**OAS 23E Cost Coding Guide for SEAT Managers**

Updated 4/15/19

Information about the OAS-23E can be found at [DOI Aviation Acquisition AMS Forms](http://www.doi.gov/aviation/aqd_ams.cfm)

**DOI On-Call SEAT Contract Task Orders: (Updated for 2019)**

1. Each SEAT contractor is issued a specific Task Order number for the daily, 30, and 60 day rates. A separate Task Order number may be issued for Task Order Request for Proposals (TORPs).
	* **Use DOI task order only – States and USFS are sponsored by the BLM.**
	* **Use proper billee code - information is provided below.**
2. The list of **daily** **Task Order** numbers by individual Company can be found at https://www.doi.gov/sites/doi.gov/files/uploads/2019\_fire\_task\_order\_numbers.pdf on the OAS website. Look for the SEAT table of the spreadsheet. Those needing information on the 30 day, 60 day, or TORP task order numbers may contact the CO.
3. The Task Order number is put into the contract number block on the OAS-23E header, this depends on whether the aircraft was hired on the daily, 30 day, 60 day, or under a TORP.
4. Daily Availability and other services received are all recorded on the same OAS-23E for On Call contracts.
5. OAS-23E’s will need to be submitted every 15 days or when the aircraft is released, whichever comes first.
6. The SEAT Manager signs off on a printed copy of the OAS-23E when it is ready for submission. The pilot is responsible for sending the OAS-23E (email/FAX/mail) into their office for input into AMS.
7. If the SEAT Manager is changed out, the outgoing SEAT Manager must sign off the OAS-23E for the time they were the manager.

**Billee Code**s:

1. Billee Codes are issued to most federal agencies. When using an agency’s Billee Code, you must use the coinciding agency charge coding format. You cannot mix a Billee Code assigned to a Forest Service district with the charge coding format used on BLM fires. When completing the charge coding section on the OAS 23, you must find the Billee Code assigned to the agency, and match the correct charge coding format for that Billee Code. A list of Billee Codes can be found at the OAS website and downloaded via the following link and OAS zip file. [Billee Code zip file](http://www.doi.gov/aviation/library/upload/Billee_Codes_NonIPAC.zip)
2. Block Nine of the Resource Order indicates the hiring Agency. The hiring Agency/Unit will determine which Billee code to use.
	1. Example: BLM hires a SEAT (Block Nine of the Resource Order). The billee code of the hiring District will be used the entire time that BLM has control of the aircraft regardless of the land ownership (USFS, State, or other bureau) of the fire/s the SEAT flies on. Additionally, the BLM charge code format will be used the entire time it is hired, regardless of the ownership of the fires the SEAT may fly on.

Those SEATs identified as Nationally Funded, will use billee code 61C0 for the period of performance that is tied to this funding source.

* 1. Example: USFS hires a SEAT (Block Nine of the Resource Order). The billee code for the hiring Forest will be used, and the proper FS fire code format. This will stay the same for the remainder of the hire until it is fully released off contract.
	2. Example: NPS/FWS/BIA hires a SEAT (Block Nine of the Resource Order). The billee code for the hiring Unit and the corresponding agency charge code format will be used. This will stay the same for the remainder of the hire until it is fully released off contract.
	3. Example: State hires a SEAT (Block Nine of the Resource Order). The BLM State Office billee code for the corresponding State will be used, and the four digit fire code.

**Pay Item Codes:**

The list of the approved Pay Item Codes can be found at the end of section A of the SEAT contract. Pay item codes are broken into either “Time Based” or “Fees & Charges” section of the OAS-23E. Link to the pay item codes: <https://www.doi.gov/aviation/aqd/airs/pay_item_codes> .Again, the list of pay item codes appropriate for SEAT contracts can be found at the end of Section A of the contract. Codes entered into AMS that are not found in Section A of the contract will result in the invoice being rejected.

**Mission Codes:**

A “mission code” **MUST** be filled in for any line item where the pay code block has been filled in as Flight Time (FT) or Ferry Flight Time (FY). Mission codes can be found at this website: <https://www.doi.gov/aviation/aqd/airs/mission_codes>

**User Organization and Charge Code:**

**Land ownership of the incident**

A 4 digit Fire Code number will be generated by the federal agency that has land ownership of the incident. Even though all agencies are using the 4 digit Fire Code as part of their cost coding information, each agency has their own format to incorporate the Fire Code number. It is critical that SEAT Managers use the correct format to record the charge code information. Below is a briefing description and examples of the different agencies charge code formats *generally* found on a wildfire.

**Using Fire Code** **DER3 for the following examples:**

***There are NO Eyes (I) or Oh’s (O) in Fire Code Just Ones (1) and Zero’s (0).***

**BLM Fire Suppression (includes State SEATs sponsored by BLM):**

**DER3 (Use Four digit fire code only).**

**BLM Non-Fire Suppression: Preparedness/Sage Grouse/Special Project**

 **Format changed in 2012 the last two characters of the Functional Area are now Zero’s**

|  |
| --- |
| 10 alpha/numeric +9alpha/ numeric + 6 alpha/ numeric +4 alpha + WBS code if applicable  |
| *Example:* **LLFA500000 LF1000000. HT0000 + WBS code if applicable (ask local unit)** |
| LLXXXXX000(Users Cost Center) LF1000000.HT0000 (Functional Area) + WBS if applicable |

**USFS:**

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| --- |
| **USFS Format:** 1 alpha + 1 alpha or numeric *(depending on agency or region)* + Fire Code  |
| *Example:* **P*3*DER3** P3(FS fire in Region 3) + Fire Code  |
| Note: The FS will use an alpha designator after the “P” if the fire ownership is a different agency. PD= (BLM) PA= (BIA) PP= (NPS) PR= (FWS) PN= (State)  |

**BIA:**

|  |
| --- |
| 10 alpha/numeric + 9alpha/ numeric + 6 alpha/ numeric + 4 alpha + Fire Code +00001.00000  |
| *Example:* A1044430133 AF2105050.999900 AFSP**DER3** 00001.00000 |
| AXXXXXXXXX(Cost Center)-AF2XXXXX.999900 (Functional Area) AFSP Fire Code 00001.0000 (WBS) |

**NPS: Check with local aviation management on proper format**

**FWS: Check with local aviation management of proper format**