

UNITED STATES DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT  
Office of Fire and Aviation  
3833 South Development Avenue  
Boise, Idaho 83705

November 5, 2001

In Reply Refer To:  
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EMS Transmission 11/06/01  
Instruction Memorandum No. OF&A 2002-002  
Expires: 09/30/02

To: State Directors

From: Director, Office of Fire and Aviation

Subject: Fire Trespass Reporting

DD: 1/18/02  
7/15/02  
11/30/01

**Program Area:** This Instruction Memorandum (IM) applies to the Bureau of Land Management's Wildland Fire Trespass Program.

**Purpose:** The purpose of this IM is to remind the field of the mandatory reporting requirements for the Fire Trespass Program and to identify the dates these reports must be completed. These requirements are in response to recommendations made by the Office of Inspector General in Audit Report No. 98-I-551. This IM also directs each State Office to identify a Wildland Fire Trespass Coordinator.

**Background:** In July of 1998 an audit report by the U.S. Department of the Interior Office of Inspector General (OIG) entitled "Reimbursement of Firefighting Costs, Bureau of Land Management," was published. The report recommended the Bureau's state offices prepare an annual summary of the number, cost, and amounts billed and collected for human-caused fires. The report also recommended that a periodic report on the number of reimbursable fires (the amount of reimbursable firefighting costs incurred, billed, recovered, and written off, and the reasons for any amounts not billed or written off) be prepared for management review and oversight. The instructions to implement this OIG recommendation were contained in IM No. OF&A 2001-023.

The BLM has automated the fire reporting system to assist in gathering the data needed to comply with the IG recommendations. An automated form, entitled the “Fire Trespass Investigation” sub-form, was developed to capture human-caused fire information, including billing and collection data, and has become part of the BLM’s Fire Report (DI-1202). Instructions for completing the sub-form are detailed in the *Fire Trespass Handbook, H-9238-1*, released on June 29, 2000. The fire reporting system is designed to automatically search for reporting errors. Should required information be incorrectly recorded or left out, the fire report will be flagged as incomplete until the identified problem is corrected; therefore, it is important to be aware of and correct any errors that may be displayed once you have submitted your fire report to the system. If those errors are not corrected, it may affect the accuracy of your automated billing and collections report that is generated within the fire reporting system.

**Time Frame:** The Annual Summary of the number, cost, and amounts billed and collected for human-caused fires as of December 31 of each year must be completed and forwarded to the Office of Fire and Aviation, Chief of Community Protection and Assistance (FA-640), by mid-January of each year. The Management Review and Oversight Report, which includes the amount of reimbursable firefighting costs incurred, billed, recovered, and written off and the reasons for any amounts not billed or written off is to be completed semi-annually. The Annual Summary is due on January 15, 2002, and every year thereafter. The Management Review and Oversight Report is due July 15 and January 15 each year beginning January 15, 2002.

Each State Office is requested to identify an employee to coordinate the State’s Wildland Fire Trespass program. Please identify and forward the name of the selected employee to FA-610 by November 30, 2001.

**Manual or Handbook Section Affected:** *Fire Trespass Handbook, H-9238-1*

**Budget Impacts:** No quantified budget impacts.

**Contact:** If you have any questions regarding this IM, please contact Al Murphy, Chief of Community Protection and Assistance, at 208-387-5169, or Ed Lewis, Incident Business Management, at 208-387-5166.

Please ensure this information is disseminated to State Office and Field Office Fire Management Officers.

Signed by:  
Timothy M. Murphy  
Acting Director  
Office of Fire and Aviation

Authenticated by:  
Pat Lewis  
Supervisory Mgmt. Asst.  
Office Services