

**Branch of Wildland Fire Management**  
***Recurring Annual Reporting and Submission Deadlines***

Deadline	Program	Activity	SUBMIT TO: Recipient Email or Database System
8-Jan	Operations	Budget Requests for BIA Interagency Hotshot Funding	joshua.simmons@bia.gov
12-Jan	Operations	Finalize previous calendar year fire reports	<i>Interagency Fire Occurrence Reporting Modules (InFORM)</i>
4-Jun	Operations	Capital Improvement Plans for new construction	joshua.simmons@bia.gov
2-Jul	Operations	5-Year Deferred Maintenance and Capital Improvement Plans	joshua.simmons@bia.gov
28-Sep	Operations	Red Book comments and feedback	garth.fisher@bia.gov
12-Oct	Operations	Finalize previous Fiscal Year Fire Reports (Government Performance and Results Act reporting)	steven.larrabee@bia.gov
15-Oct	Operations	BIA Interagency Hotshot Crew Accomplishment and Expenditure Reports	joshua.simmons@bia.gov
5-Jan	Prevention	Prevention carryover adjustment deadline for previous fiscal year	samuel.scranton@bia.gov
1-Feb	Prevention	Prevention program hiring for approved vacant position completed	samuel.scranton@bia.gov
1-May	Prevention	Prevention Supplemental Requests	samuel.scranton@bia.gov
15-Jul	Prevention	Submission for new prevention program. Must have a completed and approved plan (Wildfire Prevention Plans)	samuel.scranton@bia.gov
1-Aug	Prevention	Funding requests for existing prevention programs	samuel.scranton@bia.gov
1-Sep	Prevention	Submissions for revised Wildfire Prevention Plans (for recurring funding)	samuel.scranton@bia.gov
15-Nov	Prevention	Unit level Prevention Program Accomplishment Reports due to Regional Specialists	samuel.scranton@bia.gov
1-Dec	Prevention	Regional Prevention Program Narrative Accomplishment Reports from Regional Specialists	samuel.scranton@bia.gov
1-Dec	Prevention	Unit level Prevention Program Accomplishment Reports due to DWFM	samuel.scranton@bia.gov
15-Feb	Public Affairs	Bi-Monthly Success Story Compilation	lessa.peter@bia.gov
15-Apr	Public Affairs	Bi-Monthly Success Story Compilation	lessa.peter@bia.gov
15-Jun	Public Affairs	Bi-Monthly Success Story Compilation	lessa.peter@bia.gov
15-Aug	Public Affairs	Bi-Monthly Success Story Compilation	lessa.peter@bia.gov
15-Oct	Public Affairs	Bi-Monthly Success Story Compilation	lessa.peter@bia.gov
15-Dec	Public Affairs	Bi-Monthly Success Story Compilation	lessa.peter@bia.gov
15-Sep	BAER	Emergency Stabilization and Burned Area Rehabilitation Plan Accomplishment Report	darryl.martinez@bia.gov
7-Oct	BAER	Enter Emergency Stabilization and Burned Area Rehabilitation Past Accomplishments	<i>National Fire Plan Operations and Reporting System</i>
15-Nov	BAER	Enter Emergency Stabilization and Burned Area Rehabilitation Plan, Completed Treatments (for funding)	<i>National Fire Plan Operations and Reporting System</i>
5-Jan	Fuels	Outstanding labor/credit card adjustments for previous Fiscal Year finalized	samuel.scranton@bia.gov

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15-Jan	Fuels	NFPORS accomplishment Reporting for prior quarter	<i>National Fire Plan Operations and Reporting System</i>
1-Feb	Fuels	Final Fire Perimeter Polygons for previous calendar year	joseph.kafka@bia.gov
1-Feb	Fuels	Enter accomplished Fuels Treatment Polygons for previous calendar year	<i>National Fire Plan Operations and Reporting System</i>
15-Feb	Fuels	Enter Fuels Treatment Effectiveness Monitoring accomplishments from prior calendar year	<i>National Fire Plan Operations and Reporting System</i>
15-Mar (Subject to change)	Fuels	5-Year Fuels Preliminary Program of Work in NFPORS	<i>National Fire Plan Operations and Reporting System</i>
31-Mar	Fuels	Prior year Reserved Treaty Rights Land Carryover maybe withdrawn by DWFM	mark.jackson@bia.gov
15-Apr	Fuels	NFPORS accomplishment Reporting for prior quarter	<i>National Fire Plan Operations and Reporting System</i>
2-May	Fuels	Fuels management program hiring for approved vacant position(s) completed	samuel.scranton@bia.gov
15-Jul	Fuels	NFPORS accomplishment Reporting for prior quarter	<i>National Fire Plan Operations and Reporting System</i>
15-Jul	Fuels	Fuels management 638 Cooperative Agreements approved and funds obligated (multi-year)	mark.jackson@bia.gov
15-Sep	Fuels	National Annual Program of Work and Spend Plan for OWF (DWFM)	samuel.scranton@bia.gov
15-Oct	Fuels	NFPORS final accomplishment Reporting for the prior FY	<i>National Fire Plan Operations and Reporting System</i>
15-Oct	Fuels	DOI Community Assistance report due to DWFM	samuel.scranton@bia.gov
7-Nov	Fuels	Reserved Treaty Rights Land year-end report for previous fiscal year	mark.jackson@bia.gov
30-Nov	Fuels	Annual Monitoring Summary of Fuel treatment monitoring activities	joseph.kafka@bia.gov
120 Days after end of performance period	Fuels	Contractor Performance Assessment Reporting System (CPARS) - Performance assessment report of contractor performance in execution of the National RAWs Contract	<i>CPARS</i>
90 Days after occurrence	Fuels	Fuel Treatment Effectiveness Monitoring reports	joseph.kafka@bia.gov
Open Continually	Fuels	New Reserved Treaty Rights Land Project Proposals	mark.jackson@bia.gov