



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

June 1, 2017

OWF POLICY MEMORANDUM 2017- 002

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: Bryan Rice, Director - Office of Wildland Fire

Subject: Process for Review and Transmittal of Wildland Fire Briefing Materials and other documents for the Office of the Secretary

The purpose of this policy memorandum is to provide guidance to Department of the Interior (DOI) offices and bureaus on the procedures for coordinating and responding to requests for wildland fire briefing materials and other documents from the Office of the Secretary (OS). Department Manual 620, Chapter 1, clarifies that the Office of Wildland Fire (OWF) is responsible for the integration and coordination of wildland fire management programs, policies, and activities across the Department. This function is as integral to the effective implementation of consistent wildland fire policy as it is to developing unified briefing materials that are clear, concise, and speak with one voice.

A fully understood and standardized approach for communicating with the Office of the Secretary is fundamental to ensuring that the OS is provided the information that it needs in a timely and efficient manner. This is especially important in times of transition when staffs are undergoing change and processes and procedures are evolving. OWF is effectively positioned in DOI to provide the oversight and management of this responsibility given its close ties and routine coordination with key organizations and offices throughout the Department.

For all requests for briefing materials and other documents that originate from the OS, OWF will:

- Serve as the primary conduit between DOI offices and bureaus and the OS;
- Provide guidance for the development and format for all materials that are requested by the OS;
- Coordinate the review of all briefing materials and other documents among the appropriate DOI offices and bureaus; and
- Transmit all requested materials to the appropriate contact in the OS.

OWF recognizes the important role that all DOI Bureaus and offices play in the implementation of wildland fire policy and the development of briefing materials and documents. Having a well-defined process for these functions is fundamental to communicating with the OS and providing all requested materials and information in a timely and efficient manner.

If you have any questions about this policy, please contact Craig Leff at (202) 606-3053 or craig_leff@ios.doi.gov.