



United States Department of the Interior


OFFICE OF THE SECRETARY

Washington, DC 20240

APR 25 2016

OWF POLICY MEMORANDUM 2016-09

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: Joint USDA-Forest Service and DOI Senior Leadership Wildfire Briefings

Purpose: This Policy Memorandum provides Wildland Fire Management Program direction by establishing common wildfire briefings for senior agency leadership during the fire season.

Background: The Department of the Interior (DOI) Office of Wildland Fire (OWF) and Forest Service Fire and Aviation Management (FAM), with assistance from the DOI Fire Bureaus and Forest Service fire staff, will coordinate briefing activities throughout the fire season.

Scope: The intent of the wildfire briefing requirement is to keep senior agency and bureau leadership well informed and enhance situational awareness as the season progresses.

Time Frame: This Policy Memorandum is effective immediately and remains in effect until rescinded or modified.

Policy: The Department will use the *Joint USDA Forest Service and DOI Office of Wildland Fire Incident Briefing Protocol* and *Afternoon Fire and Aviation Management Incident Update* in implementing coordinated wildland fire briefings to senior agency leadership.

Contacts: Direct questions to Dick Bahr, Deputy Director, Management and Programs, Office of Wildland Fire at 208-334-1550.

CC: Director, Fire and Aviation, United States Forest Service
Interior Fire Executives
Interior Fire Directors



Joint USDA Forest Service and DOI Office of Wildland Fire Incident Briefing Protocol



Date: April 25, 2016

Topic: 2016 Joint USDA-FS/DOI Senior Leadership Wildfire Briefings

Issue: Coordinated wildland fire briefings to senior agency leadership

Background: The Department of the Interior (DOI) Office of Wildland Fire (OWF) and Forest Service Fire and Aviation Management (FAM), with assistance from the DOI Fire Bureaus and Forest Service fire staff, will coordinate the following briefing activities throughout the wildfire season. The purpose of these activities is to keep senior agency and bureau leadership well informed and enhance situational awareness as the season progresses.

An initial senior leadership briefing should occur between mid-April and mid-June, dependent on fire season, to provide relevant information to senior agency leadership and other interested parties. Subsequent briefings will be tiered to national Preparedness Level (PL) via the following criteria, or as requested and needed. The intent is to provide leadership with an accurate understanding of issues and insight to fire potential, current activity, resource availability, values at risk, and emerging newsworthy incidents.

Current Status: The FAM Fire Desk, DOI Office of Emergency Management Watch Office, and National Interagency Coordination Center (NICC) issue situational updates based on set criteria. The intent here is not to replace any of these, but to provide a joint, common, consistent understanding of issues for senior agency leadership during the fire season.

Common Interagency Leadership Briefing Materials

Briefing materials will include at a minimum:

- Wildland Fire Potential summary
- Updates on current significant fire activity
- Resource readiness
- Other significant issues effecting strategic priorities and expectations

Three scalable briefing tiers:

- Tier 1: A daily written fire update prepared by the FAM Fire Desk updated from NIFC situation materials and other intelligence sources; Trigger - significant wildfires are occurring in one or more geographic areas drawing some national media interest. Use current FAM Fire Desk criteria.
- Tier 2: Augment Tier 1 with an afternoon written briefing provided by DOI and/or FS-FAM fire operations staff at National Interagency Fire Center (NIFC) in Boise, ID, following the NMAC meeting; Trigger - Transition between PL levels, significant wildfires drawing national media interest, or when in Preparedness Level (PL) 4 and 5.

- Tier 3: Audio and/or Video briefing with OWF and/or FAM fire operations staff at NIFC with discussion of national priorities, projected resource concerns, potential risk to high value areas, and short and long-term decision frames. Trigger - requested.

Materials will be collaboratively developed and provided by FAM and OWF.

- FAM – Larry Sutton or Kim Christensen
- OWF – Dick Bahr or Rod Bloms

Briefing Schedule

By 0730 ET (Daily):

The National Interagency Coordination Center (NICC) intelligence group uses the information from the NIMS ICS-209 records to assemble the Incident Management Situation Report (SIT Report/IMSR) that is issued at 0730 ET and posted at: <http://www.nifc.gov/nicc/sitreprt.pdf>.

By 1000 ET (Daily):

The FAM Fire Desk assembles the “Fire and Aviation Management Incident Update” that is shared at 1000 ET with distribution to both FS and DOI senior wildland fire leadership offering a condensed reporting of the significant fires on the IMSR, resource commitment summary, current large incident map, and a weather brief. The current large incident map as well as the new large incident map can be viewed at: <http://activefiremaps.fs.fed.us>.

By 1400 EDT (at PL 4/5):

An “Afternoon Fire and Aviation Management Incident Update” will be shared during National Preparedness Level (PL) 4 and 5 at 1400 ET reflecting updates to the IMSR, weather and fuels summaries, and National Multi-Agency Coordinating (NMAC) group highlights on agency, geographic and resource issues.

Oral Briefings (as needed)

OWF and FAM will provide oral briefings to senior leadership as requested and appropriate given fire conditions. Times and locations will be set *ad hoc*. To the extent practicable these will be joint briefings.

Key Messages:

- The joint briefing approach allows consistent information about fire activity, conditions, firefighting assets, and priorities between senior agency leadership.
- Briefings are scalable, so they can be as frequent or infrequent as needed based on concerns and interest.
- Use existing processes already in place at the FAM Fire Desk and DOI Office of Emergency Management Watch Office. Responsibility for distribution rests with the respective agency office FAM Fire Desk and DOI Watch Office.

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Afternoon Fire and Aviation Management Incident Update



Overview

Date: **xx**, 2016 1400 EDT

National Preparedness Level: **xx**

Incident Management Situation Report (IMSR) Updates:

(Activity not shown on the current report)

Weather Summary:

Fuels Summary:

National Multi-Agency Coordinating (NMAC) Group Topics:

Agency/Geographic Area Updates

Agencies	Update
USFS	
BIA	
BLM	
FWS	
NPS	
FEMA - USFA	
NASF	
Geographic Areas	
Alaska	
California (North Ops)	
California (South Ops)	
Eastern Area	
Great Basin	
Northern Rockies	
Pacific Northwest	
Rocky Mountain	
Southern Area	
Southwest	

Resource Availability:

Other Topics:

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