***Schedule & Instructions***

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| **Activity** | **Performed By** | **Timeframe** |
| ***Assemble and distribute ICR- Assessment packages.*** A-123 internal assessment field forms for the Wildfire Prevention Program are developed. The risk management documents (RMDs) and Process Memos are used to construct field check Sheets. | ***Central Office – Trust Services*** | ***January 1st to March 31st.*** |
| ***Perform Self-Assessment.*** Using the ICR – Assessment packages, Agency program staff complete the self-assessment. Assessments must identify any corrective actions required to comply with relevant statutes, regulations, policies and handbooks. The Superintendent must certify to the Regional Director (RD): 1) that Agency trust programs are in compliance with the internal controls of the program (and state any corrective actions); 2) the accuracy and completeness of their ICR-assessments.  | ***Agency Staff*** | ***April 1st to April 30th*** |
| ***Perform Site Assessments.*** Each Region selects two Agencies to perform a site assessment, using all of the materials of the self-assessment. This is done in conjunction with the Agency self-assessment, or after as a check of the self-assessment. Program deficiencies must be identified in a Corrective Action Plan (CAP) of the Agency trust program.  | ***Regional Staff*** | ***April 15th to May 16th*** |
| ***Compile Assessment Results.*** Each Region compiles all self-assessments and site assessments, together with all supporting documentation. The Deputy RD – Trust prepares a summary for the RD describing successful assessments, program deficiencies, and any CAPs. | ***Regional Staff*** | ***May 16th to June 1st*** |
| ***Certify Regional Assessments and Corrective Actions.*** RDs submit certifications to the Director, BIA (DBIA) that Agency self-assessments and on-site assessments accurately describe the assessed program components, and that deficiencies are being addressed in CAPs.  | ***Regional Directors*** | ***By June 3rd*** |
| ***Certify Program Assessments and Corrective Actions.*** The DBIA submits to the Central Office Trust Division Chiefs each RD certified report and supporting ICR documents. The Division Chiefs review the packages for completeness and compliance with ICR activities, identified deficiencies and CAPs. Division Chiefs then certify to the Deputy Bureau Director – Trust (DBD – Trust) that the Regional ICR assessments are in compliance with trust program internal controls and that program deficiencies are being corrected by Agency actions.  | ***Central Office Division Chiefs*** | ***By June 22nd*** |
| ***Certify Trust Assessment and Corrective Actions.*** The DBD-Trust compiles the Trust Program ICR packages, certifies the same to the DBIA, and with Division Chief assistance, transmits the packages and certifications to the Office of Internal Evaluation & Assessment. | ***Deputy Bureau Director, Trust Services*** | ***By June 29th*** |