

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
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Boise, Idaho 83705-5354

June 17, 2005

In Reply Refer To:
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EMS Transmission 06/17/05
Instruction Memorandum FA IM-2005-025
Expires: 09/30/06

To: State Directors
Attn: State Fire Management Officers

From: Director, Office of Fire and Aviation

Subject: National Incident Management I-Suite Repository Requirement

Program Area: This instruction memorandum (IM) provides direction to all fire program employees involved with Incident Management Teams (IMTs) using the National Wildfire Coordinating Group (NWCG) I-Suite Application.

Purpose: The purpose of this IM is to inform all employees of the requirement to upload the NWCG I-Suite database when I-Suite is used on an incident.

Policy/Action: Beginning this fire season, the uploading of the I-Suite database to the National Data Repository will be mandatory for all Bureau of Land Management (BLM) incidents where I-Suite is used. Host Units should include the Data Repository requirement in their Incident Administration Operating Guidelines.

It will be the responsibility of the Host Unit Agency Administrator to ensure IMTs have complied prior to release of the team and confirmed at closeout. A compact disk (CD) of the database should be made for the Final Incident Package; the host unit will maintain this copy as the official database. Team members and others assigned to an incident should not take copies of the database with them when leaving the incident.

The Data Repository can be accessed with a Dispatch Messaging System (DMS) username and password. All Type 1, Type 2, and National Fire Use Teams were issued DMS accounts in 2004. Complete instructions for preparing the file for uploading to the data repository are included in the "I-Suite Admin Guide" at <http://isuite.nwcg.gov>. If a team does not have a username/password or has other questions regarding the upload process, they should contact the I-Suite Helpdesk at 866-224-7677.

Timeframe: This policy is effective immediately upon issuance of this IM.

Budget Impact: None

Background: In 2004, the NWCG issued the attached memorandum requesting that all IMTs upload copies of their I-Suite database to a password protected National Data Repository located at the National Information Technology Center (NITC) at team transition and incident end.

Directives Affected: There are no manuals or handbook sections affected by this IM.

Coordination: This IM is the result of coordination between the US Forest Service and other Department of the Interior agencies.

Contact: Policy questions should be referred to Hallie Locklear, Incident Business Management Specialist, at 208-387-5166.

Union: All offices with a union are required to make notification of this action to the union.

Signed by:
Timothy M. Murphy
Acting Director

Authenticated by:
Pat Lewis
Supervisory Mgmt. Asst.

Attachment:

National Wildfire Coordinating Group Memorandum (1 p)

Distribution:

Fire Program Liaison, FA-101, WO

BLM ADs

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