



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Washington, DC 20240

February 11, 2022

IN REPLY REFER TO:

Memorandum

To: All Regional Directors
Attention: Regional Fire Management Officers

From: Director, Bureau of Indian Affairs *Darryl LaCount*

Subject: Wildland Fire Program Internal Control Review and Assessment - Wildfire Prevention

In compliance with OMB Circular A-123, Management Responsibility for Internal Control, the Wildfire Prevention Program will be assessed in FY 2022. To facilitate this effort, the Division of Wildland Fire Management (DWFM) has developed Internal Control Review (ICR) assessment forms.

The ICR assessment forms are Excel spreadsheets entitled “FY2022 WFPREV Field Test Form agency and FY2022 WFPREV Field Test Form region”. The “Agency Form” will be completed by staff specialists who are responsible for Wildfire Prevention Program activities at each Agency location. Completion of the “Agency Form” is independent of receiving dedicated wildfire prevention funding, therefore all Agencies should complete the “Form”. Although tribes are not required to participate in A-123, you are encouraged to request tribal participation to assist your office in understanding tribal wildfire prevention program status and needs. The “Regional Form” will be completed by program managers who are responsible for Wildfire Prevention oversight at each Regional Office. The forms will be provided to your Regional Wildland Urban Interface/Prevention Specialist electronically by the DWFM National Prevention Program Manager.

Regional Directors will certify that the self-assessments accurately describe the Wildfire Prevention program, including a description of how deficiencies are being mitigated, and submit this package to the Chief, Division of Forestry and Wildland Fire Management, by June 3, 2022. Regional Fire Prevention Specialists will be provided a Microsoft Teams link and are responsible for uploading final A-123 Field Assessment Forms to the Teams site.

In conjunction with this A-123 reporting requirement, DWFM Staff from Central Office will be conducting virtual site visits to validate the self-assessments at sample locations. The sample locations for FY22 will be the Pacific and Northwest Regional Offices. The virtual site visits will include the review of both “Agency and Regional” completed field forms, identification of any deficiencies and associated corrective actions. Regional Fire Prevention Specialists and Fire Management Officers will be contacted to coordinate and schedule the virtual site visits between May 16 and May 27, 2022.

If you have any questions, please contact Sam Scranton, National Prevention Program Manager, BIA DWFM, Boise, Idaho, at (208) 387-5794 or Samuel.Scranton@bia.gov.

Attachments: Schedule & Instructions
WFPREV Field Test Form agency
WFPREV Field Test Form region

cc: Aaron Baldwin, Director, Division Wildland Fire Management