



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Washington, DC 20240

JAN 2018

IN REPLY REFER TO:

Memorandum

All Regional Directors

Attention: Forestry and Wildland Fire Management

From: Director, Bureau of Indian Affairs

A handwritten signature in cursive script, appearing to read "Barry R. Rippe".

Subject: Wildland Fire Management Due Dates for Reporting and Submissions

This memorandum notifies Agency Administrators and Wildland Fire Program Managers of the recurring Division of Forestry and Wildland Fire Management, Branch of Wildland Fire Management (BWFM) reporting and submission requirements. As requested, please submit items referenced in the attached table directly (by email) to the listed recipient, or into the designated database. Submitting items by official correspondence to the Director of the Bureau of Indian Affairs (BIA) is not required.

The BWFM works with the Department of the Interior (DOI), Office of Wildland Fire (OWF), on reporting dates and submissions — please note that dates may change. In these instances the personnel listed will be in contact with the appropriate regional manager to ensure the BIA maintains accountability with DOI and OWF policy.

If there are any questions concerning the reporting dates or submissions please contact the appropriate recipient identified in the attached table.

Attachment

cc: Agency Superintendents

Division of Forestry and Wildland Fire Management
Branch of Wildland Fire Management
Recurring Annual Reporting and Submissions Deadlines

Deadline	Program	Activity	SUBMIT TO: Recipient Email or Database System
9/15	Burned Area Emergency Rehabilitation	Emergency Stabilization and Burned Area Rehabilitation Plan Accomplishment report	darryl.martinez@bia.gov
10/7	Burned Area Emergency Rehabilitation	Enter Emergency Stabilization and Burned Area Rehabilitation Past Accomplishments	<i>National Fire Plan Operations and Reporting System</i>
11/15	Burned Area Emergency Rehabilitation	Enter Emergency Stabilization and Burned Area Rehabilitation Plans; Completed and Treatments (for funding)	<i>National Fire Plan Operations and Reporting System</i>
1/5	Fuels	Outstanding labor/credit card adjustments for previous Fiscal Year finalized	samuel.scranton@bia.gov
1/5	Fuels	New Reserved Treaty Rights Land Project Proposals	mark.jackson@bia.gov
2/1	Fuels	Final Fire Perimeter Polygons for previous Calendar Year	joseph.kafka@bia.gov
2/1	Fuels	Enter accomplished Fuels Treatment Polygons for previous Calendar Year	<i>National Fire Plan Operations and Reporting System</i>
3/31	Fuels	Prior year Reserved Treaty Rights Land Carryover maybe withdrawn by Branch of Wildland Fire Management	mark.jackson@bia.gov
5/2	Fuels	Enter Four-Year Fuels Program of Work	<i>National Fire Plan Operations and Reporting System</i>
5/2	Fuels	Fuels management program hiring for approved vacant position(s) completed	samuel.scranton@bia.gov
7/15	Fuels	Fuels management 638 Cooperative Agreements approved and funds obligated (multi-year)	mark.jackson@bia.gov
10/7	Fuels	Enter Fuels treatments accomplishments for previous Fiscal Year	<i>National Fire Plan Operations and Reporting System</i>
10/15	Fuels	Department of Interior Community Assistance report due to Branch of Wildland Fire Management	samuel.scranton@bia.gov
11/7	Fuels	Resilient Landscape year-end report for previous Fiscal Year	mark.jackson@bia.gov
11/7	Fuels	Reserved Treaty Rights Land year-end report for previous Fiscal Year	mark.jackson@bia.gov
11/30	Fuels	Annual Monitoring Summary of fuel treatment monitoring activities	william.grauel@bia.gov
90 days after occurrence	Fuels	Fuel Treatment Effectiveness Monitoring reports	william.grauel@bia.gov
1/12	Operations	Finalize previous Calendar Year Fire reports	<i>Wildland Fire Management Information</i>
1/8	Operations	Budget requests for Bureau of Indian Affairs Interagency Hotshot Funding	jacquelinec.martin@bia.gov
6/4	Operations	Capital Improvement Plans for new construction	jacquelinec.martin@bia.gov
7/2	Operations	Five Year Deferred Maintenance and Capital Improvement Plans	jacquelinec.martin@bia.gov
9/28	Operations	Red Book comments and feedback	garth.fisher@bia.gov
10/12	Operations	Finalize previous Fiscal Year Fire Reports (Government Performance and Results Act reporting)	<i>Wildland Fire Management Information</i>
10/15	Operations	Bureau of Indian Affairs Interagency Hotshot Crew Accomplishment and Expenditure Reports	jacquelinec.martin@bia.gov
1/6	Prevention	Regional Prevention Program Narrative Accomplishment Reports from Regional Specialists	samuel.scranton@bia.gov
2/1	Prevention	Prevention program hiring for approved vacant position completed	samuel.scranton@bia.gov
5/1	Prevention	Prevention Supplemental Requests	samuel.scranton@bia.gov
7/15	Prevention	Submission for new prevention programs. Must have a completed and approved plan (Wildfire Prevention Plans)	samuel.scranton@bia.gov
8/1	Prevention	Funding requests for existing prevention programs	samuel.scranton@bia.gov
9/15	Prevention	Submissions for revised Wildfire Prevention Plans (for recurring funding)	samuel.scranton@bia.gov
11/15	Prevention	Unit level Prevention Program Accomplishment Reports due to Regional Specialists	samuel.scranton@bia.gov
12/1	Prevention	Unit level Prevention Program Accomplishment Reports due to BWFM	samuel.scranton@bia.gov
1/5	Prevention	Prevention carryover adjustment deadline for previous Fiscal Year	samuel.scranton@bia.gov
1/15, 4/15, 7/15, 10/15	Prevention	Quarterly Trespass and Fire Investigation Tracking Reports	garry.sam@bia.gov