



**United States Department of the Interior  
BUREAU OF INDIAN AFFAIRS  
NATIONAL INTERAGENCY FIRE CENTER  
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Instruction Memorandum No. BIA-NIFC-54

July 13, 2005

Memorandum

To: Regional Directors, All Regions  
Attention: Regional Fire Management Officers

From: Acting Chief, Branch of Wildland Fire Management

Subject: Wildland Fire Occurrence Reporting

Effective May 24, 2005, the Bureau of Indian Affairs (BIA) began using the Fire Reporting Module of the Wildland Fire Management Information System (WFMI) as its official database for fire occurrence reports. The WFMI replaces the Shared Application Computer System (SACS), which was shut down on May 3, 2005, as the official electronic System of Record for wildland fire occurrence reporting pertaining to Trust lands. Historic fire report information that had been entered into SACS prior to May 3 has been migrated to WFMI.

In conjunction with the switch from SACS to WFMI, the Individual Fire Report form (DI-1202-BIA) has been revised. All new fire reports should be documented using this new form. Information from the fire report must also be entered into WFMI per the guidance issued in the 2005 Wildland Fire and Aviation Program Management and Operations Guide (i.e. the "Blue Book") and the new Fire Occurrence Reporting System User's Guide (enclosed).

The WFMI is managed by the Bureau of Land Management (BLM), and has been used by BLM since 1999 for fire reporting. In addition to the Fire Reporting Module, the WFMI includes the Weather Module, which provides access to fire weather station information and observations, and the Lighting Module, which displays maps of recent lightning strike locations. If requested, users of the Fire Reporting Module may also be granted access to the Weather and Lightning Modules.

Unlike SACS, which used special communications software, the WFMI is accessed via the Internet (go to [www.nifc.blm.gov](http://www.nifc.blm.gov)) using Microsoft Internet Explorer or any other common web browser. Users who have one of the designated "fire laptop" computers may uninstall the PuTTY program that was used to access SACS, as it is no longer needed for fire reporting.

Prior to using WFMI, candidates must submit the WFMI User Access Request Form (attachment #1) to have a user account and profile established. All users must agree to abide by the BLM's rules and guidelines for its computer systems (attachment #2). Users are responsible for all activity that is associated with their log-in ID, and accounts cannot be shared by multiple users.

All fire report information that is entered into WFMI is subject to the Freedom of Information Act, and users should not enter any information that is protected by the 1974 Privacy Act and its amendments. In addition, fire report information entered into WFMI should not include any Individual Indian Trust data as defined by the Cobell-related litigation.

The attached packets include reference materials pertaining to the BIA's Fire Occurrence Reporting System. There are enough copies to distribute to every BIA and Tribal unit in the Region that is recognized in WFMI for fire reporting. The packets include the following items:

- BIA Fire Occurrence Reporting System (FORS) User's Guide (hardcopy)
- BIA FORS Reference CD, which includes an electronic versions of the document above, plus the recently revised Individual Fire Report form (DI-1202-BIA).
- Self-study Tutorial CD, which provides an overview of the BIA FORS and demonstrates key features of WFMI.
- Interagency Wildland Fire Management Data CD

Units are encouraged to continue their efforts to clean up historic fire occurrence data, as this data will be used by the Fire Planning Analysis (FPA) to determine fire program resources and budget needs. The WFMI analyzes fire report information to identify missing or otherwise erroneous data elements. Fire reports that fail these validation tests are flagged as "incomplete" and must be edited to supply the missing information or make corrections. Any "incomplete" reports will not be used for FPA or other planning and reporting purposes. If requested, the BIA-NIFC Fire Planning staff will be available to assist with a data cleanup workshop for the Region, provided that a majority of the Region's units are in attendance. As no formal training for WFMI will be offered, a workshop also provides the opportunity for new users to gain "hands-on" experience using WFMI. If desired, the workshop should be scheduled as soon as possible to ensure the cleaned-up data is available for the ongoing FPA effort.

If you need more information or would like to schedule a data clean-up workshop, please contact Steve Larrabee, the BIA fire occurrence subject matter expert, at 208-387-5586.

Attachments: (4)

BIA FORS User Guide document

Self-study Tutorial CD

BIA FORS Reference CD

Wildland Fire Management Data CD

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