

ICS Job Aid

**ACCOUNTING DATA
FOR POLLUTION RESPONSE FUNDS**

- ★ **OIL SPILL (OPA/CWA)**
- &
- ★ **HAZCHEM (CERCLA)**
- &
- ★ **DISASTER - Stafford Act - ESF-10**

U. S. Coast Guard
National Pollution Funds Center

01 December 2013



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ACCOUNTING STRINGS FOR OIL SPILL RESPONSE FUNDING*
&
OPA CLAIMS

FORMAT:

2 X XX 1XX XX 0 XXXXXX XXXXX XXXX
 (1) (2) (3) (4) (5) (6) (7) (8) (9)

(1)	Agency	1 character	= "2" (USCG)
(2)	District/Region	1 character	= Varies: 1/24/12 & Future (See Appendix A) = "V" for FY-09 to 1-23-2012 = "H" for FY-08 & before
(3)	Appropriation	2 characters	= "SZ" for Oil Response; INRDA = "SX" for OPA Claim
(4)	Appropriation Limitation Code (LIM Code)	3 characters	#1 = "1" (direct funds) #2-3 = FOOSC's ATU (1/24/12 & Future) #2-3 = "72" (FY-09 to 1/23/12) #2-3 = FOOSC's ATU (Before FY-09) (See Appendix A)
(5)	Allotment Fund Control (AFC)	2 characters	= "95" for Oil Response; INRDA = "00" for OPA Claim
(6)	Allotment Level Indicator (ALI)	1 character	= "0" (This field is not used by USCG)
(7)	Program Element	6 characters	= the Assigned FPN = Claim Proj. No. for orphan claim
(8)	Cost Center	5 characters	= OPFAC No. of the FOOSC who is assigned the funds (See Appendix B) = "74100" (NPFC) for INRDA & when EPA is the FOOSC;
(9)	Object Class	4 characters	= Std. USCG Object Class Code (See Appendix C)

 * *The Account line for oil response funds is supplied in the official FPN Notification Message from NPFC or CANAPS.*

ACCOUNTING STRINGS FOR CERCLA & ESF-10 DISASTER RESPONSE FUNDING*

FORMAT:

2 X X01 8XX 80 0 XXXXXX XXXXX XXXX
(1) (2) (3) (4) (5) (6) (7) (8) (9)

- | | | | |
|-----|--|--------------|--|
| (1) | Agency | 1 character | = “2” (Coast Guard) |
| (2) | District/Region | 1 character | = Varies: 1/24/12 & Future (See Appendix A)
= “V” for FY-09 to 1-23-2012
= “H” for FY-08 & before |
| (3) | Appropriation | 3 characters | #1 = Last digit of current FY
#2-3 = “01” (Operating Expense) |
| (4) | Appropriation
Limitation Code
(LIM Code) | 3 characters | #1 = “8” (reimbursable funds)
#2-3 = FOSC’s ATU (1/24/12 & Future)
#2-3 = “72” (FY-09 to 1/23/12)
#2-3 = FOSC’s ATU (Before FY-09)
(See Appendix A) |
| (5) | Allotment Fund
Control (AFC) | 2 characters | = “80” (reimbursable funds) |
| (6) | Allotment Level
Indicator (ALI) | 1 character | = “0”
(This field is not used by USCG) |
| (7) | Program Element | 6 characters | = CPN for a CERCLA Case
= DPN for a Disaster Case |
| (8) | Cost Center | 5 characters | = OPFAC # of the FOSC who is
assigned the funds (Appendix B) |
| (9) | Object Class | 4 characters | = Std. USCG Code (Appendix C) |

Reimbursable Agreement Number (RAN): Use the CPN or DPN assigned.

The RAN is a required part of a reimbursable Account Line in FPD. It goes in the System Data Field. It is the same as the CPN or DPN. For Cases that extend across Fiscal Years, the RAN is the CPN or DPN with the newer Fiscal Year Appropriation Code added at the end. (Eg, 2008 case C08049 becomes RAN C08049901 in 2009). The system needs an “R” in the front and the “R” should already be in the FPD window. Enter the CPN or DPN in the RAN window and click the “•••”. The same CPN or DPN should appear in the window that opens. Select it and accept it. You may see a long list of RANs in the window that opens. Carefully select the same CPN or DPN assigned to your case.

 * *The Account line for CERCLA or ESF-10 Disaster response funds is supplied in the official FPN Notification Message from NPFC or CANAPS*

DOCUMENT CONTROL NUMBERS

For OSLTF (FPN), CERCLA (CPN) & ESF-10 Disasters (DPN) Transactions

FORMAT:

XX XX XX X X XX XXX
(1) (2) (3) (4) (5) (6) (7)

(1)	Document Type	2 characters	= Std. FINCEN document type (See Appendix D)
(2)	Fiscal Year (Funding Year)	2 digits	= Last two digits of current fiscal year or funding year.
(3)	Procurement Site Code	2 characters	(See Appendix E)
(4)	Fiscal Year	1 digit	= Last digit of the year of initial contract award (normally the same FY)
(5)	Region/District	1 character	= Varies: 1/24/12 & Future (See Appendix A) = "V" for FY-09 – 1/23/2012 = "H" for FY-08 & before
(6)	Program Element	2 characters	= NPFC ID Code for Unit (See Appendix F)
(7)	Document Sequence Number	3 digits	= Unique sequential number assigned by the unit preparing the document

APPENDIX A**REGION and ADMINISTRATIVE TARGET UNITS (ATUs)****For Constructing Region and Appropriation Limitation (LIM) Codes
1/24/12 and Forward**

	<u>REGION</u>	<u>ATU #</u>
D1	1----- Boston, MA	01
D5	5----- Portsmouth, VA	05
D7	7----- Miami, FL	07
D8	8----- New Orleans, LA	08
D9	C----- Cleveland, OH	09
D11	L----- Alameda, CA	11
D13	S----- Seattle, WA	13
D14	4----- Honolulu, HI	14
D17	J----- Juneau, AK	17
NSFCC	X----- NSFCC/PIAT/Strike Teams (* effective 10/1/2013)	20*
EPA	V----- EPA Cases/NPFC	72

(FY-10 & subsequent)

Shore Infrastructure Logistics Center (SILC) ----- 37

CG Finance Center ----- Chesapeake, VA ----- 36

National Strike Force & NSFCC: REGION D, ---- ATU 58
(FY10 through FY13)

NPFC ----- Arlington, VA: REGION V, -- ATU 72

CG Headquarters ----- 99

(Prior to FY-10)

MLC – Atlantic----- Portsmouth, VA----- 32

MLC – Pacific----- Alameda, CA ----- 33

APPENDIX B**OPFAC NUMBERS For Use as Cost Center in Account Lines**

<i>DISTRICT OFFICES:</i>	<i>OPFAC #</i>	<i>OTHER UNITS</i>	<i>OPFAC #</i>
D-1 Boston	71101	NPFC	74100
D-5 Portsmouth	71105	SILC (Norfolk, VA)	52100
D-7 Miami	71107		
D-8 New Orleans	71108		
D-9 Cleveland	71109	NSFCC	34359
D-11 Alameda	71111	Atlantic Strike Team	34361
D-13 Seattle	71113	Gulf Strike Team	34340
D-14 Honolulu	71114	Pacific Strike Team	34360
D-17 Juneau	71117		
<i>CG FOSCs (Sectors unless noted)</i>	<i>OPFAC #</i>	<i>CG FOSCs (Sectors unless noted)</i>	<i>OPFAC #</i>
Anchorage	37380	Mobile	37160
Baltimore	37060	Morgan City (MSU)	33272
Boston	37010	New Orleans	37150
Buffalo	37210	New York	37040
Charleston	37090	North Carolina	37080
Chicago (NOT FOSC)	----	North. New England	37000
Cleveland (NOT FOSC)	----	Ohio Valley	37200
Columbia River WA (2011+)	37400	Paducah (NOT FOSC)	----
Corpus Christi	37180	Pittsburgh (MSU)	33256
Delaware Bay	37050	Port Arthur (MSU)	33274
Detroit	37220	Portland OR (MSU)(2011+)	33270
Duluth (MSU)	33262	<i>Portland OR (2010/before)</i>	<i>37310</i>
Galveston (MSU)(2011/before)	33277	Puget Sound WA (2011+)	37320
Guam	37350	San Diego	37250
Hampton Roads	37070	San Francisco	37270
Honolulu	37340	San Juan	37120
Houston/Galveston	37170	Sault Ste Marie	37230
Huntington (NOT FOSC)	----	Savannah (MSU)	33264
Jacksonville	37100	<i>Seattle (2010/before)</i>	<i>37320</i>
Juneau	37360	SE New England	37020
Key West	37140	St. Petersburg	37130
Lake Michigan	37240	Toledo (NOT FOSC)	
Long Island Sound	37030	Texas City (MSU) (2012+)	33277
Los Angeles/Long Beach	37260	Upper Miss. River	37390
Lower Miss. River	37190	Valdez (MSU)	33283
Miami	37110	<i>Wilmington (MSU)</i> <i>(2011/before)</i>	<i>33269</i>

NOTE: New units are highlighted. Converted (changed) units are in italics.

APPENDIX C**SELECTED OBJECT CLASS CODES
(From Appendix F to Fincen's SOP)****Recommended Codes** *(but not exclusive)*

2100	CONUS Travel - Site Visit - Ops Travel
2110	OVERSEAS Travel - Site Visit - Ops Travel
2170	Lease of aircraft
2172	Lease of vehicle - commercial
2523	Contracts – Other [Use for State or Local PRFA]
2532	Contracts – Government [Use for Federal Agency PRFA, all INRDA]
2656	Marine Environmental Response Equipment
2669	Safety Supplies
4202	Indemnities & Claims

Notes:

- (1) These object class codes are often used for pollution cases. If a transaction does not fit one of these, the full list available to the Coast Guard is in Appendix F of the FINCEN SOP.*
- (2) These codes are valid a/o the date of revision. Always validate object codes against the current edition of Appendix F.*

APPENDIX D**DOCUMENT TYPES**
For Use in Document Control Numbers

- | | |
|---|--|
| 11 - TAD/TDY/Local Travel Orders | 37 - Printing & Pubs (DOD/GSA/GPO) |
| 13 - Continuous Travel Orders | Medical Payments (NIPS) |
| 14 - GTR & GTA (PCS & TAD) | 48 - GSA Vehicle Charges |
| 15 - GBL (PCS & TAD) | 71 - Reserve Orders (Contingency Recall) |
| 21 - Procurement Request (Brown Sheet) | IADT, Emergency Involuntary Recall |
| 23 - Purchase Order / Delivery Order | ADSW-AC/RC > 180 Days |
| 24 - Contracts | Voluntary Recall > 180 Days |
| 27 - Auxiliary Patrol Orders | 72 - Reserve Orders: |
| 28 - ISSA- MIPR-IAG , UNICOR | ADT-AT/OTD |
| 32 - Credit Cards, Express Shipments | ADSW-AC/RC </ = 180 Days |
| 33 - Miscellaneous Costs, etc., [CLAIMS] | Voluntary Recall </= 180 Days |
| 34 - GSA Job Order - RWA (bldg. repair) | ADSE-AC Reimb. by Other Agency |
| [PRFA, INRDA] | |
| 35 - ARMS (MILSTRIP), SERVMART | |
| OGA Bills (SF-1080) , Aviation fuel, | |
| etc. | |

Source:

Based on Appendix G to the FINCEN SOP.

These Document Types are valid a/o the date of revision. Always validate Document Types against the current edition of Appendix G.

APPENDIX E**PROCUREMENT SITE CODES****For Use in OPA & CERCLA Document Control Numbers**

23	CG HQ, CG-912
24	CCGD1, BSU Boston
26	National Strike Force & NSFCC
27	CCGD5, BSU Portsmouth
28	CCGD7, BSU Miami
29	CCGD8, BSU New Orleans
30	CCGD9, BSU Cleveland
31	CCGD11, BSU Alameda
33	CCGD13, BSU Seattle
34	CCGD14, BSU Honolulu
35	CCGD17, BSU Ketchikan
41	USCG Training Center Yorktown
46	NPFC [<i>EPA PRFA, INRDA, NPFC TONO</i>]
84	USCG SILC

(SEE FINCEN SOP, Appendix H for additional codes (ISCs, CEUs & other USCG units)).

APPENDIX F

**NPFC SPECIAL PROGRAM ELEMENT CODES
For Use in OPA & CERCLA Document Control Numbers Only**

<u>X1</u>	<u>District-1 Office, Boston</u>	<u>Y9</u>	<u>District-9 Office, Cleveland</u>
XB	Sector Boston	YT	Sector Buffalo
XE	Sector Long Island Sound	YQ	Sector Detroit
XD	Sector New York	YP	MSU Duluth
XA	Sector Northern New England	YN	Sector Lake Michigan
XC	Sector Southeast New England	YK	Sector Sault Ste. Marie
<u>X5</u>	<u>District-5 Office, Portsmouth</u>	<u>Y1</u>	<u>District-11 Office, Alameda</u>
XM	Sector Baltimore	YA	Sector Los Angeles/Long Beach
XP	Sector Delaware Bay	YB	Sector San Diego
XN	Sector Hampton Roads	YC	Sector San Francisco
XK	Sector North Carolina	<u>Y3</u>	<u>District-13 Office, Seattle</u>
XQ	Reserved (<i>ex MSU Wilmington</i>)	YD	Sector Portland, OR
<u>X7</u>	<u>District-7 Office, Miami</u>	YE	Sector Seattle
XV	Sector Charleston	<u>Y4</u>	<u>District-14 Office, Honolulu</u>
XS	Sector Jacksonville	XX	Sector Guam
XG	Sector Key West	YF	Sector Honolulu
XR	Sector Miami	<u>Y7</u>	<u>District-17 Office, Juneau</u>
XW	Sector San Juan	YH	Sector Anchorage
XU	MSU Savannah	YG	Sector Juneau
XT	Sector St. Petersburg	YJ	MSO Valdez
<u>Y8</u>	<u>District-8 Office, New Orleans</u>	<u>XZ</u>	<u>NPFC</u>
YX	MSO Corpus Christi	<u>X8</u>	<u>Reserve Orders in Direct Access</u>
YW	MSU Texas City (<i>ex Galveston</i>)	<u>E1</u>	<u>NSFCC</u>
XY	Sector Houston-Galveston	E2	AST
XJ	Sector Lower Mississippi River	E3	GST
YV	Sector Mobile	E4	PST
YY	MSU Morgan City		
YZ	Sector New Orleans		
XH	Sector Ohio Valley		
XK	Reserved (<i>ex MSO Paducah</i>)		
XL	MSU Pittsburgh		
YU	MSO Port Arthur		
XF	Sector Upper Miss. River		

NPFC Use Only

- X2 Site Specific IAG with EPA Region*
X3 NRDA Initiate Agreement
X4 State Access Cooperative Agreement
X6 NRD Claims payments & costs
XZ Damage Claims Payments

APPENDIX G

NPFC Project Number Construction (all types)

1. FEDERAL PROJECT NUMBER – FOSC Oil Spill Removal

A) USCG FOSC (Coastal Zone):

X XX XXX
(1) (2) (3)

- (1) DISTRICT Issuing the FPN (1 letter – see table below)
- (2) FY the case began and the FPN was established (2 numbers).
- (3) SEQUENCE # of the incident in that district for that fiscal year (3 characters).

DISTRICT ID

- D-1 Boston, MA ----- B
- D-5 Portsmouth, VA----- P
- D-7 - Miami, FL----- M
- D-8 New Orleans, LA ----- N
- D-9 Cleveland, OH ----- G
- D-11 Alameda, CA ----- A
- D-13 Seattle, WA ----- S
- D-14 Honolulu, HI----- H
- D-17 Juneau, AK----- J
- EPA ----- E. (began 2002 when CANAPS started)

B) EPA FOSC (Inland Zone):

In FY-2002 (CANAPS launched), EPA project numbers begin with “E”.

E XX X XX
(1) (2) (3) (4)

- (1) “E” for EPA.
- (2) FY the case began, when the FPN was established.
- (3) Identifier for the EPA Region (See Table below).
- (4) Sequence # of the incident in that USCG District for that year.

	ID #		ID #
Region 1 Boston, MA	1	Region 6 Dallas, TX	6
Region 2 New York ,NY	2	Region 7 Kansas City, KS	7
Region 3 Philadelphia, PA	3	Region 8 Denver, CO	8
Region 4 Atlanta, GS	4	Region 9 Alameda, CA	9
Region 5 Chicago, IL	5	Region 10 Seattle, WA	0

2. OLD FEDERAL PROJECT NUMBER FOSC OIL REMOVALS 1984-1998

XX X XXX
 (1) (2) (3)

- (1) District Issuing the FPN.
- (2) FY the case began and the FPN was established.
- (3) Sequence # of the incident in the respective District for that year.

DISTRICT ID NUMERALS

CCGD1	Boston, MA	01
CCGD2	St. Louis, MO	02 (Closed FY 1994)
CCGD3	New York, NY	03 (Closed FY 1986)
CCGD5	Portsmouth, VA	05
CCGD7	Miami, FL	07
CCGD8	New Orleans, LA	08
CCGD9	Cleveland, OH	09
CCGD11	Long Beach CA	11
CCGD12	San Francisco, CA	12 (Closed FY 1994)
CCGD13	Seattle, WA	13
CCGD14	Honolulu, HI	14
CCGD17	Juneau, AK	17

3. OPA CLAIMS PROJECT NUMBER – Oil Fund Claim(s) Paid by NPFC for claims not associated with a removal case. Claims linked to a removal case use the same FPN as the removal case. (1993 & after)

9 XX XXX
 (1) (2) (3)

- (1) “9” signifies a Claim(s)-only incident.
- (2) FY the first claim was received for the incident.
- (3) SEQUENCE # of the incident for that year – established in the Claims Processing System (CPS) and NPFC Oracle Project Accounting (PA).

The Project No. (1, 2 and 3) is the Program Element in the Account Line

9 XX XXX -- XXX
 (1) (2) (3) (4)

- (4) Suffix -- sequential identifier for individual claims within a project (used only in CPS and on a Claims Authorization to Pay (ATP))

4. CERCLA PROJECT NUMBER (CPN) For USCG FOSCs (1994 & after):

		X	XX	XXX
		(1)	(2)	(3)
(1)	Case Type	1 character		C = CERCLA
(2)	Fiscal Year	2 characters		FY the case began & CPN was established
(3)	Sequence #	3 characters		Sequence # of the incident for that FY

NOTE: CPNs for USCG FOSCs are assigned by CANAPS

5. STRIKE TEAM CERCLA PROJECT NUMBER (CPN)

USCG NSF Strike Team Support to an EPA FOSC for CERCLA response only (1999 & after)

		X	XX	X	XX
		(1)	(2)	(3)	(4)
(1)	Case Type	1 character			C = CERCLA
(2)	Fiscal Year	2 characters			FY the case began & CPN was established
(3)	Strike Team ID	1 character			A = AST G = GST P = PST
(4)	Sequence #	2 characters			Sequence # of the incident for that FY For that Strike Team

NOTE: Strike Teams are authorized to issue their own CPNs for assisting EPA FOSCs. Strike Team CPNs are generated manually by the Strike Team and sent via USCG message or email to NPFC.

6. DISASTER / ESF-10 PROJECT NUMBER (DPN)

X XX X X X
(1) (2) (3) (4) (5)

(1)	Case Type	1 character	D = DISASTER
(2)	Fiscal Year	2 digits	Last two digits of the FY the Disaster was declared by FEMA.
(3)	Disaster	1 character	A, B, C, etc (identifies disasters in chronological sequence in that FY)
(4)	State	1 character	A, B, C, etc. (identifies state for which the Mission Assignment is issued in same disaster)
(5)	Sequence Number	1 digit	Sequential number identifying Mission Assignments issued for a particular state and disaster

IMPORTANT

1. FEMA issues Mission Assignments that are unique to a specific Disaster, a specific State, and a specific ESF. There may also be multiple specific mission assignments within an ESF. Each of these is a separate funding stream (pot of money) that requires separate management. Each funding stream requires a unique account line.

Each DPN is based specifically on the corresponding FEMA Mission Assignment or the related EPA IAG or EFA providing the Mission Assignment funding to the USCG. Each Mission Assignment (“pot of money”) must have a unique DPN.

This assures Coast Guard spending follows the same logic and is documented and billed according to this structure. Otherwise, FEMA will disallow Coast Guard billings for reimbursement. A failure to recover costs would force the Coast Guard to cover the costs out of its own OE Appropriation.

2. ESF-10 DPNs are generated manually by the NPFC Financial Management Division and sent via official USCG message to the Coast Guard unit being assigned the funds. The message identifies the disaster by name, the state, allowed use based on tasking in the mission assignment, and other management information.