



United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
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July 21, 2006

Memorandum

To: All Regional Directors, All Regions
Attention: Regional Fire Management Officers
Regional Fuels Specialists

From: Acting Chief, Branch of Wildland Fire Management *Samuel W. Dwyer*

Subject: Bureau of Indian Affairs Fuels Program Business Management Handbook
Distribution

The attached Bureau of Indian Affairs *Fuels Program Business Management Handbook* provides general program business management direction for the Wildland Urban Interface (WUI) and Non-WUI Hazardous Fuels Reduction (HFR) programs. The Handbook provides guidance on positions, projects, supplementals, community assistance, authorized program expenditures, funding distribution, program cost sharing, performance measures and other HFR program business rules. This document serves as a companion handbook to the BIA Fuels Management Handbook, the 2006 Interagency Prescribed Fire Planning and Implementation Procedures Reference Guide (to be released in August, 2006) and the BIA National Fire Prevention Handbook, 2006.

Digital copies of the Handbook and HFR and Activity Fuels Cost Sharing Guide (ppt format) will be mailed to each region. Hard copies of this document will not be mailed out. Please distribute this document to tribes and agencies as necessary. The handbook is available on the inside.bia.gov web page if you have access to Trust.Net. Click on "Trust Services" "Forestry," and then "Handbooks" to review or download an electronic copy.

Several key changes have been made for this version of the Business Management Handbook. These changes are summarized below.

Section 5, a, iii. and b. ii Eligible Land Status and Activity

A cooperative agreement may be used to treat fuels on private land using WUI and Non-WUI programs when the planning and implementation is a collaborative effort, and is justified for cost effectiveness, fire fighter and public safety, and or community protection of property. Accomplished acres may be reported in NFORS.

Section 9, a, ii. Non-Fuels Positions

Actual time accrued by permanent non-fire personnel to development of hazard fuels project work and project implementation is authorized for base 8 and overtime hours. Permanent, personnel hired under the preparedness program can not charge their base 8 to the fuels program unless they occupy a part-time position and have transitioned in pay status to another non-fire program. Career seasonal and temporary preparedness employees cannot charge their base 8 unless they are working outside the official fire season.

Section 9, b, v. Travel

Travel expenses for personnel coming from outside their assigned duty stations to assist in the project planning or implementation is an authorized project cost.

Section 9, e, i. AD Blanket Training

Students that attend the Prescribed Fire Training Center or the Fire Use Training Academy may charge these costs to Blanket Training accounts.

Section 10, Non-Authorized Program Expenditures

Many new changes and additions have been made concerning which project expenditures can be funded from the WUI and Non-WUI Program funding for projects or community assistance.

Section 10, b, Support Action Assistance – Other Agencies

Agencies are to bill one another by mutual agreement once they have exhausted all other provisions for internally funding support actions (mutual assists).

Section 15, P.L. 638 Contract Tribes

No longer will IDC be included in the project, community assistance and position funding requests. IDC is to be estimated and totaled for the region under the WUI and Non-WUI programs, then submitted as a Supplemental funding request.

Section 18, National Hazardous Fuels Program Funding Distribution

Funding available to projects has essentially been flat-lined. Program efficiency must increase to successfully compete for funding within the Department and among agencies and tribes. Hazardous fuels funding will be distributed based on success in four areas: performance (ability to meet program targets), program cost sharing, integration of hazardous fuels reduction with timber management, and biomass utilization.

Section 21, Performance Measures

Updates have been made to the Fuels Management Performance Measures targets and accomplishments to allow for better evaluation of program performance.

Section 22, Fire Occurrence (DI – 1202)

All prescribed fires, including wildland fire use, should be documented on an Individual Fire Report (form DI-1202-BIA) and entered into the Wildland Fire Management Information (WFMI) computer database. Prescribed fires associated with hazardous fuels reduction must be reported in both WFMI and NFPORS.

If you have any questions regarding the handbook please contact Mr. Dennis Dupuis, Associate Director-Fire Use and Fuels, at 208/387-5041 or Mr. Sam Scranton, Deputy of Fire Use and Fuels, at 208/387- 5794.