

Hazardous Fuels Module User Manual

NATIONAL FIRE PLAN OPERATIONS AND REPORTING SYSTEM (NFPORS)



December 23, 2003

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INTRODUCTION

This document provides instructions for how to use the National Fire Plan Reporting and Operations System (NFPORS) hazardous fuels module. This module is designed to assist you with managing and reporting on hazardous fuels work done under the auspices of the National Fire Plan.

BACKGROUND

At the onset of the National Fire Plan, the wildland fire agencies identified the need for tools to assist them in capturing and reporting accomplishments. While each Agency had some mechanisms in place to meet the accountability requirements, the Agencies did not have an overarching system capable of providing sufficient analysis and reporting functionality. Instead, each organization relied on a variety of disparate mechanisms for tracking and reporting hazardous fuels accomplishments.

In order to provide a single, unified inter-Agency system, the Department of Interior teamed with the Forest Service to develop NFPORS. The system will collect data in the areas of restoration and rehabilitation, hazardous fuels reduction, and community assistance. The hazardous fuels module will be rolled out first, followed by the restoration and rehabilitation and community assistance modules.

The goal of NFPORS is to provide enhanced intelligence about the inter-Agency effort to carry out the mandates of the National Fire Plan. By providing leadership in both Agencies with improved access to information, it is expected to reduce the burden on the field caused by data calls.

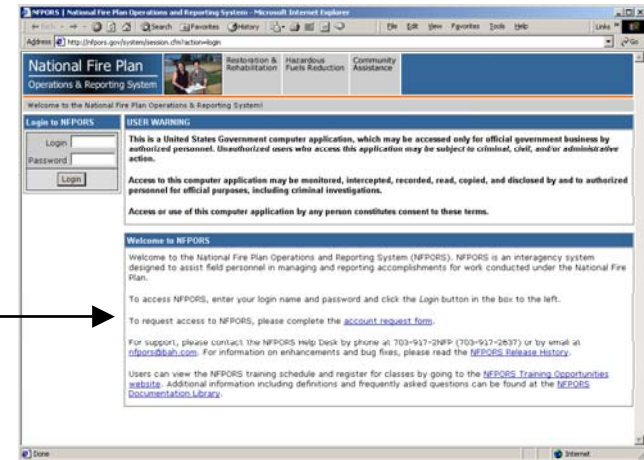
CONTACTS

Russell Berry (USGS) and Peter Bedker (USFS) are leading the NFPORS project with support of contractors Booz Allen Hamilton.

To receive assistance please contact your regional NFPORS point of contact. This list may be obtained by emailing Russell Berry at rberry@usgs.gov.

CREATING AN ACCOUNT

If you wish to create an account click on the [account request form](#) link shown at the bottom of the Login screen.



Fill out all required information as indicated on the help screen to the right of the form, then click **Next>**.

Account Request, Step 1 of 3	Help
<p>* First name <input type="text"/></p> <p>* Last name <input type="text"/></p> <p>* Email address <input type="text"/></p> <p>Phone number <input type="text"/></p> <p>* Agency <input type="radio"/> BIA <input type="radio"/> BLM <input type="radio"/> Forest Service <input type="radio"/> Forest Service S&PF <input type="radio"/> FWS <input type="radio"/> NPS</p> <p><input type="button" value="Cancel"/> <input type="button" value="Next >"/></p>	<p>All fields marked with a red asterisk (*) are required.</p> <p>You must enter a valid email address. After completing the fields, please click the <i>Next</i> button to continue to the next step in the account request process. Click the <i>Cancel</i> button if you wish to cancel the account request process.</p>

Continue following the directions shown on the right of the form, then click **Next>**.

Account Request, Step 2 of 3	Help
<p>First name <input type="text" value="George"/></p> <p>Last name <input type="text" value="Bush"/></p> <p>Email address <input type="text" value="george.bush@president.com"/></p> <p>Phone number <input type="text"/></p> <p>Agency <input type="text" value="BIA"/></p> <p>Region <input type="text" value="Eastern Regional Office"/></p> <p>Unit <input type="text" value="Miccousukee Tribe"/></p> <p><input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Next >"/></p>	<p>All fields marked with a red asterisk (*) are required.</p> <p>If you require region-level access, you may leave the Unit blank. Otherwise, please select the unit with which you are associated.</p> <p>Please verify that you entered the correct email address. After completing the fields, please click the <i>Next</i> button to continue to the next step in the account request process. Click the <i>Back</i> button if you wish to return to the previous screen, or click the <i>Cancel</i> button if you wish to cancel the account request process.</p>

CREATING AN ACCOUNT (CONT...)

The final step requires you to create a login name and an opportunity to input any special requests in the *Notes* field.

Once completed, click on the **Submit Request** button.

Account Request, Step 3 of 3		Help
First name	<input type="text" value="George"/>	All fields marked with a red asterisk (*) are required.
Last name	<input type="text" value="Bush"/>	
Email address	<input type="text" value="george.bush@president.com"/>	
Phone number	<input type="text"/>	
Agency	<input type="text" value="BIA"/>	Please verify that you entered the correct email address. Please specify any special requests in the <i>Notes</i> field for the system administrator.
Region	<input type="text" value="Eastern Regional Office"/>	
Unit	<input type="text" value="Miccosukee Tribe"/>	After completing the fields, please click the <i>Submit Request</i> button to complete the account request process. Click the <i>Back</i> button if you wish to return to the previous screen, or click the <i>Cancel</i> button if you wish to cancel the account request process.
* Desired login name	<input type="text"/>	
Restoration & Rehabilitation	<input checked="" type="radio"/> Read-only <input type="radio"/> Edit	
Hazardous Fuels Reduction	<input checked="" type="radio"/> Read-only <input type="radio"/> Edit	
Community Assistance	<input checked="" type="radio"/> Read-only <input type="radio"/> Edit	<input type="text"/>
Notes	<input type="text"/>	
<input type="button" value=" < Back"/> <input type="button" value=" Cancel"/> <input type="button" value=" Submit Request"/>		

You will be contacted via e-mail once your account request has gone through the approval process.

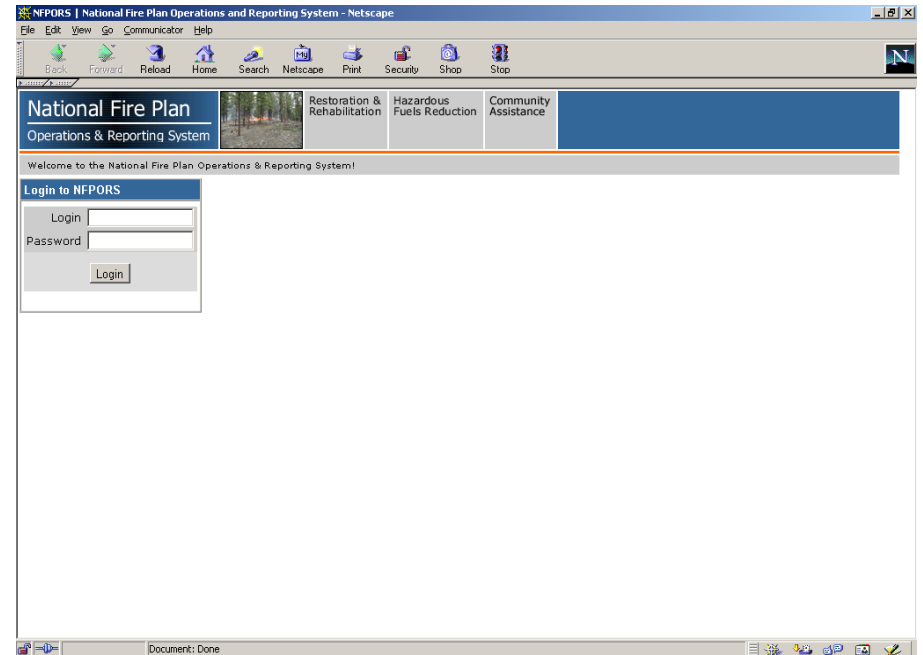
LOGIN

The first step in using NFPORS is logging onto the system.

To login enter your Login Name and Password and click the **Login** button.



After you click login, the system will load the NFPORS Portal Page. To learn more see the **Portal Page** section of this document.



NOTES:

CHANGING YOUR PASSWORD

After logging into NFPORS, you may change your password. To change your password, click on the **Account Mgmt** link on the upper right hand side of the NFPORS portal page.



The My Account Settings feature will appear. Click on [Change My Password](#).

My Account Settings

The following options are available for maintaining your NFPORS account and enhancing your experience here.

- **[Change My Password](#)**
Change the password you use to login to NFPORS.
- **[Edit My User Profile](#)**
Update your personal data, including name, email address, and phone number. Please note that you must maintain your current, correct email address to be informed of any system-related news or in the event that your password is reset.
- **[Edit My Preferences](#)**
Modify your NFPORS system preferences. You may select a "home" module, or change your default fiscal year if you work with planning data.

Enter the requested information and click **Save**. Your password will now be changed.

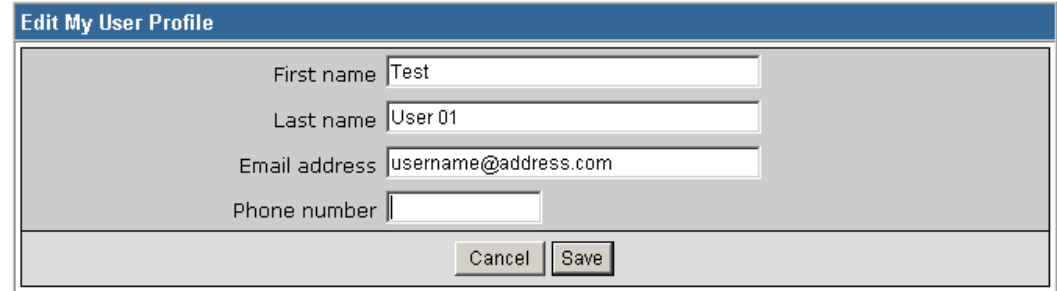
Change My Password

Current password	<input type="text"/>
New password	<input type="text"/>
New password (please verify)	<input type="text"/>

EDITING YOUR USER PROFILE

Once you have clicked on the [Account Mgmt](#) link, you can modify your profile by clicking on the [Edit My User Profile](#) link.

Edit the information you wish to change and click **Save**.

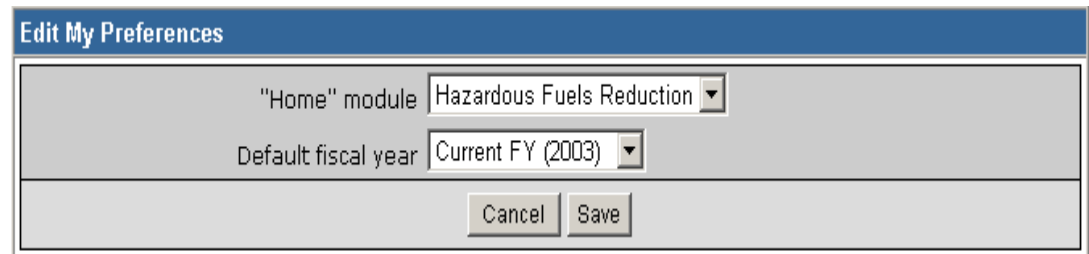


The screenshot shows a web form titled "Edit My User Profile". It contains four input fields: "First name" with the value "Test", "Last name" with "User 01", "Email address" with "username@address.com", and "Phone number" which is empty. At the bottom right of the form are two buttons: "Cancel" and "Save".

EDITING YOUR PREFERENCES

You can also modify your preferences by clicking on the [Edit My Preferences](#) link, after you have already clicked on the [Account Mgmt](#) link.

Here, you can select your default "Home" module and your default fiscal year. Edit the information you wish to change and click **Save**.



The screenshot shows a web form titled "Edit My Preferences". It contains two dropdown menus: "'Home' module" set to "Hazardous Fuels Reduction" and "Default fiscal year" set to "Current FY (2003)". At the bottom right of the form are two buttons: "Cancel" and "Save".

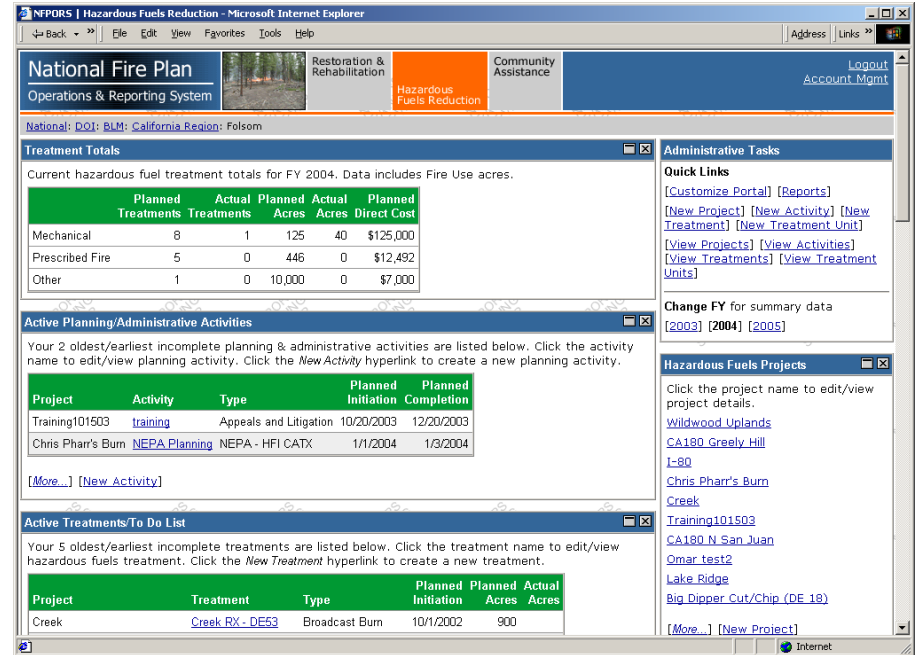
PORTAL PAGE

The portal page serves as the main gateway for accessing all of NFPORS' functionality.

From the portal page you may click a link to:

- Create new projects
- Add planning tasks
- Add hazardous fuels treatments
- Establish Treatment Units for your hazardous fuels projects
- View accomplishments for your unit
- Verify the quality of your data

The navigation bar at the top of the screen provides access to the other NFPORS modules (Restoration & Rehabilitation and Community Assistance) as well as displays the organizational hierarchy. The portal will display information for your unit only. For example, a BLM user from the Folsom unit will only see data pertaining to his or her forest. Likewise a BIA user from the Red Lake Agency will only see data for his or her unit.



You may return to the Portal at any time by clicking on your unit's name in the organizational hierarchy.

The following section contains detailed information about the contents of the Portal page.

MORE ABOUT THE PORTAL PAGE – PORTLETS

The Portal Page consists of a series of subject-area focused rectangles called **portlets**. The NFPORS hazardous fuels module has seven portlets:

1. **Treatment Totals** – lists total accomplishments by treatment type (i.e., mechanical, prescribed fire, and other).

	Planned Treatments	Actual Acres	Planned Direct Cost
Mechanical	1	100	\$800.00
Prescribed Fire	1	300	\$30,000.00
Other	0	0	\$0.00

2. **Administrative Tasks** –has links to all major areas of NFPORS functionality (i.e. create new project, new treatment, reports, etc.).

Administrative Tasks

Quick Links

[\[Customize Portal\]](#) [\[Reports\]](#)
[\[New Project\]](#) [\[New Activity\]](#) [\[New Treatment\]](#) [\[New Treatment Unit\]](#)
[\[View Projects\]](#) [\[View Activities\]](#)
[\[View Treatments\]](#) [\[View Treatment Units\]](#)

Change FY for summary data

[\[2003\]](#) [\[2004\]](#) [\[2005\]](#)

3. **Active Planning/Administrative Tasks** – lists a subset of your active planning/administrative tasks (i.e. NEPA) for your organizational unit.

To see all of your active tasks click the [More](#) link.

To edit a task click on the task name.

Click the [New Activity](#) link to enter a new planning/administrative task.

Active Planning/Administrative Activities

Your 5 oldest/earliest incomplete planning & administrative activities are listed below. Click the activity name to edit/view planning activity. Click the *New Activity* hyperlink to create a new planning activity.

Project	Activity	Type	Planned Initiation	Planned Completion
Sherwood Forest	Limit burn boundaries	Contract Administration	2/15/2002	4/15/2002
Lake Ridge	NEPA	NEPA - DNA	3/23/2002	5/11/2002
GeoMAC Test	GeotestAct	Consultation - SHPO	7/1/2002	9/30/2002
Cameron Park	bogus	Consultation - Tribal	10/15/2002	6/30/2003
Simpson Fuels	Simpson ESA	Consultation - ESA	3/2/2003	5/2/2003

[\[More...\]](#) [\[New Activity\]](#)

MORE ABOUT THE PORTAL PAGE – PORTLETS (CONT...)

4. **Hazardous Fuels Project Totals** – lists total accomplishments for your hazardous fuels projects.



5. **Hazardous Fuels Projects** – list a subset of your unit’s hazardous fuels projects in alphabetical order. To access information about a specific project click on the project name.

Click the [More](#) link to see all your active projects.

To edit an existing project click on the project name.

Click the [New Project](#) link to create a new project.



MORE ABOUT THE PORTAL PAGE – PORTLETS (CONT...)

- 6. **Active Treatments/To Do List** – contains hazardous fuels treatments that have been planned but not completed for your unit. To access a specific treatment, click on the treatment name.

Click the [More](#) link to see all your active treatments.

To edit an existing treatment, click on the treatment name. See the *Editing An Existing Hazardous Fuels Treatment section of the User Manual*.

Click the [New Treatment](#) link to enter a new treatment. See the *Entering A Hazardous Fuels Treatment section of the User Manual*.

Active Treatments/To Do List

Your 5 oldest/earliest incomplete treatments are listed below. Click the treatment name to edit/view hazardous fuels treatment. Click the *New Treatment* hyperlink to create a new treatment.

Project	Treatment	Type	Planned Initiation	Planned Acres	Actual Acres
Creek	Creek RX - DE53	Broadcast Burn	10/1/2002	900	
Moccasin Mastication (DE17)	Massive Mastication	Mastication/Mowing	10/1/2002	20	5
Merced	Merced MX	Thinning	2/1/2003	30	
CA180 Greely Hill	Russ delete	Chipping	2/12/2003	900	
I-80	1-80 MX - DA20	Hand Pile	3/1/2003	100	

[\[More...\]](#) [\[New Treatment\]](#)

- 7. **Treatment Units** – lists treatment units (land parcels) where your organization is conducting work for hazardous fuels reduction.

Click the [More](#) link to see all your unit’s treatment units. To edit an existing treatment, click on the treatment unit name.

Click the [New Treatment Unit](#) link to enter a new treatment unit.

Treatment Units

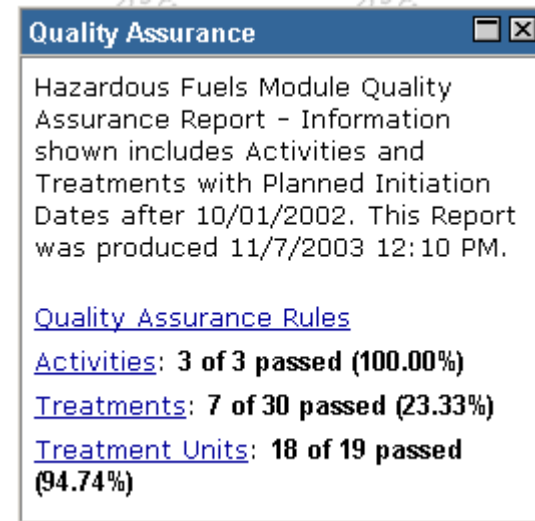
Click the treatment unit name to edit/view the treatment unit. Click the *New Treatment Unit* hyperlink to create a new treatment unit.

Name	Acres	Fire Regime	Condition (1/2/3)	Last Observation
WIMPY CREEK 2	100	III	100/0/0	11/8/2002
FG03 WimpY Creek		III	0/100/0	7/30/2002
FG04 Grouse/Trail Creek		III	0/100/0	7/30/2002
FG05 Weeds/Cheat Grass		III	0/0/100	7/30/2002
FG08 IDAP (FMP)		III	0/50/50	7/30/2002

[\[More...\]](#) [\[New Treatment Unit\]](#)

MORE ABOUT THE PORTAL PAGE – PORTLETS (CONT...)

8. **Quality Assurance** – lists errors in the data for Activities, Treatments, and Treatment Units. Click on the [Quality Assurance Rules](#) link in NFPORS to see a complete list of rules that the data is evaluated against.



NOTES:

CUSTOMIZING THE PORTAL PAGE

You can customize the NFPORS Portal page to show you only the information you are interested in. This customization can be accomplished in a number of different ways. You may:

1. Minimize portlets

To minimize a portlet you may click on the minimize icon located in the upper right hand corner of the portlet.



2. Delete portlets

To remove a portlet from the portal view, click the on the delete icon located in the upper right hand corner of the portlet.



To learn about restoring the original settings of the portal see the **Reset the portal to the standard display** section in the following pages.

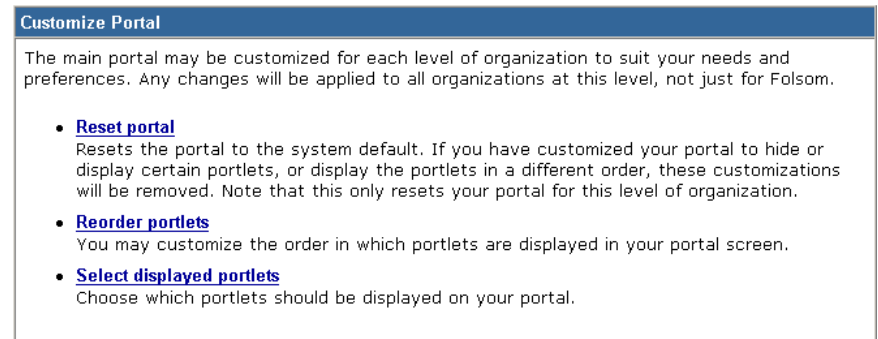
NOTES:

CUSTOMIZING THE PORTAL PAGE (CONT...)

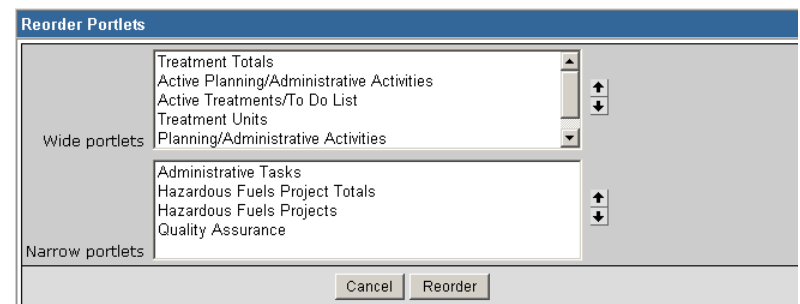
3. Reorder portlets

NFPORS allows you to customize the display order of portlets on the Portal page. For example, you could choose to have your active projects listed at the top of the page. To reorder portlets, click on the [Customize Portal](#) link in the **Administrative Tasks** portlet then:

- The Customize Portal screen will be displayed. Next, click on the [Reorder portlets](#) link.



- Select the order in which you wish to display the portlets by clicking the up and down arrows. To save your changes, click the **Reorder** button. To cancel your changes, click the **Cancel** button.

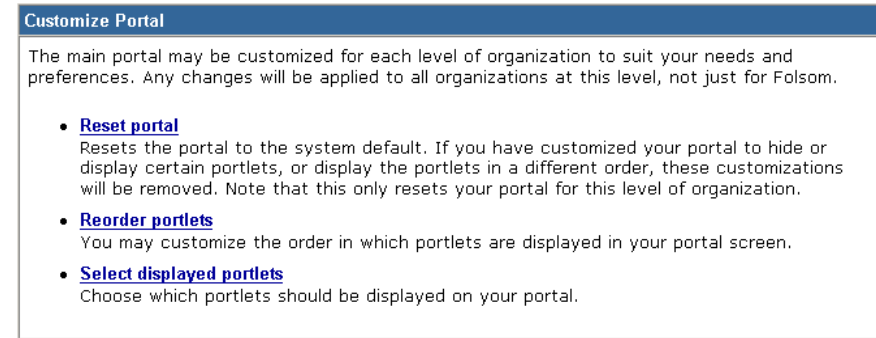


CUSTOMIZING THE PORTAL PAGE (CONT...)

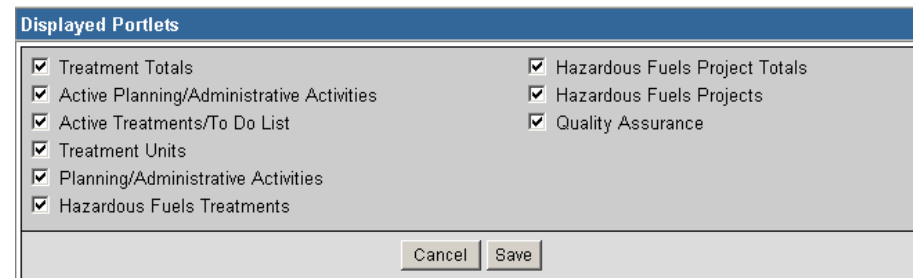
4. Choose which portlets to display

NFPORS allows you to choose which portlets you wish to display on the Portal page. To select which portlets you wish to view, click on the [Customize Portal](#) link in the **Administrative Tasks** portlet then:

- The Customize Portal screen will be displayed. Next, click on the [Select displayed portlets](#) link.



- The **Displayed portlets** screen will load. Choose which portlets you wish to display by clicking on the check boxes to the left of the portlet name and clicking the **Save** button. Click **Cancel** to cancel your changes.



CUSTOMIZING THE PORTAL PAGE (CONT...)

5. Reset the Portal to the standard display

It's easy to reset the Portal page to its original settings. Simply click on the [Customize Portal](#) link in the **Administrative Tasks** portlet.

- The Customize Portal screen will be displayed. Next, click on the [Reset portal](#) link.
- The system will take you back to the main Portal screen and the original portal settings will be displayed. The Portal is now reset to its original look and feel.

Customize Portal

The main portal may be customized for each level of organization to suit your needs and preferences. Any changes will be applied to all organizations at this level, not just for Folsom.

- **[Reset portal](#)**
Resets the portal to the system default. If you have customized your portal to hide or display certain portlets, or display the portlets in a different order, these customizations will be removed. Note that this only resets your portal for this level of organization.
- **[Reorder portlets](#)**
You may customize the order in which portlets are displayed in your portal screen.
- **[Select displayed portlets](#)**
Choose which portlets should be displayed on your portal.

NOTES:

CREATING A NEW PROJECT

The first step in inputting hazardous fuels information into NFPORS is to create a project. A project serves as the umbrella under which you will input planning tasks and treatments for your unit.

You as a user can decide the number of planning tasks and treatments that you wish to associate with your project. Some may choose to have only one treatment per project, while others may decide to incorporate a number of planning tasks and treatments for a project. The choice is yours.

1. To create a new project click on the [New Project](#) link on the portal page. This link may be found in either the **Administrative Tasks** portlet or the **Hazardous Fuels Projects** portlet.
2. The screen pictured to the right will be displayed. All required fields are marked with a red asterisk *. It is strongly recommended that you complete all fields.
3. Enter a name for the project, indicate whether or not the project has been approved, and enter the estimated duration of the project (in years)...continued *on the next page*.

Create Project

* Project name

Project number

Status

Local identifier

* Is approved? Yes No

Estimated cost

Estimated duration (in years)

Latitude [Use Map](#)

Longitude

Project goals

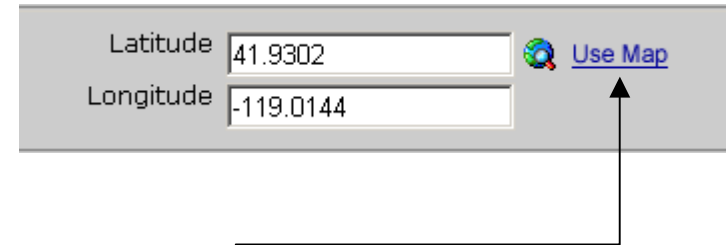
Cancel Save

NOTES:

CREATING A NEW PROJECT (CONT.)

- 4. Each project’s location is identified by latitude and longitude. To assist you in identifying this information, NFPORS has been integrated with the GeoMAC geographical information system (GIS). By pointing and clicking on maps in GeoMAC you can identify the location of your project and then send this information back to NFPORS.

To identify your project’s latitude and longitude you may either enter it directly into the fields (latitude and longitude information is collected in GRS 80, geographic coordinated in deci-degrees in the NAD 83 horizontal datum) or click on the [Use Map](#) link. To learn more about using GeoMAC, please see the **Using GeoMAC** section of the User Manual.



- 5. After you have identified the project location, enter a description of the project goals, then click the **Save** button. You have now created a new project in NFPORS!

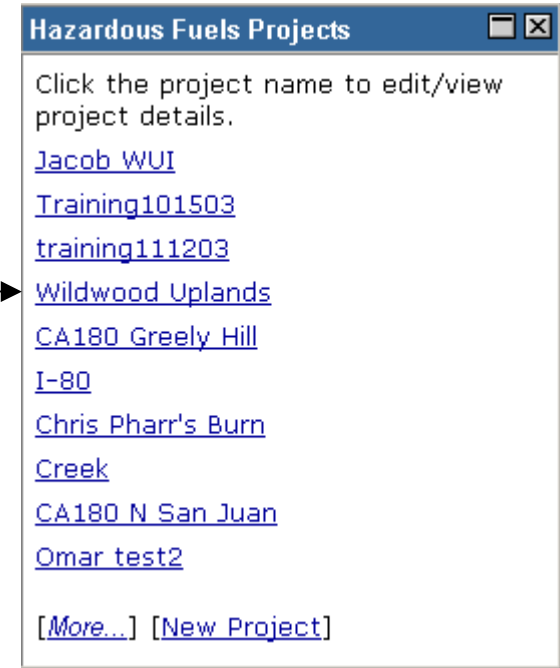


NOTES:

EDITING EXISTING PROJECTS

To edit existing project information in NFPORS, find the project's name in the **Hazardous Fuels Projects** portlet on the Portal screen. (To learn more about this portlet see the **More About the Portal Page** section item #5.)

Once you have found the desired project click on the project name link. If your project is not listed in the portlet click the [More...](#) link to view all active projects.



This will bring you to the **Edit Project** screen. Edit the project information as needed then, click the **Save** button. To cancel changes, click the **Cancel** button.

* Project name	Wildwood Uplands
Project number	44881
Status	Initiated
Local identifier	62100H499
* Is approved?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Estimated cost	\$16,148
Estimated duration (in years)	2
Latitude	40.0410 Use Map
Longitude	-116.5077
Project goals	Reduce Hazardous Fuel Load by 50% Graze Post Rx Fire Regrowth to limit fuel loading
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

PROJECT PARTNERS

NFPORS asks you to identify any project partners that assisted in your hazardous fuels project. When you are viewing the details of an existing project (or have just created a new project), along the right side of the screen you will see the **Project Partners** portlet.

- Click the [Select Partners](#) link to identify a project partner.

The screenshot shows the 'Edit Project' form with the following details:

- Project name: Wildwood Uplands
- Project number: 44881
- Status: Initiated
- Local identifier: 82100H499
- Is approved?: Yes (selected), No
- Estimated cost: \$16,148
- Estimated duration (in years): 2
- Latitude: 40.0410
- Longitude: -116.5077
- Project goals: Reduce Hazardous Fuel Load by 50%, Graze Post Rx Fire Regrowth to limit fuel loading

On the right side, the 'Partners' portlet contains the text 'No partners have been identified for this project.' and a blue link labeled [\[Select Partners\]](#). A black arrow points from the 'Save' button in the main form to this link.

- Check the box next to the name(s) of the Project Partner(s) you wish to identify. Click the **Save** button to save your changes, or click the **Cancel** button to cancel your selections.

The screenshot shows the 'Partners' selection form with the following details:

- Project name: Wildwood Uplands
- Project number: 44881
- Partners list:
 - Bureau of Indian Affairs (BIA)
 - Bureau of Land Management (BLM)
 - County
 - Municipal
 - National Park Service
 - Nonprofit
 - Other Federal
 - Private
 - State
 - Tribes
 - U.S. Fish & Wildlife Service
 - USDA Forest Service
 - Volunteer
 - Volunteer or Rural Fire Department (VFD/RFD)

Buttons for 'Cancel' and 'Save' are located at the bottom of the form.

PROJECT OBJECTIVES

NFPORS asks you to identify the objectives you seek to attain by conducting your hazardous fuels project. When you are viewing the details of an existing project (or have just created a new project), along the right side of the screen you will see the **Objectives** portlet.

- Click on the [Select Objectives](#) link to select objectives for your project.

- Check the box next to the objective(s) you wish to identify. Click the **Save** button to save your selections, or click the **Cancel** button to cancel your selections.

ENTER PLANNING/ADMINISTRATIVE TASKS

Once you have created a project in NFPORS, you will need to describe the work you are conducting for the task. Work is broken down into two main categories: planning/administrative tasks and hazardous fuels treatment. First, you will be asked to describe the planning/administrative tasks (i.e., NEPA activities) you will conduct for the project. Second, you will be asked to input information about hazardous fuels treatments (e.g., prescribed fire, chemical treatments, etc.) which will be implemented. To set up a hazardous fuels treatment, you will be asked to select the treatment unit. If you do not see the desired treatment unit listed, you will need to add a new treatment unit. *Entering treatments is described in the **Enter Hazardous Fuels Treatments** section of this manual. Adding a new treatment unit is described in the **Treatment Units** section of this manual.*

1. To enter a new planning or administrative task, click the [New Activity](#) link. This link may be found in either the **Administrative Tasks** portlet, or **Active Planning/Administrative** portlet.
2. Select the project name for the task (i.e. select the project for which you are conducting NEPA).
3. Click the **Next** button to continue to the next step in entering a planning/administrative task...*continued on the following page.*

The screenshot shows a web-based dialog box titled "Select Project". It contains two input fields: "Activity" with the text "New Activity" and a dropdown menu for "Project" with an asterisk indicating it is required. At the bottom right, there are two buttons: "Cancel" and "Next >".

NOTES:

ENTER A PLANNING/ADMINISTRATIVE TASK (CONT...)

4. On the **Create Activity** screen, complete the fields shown to continue creating a new planning task. (All required fields are marked with a red asterisk *. It is strongly recommended that you complete all fields.) Please note, if you enter a Work Agent other than a Coop Agreement, Grantee, Permittee, Service Contract, or Timber Sale Purchaser, NFPORS will not accept the Contract Number and Local Contractor Indicator.

5. After you have finished entering data into the fields on the screen, then click the **Save** button. You have now created a new planning/administrative task for your project.

To enter another planning/ administrative task click the [New Activity](#) link in the **Administrative Tasks** portlet and repeat steps 2-5.

If you wish to cancel creation of the new task, or if you want to assign the task to a different project, click the **<Back** button.

EDITING AN EXISTING PLANNING/ADMINISTRATIVE TASK

To edit an existing planning/administrative task in NFPORS, find the task’s name in the **Active Planning/Administrative Activities** portlet on the **Portal** screen. (To learn more about this portlet see the **More About the Portal Page** section item #3.)

- Once you have found the desired task click on the name of the task in the “Activity” column.
- Make the desired changes to the task record on the **Edit Activity** screen and click the **Save** button.
- To delete the Activity, click the **Delete** button. A warning will then pop up asking you to confirm the deletion.
- The **Copy feature** allows you to create a copy of the Activity. Its intent is to save users from tedious data entry when they are doing similar Activities in a single Project. Simply click on the **Copy** button. The information copied will include the Impacted Communities, Impacted Species, and Planned Direct Costs. The information that will not be copied includes the Planned Initiation and Completion dates and the Actual Initiation and Completion dates.
- While Planned Dates must be confined to the same Fiscal Year, Actual Dates may span Fiscal Years. The **Activity Carryover feature** allows the recording of Accomplishments over two consecutive Fiscal Years. Its primary purpose is to allow Activities that were actually initiated towards the end of a Fiscal Year to be finished in the subsequent Fiscal Year. When the Activity is complete, the Actual Completion Date should be entered.

Active Planning/Administrative Activities

Your 2 oldest/earliest incomplete planning & administrative activities are listed below. Click the activity name to edit/view planning activity. Click the *NewActivity* hyperlink to create a new planning activity.

Project	Activity	Type	Planned Initiation	Planned Completion
Training101503	training	Appeals and Litigation	10/20/2003	12/20/2003
Chris Pharr's Burn	NEPA Planning	NEPA - HFI CATX	1/1/2004	1/3/2004

[\[More...\]](#) [\[New Activity\]](#)

Edit Activity

Project: [Training101503](#)

Activity name:

Local identifier:

* Activity category:

* Activity type:

Local approval date (m/d/yyyy):

* WUI? Yes No

Funding source:

Obligation FY:

Planned direct cost - this activity only:

Work agent:

Contract number:

* Planned initiation date (m/d/yyyy):

* Planned completion date (m/d/yyyy):

Actual initiation date (m/d/yyyy):

Actual completion date (m/d/yyyy):

Planned Direct Costs

Click the planned direct cost to edit that line item's details.

Planned Direct Cost	Work Agent	Contract Number	Local Contractor Used?
\$2,000	Force Account		
\$500	Timber Sale Purchaser		Yes

[\[New Planned Direct Cost\]](#)

ENTER A HAZARDOUS FUELS TREATMENT

After inputting planning/administrative tasks, NFPORS will ask you to describe the hazardous fuels treatments implemented for your project. To input data about treatments conducted for your hazardous fuels project (e.g. fire, mechanical, or other treatments) click on the [New Treatment](#) link in the **Administrative Tasks** portlet. If you are in the main **NFPORS Portal Page** you may also find the [New Treatment](#) link in the **Active Treatments/To Do List** portlet.

1. To enter a new treatment, select the treatment's project name.
2. Next select the treatment unit (i.e. land parcel) where the treatment will occur from the drop down list.

If you do not see the desired treatment unit on the list you will need to **Add a New Treatment Unit**. To learn how to do this, please see the **Treatment Unit** section of this manual.

3. Click the **Next** button to continue, or click the **Cancel** button to cancel creation of a new treatment.
Continued on the next page....

NOTES:

ENTER A HAZARDOUS FUELS TREATMENT (CONT...)

4. To continue entering a new treatment, complete the fields listed to the right. (All required fields are marked with a red asterisk *. It is strongly recommended that you complete all fields.). Please note, if you enter a Work Agent other than a Coop Agreement, Grantee, Permittee, Service Contract, or Timber Sale Purchaser, NFPORS will not accept the Contract Number and Local Contractor Indicator.

5. Indicate the planned direct cost, provide contract information, and describe planned and actual work dates as well as planned and actual accomplishments (acres).

6. After you have finished entering data into the fields on the screen, click the **Save** button. You have now entered a treatment for your project. To enter another treatment click the [New Treatment](#) link in the **Administrative Tasks** portlet.

To enter another new treatment click the [New Treatment](#) link in the **Administrative Tasks** portlet and repeat steps 2-6.

If you wish to cancel creation of the new treatment, or if you want to assign the treatment to a different project, click the **<Back** button.

EDITING AN EXISTING HAZARDOUS FUELS TREATMENT

To edit an existing treatment in NFPORS, find the treatment’s name in the **Active Treatments/To do List** portlet on the Portal screen. (To learn more about this portlet see the **More About the Portal Page** section item #6.)

- Once you have found the desired treatment click on the name of the treatment.

- Make the desired changes to the treatment record and click the **Save** button.

- To delete the treatment, click the **Delete** button. A warning will then pop up asking you to confirm the deletion.

- The **Copy feature** allows you to create a copy of a Treatment. Its intent is to save users from tedious data entry when they are doing similar Treatments in a single Project. Simply click on the **Copy** button. The information copied will include the Impacted Communities, Impacted Species, and Planned Direct Costs. The information that will not be copied includes:
 - Planned Initiation and Completion dates
 - Actual Initiation and Completion dates
 - Actual Accomplishments.

Active Treatments/To Do List

Your 5 oldest/earliest incomplete treatments are listed below. Click the treatment name to edit/view hazardous fuels treatment. Click the *New Treatment* hyperlink to create a new treatment.

Project	Treatment	Type	Planned Initiation	Planned Acres	Actual Acres
Creek	Creek RX - DE53	Broadcast Burn	10/1/2002	900	
Moccasin Mastication (DE17)	Massive Mastication	Mastication/Mowing	10/1/2002	20	5
Merced	Merced MX	Thinning	2/1/2003	30	
CA180 Greely Hill	Russ delete	Chipping	2/12/2003	900	
I-80	I-80 MX - DA20	Hand Pile	3/1/2003	100	

[\[More...\]](#) [\[New Treatment\]](#)

Edit Treatment

Project:

Treatment name:

Local identifier:

* Treatment category:

* Treatment type:

Biomass utilization? Yes No Unspecified

Local approval date (m/d/yyyy):

* WUI? Yes No

Treatment unit:

Total acres in treatment unit:

County:

State:

Funding source:

Obligation FY:

Planned direct cost - this treatment only:

Work agent:

Contract number:

* Planned initiation date (m/d/yyyy):

* Planned completion date (m/d/yyyy):

* Planned accomplishment:

Actual initiation date (m/d/yyyy):

Actual completion date (m/d/yyyy):

Actual FY 2003 accomplishment:

Actual FY 2004 accomplishment:

EDITING AN EXISTING HAZARDOUS FUELS TREATMENT (CONT...)

- Clicking on the **Change Treatment Unit** button on the **Edit Treatment** screen will take you to the Change Treatment Unit screen. You may select a new treatment unit for this treatment by choosing from the drop down list.
- Once you have made your selection, click on **Save** for the change to be implemented.
- While Planned Dates must be confined to the same Fiscal Year, Actual Dates may span Fiscal Years. The **Treatment Carryover feature** allows the recording of Accomplishments over two consecutive Fiscal Years. Its primary purpose is to allow Treatments that were actually initiated towards the end of a Fiscal Year to be finished in the subsequent Fiscal Year. When the Treatment is complete, the Actual Completion Date and Actual Accomplishment should be entered.

Change Treatment Unit

Project: Merced

Treatment: Merced MX

Treatment type: Thinning

Treatment unit: [Dropdown]

Buttons: Cancel, Save

Edit Treatment

Project: Merced

Treatment name: Merced MX

Local identifier: [Empty]

* Treatment category: Mechanical

* Treatment type: Thinning

Biomass utilization? Yes No Unspecified

Local approval date (m/d/yyyy): [Empty]

* WUT? Yes No

Treatment unit: CA 180 Merced

Total acres in treatment unit: 30

County: Madera

State: California

Funding source: [Dropdown]

Obligation FY: [Empty]

Planned direct cost - this treatment only: \$25,000

Work agent: Service Contract

Contract number: n/a

* Planned initiation date (m/d/yyyy): Feb 1 2003

* Planned completion date (m/d/yyyy): Sep 30 2003

* Planned accomplishment: 30

Actual initiation date (m/d/yyyy): [Empty]

Actual completion date (m/d/yyyy): [Empty]

Actual FY 2003 accomplishment: [Empty]

Actual FY 2004 accomplishment: [Empty]

Buttons: Delete, Change Treatment Unit, Copy, Save

PLANNED DIRECT COSTS

Planned direct costs for both activities and treatments may have multiple or split work agents. Once you have established an activity or treatment, you may capture planned direct costs associated with each of the work agents. To do so, click on the [New Planned Direct Cost](#) link.

If this is a planned direct cost for an activity, the **New Planned Direct Cost for this Activity** screen will appear. If this is a planned direct cost for a treatment, the **New Planned Direct Cost for this Treatment** screen will appear. Enter the information requested and click **Save**.

All Planned Direct Costs for this Treatment

Click the planned direct cost to edit that line item's details.

Planned Direct Cost	Work Agent	Contract Number	Local Contractor Used?
\$5,006	Permitee	5006-60-R101-48	Yes
\$444	Timber Sale Purchaser	12345	

[\[New Planned Direct Cost\]](#)

New Planned Direct Cost for this Treatment

Project	Wildwood Uplands
Treatment	Browse Reduction
Treatment type	Grazing
Total planned direct costs	\$5,450

New Line Item

* Planned direct cost - this line item only (\$)

Work agent

Contract number

Local contractor used? Yes No Unknown

EDITING PLANNED DIRECT COSTS

To edit a Planned Direct Cost, from the **Planned Direct Costs** portlet, click on the Planned Direct Cost that you wish to edit.

If this is a planned direct cost for an activity, the **Edit Planned Direct Cost for this Activity** screen will appear. If this is a planned direct cost for a treatment, the **Edit Planned Direct Cost for this Treatment** screen will appear. Make the desired edits and click **Save**.

If you wish to delete a Planned Direct Cost, click the **Delete** button.

Planned Direct Costs			
Click the planned direct cost to edit that line item's details.			
Planned Direct Cost	Work Agent	Contract Number	Local Contractor Used?
\$5,006	Permitee	5006-60-R101-48	Yes
\$444	Timber Sale Purchaser	12345	
[New Planned Direct Cost]			

Edit Planned Direct Cost for this Treatment	
Project	<input type="text" value="Wildwood Uplands"/>
Treatment	<input type="text" value="Browse Reduction"/>
Treatment type	<input type="text" value="Grazing"/>
Total planned direct costs	<input type="text" value="\$5,450"/>
Edit Line Item	
* Planned direct cost - this line item only (\$)	<input type="text" value="444"/>
Work agent	<input type="text" value="Timber Sale Purchaser"/>
Contract number	<input type="text" value="12345"/>
Local contractor used?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
<input type="button" value="Cancel"/> <input type="button" value="Delete"/> <input type="button" value="Save"/>	

TREATMENT UNITS

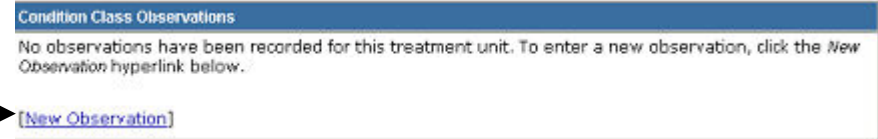
Treatment units are used to describe the land parcel where hazardous fuels treatments physically occur. For each treatment inputted into the NFPORS system, you will be asked to identify the treatment unit where the treatment occurred. It is important to note that a single treatment unit may be associated with multiple treatments (i.e. prescribed fire, mechanical, etc.). The treatment unit is used to track changes to the condition of the land over time. These changes can be tracked using the treatment unit observation feature that is described in greater detail on the following pages.

- To create a new treatment unit, click on the [New Treatment Unit](#) link in the **Administrative Tasks** portlet.
- The New Treatment Unit screen will load. Provide a name for the treatment unit, pick the treatment unit owner from the drop down list, identify the number of acres contained within it, pick a State, and identify the Fire Regime. To proceed click the **Next** button. To cancel creation of a new treatment unit, click **Cancel**.

- Identify the latitude and longitude of the treatment unit. You may do this in two ways: 1) enter the latitude and longitude directly into the fields; or 2) use the [Use Map](#) link to identify the latitude and longitude via GIS maps. For more on using the [Use Map](#) link and GeoMAC, see the **Use Map and GeoMAC** section of the manual.
- Once you have identified the latitude and longitude of the treatment unit, the State, County, Congressional District, and Representative will automatically fill.
- Click the **Save** button to save the treatment unit, or click the **<Back** button to cancel creation of a new treatment unit.

TREATMENT UNITS (CONT...)

- After saving the treatment unit, you need to input information about the condition class of the treatment unit.
- To input observation information, click on the [New Observation](#) link at the bottom of the Treatment Unit screen.
- NFPORS will then load the treatment unit observation screen. Input the percentage of the treatment unit acres by condition class (e.g., 25% Condition class 1; 25% Condition class 2; and 50% Condition class 3). Click the **SAVE** button to save your inputs. Click the **CANCEL** button to cancel your inputs.



Record Condition Class Observation

Treatment unit name	Emerald Forest
Area (acres)	100
Fire regime	2
* Observation Date (m/d/yyyy)	Jun 3 2003
* Condition class 1	<input type="text"/> %
* Condition class 2	<input type="text"/> %
* Condition class 3	<input type="text"/> %

Cancel Save

EDITING TREATMENT UNITS

To edit an existing treatment unit in NFPORS, find the treatment unit's name in the **Treatment Unit** portlet on the **Portal Screen**.

- Once you have found the desired treatment unit, click on the name of the treatment unit.

Treatment Units

Click the treatment unit name to edit/view the treatment unit. Click the *New Treatment Unit* hyperlink to create a new treatment unit.

Name	Acres	Fire Regime	Condition (1/2/3)	Last Observation
AD Nuke Zone	3,000,000	V	3/36/61	11/24/2003
bizarre	600,000,000	V	0/0/100	11/24/2003
blah	70,000	II	20/60/20	11/24/2003
Horseskin Lop and Scatter	25	IV	20/70/10	11/24/2003
juniper mt	1,000	V	20/40/40	11/24/2003

[\[More...\]](#) [\[New Treatment Unit\]](#)

- Make the desired changes to the treatment unit and click the **Save** button. To delete the treatment unit, click the **Delete** button.

Edit Treatment Unit

* Treatment unit name:

Local identifier:

* Treatment unit owner:

Area (acres):

Fire regime: I II III IV V

* Latitude: [Use Map](#)

* Longitude:

State:

County:

Congressional district:

Representative:

Condition Class Observations

The 1 most recent observations are listed below. Click the *New Observation* hyperlink to record a new observation.

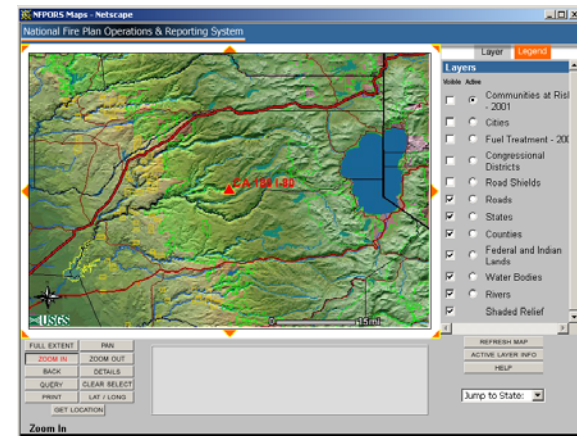
Observation Date	Class 1	Class 2	Class 3
11/24/2003	20%	70%	10%

[\[New Observation\]](#)

USE MAP AND GEOMAC

NFPORS is integrated with the USGS GeoMAC system. GeoMAC is an Internet-based mapping tool designed for providing fire managers with online maps of current fire locations and perimeters for the contiguous 48 States. NFPORS leverages GeoMAC to allow users to identify project location and treatment units via the GeoMAC interface. Using GeoMAC will allow a user to simply click on a point on a map and all relevant location information will be transferred back to the NFPORS system about that location.

- When you click on the [Use Map](#) icon it will take you to the GeoMAC system.
- Using the GIS zoom in feature, zoom into the appropriate location on the map.

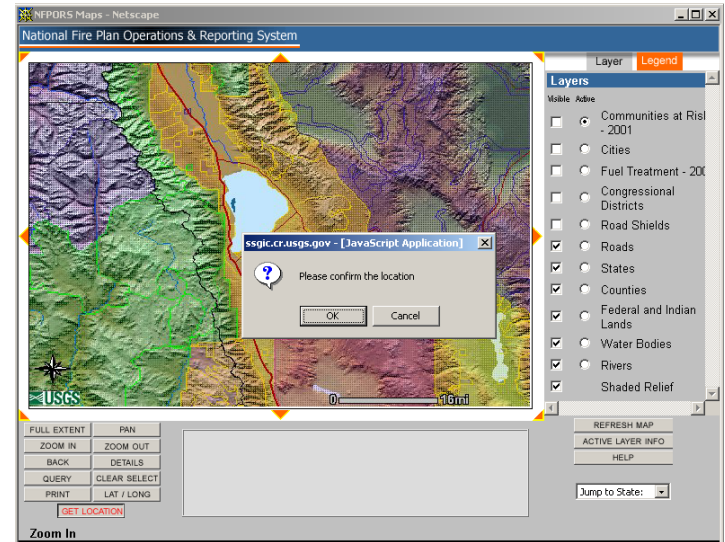


- When you have identified the exact location, click on the **Get Location** button in the bottom left hand corner of the screen. GeoMAC will provide the following instructions. Click **OK**.



USE MAP AND USING GEOMAC (CONT...)

- Next, click on the map to identify the location of your project or treatment unit. When you click on the location GeoMAC will prompt you to confirm the location.
- Click the **OK** button to confirm the location and create a point on the map identifying the location. If you wish to cancel instead, click the **Cancel** button.



- After clicking GeoMAC will transfer the location information back to NFPORS.

The screenshot shows the "Edit Treatment Unit" form. The fields are as follows:

- Treatment unit name: Horseskin Lop and Scatter
- Local identifier: (empty)
- Treatment unit owner: Federal (dropdown menu)
- Area (acres): 25
- Fire regime: I II III IV V (radio buttons, IV is selected)
- Latitude: 38.8995
- Longitude: -122.5275
- State: California
- County: Lake
- Congressional district: 1st District
- Representative: Mike Thompson

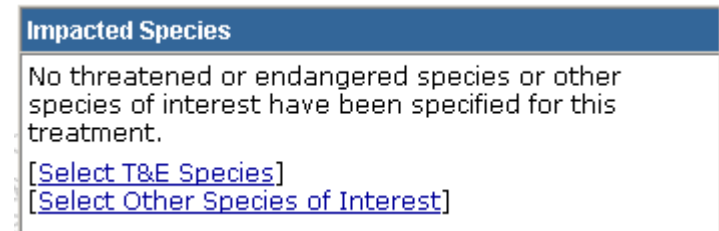
Buttons at the bottom: Cancel, Delete, Save. A "Use Map" link is next to the Latitude field.

IMPACTED SPECIES

After establishing administrative/planning tasks or treatments, you are asked to provide information about impacted species. Impacted species includes both Threatened & Endangered (T&E) Species and Species of Interest.

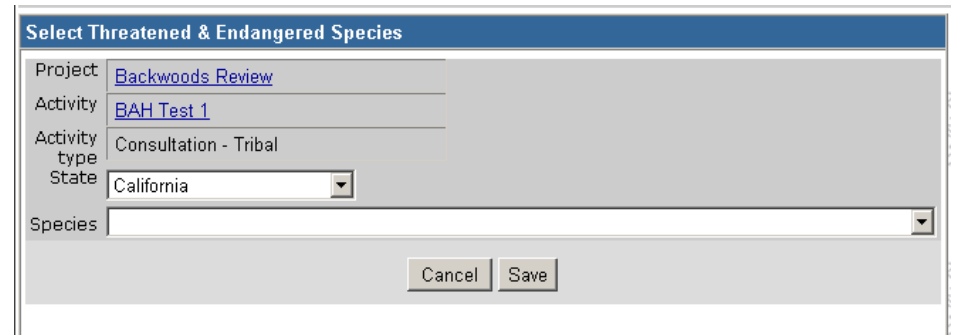
To input information about impacted species, go to the **Impacted Species** portlet.

Click on the [Select T&E Species](#) link to add a T&E specie, or click on the [Select other Species of Interest](#) link to add a specie of interest.



You may enter in an impacted specie of interest in two ways.

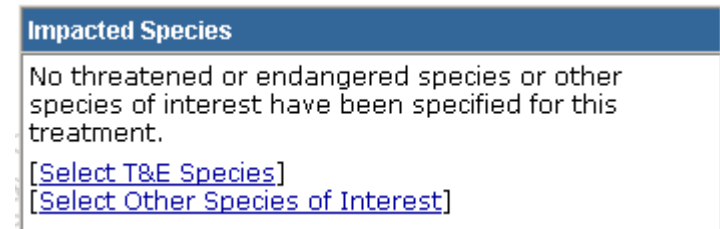
- If the specie has been previously entered, you may select it from the drop down menu.
- If you don't see the desired specie of interest in the drop down menu, you will need to input the new species common name and its genus and species by clicking on the [Select other Species of Interest](#) link.
- Once you have selected the specie of interest, or entered a new one, click the **Save** button. To cancel your entry, click the **Cancel** button.



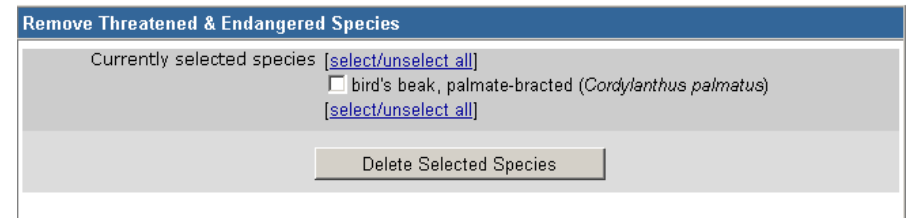
REMOVING A SPECIES FROM THE LIST

If there is a species on the either the threatened and endangered species list or species of interest list that no longer needs to be there, you can remove it from the **Impacted Species** portlet.

- Click on either the [Select T&E Species](#) link or the [Select Other Species of Interest](#) link that corresponds with the list the species you wish to remove is shown on.



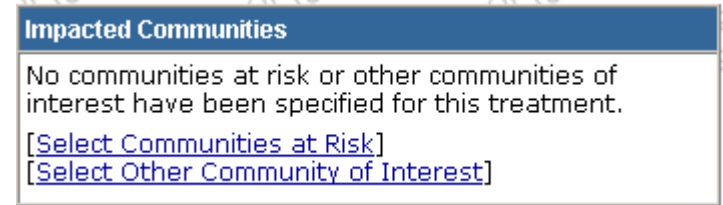
- Click the box next to the species that you wish to remove from the list. Then click on **Delete Selected Species**.



IMPACTED COMMUNITIES

NFPORS allows users to identify communities at risk and communities of interest that may be impacted by a planning/administrative task or treatment.

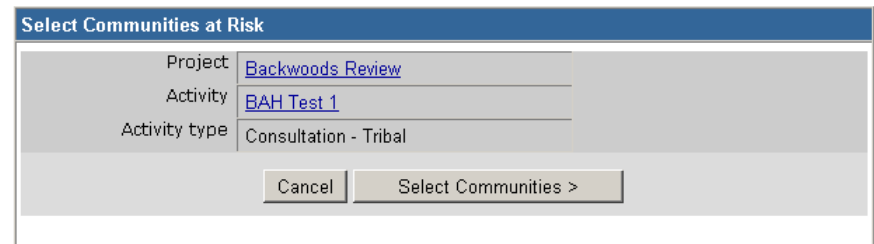
After establishing administrative/planning tasks or treatments go to the **Impacted Communities** portlet to select an impacted community. Click on the [Select Communities at Risk](#) link to add a community at risk, or click on the [Select Other Community of Interest](#) to add a community of interest.



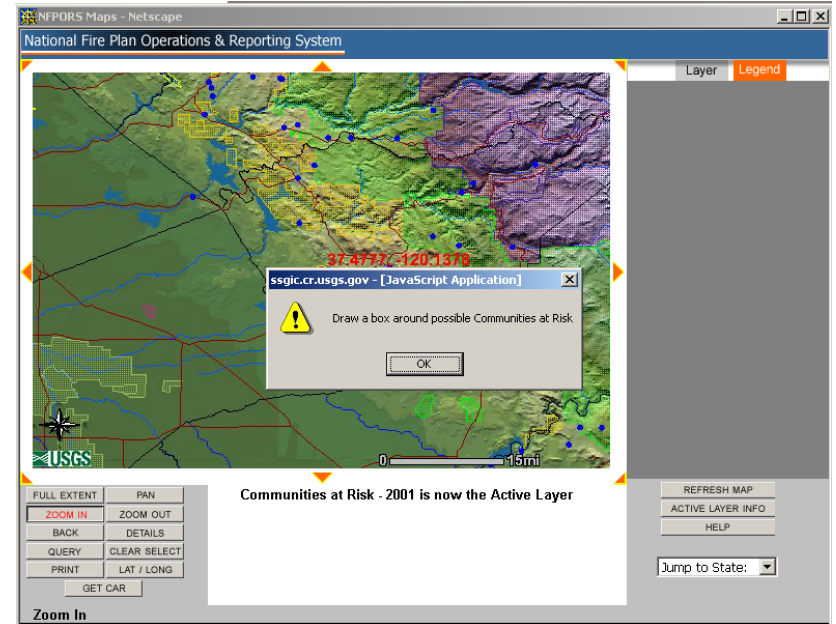
COMMUNITIES AT RISK

NFPORS leverages GeoMAC for identifying communities at risk (CAR). Using GeoMAC you will draw a rectangle around the project or treatment area. GeoMAC will then identify any communities at risk that fall within this area. Finally, you will pick from this list of at risk community or communities that you wish to identify. The selected communities will then be transferred back to the NFPORS system.

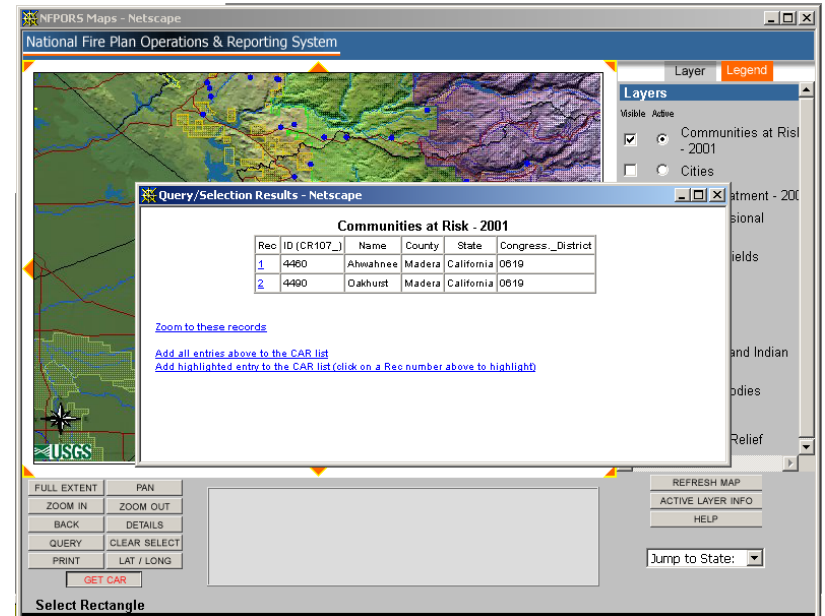
- Click the **Select Communities >** button to go to GeoMAC to pick the CAR. If you wish to cancel, click the **Cancel** button.



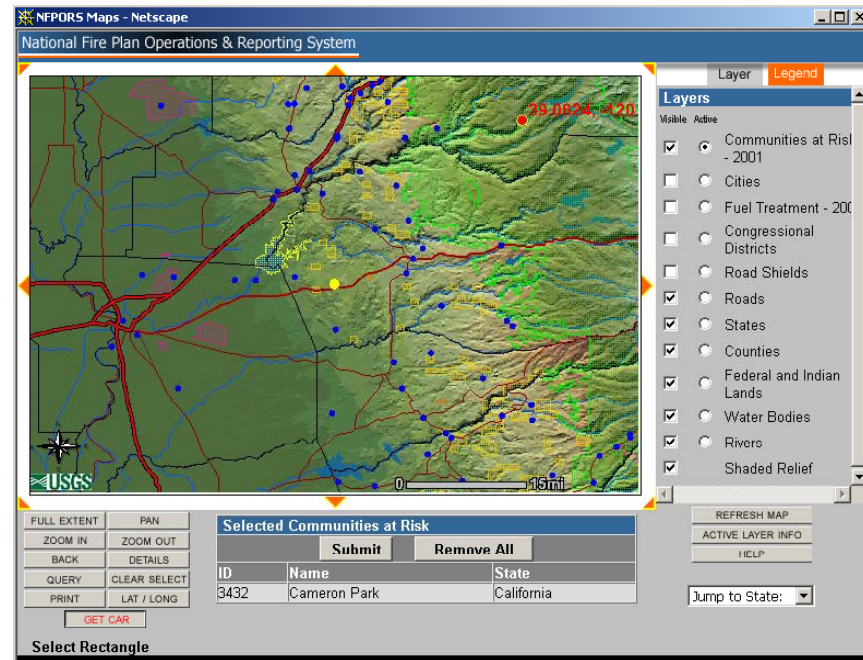
- Once GeoMAC has loaded click on the **Get CAR** button in the bottom left hand corner of the screen, click the **OK** button to continue.



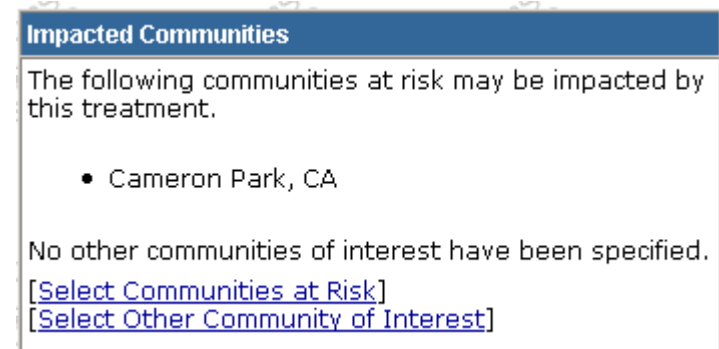
- Next, using the mouse, draw a rectangle around the point identified on the map. After you have finished drawing the rectangle with the mouse, GeoMAC will identify communities at risk that fall within the area of the rectangle. Follow the instructions on the pop-up screen to choose communities at risk.



- Once you have added the communities at risk to your CAR list, click the **Submit** button. This will transfer the communities back to NFPORS. If you wish to remove the communities from your CAR list and select new ones, click the **Remove All** button.



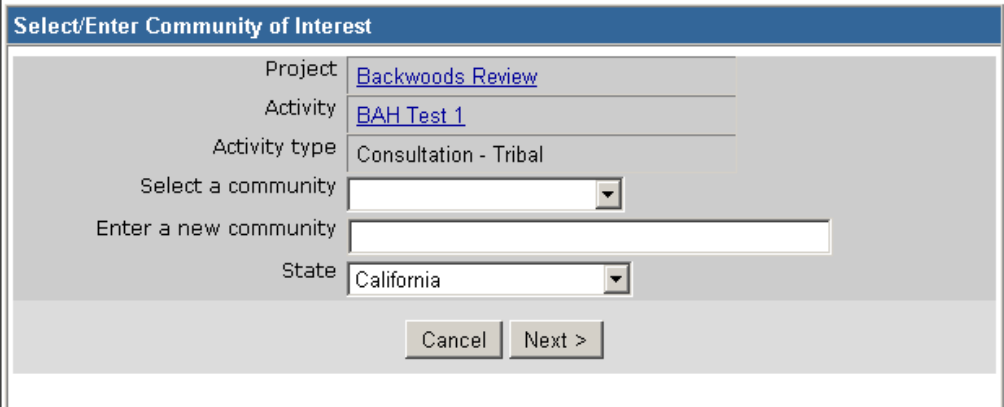
- The community or communities selected in GeoMAC will then be listed in the **Impacted Communities** portlet.



COMMUNITIES OF INTEREST

You may enter in a community of interest in two ways.

- If the community has been previously entered, you may select it from the drop down menu.
- If you do not see the desired community of interest in the drop down menu, you will need to input the community's name and select the State where the community is located.
- Once you have entered the community of interest click **Next>** button. The name of the community will then be listed in the **Impacted Communities** portlet. To cancel your entry, click the **Cancel** button.



The screenshot shows a dialog box titled "Select/Enter Community of Interest". It contains the following fields and controls:

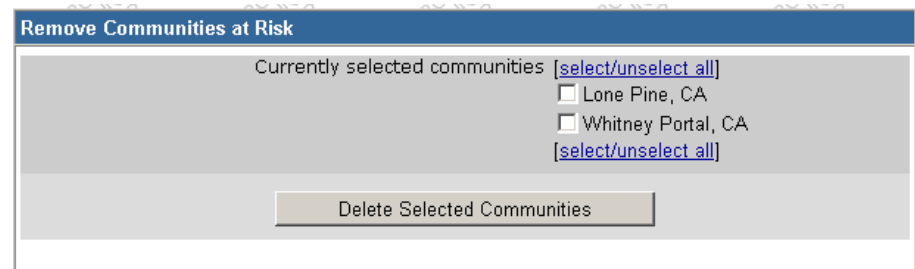
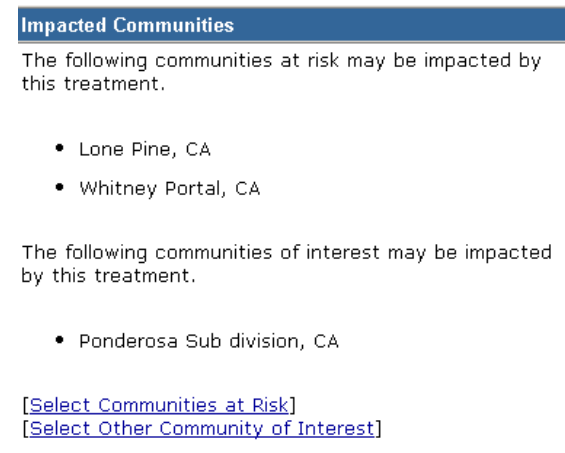
- Project: [Backwoods Review](#)
- Activity: [BAH Test 1](#)
- Activity type: Consultation - Tribal
- Select a community: A dropdown menu.
- Enter a new community: A text input field.
- State: A dropdown menu showing "California".
- Buttons: "Cancel" and "Next >".

REMOVING A COMMUNITY FROM THE LIST

If there is a community on the either the Communities at Risk or Communities of Interest list that no longer needs to be there, you can remove it from the **Impacted Communities** portlet.

- Click on either the [Select Communities at Risk](#) link or the [Select Other Community of Interest](#) link that corresponds with the list the community you wish to remove is shown on.

- Click the box next to the community that you wish to remove from the list. Then click on **Delete Selected Communities**.



RUNNING REPORTS

To run a report, go to the Administrative Task portlet. Click on the [Reports](#) link.

Administrative Tasks

Quick Links

[\[Customize Portal\]](#) [\[Reports\]](#)

[\[New Project\]](#) [\[New Activity\]](#) [\[New Treatment\]](#) [\[New Treatment Unit\]](#)

[\[View Projects\]](#) [\[View Activities\]](#) [\[View Treatments\]](#) [\[View Treatment Units\]](#)

Change FY for summary data

[\[2003\]](#) [\[2004\]](#) [\[2005\]](#)

When the Reports portlet is displayed, scroll down and click on the desired report.

Reports

Click on any report's title to view that report in a separate window.

- **[Unit Project Summary](#)**
Provides summary information for each project in progress within this unit for a fiscal year.
- **[Unit Project Report](#)**
Provides detailed information for each project in progress within this unit for a fiscal year, including summary listings of all associated activities and treatments.
- **[Activity Details](#)**
Provides a detailed listing of all activities for this unit.
- **[Treatment Details](#)**
Provides a detailed listing of all treatments for this unit.
- **[Treatment Unit Details](#)**
Provides a detailed listing of all treatment units for this unit.
- **[Planned Accomplishments - WUI/Other](#)**
Provides a summary of planned accomplishments for activities and treatments, broken out by WUI versus Other figures for a fiscal year.
- **[Actual Accomplishments - WUI/Other](#)**
Provides a summary of actual accomplishments for activities and treatments, broken out by WUI versus Other figures for a fiscal year.
- **[Planned Treatments - WUI/Other](#)**
Provides a summary of planned treatments broken out by WUI versus Other for each treatment category for a fiscal year.
- **[Actual Treatments - WUI/Other](#)**
Provides a summary of actual treatments broken out by WUI versus Other for each treatment category for a fiscal year.
- **[Planned Vs. Actual Accomplishments](#)**
Provides a comparison of planned accomplishments versus actual accomplishments, broken out by WUI versus Other for a fiscal year.

RUNNING REPORTS (CONT...)

The report that you selected to run will be displayed. If you wish to save the report to an Excel file on your computer, click on the [Download to a Microsoft Excel](#) or [Download to Microsoft Word](#) link.

National Fire Plan Operations & Reporting System

Planned Accomplishments - WUI/Non-WUI for FY 2003 (Salmon)

FY

[Download to Microsoft Excel](#)

	WUI	Non WUI	Total
Activities	12	6	18
Activities Cost	\$340,200	\$338,700	\$678,900
Treatments	7	5	12
Treatments Cost	\$606,796	\$177,500	\$784,296
Treatments Acres	3,530	1,850	5,380

QUALITY ASSURANCE

The **Quality Assurance** portlet is not meant to be a scorecard, but as a soft evaluation of suspected problems. It is not necessarily the last word on what is absolutely wrong with the data quality.

Every two hours, the data in NFPORS is scanned and evaluated for accuracy. If there is a discrepancy, it is indicated in the **Quality Assurance** portlet. There are 14 possible errors that may be indicated in the **Quality Assurance** portlet. Click on the link in NFPORS for the [Quality Assurance Rules](#) to see the complete list of errors.

To correct errors in the Activities, Treatments, or Treatment Units, click on the link in the **Quality Assurance** portlet where errors are indicated. Depending upon where you clicked, the list of Activities, Treatments, or Treatment Units and the associated error will be displayed. Read the associated error and then click on the link that will take you to the Activity, Treatment, or Treatment Unit that needs to be edited. When the Edit screen is displayed make the necessary edits to correct the error and click on the **Save** button. The next time that the data is scanned and evaluated for accuracy, the error should no longer be indicated. In this example, the errors on Treatments Units are being displayed.

Quality Assurance

Hazardous Fuels Module Quality Assurance Report - Information shown includes Activities and Treatments with Planned Initiation Dates after 10/01/2002. This Report was produced 11/13/2003 10:10 AM.

[Quality Assurance Rules](#)

[Activities:](#) 3 of 3 passed (100.00%)

[Treatments:](#) 7 of 30 passed (23.33%)

[Treatment Units:](#) 19 of 20 passed (95.00%)

Quality Assurance - Treatment Units

1 Treatment Unit was identified with errors out of 20 checked. This report was produced 11/13/2003 10:10 AM.

[Quality Assurance Rules](#)

Treatment Unit	Flags
Linear Test Unit	• The Treatment Unit has no Fire Regime identified. (Rule #22)

Edit Treatment Unit

* Treatment unit name: Linear Test Unit

Local identifier: []

* Treatment unit owner: Federal [v]

Area (acres): []

Fire regime: I II III IV V

* Latitude: 35.7545 [Use Map](#)

* Longitude: -119.3455

State: California

County: Kern

Congressional district: 20th District

Representative: Calvin M. Dooley

Buttons: Cancel Delete Save

LOCKING THE DATA

In order to ensure that data for past fiscal years cannot be changed, at a period of time after the close of the fiscal year, the NFPORS Program Directors will ask that the data from the previous fiscal year be locked.

Only Activities and Treatments can be locked, since Projects and Treatment Units cannot be associated with a single fiscal year. Activities and Treatments are locked based on their Actual Initiation dates. Locked Activities or Treatments may be copied by clicking on the **Copy** button. The example shown here is a Locked Treatment.

If the data for the fiscal year has been locked but information such as the Actual Completion Date has not been entered, you will have a chance to complete the missing information by entering it on the on the **Complete Locked Treatment** screen.

View Locked Treatment	
Project	Bear Valley WUI
Treatment name	FY02 WUI
Local identifier	
Treatment category	Mechanical
Treatment type	Mastication/Mowing
Biomass utilization?	
Local approval date	
WUI?	Yes
Treatment unit	EV slash
Total acres in treatment unit	500
County	Klamath
State	Oregon
Funding source	Hazardous Fuels - WUI
Obligation FY	
Planned direct cost - this treatment only	\$150,000
Work agent	Service Contract
Contract number	HAC018N00
Planned initiation date	10/1/2002
Planned completion date	9/30/2003
Planned accomplishment	500 acres
Actual initiation date	10/25/2002
Actual completion date	9/26/2003
Actual FY 2003 accomplishment	500 acres
Copy	

Complete Locked Treatment	
Project	SSR 04 JC 47
Treatment name	SSR 04 JC 47
Local identifier	
Treatment category	Mechanical
Treatment type	Hand Pile
Biomass utilization?	
Local approval date	3/6/2003
WUI?	No
Treatment unit	Silver Saddle Ranch
Total acres in treatment unit	50
County	Carson City
State	Nevada
Funding source	
Obligation FY	
Planned direct cost - this treatment only	\$0
Work agent	Force Account
Contract number	n/a
Planned initiation date	10/1/2003
Planned completion date	3/31/2004
Planned accomplishment	2 acres
Actual initiation date	9/24/2003
Actual completion date (m/d/yyyy)	<input type="text"/> <input type="text"/> <input type="text"/>
Actual FY 2003 accomplishment	
Actual FY 2004 accomplishment	1
Copy Save	

GLOSSARY

Term	Definition
Accomplishment Report	Any Report that details Actual Accomplishments , usually for a Fiscal Year . Typically, an Accomplishment Report shows the quantity and kind of work that has been completed and includes all accomplishments that are partially complete. Accomplishment Reports do not normally include Preparation for Treatment acres.
Activity	(see Planning and Administration Activity)
Activity Name	An optional name used to identify an Activity .
Actual Accomplishment	The actual quantity of work accomplished for a Treatment or Activity and expressed in the associated Units of Measure . It is important to note that Actual Accomplishment is the aggregate annual (FY) accomplishment at the time of data entry. An Actual Initiation Date is required before an Actual Accomplishment can be entered.
Actual Completion Date	The date when a Treatment or Activity is actually complete. The Actual Completion Date for a Treatment or Activity must be within 2 years of the Actual Initiation Date and cannot be in the future.
Actual Fiscal Year Accomplishment	In recent versions of NFPORS, the Actual Initiation Date and Actual Complete Date of a Treatment can span fiscal years. The Actual FY Accomplishment field allows the user to identify the amount accomplished in each fiscal year.
Actual Initiation Date	The date when a Treatment or Activity actually begins. Cannot be a date in the future.
Ad Hoc Report	A report generated “on the fly” by a power user. Caution must be taken when using ad hoc reports because the underlying query that produced the report may not be fully understood by the report consumer and may even be flawed. Ad Hoc reports should only be generated by power users who have a detailed understanding of the structure of NFPORS data.
Agency	Synonymous with “ Bureau .” An Agency is the organization level above Region , but below Department . The five Agencies with National Fire Plan wildland fire programs are: BIA, BLM, FWS, NPS, and FS
Appeals and Litigation	A type of Activity.

Term	Definition
Biological	An Other Type Treatment . The artificial application of a natural control agent to regulate pest species; Treatment examples include introduction of foraging species, predators or parasites to control plant or animal pests.
Biomass Removal	A Mechanical Type Treatment . The removal, through harvest, sale, offer, trade or utilization, of trees and woody biomass, including limbs, tops, needles, leaves and other woody parts; removal may result in the production of the full range of wood products, including timber, engineered lumber, paper and pulp, furniture and value-added commodities, and bio-energy and/or bio-based products such as plastics, ethanol, and diesel.
Broadcast Burn	A Prescribed Fire Type Treatment . A prescribed fire that is allowed to burn over a designated area within well-defined boundaries to achieve some land management objective. (<u>The Dictionary of Forestry</u> , Society of American Foresters, John Helms, editor, 1998)
Bureau	See Agency
Burned Area Rehabilitation	The treatment of an ecosystem following disturbance to minimize subsequent effects (1995 Federal Wildland Fire Policy.)
Canned Report	Any of a variety of Reports that are predefined and prepared automatically by the system.
Category	The major classes of a Treatment or Activity . For KP3 these are: Fire , Mechanical , Other , and Preparation for Treatment . For KP2 there is only one Category : Planning and Administration . Categories are further categorized by Type .
Centroid	The latitude and longitude (see Coordinates) that mark the general location of a Project or Treatment Unit .
Chemical	An Other Type Treatment The application of a pesticide (insecticide or herbicide) to control or kill pest species. (based on definitions from <u>The Dictionary of Forestry</u>)

Term	Definition
Chipping	A Mechanical Type Treatment Use of a stationary machine for chipping small trees, limbs, tops, and brush; chips are larger and courser than sawdust. Treated fuels are usually moved to a central location for chipping, and can be scattered or blown back into the woods or into a van for transport to an off-site location. (based on definitions from The Dictionary of Forestry)
Class	The term is used in the course of producing ad hoc reports . Class distinguishes Treatments from Activities
Community at Risk (CAR)	Communities within the vicinity of federal lands that are high risk from wildfire.
Community of Interest (COI)	Communities not on the official list of Communities at Risk but that may be impacted by a treatment and are therefore of interest to the project.
Condition Class	Developed to categorize the current condition with respect to each of the five historic Fire Regime groups. Condition Class is defined in terms of departure from the historic Fire Regime, as determined by the number of missed fire return intervals - with respect to the historic fire return interval - and the current structure and composition of the system resulting from alterations to the disturbance regime. The relative risk of fire-caused losses of key components that define the system increases for each respectively higher numbered Condition Class, with little or no risk at the Class 1 level.” (Protecting People and Sustaining Resources in Fire-Adapoted Ecosystems: A Cohesive Strategy)
Condition Class 1	Fire Regimes are within an historical range and the risk of losing key ecosystem components is low. Vegetation attributes (species composition and structure) are intact and functioning with an historical range.
Condition Class 2	Fire Regimes have been moderately altered from their historical range. The risk of losing key ecosystem components is moderate. Fire frequencies have departed from historical frequencies by one or more return intervals (ether increased or decreased.) This results in moderate changes to one or more of the following: fire size, intensity and severity, and landscape patterns. Vegetation attributes have been moderately altered from their historical range.

Term	Definition
Condition Class 3	Fire Regimes have been significantly altered from their historical range. The risk of losing key ecosystem components is high. Fire frequencies have departed from historical frequencies by multiple return intervals. This results in dramatic changes to one or more of the following: fire size, intensity, severity, and landscape patterns. Vegetation attributes have been significantly altered from their historical range.
Condition Class Observation	A characterization of a Treatment Unit that describes Condition Class . Condition Class Observations are important and should be made prior to the Treatment and subsequent to the Treatment. Observations should also be part of the Monitoring .
Consultation - ESA	An Activity Type . An Endangered Species Act (ESA) consultation.
Consultation - SHPO	An Activity Type . A consultation with the State Historical Preservation Office (SHPO).
Consultation - Tribal	An Activity Type .
Contract Administration	A Planning and Administration (Category) Type Activity
Contract Dollars	The Planned Direct Cost for all Treatments and Activities where the Work Agent is " Service Contract ."
Contract Number	A unique identifier used by the Agency to track the contract, (there are two other things on this list: "task order?" "requisition") The Contract Number may be used to relate NFPORS data with another database.
Contract Preparation	A Planning and Administration (Category) Type Activity
Coordinates	In NFPORS, spatial data is stored in the following format: geographic space, expressed in decimal degrees (resolution to 4 decimal places), Geographic Reference System 1980, North American Datum 1983.
Crushing	A Mechanical Type Treatment
Data Collection Tool	The component of NFPORS that is used for data entry. Users log in and navigate throughout the organization and may see information for any office. Users with write access privileges may use the Data Collection Tool to add, change, or delete information for their specific Unit .

Term	Definition
Data Dump	A large file (usually in Excel format) that contains a wide variety of information and records. A user may save a data dump in order to produce an Ad Hoc Report or preserve a record of the database for a certain date.
Department	The executive cabinet office. The two Departments with National Fire Plan wildland fire programs are: Department of Agriculture and the Department of the Interior.
Emergency Stabilization	Stabilization efforts generally focused on the first year after a fire incident. Emergency stabilization is funded out of suppression funds.
Environmental Assessment (EA)	EAs were authorized by the National Environmental Policy Act (NEPA) of 1969. They are concise, analytical documents prepared with public participation that determine if an Environmental Impact Statement (EIS) is needed for a particular project or action. If an EA determines an EIS is not needed, the EA becomes the document allowing agency compliance with NEPA requirements.
Environmental Impact Statement (EIS)	EISs were authorized by the National Environmental Policy Act (NEPA) of 1969. Prepared with public participation, they assist decision makers by providing information, analysis and an array of action alternatives, allowing managers to see the probable effects of decisions on the environment. Generally, EISs are written for large-scale actions or geographical areas.
Estimated Duration	Approximate lifespan (in years) of a Project from inception to completion.
Estimated Planned Direct Cost	The sum of Planned Direct Costs for all Activities and Treatments in a Project . The value is system generated and appears on various Reports .
Fire Management Plan (FMP)	A strategic plan that defines a program to manage wildland and prescribed fires and documents the Fire Management Program in the approved land use plan. The plan is supplemented by operational plans such as preparedness plans, preplanned dispatch plans, prescribed fire plans, and prevention plans.

Term	Definition																		
Fire Regime	<p>The predominant fire regime within the Treatment Unit as defined in the Implementation Plan for the 10-Year Comprehensive Strategy. Fire Regimes are defined by the following categories of fire frequency (the “return interval”) and severity:</p> <table border="1" data-bbox="871 451 1793 820"> <thead> <tr> <th data-bbox="871 457 1150 526">Fire Regime</th> <th data-bbox="1150 457 1507 526">Frequency (in years)</th> <th data-bbox="1507 457 1793 526">Severity</th> </tr> </thead> <tbody> <tr> <td data-bbox="871 526 1150 561">I</td> <td data-bbox="1150 526 1507 561">0 to 35</td> <td data-bbox="1507 526 1793 561">Low</td> </tr> <tr> <td data-bbox="871 561 1150 636">II</td> <td data-bbox="1150 561 1507 636">0 to 35</td> <td data-bbox="1507 561 1793 636">Stand Replacement</td> </tr> <tr> <td data-bbox="871 636 1150 672">III</td> <td data-bbox="1150 636 1507 672">35 to 100+</td> <td data-bbox="1507 636 1793 672">Mixed</td> </tr> <tr> <td data-bbox="871 672 1150 747">IV</td> <td data-bbox="1150 672 1507 747">35 to 100+</td> <td data-bbox="1507 672 1793 747">Stand Replacement</td> </tr> <tr> <td data-bbox="871 747 1150 820">V</td> <td data-bbox="1150 747 1507 820">More than 200</td> <td data-bbox="1507 747 1793 820">Stand Replacement</td> </tr> </tbody> </table>	Fire Regime	Frequency (in years)	Severity	I	0 to 35	Low	II	0 to 35	Stand Replacement	III	35 to 100+	Mixed	IV	35 to 100+	Stand Replacement	V	More than 200	Stand Replacement
Fire Regime	Frequency (in years)	Severity																	
I	0 to 35	Low																	
II	0 to 35	Stand Replacement																	
III	35 to 100+	Mixed																	
IV	35 to 100+	Stand Replacement																	
V	More than 200	Stand Replacement																	
Fire Use	A Prescribed Fire Type Treatment . The management of naturally ignited fires to accomplish specific pre-stated resource management objectives in predefined geographic areas outlined in Fire Management Plans .																		
Firewise	A public education program developed by the National WildlandFire Coordinating Group that assists communities located in proximity to fire-prone lands. (For additional information visit the web site at: http://www.firewise.org)																		
Fiscal Year	The period that begins on October 1 and ends on the following September 30.																		
Footprint Acres	The sum of all Treatment Unit acres. If a particular acre is treated two times then only one acre is counted toward the total Footprint Acres.																		
Force Account	The federal labor force Work Agent .																		
Funding Source	The identified Agency source of funds for the Treatment or Activity .																		

Term	Definition
Grazing	An Other Type Treatment The eating of any kind of standing vegetation by animals. <i>Grazing Management</i> is the manipulation of grazing or browsing animals to accomplish a desired result. (<u>The Dictionary of Forestry</u> , Society of American Foresters, John Helms, editor, 1998)
Hand Pile	A Mechanical Type Treatment Piles of slash (vegetative debris from hazardous fuel reduction projects) constructed of such size and at such distance from trees so that burning shall not result in unnecessary damage to residual timber, and with construction of a fireline to bare mineral soil. (<u>The Dictionary of Forestry</u> , Society of American Foresters, John Helms, editor, 1998 and based on definitions in C6.7 of the USDA Forest Service 2400-6 Timber Sale Contract, Pacific Southwest Regional Office (R-5))
Hand Pile Burn	A Prescribed Fire Type Treatment To deliberately burn <i>hand piles</i> under specified environmental conditions, which allows the fire to be confined to the perimeter of the hand pile area and produces the intensity required to attain planned fuel reduction objectives. (based on definitions from <u>The Dictionary of Forestry</u>)
Implementation Action	Actions necessary to implement the goals and objectives identified in the Mitigation Plan.
Initial Attack	The actions taken by the first resources to arrive at a wildfire to protect lives and property, and prevent further extension of the fire.
Jackpot Burn	A Prescribed Fire Type Treatment A <i>prescribed fire</i> to deliberately burn natural or modified concentrations (jackpots) of wildland fuels under specified environmental conditions, which allows the fire to be confined to a predetermined area and produces the fireline intensity and rate of spread required to attain planned resource management objectives. (based on definitions from <u>The Dictionary of Forestry</u>)
Keypoint 2	The NFP burned area rehabilitation and restoration program
Keypoint 3	The NFP hazardous fuels reduction program
Keypoint 4	The NFP community assistance program
Local Approval Date	The date that the appropriate line officer approves a Treatment or Activity and makes it part of the annual work plan for the Unit

Term	Definition
Local Contractor	Defined locally by the Unit but is generally accepted to be a contractor that employs at least 50% of the work force on a specific engagement from the local area.
Local Identifier	A free-text field that can be used by end-users to provide a short identifier that is used locally (e.g., by the unit) to identify the Treatment , Activity or Treatment Unit .
Lop and Scatter	<p>A Mechanical Type Treatment</p> <ol style="list-style-type: none"> 1. Felling, cutting branches, tops, and unwanted boles into lengths and spreading debris more or less evenly over the ground. (NWCG) 2. Logging slash or fuel reduction debris cut and or scattered to reduce slash concentrations with slash being generally left within 18 or 30 inches of the ground. Slash is scattered into openings away from and without unnecessary damage to residual trees. (based on definitions in C6.7 of the USDA Forest Service 2400-6 Timber Sale Contract, Pacific Southwest Regional Office (R-5))
Machine Pile	A Mechanical Type Treatment . The piling of small fuel to reduce the spread of fire.
Machine Pile Burn	A Prescribed Fire Type Treatment To deliberately burn Machine Piles under specified environmental conditions, which allows the fire to be confined to the perimeter of the machine pile area and produces the intensity required to attain planned fuel reduction objectives. Machine pile and burn treatments are distinguished from Jackpot Burn by construction of a fireline to bare mineral soil around each machine pile. (The Dictionary of Forestry, Society of American Foresters, John Helms, editor, 1998 and based on definitions in C6.7 of the USDA Forest Service 2400-6 Timber Sale Contract, Pacific Southwest Regional Office (R-5))
Management Dashboard	The component of NFPORS that is used exclusively for data Reports . The Management Dashboard includes Portal and Canned Reports and mechanisms to produce Ad Hoc Reports and Data Dumps .

Term	Definition
Mastication/Mowing	A Mechanical Type Treatment Chopping, grinding, and/or mowing treatments, usually by mechanical means, to reduce fuel bed depth or crowning potential. The primary target is usually live fuels, such as brush and small trees, but can be used in light loadings of dead fuels. Treatments are done “in unit”, with fuels left in place.
Mechanical Treatment	A KP3 Treatment Category that describes work that manually removes or modifies fire load structures to achieve fire management plans. Such a Treatment has a Planned Accomplishment , accomplishments for these Treatments are included in Accomplishment Reports and the Planned Direct Costs for these Treatments are included in Planning Reports .
Mitigation Plan	A Planning and Administration (Category) Type Activity that is aimed primarily at federally owned land.
Monitor	A Planning and Administration (Category) Type Periodic or continuous surveillance or testing to determine the level of compliance with statutory requirements and/or pollutant levels in various media or in humans, animals, and other living things.
Name	The user-defined reference to a Project , Activity , Treatment , or Treatment Unit . It is generally useful to compose Names that include a place name reference and purpose (such as “Mill Creek Planning.”) It is important to remember that Name is often used in Reports to sort items in long lists, so a consistent naming convention is beneficial.
National	The collective group of federal agencies with National Fire Plan wildland fire programs.
National Fire Plan (NFP)	The national strategy for preventing the loss of life, natural resources, private property, and livelihoods in the wildland/urban interface (WUI). The National Fire Plan (NFP) includes five key points: (1) firefighting preparedness, (2) rehabilitation and restoration of burned areas, (3) reduction of hazardous fuels, (4) community assistance, and (5) accountability. For additional information visit the web site at: http://fireplan.gov/

Term	Definition
NEPA	The National Environmental Policy Act (NEPA) is the basic national law for protection of the environment, passed by Congress in 1969. It sets policy and procedures for environmental protection, and authorizes Environmental Impact Statements and Environmental Assessments to be used as analytical tools to help federal managers make decisions.
NEPA- CATX	A Planning and Administration (Category) Type Activity . Categorical exclusions (CATX) are actions which meet the definition contained in 40 CFR 1508.4, and, based on past experience with similar actions, do not involve significant environmental impacts. They are actions which: do not induce significant impacts to planned growth or land use for the area, do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic or other resource; do not involve significant air, noise, or water quality impacts; do not have significant impacts on travel patterns; and do not otherwise, either individually or cumulatively, have any significant environmental impacts.
NEPA- DNA	A Planning and Administration (Category) Type Activity . Documentation of NEPA Adequacy (DNA) ensures that the Project conforms to the applicable land use plan and that the NEPA documentation fully covers the proposed action and constitutes compliance with the requirements of NEPA.
Organization	The hierarchical structure of Units , Regions , Agencies , Departments , and National offices.
Other (Treatment)	A KP3 Treatment Category that describes work that involves the use of chemicals and biological methods to achieve fire management plans. Such a Treatment has a Planned Accomplishment , accomplishments for these Treatments are included in Accomplishment Reports and the Planned Direct Costs for these Treatments are included in Planning Reports . Other Treatment types include: Biological , Chemical and Grazing .

Term	Definition
Planned Accomplishment	The accomplishment goal for a particular Treatment or Activity . The unit of measure may be in acres, feet, miles, or each – depending on the Type of work that is to be performed. Acreage may include small or insignificant islands that are skipped or protected for various reasons.
Planned Completion Date	The date when a Treatment or Activity is expected to be complete. The Planned Completion Date for a Treatment or Activity must be in the same Fiscal Year as the Planned Initiation Date .
Planned Direct Cost	The sum of all costs that can be specifically identified with the Treatment or Activity . Planned Direct Costs should include salaries and benefits for staff working on all aspects of the Treatment or Activity including those associated with meeting regulatory requirements, contract preparation, administration, execution, and monitoring. Non-payroll direct costs include travel to and from the treatment sites, any supplies and equipment that are used specifically for the Treatment, and contract expenses required to accomplish any aspect of the Treatment or Activity. Do not include overhead costs.
Planned Initiation Date	The date when a Treatment or Activity is expected to begin. The Planned Initiation Date for a Treatment or Activity must be in the same Fiscal Year as the Planned Completion Date .
Planning and Administration (Category)	A KP 2 or KP 3 Activity Category that generally, but not exclusively, takes place in the office. Such an Activity has a Planned Accomplishment and Actual Accomplishments are included in Accomplishment Reports and the Planned Direct Costs for these Activities are included in Planning Reports .
Planning and Administration (Type)	Often referred to simply as an “ Activity .” Generally, but not exclusively those activities that take place in the office and are directly aimed at accomplishing goals of the National Fire Plan KP 2 or KP 3 . An Activity is planned and conducted in one Fiscal Year . An Activity must have a Work Agent . An Activity should have a Name . (See also, Planned and Actual Initiation Dates and Planned and Actual Completion Dates)

Term	Definition
Planning Area	Planning Areas are used in the Community Assistance module and serve as a high-level grouping of CA activities including Mitigation Plans and Risk Assessments.
Planning Report	Any Report that details planned work for a given period of time – usually the entire Fiscal Year . Typically a Planning Report shows the quantity and kind of work that is scheduled for completion. A Planning Report might include Planned Direct Costs , Acres, Categories , and other program foci such as acres in the Wildland Urban Interface , Contract Dollars , and Treatment Acres by Condition Class .
Portal	In the NFPORS graphical user interface, this is the whole presentation that appears on the screen and includes title bars, hyperlinks and Portlets . Portals have general themes or views such as: treatment, activity, treatment unit, national, bureau, regional, and unit. As the user navigates through the system the Portal changes accordingly.
Portal Report	Information that is presented to the user in one of the Portlets .
Portlet	In the NFPORS graphical user interface, one of the smaller windows that include a particular theme of information. Several Portlets may appear in a Portal .
Preparation - Acres	A Preparation for Treatment Type Treatment whose Units of Measure is acres. A hand or mechanical manipulation of a site, designed to enhance the success of a treatment method, such as pre-treatments for biological control, prescribed fire, or seeding. (based on definitions from The Dictionary of Forestry)
Preparation - Each	A Preparation for Treatment Type Treatment whose Units of Measure is Each.
Preparation - Feet	A Preparation for Treatment Type Treatment whose Units of Measure is Feet.

Term	Definition
Preparation for Treatment	A KP3 Treatment Category that describes work that is generally conducted immediately prior to a Treatment. Such a Treatment has a Planned Accomplishment , but accomplishments for these Treatments are not included in Accomplishment Reports ; however, the Planned Direct Costs for these Treatments are included in Planning Reports .
Prescribed Fire	A KP3 Treatment Category To deliberately burn wildland fuels in either their natural or modified state and under specified environmental conditions, which allows the fire to be confined to a predetermined area and produces the fireline intensity and rate of spread required to attain planned resource management objectives. (The Dictionary of Forestry , Society of American Foresters, John Helms, editor, 1998) A Prescribed Fire has a Planned Accomplishment and accomplishments for these Treatments are included in Accomplishment Reports . Planned Direct Costs for these Treatments are included in Planning Reports .
Project	A collection of Treatments and Activities . A Project is defined by the user but is generally considered to be the area of planning. A Project is persistent – it is not limited to any time period. A Project has a Centroid and a Name .
Project Goals	A brief statement of the project aim(s). Project Goals may be used to evaluate the overall Project .
Project Name	A Name that is given for a Project .
Project Number	A unique project identifier that is system generated.

Term	Definition
Project Objectives	<p>The purpose(s) of the Project. One or more Project Objective(s) may be selected from the following list: Defensible Space Ecosystem Restoration Forest Health Fuel Reduction Protect Municipal Watershed Protect T&E Habitat Rangeland Health Reduce Invasive Species Wildland Urban Interface</p>
Project Partners	<p>The partner(s) that are involved in the Project. Project Partner(s) may be selected from the following list: Bureau of Indian Affairs (BIA) Bureau of Land Management (BLM) US Fish and Wildlife Service (FWS) National Park Service (NPS) USDA Forest Service (FS) Other Federal Partner State County Municipal Rural / Volunteer Fire Department Nonprofit Private Volunteer</p>
Proposed Accomplishment	<p>The accomplishment goals (e.g. Treatment Acres) established by the Department for each Agency in advance of the start of the Fiscal Year. In the Management Dashboard, Proposed Accomplishment acres are portrayed and compared to Actual Accomplishment to date.</p>

Term	Definition
Quality Assurance Report	Reports that identify the level of compliance with specific QA Rules .
Quality Assurance Rule	Business rules that are not strictly enforced by NFPORS but that can be used to improve the quality of information reported by the system.
Region	The organization level that comprises a collection of Units and is a subdivision of Agency .
Rehabilitation	The activities necessary to repair damage or disturbance caused by wildland fires or the fire suppression activity.
Report	Any of a variety of publications that describe what is planned or has been accomplished. Reports usually have a theme that focuses on a specific issue. Reports may be general or specific. NFPORS offers several kinds of reports, including: Data Collection Tool Portal Reports , Data Collection Tool Canned Reports , Management Dashboard Portal Reports , Management Dashboard Canned Reports, and Management Dashboard ad hoc reports.
Restoration	(see Burned Area Rehabilitation)
Seeding	An Other Type Treatment The distribution of seed by hand or machine ¹ to achieve approved land management objectives, such as soil stabilization, revegetation, native plant establishment or invasive species control.
Service Contract	A Work Agent that performs a service for the federal government through the federal contracting process.
Severity Funding	Funds provided to increase wildland fire suppression response capability necessitated by abnormal weather patterns, extended drought, or other events causing abnormal increase in the fire potential and/or danger.

Term	Definition
Species of Interest	Species that are not on the FWS list of T&E species but that may be impacted by a treatment and are therefore of interest to the project.
Status	<p>Identifies the current project status and is calculated from activity and treatment information as follows:</p> <p>Initiated - no activities and treatments within a project are completed (i.e. Actual Completion Dates for all activities and treatments are blank) and one or more activity or treatment has been initiated (i.e. Actual Initiation Date entered).</p> <p>Consultation Completed - project has completed ESA Consultation activity (i.e. Actual Completion Date is less than or equal to current date) and next milestone is not yet complete.</p> <p>Decision Signed - project has completed NEPA activity and next milestone is not yet complete.</p> <p>Appeals and Litigation Cleared - project with a completed Appeals and Litigation Activity (i.e. Actual Completion Date is less than or equal to current date) and treatments are not initiated.</p> <p>Operations Initiated - project with at least one treatment that has been initiated and at least one treatment that is not complete.</p> <p>Operations Complete - project where all treatments are complete and a with a monitoring activity that is not yet complete.</p> <p>Project Complete - project where all activities and treatments are complete.</p>

Term	Definition
Target Acres	In the planning process for the next Fiscal Year , Target Acres may be assigned to Units , Regions , and Agencies by higher level managers as performance goals. Target Acres are distinguished from Planned Accomplishment (acres) and Proposed Accomplishment (acres.)
Threatened & Endangered (T&E) Species	An “endangered” species is one that is in danger of extinction throughout all or a significant portion of its range. A “threatened” species is one that is likely to become endangered in the foreseeable future. The list of T&E species is maintained by the Fish & Wildlife Service.
Thinning	A Mechanical Type Treatment A cultural treatment made to reduce forest or woodland density of trees primarily to improve growth, enhance forest health, recover potential mortality or reduce hazardous fuels. Treatment can be by hand tools, such as chainsaw, machete, sandvik brush axes or brush hooks, or mechanical thinning using feller-bunchers or cut-to-length systems. (based on definitions from The Dictionary of Forestry)
Treatment	The work activity that takes place on the Treatment Unit and is directly aimed at accomplishing goals of the National Fire Plan KP 2 or KP 3 . A Treatment is planned and conducted in one Fiscal Year . A Treatment must have a Work Agent . A Treatment should have a Name . (see also, Planned and Actual Initiation Dates , and Planned and Actual Completion Dates)
Treatment Acres	The sum of all Planned Accomplishment acres. Treatment Acres do not include Preparation for Treatment acres. If a particular acre is treated two times, then two acres are counted toward the total of Treatment Acres. Often, Treatment Acres are summarized for a specific time period, such as the Fiscal Year .
Treatment Name	A Name that is given to a Treatment .

Term	Definition
Treatment Unit	The tract of land where a unique set of Treatments is conducted. In the Hazardous Fuels Reduction module, Treatment Units are always 2-dimensional (Unit of Measure is acres). In the Burned Area Rehabilitation and Restoration module, Treatment Units may be “Each,” “Feet,” “Miles,” or “Acres.” A Treatment Unit is persistent. This means that once created, a Treatment Unit is permanently kept in the database. Each Treatment Unit has at least one Condition Class Observation and a Fire Regime Classification . A Treatment Unit should have a Name .
Treatment Unit Name	A Name that is given to a Treatment Unit .
Type	The minor categorization for a Treatment or Activity . The Type provides, in greater detail than the Category , a description of the work that is being done. For example, the Types for prescribed fire are: broadcast, hand pile, fire use, jackpot, and machine pile burns. Type defines the Units of Measure .
Unit	The organizational level where data entry takes place. Various Agencies typically refer to the Unit as: “agency” (BIA), “field office” (BLM), “park” (NPS), “refuge” (FWS), and “forest” (NFS).
Units of Measure	The method that quantifies an accomplishment. It may be “acres,” “miles,” “feet,” or “each” depending on the Category and Type . Units of Measure are expressed in whole number integers.
Wildland Urban Interface	The line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels (Glossary of Wildland Fire Terminology, 1996)

Term	Definition
Work Agent	<p>A categorization of the group that is actually doing the Activity or Treatment. More than one Work Agent may accomplish a single Treatment or Activity. The categories include:</p> <ul style="list-style-type: none"> Force Account Service Contract Timber Sale Purchaser Cooperative Agreement Grant Volunteer