



# United States Department of the Interior


BUREAU OF INDIAN AFFAIRS

Washington, DC 20240

APR 05 2016

## Memorandum

To: All Regional Directors  
All Agency Superintendents  
Attention: Forestry/Fire Management

From: Director, Bureau Indian Affairs 

Subject: Guidance for Fiscal Year (FY) 2016 Wildland Fire Management Budget

This memorandum is to inform all Line Officers and Wildland Fire Program Managers of the need for timely distribution of funds to agencies and tribes.

In the past years we have experienced high levels of fire funding carryover. Wildland Fire Management program funds are used to protect life, property and trust assets. As such, any delays in allocating funds may lead to the inability of field level resources to execute this mission.

Line officers must ensure that program managers are responsible for budget management. To assist in this endeavor, the Branch of Wildland Fire Management (BWFM) has established fiscal milestones for Preparedness and Fuels activities for regional offices. Our focus must be on reducing annual carryover and increasing our dedication to fiscal effectiveness.

If funds are not allocated by the attached timeframe, preparedness carryover funding will be withdrawn from regional offices and allocated nationally to create a sustainable wildland fire management workforce. This will be accomplished by investing in our personnel, with a strong emphasis on education, training, and succession planning to meet the future challenges of wildland fire management.

Fuels carryover will remain at the regional level; regions failing to spend or obligate 99.5 percent of their budget will cause a reduction of funds the following fiscal year. Regions that meet or exceed the 99.5 percent become eligible for a funding increase in the next fiscal year (FY).

In addition, the Office of Wildland Fire Policy Memorandum 2016-02 is attached and releases the Department of the Interior Wildland Fire Budget Allocations for FY 2016. The memorandum also discusses the use of Risk Based Wildland Fire Management and includes details of the various Programs funded.

This policy memorandum is effective immediately and will remain in effect until rescinded or modified. For additional information please contact Linda Tatum, Budget/Planning Director, Branch Wildland Fire Management, at (208) 387-5696 or via email: [linda.tatum@bia.gov](mailto:linda.tatum@bia.gov).

Attachments: OWF Policy Memorandum 2016-02  
Guidance for Fiscal Year (FY) 2016 Wildland Fire Management Budget




# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

**JAN 13 2016**

## **OWF POLICY MEMORANDUM 2016 – 02**

**To:** Director, Bureau of Land Management  
Director, National Park Service  
Director, U.S. Fish and Wildlife Service  
Director, Bureau of Indian Affairs  
Commissioner, Bureau of Reclamation  
Director, U.S. Geological Survey

**From:** Jim Douglas, Director – Office of Wildland Fire 

**Subject:** Guidance for Fiscal Year (FY) 2016 Funds Execution and Wildland Fire Budget Allocations

**Purpose:** This memorandum provides the DOI Wildland Fire budget allocations based on the Consolidated Appropriations Act, 2016, Public Law (P.L.) 114-113. On December 18, 2015, Congress passed P.L. 114-113, making appropriations through September 30, 2016. The Act provides funding for an annual appropriation.

**Scope:** This memo includes allocation amounts for fire management funded programs and activities in the Bureau of Indian Affairs (BIA), the Bureau of Land Management (BLM), the Fish and Wildlife Service (FWS), the National Park Service (NPS), the Office of Wildland Fire (OWF), and the Department-wide fire activities. This memorandum supplements previously issued 2016 budget guidance provided in OWF Policy Memorandum 2015-009.

**Time Frame:** The P.L. 114-113 covers fiscal year (FY) 2016.

**Policy:** Bureau allocation amounts for the fiscal year are outlined in Attachment 1. Transfers of funds for the balance of the fiscal year will be entered in the Treasury system the week of January 11, 2016. Bureaus were notified of the Treasury transaction numbers.

***Department-wide Activities:*** The Interior Fire Executive Council determined funding for Department-wide activities in FY 2016. For FY 2016, there is a total of \$73.48 million allocated to Department-wide activities. OWF applied carryover funding available from the FY 2015 department-wide activities to reduce the amount of FY 2016 funding required to fund those activities.

*Risk Based Wildland Fire Management:* In FY 2016 the Department begins implementation of Risk Based Wildland Fire Management. Risk Based Wildland Fire Management provides an integrated approach for wildland fire preparedness and fuels management budgeting (formulation and allocation), planning, and performance evaluation using risk as a common metric. This allocation is the first use of Risk Based Wildland Fire Management to inform the budget. During 2016 the Department and bureaus will continue to refine the use of Risk Based Wildland Fire Management. Attachment 1 shows the new allocation to bureaus.

*Preparedness Program:* Within the Preparedness Program, \$41.854 million is allocated for Department-wide activities. This funding includes support for aviation services, IT management, and business services. The BLM received an increase of \$3.876 million in Preparedness funding to begin implementation of Risk Based Wildland Fire Management.

*Fuels Program:* Within the Fuels Program, \$10 million is allocated to the BIA to support fuels management activities aimed at fulfilling trust responsibilities on reserved treaty rights lands. Additionally, \$10 million is allocated for Resilient Landscapes activities. This Resilient Landscapes funding is held in the Parent account until distribution of funding is determined. The BLM received an increase of \$5.397 million in Fuels Management funding to begin implementation of Risk Based Wildland Fire Management.

*Suppression Operations:* The Suppression Operations funding held in the Parent will be allocated based on seasonal activity, similar to previous years. Emergency Stabilization and Severity authority levels are not adjusted from the levels provided in OWF Policy Memorandum 2015-009.

*Burned Area Rehabilitation (BAR):* The BAR allocation shown in Attachment 1 represents the decisions documented in OWF Policy Memorandum 2015-009.

*Facilities:* The Facilities funding currently held in the Parent account is to be used to fund costs associated with consolidation of leased facilities. Funding will be distributed during the second quarter of FY 2016.

**Contacts:** Any questions can be directed to Nora Peterson, Budget Officer, Office of Wildland Fire at (202) 606-0518.

cc: Interior Fire Executives  
Interior Fire Directors

Attachment: DOI FY 2016 Annual Allocation

Attachment 1

DOI FY 2016 Allocations

	Preparedness			Fire Risk Management			Other Operations			Total	% Share
	Preparedness	Preparedness Risk Based Implementation	Suppression	Fuels Management	Fuels Risk Based Implementation	[Resilient Landscapes] within Fuels Mgmt	BAR /1	Facilities	JFSP		
Department-Wide Activities	\$ 41,854	\$ -	\$ -	\$ 14,584	\$ -	\$ 10,000	\$ 1,064	\$ -	\$ 5,990	\$ 73,492	9.0%
BIA	\$ 63,715	\$ -	\$ 26,379	\$ 29,260	\$ -	\$ -	\$ 3,619	\$ 565	\$ -	\$ 123,538	15.1%
BLM	\$ 147,032	\$ 3,876	\$ 68,893	\$ 66,596	\$ 5,397	\$ -	\$ 12,981	\$ 2,334	\$ -	\$ 307,109	37.5%
FWS	\$ 28,422	\$ -	\$ 6,440	\$ 20,743	\$ -	\$ -	\$ 1,475	\$ 282	\$ -	\$ 57,362	7.0%
NPS	\$ 35,589	\$ -	\$ 15,000	\$ 23,040	\$ -	\$ -	\$ 1,073	\$ 3,053	\$ -	\$ 77,755	9.5%
OWF	\$ 3,197	\$ -	\$ -	\$ 380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,577	0.4%
Parent	\$ -	\$ -	\$ 174,961	\$ -	\$ -	\$ -	\$ -	\$ 193	\$ -	\$ 175,154	21.4%
<b>Total Estimated Funding</b>	<b>\$ 323,685</b>	<b>\$ 323,685</b>	<b>\$ 291,673</b>	<b>\$ 160,000</b>	<b>\$ 10,000</b>	<b>\$ 20,212</b>	<b>\$ 6,427</b>	<b>\$ 5,990</b>	<b>\$ 817,987</b>	<b>100%</b>	
<b>% Share of Total</b>	<b>39.6%</b>	<b>39.6%</b>	<b>35.7%</b>	<b>19.6%</b>	<b>1.2%</b>	<b>2.5%</b>	<b>0.8%</b>	<b>0.7%</b>	<b>100%</b>		

Bureau shares shown above are before the Service-level agreements are distributed.

DOI FY 2016 Allocations after Service Level Agreements & Distribution of Dept.-wide Activities to Sponsoring Bureau

	Preparedness			Fire Risk Management			Other Operations			Total	% Share
	Preparedness	Preparedness Risk Based Implementation	Suppression	Fuels Management	Fuels Risk Based Implementation	[Resilient Landscapes] within Fuels Mgmt	BAR /1	Facilities	JFSP		
BIA	\$ 64,740	\$ -	\$ 26,379	\$ 39,260	\$ -	\$ -	\$ 3,817	\$ 565	\$ -	\$ 134,761	16.5%
BLM	\$ 178,849	\$ 3,876	\$ 68,893	\$ 67,149	\$ 5,397	\$ -	\$ 13,198	\$ 2,334	\$ 5,990	\$ 345,686	42.3%
FWS	\$ 27,919	\$ -	\$ 6,440	\$ 20,734	\$ -	\$ -	\$ 1,656	\$ 282	\$ -	\$ 57,031	7.0%
NPS	\$ 38,456	\$ -	\$ 15,000	\$ 23,362	\$ -	\$ -	\$ 1,336	\$ 3,053	\$ -	\$ 81,207	9.9%
OWF	\$ 7,028	\$ -	\$ -	\$ 3,723	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,751	1.3%
Parent	\$ 2,817	\$ -	\$ 174,961	\$ 375	\$ -	\$ 10,000	\$ 205	\$ 193	\$ -	\$ 188,551	23.1%
<b>Total Estimated Funding</b>	<b>\$ 323,685</b>	<b>\$ 323,685</b>	<b>\$ 291,673</b>	<b>\$ 160,000</b>	<b>\$ 10,000</b>	<b>\$ 20,212</b>	<b>\$ 6,427</b>	<b>\$ 5,990</b>	<b>\$ 817,987</b>	<b>100%</b>	
<b>% Share of Total</b>	<b>39.6%</b>	<b>39.6%</b>	<b>35.7%</b>	<b>19.6%</b>	<b>1.2%</b>	<b>2.5%</b>	<b>0.8%</b>	<b>0.7%</b>	<b>100%</b>		

/1 - Includes FY 2015 Unallocated funding \$1.242 million

## **Guidance for Fiscal Year (FY) 2016 Wildland Fire Management Budget**

### Budget Consumption Reports to be sent to the Regions

- Monthly Report with obligation % rates - starting 2nd quarter
- Bi-Weekly Reports with obligation % rates - 4th quarter
  - Obligation of funds should be accomplished in accordance with OCFO's Annual Year End Policy Memo and the FY Acquisitions Cut off dates Memo.

### Year End Close

- After year-end close, any outstanding labor and/or credit card adjustment/corrections for the previous FY are to be done by no later than December 31.
- Any unobligated funds not committed or obligated after January 1 will be pulled back to BWFM (AAK4)
  - Regions are to reallocate the unobligated/uncommitted funds to the regional fund center.
- Carry Over funds will be redistributed on a request, as needed basis.
  - Regions may submit formal requests for specific projects.
- The FLT (Fire Leadership Team) will make a priority list and advise the regions of approved projects

### **In order to facilitate Completion of annual Program of Work by the end of the fiscal year of fund obligation, the following measures are being implemented.**

### Fuels Budget Milestones and Guidance

- Budget Consumption Reports to be sent to the Regions
  - Monthly Report with obligation % rates - start November 2
  - Bi-Weekly Reports with obligation % rates - start May 2nd
- Annual Program and Project work will be completed by September 30.

### Obligation to Cooperative Agreement:

Regions and or Agencies must ensure:

- Base Fuels funds (Programmatic and Project) are obligated by July 15.
- Reserved Treaty Rights Lands and Resilient Landscape funds are obligated by July 15.

Unobligated balances are subject to withdrawal by the BWFM and reallocated to other regions.

### Reserved Treaty Rights Lands (RTRL) FY2015 Funds Only

- RTRL funds requiring a Cooperative Agreement must be allocated must be obligated by March 31 of FY 2016.
- RTRL carryover not obligated by March 31, 2016, may be withdrawn and returned to the Branch of Wildland Fire (BWFM).

## Reserved Treaty Rights Lands FY2016 and Future Years

- RTRL carryover funds are subject to being withdrawn from project(s) and made available for other RTRL projects.
- RTRL funds may be withdrawn if the unit does not [1][2][3][4][5] meet project milestones for planning and implementation.
- Due to high demand of RTRL funds and in order to provide greater opportunity, all future projects including FY 2016 proposals will be limited to \$1 million and 4 years' time to completion.
- Cooperative Agreement's required for RTRL projects must be in place by July 15.
- Projects must be initiated by July 15.

## Base Funds

Base program will submit or complete the following by May 2.

- Hiring for approved vacant positions
- 4 Year Program of Work

## Year End Close

- After year-end close, any outstanding labor and/or credit card adjustment/corrections for the previous FY are to be done no later than November 1.
- Carryover will be finalized November 2.
- Regions may reallocate unobligated/uncommitted funds at the regional fund center.
- Carry Over funds may be redistributed on a request, as needed basis.
- Fuels Business Rules and Guidance previously established remain valid for program operations.