



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

March 18, 2020

DOI WILDLAND FIRE PROGRAM POLICY MEMORANDUM No. 2020-004

From: Jeffrey Rupert, Director - Office of Wildland Fire

Subject: Department of the Interior's (DOI) Fuels Management (FM) Program Priorities and Reporting Requirements

Due Dates: See Below

Supersedes: Office of Wildland Fire (OWF) Policy Memorandums: 2013-003, 2015-003, 004, 005, and 008, 2016-005, 2016-010 and 015, 2017-006, 2019-001, 003, and 009. In addition to those, this supersedes the portions of Policy Memoranda 2019-010 and 2018-005 that address fuels management and fuels treatment effectiveness program reporting requirements

Expiration Date: December 31, 2022

Purpose:

Consolidate all previous FM program memos and provide consistent departmental direction on FM program priorities, authoritative data sources and due dates for FM-related reporting.

Background:

Numerous directives, orders and policies have been instituted across DOI mandating the strategic oversight and investment of appropriated funds. This includes previous policy as well as guidance from the DOI Deputy Assistant Secretary for Budget, Finance, Performance, dated March 26, 2018, directing Assistant Secretaries and heads of bureaus to develop spend plans for all DOI-funded programs and activities to "ensure funding is lawful and accommodates Secretarial priorities". Collectively, these directives, orders and policies necessitates continuing collaborative efforts between the OWF and the fire bureaus to ensure that WFM program funds are strategically executed. The framework described below documents how bureaus prioritize their annual fuels management workload in support of Interior Fire Executive Committee's vision to reduce wildfire risk and report on resulting annual accomplishments.

Coordination:

This memorandum was coordinated with the DOI Bureau fuels management program leads.

Scope:

This Policy Memorandum applies to the DOI Bureaus and offices implementing FM actions.

Existing Policy Affected:

DOI Departmental Manual (DM), Series: Public Lands Part 620: Wildland Fire Management, Chapter 6: Fuels Management, Section 6.5 Handbooks

Authority:

DOI DM, Series: Organization Part 112: Policy, Management, and Budget, Chapter 7: OWF, Section 7.3 Functions - B. Policy

Policy:

Fuels Program Objectives and Priorities

All projects and treatments identified in the Hazardous Fuels Reduction (HFR) Module of NFPORS and included in Spend Plans must support the DOI Strategic Plan, one or more of the Secretary's priorities, and meet the following program objectives:

- Integration with Resource Management - proposed projects must demonstrate how they drive key natural resource benefits through an integrated, programmatic approach that incorporates active vegetation management to achieve WFM program goals and objectives.
- Stewardship-Based - proposed projects have shared stewardship values demonstrated by joint, mutually agreed upon priorities with partners at all levels that includes the coordination of assets, skills, and resources.
- Geographic Landscape-Based - proposed projects contribute to a landscape-based approach to achieve mutually agreed upon active management goals and objectives that are coordinated locally.
- Outcome Based - proposed projects are strategically placed to achieve the following objectives:
 - 1) Mitigate significant wildfire risk to DOI and Tribal values;
 - 2) Protect, maintain, or improve wildfire resiliency;
 - 3) Avoid costs if tested by wildfire; or
 - 4) Meet bureaus' statutory obligations for wildland fire management responsibilities.

Funding for FM projects is contingent on the bureaus' completion of their FM Project Spend Plans. All project treatments and activities must be monitored, mapped, and documented following DOI and bureau business rules, and completed in the planned fiscal year.

FM Framework

- Values: Collaborate with stakeholders to identify and prioritize shared values at appropriate geographic scales.
- Risk Assessment: Conduct or utilize a risk assessment identifying wildfire likelihood and potential impacts to values within the appropriate geographic scale.
- Activities to Mitigate Risk: Identify and coordinate with local stakeholders the most effective and appropriate project activities to reduce risk from wildfires, considering different types of treatment methodologies and capacity to accomplish.
- Collaboration and Leveraging: Where mutual interests align, bureaus will collaborate with internal and external partners to leverage capabilities to accomplish projects.
- Progress: Bureaus will evaluate efficiency, effectiveness, and contribution towards attainment of the goals described for the project, bureau mission, the DOI Strategic Plan, and the Wildland Fire Management program.

Accountability

The following criteria will be utilized to inform bureaus' final fiscal year allocation:

- Completion of Fuels Treatment Effectiveness Monitoring (FTEM).
- Completion of Accomplished Hazardous Fuels Treatment Polygon reporting.
- Completion and submission of prioritized program of work and spend plan.
- Identification of out-year planned projects (3-year POW) in NFPORS
- Management of FM funds within policy and guidance.

Mid-year review – in coordination with second-quarter accomplishment reporting, a complete review of bureau final spend plans and performance will be conducted by April 30th of each year or within 45 days of an approved final budget if one has not been passed by April 1st. This review will help inform validation or adjustment of unobligated balances through the end of the fiscal year.

Fuels Management Program of Work Development and Accomplishment Reporting

The NFPORS is the DOI System of Record and Authoritative Data Source for reporting FM accomplishments. DOI Bureaus will report all Fuels Management program funded accomplishments in the Hazardous Fuels Reduction (HFR) Module of the NFPORS. DOI Bureaus are encouraged to report all accomplishments that meet Fuels Management program objectives in NFPORS. All reporting must be consistent with the definitions, templates, and due dates described below.

- Three-year Program of Work
 - The bureau approved three-year program of work planned direct cost for the each year should not be greater than 130% of each bureau’s direct program allocation from the prior year (identified as Fuels Management Full Year Funding Level in the final annual allocation Policy Memorandum). This does not preclude entering additional projects/ treatments/ activities into the system beyond the identified budgetary levels. Additional entries not identified as part of the POW will be considered additional capacity or alternate project/ treatment/ activities. Bureaus that have total planned direct costs exceeding the identified percentages would need to prioritize projects to identify the projects that conform to the described percentage allocations.
 - *Due Date: March 15th of each year.*
- Preliminary Annual Program of Work
 - Identified using regional approval dates from NFPORS, includes planned direct costs
 - *Submission required as part of Spend Plan below*
- Preliminary Spend Plan
 - Identified using regional approval dates from NFPORS, requires inclusion of programmatic costs
 - *Due Date: Sept 15th of each year.*
- Final Spend Plan
 - Identified using regional approval dates from NFPORS, requires inclusion of programmatic costs
 - *Due Date: Within four weeks of approved full-year budget¹.*
- Final Annual Program of Work
 - Identified using bureau approval dates from NFPORS, acres are equivalent to Target Assigned
 - *Due Date: Within two weeks of funding transfer based on Final Spend Plan*
- Quarterly Fuels Program Accomplishment reporting
 - *Due Dates for Tabular Data (NFPORS): Jan 15th, April 15th, July 15th of each year.*
- Final Annual Fuels Program Accomplishment reporting
 - *Due Date for Tabular Data (NFPORS Lockdown Date): October 15th of each year.*
 - *Due Date for Geospatial Data: November 30th of each year.*

¹ Full-year continuing resolution or approved annual appropriation and DOI allocation memo.

- Community Assistance
 - Supplemental summary submitted using the data dictionary described in Attachment A and the template described in Attachment B
 - *Due Date: November 30th of each year.*
- Reserved Treaty Rights Lands (RTRL)
 - Supplemental narrative submitted addressing requirements described in Attachment C
 - *Due Date: December 31st of each year.*

Fuels Treatment Effectiveness Monitoring

The FTEM tool, hosted as part of the web-based Interagency Fuels Treatment Decision Support System (IFTDSS) (https://iftdss.firenet.gov/landing_page/), is the DOI System of Record and Authoritative Data Source for all DOI bureaus, except for Fish and Wildlife Service who will continue to use the Fire Management Information System, to report the outcomes of fuels treatments intersected by wildfires. As soon as practical, DOI Bureaus will complete assessments using the FTEM tool for all wildfires that start in, burn into, or burn through any portion of a fuels treatment area that has been completed and reported in the HFR Module of the NFPORS. Additionally, DOI Bureaus are required to complete a monitoring report when a fuels treatment is used to support wildfire operations - e.g. provide safety zones, aid in burnout operations, provide access to the wildfire, etc.

- *Due Date: Not later than February 15th of the following year for fuels treatment that intersected wildfires declared out by December 31st.*

Fiscal Accountability

The Financial and Business Management System (FBMS) is the system of record for all Fuels Management budget execution, acquisition, grants and cooperative agreements, real and personal property management, fleet management, travel, and fiscal reporting.

Contact:

If you have any questions, please contact Jason Fallon, Wildland Fire Program Specialist, at (208) 334-1560, or jason_fallon@ios.doi.gov, or Kristy Swartz, Wildland Fire Program Specialist at (208)334-1562 or kristy_swartz@ios.doi.gov, Thao Tran, Budget and Performance Officer at (202)606-0518 or thao_tran@ios.doi.gov.

cc: DOI Fire Executives
 DOI Fire Directors

Attachment A: Community Assistance Data Dictionary

Wildland Fire Education

Structured events designed to educate the public on ways to reduce the threat to and impact of wildfire on the environment or communities and their values including events offered by bureau employees or by cooperators who receive DOI funding. Examples include but are not limited to: "Firewise" workshops, homeowner's association meetings, rural or volunteer fire department training, school programs, or any other speaking engagement or event focused on wildland fire education. Units will self-report and an appropriate response is either yes or no.

Wildfire Prevention Education

Structured events designed to educate the public on ways to prevent unwanted human-caused wildfires. This includes events offered by DOI employees or by cooperators who receive DOI funding. Examples include but not limited to: school programs, booths at public events, presentations to target audiences, etc. Units will self-report and an appropriate response is either yes or no.

Assistance Actions

Actions done to promote implementation of Cohesive Strategy goals by communities such as assisting with funding, subject-matter expertise, planning, attending planning commission, or zoning meetings, etc. Units will self-report and an appropriate response is either yes or no.

Community Wildfire Protection Plan or Equivalent Plan (CWPP/E)

Actions that included tribal or field unit participation:

- a. Number of CWPP/E created or updated in which the unit participated
- b. Number of Activities or Treatments completed and associated with a CWPP/E
- c. Number of CWPP/E created or updated in which the unit participated

Unit involvement in developing or updating a CWPP/E.

Units should report more than once if multiple CWPP/E planning activities occur, i.e., creating new CWPP/E's, updating CWPP/E's. Units will self-report and an appropriate response is the number of CWPP/E's created or updated in which the unit participated in a year.

Number of Activities or Treatments completed and associated with a CWPP/E:

NFPORS reported activities or treatments where the activity category selected is community assistance or the treatment is associated with a CWPP/E. Appropriate response is the number of activities or treatments completed from CWPP/E's in a year. This information will be extracted from the HFR Module in NFPORS.

Attachment B: Community Assistance Accomplishment Reporting Template

(DD: November 30th)

Bureau	Wildland Fire Education	Wildfire Prevention Education	Assistance Actions	Number of CWPP/Es created or updated in which the unit participated	Number of Activities or Treatments completed and associated with a CWPP/E (derived from NFPORS Data)
BIA					
BLM					
FWS					
NPS					
Fiscal Year Total					

Attachment C: Reserved Tribal Rights Lands (RTRL) Annual Report Requirements

(DD: December 31st)

- List of projects, collaborators, fund sources, and actual accomplishments as reported in NFPORS
- A narrative that describes progress towards achieving the tribal priorities for each project.
- A supplemental narrative for projects completed on Tribal Trust lands that describe benefits to all collaborators by treating fragmented trust lands.
- Before/after sets of photographs from the same vantage points that help to demonstrate successes toward accomplishing Tribal priorities.
- If applicable, information regarding the use of any Tribal crews.