



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

MAR 7 2003

Memorandum

To: Bureau Procurement Chiefs, BLM, FWS, NPS, BIA, NBC
Sam Stivison, OAS

From: Debra E. Sonderman, Director *Debra E. Sonderman*
Office of Acquisition and Property Management and
Senior Procurement Executive

Subject: Reporting FY 2003 Procurement Data on Wildland Fire Program Actions

The purpose of this memorandum is to establish a requirement to report all wildland fire program contracting actions exceeding \$2,500 using the SF-279 reporting format.

We issued revised reporting codes for the wildland fire program in an e-mail from Wiley Horsley of my staff on December 10, 2002 (copy attached). That release was the result of an effort to meet the data needs of the National Fire Plan Operations and Readiness System (NFPORS) and to simplify the reporting requirements, while collaborating as much as possible with the USDA Forest Service for purposes of uniform data availability and consistent reporting to Congress.

We explored, over a period of several months, the potential of collecting data from the Federal Financial System (FFS), including using modified budget object classes. We also considered programming IDEAS to search the accounting data stream in incoming requisitions for the codes used by the four land management bureaus for wildland fire program actions and converting those codes into the agreed reporting categories. No two bureaus use the same codes. The complexity, time and resources required to do the necessary programming made the effort unwise for the short term. We are, nevertheless, following the progress of an inter-bureau team that is trying to standardize the accounting codes. We may be able to take this approach in FY 2004, to reduce the reporting burden on the procurement workforce while increasing the accuracy of the final data.

In the past we have encouraged the bureaus to use SF-279 level (detailed) reporting on all wildland fire program actions as low as \$500 in order to get the maximum data and contracting credit. After consulting with selected bureau managers, we are establishing a \$2,500 reporting threshold. Bureaus who cannot comply with this requirement may request a waiver by written submission to me, outlining the burden involved and the plan to resolve the current impediments.

The Office of Aircraft Services is able to collect and separately submit wildland fire award data from existing codes on their flight report, OAS Form 23. This approach will

be allowed for FY 2003, but integral reporting through IDEAS PD must be implemented for FY 2004.

Thank you for your continuing cooperation and strong support for contracting in this critical program. Questions on these reporting requirements should be directed to Wiley Horsley at 202-208-3347 or by e-mail at wiley_horsley@ios.doi.gov.

Attachment

cc: Tim Hartzell, OWFC

