCode, if the host unit is Interagency, the following message will be displayed: **“Please verify Host Unit ID reflects the actual ownership of the Incident. Interagency Centers are generally not Hosts Units.”**

An interagency decision was made by NWCG and NMAC that there basically are only two kinds of fires; Prescribed Burns (which is not used in FireCode) and Wildfires. As a result, there is no longer a need to break out Wildland Fire Use in FireCode. Effective March 2, 2009, the Special Requirements selection of *Wildland Fire Use* is no longer listed as a choice.

Effective January 15, 2011, the Special Requirements selection of *Billable* is now a selection of *Trespass*.

Create FireCode

Time Now: 1/20/2011 08:55 MT

* Discover Date: January 20 2011

* Discover Time: 08 : 55 MT

Incident Name: _____

* Host Unit Id: ID - FCD

Host Unit Name: National Interagency Fire Center, Bureau of Land Manager

* Latitude: : :

* Longitude: : :

Incident Order #: ID - FCD - _____

Complex: Yes No

FS Assisted: (check if FS provided assistance)

Special Requirements: MULTI - JURISDICTIONAL
 TRESPASS
 REIMBURSABLE
 SEVERITY

Comments: _____

Cancel Generate FireCode

- All required fields are marked with a red asterisk (*).
1. Date and time the fire was discovered.
 2. Incident name (max 30 characters).
 3. Host Unit ID number.
You may create a FireCode for any unit in your GACC.
 4. Latitude in degrees: minutes: seconds (seconds are optional).
 5. Longitude in degrees: minutes: seconds (seconds are optional).
 6. Incident Order Number (max 6 characters; min 3).
 7. Complex fire indicator.
If a FireCode is desired for a complex fire (two or more fire incidents located in the same general area that are assigned to the same Incident Commander), click **Yes** next to **Complex**.
 8. Forest Service Assistance.
If you are creating a FireCode for a host unit not within the Forest Service and you have received assistance from a Forest Service unit, then click on the **FS Assisted** box. The **FS Assisted** box will not be visible if you are logged in as a unit within the Forest Service.
 9. Special Requirements (Multi-Jurisdictional, Trespass, Reimbursable, Severity).
 10. Comments (max 1000 characters).

The **FireCode Created** screen will display the newly created **FireCode** and information associated with it. If the system detects that this incident may be a duplicate, it will prompt you to confirm that it is a unique fire.

A FireCode consist of numbers and letters. To avoid confusion, a FireCode may contain the numbers 0 or 1, but will not contain the letters O or I.

A FireCode cannot be deleted. Instead, a FireCode can be deactivated.

The screenshot displays the FIRECODE SYSTEM interface. At the top, the title "FIRECODE SYSTEM" is shown in a stylized font. In the top right corner, there is a navigation menu with links for "Welcome KIM AMIN", "Release Notes", "Logout", "FAQ", "Help", and "User Guide".

The main content area is divided into two columns. The left column contains three sections:

- FireCode Created:** A message stating "A new incident has been created with the FireCode **AXW4**". Below this, there is a link to "Edit information for **BIG MEADOW BLAZE**".
- Create FireCode:** A section with a "Create New FireCode" button.
- Search for FireCodes:** A section with a "FireCode:" label, an input field, and a "Search" button. Below this is a link for "Advanced Search".

The right column contains the **AXW4 Information** section, which includes a "Print Information" link at the top. The information displayed is as follows:

FireCode:	AXW4
Discover Date:	3/24/2004
Discover Time:	09:18 ET
Incident Name:	BIG MEADOW BLAZE
Host Unit Id:	ID - FCF
Host Unit Name:	National Interagency Fire Center - Forest Service
Latitude:	33.55:55
Longitude:	101.50:55
Incident Order #:	ID - FCF - 9999
Complex:	No
Other:	None
Comments:	

At the bottom of the information section, there is another "Print Information" link.

NON-FOREST SERVICE UNIT RECEIVING FOREST SERVICE ASSISTANCE

If you are creating a FireCode for a unit not within the Forest Service and you have received assistance from a Forest Service unit, then click on the **FS Assisted** box. The **FS Assisted** box will not be visible if you are logged in as a unit within the Forest Service.

Create FireCode

Time Now: 1/20/2011 08:55 MT

* **Discover Date:** January 20 2011

* **Discover Time:** 08 : 55 MT

Incident Name:

* **Host Unit Id:** ID - FCD

Host Unit Name: National Interagency Fire Center, Bureau of Land Management - *Bureau of Land Management*

* **Latitude:** : :

* **Longitude:** : :

Incident Order #: ID - FCD -

Complex: Yes No

FS Assisted: (check if FS provided assistance)

Special Requirements: MULTI - JURISDICTIONAL
 TRESPASS
 REIMBURSABLE
 SEVERITY

Comments:

GENERATING A FIRECODE FOR A COMPLEX FIRE

If a FireCode is desired for a complex fire (two or more fire incidents located in the same general area that are assigned to the same Incident Commander), click on **Yes** next to **Complex** on the **Create FireCode** screen.

Create FireCode

Time Now: 1/20/2011 08:55 MT

* **Discover Date:** January 20 2011

* **Discover Time:** 08 : 55 MT

Incident Name:

* **Host Unit Id:** ID - FCD

Host Unit Name: National Interagency Fire Center, Bureau of Land Management - *Bureau of Land Management*

* **Latitude:** : :

* **Longitude:** : :

Incident Order #: ID - FCD -

Complex: Yes No

FS Assisted: (check if FS provided assistance)

Special Requirements:

- MULTI - JURISDICTIONAL
- TRESPASS
- REIMBURSABLE
- SEVERITY

Comments:

The **Complex FireCodes** screen will be displayed. You may enter between two and fifty existing FireCodes to be combined into this one FireCode by clicking on the **Number of Rows** and **Add/Delete Rows**. Then enter the existing FireCodes that you are combining and click the **Generate FireCode** button. You may also verify the validity of the codes by clicking the **Verify Codes** button. Incorrect codes will display a red error message next to them.

A new FireCode will be created for this Complex Fire.

When reviewing information for FireCodes representing a complex fire, you will be able to view each of the incident names associated with that complex fire by looking in the table in the bottom right-hand corner of the complex fire's information screen.

C9DK Complex Fires		
FireCode	Incident Name	Host Unit
AXV4	BALL	SD-PRA
AXV5	BALD HILL#6	CA-HIA

Searching for an Existing FireCode

To search for information on a FireCode, enter the FireCode under the **Search for FireCodes** and click the **Search** button.

To search for a FireCode by Incident Name or Incident Order Number, click on the **Advanced Search** link.

The screenshot shows the 'FIRECODE SYSTEM' header. Below it is a 'Create FireCode' section with a 'Create New FireCode' button. The 'Search for FireCodes' section contains a 'FireCode:' label, an input field, and a 'Search' button. A blue link for 'Advanced Search' is located below the input field.

ADVANCED SEARCH

Enter the FireCode, Incident Name, or Incident Order Number in the **Advanced Search** screen. Click the **Search** button.

The 'Advanced Search' screen has a green header with the 'FIRECODE SYSTEM' logo. It contains three search criteria: 'FireCode:', 'Incident Name:', and 'Incident Order Number:'. Each criterion has an input field and a 'Search' button.

The **Search Results** screen display the list of FireCodes that meet the criteria entered on the **Advanced Search** screen. To view a FireCode, click on the FireCode.

Rows with a brown highlight indicate FireCodes that have been inactivated as duplicates to other FireCodes.

Rows with a red highlight indicate FireCodes that have been inactivated as invalid.

FireCode	Incident Name	Host Unit	Discover Date	Location
C89J	07 WINTER SUPPORT	OK - COA	1/4/2007 14:00	35:31:46 / 98:41:22
C89B	C-HILL	NV - NWS	1/4/2007 00:51	39:09:41 / 119:46:45
C88W	SPA 2007 FALSE ALARMS	NM - SPA	1/3/2007 16:26	35:06:36 / 106:39:59
C88S	ADMIN	OR - WSA	1/3/2007 14:37	44:46:31 / 121:15:07
C88R	NWCFMU ABC SUPPORT	CO - CRC	1/3/2007 12:34	40:31:18 / 107:38:56
C88P	CDF# 1	CA - NOD	1/3/2007 10:58	40:25:00 / 120:40:03
C88X	OTAY	CA - CDD	1/3/2007 10:52	32:36:09 / 116:50:31
C88V	SPA 2007 SUPPORT ACTION	NM - SPA	1/3/2007 10:00	35:06:35 / 106:38:59
C88M	2007 CROW CREEK SUPPORT	SD - CCA	1/3/2007 09:30	44:04:25 / 99:26:24
C89A	SHED	SD - RBA	1/2/2007 23:57	43:19:01 / 101:01:01
C88L	NEW YEAR FIRE	MT - BFAC	1/2/2007 19:30	48:35:57 / 113:07:27
C88J	NMROD FA01	NM - ROD	1/2/2007 18:08	33:38:24 / 104:33:31
C88H	LAKE ROAD	NM - CAD	1/2/2007 17:13	32:30:28 / 104:14:54
C89E	KN FA 1	UT - SWS	1/2/2007 17:00	37:06:47 / 112:23:59
C88U	SAND	CA - CDD	1/2/2007 13:30	35:46:03 / 117:54:06
C88E	BULLARD	OR - LAD	1/2/2007 13:00	42:12:17 / 120:18:02
C88Y	COLORADO FEDERAL RESPONSE	CO - PWX	1/2/2007 12:18	37:53:06 / 102:40:03
C88K	F/A-BLACKFEET AGENCY-FY-2007	MT - BFAC	1/1/2007 10:00	48:33:44 / 113:00:42
C88Z	FALSE ALARM - MT POTOSI	NV - LVD	1/1/2007 06:08	36:02:47 / 115:24:10
C88D	UNATTENDED CAMPFIRE	AZ - YUD	12/31/2006 10:59	32:44:38 / 114:28:58

Returning rows 1 - 20 of 100 records
[Next ->](#)

Editing a FireCode

The **Edit FireCode** screen will allow you to edit the data for an existing FireCode. You may only edit records for which your unit has edit rights. The unit with edit rights to the record is identified under the Information section in the lower right-hand corner of the screen.

If you would like to enter comments in addition to comments entered by previous users, you may do so by typing your comments into the comments field. Comments will be listed starting with the most recent first.

Effective March 2, 2009, the Special Requirements selection of *Wildland Fire Use* is no longer listed as a choice in the **Create FireCode** screen. However, it is still listed in the **Edit FireCode** screen. Any FireCode that was generated with *Wildland Fire Use* selected was not altered.

Effective January 15, 2011, the Special Requirements selection of *Billable* is now a selection of *Trespass*. Prior to this change, any FireCode that was generated with *Billable* selected was not altered. If desired, you have the option to edit those FireCodes and change the selection from *Billable* to *Trespass*. Once you uncheck the *Billable* selection, it will no longer be displayed on the form.

After making the desired changes, click the **Update Record** button.

Edit FireCode		Additional Tasks
<p>FireCode: EQ60</p> <p>* Discover Date: January 22 2009</p> <p>* Discover Time: 12 : 15 MT</p> <p>Incident Name: SWEAT</p> <p>* Host Unit Id: OK - CHA</p> <p>Host Unit Name: Chickasaw Agency - Bureau of Indian Affairs</p> <p>* Latitude: 34 : 39 : 26</p> <p>* Longitude: 96 : 33 : 51</p> <p>Incident Order #: OK - CHA - 009014</p> <p>Complex: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>FS Assisted: <input type="checkbox"/> (check if FS provided assistance)</p> <p>Special Requirements: <input checked="" type="checkbox"/> MULTI - JURISDICTIONAL <input checked="" type="checkbox"/> BILLABLE (Now known as Trespass) <input type="checkbox"/> TRESPASS <input checked="" type="checkbox"/> REIMBURSABLE <input checked="" type="checkbox"/> WILDLAND FIRE USE <input type="checkbox"/> SEVERITY</p> <p>Comments: <input type="text"/></p> <p>Previous Comments: MARK MASTERS - 1/26/2009 07:53 Corrected incident order number from OK-CHA-009011 to OK-CHA-009014.</p> <p>JAMES SILVERSTONE - 1/22/2009 13:28 3 BIA T-6, 3 VFD T-7, 2 T-1, 1 WT. STONEWALL 319 IC, 1 SEC STRUCTER DESTROYED, 2 PRIMARY THEATENED. 1.4 AC, THREAT TO TRUST. PONTOTOC CNTY</p>		<p>View Reports</p> <p>User Administration</p> <p>Announcement Administration</p> <p>Dept Administration</p> <p>Agency Administration</p> <p>GACC Administration</p> <p>Geo Area Administration</p> <p>Unit Administration</p>
		My Information
		<p>Name: TERRI SHADIX</p> <p>Agency: Bureau of Land Management</p> <p>Geographic Area: Great Basin</p> <p>Unit: National Interagency Fire Center, Bureau of Land Management</p> <p>Role: SYSTEM ADMINISTRATOR</p> <p>Time Zone: MT</p> <p>Edit My Information Change Password</p>
		EQ60 Information
		<p>Edit Rights: Ouachita National Forest - Forest Service</p> <p>Created By: JAMES SILVERSTONE (AR-OUF) on 1/22/2009 at 13:28</p> <p>Last Modified By: MARK MASTERS (OK-OKA) on 1/26/2009 at 07:53</p> <p>Transfer Edit Rights Flag as Duplicate Flag as Invalid Print Information</p>
<input type="button" value="Cancel"/> <input type="button" value="Update Record"/>		

TRANSFER EDIT RIGHTS

To transfer the edit rights of a FireCode to another unit, click on the **Transfer Edit Rights** link on the **Edit FireCode** screen.

Edit FireCode	
FireCode: EQ60	Additional Tasks
* Discover Date: January 22 2009	View Reports
* Discover Time: 12:15 MT	User Administration
Incident Name: SWEAT	Announcement Administration
* Host Unit Id: OK - CHA	Dept Administration
Host Unit Name: Chickasaw Agency - Bureau of Indian Affairs	Agency Administration
* Latitude: 34 : 39 : 26	GACC Administration
* Longitude: 96 : 33 : 51	Geo Area Administration
Incident Order #: OK - CHA - 009014	Unit Administration
Complex: <input type="radio"/> Yes <input checked="" type="radio"/> No	My Information
FS Assisted: <input type="checkbox"/> (check if FS provided assistance)	Name: TERRI SHADIX
Special Requirements: <input checked="" type="checkbox"/> MULTI - JURISDICTIONAL	Agency: Bureau of Land Management
<input checked="" type="checkbox"/> BILLABLE (Now known as Trespass)	Geographic Area: Great Basin
<input type="checkbox"/> TRESPASS	Unit: National Interagency Fire Center, Bureau of Land Management
<input checked="" type="checkbox"/> REIMBURSABLE	Role: SYSTEM ADMINISTRATOR
<input checked="" type="checkbox"/> WILDLAND FIRE USE	Time Zone: MT
<input type="checkbox"/> SEVERITY	Edit My Information Change Password
Comments:	EQ60 Information
Previous: MARK MASTERS - 1/26/2009 07:53	Edit Rights: Ouachita National Forest - Forest Service
Comments: Corrected incident order number from OK-CHA-009011 to OK-CHA-009014.	Created By: JAMES SILVERSTONE (AR-OUF) on 1/22/2009 at 13:28
JAMES SILVERSTONE - 1/22/2009 13:28	Last Modified By: MARK MASTERS (OK-OKA) on 1/26/2009 at 07:53
3 BIA T-6, 3 VFD T-7, 2 T-1, 1 WT, STONEWALL 319 IC, 1 SEC STRUCTER DESTROYED, 2 PRIMARY THEATENED. 1.4 AC, THREAT TO TRUST. PONTOTOC CNTY	Transfer Edit Rights Flag as Duplicate Flag as Invalid Print Information
<input type="button" value="Cancel"/> <input type="button" value="Update Record"/>	

The **Transfer Edit Rights** screen will be displayed. Enter the new Unit ID and click the **Transfer Edit Rights** button. The FireCode will now be associated with a new Unit ID. After the transfer is complete, only users associated with that unit, their GACC Administrator, or the National Administrator will be able to edit the record.

Transfer Edit Rights of C74F	
Please enter the new Edit Rights Unit Id for C74F	
* Edit Rights Unit Id:	<input type="text" value="UT"/> - <input type="text" value="RFC"/>
Edit Rights: Richfield Interagency Fire Center - InterAgency	
<input type="button" value="Cancel"/>	<input type="button" value="Verify Unit"/> <input type="button" value="Transfer Edit Rights"/>

FLAG AS DUPLICATE

To flag a FireCode as a duplicate, click on the **Flag as Duplicate** link on the **Edit FireCode** screen.

Edit FireCode

FireCode: EQ60

* Discover Date: January 22 2009

* Discover Time: 12 : 15 MT

Incident Name: SWEAT

* Host Unit Id: OK - CHA

Host Unit Name: Chickasaw Agency - Bureau of Indian Affairs

* Latitude: 34 : 39 : 26

* Longitude: 96 : 33 : 51

Incident Order #: OK - CHA - 009014

Complex: Yes No

FS Assisted: (check if FS provided assistance)

Special Requirements: MULTI - JURISDICTIONAL
 BILLABLE (Now known as Trespass)
 TRESPASS
 REIMBURSABLE
 WILDLAND FIRE USE
 SEVERITY

Comments:

Previous Comments: **MARK MASTERS - 1/26/2009 07:53**
Corrected incident order number from OK-CHA-009011 to OK-CHA-009014.

JAMES SILVERSTONE - 1/22/2009 13:28
3 BIA T-6, 3 VFD T-7, 2 T-1, 1 WT. STONEWALL 319 IC, 1 SEC STRUCTER DESTROYED, 2 PRIMARY THEATENED. 1.4 AC, THREAT TO TRUST. PONTOTOC CNTY

Additional Tasks

[View Reports](#)
[User Administration](#)
[Announcement Administration](#)
[Dept Administration](#)
[Agency Administration](#)
[GACC Administration](#)
[Geo Area Administration](#)
[Unit Administration](#)

My Information

Name: TERRI SHADIX
Agency: Bureau of Land Management
Geographic Area: Great Basin
Unit: National Interagency Fire Center, Bureau of Land Management
Role: SYSTEM ADMINISTRATOR
Time Zone: MT
[Edit My Information](#) | [Change Password](#)

EQ60 Information

Edit Rights: Ouachita National Forest - Forest Service

Created By: **JAMES SILVERSTONE** (AR-OUF) on 1/22/2009 at 13:28

Last Modified By: **MARK MASTERS** (OK-OKA) on 1/26/2009 at 07:53

[Transfer Edit Rights](#) | [Flag as Duplicate](#) | [Flag as Invalid](#) | [Print Information](#)

Cancel Update Record

The **Inactivate** screen will be displayed. Only administrators may flag a FireCode as a duplicate.

Enter the correct FireCode and click the **Inactivate** button. The **Display FireCode** screen will appear with a brown banner indicating that the FireCode has been inactivated as a duplicate. If it is discovered that the FireCode was correct, an administrator may reactivate the FireCode by clicking the **Unflag as Duplicate** link.

Inactivate C74F

Please enter the FireCode of the incident that is the correct fire for C74F

This will inactivate C74F. Users will no longer be able to modify its information.

Correct FireCode

Cancel Inactivate C74F

FLAG AS INVALID

If you wish to flag this FireCode as invalid, click on the **Flag as Invalid** link on the **Edit FireCode** screen.

Edit FireCode

FireCode: EQ60

* Discover Date: January 22 2009

* Discover Time: 12 : 15 MT

Incident Name: SWEAT

* Host Unit Id: OK - CHA

Host Unit Name: Chickasaw Agency - Bureau of Indian Affairs

* Latitude: 34 : 39 : 26

* Longitude: 96 : 33 : 51

Incident Order #: OK - CHA - 009014

Complex: Yes No

FS Assisted: (check if FS provided assistance)

Special Requirements:

- MULTI - JURISDICTIONAL
- BILLABLE (Now known as Trespass)
- TRESPASS
- REIMBURSABLE
- WILDLAND FIRE USE
- SEVERITY

Comments:

Previous Comments: MARK MASTERS - 1/26/2009 07:53
Corrected incident order number from OK-CHA-009011 to OK-CHA-009014.

JAMES SILVERSTONE - 1/22/2009 13:28
3 BIA T-6, 3 VFD T-7, 2 T-1, 1 WT. STONEWALL 319 IC, 1 SEC STRUCTER DESTROYED, 2 PRIMARY THEATENED. 1.4 AC, THREAT TO TRUST. PONTOTOC CNTY

Additional Tasks

- [View Reports](#)
- [User Administration](#)
- [Announcement Administration](#)
- [Dept Administration](#)
- [Agency Administration](#)
- [GACC Administration](#)
- [Geo Area Administration](#)
- [Unit Administration](#)

My Information

Name: TERRI SHADIX

Agency: Bureau of Land Management

Geographic Area: Great Basin

Unit: National Interagency Fire Center, Bureau of Land Management

Role: SYSTEM ADMINISTRATOR

Time Zone: MT

[Edit My Information](#) | [Change Password](#)

EQ60 Information

Edit Rights: Ouachita National Forest - Forest Service

Created By: JAMES SILVERSTONE (AR-OUF) on 1/22/2009 at 13:28

Last Modified By: MARK MASTERS (OK-OKA) on 1/26/2009 at 07:53

[Transfer Edit Rights](#) | [Flag as Duplicate](#) | [Flag as Invalid](#) | [Print Information](#)

Cancel Update Record

The **Inactivate** screen will be displayed. Only administrators may flag a FireCode as invalid. The **Display FireCode** screen will appear with a red banner indicating that the FireCode has been inactivated as invalid. If it is discovered that the FireCode was correct, an administrator may reactivate the FireCode by clicking the **Unflag as Invalid** link.

Inactivate C74F

This will inactivate C74F as an invalid FireCode. Users will no longer be able to modify its information.

Cancel Inactivate C74F

Viewing Reports

To view a report on the FireCodes, click on the **View Reports** link.

FIRECODE SYSTEM

Welcome **TERRI SHADIX**
[Release Notes](#) [Logout](#)
[FAQ](#) [User Guide](#)

Create FireCode	Account Management
<input type="button" value="Create New FireCode"/>	Active User Accounts: 1,929 Locked User Accounts: 25 Pending User Accounts: 3
Search for FireCodes	Additional Tasks
FireCode: <input type="text"/> <input type="button" value="Search"/> Advanced Search	View Reports User Administration Announcement Administration Dept Administration Agency Administration GACC Administration Geo Area Administration Unit Administration
Support Note	My Information
<p>For FireCode technical support or to report security breaches, please contact the FireCode Help Desk by phone 877-256-4727 or by email nifchelp@blm.gov. When sending email, please include the word FireCode in the subject line.</p> <p>For FireCode Validation questions/problems, please contact Lorena Leyva (Albuquerque Service Center) at 877-372-7248.</p> <p>For Forest Service FireCode general questions, please contact Bobbe Bilyeu (FS-NIFC, Boise ID) at 208-387-5678.</p> <p>To submit a FireCode Change Request, please contact Bobbe Bilyeu, FireCode Business Lead (FS-NIFC, Boise ID) at 208-387- 5678.</p>	Name: TERRI SHADIX Agency: Bureau of Land Management Geographic Area: Great Basin Unit: National Interagency Fire Center, Bureau of Land Management Role: SYSTEM ADMINISTRATOR Time Zone: MT Edit My Information Change Password

This will bring you to the **Reports** screen. A variety of reports are available for you to choose from.

- [Agency FireCodes Issued by Fire Discover Date](#)
- [FireCodes Issued by Date Generated](#)
- [FireCodes Issued with Incident Order Number](#)
- [FireCodes Issued with Date and Time Discovered](#)
- [FireCodes Issued for Complexes](#)
- [FireCodes Issued by Unit that Generated](#)
- [FS Incidents and non-FS Incidents that Received FS Assistance](#)
- [FireCodes Issued with Special Requirements](#)
- [FireCode Users](#) (only available to users with National Administration access)

Reports	
Issued FireCode Reports	Administration Reports
<ul style="list-style-type: none">• Agency FireCodes Issued by Fire Discover Date• FireCodes Issued by Date Generated• FireCodes Issued with Incident Order Number• FireCodes Issued with Date and Time Discovered• FireCodes Issued for Complexes• FireCodes Issued by Unit that Generated• FS Incidents and non-FS Incidents that Received FS Assistance• FireCodes issued with Special Requirements	<ul style="list-style-type: none">• FireCode Users• Audit Log

AGENCY FIRECODES ISSUED BY FIRE DISCOVER DATE

Clicking on the **Agency FireCodes Issued by Fire Discover Date** link on the **Reports** screen will bring you to the **Agency FireCodes Issued by Fire Discover Date** screen. From here, you will be able to filter the report based on dates, agency, or unit. To apply a filter to the report, enter your filter criteria and click the **Filter** button. The **Agency FireCodes Issued by Fire Discover Date**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the FireCode column.

Filter - Agency FireCodes Issued by Fire Discover Date						Additional Tasks	
Discover Start Date:		January	15	2011	View Reports User Administration Announcement Administration		
Discover End Date:		January	20	2011			
Agency:		All					
Unit:		<input type="text"/>					
<input type="button" value="Filter"/> <input type="button" value="Download to Excel"/>							
Agency FireCodes Issued by Fire Discover Date from 1/15/2011 - 1/20/2011							
Found 28 records							
Agency	Unit ID	FireCode	Incident Name	Special Requirements	Lat	Long	
BIA	AZ-PMA	F0BV	LOWER		033 08' 44"	111 47' 54"	
BIA	AZ-SCA	F0BW	RAIL		033 22' 20"	110 27' 03"	
BIA	AZ-SCA	F0BY	RAIL 2		033 21' 52"	110 26' 58"	
BIA	NM-SPA	F0BX	78	REIMBURSABLE	034 55' 31"	106 42' 09"	
BIA	NM-SPA	F0BZ	TR-10	REIMBURSABLE	034 53' 04"	106 39' 59"	
BIA	OK-MIA	F0AU	LIL FLUFF		036 59' 26"	094 49' 27"	
BIA	SD-RBA	F0A2	18 LIGHTS		043 11' 10"	100 58' 45"	
BLM	AZ-SAD	F0BP	F/A CHRISTMAS		033 02' 37"	110 43' 09"	
BLM	AZ-SAD	F0BQ	F/A EMPIRE		031 46' 50"	110 38' 05"	
BLM	CA-CDD	F0AR	MESA 2	TRESPASS	033 38' 24"	114 44' 11"	
BLM	ID-FCD	F0AM (Invalid)		TRESPASS	040 40' 40"	110 10' 10"	
FWS	AZ-KGR	F0A7	CAR		033 01' 07"	114 11' 22"	
FWS	MN-SBR	F0A0	BOY SCOUT FIRE		045 30' 06"	093 45' 31"	
FWS	MS-GBR	F0AX	HALEY'S CIRCLE		030 25' 28"	088 27' 08"	
FWS	MS-MSR	F0AN	MILE MARKER 55		030 27' 23"	088 46' 20"	
FWS	MS-MSR	F0AP	OAK RIDGE		030 29' 05"	088 41' 25"	
FWS	MS-MSR	F0AW	BRIARCREST		030 29' 01"	088 41' 42"	
FWS	NC-MCR	F0BS	SHOP FIRE	MULTI - JURISDICTIONAL	036 31' 05"	075 55' 26"	
FWS	TX-SRR	F0BN	FOX RANCH		026 46' 48"	098 26' 55"	
FWS	TX-SRR	F0BT	BRUSH PILE		026 24' 46"	098 55' 35"	
FS	SC-FMF	F0BM	BURNED PASTURE	TRESPASS	033 06' 43"	079 28' 53"	
NPS	FL-BCPC	F0AV	SANCTUARY WF		026 14' 10"	080 52' 47"	

FIRECODES ISSUED BY DATE GENERATED

Clicking on the **FireCodes Issued by Date Generated** link on the **Reports** screen will bring you to the **FireCodes Issued by Date Generated and Time Generated** screen. From here, you will be able to filter the report based on dates, agency, or unit. To apply a filter to the report, enter your filter criteria and click the **Filter** button. The **FireCodes Issued by Date and Time Generated**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the **FireCode** column.

Filter - FireCodes Issued by Date and Time Generated							Additional Tasks	
Generated Start Date:		January	15	2011			View Reports	
Generated End Date:		January	20	2011			User Administration	
Agency:		All					Announcement Administration	
Unit:								
<input type="button" value="Filter"/>		<input type="button" value="Download to Excel"/>						
FireCodes Issued by Date and Time Generated from 1/15/2011 - 1/20/2011								
Found 49 records								
Generated Date/Time	FireCode	Agency	Unit	Incident Name	Special Requirements	Lat	Long	
1/20/2011 08:55	FOB0	SF	NM-N3S	GARCIA	MULTI - JURISDICTIONAL, REIMBURSABLE	031 19' 56"	108 55' 59"	
1/19/2011 14:42	FOBZ	BIA	NM-SPA	TR-10	REIMBURSABLE	034 53' 04"	106 39' 59"	
1/19/2011 14:42	FOBY	BIA	AZ-SCA	RAIL 2		033 21' 52"	110 26' 58"	
1/19/2011 14:39	FOBX	BIA	NM-SPA	78	REIMBURSABLE	034 55' 31"	106 42' 09"	
1/19/2011 14:38	FOBW	BIA	AZ-SCA	RAIL		033 22' 20"	110 27' 03"	
1/19/2011 13:52	FOBV	BIA	AZ-PMA	LOWER		033 08' 44"	111 47' 54"	
1/19/2011 13:00	FOBU	NPS	MS-NAP	THE PILE		035 30' 04"	087 27' 26"	
1/19/2011 12:28	FOBT	FWS	TX-SRR	BRUSH PILE		026 24' 46"	098 55' 35"	
1/19/2011 05:57	FOBS	FWS	NC-MCR	SHOP FIRE	MULTI - JURISDICTIONAL	036 31' 05"	075 55' 26"	
1/18/2011 17:20	FOBR	NPS	CA-RNP	PALOMARIN		037 56' 02"	122 44' 50"	
1/18/2011 16:59	FOBQ	BLM	AZ-SAD	F/A EMPIRE		031 46' 50"	110 38' 05"	
1/18/2011 16:56	FOBP	BLM	AZ-SAD	F/A CHRISTMAS		033 02' 37"	110 43' 09"	
1/18/2011 14:44	FOBN	FWS	TX-SRR	FOX RANCH		026 46' 48"	098 26' 55"	
1/18/2011 13:24	FOBM	FS	SC-FMF	BURNED PASTURE	TRESPASS	033 06' 43"	079 28' 53"	
1/18/2011 12:03	FOBL	NPS	WA-LRP	HAAG COVE PILE BURNING		048 33' 37"	118 09' 10"	
1/18/2011 12:01	FOBK	NPS	WA-LRP	DETILLION PILE BURNING		047 56' 05"	118 12' 32"	
1/18/2011 12:00	FOBJ	NPS	WA-LRP	FS MILES TRIANGLE PILE BURNING		047 54' 13"	118 18' 01"	
1/18/2011 11:56	FOBH	NPS	WA-LRP	WHISPERING PINES		048 41' 17"	118 07' 05"	
1/18/2011 11:55	FOBG	NPS	WA-LRP	DOYLE PILE BURNING		048 45' 10"	118 07' 05"	
1/18/2011 11:48	FOBE	BIA	AZ-PPA	TANK	REIMBURSABLE	031 59' 09"	111 41' 43"	

FIRECODES ISSUED WITH INCIDENT ORDER NUMBER

Clicking on the **FireCodes Issued with Incident Order Number** link on the **Reports** screen will bring you to the **FireCodes Issued with Incident Order Number** screen. From here, you will be able to filter the report based on dates, agency, or incident order number. To apply a filter to the report, enter your filter criteria and click the **Filter** button. The **FireCodes Issued with Incident Order Number**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the **FireCode** column.

Filter - FireCodes Issued with Incident Order Number								Additional Tasks	
Start Date:		January	15	2011				View Reports	
End Date:		January	20	2011				User Administration	
Agency:		All						Announcement Administration	
Incident Order #:									
<input type="button" value="Filter"/>	<input type="button" value="Download to Excel"/>								
FireCodes Issued with Incident Order Number from 1/15/2011 - 1/20/2011									
Found 24 records									
Agency	Unit ID	FireCode	Incident Order #	Incident Name	Discover Date/Time	Special Requirements	Lat	Long	
BIA	AZ-PMA	F0BV	AZ-PMA-003	LOWER	1/19/2011 09:38		033 08' 44"	111 47' 54"	
BIA	AZ-SCA	F0BW	AZ-SCA-008	RAIL	1/19/2011 13:14		033 22' 20"	110 27' 03"	
BIA	AZ-SCA	F0BY	AZ-SCA-009	RAIL 2	1/19/2011 13:14		033 21' 52"	110 26' 58"	
BIA	NM-SPA	F0BX	NM-SPA-000014	78	1/19/2011 13:03	REIMBURSABLE	034 55' 31"	106 42' 09"	
BIA	NM-SPA	F0BZ	NM-SPA-000015	TR-10	1/19/2011 13:56	REIMBURSABLE	034 53' 04"	106 39' 59"	
BIA	OK-MIA	F0AU	OK-MIA-011009	LIL FLUFF	1/16/2011 13:43		036 59' 26"	094 49' 27"	
BIA	SD-RBA	F0A2	SD-RBA-011	18 LIGHTS	1/15/2011 09:00		043 11' 10"	100 58' 45"	
BLM	AZ-SAD	F0BP	AZ-SAD-011001	F/A CHRISTMAS	1/18/2011 08:00		033 02' 37"	110 43' 09"	
BLM	AZ-SAD	F0BQ	AZ-SAD-011002	F/A EMPIRE	1/18/2011 15:40		031 46' 50"	110 38' 05"	
BLM	CA-CDD	F0AR	CA-CDD-1064	MESA 2	1/15/2011 14:36	TRESPASS	033 38' 24"	114 44' 11"	
FWS	AZ-KGR	F0A7	AZ-KGR-110026	CAR	1/15/2011 11:12		033 01' 07"	114 11' 22"	
FWS	MS-GBR	F0AX	MS-GBR-001	HALEY'S CIRCLE	1/17/2011 08:58		030 25' 28"	088 27' 08"	
FWS	MS-MSR	F0AN	MS-MSR-001	MILE MARKER 55	1/15/2011 09:15		030 27' 23"	088 46' 20"	
FWS	MS-MSR	F0AP	MS-MSR-002	OAK RIDGE	1/15/2011 11:22		030 29' 05"	088 41' 25"	
FWS	MS-MSR	F0AW	MS-MSR-003	BRIARCREST	1/17/2011 13:13		030 29' 01"	088 41' 42"	
FWS	TX-SRR	F0BN	TX-SRR-F0BN	FOX RANCH	1/18/2011 14:05		026 46' 48"	098 26' 55"	
FWS	TX-SRR	F0BT	TX-SRR-F0BT	BRUSH PILE	1/19/2011 12:12		026 24' 46"	098 55' 35"	
NPS	FL-BCPC	F0AV	FL-BCPC-11-002	SANCTUARY WF	1/16/2011 17:50		026 14' 10"	080 52' 47"	
NPS	FL-EVP	F0A4	FL-EVP-11016	EFFECTS FIRE	1/15/2011 13:30		025 37' 43"	080 34' 30"	
NPS	MS-NAP	F0BU	MS-NAP-110001	THE PILE	1/19/2011 12:15		035 30' 04"	087 27' 26"	
MDC	TX-LAD	F0A1	TX-LAD-000012	MADINA	1/17/2011 15:50		035 12' 18"	104 33' 27"	

FIRECODES ISSUED WITH DATE AND TIME DISCOVERED

Clicking on the **FireCodes Issued with Date and Time Discovered** link on the **Reports** screen will bring you to the **FireCodes Issued with Date and Time Discovered** screen. From here, you will be able to filter the report based on dates, agency, or incident order number. To apply a filter to the report, enter your filter criteria and click the **Filter** button. The **FireCodes Issued with Date and Time Discovered**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the **FireCode** column.

Filter - FireCodes Issued with Date and Time Discovered						Additional Tasks	
Start Date: January 15 2011 End Date: January 20 2011 Agency: All Incident Order #:						View Reports User Administration Announcement Administration	
<input type="button" value="Filter"/> <input type="button" value="Download to Excel"/>							
FireCodes Issued with Date and Time Discovered from 1/15/2011 - 1/20/2011							
Found 28 records							
Agency	FireCode	Incident Order #	Incident Name	Discover Date/Time	Lat	Long	
BIA	F0BV	AZ-PMA-003	LOWER	1/19/2011 09:38	033 08' 44"	111 47' 54"	
BIA	F0BW	AZ-SCA-008	RAIL	1/19/2011 13:14	033 22' 20"	110 27' 03"	
BIA	F0BY	AZ-SCA-009	RAIL 2	1/19/2011 13:14	033 21' 52"	110 26' 58"	
BIA	F0BX	NM-SPA-000014	78	1/19/2011 13:03	034 55' 31"	106 42' 09"	
BIA	F0BZ	NM-SPA-000015	TR-10	1/19/2011 13:56	034 53' 04"	106 39' 59"	
BIA	F0AU	OK-MIA-011009	LIL FLUFF	1/16/2011 13:43	036 59' 26"	094 49' 27"	
BIA	F0A2	SD-RBA-011	18 LIGHTS	1/15/2011 09:00	043 11' 10"	100 58' 45"	
BLM	F0BP	AZ-SAD-011001	F/A CHRISTMAS	1/18/2011 08:00	033 02' 37"	110 43' 09"	
BLM	F0BQ	AZ-SAD-011002	F/A EMPIRE	1/18/2011 15:40	031 46' 50"	110 38' 05"	
BLM	F0AR	CA-CDD-1064	MESA 2	1/15/2011 14:36	033 38' 24"	114 44' 11"	
BLM	F0AM (Invalid)	ID-FC-		1/15/2011 09:31	040 40' 40"	110 10' 10"	
FWS	F0A7	AZ-KGR-110026	CAR	1/15/2011 11:12	033 01' 07"	114 11' 22"	
FWS	F0A0	MN-SBR-	BOY SCOUT FIRE	1/15/2011 16:30	045 30' 06"	093 45' 31"	
FWS	F0AX	MS-GBR-001	HALEY'S CIRCLE	1/17/2011 08:58	030 25' 28"	088 27' 08"	
FWS	F0AN	MS-MSR-001	MILE MARKER 55	1/15/2011 09:15	030 27' 23"	088 46' 20"	
FWS	F0AP	MS-MSR-002	OAK RIDGE	1/15/2011 11:22	030 29' 05"	088 41' 25"	
FWS	F0AW	MS-MSR-003	BRIARCREST	1/17/2011 13:13	030 29' 01"	088 41' 42"	
FWS	F0BS	NC-MCR-	SHOP FIRE	1/15/2011 09:00	036 31' 05"	075 55' 26"	
FWS	F0BN	TX-SRR-F0BN	FOX RANCH	1/18/2011 14:05	026 46' 48"	098 26' 55"	
FWS	F0BT	TX-SRR-F0BT	BRUSH PILE	1/19/2011 12:12	026 24' 46"	098 55' 35"	
ES	F0BM	SC-EMF	BURNED BASTIDE	1/15/2011 11:44	033 06' 43"	079 28' 53"	

FIRECODES ISSUED FOR COMPLEXES

Clicking on the **FireCodes Issued for Complexes** link on the **Reports** screen will bring you to the **FireCodes Issued for Complexes** screen. From here, you will be able to filter the report based on dates, agency, or unit. To apply a filter to the report, enter your filter criteria and click the **Filter** button. The **FireCodes Issued for Complexes**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the **FireCode** column.

Filter - FireCodes Issued for Complexes							Additional Tasks	
Start Date: January 1 2009		End Date: December 31 2009		Agency: All		Unit: <input type="text"/>		View Reports User Administration Announcement Administration
Filter		Download to Excel						
FireCodes Issued for Complexes from 1/1/2009 - 12/31/2009								
Found 30 records								
Unit ID	FireCode	Incident Name	Complex Codes	Special Requirements	Lat	Long		
AK-FAS	E1N6	RAILBELT COMPLEX	E03X E0QK E1MH E31D	REIMBURSABLE	064 45' 00"	149 30' 00"		
AK-UYD	E3VP	CRAZY MOUNTAIN COMPLEX	E27P E27V E2ZS E2Q8		065 47' 14"	144 29' 59"		
AZ-COF	E1BL	JULY 4TH COMPLEX	E02P E02Q		034 29' 08"	111 14' 03"		
AZ-FTA	E8DU	NORTHERN COMPLEX	E8C1 E8C6 E8DA		034 01' 00"	110 04' 06"		
AZ-KNF	EY3S	RUBY COMPLEX	EX0R EYF4	MULTI - JURISDICTIONAL	035 54' 51"	111 59' 58"		
AZ-KNF	E3WZ	WILDHORSE COMPLEX	E2YT E3D3		035 28' 02"	111 54' 59"		
CA-LNF	E4AD	HAT CREEK COMPLEX	E32P E36W E38M E4D0		040 49' 59"	121 32' 54"		
CA-MDF	E3W5	UPPER COMPLEX	E3W3 EK10	BILLABLE	041 26' 28"	121 06' 27"		
CA-SHF	E3JV	CANYON COMPLEX	EK15		040 52' 06"	123 02' 05"		
CO-PSF	E6KU	SAN ISABEL COMPLEX	EKU6		038 27' 14"	105 11' 31"		
ID-CME	E7DK	ELK SUMMIT COMPLEX	E7CC		046 40' 45"	114 44' 24"		

FIRECODES ISSUED BY UNIT THAT GENERATED

Clicking on the **FireCodes Issued by Unit that Generated** link on the **Reports** screen will bring you to the **FireCodes Issued by Unit that Generated** screen. From here, you will be able to filter the report based on dates, agency created by, unit created by, agency created for, or unit created for. To apply a filter to the report, enter your filter criteria and click the **Filter** button. The **FireCodes Issued by Unit that Generated**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the **FireCode** column.

Filter - FireCodes Issued by Unit that Generated								Additional Tasks	
Discover Start Date: January 15 2011 Discover End Date: January 20 2011 Created By Agency: All Created By Unit: <input type="text"/> Created For Agency: All Created For Unit: <input type="text"/>								View Reports User Administration Announcement Administration	
<input type="button" value="Filter"/> <input type="button" value="Download to Excel"/>									
FireCodes Issued by Unit that Generated from 1/15/2011 - 1/20/2011									
Found 28 records									
Created By		Created For		FireCode	Incident Name	Incident Order Number	Special Requirements	Lat	Long
Agency	Unit ID	Agency	Unit ID						
USDI BLM	ID-FCD	USDI BLM	ID-FCD	F0AM (Invalid)		ID-FCD-	TRESPASS	040 40' 40"	110 10' 10"
USDI FWS	MS-MSR	USDI FWS	MS-MSR	F0AN	MILE MARKER 55	MS-MSR-001		030 27' 23"	088 46' 20"
USDI FWS	MS-MSR	USDI FWS	MS-MSR	F0AP	OAK RIDGE	MS-MSR-002		030 29' 05"	088 41' 25"
USDI BLM	CA-CDD	USDI BLM	CA-CDD	F0AR	MESA 2	CA-CDD-1064	TRESPASS	033 38' 24"	114 44' 11"
USDI BIA	OK-EOA	USDI BIA	OK-MIA	F0AU	LIL FLUFF	OK-MIA-011009		036 59' 26"	094 49' 27"
USDI NPS	FL-BCPC	USDI NPS	FL-BCPC	F0AV	SANCTUARY WF	FL-BCPC-11-002		026 14' 10"	080 52' 47"
USDI FWS	MS-MSR	USDI FWS	MS-MSR	F0AW	BRIARCREST	MS-MSR-003		030 29' 01"	088 41' 42"
USDI FWS	MS-MSR	USDI FWS	MS-GBR	F0AX	HALEY'S CIRCLE	MS-GBR-001		030 25' 28"	088 27' 08"
INT INT	NM-ADC	NM SF	NM-N5S	F0AY	HIDALGO	NM-N5S-092	REIMBURSABLE	033 37' 47"	104 32' 16"
INT INT	NM-ADC	NM SF	NM-N5S	F0AZ	WINTER	NM-N5S-093	REIMBURSABLE	033 52' 00"	104 35' 15"
USDI FWS	MN-SBR	USDI FWS	MN-SBR	F0A0	BOY SCOUT FIRE	MN-SBR-		045 30' 06"	093 45' 31"
USDA FS	NM-CIF	USDI NPS	TX-LAP	F0A1	MARINA	TX-LAP-000012		035 42' 18"	101 33' 27"
USDI BIA	SD-RBA	USDI BIA	SD-RBA	F0A2	18 LIGHTS	SD-RBA-011		043 11' 10"	100 58' 45"
USDI NPS	FL-EVP	USDI NPS	FL-EVP	F0A4	EFFECTS FIRE	FL-EVP-11016		025 37' 43"	080 34' 30"
INT INT	AZ-ADC	USDI FWS	AZ-KGR	F0A7	CAR	AZ-KGR-110026		033 01' 07"	114 11' 22"
INT INT	SC-SCC	USDA FS	SC-FMF	F0BM	BURNED PASTURE	SC-FMF-	TRESPASS	033 06' 43"	079 28' 53"
USDI FWS	TX-SRR	USDI FWS	TX-SRR	F0BN	FOX RANCH	TX-SRR-F0BN		026 46' 48"	098 26' 55"
INT INT	AZ-TDC	USDI BLM	AZ-SAD	F0BP	FJA CHRISTMAS	AZ-SAD-011001		033 02' 37"	110 43' 09"

FS INCIDENTS AND NON-FS INCIDENTS THAT RECEIVED FS ASSISTANCE

Clicking on the **FS Incidents and non-FS Incidents that Received FS Assistance** link on the **Reports** screen will bring you to the **FS Incidents and non-FS Incidents that Received FS Assistance** screen. From here, you will be able to filter the report based on dates, agency, or unit. To apply a filter to the report, enter your filter criteria and click the **Filter** button. The **FS Incidents and non-FS Incidents that Received FS Assistance**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the **FireCode** column.

Filter - FS Incidents and non-FS Incidents that Received FS Assistance							Additional Tasks		
Start Date:	January	15	2011				View Reports		
End Date:	January	20	2011				User Administration		
Agency:	All							Announcement Administration	
Unit:	<input type="text"/>								
<input type="button" value="Filter"/> <input type="button" value="Download to Excel"/>									
FS Incidents and non-FS Incidents that Received FS Assistance from 1/15/2011 - 1/20/2011									
Found 17 records									
Generated Date/Time	FireCode	Agency	Unit	Incident Name	Special Requirements	Lat	Long		
1/20/2011 08:55	F0B0	SF	NM-N3S	GARCIA	MULTI - JURISDICTIONAL, REIMBURSABLE	031 19' 56"	108 55' 59"		
1/19/2011 14:42	F0BZ	BIA	NM-SPA	TR-10	REIMBURSABLE	034 53' 04"	106 39' 59"		
1/19/2011 14:39	F0BX	BIA	NM-SPA	78	REIMBURSABLE	034 55' 31"	106 42' 09"		
1/18/2011 16:59	F0BQ	BLM	AZ-SAD	F/A EMPIRE		031 46' 50"	110 38' 05"		
1/18/2011 16:56	F0BP	BLM	AZ-SAD	F/A CHRISTMAS		033 02' 37"	110 43' 09"		
1/18/2011 14:44	F0BN	FWS	TX-SRR	FOX RANCH		026 46' 48"	098 26' 55"		
1/18/2011 13:24	F0BM	FS	SC-FMF	BURNED PASTURE	TRESPASS	033 06' 43"	079 28' 53"		
1/18/2011 11:14	F0A7	FWS	AZ-KGR	CAR		033 01' 07"	114 11' 22"		
1/18/2011 09:33	F0A3	BIA	KS-HOA	K72		039 44' 20"	095 41' 11"		
1/17/2011 16:10	F0AZ	SF	NM-N5S	WINTER	REIMBURSABLE	033 52' 00"	104 35' 15"		
1/17/2011 16:08	F0AY	SF	NM-N5S	HIDALGO	REIMBURSABLE	033 37' 47"	104 32' 16"		
1/17/2011 10:42	F0AU	BIA	OK-MIA	LIL FLUFF		036 59' 26"	094 49' 27"		
1/16/2011 20:47	F0AT	BIA	OK-WEA	WILSON HARJO		035 10' 20"	096 38' 46"		
1/16/2011 20:45	F0AS	BIA	OK-MIA	BENDER		036 57' 22"	094 47' 41"		
1/15/2011 13:07	F0AQ	BLM	CA-CDD	MESA	TRESPASS	033 38' 28"	114 44' 13"		
1/15/2011 05:18	F0AL	BIA	OK-SHA	TIRE CREEK	MULTI - JURISDICTIONAL, REIMBURSABLE	035 20' 18"	096 57' 23"		
12/2/2010 12:10	FY9P	BIA	OK-ANA	GREAT DANE	REIMBURSABLE	034 55' 39"	098 09' 46"		

FIRECODES ISSUED WITH SPECIAL REQUIREMENTS

Clicking on the **FireCodes Issued with Special Requirements** link on the **Reports** screen will bring you to the **FireCodes Issued with Special Requirements** screen. From here, you will be able to filter the report based on dates, agency, unit, or special requirements (Multi-Jurisdictional, Billable, Trespass, Reimbursable, Wildland Fire Use, or Severity). To apply a filter to the report, enter your filter criteria and click the **Filter** button. The **FireCodes Issued with Special Requirements**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

You may download the report to Microsoft Office Excel on your computer, by clicking on the **Download to Excel** button.

Effective January 15, 2011, the *Comments* field is included on this report.

You may view details about a FireCode by clicking on the link in the **FireCode** column.

Filter - FireCodes Issued with Special Requirements								Additional Tasks	
Start Date: January 15 2011 End Date: January 20 2011 Agency: All GACC: All Unit: Special Requirements: <input type="checkbox"/> Multi-Jurisdictional <input type="checkbox"/> Billable <input type="checkbox"/> Trespass <input type="checkbox"/> Reimbursable <input type="checkbox"/> Wildland Fire Use <input type="checkbox"/> Severity								View Reports User Administration Announcement Administration	
<input type="button" value="Filter"/>		<input type="button" value="Download to Excel"/>							
FireCodes Issued with Special Requirements from 1/15/2011 - 1/20/2011									
Found 28 records									
Agency	FireCode	Unit	Incident Name	Discover Date/Time	Lat	Long	Special Requirements	Created By	
BIA	F0BV	AZ-PMA	LOWER	1/19/2011 09:38	033 08' 44"	111 47' 54"		JACKSON-JOHNSON, CYNTHIA A.	
Comments: CYNTHIA A. JACKSON-JOHNSON 01/19/2011 13:52 REPORT OF BRUSHFIRE- S. OF LOWER SANTAN RD & STOTONIC RD; E423 e/r to fire.									
BIA	F0BW	AZ-SCA	RAIL	1/19/2011 13:14	033 22' 20"	110 27' 03"		JACKSON-JOHNSON, CYNTHIA A.	
Comments: CYNTHIA A. JACKSON-JOHNSON 01/19/2011 14:38 REPORT OF SMOKE @ AIRPORT 79/ 7 MILE AREA. SCA 03 ON SCENE OF BRUSHFIRE.									
BIA	F0BY	AZ-SCA	RAIL 2	1/19/2011 13:14	033 21' 52"	110 26' 58"		JACKSON-JOHNSON, CYNTHIA A.	
Comments: CYNTHIA A. JACKSON-JOHNSON 01/19/2011 14:42 REPORT OF SMOKE @ AIRPORT 79/ 7 MILE AREA. SCA 03 ON SCENE OF BRUSHFIRE & CONFIRMED SEPARATE FROM RAIL FIRE.									
BIA	F0BX	NM-SPA	78	1/19/2011 13:03	034 55' 31"	106 42' 09"	REIMBURSABLE	MORALES, MATTHEW	
BIA	F0BZ	NM-SPA	TD 10	1/19/2011 13:56	034 53' 04"	106 38' 50"	REIMBURSABLE	MORALES, MATTHEW	
								Internet 100%	

FIRECODE USERS

If you have National Administrator access, you will be able to view a report of FireCode users.

Clicking on the **FireCode Users** link on the **Reports** screen will bring you to the **FireCode Users** screen. From here, you will be able to filter the report based on Agency, GACC, Unit, Role, and Status. To apply a filter to the report, enter your filter criteria and click the **Filter** button. The **FireCode Users** report, with the filter you applied, will then be displayed.

Once the report has been created, you can sort it by clicking on the label of a column. For example, if you want to sort by last name, click on the **Last Name** label.

You can edit a user's information by clicking on **Edit** in the row corresponding to the user that needs to be edited.

Filter - FireCode Users

Agency: Department of Interior - Bureau of Land Management

GACC: Eastern Great Basin Coordination Center

Unit:

Role: All

Status: All

FireCode Users								
Found 94 records								
Agency	GACC	Unit	Last Name	First Name	Role	Status	Phone	
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	PETTY	MICHELLE	UNIT ADMINISTRATOR	Active	435-688-3209	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	EMPEY	JERRY	DATA ENTRY	Active	435-688-3360	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	SULLIVAN	KRIS	DATA ENTRY	Active	435-688-3360	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	BUTZIN	MEGAN	READ ONLY	Active	435-688-3360	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	FLEMING	PATRICK	READ ONLY	Active	435-688-3213	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	HANSEN	ROCINDA	READ ONLY	Active	435-688-3360	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	JOHNSON	RYAN	READ ONLY	Active	435-688-3320	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Arizona Strip Field Office (AZ-ASD)	SWINSCOE	TERRY	READ ONLY	Active	435-688-3369	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Boise District (ID-BOD)	TELLERIA	KATRINA	DATA ENTRY	Active	(208) 384-3466	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Boise District (ID-BOD)	BUTLER	CRYSTAL	READ ONLY	Active	2084335036	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Boise District (ID-BOD)	RADDATZ	RAYMOND	READ ONLY	Active	208-334-1030	Edit
Bureau of Land Management	Eastern Great Basin Coordination Center	Boise District (ID-BOD)	WATKINS	JOAN	READ ONLY	Active	(208)384-3000	Edit

Available Roles in the FireCode System

READ ONLY

Read only users may search for any FireCode that exists in the system and retrieve a read-only display of selected incidents. They may also run any relevant reports.

DATA ENTRY

Data entry users may create a FireCode for any unit within their GACC, modify FireCodes to which their unit has edit rights, search for any FireCode that exist in the system and retrieve a read-only display of selected incidents for those outside their unit. They may also run any relevant reports.

UNIT ADMINISTRATOR

Unit Administrator users may create a FireCode for any unit within their GACC, modify FireCodes to which their unit has edit rights, search for any FireCode that exist in the system and retrieve a read-only display of selected incidents for those outside their unit. They may also flag FireCodes as duplicates to which their unit has edit rights.

Unit Administrators may create Data Entry, Read Only, and Unit Administrator accounts for their unit. Unit Administrators may edit, lock, or unlock an account for any user in their unit. Unit Administrators may reset the password for user accounts within their unit.

Unit Administrators may also run any relevant reports.

GACC ADMINISTRATOR

GACC Administrator users may create a FireCode for any unit within their GACC, modify FireCodes for any unit within their GACC, search for any FireCode that exist in the system and retrieve a read-only display of selected incidents for those outside their GACC. They may also flag FireCodes as duplicates to which any unit in their GACC has edit rights.

GACC Administrators may create Data Entry, Read Only, Unit Administrator, and GACC Administrator accounts for any unit in their GACC. GACC Administrators may edit, lock, or unlock an account for any user in their GACC. GACC Administrators may reset the password for user accounts within their GACC.

GACC Administrators may also run any relevant reports.

NATIONAL ADMINISTRATOR

National Administrator users may create a FireCode for any unit and modify FireCodes for any unit. They may also flag FireCodes as duplicates for any unit.

National Administrators may create Data Entry, Read Only, Unit Administrator, GACC Administrator, and National Administrator accounts for any unit. National Administrators may edit, lock, or unlock an account for any FireCode user. National Administrators may reset the password for any FireCode user. National Administrators may also run any relevant reports.

HELP DESK

Help Desk users may modify all accounts within the FireCode System. They may also search for any FireCode that exists in the system, retrieve a read-only display of selected incidents, and run any relevant reports.

Administrative Functions

If you have administrative access, you will be able to:

- [View the number of active users](#)
- [View the number of locked users](#)
- [View the number of pending users](#)
- [Reset user password](#)
- [Edit user information](#)
- [Add user](#)
- [Delete user](#)
- [Approve pending accounts](#)
- [Administer other federal units in your GACC](#)

VIEW THE NUMBER OF ACTIVE USERS

If you have administrative access, you will be able to view the number of active user accounts in your jurisdiction by looking in the **Account Management** box on the **Home** page of the FireCode System.

Account Management	
Active User Accounts:	2,146
Locked User Accounts:	<u>20</u>
Pending User Accounts:	<u>2</u>

VIEW THE NUMBER OF LOCKED ACCOUNTS

If you have administrative access, you will be able to view and unlock the accounts of users in your jurisdiction.

To view the number of locked user accounts in your jurisdiction, look in the **Account Management** box on the **Home** page of the FireCode System.

To unlock a locked account, click on the number corresponding to **Locked User Accounts**.

Account Management	
Active User Accounts:	2,146
Locked User Accounts:	<u>20</u>
Pending User Accounts:	<u>2</u>

The **User List** will be displayed. Click on the letter that is bolded to view the locked accounts under that letter.

User List
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

The users with locked accounts will be in red. Click on the login name.

User List					
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z					
Login Name	Last Name	First Name	Unit	Last Activity	Internet Email
ABABCOCK	BABCOCK	ADAM	MT - LED	7/2/2009 17:36	Adam_Babcock@blm.gov
RBABROS	BABROS	RENEE	CA - MNF	7/6/2009 10:27	rbabros@fs.fed.us
AMBACA	BACA	ANN	NM - GNF	5/18/2009 09:18	ambaca@fs.fed.us
BRITTNEY	BACA	KIMBERLY	NM - CIF	7/2/2009 15:57	kimberlybaca@fs.fed.us
REBACON	BACON	ROSE	OR - WWF	8/8/2008 14:26	rebacon@fs.fed.us
LORIBAER	BAER	LORI	CO - RMTC	4/28/2009 14:27	labaer@usgs.gov
DBAGNOLI	BAGNOLI	DANA	AZ - ASF	6/9/2009 12:40	dbagnoli@fs.fed.us
BRAD BAILEY	BAILEY	BRAD	MS - MSR	7/1/2009 09:45	brad_bailey@fws.gov
CBAIRD	BAIRD	CATHY	ID - BDC	6/16/2009 14:29	cbaird@fs.fed.us
ANDYBA	BAKER	ANDREW	NE - WIA	5/13/2009 10:57	andrew.baker@bia.gov
KBAKER	BAKER	KEVIN	OR - LFC	7/2/2009 16:23	kbaker@blm.gov
KEVINBAKER	BAKER	KEVIN	OR - COC	6/11/2009 22:29	kevinbaker@fs.fed.us
TATFIRE	BAKER	MARLE	ND - FBA	7/4/2009 14:41	tatfire@rtc.coop
RICHARD BAKER	BAKER	RICHARD	OK - WMR	7/4/2009 18:50	richard_baker@fws.gov
VBAKER	BAKER	VICKI	OR - LAD	4/22/2009 16:49	vicki_baker@blm.gov

The **Edit Information** screen will be displayed. To unlock a user's account, click on the down arrow next to **Status**. Change the user's account status from **Locked** to **Active** and then click the **Update** button to save the change of status.

Edit Information for RICHARD BAKER

RICHARD BAKER

* Indicates required field

* Agency: Department of Interior - Fish & Wildlife Service

* Geographic Area: Southern Area

* Unit: Wichita Mountains National Wildlife Refuge (OK-WMR)

* First Name: RICHARD

* Last Name: BAKER

* Internet Email Address: richard_baker@fws.gov

* Phone Number: 5804293222

* Time Zone: CT

* Login Name: RICHARD BAKER

* Role: UNIT ADMINISTRATOR

* Status: LOCKED

Comments: Account automatically locked due to inactivity on 7/4/2009. Previous login was 11/12/2008.

VIEW THE NUMBER OF PENDING USERS

If you have administrative access, you will be able to view and approve the pending accounts of users in your jurisdiction.

To view the number of pending user accounts in your jurisdiction, look in the **Account Management** box on the **Home** page of the FireCode System.

To approve pending accounts, click on the number corresponding to **Pending User Accounts**.

Account Management	
Active User Accounts:	2,146
Locked User Accounts:	20
Pending User Accounts:	2

The **Pending User List** will be displayed. Click on the letter that is bolded to view the pending accounts under that letter.

Pending User List	
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	

The users with pending accounts will be in displayed. Click on the login name.

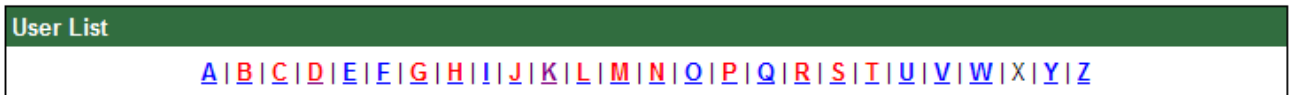
Pending User List						
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z						
Login Name	Last Name	First Name	Status	Unit	Internet Email	Request
DCROWELL	CROWELL	DANIEL	Pending	ID - PAF	dcrowell@fs.fed.us	7/6/2009

The **Edit Pending User Information** screen will be displayed and allow you to consider the user's account request.

Please refer to the Approving Pending Accounts section for steps to approve a pending user account.

RESET USER PASSWORD

To edit a user's account or reset their password, click on the **User Administration** link. The **User List** screen will be displayed. Click on the letter that corresponds to the first letter of the user's last name.



The users whose last name begins with the letter that you have chosen will be displayed. Click on the login name of the user that you want to edit or reset a password.

User List						
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z						
Login Name	Last Name	First Name	Unit	Last Activity	Internet Email	
BSABIN	SABIN	BRIAN	WI - WIC	5/19/2008 11:56	bsabin@fs.fed.us	
DSAENZ	SAENZ	DELLA	TX - SRR	4/14/2008 14:17	Della_Saenz@fws.gov	
ASAINDON	SAINDON	ANDY	NV - SFC	6/24/2009 16:48	asaindon@fs.fed.us	
MSALAS	SALAS	MANUEL	CA - CDD	7/12/2009 09:45	imthelords@adelphia.net	
SSALLMANN	SALLMANN	SEAN	WI - HRR	6/17/2009 08:48	sean_sallmann@fws.gov	
KSALMONSON	SALMONSON	KRISTINE	MT - MDC	8/4/2009 20:14	ksalmonson@fs.fed.us	
CAROLSALO	SALO	CAROL	ID - ISO	8/3/2009 10:57	Carol_Salo@blm.gov	
CASUALPAY2	SALVADOR	GINA	NM - ASC	6/3/2009 12:49	gsalvador@fs.fed.us	
GSALVADOR	SALVADOR	GINA	NM - ASC	7/30/2009 15:25	gsalvador@fs.fed.us	
TSALVATO	SALVATO	TODD	NV - LAP	8/2/2009 19:14	todd_salvato@nps.gov	
LSALYERS	SALYERS	LISA	TX - TCR	8/20/2008 11:00	lisa_salyers@fws.gov	

The **Edit Information** screen will be displayed. Check the **Status** of the user prior to resetting their password.

If the status is **Locked**, then change the status to **Active** and then click the **Update** button to save the change of status.

To reset the user's password, click the **Reset Password** button. The FireCode System will then generate and email a new password to the user.

Edit Information for TERRI SHADIX

TERRI SHADIX

* Indicates required field

* Agency: Department of Interior - Bureau of Land Management

* Geographic Area: Great Basin

* Unit: National Interagency Fire Center, Bureau of Land Management (ID-FCD)

* First Name: TERRI

* Last Name: SHADIX

* Internet Email Address: tshadix@blm.gov

* Phone Number: 208-387-5077

* Time Zone: MT

* Login Name: TSHADIX

* Role: SYSTEM ADMINISTRATOR

* Status: ACTIVE

Comments:

Cancel Reset Password Update

EDIT USER INFORMATION

To edit a user's account, click on the **User Administration** link.

The **User List** screen will be displayed. Click on the letter that corresponds to the first letter of the user's last name.

User List

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

The **User List** screen will then display all of the users who have a last name that begins with the letter that you have chosen. Choose the **Login Name** of the user where you wish to make the edit.

Login Name	Last Name	First Name	Unit	Last Activity	Internet Email
BSABIN	SABIN	BRIAN	WI - WIC	5/19/2008 11:56	bsabin@fs.fed.us
DSAENZ	SAENZ	DELLA	TX - SRR	4/14/2008 14:17	Della_Saenz@fws.gov
ASAINDON	SAINDON	ANDY	NV - SFC	6/24/2009 16:48	asaindon@fs.fed.us
MSALAS	SALAS	MANUEL	CA - CDD	7/12/2009 09:45	imthelords@adelphia.net
SSALLMANN	SALLMANN	SEAN	WI - HRR	6/17/2009 08:48	sean_sallmann@fws.gov
KSALMONSON	SALMONSON	KRISTINE	MT - MDC	8/4/2009 20:14	ksalmonson@fs.fed.us
CAROL SALO	SALO	CAROL	ID - ISO	8/3/2009 10:57	Carol_Salo@blm.gov
CASUALPAYZ	SALVADOR	GINA	NM - ASC	6/3/2009 12:49	gsalvador@fs.fed.us
GSALVADOR	SALVADOR	GINA	NM - ASC	8/6/2009 11:04	gsalvador@fs.fed.us
TSALVATO	SALVATO	TODD	NV - LAP	8/2/2009 19:14	todd_salvato@nps.gov
LSALYERS	SALYERS	LISA	TX - TCR	8/20/2008 11:00	lisa_salyers@fws.gov
SCSAMS	SAMS	SIRENA	OR - SUF	1/13/2009 18:28	scsams@fs.fed.us
MSAMUELSON	SAMUELSON	MARY	CO - PBC	7/24/2009 17:26	msamuelson@fs.fed.us
PSANBORN	SANBORN	PAMELA	CA - SRF	9/29/2008 14:01	psanborn@fs.fed.us
MSANCHEZ	SANCHEZ	MIKE	NM - CIF	7/29/2009 15:57	rmmorales@fs.fed.us
RSANCHEZ	SANCHEZ	ROGELIO	CA - R05	9/8/2008 07:32	rsanchez@fs.fed.us
DSANDERS	SANDERS	DONNA	AZ - PNF	7/8/2009 17:45	djsanders@fs.fed.us
LYNNE SANTOS	SANTOS	LYNNE	AK - R7R	9/10/2008 16:20	lynne_santos@fws.gov
CSARTWELL	SARTWELL	CARLA	AZ - PNF	8/5/2009 15:29	csartwell@fs.fed.us
CSARUBBI	SARUBBI	CARL	CA - SQF	10/8/2008 17:51	csarubbi@fs.fed.us
ASARZOTTI	SARZOTTI	ARIANE	CA - KNP	7/18/2009 13:23	ariane_sarzotti@nps.gov
MSARZOTTI	SARZOTTI	MYNA	CA - BBD	7/16/2008 17:25	msarzotti@ca.blm.gov
GSAUNDERS	SAUNDERS	GERI	NM - ASC	9/30/2008 16:15	gesaunders@fs.fed.us
JAMES_SAVAGE	SAVAGE	JAMES	AK - YCP	11/14/2008 12:13	James_Savage@nps.gov
CSAVOIE	SAVOIE	CINDY	NV - WBC	8/6/2009 15:21	csavoie@nv.blm.gov
TSCARBROUGH	SCARBROUGH	TIM	CA - MNF	7/22/2009 11:27	tscarbrough@fs.fed.us
MSCHAPP	SCHAPP	MARTIN	AZ - PHD	4/4/2008 12:29	martin_schapp@blm.gov

The **Edit Information** screen will be displayed. To edit information on the user's account, make the desired changes, and click the **Update** button to save the changes.

You can view the date that the user requested this account, the person that approved this account, and the date that the user was granted access by viewing the **Account Information** on the right side of the **Edit User Information** screen.

Edit Information for TERRI SHADIX

TERRI SHADIX

* Indicates required field

* Agency: Department of Interior - Bureau of Land Management

* Geographic Area: Great Basin

* Unit: National Interagency Fire Center, Bureau of Land Management (ID-FCD)

* First Name: TERRI

* Last Name: SHADIX

* Internet Email Address: tshadix@blm.gov

* Phone Number: 208-387-5077

* Time Zone: MT

* Login Name: TSHADIX

* Role: SYSTEM ADMINISTRATOR

* Status: ACTIVE

Comments:

Cancel
Reset Password
Update

Account Information

[View Audit Log](#)

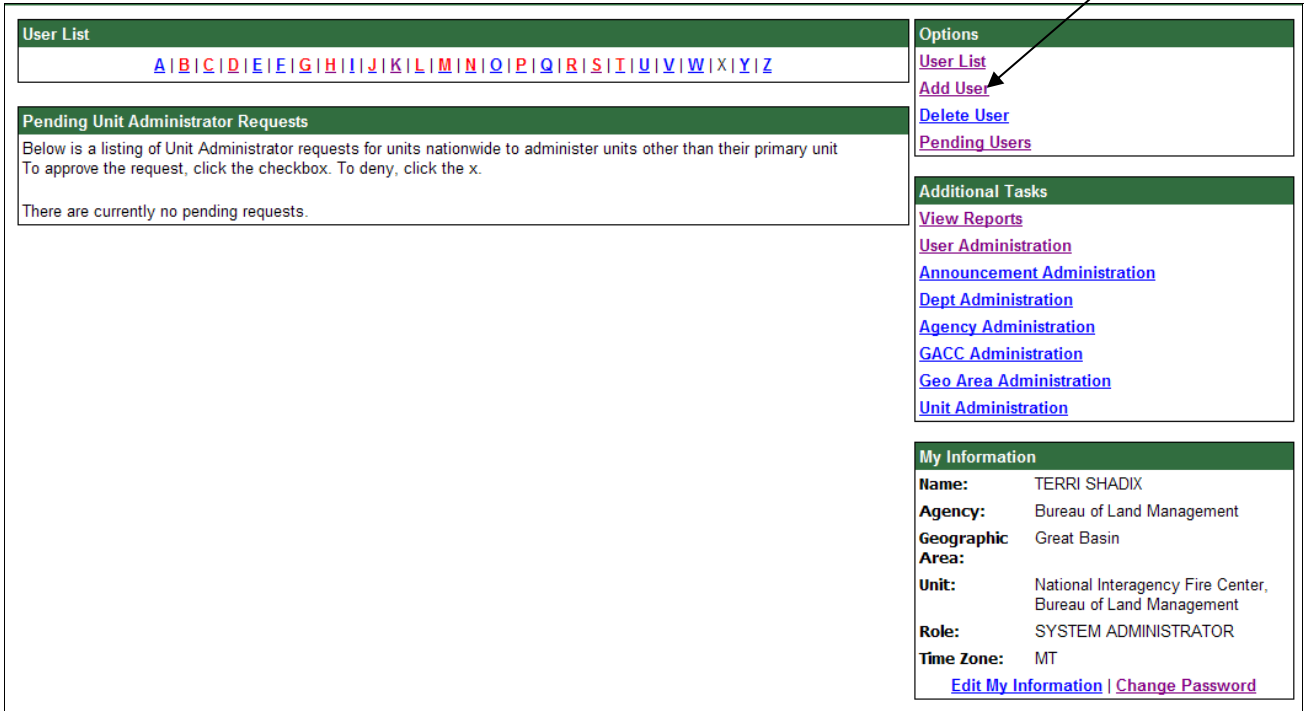
Access Requested On: 5/12/2008 10:04

Access Granted By: [LINDA ROOSE](#)

Access Granted On: 5/12/2008 10:06

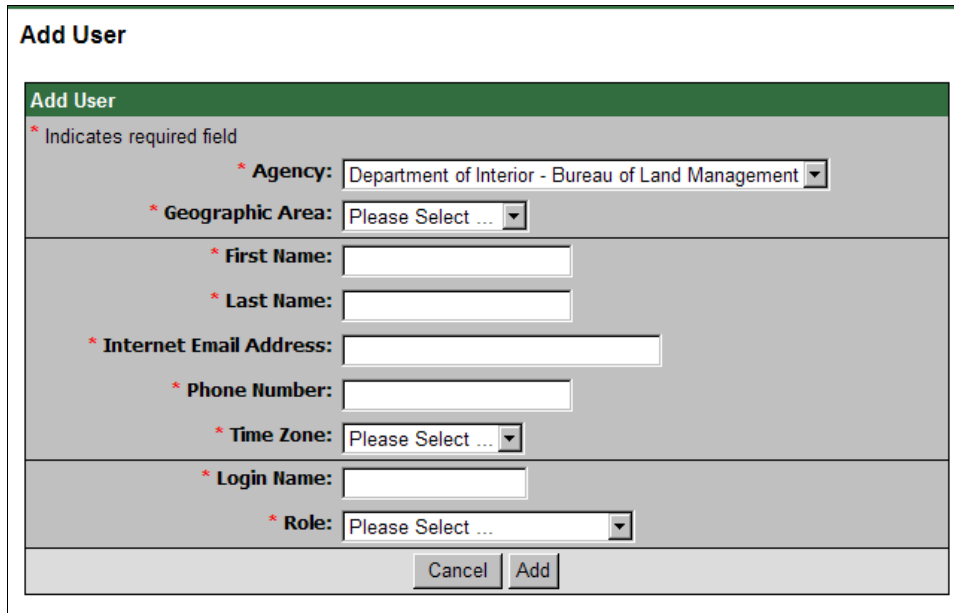
ADD USER

To add a user, click on the **Add User** link.



The screenshot shows a web interface with a green header bar. On the left, there is a 'User List' section with a search bar containing the letters A through Z. Below it is a 'Pending Unit Administrator Requests' section with a message: 'Below is a listing of Unit Administrator requests for units nationwide to administer units other than their primary unit. To approve the request, click the checkbox. To deny, click the x. There are currently no pending requests.' On the right, there is an 'Options' section with links for 'User List', 'Add User', 'Delete User', and 'Pending Users'. Below that is an 'Additional Tasks' section with links for 'View Reports', 'User Administration', 'Announcement Administration', 'Dept Administration', 'Agency Administration', 'GACC Administration', 'Geo Area Administration', and 'Unit Administration'. At the bottom right is a 'My Information' section with fields for Name (TERRI SHADIX), Agency (Bureau of Land Management), Geographic Area (Great Basin), Unit (National Interagency Fire Center, Bureau of Land Management), Role (SYSTEM ADMINISTRATOR), and Time Zone (MT). There are also links for 'Edit My Information' and 'Change Password'. An arrow points from the top right to the 'Add User' link in the Options section.

The **Add User** screen will be displayed. Complete the information and click the **Add** button. Be sure to include the Agency Internet email address.



The 'Add User' form is displayed with a green header bar. It contains the following fields and options:

- Agency:** Department of Interior - Bureau of Land Management (dropdown menu)
- Geographic Area:** Please Select ... (dropdown menu)
- First Name:** (text input field)
- Last Name:** (text input field)
- Internet Email Address:** (text input field)
- Phone Number:** (text input field)
- Time Zone:** Please Select ... (dropdown menu)
- Login Name:** (text input field)
- Role:** Please Select ... (dropdown menu)

At the bottom of the form are two buttons: 'Cancel' and 'Add'.

DELETE USER

To delete a user, click on the **Delete User** link.

The screenshot shows a web interface with several sections:

- User List:** A header with a navigation bar containing letters A through Z.
- Pending Unit Administrator Requests:** A section with a green header and text explaining that it lists requests for units nationwide to administer units other than their primary unit. It states, "There are currently no pending requests."
- Options:** A sidebar with links for [User List](#), [Add User](#), [Delete User](#) (indicated by an arrow), and [Pending Users](#).
- Additional Tasks:** A sidebar with links for [View Reports](#), [User Administration](#), [Announcement Administration](#), [Dept Administration](#), [Agency Administration](#), [GACC Administration](#), [Geo Area Administration](#), and [Unit Administration](#).
- My Information:** A sidebar showing user details: Name: TERRI SHADIX, Agency: Bureau of Land Management, Geographic Area: Great Basin, Unit: National Interagency Fire Center, Bureau of Land Management, Role: SYSTEM ADMINISTRATOR, Time Zone: MT. It also includes links for [Edit My Information](#) and [Change Password](#).

The **Delete User** screen will be displayed. Click on the letter that corresponds to the first letter of the user's last name. The **Delete User List** screen will then display all of the users who have a last name that begins with the letter that you have chosen. Choose the **Login Name** of the user you wish to delete from the FireCode System.

The screenshot shows a "Delete User List" screen with a green header and a navigation bar containing letters A through Z.

The screenshot shows a "Confirm Delete for JOHN MORRISON" screen with a green header. The user details are as follows:

- JOHN MORRISON**
- Agency:** Department of Agriculture - Forest Service
- Geographic Area:** Great Basin
- Unit:** National Interagency Fire Center, Forest Service
- Name:** JOHN MORRISON
- Internet Email Address:** morrison_john@bah.com
- Phone Number:** 703-902-5125
- Login Name:** JOHN MORRISON
- Role:** SYSTEM ADMINISTRATOR
- Status:** Active
- Comments:** [Text area]

At the bottom, there are "Cancel" and "Delete" buttons.

Once you have confirmed that this is the user you want to delete, click the **Delete** button.

It should be noted that although the account will be deactivated, it will be maintained by the system for auditing purposes.

APPROVE PENDING ACCOUNTS

When someone within your organization requests an account, you will receive an email prompting you to approve or deny the account. To approve a pending account request, click on the **Pending Users** link. The **Pending User** screen will be displayed. Click on the letter that corresponds to the first letter of the user's last name. The **Pending User List** screen will then display all of the users who have a last name that begins with the letter that you have chosen. Choose the **Login Name** of the Individual's account you wish to approve.

Pending User List																									
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z

Click the **Status** button and select whether you are approving or disapproving the account request. Then click the **Update** button. The Account Requester will receive an email that reflects your decision.

Before approving their account, you have the option of editing their information. For example, if the Account Requestor has requested Data Entry access, but you believe they only need Read Only access, you may make the change before approving their account. As you are approving their account, please verify that they have listed their Internet email address and not their Lotus Notes email address.

You may delete a requested account after it has been disapproved.

Edit Pending User Information for DAWN KOLEK	
Pending User DAWN KOLEK	
* Indicates required field	
* Agency:	Department of Agriculture - Forest Service
* Geographic Area:	California
* Unit:	Plumas National Forest
* First Name:	DAWN
* Last Name:	KOLEK
* Internet Email Address:	dawnorr@fs.fed.us
* Phone Number:	530-283-7837
* Time Zone:	PT
* Login Name:	DEDEORR
* Role:	DATA ENTRY
* Status:	Please Select ...
Disapproved Comments:	
<i>sent to user on disapproval</i>	
Cancel Update	

ADMINISTER OTHER FEDERAL UNITS IN YOUR GACC

In the section **Other Units in My GACC** of the **User Administration** page, you may request to administer users for other federal units in your GACC.

Units I Administer		
Unit Code	Unit Name	Agency
CO-PBC	Pueblo Interagency Dispatch Center	InterAgency
× CO-ALR	Alamosa National Wildlife Refuge (Pending Approval)	Fish & Wildlife Service

Other Units In My GACC
You may request to administer users for other federal units in your GACC. These will appear as pending until approved.

Click on the down arrow to view a list of federal units. Select the federal unit of choice you wish to administer. Click the **Submit For Approval** button to complete the request.

Other Units In My GACC
You may request to administer users for other federal units in your GACC. These will appear as pending until approved.

- CO-ARF
- CO-ARR
- CO-BAR
- CO-BCP
- CO-BFP
- CO-BPR
- CO-CCP
- CO-CNP
- CO-CRC
- CO-CRD

Edit My Information

To edit your user information, click on the **Edit My Information** link.

FIRECODE SYSTEM

Welcome **TERRI SHADIX**
[Release Notes](#) [Logout](#)
[FAQ](#) [User Guide](#)

Create FireCode

Account Management
Active User Accounts: 1,929
Locked User Accounts: **25**
Pending User Accounts: **3**

Search for FireCodes
FireCode:
[Advanced Search](#)

Support Note
For FireCode technical support or to report security breaches, please contact the FireCode Help Desk by phone 877-256-4727 or by email nifchelp@blm.gov. When sending email, please include the word FireCode in the subject line.
For FireCode Validation questions/problems, please contact Lorena Leyva (Albuquerque Service Center) at 877-372-7248.
For Forest Service FireCode general questions, please contact Bobbe Bilyeu (FS-NIFC, Boise ID) at 208-387-5678.
To submit a FireCode Change Request, please contact Bobbe Bilyeu, FireCode Business Lead (FS-NIFC, Boise ID) at 208-387-5678.

Additional Tasks
[View Reports](#)
[User Administration](#)
[Announcement Administration](#)
[Dept Administration](#)
[Agency Administration](#)
[GACC Administration](#)
[Geo Area Administration](#)
[Unit Administration](#)

My Information
Name: TERRI SHADIX
Agency: Bureau of Land Management
Geographic Area: Great Basin
Unit: National Interagency Fire Center, Bureau of Land Management
Role: SYSTEM ADMINISTRATOR
Time Zone: MT
[Edit My Information](#) [Change Password](#)

The **Edit My Information** screen will be displayed. Make the desired changes and click the **Update** button.

Edit My Information

* Indicates required field

My Information

User Name: TSHADIX
Agency: Department of Interior - Bureau of Land Management
Geographic Area: Great Basin
Unit: National Interagency Fire Center, Bureau of Land Management

* **First Name:**
* **Last Name:**
* **Internet Email Address:**
* **Phone Number:**
* **Time Zone:**

Dispatch Office Business Rules and Procedures

Dispatch Offices will access the FireCode System to retrieve a code for an incident. This code will become part of the federal agencies' accounting string in their financial systems. The following procedures should be followed by each dispatch office. In addition, agency specific requirements may be included.

The Dispatch Center will designate a primary and secondary administrator, responsible for issuing User IDs and Passwords to individuals requiring access to FireCode.

A FireCode user account will need to be requested prior to receiving a valid user login name and password to access the system.

Create FireCode Fields

1. Discover Date and Discover Time

The user will complete this mandatory field. If the date and time discovered is not immediately known, the system will default to the system generated date and time. Once the information is known, the field should be updated.

2. Incident Name

The user will complete this mandatory field. Incident Name will be spelled out (e.g. Elk Mountain). Abbreviations will not be used.

3. Host Unit Id

The user must complete this mandatory field with the Host Unit's ID. The Unit ID field is edit checked against the Unit ID table and will accept only the Unit IDs contained in the table. The system of record is the National Unit ID Database.

The format for the field is: 2 characters = State, embedded dash, 3 or 4 characters = unit

If the Host Unit ID is not in the system, enter the local dispatch office's Unit ID. Contact the Unit Administrator with the Unit ID information that needs to be added to the system. Once it has been added the record must be updated with the correct Unit ID.

The system will complete the Host Unit Name. This field will be populated from the Unit ID table accessed by the system.

If the fire is a non-federal fire, the system will display an additional field, labeled Non Federal Fire. This field should be completed with the non-Federal incident code or account code. The field is limited to 10 spaces. The Unit ID will be the non-Federal host unit.

4. Location

The user will complete this mandatory field (minimum of degrees and minutes). If the exact location is not known at the time the FireCode is generated, enter the closest location to the incident or if unknown use the unit's office location as a default. Upon receipt of the information, edit the field with the correct data. This must be done to ensure accuracy of all information for a fire.

The format for the field is:

- Latitude = Degrees (13 to 71) (mandatory) 3 spaces, Minutes (mandatory) 2 spaces, Seconds (optional, but should be added when known)

- Longitude = Degrees (66 to 156) (mandatory) 3 spaces, Minutes (mandatory) 2 spaces, Seconds (optional, but should be added when known)

5. Incident Order Number

The system will complete the first six spaces of the field with the Unit ID from the Unit ID field. The user will complete the next field (3 to 6 spaces).

The format for the field is: 2 spaces, embedded dash, 4 spaces, embedded dash, 6 spaces

If a user edits the Host Unit ID field, the incident order number field will change automatically and clear the data in the 6 character portion. The user will have to complete that section again.

6. Complex

When a user is entering a new incident, the system will default the Fire Complex field to "no".

The Complex field would only be checked "yes" if the fires are going to be managed under one FireCode and requires a new code for cost tracking purposes. (The Generate FireCode button will have to be selected in order for the Complex FireCodes box to be displayed.)

In order to add the FireCodes that comprise the fires in the complex, the user will have to know at a minimum two of the FireCodes.

If a complex is formed, but a new code is not going to be issued, the other field should be edited with the complex name for the fires that are being managed under the complex. You can also edit the complex field to yes and add the other codes but if this is done each fire will have to be edited.

Forest Service specific requirement also requires this information if a group of ABCD lightning fires are being managed under a complex and an additional code is not being issued for cost tracking purposes.

7. FS Assisted

If you are creating a FireCode for a unit not within the Forest Service and you have received assistance from a Forest Service unit, please click the **FS Assisted** box. The **FS Assisted** box will not be visible if you are logged in as a unit within the Forest Service. This is the tool used by the FS to ensure FireCodes get input into NFC.

8. Special Requirements

The user will select any that apply from the “Other” field and will be completed when warranted. Multi-jurisdiction should be selected if the fire is hosted by more one than agency with jurisdictional responsibility. (The Host Unit ID for a multi-jurisdictional fire will be the owner at the time of discovery, but can be changed if necessary.)

Trespass should be selected if the fire is trespass or a bill will be issued.

Reimbursable should be selected if the fire is reimbursable under an agreement such as a cooperative agreement. The Severity checkbox will only be used by DOI agencies. The Forest Service is not using this option. There may be an occasion where all four criteria could be selected.

The format for the field is:

- Multi-Jurisdiction
- Trespass
- Reimbursable
- Severity

9. Comments

The user should utilize the comment field to capture any pertinent remarks. The system will automatically capture the User ID for tracking purposes. The most recent comment will appear first.

If a user leaves the field and returns to it later, it will open a new comment box and add the additional comments. Users who entered the comment can edit the information at any time, but will not be able to make changes to any other user’s comments.

For Forest Service (FS) incidents that are multi-jurisdictional, the agencies involved must be listed in this field (e.g., BLM, BIA, Idaho St.). Reimbursable or Trespass incidents should also list the agencies under the agreement.

Generate FireCode

Once a FireCode is issued, the system will take the user back to the screen to print the information, to create another code, search for existing codes, exit the system, or generate reports.

The FireCode screen is required to be printed and the copy retained for 24 hours. Dispatch offices may choose to retain hardcopies for longer periods of time.

Agency Specific Business Rules and Procedures

USDA FOREST SERVICE (FS)

The following direction and procedures will be used to establish and charge to wildland fire, severity, support and non-fire incident job codes in FY 2012:

Incident job codes will have the region/unit override of the incident host unit. Incidents that qualify for a unique incident job code are as follows and will be established in the FireCode system:

- Wildfire incidents 300 acres or more
- Type 1 or Type 2 IMT is ordered
- Human caused
- Trespass
- Expected reimbursement
- Cost share

Units are asked to limit the number of additional codes created in the FireCode system to only those exceptions listed above. While it is understood there are situations where the established codes are not adequate for specific needs, units should adequately describe the purpose of the code in the FireCode name field.

P-codes will be established only for direct suppression expenditures through the FireCode system. Base salary will be charged to wildland fire suppression (WFSU) for all employees assigned to wildfire incidents.

Job codes are processed into FFIS as they are created in the FireCode system. The job code cycles in FFIS do not run on Friday and Saturday night. Therefore, incident job codes passed to FFIS on Friday and Saturday nights will not be available for use (in Paycheck and other systems) until after processing on Sunday night.

ABCD Fires: Each land based unit will have one code for ABCD fires. These codes will be the same as in 2011, and will be reestablished by ASC for 2012. (See spreadsheet at

http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html) All ABCD codes will be used with the region/unit override. The ABCD code format will be P#XXXX (where # is the region number and XXXX is created by the FireCode system). The ABCD codes will be used for the following:

- Initial response to wildfires.
- False alarms (including FS response to DOI false alarms).
- Extended response to wildfires under 300 acres (except as noted above).

Support Codes: Each land based unit will have one code for fire support. These codes will be used for salary and other project support charges by dispatch centers, local caches, and unit employees providing general fire support that have traditionally been charged to ABCD Misc. Support codes will be used when an employee is working on multiple fires with different P-codes and time cannot reasonably be separated out. If personnel are working on actual support to ongoing ABCD or large fires, they should charge to the specific incident code. Support codes will be the same as 2011 and will be reestablished by ASC for 2012.

P-codes generated from the National Interagency Coordination Center (NICC) will use "W" as the second digit in the code.

The following non-land based units have a support code for salary and other project support charges: The ASC, National Caches, GACCs, NICC, NIFC, ROs and the WO. When converting from WFPR work to WFSU fire support, salary charges will be made to this support code. Employees at these units will charge to a P or F code when they are specifically assigned to an incident or supporting only one incident and can identify time in minimum four hours blocks.

Staging Codes: Each Region will have one P-code for staging and/or transporting unassigned resources. The code of the requesting Region will be used on resource orders. Use of this code will be short term in nature and be limited to times when resources are being ordered for active fire incidents, but the location of the resource assignment is not known. These codes will be pre-established and will use the region/unit override in the following format: P#XXXX, where the XXXX is created by the FireCode system.

P-codes: Costs for responses for all size class A, B, C, and D wildfires for each forest will be collected under one P-code per Forest, except as noted below. Format is P#XXXX (where # is region and XXXX is created by the FireCode system), region/unit override will be used. Established codes will be posted to the Forest Service Incident Business website:
http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html.

Do not issue a unique P-code for wildfires under 300 acres unless you are certain it meets at least one of the following criteria:

- Human caused
- Trespass
- Expected reimbursement
- Cost share
- Type 1 or 2 Incident Management Team assigned

Charge to the ABCD code until such time as you have determined one of the above criteria exists. All wildfires that are size class E, F, or G will be issued a unique P-code with the region/unit override.

DOI Fires: All Department of Interior (DOI) fire codes will be issued by dispatch personnel or a DOI representative through the FireCode system. Fire codes will pass to the FS Financial system *only if the fire code is flagged in the FireCode system with a value of “Y” for FS Assist*. FS Assist should not be checked unless there is certainty that there will be Forest Service resources responding. These codes allow FS resources to charge to a FireCode in support of DOI fires and will be assigned the appropriate letter (D=BLM, A=BIA, P=NPS, R=FWS) after the P. An override of 1502 will be used for all DOI fires.

H-Codes: Use H-codes for approved BAER projects. One H-code will be established for each Region to track assessment expenditures for BAER teams. The H-codes will be established in the format: H#BAER (where # is the Region number). A Regional override will be used.

These unique codes will enhance the ability of each Region to monitor annual assessment costs and simplify the process of establishing codes in time-critical situations. It also provides for the transaction code (in accordance with Public Law 106-558) to be used for overtime rate equal to one and one-half times the hourly rate, which is appropriate for individuals involved in the preparation of a BAER plan. The overtime provisions apply only until the initial BAER plan is submitted for approval. (See FSM 2523.)

Each unit or Regional Office is responsible for contacting the ASC Incident Finance at asc_ipc@fs.fed.us to request H-codes for BAER plan implementation, once the plan is approved. The H-code should mirror the P-code, including the region/unit override. If the P-code was a non FS jurisdictional incident and reflected a region/unit override of 1502, the H-code will reflect the region/unit override of the requesting unit.

AD Support: A WFSUAD code for AD (Casual) training and Work Capacity Test will be issued for each Region. These codes are to be used for allowable expenditures for suppression funds. A Regional override will be used.

S-Codes: Each Forest will have two S-codes for severity. One code for Washington Office approved severity and a second code for Regional Office approved severity. National severity codes will be established in the format: S#9999 and the Regional codes in the format: S#1111. Region/Unit overrides will be used. Please note that OMB is closely monitoring FS use of severity and funding levels are being controlled through the apportionment process. Regions should ensure that severity funds have been approved prior to charging to severity job codes.

S-Codes for

DOI Severity: Assistance to Department of the Interior severity authorizations will be tracked separately. S-codes will be established to be used by individuals assisting a DOI Bureau under a severity request. Use the following S-codes on all related timesheets and travel vouchers. Do not use the individual

severity codes established by DOI in the FireCode system as they will not be compatible with our systems.

Job Code	Override	Agency
S70001	1502	Bureau of Indian Affairs (BIA) – Severity assistance.
S70002	1502	Bureau of Land Management (BLM) – Severity assistance.
S70003	1502	Fish and Wildlife Service (FWS) – Severity assistance.
S70004	1502	National Park Service (NPS) – Severity assistance.

FS Support of
Non-Federal

Fires: States will not be utilizing the FireCode system to establish codes for non-federal fires. When federal resources respond and provide support to non-federal fires, the FS or DOI will create a fire code. The agency that receives the request initially, and fills an order, is responsible for generating the fire code. These codes will be established with PN as the first two characters and the remaining four characters/digits will be generated by the FireCode system. These codes will have an override of 1502.

Non-Wildland Federal
Fire Departments/

Agencies: Non-wildland Federal fire departments and agencies, including but not limited to DOD and Tennessee Valley Authority, will not be utilizing the FireCode system to establish codes for their federal fires. When federal resources respond and provide support to Federal non-wildland fire departments or agencies, the FS or DOI will retrieve a fire code. The agency that receives the request initially, and fills an order, is responsible for generating the fire code. These codes will be established with PF as the first two characters and the remaining four characters/digits will be generated by the FireCode system. Use override 1502.

F-Codes for FEMA

Activations: Non-Fire FEMA Incident: A unique F-code will be established for each Mission Assignment received from FEMA for ESF4 non-fire activation. ASC-IF will not pre-establish these codes in FFIS, however a protocol has been provided in the attached spreadsheet for use on non-fire FEMA responses. FEMA codes will use the region/unit override in the following format: F#0000 where # is the Region in which the response is taking place. ASC-Incident Finance shall be notified by the Region or National Office, as soon as a job code has been assigned so that it can be established for use in FFIS.

ASC-IF must also be provided a copy of the Mission Assignment (MA), upon issuance.

Fire ESF4 Incident: Utilize FireCode for ESF4 wildland fire activations. ESF4 Fire Mission Assignments are the only MAs where multiple job codes can be assigned. The majority of FEMA ESF4 fires will start out with a PN**** or P#**** Firecode. When the fire is assigned to ESF4, the P-code will change to an F#**** where # is the Region number, and **** is the same Firecode as the P-code. For example PNLMNO would change to F#LMNO. In situations where the fire did not start out as a state PN code, assign a Firecode with a prefix of F#. This will provide consistency with the current job code process for wildfire and will maintain the integrity of the fire costs for the specific fire. Each fire covered by the MA will have a unique F-code. ASC-IF will be notified, as soon as a job code has been assigned or converted from a P# so that it can be established for use in FFIS. ASC-IF must also be provided a copy of the Mission Assignment, upon issuance.

Base salary of all employees on assignment to a FEMA incident will be charged to the appropriate F-code and paid from the Emergency Operations (WFSU) account.

Non-Fire Emergency

Job Codes: **DO NOT create a job code in the FireCode system for non-fire emergencies. Wildland fire suppression funds are appropriated for wildland fire and Presidentially declared activities under the Stafford Act.**

Reference FSH 1580.11 and FSM 6512.a(6). Upon execution of a collection agreement the unit will request a unique reimbursable job code with the appropriate reimbursable program and funds. Contact ASC-RACA Branch to create the code prior to incurring any expenses. For non-fire emergency that occur during weekend hours contact ASC-Incident Finance at 505-366-8191.

For all non-fire emergency response projects that do not have an agreement (such as potential claims), budget offices should follow ASC-Budget Execution procedures on establishing job codes to ensure appropriate funds are expended. See Job Code Structure Guide at http://fsweb.asc.fs.fed.us/bfm/programs/budget-execution/faqs.php#_Job_Code_Management. For example, emergency response projects as a result of non-Forest Service spills and releases are appropriately charged to NFMG under Environmental Compliance and Protection (ECAP).

For Fire Code questions, contact Marylea Lockard, Branch Chief, ASC Incident Finance at 505-563-7411; Fire and Aviation funding policy questions, contact Mark Lichtenstein, Branch Chief, Budget & Planning at 202-205-0996; implementation questions, contact Sarah Fisher, Branch Chief, Incident Business at 208-387-5944.

USDI BUREAU OF INDIAN AFFAIRS (BIA)

Congressional direction was given to the Department of the Interior and the Department of Agriculture, Forest Service, to standardize wildfire incident financial (project) codes. In response to that tasking, an interagency project team, composed of representatives from dispatch, financial, fire operations and fire business programs, created the FireCode System, a web-based application used by all federal wildland fire management agencies to report and track costs for wildfires and related activities. The FireCodes generated from that system are unique identifiers that are assigned to wildfire incidents on which federal emergency fire suppression funding will be expended.

FireCodes issued from the system are comprised of four alpha/numeric characters that are issued sequentially based on the initial characters in the four-character code (e.g. AAA1 was the first FireCode ever issued, followed by AAA2). Typically, when a wildfire occurs, dispatchers will access the FireCode website to have the next available FireCode issued on behalf of the federal agency/unit that owns the land at the point of origin and/or initially responds to that incident. Every federal agency that commits resources to that fire includes the assigned FireCode as part of its respective fiscal accounting string against which its costs associated with that incident are charged. With this, the FireCode provides a common element that can be used to query the various agencies' financial systems to determine costs by agency and for the federal agencies in aggregate for any given wildfire.

The Bureau of Indian Affairs (BIA) has used the FireCode System since its inception at the beginning of Fiscal Year 2004. While FireCodes are primarily used to track the costs of wildfires, the BIA also assigns FireCodes to support actions (e.g. sending resources to another unit), training for emergency firefighters (EFF), false alarms, severity events, and emergency stabilization and rehabilitation actions. The FireCode System is also used by tribes operating wildland fire programs via contract, compact, or cooperative agreement to provide the management for Indian trust lands that would otherwise be protected by BIA.

Based on the anticipated number of wildfires, the BIA National Business Center pre-loads blocks of available (i.e. soon-to-be-assigned) FireCodes into the Federal Financial System (FFS) or its planned successor, the Financial and Business Management System (FBMS), at the beginning of each fiscal year. This pre-loading of FireCodes in FFS (or FBMS) ensures that any FireCodes issued from the FireCode System for specific incidents that year will render to valid fiscal strings against which costs can be charged. Additional blocks of FireCodes will be uploaded to FFS (or FBMS) as needed if demand for FireCodes exceeds initial expectations for that fiscal year.

All BIA and tribal units with wildland fire programs should observe the following general business rules with regard to FireCode for all incident types and related activities:

1. A FireCode will be assigned to any incident that will incur the expenditure of federal emergency suppression funding (e.g. BIA account code 92310). FireCodes are also used to track expenses associated with other activities, including severity (92350), Emergency Stabilization (92320), and Burned Area Rehabilitation (92B00).
2. Only one FireCode should be assigned to any given incident. Typically, the host unit (i.e. unit managing the land where the incident originated) generates the FireCode, but

- there are scenarios where another entity, such as a neighboring unit, supporting dispatch center, or a federal unit that provides initial response resources, may be the first to assign the FireCode. Before assigning a new FireCode in the FireCode System, users should check to ensure a FireCode has not already been assigned to the incident. The FireCode System offers a proximity check to help identify potentially duplicated FireCodes based on the location coordinates entered for a new incident.
3. The FireCode should be assigned early in the dispatch process and made known to all federal units that commit resources to that incident.
 4. An incident's FireCode should be entered into any other forms or systems that provide a corresponding field. In some cases, especially with older forms and applications, the field may be labeled as "financial code" or similar wording, rather than "FireCode". These forms and systems where an incident's FireCode should be documented include:
 - Fire resource order form – "Financial Code" block (block #4)
 - Resource Ordering Status System (ROSS) – "Financial Code" field
 - Computer Aided Dispatch (CAD) systems, such as WildCAD – "Fiscal/Job Codes" field
 - Wildland Fire Decision Support System (WFDSS)
 - Individual Fire Report form and Wildland Fire Management Information (WFMI) System's Fire Reporting Module
 5. The FireCode will be used for all federal financial obligations directly associated with the incident, including costs incurred by any other federal unit's resources assigned to the incident.
 6. The four characters from the FireCode will be incorporated as the Project Code in the corresponding fiscal string(s) when entering any obligations associated with the incident into FFS (or FBMS). For example, if the BIA Laguna Agency's Forestry Unit (M21440) generates FireCode **F3R4** for its Pony Fire in fiscal year 2011, the resultant fiscal string used for charging Laguna Agency's personnel overtime charges for firefighting (8T41) against the wildland fire emergency suppression account (92310) would be: 92310-**F3R4**-8T41-M21440-2011. If BIA Zuni Agency (M70440) dispatched some of its firefighters to the Pony Fire to assist Laguna, their overtime would be charged to 92310-**F3R4**-8T41-M70440-2011. In both cases, the key is including the FireCode in the fiscal string so that all federal costs for the Pony Fire can be identified across the various units, Agencies, and financial systems.
 7. Tribes operating the wildland fire management program under a compact, contract, or cooperative agreement will use the assigned FireCode to identify all reimbursable costs associated with an incident when reporting them to the BIA Regional Office or Office of Self Governance so the subsequent obligations can be assigned properly in FFS (or FBMS).

8. While obtaining a FireCode by entering information about the incident in the FireCode System is a necessary step in the fiscal process, the FireCode System has not replaced the BIA's official wildland fire reporting process.
 - All wildfires originating on Indian trust lands must be reported on an Individual Fire Report form and entered into the WFMI Fire Reporting Module. Fire reports are also required in WFMI for false alarms and support actions. Reporting requirements vary by incident type, per the guidance specified in the BIA Fire Occurrence Reporting System Users' Guide.
 - Except for FireCodes issued in error (such as a duplicate, where another entity had already established a FireCode for the same incident), every wildfire incident entered in the FireCode System should have a corresponding fire report recorded in WFMI.
 - In anticipation of the need to submit a fire report, incidents originating on Indian trust lands are assigned a fire number by the local dispatch office. The FireCode is not the same as the fire number for BIA.
9. For additional guidance beyond these general business rules or the specific business rules that follow, BIA/tribal unit personnel should contact their respective BIA Regional Office. If needed, the Regional Office personnel should contact the BIA-NIFC Assistant Director for Fire Operations.

In addition to the general procedures noted above, all BIA and tribal units with wildland fire programs should further observe the following business rules with regard to FireCode for specific incident types, scenarios, and activities:

I. Wildfires and False Alarms

- A. Wildfire occurring on Indian trust lands that are directly protected by a BIA or tribal unit (i.e. the BIA/tribal unit is the incident host).
 1. No other specific business rules are needed, as the general business rules noted above cover most situations.
- B. Wildfire occurring on another unit's lands (i.e. another unit is the incident host) and for which a BIA/tribal unit's resources respond.
 1. If the host unit is federal, or if the incident's initial response involved other federal resources, it is likely that a FireCode has already been assigned to the incident. The responding BIA/tribal resources will use that already-assigned FireCode.
 2. If a FireCode has not already been assigned, the BIA/tribal unit sending resources should request that the host unit (or its supporting dispatch center) generate a FireCode. If the host unit is non-federal, the responding BIA/tribal unit may need to establish a FireCode for the incident. This effort should be coordinated with

the host unit so that the incident information entered into the FireCode System is correct. Once a FireCode is assigned, it should be added to other forms and systems, such as resource orders, ROSS, WildCAD, and WFDSS, so it will be known by any other federal resources that respond to the incident.

C. False alarm responses involving resources sent from BIA/tribal units.

1. New FireCodes should not be assigned for false alarms. For each Region, BIA-NIFC has assigned a single FireCode to be used by the Region's BIA/tribal units for false alarm responses. Since false alarms lack a specific location, the coordinates for the Regional Office are entered as the incident location in the FireCode System. These Regional false alarm FireCodes generally do not change from one fiscal year to another.
2. If not already known, BIA/tribal units will obtain the false alarm FireCode from their Regional Office.
3. If an individual FireCode has already been issued for an incident that ultimately proves to be a False Alarm, that specific FireCode should be used for any related expenditures and reporting. This may arise when BIA/tribal resources are requested for an off-unit dispatch, where the requesting unit has assigned a unique FireCode to an incident that ultimately proves to be a false alarm.

II. Wildland Fire Severity

A. Short-term severity for BIA/tribal units – Actions where additional local resources or extended staffing is needed to supplement readiness capability during short duration (i.e. less than one week) periods of high fire danger on Indian trust lands.

1. The BIA's Wildland Fire and Aviation Program Management and Operations Guide (commonly known as the "Blue Book") provides guidance for severity requests and implementation. See Chapter 4, entitled "Program Preparedness/Readiness".
2. New FireCodes should not be assigned for short-term severity actions. For each Region, BIA-NIFC has assigned a single FireCode to be used by the Region's BIA/tribal units for short-term severity actions. Since short-term severity actions may arise at multiple units within the Region, the coordinates for the Regional Office are entered as the incident location in the FireCode System. These Regional short-term severity FireCodes generally do not change from one fiscal year to another.
3. BIA/tribal units will secure approval from their Regional Office before using the Region's short-term severity FireCode.
4. The short-term severity FireCode will be used to charge all authorized financial obligations identified in the severity request. When severity resources are committed to an actual fire, their costs should be shifted to the FireCode assigned to that incident.

- B. Long-term severity for BIA/tribal units – Severity actions exceeding one week in duration or otherwise outside the scope of short-term severity.
1. The BIA’s “Blue Book” provides guidance for severity requests and implementation. See Chapter 4, entitled “Program Preparedness/Readiness”.
 2. Once the BIA-NIFC office approves a request for long-term severity, it will assign a specific FireCode for that request. A new severity request is required if conditions persist beyond 30 days; however, the FireCode assigned to the initial long-term severity request will continue to be used for any approved extensions.
 3. The long-term severity FireCode will be used to charge all authorized financial obligations identified in the severity request. When severity resources are committed to an actual fire, their costs should be shifted to the FireCode assigned to that incident.
- C. Severity support provided to other US Department of Interior (DOI) units
1. If a BIA/tribal unit responds to another DOI unit’s severity request, the responding BIA /tribal unit will use the FireCode assigned by the hosting DOI unit for all authorized expenses incurred.
 2. When severity resources are committed to an actual fire, their costs should be shifted to the FireCode assigned to that incident.
- D. Severity support provided to US Department of Agriculture Forest Service (USFS) units
1. Differences in Departmental business processes prevent DOI units from using the FireCode assigned by USFS units when providing resources in support of USFS severity actions. Accordingly, BIA-NIFC has assigned a single FireCode to be used by any BIA/tribal units that provide resources to support severity actions sponsored by USFS units. This national FireCode used for BIA/tribal support of USFS severity generally does not change from one fiscal year to another.
 2. If not already known, BIA/tribal units will obtain the national FireCode for support of USFS severity from their Regional Office..
 3. When severity resources are committed to an actual fire, their costs should be shifted to the FireCode assigned to that incident. The Departmental business processes are compatible for suppression actions, so a USFS-issued FireCode for a wildfire can (and should) be used by DOI resources assigned to that incident.

III. Emergency Firefighter (EFF) Training

- A. Providing required training for EFF personnel and attending required training by EFF personnel
 - 1. The BIA's "Blue Book" provides guidance regarding the funding for EFF training. See Chapter 13, entitled "Training and Qualifications". Further guidance is provided in the DOI's annual Administratively Determined (AD) Pay Plan for Emergency Workers.
 - 2. New FireCodes should not be assigned for EFF training activities. BIA-NIFC has assigned a single FireCode to be used by any BIA/tribal units that provides training for EFF employees. This national EFF training FireCode generally does not change from one fiscal year to another.
 - 3. BIA/tribal units will contact their Regional Office to identify authorized activities and secure approval before using the national EFF training FireCode for expenses incurred for providing EFF training.

IV. Burned Area Emergency Response (BAER) Program Activities

- A. Emergency Stabilization (ES) on Indian trust land – Emergency treatments implemented within one year of containment of a wildfire to stabilize the burned area.
 - 1. The BIA's "Blue Book" provides guidance regarding the funding for ES activities. See Chapter 15, entitled "Emergency Stabilization (ES) and Burned Area Rehabilitation (BAR) Programs".
 - 2. New FireCodes should not be assigned for ES activities. Costs incurred for authorized BIA/tribal ES projects and activities will be associated with the FireCode assigned to the related wildfire incident and account 92320.
- B. Burned Area Rehabilitation (BAR) Indian trust land – Non-emergency treatments implemented within three years of containment of a wildfire to rehabilitate the burned area.
 - 1. The BIA's "Blue Book" provides guidance regarding the funding for BAR activities. See Chapter 15, entitled "Emergency Stabilization (ES) and Burned Area Rehabilitation (BAR) Programs".
 - 2. New FireCodes should not be assigned for BAR activities. Costs incurred for authorized BIA/tribal BAR projects and activities will be associated with the FireCode assigned to the related wildfire incident and account 92B00.

V. Activity Matrix

When the Incident Type/Scenario or Activity is:		And the Funding Code is:	Who Assigns the FireCode?			How Many FireCodes?
			Incident Host is:		BIA-NIFC	
			BIA/Tribal Unit	Other Unit		
I.A.	Wildfire on Indian trust land.	92310	X			1 per incident
I.B.	Wildfire on another unit; BIA/tribal resources respond.	92310		X*		1 per incident**
I.C.	False alarms; BIA/tribal resources respond.	92310			X	1 per Region
II.A.	Short-term severity for BIA/tribal units.	92350			X	1 per Region
II.B.	Long-term severity for BIA/tribal units.	92350			X	1 per request
II.C.	Severity support provided to other DOI units; BIA/tribal resources respond.	92350		X		1 per request**
II.D.	Severity support provided to USFS units; BIA/tribal resources respond.	92350			X	1 for all BIA/tribes
III.	Providing/attending EFF training.	92310			X	1 for all BIA/tribes
IV.A.	Emergency Stabilization on Indian trust land.	92320	X			Same FireCode as wildfire
IV.B.	Burned Area Rehabilitation on Indian trust land.	92B00	X			Same FireCode as wildfire
Notes: * For wildfires hosted by a non-Federal unit, the first federal unit sending resources may have to assign the FireCode. **Other agencies' rules may apply for FireCodes assigned by non-BIA/tribal units.						

USDI BUREAU OF LAND MANAGEMENT (BLM)

Fire project numbers will be assigned through the FireCode web application, which will generate a 4-digit alpha-numeric code. This number will be referred to as the fire code or code.

As fire codes are generated, they will be uploaded nightly into FBMS. There will be no additional requirements by BLM finance offices to enter these codes into the financial system.

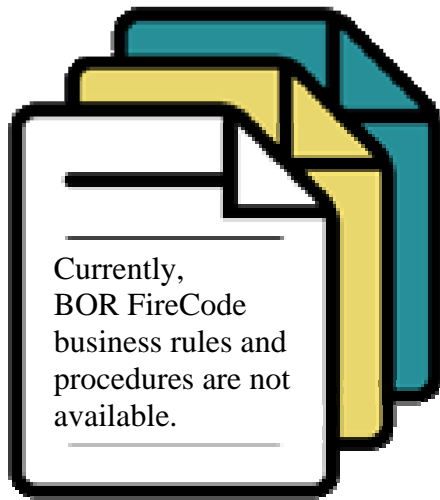
A. Incidents

1. Once a dispatch office accesses FireCode to generate a code for a fire, current business practices for the BLM will remain the same. The dispatch office will provide the code to resources responding to the fire, to other neighboring dispatch units providing resources, and will include the code on all resource orders generated for that fire.
2. Local unit dispatch offices will generate a code for each fire within their jurisdiction. BLM units will assign a fire code to each fire on BLM land, which is no change from the current practice.
3. If a BLM unit receives a request from another federal wildland fire agency or dispatch office to provide initial attack resources to a fire, the code will be provided by the requesting agency or dispatch office. The code will then be provided to the resources responding to the fire.
4. If a BLM unit receives a request for resources via the resource order system, the code will be included on the order. The code will then be provided to the resources responding to the fire.
5. If a BLM dispatch office receives a request from a non-federal entity to provide support to a non-federal fire, the dispatch office will access FireCode to assign a code to the fire. This code will be used by all federal wildland fire agencies that provide support to that fire.

B. Severity

1. BLM will use fire code numbers for all severity activities. Only the Fire and Aviation directorate will assign codes for BLM severity activities.
2. When BLM assists other DOI agencies, BLM will use the FireCode number provided by the requesting DOI agency. BLM will not assign a new fire code.
3. When BLM assists US Forest Service (FS does not use FireCode to assign severity numbers), BLM will use the fire code provided by the Fire and Aviation directorate.

USDI BUREAU OF RECLAMATION (BOR)



USDI FISH AND WILDLIFE SERVICE (FWS)

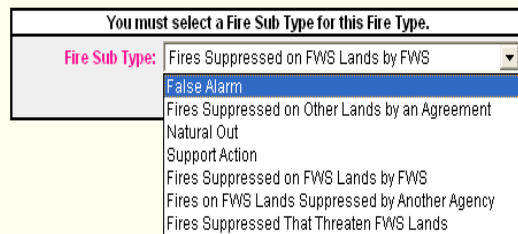
The FireCode System has been established in response to Congressional direction to standardize fire incident financial coding across all Federal National Fire Plan agencies. A work group of fire operations and budget and finance representatives from the Forest Service and the four Interior firefighting bureaus (BLM, FWS, BIA, NPS), chaired by the Office of Wildland Fire Coordination have developed this process/system. The system has been developed to work in each bureau's financial system to produce reports promptly when requested.

The following procedures are to be used when assigning an account number for a wildland fire incident (suppression or fire use), an approved severity request, or emergency stabilization when establishing an account number into the Federal Financial System (FFS).

Current guidance found in the FWS Fire Management Handbook for step-up or severity request authorizations and assists will continue to be followed.

Suppression Efforts/Incidents

IMPORTANT NOTE: All incidents in which we are required to track in FMIS (e.g. false alarms, typically charged to the suppression account 9141) will require a FireCode generated project code. FMIS will require you to insert your FireCode for all these incidents. (FMIS example screen below)



The screenshot shows a dropdown menu titled "You must select a Fire Sub Type for this Fire Type." The menu is open, displaying a list of options. The first option, "False Alarm", is highlighted in blue. The other options are: "Fires Suppressed on FWS Lands by FWS", "Fires Suppressed on Other Lands by an Agreement", "Natural Out", "Support Action", "Fires Suppressed on FWS Lands by FWS", "Fires on FWS Lands Suppressed by Another Agency", and "Fires Suppressed That Threaten FWS Lands".

Project Work

All other fuels project codes will continue to be generated by FMIS (e.g. Rx WUI and non-WUI).

FireCode Access and Use

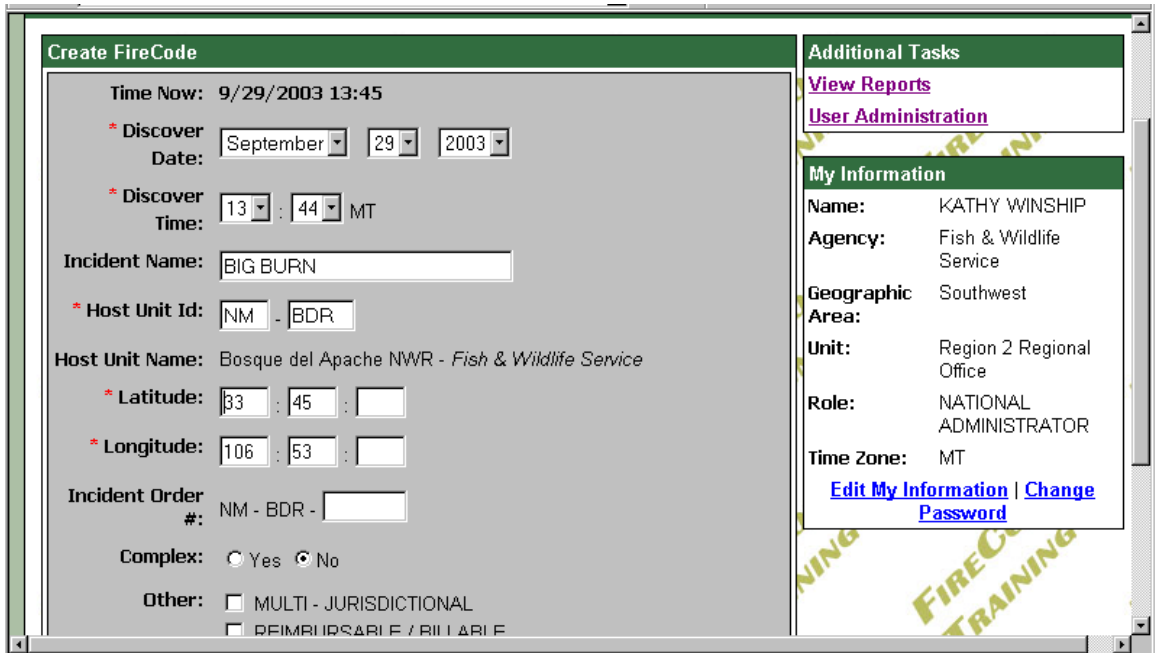
Prior to use of the system, individuals will request access to FireCode on-line. A consideration for access to FireCode should be those individuals who would normally access a project/account code for an incident (e.g. those individuals who have access to FMIS).

The requests will be approved by a designated agency administrator. Contact your local regional Fire Management Branch office for a list of those individuals.

Wildfires on FWS-owned Land

1. FWS personnel would be the primary initial attack agency (host).
2. FWS representative (e.g. Fire Program Tech, FMO, AFMO, etc...) will log into the FireCode System and enter the required information.

3. A four character alpha-numeric code will be system generated.



Create FireCode

Time Now: 9/29/2003 13:45

* Discover Date: September 29 2003

* Discover Time: 13 : 44 MT

Incident Name: BIG BURN

* Host Unit Id: NM - BDR

Host Unit Name: Bosque del Apache NWR - Fish & Wildlife Service

* Latitude: 33 : 45 :

* Longitude: 106 : 53 :

Incident Order #: NM - BDR -

Complex: Yes No

Other: MULTI - JURISDICTIONAL
 REIMBURSABLE / BILLABLE

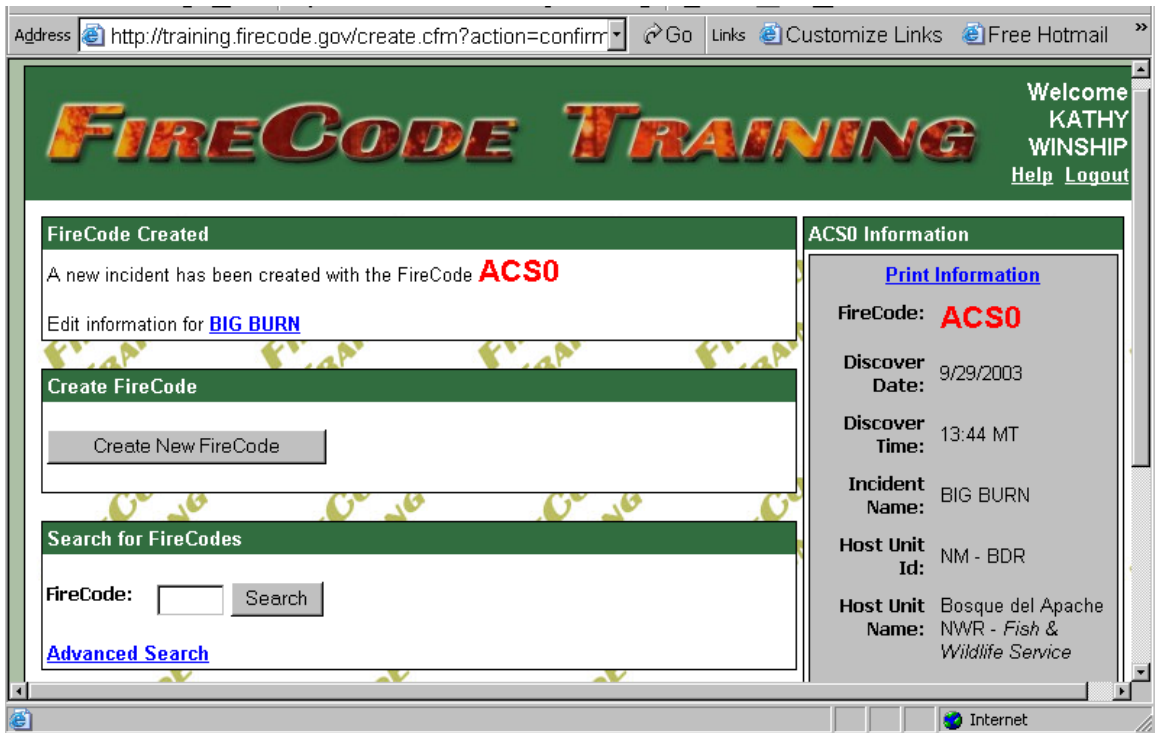
Additional Tasks

[View Reports](#)
[User Administration](#)

My Information

Name: KATHY WINSHIP
Agency: Fish & Wildlife Service
Geographic Area: Southwest
Unit: Region 2 Regional Office
Role: NATIONAL ADMINISTRATOR
Time Zone: MT

[Edit My Information](#) | [Change Password](#)



Address: <http://training.firecode.gov/create.cfm?action=confirm> Go Links Customize Links Free Hotmail

FIRECODE TRAINING

Welcome KATHY WINSHIP
[Help](#) [Logout](#)

FireCode Created

A new incident has been created with the FireCode **ACSO**

Edit information for [BIG BURN](#)

Create FireCode

Create New FireCode

Search for FireCodes

FireCode: Search

[Advanced Search](#)

ACSO Information

[Print Information](#)

FireCode: **ACSO**

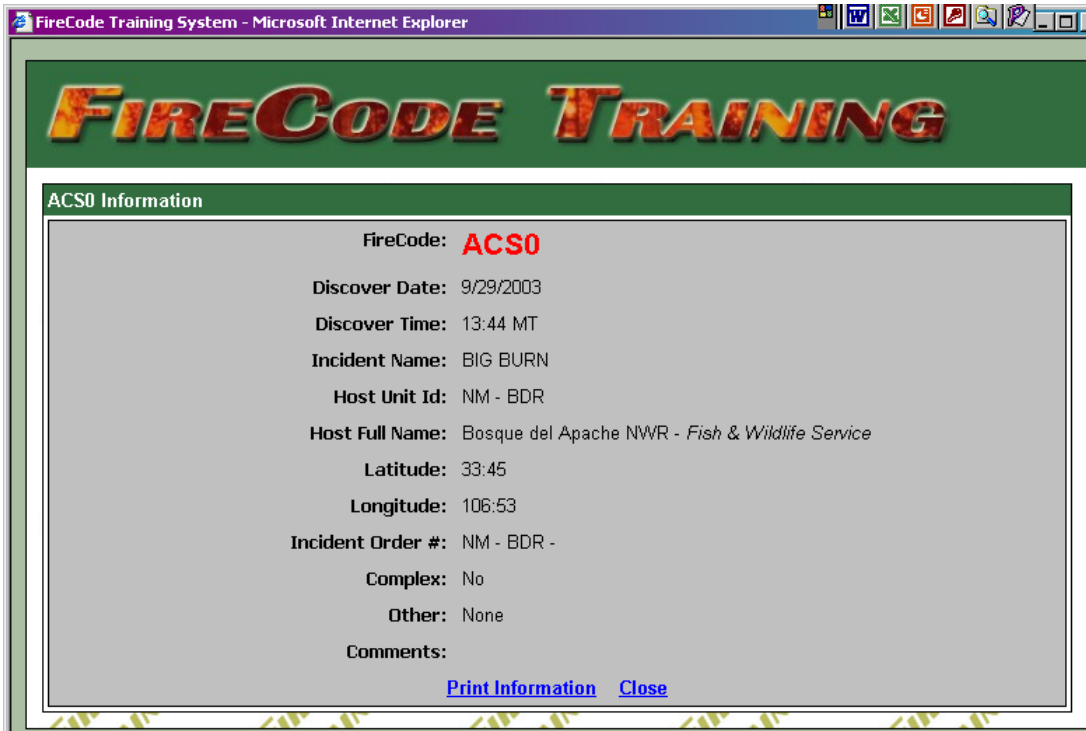
Discover Date: 9/29/2003

Discover Time: 13:44 MT

Incident Name: BIG BURN

Host Unit Id: NM - BDR

Host Unit Name: Bosque del Apache NWR - Fish & Wildlife Service



- The four character code must be manually input into the Fire Management Information System (FMIS).

You must enter a Fire Code for this Fire Type.
(Fire Code must be alpha numeric, and four characters in length. The letter "o" is not allowed.)

Fire Code:

USFWS - FMIS

Add New FMIS Report

- Required fields are marked by pink, bold, Arial text.
- Choosing a refuge by name will automatically fill in the org code.
- Choosing by org code will automatically fill in the name.

Fire Type:

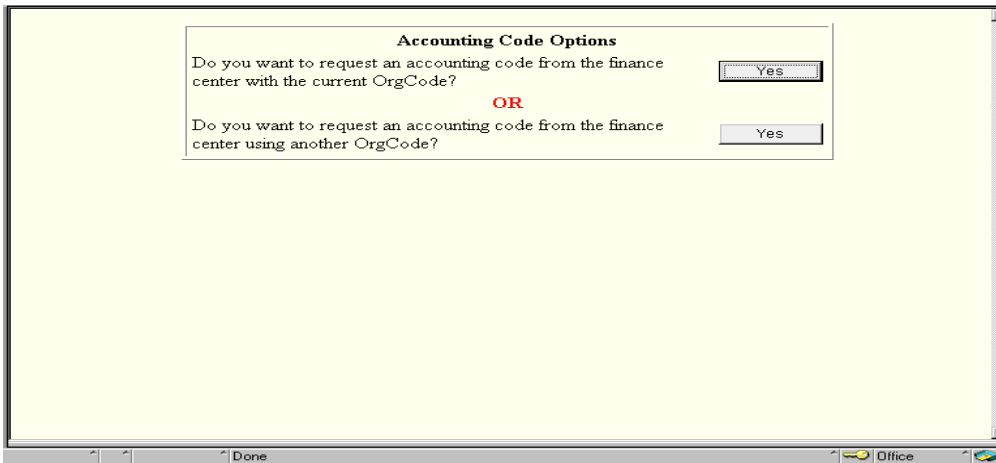
Refuge:

Org Code:
Unit Identifier:

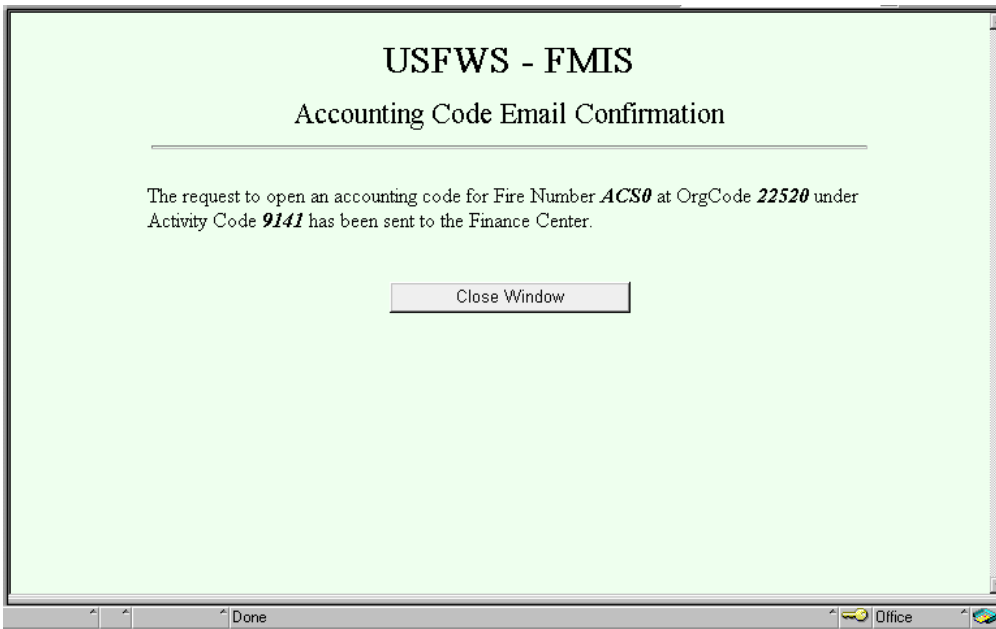
Fire Name:
Discovery Date:

ABC Activity Code:

5. The FMIS will prompt you to activate this code into the Federal Financial System.
Answer Yes.



6. Use the organization (station) code of the wildfire location.



All information regarding the fire should be updated/maintained as normal within FMIS.

7. FWS personnel will provide the FireCode to the local zone dispatcher.

If your refuge/station normally receives codes from an Interagency dispatch center – this will not change. The dispatch center will provide the FireCode to you based on the host unit ID provided.

If after-hours on FWS-owned Land

1. FWS will contact local zone dispatch.
2. The local zone dispatch will issue a FireCode and provide the system generated code based on Unit ID – Resource Unit Identifier of the FWS station.

3. FWS representative will manually input the FireCode into FMIS and activate charge code in Federal Financial System by next business day.

FWS Assisting another Federal Agency

1. The host agency will provide the FireCode to all interagency resources. This code will also be part of the resource order initiated through ROSS.
2. The code will be activated in the Federal Financial System through FMIS at the local station level.

FWS Assisting a State Agency

1. If FWS resources are responding to a State agency fire, a FireCode will be established for each fire ONLY if a FireCode has not already been created/generated by another Federal agency.
2. If a FireCode has been established by another Federal agency that is the code that will be used by all Fed's for support.
3. If a resource order has been created, the FireCode should be identified in the "financial code" block of the resource order form.
4. If FWS is the first, or only, Federal agency responding, then the FireCode will be generated by that local FWS office using the State agency's Host Unit ID.

FWS Severity Requests

Severity procedures remain the same as directed in the FWS Fire Management Handbook.

1. Obtain a project code from FireCode indicating severity in the special requirements field.

The screenshot shows the 'Create FireCode' web form. The form includes fields for 'Discover Date' (January 17, 2008), 'Discover Time' (12:02 MT), 'Incident Name' (National Fire), 'Host Unit Id' (ID - FCR), 'Host Unit Name' (National Interagency Fire Center, Fish and Wildlife Service - Fish & Wildlife Service), 'Latitude', 'Longitude', 'Incident Order #' (ID - FCR - []), 'Complex' (radio buttons for Yes/No), 'FS Assisted' (checkbox), 'Special Requirements' (checkboxes for MULTI - JURISDICTIONAL, BILLABLE, REIMBURSABLE, WILDLAND FIRE USE, and SEVERITY), and a 'Comments' text area. The 'SEVERITY' checkbox is checked. At the bottom of the form are 'Cancel' and 'Generate FireCode' buttons. On the right side of the page, there is a 'My Information' section for user AMY KISHPAUGH, with details for Agency (Fish & Wildlife Service), Geographic Area (Great Basin), Unit (National Interagency Fire Center, Fish and Wildlife Service), Role (NATIONAL ADMINISTRATOR), and Time Zone (MT). Links for 'View Reports', 'User Administration', 'Edit My Information', and 'Change Password' are also visible.

2. A four character alpha-numeric code will be system generated.
3. The four character code must be manually input into the Fire Management Information System (FMIS).

You must enter a Fire Code for this Fire Type.
 (Fire Code must be alpha numeric, and four characters in length. The letter "o" is not allowed.)

Fire Code:

USFWS - FMIS
 Add New FMIS Report

- Required fields are marked by pink, bold, Arial text.
- Choosing a refuge by name will automatically fill in the org code.
- Choosing by org code will automatically fill in the name.

Fire Type:

Fire Number:

Refuge:

Org Code: **Unit Identifier:**

Severity Name: **Start Date:**

ABC Activity Code:

REQUEST FOR SEVERITY FUNDING REPORT Status: INCOMPLETE
Org Code: 22520 CY: 2008 FY: 2008
Refuge: BOSQUE DEL APACHE NWR
Name: BIG BURN Fire Number: ABC1

**** The fire number for this new fire is ABC1 ****

Change Org Code: **Severity Name:**

Start Date: **Stop Date:** **Open Accting Code?**

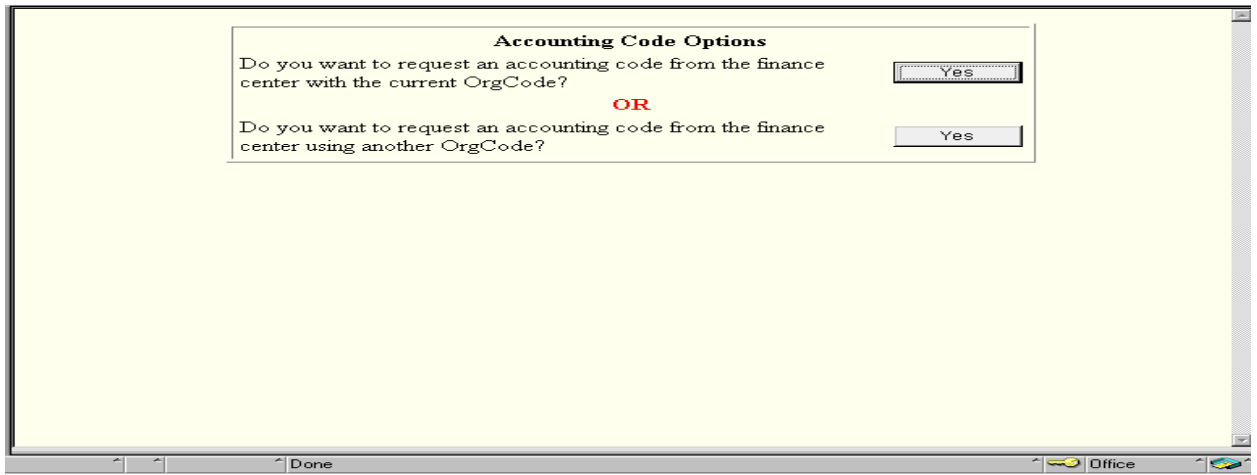
Fin. Mgmt Code: **Actual Cost:** **As of:**

Entered By: **Title:** **Date:**

Approved By: **Title:** **Date:**

Narrative:

4. The FMIS will prompt you to activate this code into the Federal Financial System.
Answer Yes.



All other information and screens will be populated as normal following all current FWS guidelines.

Severity Assists to Another Agency

If a fire-funded FWS employee assists another agency on a severity request the following charge codes should be used, using the employee’s home org code:

Assisting the National Park Service	XXXXXX-9141- FireCode provided by host agency
“ “ Bureau of Indian Affairs	XXXXXX-9141- FireCode provided by host agency
“ “ Bureau of Land Mgmt.	XXXXXX-9141- FireCode provided by host agency
“ “ Forest Service	XXXXXX-9141- D0YY
“ “ State Agency	XXXXXX-9141- FireCode provided by first Federal responder

Assists to other Federal Agencies on Rx Fuels Projects

When fire-funded employees assist another agency on prescribed burns the following charge codes should be used, using the employee's home org code:

Assisting the National Park Service	XXXXXX-9263-PARX
“ “ Bureau of Indian Affairs	XXXXXX-9263-AARX
“ “ Bureau of Land Mgmt	XXXXXX-9263-DARX
“ “ Forest Service	XXXXXX-9263-FARX
“ “ State Agency	XXXXXX-9263- * *RX

*Will be the two letter identifier of the state you are assisting (e.g. Arizona-**AZ**, Georgia-**GA**, Colorado-**CO**, etc...)

USDI NATIONAL PARK SERVICE (NPS)

The National Park Service (NPS) will utilize the FireCode issued for all resources assigned to an incident. The use of the FireCode in the accounting string by all agencies will provide a more accurate accounting of the cost of each individual fire. For the National Park Service (NPS), all accounts will be established using the FireCode as the project number. The format of the NPS account number is:

- #### The four-character numeric ORG code of the park or office
- XX## The four-character alpha-numeric FireCode assigned to the incident
- X## The three-character alpha-numeric PWE

The following procedures are to be used when assigning an account number for suppression, step-up, severity, emergency stabilization, or burned area rehabilitation.

If the incident crosses fiscal years, the account number will need to be established in the new fiscal year. Do not change the FireCode (project number), as the incident is tied to this code and all costs will be tracked through the life of the incident.

The following PWEs will be used with the FireCode:

	Sub-activity
Wildland fire suppression	E11
Severity, step-up	E14
Emergency stabilization	E13
Burned area rehab	B11
Burned area monitoring	B14
Preparedness Base-8 while on a suppression incident	P21

1. **A suppression fire starts in a national park:**

- The park creates a FireCode using the established business rules. For example, the code assigned is AAB4 and will be included on all resource orders.
- The park creates an account using their ORG code, the assigned FireCode as the project number, and the appropriate PWE (i.e., E11 for suppression).

Example: Because the incident is within the park's boundaries and is being managed using a suppression strategy:

- Yellowstone National Park (YELL, org code 1573), located in the NPS Intermountain Region (IMR), would establish account number 1573-AAB4-E11.
- The park will forward the assigned account number to the regional office for posting to the regional FAM website.
- All resources assigned to this incident will use the account number established at the park where the fire occurred, and the account number will be used for all payroll, travel, and supply costs related to this incident.

2. A wildland fire started outside NPS boundary lines, but NPS resources are assigned to assist the neighboring or jurisdictional agency.

- The dispatch unit for the neighboring/jurisdictional agency will create the FireCode and will use the FireCode on all resource orders.

Example: A fire started on Forest Service land outside the boundary line of Sequoia & Kings Canyon National Park (SEKI), located within the Pacific West Region (PWR) of the NPS, and will be managed using a suppression strategy. The code assigned is BBB3.

- A resource order is issued for an NPS employee. Because this suppression incident is outside the park boundary, a regional account number (the region where the incident is located, i.e., PWR) will be established using BBB3.
- The resource-ordered employee's park/office reviews the website of the NPS region where the incident is located for the assigned account number. If it has not been posted, the park/office will notify the RFPMA of the region where the fire started to establish a regional account using the assigned FireCode.

Example: An NPS logistics chief from the Southeast Regional (SER) is resource ordered:

- The SER office would not create an account for this incident, but would review the PWR website for the account number using this FireCode. If it has not been posted, they would contact the PWR RFPMA.
- The PWR RFPMA will establish the account (8075-BBB3-E11) and post to the regional FAM website.
- All payroll, travel, and needed supplies for this suppression incident will be charged to the account number.

Example: An NPS administrative payments team is resource-ordered:

- The FMPC would not create an account for this incident. The NPS accounting code should be listed on the resource order; however, if it isn't, then the administrative payment team leader would review the PWR website for the account number using the applicable FireCode. If it has not been posted, they would contact the PWR RFPMA.
- The PWR RFPMA will establish the account (8075-BBB3-E11) and post to the regional FAM website.
- All payroll, travel, and payments made by the team will be charged to the account number.

3. A park enters into a severity situation and forwards the severity funding request to the regional office. If the request is less than \$100,000, the regional office will review and approve; if more than \$100,000, the regional office will review and forward to the national office for final review and approval.

- If the severity funding request is approved, the regional office will generate a FireCode and establish the regional account number for the severity event. The word "severity" will be stated in the remarks section of FireCode.
- This account number will be added to the severity approval letter. If the request is over \$100,000, the account number will be included in the regional request that is forwarded to the national office.

4. A park receives a dispatch order to assist another federal agency with severity:

- The regional office that manages NPS units in the state/area where the severity is located will establish the account number based on the FireCode listed on the dispatch order. (For FS severity assists, each regional office will establish one assist account for FS per fiscal year using DOYY as the project code.)
- The resource-ordered employee's park/office reviews the website of the NPS region where the severity is located for the assigned account number. If it has not been posted, the park/office will notify the RFPMA of the region where the severity exists to establish a regional account using the assigned FireCode.

5. A park enters into a step-up situation (a short-term event that causes the park to step-up to Preparedness Level 4 or 5), approved by the Park Superintendent.

- A separate FireCode should be established for each unique step-up event.
- If the step-up event is approved by the Superintendent, the park will generate a FireCode and establish the park account number for the step-up event. The term 'step-up' will be stated in the remarks section of FireCode.

6. If resources are later ordered under an approved Burned Area Rehabilitation Plan for emergency stabilization on an incident, a second FireCode should not be created as the incident currently has an assigned FireCode. The stabilization and rehabilitation costs need to be tracked back to the incident that created the need for the treatments.

- The office that established the account number for the suppression incident using the FireCode will establish an emergency stabilization account using the FireCode as a project number and the E13 PWE.

Example: The fire at YELL (1573-AAB4-E11) has an approved plan and requires emergency stabilization.

- The park establishes account number 1573-AAB4-E13 for all resources assigned to the emergency stabilization.
- Account information is forwarded to the IMR RFPMA for posting to the regional website.

7. If the incident is owned by another jurisdictional agency (i.e., USFS, BLM), then the region would follow the same guidelines in establishing the E13 account using the regional ORG code and the original FireCode.

Example: The FireCode assigned was BBC8 and the IMR FAM office previously established account number 1249-BBC8-E11 for suppression charges.

- The IMRO will then establish account number 1249-BBC8-E13 for the emergency stabilization charges and post to the regional website.

8. Beyond emergency stabilization, rehabilitation funding can also be approved and used to treat or monitor the burned area. However, rehabilitation funding is programmed and is no longer included in the costs of suppression funding.

- If a park's or region's burned area rehabilitation and/or monitoring funding request has been approved, the park or region will establish an account using the FireCode of the suppression incident that created the need for the rehabilitation.

Example: The fire at Yellowstone (1573-AAB4-E11) has an approved plan and funding for burned area rehabilitation. Since IMR manages burned area rehab funding at the regional level, the funding was allocated to the IMR office.

- The IMR RFPMA will establish account number 1249-AAB4-B11 for treatment and 1249-AAB4-B14 for monitoring. (The regions have the discretion of maintaining the funding at the regional level. In this case, the account will be created using the regional office ORG code.)
- The IMR Fire Management Officer (RFMO) will notify the park of the approved funding and the account number assigned. The park will work with the IMR on all funding requirements.

9. If another agency requests NPS resources to assist on a rehabilitation project, the requested resource must be approved through the Fire Management Program Center (FMPC) Burned Area Rehab Coordinator or the National Fire Management Officer. This request must be processed through the park's Fire Management Officer (FMO) to the RFMO. The RFMO will request the approval from the FMPC.

- If NPS has adequate funding to support other-agency assists, the regional office will set up the B11 or B14 account.
- If NPS funding is not adequate to support the assist but the agency requesting NPS assistance establishes an Interagency Agreement to pay for the event, the FMPC Administrative Officer will establish a reimbursable account.

Example: A Forest Service fire outside the boundaries of SEKI requests an NPS archeologist to assist with the rehab project. The FireCode for the fire is BBB3.

- The SEKI Fire Management Officer (FMO) will request approval through the PWR RFMO. The PWR RFMO will forward the request to the FMPC for the assist to the Forest Service.
- If approved, the PWR RFMO will need to ensure an Interagency Agreement is established with the requesting agency.
- Once the signed agreement has been received by the FMPC, the Administrative Officer will request a reimbursable account number from the Washington Budget office (WASO).
- The reimbursable account number will use the FireCode as the project number plus the PWE 454 and all charges to that account will be billed to the Forest Service.
- The FMPC Administrative Officer will notify the requesting party of the established account number 9560-BBB3-454.
- All payroll, travel, and needed supplies for the rehab project with USFS are charged to 9560-BBB3-454.

Continuation of Operations Plan

System Unavailable

The FireCode System may be unavailable due to internet problems, application failure, or network outages. In case any of these occur, each GACC will have 1,000 FireCodes issued for distribution to the dispatch offices within their geographic area. The GACC will issue these codes sequentially to the dispatch offices for use if the system is unavailable. The dispatch office will be required to record the mandatory information at a minimum on the FireCode form and submit a copy to their GACC Administrator. This information will then be added to the FireCode System by the application administrator once the application is available.

Dispatch Office Unable to Access FireCode

In case a dispatch office is unable to access FireCode, the following process will be followed:

- Dispatch Office FireCode administrator will contact neighboring dispatch office of the problem and request assistance for generating codes.
- The dispatch office to assist will capture the necessary information and access the FireCode System and generate the code with the appropriate information (fire host unit's ID, etc.)
- The assisting dispatch office will provide the information to the requesting dispatch office (may be asked to fax the FireCode report)
- The assisting office will transfer edit rights to the requesting dispatch office, at which time all edits, etc., will occur by the correct owner of the code
- If a neighboring office is unable to provide assistance, the dispatch office will contact the GACC Administrator for assistance.
- The GACC will transfer edit rights to the requesting dispatch office once the office can access FireCode.

Data Loss Recovery Procedures

The FireCode System is automatically backed-up every 15 minutes. In the event of a data loss during the period of time the data is not saved, the hardcopy printout of the FireCode issued will be used for data recovery.

The printouts will be submitted to the application administrator when requested. The application administrator is responsible for adding the data back into the system prior to bringing the system back on-line and will reset the FireCode number such that it will not generate an already existing code.

Information Required for Fire Incidents COOP

Database Field	Description	Sample Data	Data Restriction
Incident Code	The FireCode that was used for this incident.	AB9V	* 4 Alpha-numeric characters * Cannot contain only alpha characters * Cannot contain only numeric characters * Numeric values 0 and 1 allowed * Letters O and I not allowed
Incident Name	The name to be displayed in the FireCode System for this fire incident.	Saw Mill Springs	* <=1,000 Alpha-numeric character
Discover Date	The date the fire was discovered.	2011-03-22	* Must be a valid date * Formatted as YYYY-MM-DD
Discover Time	The time the fire was discovered.	15:43:00	*24-Hour Clock *Formatted as HH:MM:SS
Latitude Degrees	The degree portion of the latitude of the fire incident.	38	* Numeric values only * Must be between -90 and 90
Latitude Minutes	The minutes portion of the latitude of the fire incident.	17	* Numeric values only * Must be between 0 and 60
Latitude Seconds	The seconds portion of the latitude of the fire incident.	24	* Numeric values only * Must be between 0 and 60
Longitude Degrees	The degree portion of the longitude of the fire incident.	95	* Numeric values only * Must be between -180 and 180
Longitude Minutes	The minutes portion of the longitude of the fire incident.	54	* Numeric values only * Must be between 0 and 60
Longitude Seconds	The seconds portion of the latitude of the fire incident.	47	* Numeric values only * Must be between 0 and 60
Username	The username of the person who "created" / reported the fire incident.	dstahlin	* <=38 Alpha-numeric characters * Must be a user that exists in FireCode System
Host Unit ID	The Unit ID of the incident Host Unit.	CO-FRX	*Must be a valid Unit Identifier as described in the NWCG Unit Identifier Report https://www.nifc.blm.gov/nsdu/unit_id/Publish.html
FS Assist	Did the Forest Service provide assistance?	Y or N	* Enter Y for Yes OR N for No
Created by Unit ID (Edit Rights)	The Unit ID that is the "created by" or "owner".	CO-PBC	*Must be a valid Unit Identifier as described in the NWCG Unit Identifier Report https://www.nifc.blm.gov/nsdu/unit_id/Publish.html
Incident Order Number		CO-FRX-000247	

The following Microsoft Office Excel spreadsheet is an example of what is required to be sent to the GACC Administrator. In the event there is a system failure, the manually issued FireCodes will be added to the FireCode System by the application administrator once the application is available.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	MANUAL FIRECODE DATA FIELDS FOR COOP RECOVERY													
2														
3	FireCode	Incident Name	Discover Date	Discover Time 24hr	LAT DEG	LAT MIN	LAT SEC	LONG DEG	LONG MIN	LONG SEC	User Name	Host Unit	FS Assist?	
4					DEG	MIN	SEC	DEG	MIN	SEC				
5	AC6E	Cheetah2	3/3/2006	1730	42	59	23	108	52	21	Jeder	WY-WRA	Y	
6	AE60	Mesa Del	3/5/2006	1748	34	17	830	111	17	372	SWEBB	AZ-TNF	Y	
7	AE8G	Hogback2	3/6/2006	1455	36	44	0	108	25	0	JBARNEY	AZ-NAA	N	
8	AE5J	Guardrail	3/2/2006	1610	36	39	42	106	51	24	CROMNES	NM-JIA	N	
9	AE5K	Bert	3/6/2006	1120	36	26	28	107	9	35	CROMNES	NM-JIA	N	
10	AP70	Big Bluff Complex	3/6/2006	930	36	3	7	93	19	42	WPETTER	AR-BUP	Y	
11	AP72	McKinley	3/4/2006	1320	34	55	26	96	55	49	WPETTER	OK-CHA	Y	
12	AP73	Glenna Burn Barrel	3/5/2006	1230	34	46	44	96	46	32	WPETTER	OK-CHA	Y	
13	AP74	Galaxy	3/5/2006	900	35	6	22	96	43	10	WPETTER	OK-WEA	Y	
14	AP75	Saturn	3/5/2006	1140	35	0	0	96	58	59	WPETTER	OK-WEA	Y	
15	AP76	Welder's	3/6/2006	1228	34	41	46	96	30	20	WPETTER	OK-CHA	Y	
16	AP77	Magness	3/6/2006	1234	35	21	26	96	17	9	WPETTER	OK-OMA	Y	
17	AP78	Chop Saw	3/6/2006	1310	34	45	17	96	29	45	WPETTER	OK-CHA	Y	
18														
19														
20														
21														
22														

Sample Only

Whom to Contact for Help

For FireCode technical support or to report security breaches, please contact the FireCode Help Desk by phone 877-256-4727 or by email nifchelp@blm.gov. When sending email, please include the word FireCode in the subject line.

For FireCode Validation questions/problems, please contact Lorena Leyva (Albuquerque Service Center) at 877-372-7248.

For Forest Service FireCode general questions, please contact Bobbe Bilyeu (FS-NIFC, Boise ID) at 208-387-5678.

To submit a FireCode Change Request, please contact Bobbe Bilyeu, FireCode Business Lead (FS-NIFC, Boise ID) at 208-387- 5678.

You may find this contact information in the **Support Note** section on the **Login** page.

WELCOME TO THE USDA/DOI FIRECODE SYSTEM!

Login Login Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/>	Support Note For FireCode technical support or to report security breaches, please contact the FireCode Help Desk by phone 877-256-4727 or by email nifchelp@blm.gov . When sending email, please include the word FireCode in the subject line. For FireCode Validation questions/problems, please contact Lorena Leyva (Albuquerque Service Center) at 877-372-7248. For Forest Service FireCode general questions, please contact Bobbe Bilyeu (FS-NIFC, Boise ID) at 208-387-5678. To submit a FireCode Change Request, please contact Bobbe Bilyeu, FireCode Business Lead (FS-NIFC, Boise ID) at 208-387- 5678.
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If you do not have a FireCode account, please [register](#).
[Forgot Password?](#)

USER WARNING
This website has been designed specifically for use by the wildland fire and the financial organizations of the Federal land management agencies. Therefore, use by the public is restricted. Every effort is made to provide accurate and useful information. However, the U. S. Government, the USDOl, the BLM, and their employees and contractors assume no legal liability for the accuracy or completeness of any information, product, or process noted on this website.

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