



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

DOI WILDLAND FIRE PROGRAM POLICY MEMORANDUM No. 2020-009

From: Jeff Rupert, Director - Office of Wildland Fire

Subject: Department of the Interior's Wildland Fire Management Program
Authoritative Data Sources and Reporting Requirements.

Due Dates: See Attachments A, B

Supersedes: OWF Policy Memorandum 2019-010: Wildland Fire Management
Program Reporting Requirements FY 2019

Expiration Date: December 31, 2022

Purpose:

This memorandum provides policy for Department of the Interior (DOI) Wildland Fire Program authoritative data sources and reporting requirements.

Background:

The wildland fire management program's reporting and data management systems collect and retain critical mission data, support evaluation of performance and effectiveness, and are essential for effective program oversight and management. DOI employs several wildland fire management reporting and data management systems as authoritative data sources: products, tools, or information technology applications that are expressly designated, documented, and managed as official sources for reliable wildland fire data and information. Common characteristics of authoritative sources include rigorously defined content, compliance with standards, formal data management practices (including quality control), and integration in enterprise architecture. There may be more than one authoritative data source pertinent to or necessary for a given wildland fire management activity.

Coordination:

This memo has been coordinated with representatives from the Wildland Fire Data Management, Budget, Preparedness, Fire Planning, and Fuels Management program areas of the DOI bureaus.

Scope:

This memo affects program reporting and data management for all areas of the DOI wildland fire program.

Existing Policy Affected:

This policy memorandum replaces Office of Wildland Fire Policy Memorandum 2019-010.

Policy:

All DOI Bureaus are required to use or connect to designated authoritative source systems identified in Attachment A and summarized for quick reference in Attachment B to enter and maintain data associated with wildland fire management activities, in compliance with published schedules and deadlines. Non-authoritative sources and/or untimely data will not be included or reflected in wildland fire management reporting. Attachment A identifies the reporting requirements, authoritative DOI data sources, and due dates for specified wildland fire management activities.

Contact:

If you have any questions, please contact Roshelle Pederson, Wildland Fire Chief Data Officer, at 208-407-6685, or Kimber_Roshelle_Pederson@ios.doi.gov.

cc:

Department of the Interior Fire Executives

Department of the Interior Fire Directors

Attachment A: Department of the Interior Wildland Fire Management Authoritative Data Sources and Due Dates for Reporting

Wildfire Decisions

DM part 620 Chapter 4 requires managers to “use a decision support process to guide and document wildfire management decisions”. The Wildland Fire Decision Support System (WFDSS) provides a variety of tools to inform the wildfire decision-making process and document wildfire decisions. WFDSS is the authoritative system of record for wildfire management decisions that describe incident objectives and strategic course of action and are approved by DOI Bureau Authorized Official(s).

System of Record:

WFDSS

Due Date:

As soon as possible after determining that a decision is required.

Wildland Fire Costs

To provide reliable and consistent financial data the Financial and Business Management System (FBMS) is the authoritative data source for all Department of the Interior wildland fire program expenditures.

Consistent with DOI Office of Budget requirements, all wildland fire program accounting, budget execution, acquisition, financial assistance, real and personal property management, fleet management, travel integration, enterprise information management, and reporting are completed using the FBMS.

System of Record:

FBMS

Due Date:

N/A

Deferred Maintenance and Capital Improvement Plan

The foundation of our wildfire response lies in a network of air tanker bases, crew quarters, emergency dispatch centers, and other buildings that provide a home for firefighters, support staff, and their equipment.

Every year staff from the Bureau of Indian Affairs, Bureau of Land Management, National Park Service, U.S. Fish and Wildlife Service prioritize their wildland fire facility needs and develop a shared maintenance and capital improvement plan that is consistent with the Deferred Maintenance and Capital Improvement Planning Guidelines provided by the DOI Office of Budget. The final plan lists the projects in priority order, focusing on critical health and safety, public safety and resource protection, achieving sustainability goals, and decreasing long-term operation and maintenance costs.

System of Record:

Template provided annually

Due Dates:

As specified in the annual Budget Guidance - Deferred Maintenance and Capital Improvement Planning Guidelines.

Information Management and Technology

Folio replaces the Electronic Capital Planning and Investment Control (eCPIC) as the system to submit DOI Wildland Fire IT budget data to the Office of Management and Budget (OMB). Folio is a web-based, government-owned and operated software as a service tool to manage IT projects, programs, and portfolios. Folio includes user functionality to manage and analyze IT spending and support the Federal Information Technology Acquisition Reform Act (FITARA) requirements for both internal and external data calls.

Use of Folio supports the following DOI Senior Executive Service employees' performance plan requirements:

- Information Management and Technology (IMT) Portfolio Investment Priorities are properly identified in Folio Annual Budget Plan submissions; and,
- Quarterly progress reviews against Folio Annual Budget Plan. IMT components, programs, or planned expenditures that vary more than 10% require an internal joint management review to correct the variances.

System of Record:

Folio

Due Dates:

- Monthly for major IT investments
- Bi-annual, coordinated through the OCIO for major and non-major investments
- Annually, through SES Performance Reviews

Emergency Stabilization and Burned Area Rehabilitation Reports

To provide reliable and consistent reporting of post-fire work completed with Emergency Stabilization and Burned Area Rehabilitation the Restoration and Rehabilitation Module of the National Fire Plan Operations Reporting System (NFPORS).

System of Record:

NFPORS - Restoration and Rehabilitation Module

Due Date:

October 15th

Wildfire Reports

To provide accurate and consistent wildfire occurrence data necessary to communicate impacts, workload, and efficacy of fire response, wildfires that ignited on lands administered by DOI or that eventually burns lands administered by DOI must have a final fire report.

System of Record:

Interagency Fire Occurrence Reporting Modules (InFORM), Fire Management Information System (FMIS)

Due Date:

Within 30 days of declaring the wildfire out.

Wildfire Polygons

To provide accurate and consistent wildfire occurrence data necessary to communicate impacts, workload, and efficacy of fire response, wildfires that ignited on lands administered by DOI or that eventually burns lands administered by DOI must have a final fire report. All wildfires 10 acres or greater in size must have a final wildfire polygon.

System of Record:

National Incident Feature Service (NIFS), FMIS

Due Date:

Within 30 days of declaring the wildfire out.

Fuels Management, Emergency Stabilization, and Burned Area Rehabilitation Program Polygons

To provide accurate and consistent data necessary to communicate impacts, workload, and efficacy of fire response, all fuels management, emergency stabilization, burned area rehabilitation treatments that expend DOI funds must submit a treatment polygon.

System of Record:

NFPORS

Due Date:

November 30th

Other Disturbance and Treatment Polygons

While submission of vegetation disturbance and treatment polygons outside of wildland fire management is not mandatory, these polygons are used to inform updates to the nation-wide Landscape Fire and Resource Management Planning Tools (LANDFIRE) data that is critical for consistent, cross-boundary evaluation of vegetation, fuel conditions, and fire behavior.

System of Record:

LANDFIRE Reference Database¹

Due Date:

November 30th

¹ https://www.landfire.gov/participate_refdata.php

Attachment B – Quick Reference Table for Due Dates by Program Area

Activity	Due Date
Facilities Construction, 5 year	As specified in annual budget guidance
Facilities Deferred Maintenance, 5 year	As specified in annual budget guidance
ES&BAR – Reporting	October 15 th
Wildfire Reports	Within 30 days of fire being declared out
Wildfire Polygons (for fires >10 Acres)	Within 30 days of fire being declared out
Polygons for: <ul style="list-style-type: none"> • Fuels Management • Emergency Stabilization • Burned Area Rehabilitation • Other Disturbances and Treatments 	November 30 th
Fuels Management Reporting ²	October 15 th
Community Assistance – Template ²	November 30 th
Fuels Treatment Effectiveness Monitoring ²	February 15 th
Reserved Treaty Rights Lands – Narrative	December 31 st

² Specific guidance for Fuels Management Program Priorities and Reporting Requirements are described in DOI Wildland Fire Policy M 2020-004. The due dates from that memo are provided here to consolidate due dates across programs in a single table.