

Template for Decision Briefing Documents for Action by Secretary or the Deputy Secretary

FROM: Assistant Secretary – Policy, Management and Budget

CC: [NAME], Deputy Assistant Secretary – Public Safety, Resource Protection and Emergency Services

[NAME], Director – Office of Wildland Fire

SUBJECT: Flying Flags at Half-Staff at DOI Owned or Leased Buildings and Facilities in Honor of Fallen Firefighter

STATEMENT OF ISSUE:

Flying flags at half-staff on [day and date], through sunset on [day and date] to honor fallen firefighter(s) [indicate if this is intended to honor DOI firefighters or members of the federal wildland fire community].

ISSUE BACKGROUND:

[Name and age of the firefighter, information about the incident including date of death, location and circumstances, other pertinent details].

[Information about the firefighters home crew and duty station, length of service, and professional background].

[Details regarding memorial or funeral services].

CONSTRAINTS ON SECRETARY OR DEPUTY SECRETARY FOR ACTION (include Office of Solicitor input if legal rationale is provided as a limitation on action):

PLEASE INDICATE IF TIME SENSITIVE: [restate desired timeframe for flags at half staff and memorial plans if known]

OPTION 1:

Authorize the Director of the Office of Facilities and Administrative Services to allow the flags at all Department of the Interior owned or leased buildings and facilities to be flown at half-staff on [day and date], through sunset on [day and date], in honor and memory of [name or names of deceased] and as a demonstration of support and respect for the entire federal wildland fire community.

Views of other DOI Bureaus (if applicable):

Consistent with relevant EO's or SO's? (specify):

The Departmental Manual requires Secretarial direction to lower flags to half-staff at all Department of the Interior owned or leased buildings and facilities on occasions other than those specified in Presidential Proclamation 3044.

Secretarial Priorities Advanced by Option:

Outside Perspectives - Members of Congress?: Federal, State, Tribal, Territorial, and local government?: and Citizen groups?:

This option demonstrates respect and consideration for the sacrifices of wildland firefighters across the Department of the Interior and the entire federal wildland fire community.

Approval - _____

OPTION 2:

Do not authorize the Director of the Office of Facilities and Administrative Services to allow the flags to be flown at half-staff as described above.

Views of other DOI Bureaus (if applicable):

Consistent with relevant EO's or SO's? (specify):

Secretarial Priorities Advanced by Option:

Outside Perspectives - Members of Congress?: Federal, State, Tribal, Territorial, and local government?: and Citizen groups?:

Approval - _____

OPTION 3 (if necessary):

Views of other DOI Bureaus (if applicable):

Consistent with relevant EO's or SO's? (specify):

Secretarial Priorities Advanced by Option:

Outside Perspectives - Members of Congress?; Federal, State, Tribal, Territorial, and local government?; and Citizen groups?;

Approval - _____

***One of the Options shall be a "no-action" alternative**

****Decision briefing must be provided to the Deputy Secretary for consideration sufficiently in advance of scheduled meeting with either the Deputy Secretary or the Secretary.**

*****The immediate Office of the Secretary needs at least 5 calendar days to review each decision before it is finalized.**