

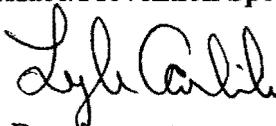


**United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
3833 SOUTH DEVELOPMENT AVENUE
BOISE, IDAHO 83705-5354**

August 25, 2006

Memorandum

To: All Regional Directors, All Regions
Attention: Regional Foresters
Regional Fire Management Officers
Regional Fuel and Wildland Urban Interface/Prevention Specialists

From: Chief, Branch of Wildland Fire Management 

Subject: Wildland Fire Prevention Program Documentation Requirements

The Wildland Fire Prevention program continues to grow each year, with new programs approved and added each fiscal year. Many of our programs are still in the early stages of development and searching for the activities that give them the best results. As we evaluate our program successes, we continue to review our compliance with policy. As described in the National Fire Prevention Handbook (90 IAM 1.4C (6)-H), the policy is to continue to fund those prevention programs which have documentation of completed and approved prevention plan policy requirements. Many prevention programs were initially funded with these items in draft form, however to continue to receive prevention funding in the future it is required to have these items finalized and approved. The prevention plan policy requirements to receive continued funding are:

1. A Burn Permit System must be documented and adopted by the tribe and/or agency. This permit system must identify the procedures an individual requesting a permit must follow.
2. Documentation of Program Support. This includes but is not limited to Tribal Resolutions supporting the prevention program at the local unit, Tribal Resolutions adopting/accepting the local unit Fire Management Plan, letters of support from the tribe, or any other documentation supporting the prevention program.
3. Establishment of a Standard Operating Procedure which describes how fire management and the Office of Law Enforcement Services will operate during wildland fire investigations.
4. Written Wildland Fire Investigation Policies and Procedures that the Tribe or Agency will follow to conduct wildland fire investigations.

In the review of our policy requirements, BIA-NIFC, has found that we lack documentation of completing these requirements for many of the prevention programs. We are therefore requiring

the Regions to provide written documentation that the above policy requirements have been met for all currently funded prevention programs. Please have your Regional WUI/Prevention Specialists contact those Tribes or Agencies with funded prevention programs to obtain written documentation that the policy requirements have been met and then forward this documentation to BIA NIFC by **November 1, 2006** in order to continue to receive prevention program funding.

Those Tribes or Agencies which have not completed the policy requirements mentioned above, to receive continued funding, will be subject to reduced funding in 2007 until the policy requirements are met. We understand some sites have completed these requirements however that information may not have been passed on to BIA-NIFC.

If you or any of your staff have nay questions pertaining to this matter, please contact Mr. Sam Scranton at 208-387-5794.

cc: Lee Schmunk
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