




United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

SEP 13 2013

OWF POLICY MEMORANDUM 2013 – 001

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: Establishment of Office of Wildland Fire Policy Memorandum System

Purpose: This Policy Memorandum establishes a system for issuing wildland fire policy and direction within the Department of the Interior pursuant to 112 DM 7.

Background: Currently policy, direction, and other information about the wildland fire management program within the Department of the Interior has been issued using a variety of techniques ranging from formal memoranda to informal emails, issued by different officials within the Department, and issued to levels of the bureau organizations from bureau directors to fire directors. Policy, direction, and other information has not been systematically identified or categorized to allow ready access, reference, or follow up. The Office of Wildland Fire Policy Memorandum System provides a standardized approach for preparing, issuing, and tracking wildland fire policy, direction, and other program information within the Department.

Scope: The Wildland Fire Policy Memorandum System will be used for transmittal of any policy, direction, or other related program management information to the affected bureaus and offices within the Department of the Interior.

Time Frame: This Policy Memorandum is effective immediately and remains in effect until rescinded or modified.

Policy: The Wildland Fire Policy Memorandum System will be used to transmit all wildland fire management policy, direction, guidance, or other program management information including actions requiring response. Each Policy Memorandum will follow a standard format (see Attachment 1).

Using the attached format, each Policy Memorandum will adhere to these conventions:

1. Numbering – each Policy Memorandum will have a unique number consisting of the calendar year in which it was signed followed by a sequential three digit number (YYYY-###).
2. Distribution – generally all Policy Memoranda will be addressed to the heads of the fire management bureaus within the Department, with copies to the senior executive responsible for the fire management program and to the bureau fire director. As appropriate, copies will also be sent to other program or policy offices within the Department or bureaus.
3. Signature – Policy Memoranda will be signed by the Director, Office of Wildland Fire.

The Office of Wildland Fire is responsible for establishing and maintaining a recordkeeping system for assigning Policy Memorandum numbers and for retaining reference copies of all Policy Memoranda. Upon issuance, each Policy Memorandum will be made available through the Office of Wildland Fire website and other appropriate mechanisms.

Contacts: For further information about the Wildland Fire Policy Memorandum System, contact Vince Mazzier, Acting Deputy Director, Office of Wildland Fire, at 202-513-0753 or vincenzo_mazzier@ios.doi.gov.

cc: Interior Fire Executives
Interior Fire Directors

Attachment: Format for OWF Policy Memoranda

Attachment

[DOI Letterhead]

OWF POLICY MEMORANDUM YYYY-###

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: [Name], Director – Office of Wildland Fire

Subject: [short summary of key purpose/nature of the Policy Memorandum]

Purpose: [short summary of the issue and what the Policy Memorandum accomplishes]

Background: [history/context of the issue and why the Policy Memorandum is necessary. This could be 1-2 short paragraphs or several paragraphs depending on the nature of the issue.]

Scope: [describes what programs, activities, organizations, etc. are affected by the Policy Memorandum]

Time Frame: [effective date, suspense dates, expiration dates – as appropriate]

Policy: [full and complete description of policy or direction. This may take multiple pages if a complex issue. Include references to websites, include attachments, etc. as necessary]

Contacts: [name and contact information for OWF staff member that can provide further information]

Attachments: [include if appropriate, the title/description of each attachment]