



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

AUG 28 2017

## OWF POLICY MEMORANDUM 2017-009

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: Revision of OWF Policy Memorandum 2017-004: Wildland Fire Management Program Carryover Funding Balances

This policy memorandum revises and further clarifies OWF Policy Memorandum 2017-004 issued on July 11, 2017.

The Office of Wildland Fire (OWF) has implemented policies that provide for the timely reporting and execution of carryover balances in the Department of the Interior's Wildland Fire Management (WFM) program. The revised policy contained in this memorandum is effective immediately and provides direction that supersedes previously issued guidance.

Bureaus are expected to target a 2% carryover rate for most WFM activities. This carryover rate is calculated using the total program balance of the fiscal year for each activity. Starting in Fiscal Year (FY) 2018, bureaus are required to spend down to 2% or lower for most WFM accounts. Funding in the Suppression and Facilities programs are exempted from this requirement. Consistent with 620 DM Chapter 7, Post-Wildfire Recovery, OWF will periodically review unobligated balances in the BAR program and work with the bureau to obligate or reallocate those funds, as needed.

Starting in FY 2019, all balances above 2% – excluding those exempted programs– will be returned and reallocated based on priority needs. This will be accomplished either through offsets to the current year allocation or through direct transfer to the parent account. Attachment 1 provides an illustrative example of how this carryover rate will be implemented.

In order to gauge progress in this effort, bureaus are required to submit detailed carryover spend plans with quarterly reviews due within two weeks of the quarter-end. In FY 2018, the carryover spend plans are due October 16, 2017, and quarterly reviews are due January 16, 2018, April 16, 2018, and July 16, 2018. These submissions are expected to provide detailed operating plans in order to inform OWF of the current status and progress towards obligating funds. In accordance with OWF Policy Memorandum 2017-004, Bureaus are required to provide comprehensive carryover plans that include among other information a detailed list of project descriptions, obligation amounts, and estimated obligation dates.

This policy will be revisited annually to ensure optimal effectiveness and efficiency of the WFM program's performance and accountability.

If you have any questions regarding this policy, please contact Craig Leff at (202) 606-3053 or [craig\\_leff@ios.doi.gov](mailto:craig_leff@ios.doi.gov), or Thao Tran at (202) 606-0518 or [thao\\_tran@ios.doi.gov](mailto:thao_tran@ios.doi.gov).

Attachments (1): Carryover Policy Example

## FY 2017

Bureau A's budget authority for Preparedness includes:

FY 2017 allocation	\$100 million
Prior Year carryover	\$15 million
<b>Total Program Balance</b>	<b>\$115 million</b>

Throughout the year, Bureau A executes the budget according to its operating plan. Bureau A provides a carryover spend plan to OWF for the \$15 million in prior-year carryover.

At the end of the year, Bureau A's unobligated funds balance is:

FY 2017 allocation	\$3 million
Prior Year carryover	\$2 million
<b>Total Funds to Carryover</b>	<b>\$5 million</b>

## FY 2018

Bureau A's budget authority for Preparedness includes:

FY 2018 allocation	\$100 million
Prior Year carryover	\$5 million
<b>Total Program Balance</b>	<b>\$105 million</b>

Throughout the year, Bureau A executes the budget according to its operating plan. Bureau A provides a carryover spend plan to OWF for the \$5 million in prior-year carryover and quarterly status updates.

At the end of the year, Bureau A's unobligated funds balance is:

FY 2018 allocation	\$9 million
Prior Year carryover	\$1 million
<b>Total Funds to Carryover</b>	<b>\$10 million</b>

## FY 2019

Bureau A's budget authority for Preparedness includes:

FY 2019 allocation	\$100 million
Prior Year carryover	\$10 million

Based on *OWF Policy Memo 2017-005*, Bureau A is allowed to carry over 2% of FY 2018 total program balance [2% \* \$105 million = \$2.1 million]. Bureau A's 2019 budget authority for Preparedness includes:

FY 2019 allocation	\$100 million
Prior Year carryover	\$2.1 million
<b>Total Program Balance</b>	<b>\$102.1 million</b>

Therefore, in FY 2019, **\$7.9 million** will be returned and re-allocated based on priority needs.

This example applies to all WFM activities, except Suppression and Facilities.