

**Forest Service Manual  
National Headquarters - Washington Office  
Washington, DC**

**Forest Service Manual 3100 – Cooperative Fire Protection  
Chapter 3180 – Records, Reports, and Management Control**

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**Approved by:** Mike Dombeck, Chief

**Date approved:**

**Responsible Staff:**

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**POSTING NOTICE.** Amendments are numbered consecutively by Title and calendar year. Post by document name. Remove entire document and replace with this amendment. Retain this transmittal as the first page of this document. The last amendment to this Title was Amendment 3100-98-14 to FSM 3180 Contents.

**Digest:** Following is an explanation of the changes throughout the directive by section.

**3180:** Changes the caption of this chapter to "Records, Reports, and Management Control" (formerly "Records, Reports, Studies, and Publications").

**3180.4:** Adds the responsibility of the Director of Fire and Aviation Management, Washington Office, and the Regional Foresters, Area Director, and Institute Director for records, reports, and management control.

**3181:** Clarifies the State and Federal roles and responsibility for maintenance of records related to cooperative fire protection funds. Revises a cross-reference to the Code of Federal Regulations.

**3182-3182.3:** Clarifies and updates reporting requirements. Removes obsolete requirements for the Efficiency Analysis Report and the New Legislation Report. Adds requirements for the Rural Community Fire Protection Report (Form FS-3100-7), Federal Excess Personal Property

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(FEPP) Aircraft Use Report, Rural Fire Prevention and Control (RFPC) Summary Report, and reports to the Federal Emergency Management Agency (FEMA).

**3183:** Changes the caption from "Studies" to "Management Control." Removes obsolete requirements for efficiency analyses and for special studies. Adds requirements for monitoring, including reviews, audits, and cost sampling.

**3184:** Removes former sections FSM 3184.2, Analysis of State Fire Laws, and FSM 3184.3, Fire Management Notes.

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### **3180.4 - Responsibility**

The Director of Fire and Aviation Management, Washington Office, the Regional Foresters, the Area Director, and the Institute Director are responsible for ensuring that their units:

1. Comply with requirements for records, reports, and management controls set forth in this chapter.
2. Coordinate with the State Foresters, other State and Federal agencies, and interagency organizations at the level needed to meet the requirements for accurate, timely collection, recording, analysis, and reporting of information.

### **3181 - Records**

#### **3181.1 - Fiscal Records**

Cooperative Fire Protection (CFP) funds are provided annually to accomplish specific activities identified and mutually agreed to by the State Foresters, the Regional Foresters, the Area Director, and the Institute Director. States are responsible for the accomplishment of agreed upon targets and expenditure of funds as provided in their grants. State Foresters maintain an accounting of Federal expenditures (FSM 1580 and 6510; FSH 1509.11; OMB Circular A-102 (FSM 3101); and 7 CFR Parts 3016 and 3019).

The Director of Fire and Aviation Management, Washington Office, shall maintain a record of funding allocations by Region, Area, or Institute.

Regional Foresters, the Area Director, and the Institute Director shall maintain, by State, a record of total funds allocated with an accompanying narrative that identifies planned accomplishments and the schedule for their completion.

#### **3181.2 - Fire Records**

Fire data serve as an administrative tool to guide the rural fire prevention and control program. States establish and maintain a system for collecting and recording data, and for training personnel to ensure uniform, accurate forest fire statistics. Upon request, the Forest Service shall assist the States in setting up their systems.

### **3182 - Reports**

#### **3182.1 - State Individual Fire Reports**

Encourage States to develop or adopt individual fire reports which, at a minimum, provide statistical data required for Form FS-3100-8, Annual Wildfire Summary Report (FSM 3182.3). Encourage development and adoption of uniform, Statewide wildland fire reporting systems for all fire departments and responsible fire agencies.

When more than one agency participates in suppression efforts, the agency within whose protection area the fire originates is considered the reporting agency unless all agencies concerned agree to other arrangements.

### **3182.2 - National Annual Wildfire Summary Reports**

The Director of Fire and Aviation Management, Washington Office, prepares and distributes the National Annual Wildfire Summary Report, which summarizes wildfire statistics for Federal and State protected lands.

### **3182.3 - Field Unit Reports**

The Regional Foresters, Area Director, and Institute Director prepare the following reports for submission to the Director of Fire and Aviation Management, Washington Office:

1. Annual Wildfire Summary Report, Form FS-3100-8. Prepare this report for each State, territory, or commonwealth and submit it to the Director of Fire and Aviation Management, Washington Office, by March 1. Reporting instructions and frequencies are contained in FSH 3090.11, State and Private Accomplishment Reporting Handbook, section 25.

2. Rural Community Fire Protection Report, Form FS-3100-7. Prepare this report for each State, territory, or commonwealth and submit it to the Director of Fire and Aviation Management, Washington Office, annually by December 15. Reporting guidelines and a suggested format are included in the Rural Community Fire Protection Desk Guide (FSM 3107).

3. Federal Excess Personal Property (FEPP) Aircraft Use Report. Prepare this report annually for each aircraft loaned to States through the FEPP program and submit the report to the Director of Fire and Aviation Management, Washington Office, by December 31. Include a breakdown of hours flown by use category. Explain non-fire use exceeding 10 percent of total use and reasons for non-operational aircraft.

4. Rural Fire Prevention and Control (RFPC) Summary Report. By March 1, submit an annual report to the Director of Fire and Aviation Management, Washington Office, summarizing each State's prior year accomplishments with RFPC grant expenditures.

5. Submissions for Federal Emergency Management Agency. Annually submit to the Director of Fire and Aviation Management, Washington Office, by March 1 for transmission to FEMA the following:

- a. List of Forest Service Principal Advisors to FEMA. (FSM 3140). Include names, mailing addresses, and home and work telephone numbers for contacts during emergencies.

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b. Average Annual Fire Program Costs and Calculated Annual Floor Costs. Average fire program costs and floor costs are determined annually by the States and submitted to the Forest Service for consolidation. State Foresters are expected to certify that the costs are valid and auditable.

The formula for determining average annual fire program costs and annual floor costs is to add all fire program costs for the last seven State fiscal years, drop the high and low cost years, and calculate the average of the remaining five years. This is the average annual fire program cost. Multiply this average annual cost by .05 to determine annual floor cost. Program costs to consider are all expenditures from sources such as: State appropriations, emergency fire funds, landowner payments, USDA Forest Service grant funds, and FEMA fire suppression assistance grants.

Floor costs become the primary evaluation criteria for assessing State program capabilities and balancing Federal assistance to States under the Fire Suppression Assistance Program.

### **3183 - Management Control**

#### **3183.1 - Reviews**

Conduct reviews at the Regional and Area level in accordance with FSM 1410 to verify State performance under the cooperative fire protection program. Consider the State's performance in meeting annual targets and the State's compliance with requirements of OMB Circular 102 (FSM 3101).

#### **3183.2 - Audits**

OMB Circular 133 designates the States as the responsible entity for audits of grant activities. Ensure that States provide copies of their audits to the Forest Service when the grants audited involve fire programs.

#### **3183.3 - Cost Sampling**

The Director of Fire and Aviation Management, Washington Office, and the Regional Foresters, the Area Director, and Institute Director, in consultation with the State Foresters or equivalent officials, should sample costs of performing specific projects in order to improve the estimate of allowable costs. Once an allowable cost is established, it represents the amount the Forest Service pays the States for performing similar work. Comply with criteria for cost sampling established in OMB Circular A-87 (FSM 3101).

### **3184 - Annual Wildfire Statistics Publication**

Annually, the Director of Fire and Aviation, Washington Office, compiles and publishes national wildland fire statistics for Federal and non-Federal lands. This publication is a compilation of statistics reported by the States, Forest Service, the Department of the Interior, and the Tennessee Valley Authority (FSM 3182.3). Data are shown for Federal and non-Federal areas by States and by major groupings of States for areas needing protection. The data include the total number of fires and acres burned, and the number of fires and acres burned by cause and size class. The report is distributed by May 31 for the previous calendar year. Instructions for submitting data are in the State and Private Accomplishment Reporting Handbook, FSH 3090.11, section 25.