Bureau of Indian Affairs Color Logo.


**Bureau of Indian Affairs**

**Wildfire Prevention Program Review Report**

**[*BLANK*] Region**

**[*BLANK*] Agency/Tribe**

**Date: [*BLANK*]**

# Introduction –

A program review was conducted according to BIA policy for the **[*BLANK*]** Agency/Tribe/Nation Wildfire Prevention Program on **[*BLANK*]**. This review report identifies commendations, issues, and an improvement plan based on that review.

The team consisted of **[*BLANK*],** team leader; **[*BLANK*], Regional** Fire Management Officer; **[*BLANK*],** Agency Superintendent; and, **[*BLANK*],** Prevention Staff.

The newest version of the checklist was used.

# Findings Summary

The overall impression from this review is that the program is performing **[*BLANK*].**  The results are separated into “Commendations”, “Issues”, and “Concerns”. Issues are relatively minor items that addressing will improve the delivery of the program. Concerns are more significant items that if left unaddressed could detract from the program or reduce its effectiveness. The “Issues” will be addressed in “Improvement Recommendations”. “Concerns” were addressed in an “Action Plan”.

Supporting documentation for the review is included as an Attachment. It contains a ten-year occurrence table; graphics of the occurrence data as used for prevention planning; and a prevention accomplishment reports summary for **[*BLANK*]** through **[*BLANK*]**.

The Program Review Checklist examines 13 areas of program performance. Multiple performance standards are evaluated in each area. The team discussed the performance standards and selected a rating that best described program performance in that area. The standards received ratings of Exceeds, Meets, Needs Improvement, Non-compliant, or Not Rated.

**Overall, the results of the review are [favorable/unfavorable]**, with **[*BLANK*]** of the 63standards reviewed. **[*BLANK*]** were rated as exceeds, **[*BLANK*]** were rated as met, **[*BLANK*]** were rated as needs improvement, and **[*BLANK*]** as non-compliant.

A brief summary of the level of performance in each of the 13 areas follows.

# Findings

## Program Performance Indicators:

Of the **[*BLANK number of*]** standards reviewed: **[*BLANK*]** were rated as exceeds, **[*BLANK*]** were rated as met, **[*BLANK*]** were rated as needs improvement, and **[*BLANK*]** as non-compliant.

1.

2.

## Facility:

Of the **[*BLANK number of*]** standards reviewed: **[*BLANK*]** were rated as exceeds, **[*BLANK*]** were rated as met, **[*BLANK*]** were rated as needs improvement, and **[*BLANK*]** as non-compliant.

1.

2.

## Standard Program Elements

Of the **[*BLANK number of*]** standards reviewed: **[*BLANK*]** were rated as exceeds, **[*BLANK*]** were rated as met, **[*BLANK*]** were rated as needs improvement, and **[*BLANK*]** as non-compliant.

1.

2.

3.

4.

## Program Documentation and Record Keeping:

Of the **[*BLANK number of*]** standards reviewed: **[*BLANK*]** were rated as exceeds, **[*BLANK*]** were rated as met, **[*BLANK*]** were rated as needs improvement, and **[*BLANK*]** as non-compliant.

1.

2.

3.

4.

## Agency Administration:

Of the **[*BLANK number of*]** standards reviewed: **[*BLANK*]** were rated as exceeds, **[*BLANK*]** were rated as met, **[*BLANK*]** were rated as needs improvement, and **[*BLANK*]** as non-compliant.

1.

2.

3.

4.

5.

6.

7.

## Employee Training and Development:

Of the **[*BLANK number of*]** standards reviewed: **[*BLANK*]** were rated as exceeds, **[*BLANK*]** were rated as met, **[*BLANK*]** were rated as needs improvement, and **[*BLANK*]** as non-compliant.

1.

2.

3.

4.

5.

## Collaboration, Coordination and Outreach:

Of the **[*BLANK number of*]** standards reviewed: **[*BLANK*]** were rated as exceeds, **[*BLANK*]** were rated as met, **[*BLANK*]** were rated as needs improvement, and **[*BLANK*]** as non-compliant.

1.

2.

3.

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## Wildfire Prevention Planning:

Of the **[*BLANK number of*]** standards reviewed: **[*BLANK*]** were rated as exceeds, **[*BLANK*]** were rated as met, **[*BLANK*]** were rated as needs improvement, and **[*BLANK*]** as non-compliant.

1.

2.

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7.

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9.

10.

11.

12.

## Program Implementation:

Of the **[*BLANK number of*]** standards reviewed: **[*BLANK*]** were rated as exceeds, **[*BLANK*]** were rated as met, **[*BLANK*]** were rated as needs improvement, and **[*BLANK*]** as non-compliant.

1.

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## Wildfire Investigation:

Of the **[*BLANK number of*]** standards reviewed: **[*BLANK*]** were rated as exceeds, **[*BLANK*]** were rated as met, **[*BLANK*]** were rated as needs improvement, and **[*BLANK*]** as non-compliant.

1.

2.

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## M. Youth Fire Intervention Program

Of the **[*BLANK number of*]** standards reviewed: **[*BLANK*]** were rated as exceeds, **[*BLANK*]** were rated as met, **[*BLANK*]** were rated as needs improvement, and **[*BLANK*]** as non-compliant.

1.

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7.

# Commendations:

*Discuss the standards rated as “Exceeds”. Also identify any special achievements or successes.*

# Issues:

*Describe the standards rated as “Needs Improvement” and those that were rated as “Met” but could be better. Of those rated as “Needs Improvement”, these are the ones that don’t significantly impact the program meeting its objectives.*

# Concerns:

*Describe the standards rated as “Non-Compliant” or “Needs Improvement”, where the deficiency is impacting the program’s ability to meet its objectives. Include in these any that are policy violations, regardless of their impact on meeting the program’s objectives.*

# Improvement Recommendations:

*These are the recommendations for improvement based on the Issues.*

# Corrective Action Plan:

*These are the actions that the unit must take to resolve the Concerns. They should include a due date for each action.*

# Finalization:

*Include any follow up dates and methods. Repeat the determination as to whether the report is favorable or unfavorable. Include a finalization certification for the report.*

## This Report completed by:

*List the reviewers name, date, and digitally sign the report.*

# Attachments

## The Review Checklist

## Occurrence Graphics

## Accomplishment Report Summaries