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Instruction Memorandum No. FA IM-2016-036
Expires: 09/30/2019

To: State Directors and District Mangers
Attn: State Fire Management Officers and District Fire Management Officers

From: Acting Assistant Director, Fire and Aviation

Subject: Implementation of 2016 Fire Reporting User Guide, Electronic Individual Fire Report

Program Area: Wildland Fire Management

Purpose: This Instruction Memorandum (IM) issues the revised Fire Reporting User Guide for entering Individual Fire Reports (IFR) into the Wildland Fire Management Information (WFMI) Fire Reporting System.

Policy/Action: This IM establishes policy for the collection and reporting of fire related data in the Individual Fire Report using WFMI. The following summarizes significant changes in fire reporting.

Bureau of Land Management (BLM) offices are required to use the attached User Guide in recording fire related data for the IFR. The User Guide provides updated detailed information specific to BLM policies, standards, and procedures to be used when completing the IFR. This User Guide will be the primary guidance for completing the electronic IFR.

The BLM is required to report all wildfires on an IFR, that meet any of the following criteria:

- BLM lands have been burned by a wildfire
- Lands under BLM protection have been burned by a wildfire
 - In Alaska, this would include all Department of the Interior (DOI) and Native Corporation lands protected on behalf of BLM by the Department of Forestry under an agreement
- Land at point of origin is not BLM and is not under BLM protection, but BLM takes suppression action:
 - To protect BLM lands, or

- Based on a written agreement that may request but not require BLM response.
- A reported wildfire is responded to by the BLM, or another agency responds to a reported wildfire believed to be on BLM lands, but no fire was found in spite of efforts to locate it.

Support Actions can be reported at the discretion of the local unit.

Local units are encouraged to initiate an IFR, when initial suppression action is taken, but are required to complete fire reports no later than 30 days after the fire is declared out. Only completed reports are used when assessing Bureau, State, and District fire program workload, complexity and performance.

District Managers, or their delegate, are responsible for signing and approving IFRs. By signing the IFR, the District Manager indicates approval and confirms that the fire reporting requirements have been completed for that specific incident.

The District Fire Management Officer (FMO) is responsible for monitoring fire reporting activities for all reporting units within his/her jurisdiction to ensure all required data is being collected and archived appropriately. In addition, IFRs, both hardcopy and electronic, will be reviewed periodically by the State FMO and national subject matter experts for quality assurance.

Timeframe: Effective immediately.

Budget Impact: None. The cost of collecting the data required is consistent with current data collection activities.

Background: Individual Fire Reports are official records of fires or other incidents managed by the wildland fire management program. They include descriptive and statistical information such as cause, location, action taken, damage, costs, and final size.

Individual Fire Reports are official records and may be examined to determine the timeliness and scope of the unit's responses. Information from the reports may also be used to quantify and otherwise characterize the unit's workload for official planning and reporting efforts. This data provides the basis for budget and resource planning, allocation decisions, measuring compliance with performance elements, and developing statistical summaries.

Manual/Handbook Sections Affected: BLM Reports and Statistics Manual (M-9218).

Coordination: This IM has been coordinated with Division of Fire Operations, and State Fire Planners.

Contact: Questions, concerns, and comments can be directed to Kristy Swartz, Acting Division Chief, Fire Planning and Fuels Management at 208-387-5326 or kswartz@ blm.gov.

Signed by:
Howard Hedrick
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Authenticated by:
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Records Manager

1 Attachment
Individual Fire Report User Guide (73 pp)

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