

**Division of Forestry and Wildland Fire Management**  
**Branch of Wildland Fire Management**  
*Recurring Annual Reporting and Submissions Deadlines*

<b>Deadline</b>	<b>Program</b>	<b>Activity</b>	<b>SUBMIT TO:</b> Recipient Email <i>or Database System</i>	<b>Contact</b>	<b>Phone</b>
9/15	Burned Area Emergency Rehabilitation	Emergency Stabilization and Burned Area Rehabilitation Plan Accomplishment report	darryl.martinez@bia.gov	Darryl Martinez	(505) 563-3369
10/7	Burned Area Emergency Rehabilitation	Enter Emergency Stabilization and Burned Area Rehabilitation Past Accomplishments	<i>National Fire Plan Operations and Reporting System</i>	Darryl Martinez	(505) 563-3369
11/15	Burned Area Emergency Rehabilitation	Enter Emergency Stabilization and Burned Area Rehabilitation Plans; Completed and Treatments (for funding)	<i>National Fire Plan Operations and Reporting System</i>	Darryl Martinez	(505) 563-3369
2/1	Fuels	Final Fire Perimeter Polygons for previous Calendar Year	joseph.kafka@bia.gov	Joe Kafka	(208) 387-5572
2/1	Fuels	Enter accomplished Fuels Treatment Polygons for previous Calendar Year	<i>National Fire Plan Operations and Reporting System</i>	Joe Kafka	(208) 387-5572
3/31	Fuels	Prior year Reserved Treaty Rights Land Carryover maybe withdrawn by Branch of Wildland Fire Management	mark.jackson@bia.gov	Mark Jackson	(208) 387-5041
5/2	Fuels	Enter Four-Year Fuels Program of Work	<i>National Fire Plan Operations and Reporting System</i>	Steve Smith	(405) 609-8870
5/2	Fuels	Fuels management program hiring for approved vacant position(s) completed	samuel.scranton@bia.gov	Sam Scranton	(208) 387-5794
7/15	Fuels	Fuels management 638 Cooperative Agreements approved and funds obligated (multi-year)	mark.jackson@bia.gov	Mark Jackson	(208) 387-5041
10/7	Fuels	Enter Fuels treatments accomplishments for previous Fiscal Year	<i>National Fire Plan Operations and Reporting System</i>	Steve Smith	(405) 609-8870
10/15	Fuels	Department of Interior Community Assistance report due to Branch of Wildland Fire Management	samuel.scranton@bia.gov	Sam Scranton	(208) 387-5794
11/1	Fuels	Outstanding labor/credit card adjustments for previous Fiscal Year finalized	samuel.scranton@bia.gov	Sam Scranton	(208) 387-5794
11/7	Fuels	New Reserved Treaty Rights Land Project Proposals	mark.jackson@bia.gov	Mark Jackson	(208) 387-5041
11/7	Fuels	Resilient Landscape year-end report for previous Fiscal Year	mark.jackson@bia.gov	Mark Jackson	(208) 387-5041
11/7	Fuels	Reserved Treaty Rights Land year-end report for previous Fiscal Year	mark.jackson@bia.gov	Mark Jackson	(208) 387-5041
11/15	Fuels	Resilient Landscape new Proposal due	mark.jackson@bia.gov	Mark Jackson	(208) 387-5041
11/30	Fuels	Annual Monitoring Summary of fuel treatment monitoring activities	william.grauel@bia.gov	William Grauel	(208) 387-5234
90 days after occurrence	Fuels	Fuel Treatment Effectiveness Monitoring reports	william.grauel@bia.gov	William Grauel	(208) 387-5234
1/14	Operations	Finalize previous Calendar Year Fire reports	<i>Wildland Fire Management Information</i>	Steve Larrabee	(208) 387-5586
5/31	Operations	Budget requests for Bureau of Indian Affairs Interagency Hotshot Funding	jacquelinec.martin@bia.gov	Jacqueline Martin	(208) 387-5576
6/1	Operations	Capital Improvement Plans for new construction	jacquelinec.martin@bia.gov	Jacqueline Martin	(208) 387-5576
7/1	Operations	Five Year Deferred Maintenance and Capital Improvement Plans	jacquelinec.martin@bia.gov	Jacqueline Martin	(208) 387-5576
9/30	Operations	Red Book comments and feedback	dalan.romero@bia.gov	Dalan Romero	(208) 387-5372
10/14	Operations	Finalize previous Fiscal Year Fire Reports (Government Performance and Results Act reporting)	<i>Wildland Fire Management Information</i>	Steve Larrabee	(208) 387-5586
10/15	Operations	Bureau of Indian Affairs Interagency Hotshot Crew Accomplishment and Expenditure Reports	jacquelinec.martin@bia.gov	Jacqueline Martin	(208) 387-5576
1/6	Prevention	Regional Prevention Program Accomplishment Reports	samuel.scranton@bia.gov	Sam Scranton	(208) 387-5794
2/1	Prevention	Prevention program hiring for approved vacant position completed	samuel.scranton@bia.gov	Sam Scranton	(208) 387-5794
5/1	Prevention	Prevention Supplemental Requests	samuel.scranton@bia.gov	Sam Scranton	(208) 387-5794
7/15	Prevention	Submission for new prevention programs. Must have a completed and approved plan (Wildfire Prevention Plans)	samuel.scranton@bia.gov	Sam Scranton	(208) 387-5794
8/1	Prevention	Funding requests for existing prevention programs	samuel.scranton@bia.gov	Sam Scranton	(208) 387-5794
9/15	Prevention	Submissions for revised Wildfire Prevention Plans (for recurring funding)	samuel.scranton@bia.gov	Sam Scranton	(208) 387-5794
12/1	Prevention	Unit level Prevention Program Accomplishment Reports	samuel.scranton@bia.gov	Sam Scranton	(208) 387-5794
12/1	Prevention	Prevention carryover adjustment deadline for previous Fiscal Year	samuel.scranton@bia.gov	Sam Scranton	(208) 387-5794
1/15, 4/15, 7/15, 10/15	Prevention	Quarterly Trespass and Fire Investigation Tracking Reports	samuel.scranton@bia.gov	Sam Scranton	(208) 387-5794