




United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

July 1, 2019

OWF POLICY MEMORANDUM 2019-010

To: Director, Bureau of Indian Affairs
Director, Bureau of Land Management
Director, U.S. Fish and Wildlife Service
Director, National Park Service

From: Jeff Rupert, Director – Office of Wildland Fire 

Subject: Department of the Interior's Wildland Fire Management Program Reporting Requirements.

This memorandum provides guidance for routine and end-of-year reporting requirements. The Wildland Fire Management (WFM) program reporting systems are essential for the consistent accounting of data and metrics and the effective oversight and management of the Department of the Interior's (DOI) WFM program. DOI recognizes several WFM reporting systems as "Authoritative Data Sources (ADS)." An ADS is a product, tool, or IT application that has been identified or recognized as an official data source that provides reliable wildland fire data and information. An ADS may also be the functional combination of multiple, separate data sources, and there may be more than one ADS for a particular WFM activity.

Attachment A provides the appropriate ADS for each WFM activity that requires routine or end of year reporting of data or metrics, and Attachment B provides the year-end reporting dates for data or metrics for each WFM activity. All Bureaus are required to use the appropriate ADS to enter the data for that WFM activity. Data or metrics that are entered past the due dates, or into the wrong ADS or a different reporting system will not be included or accounted for the purposes of routine or end of year WFM reporting.

If you have any questions, please contact Erin Horsburgh, Deputy Director, Office of Wildland Fire, at (208) 334-1550, or erin_horsburgh@ios.doi.gov.

cc: Department of the Interior Fire Executives
Department of the Interior Fire Directors

Attachment A: Department of the Interior WFM Authoritative Data Sources for Reporting

Activity	System(s) or Authoritative Data Source Name
Fuels Management	
All projects (including activities and treatments), except WFRL and RTRL as addressed below.	NFPORS – Hazardous Fuels Module
Wildland Fire Resilient Landscapes (WFRL)	FY 2019 Yearend Report, FY 2019 WFRL Geodatabase, NFPORS
Reserved Treaty Rights Lands (RTRL)	NFPORS, BIA Year End Reporting Template (BIA only)
Community Assistance	Annual Reporting Template
Other Operations	
Post-Wildfire Recovery	NFPORS – Restoration & Rehabilitation Module
Facilities Construction and Deferred Maintenance	Annual Reporting Template(s) as provided in the Deferred Maintenance and Capital Improvement (DMCI) Planning Guidelines
Preparedness/Suppression Operations	
Wildfire Reports	WFMI, FMIS
Wildfire Decisions	WFDSS
Wildfire Effects Reports	NFPORS – Non-NFP Module, FMIS
Rural Fire Readiness	Annual Reporting Template
Fuels Treatment Effectiveness Monitoring (FTEM)	IFTDSS - FTEM Module, FMIS

Attachment B: FY/CY 2019 Reporting Due Dates

Activity	Due Date	Notes
Fuels Management		
FY 2019 Final Program of Work	July 12, 2019	FY 2019 FPOW Spend Plans are due July 12, 2019
FY 2019 Accomplishments	October 11, 2019	
WFRL FY 2019 Yearend Report	TBD	Annual Report is only required by WFRL if monies are still being spent and work being accomplished. Due date is determined by OWF Policy Memorandum.
RTRL FY 2019 Annual Report	November 15, 2019	
Community Assistance	November 15, 2019	Use Annual Reporting Template used in prior years.
FY 2019 Accomplished Fuels Treatment Polygons	December 15, 2019	
LANDFIRE – Points, Polygons, and Feedback	December 15, 2019	The new December date is to prepare for and position LF with the potential to provide annual updates. Reference additional information here: LANDFIRE Reference Data
Other Operations		
Post-Wildfire Recovery FY 2019 Accomplishments	October 11, 2019	
Post-Wildfire FY 2019 Accomplished Treatment Polygons	December 15, 2019	
Facilities – FY 2021-FY 2025 Five Year DMCI Plan	TBD based on the FY 2021 DMCI Planning Guidelines	Submission should follow the process and deadlines outlined in the Department's DMCI Planning Guidelines, issued by the Office of Budget and Office of Acquisition and Property Management, annually in June.
Preparedness/Response		
FY 2019 Fire Reports (WFMI & FMIS)	October 31, 2019	
FY 2019 Wildfire Polygons	December 15, 2019	
FY/CY 2019 Wildfire Effects	February 7, 2020	Use 2019 Redbook, Chapter 17, page 351, lines 30 - 44 and page 352, lines 1 - 13
FY 2019 Rural Fire Readiness	November 15, 2019	Template will be finalized with Bureaus by July 31, 2019
FY/CY 2019 FTEM Reports	February 7, 2020	