

BIA Division of Wildland Fire Management
2024 - 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 prior year vacant positions 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-Aug	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	<i>Wildfire Prevention Spatial Assessment and Planning Strategies (WPSAPS)</i>
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
31-Jan	Public Affairs	Quarterly Success Story Compilation	lessa.peter@bia.gov
30-Apr	Public Affairs	Quarterly Success Story Compilation	lessa.peter@bia.gov
30-Jul	Public Affairs	Quarterly Success Story Compilation	lessa.peter@bia.gov
31-Oct	Public Affairs	Quarterly Success Story Compilation	lessa.peter@bia.gov
15-Sep	BAER	Emergency Stabilization and Burned Area Rehabilitation Plan Accomplishment Report	Cameron.Paulk@bia.gov
7-Oct	BAER	Enter Emergency Stabilization and Burned Area Rehabilitation Past Accomplishments	<i>Interior Fuels and Post-Fire Reporting System (IFPERS)</i>
15-Nov	BAER	Enter Emergency Stabilization and Burned Area Rehabilitation Plan, Completed Treatments (for funding)	<i>Interior Fuels and Post-Fire Reporting System (IFPERS)</i>

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5-Jan	Fuels	Outstanding labor/credit card adjustments for previous Fiscal Year finalized	samuel.scranton@bia.gov
Monthly on the 15th of every month	Fuels	Monthly Accomplishment Reporting, IFPERS fuels treatment and activity accomplishment reporting	Interior Fuels and Post-Fire Reporting System (IFPERS)
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	Interior Fuels and Post-Fire Reporting System (IFPERS)
15-Feb	Fuels	Enter Fuels Treatment Effectiveness Monitoring accomplishments from prior calendar year	Interior Fuels and Post-Fire Reporting System (IFPERS)
15-Mar (Subject to change)	Fuels	3-Year Fuels Preliminary Program of Work in IFPERS	Interior Fuels and Post-Fire Reporting System (IFPERS)
31-Mar	Fuels	Prior year Reserved Treaty Rights Land Carryover maybe withdrawn by DWFM	mark.jackson@bia.gov
2-May	Fuels	Fuels management program hiring for approved vacant position(s) completed	samuel.scranton@bia.gov
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)	stephen.smith@bia.gov
15-Oct	Fuels	NFPORS final accomplishment Reporting for the prior FY	Interior Fuels and Post-Fire Reporting System (IFPERS)
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
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
30-Apr	Budget	Tribal Firefighter Employment Data for Quarter 1 & 2	adrian.grashield@bia.gov; michael.nutter@bia.gov
31-Jul	Budget	Tribal Firefighter Employment Data for Quarter 3	adrian.grashield@bia.gov; michael.nutter@bia.gov
31-Oct	Budget	Tribal Firefighter Employment Data for Quarter 4	adrian.grashield@bia.gov; michael.nutter@bia.gov