

United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
Office of Fire and Aviation  
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Instruction Memorandum No. FA IM-2006-011  
Expires: 9/30/2007

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

From: Director, Office of Fire and Aviation

Subject: BLM Specific Guidance for completing BDD for the FY2008  
Preparedness Budget Submission

**Program Area:** Preparedness, Fire Planning and Fire Budget

**Purpose:** This Instruction Memorandum (IM) is intended to clarify guidance for Bureau of Land Management's (BLM) Budget Development and Delivery (BDD) implementation.

**Background:** State Fire Planners and State Fire Management Officers (SFMOs) raised the following questions in BDD training sessions and at the National Fire Planning, Fuels, Community Assistance and Forestry meeting December 5-9, 2005. This IM provides answers to questions raised.

**Policy/Action: Guidance for BDD Submission:**

- **Where do I find the values (costs) to enter into BDD? Do we use FY06 costs or preparedness module (PM) model costs?**

In BDD use current year (06) dollars, except for personnel costs, which will use Fire Program Analysis (FPA) internal business rules for positions (e.g., step 5 & 45% EBC for career positions).

- **What is the process for using the PM "Exclude" button?**

BLM resources are not to be excluded by the Fire Planning Unit (FPU) level without express permission from the Office of Fire and Aviation (OF&A). The FPU will contact their respective state office FPA lead with a request for an exception to use the exclude function. The state lead will contact OF&A (Jeff Scott 208-387-5568) to coordinate use of this option from the National Office.

- **If FPA-PM optimized like-kind resources, (ie., Type 4 engines, but Type 3 engines are actually in the current organization), should the additional costs for Type 3 engines be added in BDD?**

Yes. If PM optimizes a like kind of resource that costs less than what is currently in place, the difference should be included as a lump sum in BDD.

- **How are Wage Grade (WG) series entered into BDD?**

Enter a WG position as a comparable General Schedule (GS) position to capture the cost.

- **The one-time capital cost of "New" engines bought in the PM module does not include the on board equipment needed to make this equipment operational. How should these costs be handled?**

The costs will be added to the "One Time Costs" at the FPU level. The costs will include the actual NUS for the equipment type as an input at the FPU level.

- **Should certain types of positions be fully funded from Preparedness with no dollars programmed in fuels? (Primarily relates to leadership positions that provide oversight and work in several programs such as preparedness, prevention, fuels, and rehab)**

Regardless of how positions are funded in 2006, enter in BDD only those costs that are actually related to the preparedness workload.

- **PM engines assume 7-day staffing. In BDD, if we add an engine we already have, should it be with 7-day or 5-day staffing?**

Use FY06 costs for 7-day staffing.

- **How should positions that are not identified in PM, (but are part of the FY06 organization, or an identified need), be identified/justified in BDD? (Funded vs. needed vs. planned)**

Only enter the actual FY06 preparedness funded organization. Other positions or new positions may be added in BDD following the FPA guidelines for "New" requests (See Tech News Dec 19). Enter in justification positions that may be on current table of organizations into "New" requests. Ensure that positions in the '06 table of organization and that were not funded in PM, are clearly identified as such in the justification field in BDD for each of those positions.

- **How should administrative "Direct" costs be handled?**

Direct costs must be clearly defined and justified. Enter direct costs (2006) in PM under support. If not identified/funded in PM then these costs must be included in BDD at FPU or state office level as appropriate. In BDD, enter these costs in either the support or other category.

- **Alaska smokejumpers are under-funded in PM. How should the required additional funds be handled? How should Alaska fund lightning detection?**

Additional funds for jumpers and lighting detection should be submitted and justified in BDD.

- **Some district/regional/zones have fire staffs that serve several FPU's. They have proposed spreading those costs among the FPU's so as not to impact a single FPU's support amount. Will this cause problems with these positions buried in several FPU's?**

No, but those positions need to be identified as the identical position in each of the affected FPU's. Each of the FPU's served by the position will enter in the same descriptor for the shared position in the justification field (i.e. FWS Southwest Idaho Zone FMO).

- **How should interagency resources be accounted for? For example, half a helitack is funded by USFS and half is funded by BLM.**

One agency will take the lead in PM and the other agencies will account for their share in BDD. If this happens, the line officer approval letter will identify interagency shared resources and funding source.

- **How should support vehicles be handled in BDD?**

PM includes miscellaneous support for positions in "Equipment O&M", but vehicles are not included. Enter the support vehicle into BDD tied to positions or resources as appropriate. Enter the PM line item the vehicle goes with in the comments field.

- **Should non-fire "militia" training be separated from fire staff training?**

Yes, lumped at the appropriate level in BDD, if not covered in PM.

The following table identifies types of resources that should be entered into BDD and who they should be entered by.

Item	Entered By:		
	FPU	State	National
<b>Hotshot Crews</b>	<b>See Facilities.</b>		Identify each crew individually. Costs will include staffing; equip O& M, supplies, travel and training. Use FY06 costs.
<b>Non-IHC Crew Programs</b>	Identify each crew individually. Personnel costs will be lumped to include equip O& M, supplies. Use FY06 costs.		

Item	Entered By:		
	FPU	State	National
<b>Smokejumpers</b>		<b>AK Only:</b> Personnel costs will be lumped to include staffing, equip O&M, supplies, travel and training. Use actual FY06 costs.	<b>Great Basin Only:</b> Personnel costs will be lumped to include staffing, equip O&M, supplies, travel and training. Use FY06 costs.
<b>Smokejumper Aircraft</b>		<b>AK Only:</b> Aircraft contract costs portrayed in FPA-PM. Actual FY2006 costs.	Itemized individually, include contracted and government owned.
<b>Aerial Supervision Modules</b>		<b>AK Only:</b> Aircraft contract costs portrayed in FPA-PM. Actual FY2006 costs.	Itemize agency aircraft individually. Include support, staffing and aircraft contract costs.
<b>Pilots</b>			Link with the appropriate aircraft support.
<b>Air Tanker Bases</b>	Itemize individually. Include '06 funded air tanker bases even if they don't currently host an air tanker.		
<b>Helicopters</b>	Aircraft contract costs portrayed in FPA-PM. Personnel costs will be lumped to include staffing, equip O&M, supplies, travel and training. Use planned costs.	.	The dollars will be kept at the national level and can be pulled from FPA-PM.
<b>Caches</b>	For local area caches not covered in PM break out into appropriate separate categories (staffing, equip O&M, supplies, travel/training).	For State supported caches (not including NV, UT, and ID) break out into appropriate separate categories (staffing, equip O&M, supplies, travel/training).	For Great Basin Cache break out into appropriate separate categories (staffing, equip O&M, supplies, travel/training)
<b>Existing Facilities (O&amp;M)</b>	Districts enter their specific assessments as one lump sum under Fire Support.	States enter their specific assessments as one lump sum under Fire Support.	OF&A will enter their specific assessments as one lump sum under Fire Support.
<b>Dispatch Centers Local, GACC &amp; NICC</b>	If not covered in PM, enter as itemized as needed for Local Dispatch centers. The	Enter as itemized as needed for each GACC. The line officer approval letter will identify	Enter as itemized as needed for NICC. Identify interagency shared resources and funding source.

Item	Entered By:		
	FPU	State	National
	line officer approval letter will identify interagency shared resources and funding source.	interagency shared resources and funding source.	
<b>Prevention</b>	Do not include in PM. Submissions should represent current program as well as all other costs (staffing, equip O&M, supplies, travel and training).	Submissions should represent current program as well as all other costs (staffing, equip O&M, supplies, travel and training). This year, we will enter this as one lump sum under the cost category "Fire Support" recognizing that in future years we will be splitting this out between Fire Leadership, Support, etc.	
<b>One Time Costs</b>	If not covered in PM, new one time costs should be included in BDD (as described in TechNews).	Should be included in BDD for the State Offices.	Enter approved new capital equipment purchases optimized by PM.
<b>Administrative Indirect Costs</b>			Entered as a line item nationally for all BLM.

**Budget Impact:** None

**Directives Affected:** None

**Coordination:** None

**Contact:** For further information please contact JR Epps, Fire Planner, OF&A at 208-947-3762, via email at joe-riley\_epps@nifc.blm.gov, Aden Seidlitz, Group Manager, Fire Planning and Fuels Management at 208-387-5153, via email at aden\_seidlitz@nifc.blm.gov or Lynne

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