**AMD-23E Cost Coding Guide for SEAT Managers**

Updated 09/29/2022

The current AMD-23E form (PDF version) can be found at [Aviation Information Reporting Support (AIRS) | IBC Customer Central (doi.gov)](https://ibc.doi.gov/acquisition/aviation/vendor/airs)

An Excel version may be obtained by contacting the AIRS Help Desk directly (it is not 508-compliant, so cannot be published on the DOI website).

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

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 on the AQD website. [Contracts & Agreements | IBC Customer Central (doi.gov)](https://ibc.doi.gov/acquisition/aviation/customer/contracts) 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 AMD-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 AMD-23E for On Call contracts.
5. AMQ-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 AMD-23E when it is ready for submission. The pilot is responsible for sending the AMD-23E (email/FAX/mail) into their office for input into AIRS.
7. If the SEAT Manager is changed out, the outgoing SEAT Manager must sign off the AMD-23E for the time they were the manager.

**Billee Code**s:

1. Billee Codes are issued to most agencies that use AQD for non-fleet aviation services (including federal, state, universities, etc). If there is not a Billee established for an agency, its possible that the BLM National Fire Billee is to be referenced, OR a new Billee needs to be established. Please contact your aviation manager or Bureau Finance. If the agency needs a Billee but does not have one on the list, write a note on the ’23 “No billee for this agency” and AQD will follow up after the Vendor submits it.

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 AMD-23E, 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 AQD website at [Aviation Information Reporting Support (AIRS) | IBC Customer Central (doi.gov)](https://ibc.doi.gov/acquisition/aviation/vendor/airs)
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 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 AMD-23E. Link to the pay item codes: [Aviation Information Reporting Support (AIRS) | IBC Customer Central (doi.gov)](https://ibc.doi.gov/acquisition/aviation/vendor/airs)Again, the list of pay item codes appropriate for SEAT contracts can be found at the end of Section A of the contract. Only Codes specifically established on the contract and task order are entered as options in AIRS, so those are the only Codes that Vendors will be able to use. The codes must match **exactly** (FT cannot be used in place of FT1, etc)

**Mission Codes:**

A “mission code” **MUST** be filled in for any line item where the pay code block has been filled in with a Flight Time category code (FT, FD, FY, etc.). Mission codes can be found at this website: [Aviation Information Reporting Support (AIRS) | IBC Customer Central (doi.gov)](https://ibc.doi.gov/acquisition/aviation/vendor/airs)

**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).** If it is BLM sponsored State ordered resource use the corresponding State office billee code.

**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**