



## **United States Department of the Interior**

NATIONAL PARK SERVICE  
Fire Management Program Center  
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Y14(9560)

November 20, 2007

### Memorandum

To: Regional Fire Management Officers  
Attn: Park Fire Management Officers

From: Chief, Division of Fire and Aviation /s/ *Mike Wallace*

Subject: Revised NPS Wildland Fire Report Instructions and Forms

The October 2007 revision of the *NPS Wildland Fire Report Form, Instructions and Forms* is released and available on the Wildland Fire Management Information (WFMI) system website. [https://www.nifc.blm.gov/nsdu/fire\\_reporting/NPS/doc/NpsUserGuides.html](https://www.nifc.blm.gov/nsdu/fire_reporting/NPS/doc/NpsUserGuides.html). Effective immediately, users should use this version of instructions and forms for all NPS wildland fire reporting. The instructions are arranged to be printed single-sided and organized into a tabbed three-ring binder. In addition to the forms being included at the end of the document, digital copies of each form are also available on the WFMI website in an Adobe Acrobat format and a Microsoft Word format. The NPS Wildland Fire Report form is available as either a master unshaded version or in the eight different fire type / protection type templates with the non-required fields shaded gray. In addition, there is a Trespass Investigation sub-form and a Fuels Management sub-form.

In May 2005 the NPS Fire Occurrence Reporting Module in SACS was eliminated and the historical fire occurrence data was migrated over to the Bureau of Land Management (BLM) WFMI System. At this time the DI-1202 form was replaced with the NPS Wildland Fire Report form. While online instructions were provided, the October 2007 revision marks the return to the more traditional fire report instruction manual (1985 *Individual Fire Report Instructions, TF-1202*) that was organized around required elements which are based upon fire type / protection type.

There are two principal changes in the October 2007 revision of the *NPS Wildland Fire Report Form, Instructions and Forms*.

- In order to elicit continued improvement in the accuracy and precision of the reporting of wildland fire point-of-origins, two new fields (origin accuracy and location method) were added. These are required fields for fire type / protection type 11-14, 21-23, 48-49 and for any fire type / protection type when the location coordinates are provided as an optional item.

- The definitions of the fire type / protection type have been clarified in order to foster more consistent reporting among park service units.

In addition to the revision of the Wildland Fire Report Instructions and Forms we are taking this opportunity to emphasize two areas:

- ***The importance of capturing quality and timely data.***  
The information collected on NPS Wildland Fire Report form is important historical data used in wildland fire planning, performance reporting, budget information, and various analyses. All fires burning in natural or landscaped vegetation are considered wildland fires. The Departmental Policy defines wildland fire as any non-structure fire that occurs in the wildland. A 2000 NPS Memorandum, *Wildland Fire Reports Y14(9560)*, clarifies the types of wildland fires that are reportable. In addition to reporting all wildland fires that burn NPS land and/or fires that are responded to by the NPS as mutual aid or threat fires, all fire responses including false alarms and requested out-of-park support actions must be reported. The information contained on the NPS Wildland Fire Report form must be complete and entered in the WFMI electronic database within ten days of the fire being declared out or the wildland fire management action concluded.
- ***Record management requirements for wildland fire reporting data.***  
While it is required to enter the information provided on the NPS Wildland Fire Report form into the electronic database, the permanent record is the hardcopy report which is maintained at the local unit until transfer to archival storage. These are permanent records with no scheduled disposition. The specific manner in which they are maintained must be in accord with the *NPS Records Management Handbook 2005* and/or the Interagency Wildland Fire Records Project. There are three equally valid methods to complete the hardcopy fire report; 1) a printed version can be filled in by hand, 2) a Microsoft Word template can be filled in on a computer and printed, and 3) the information can be directly input into the WFMI electronic interface and a hardcopy report subsequently printed.

The majority of the updated instructions and forms have been done by Bill Yohn, Tina Boehle, and Kathie Hansen. Thanks to Bill, Tina, and Kathie for their time, energy, and interest in fire reporting. If you have questions following are your representatives on the NPS Fire Reporting Task Group. Please feel free to contact any of them.

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