



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Washington, D.C. 20240

**MAR 25 2015**

IN REPLY REFER TO:

## Memorandum

To: All Regional Directors  
Attention: Forestry and Wildland Fire Management and Human Resources

From: Director, Bureau of Indian Affairs 

Subject: Tribal Resource Management (TRM) Allocation, Reporting, and Accountability Plan

The following procedures will apply to all Wildland Fire Management programs receiving funding through the Tribal Resource Management (TRM) Initiative.

The TRM allocation regarding workforce development will be directed to create opportunities for steady long-term employment while reducing the Bureau of Indian Affairs, Wildland Fire Management program's dependence on Administrative Determined Pay Plan Emergency Workers. In addition to TRM regional allocations, the Branch of Wildland Fire will be focusing on training and leadership programs.

Funding for Wildland Fire Program Administrative Support will be provided to increase Regional Forestry and Wildland Program staff to administer timely reimbursement of tribal suppression invoices. Regional offices with high suppression reimbursements of 638 and Self-Governance programs tribal invoicing will receive TRM funding to reduce tribal suppression reimbursement timeframes.

The Branch of Wildland fire has been working with your regional staff to identify positions to meet the intent of the Wildland Fire Program Administrative Support. Regions will be allocated the necessary funding once the region provides conformation that the position is filled. Until then Regional offices can request supplemental funding to support the positions.

Lastly, please reference the attachment titled TRM Allocation, Reporting and Accountability plan for further guidance and direction. Any questions can be referred to Aaron Baldwin, Branch Chief Wildland Fire Management at (208) 387-5697 or at [aaron.baldwin@bia.gov](mailto:aaron.baldwin@bia.gov).

Attachment

## **Tribal Resource Management (TRM) Allocation, Reporting, and Accountability Plan**

### *Allocation*

Regional allocations for Workforce Development (WFD) funding have been determined by the current regional percentages. This funding will be focused on the following program areas:

Appropriate use of workforce development funding:

- Staff sponsored Model 52 program engines
- Fill vacant career-seasonal positions first, then seasonal positions
- Where appropriate extend (PPs) career-seasonal positions
- Where appropriate extend (PPs) seasonal positions
- Primary Fire Fighting positions only

Inappropriate use of workforce development funding:

- Staffing extended attack engines/non-Model 52 program engines
- Permanent Full Time grade increases/awards
- Capital equipment purchases without prior Central Office approval

Supplemental funding associated with WFD can be requested for personnel identified on the WFD spreadsheet:

- Personal Protective Equipment (PPE)
- Information Technology (Computers, phones, etc.)
- Radios
- Capital Equipment with Central Office approval

Nine Regions are eligible to receive funding for a GS 401/9 Fire Operations Specialist (FOS) position. These positions can be located at the Region or Agency/Tribal level if the program has sufficient complexity to support and mentor. The intent of these positions is to provide training and detail opportunities leading to placement as a Unit Fire Management Office, Assistant Fire Management Office or Fuels Specialist. If a region is unable to fill the position at a GS 0401/9, a plan can be submitted for an alternative to the GS 0401 FOS for a developmental position.

### *Wildland Fire Program Administrative Support*

Supplemental funding can be requested this FY for administrative costs associated with new positions. Criteria for supplemental funding will be: Permanent Change of Station (PCS) expenses, information technology purchases (computer, phone, etc.), and office supplies (desk, cubicle, etc.).

### *Reporting and Accountability*

Regional Forestry and Fire Staff will provide the Branch of Wildland Fire Management spreadsheets that outline where they have allocated TRM WFD funding. This is to ensure that programs are directing their allocations to areas outlined in the appropriate WFD activities. At the end of the FY regional offices will submit their accomplishments to the Branch of Wildland Fire for reporting to the Department of the Interior, Office of Wildland Fire Management.