## The National Fire Plan

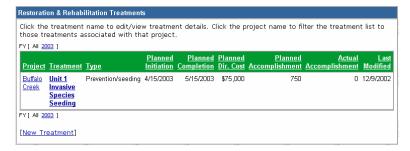
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## **National Fire Plan Operations and Reporting System**

## **Exercise 6 – Reporting Accomplishments**

Part 1 – Reporting accomplishments on a treatment that has been initiated, but is not yet complete.

**Step 1:** Select your treatment from the "Active Treatments/To Do List" portlet by clicking on the treatment name link. If your treatment is not displayed click on the "More" link in the lower left hand corner of the portlet to display a complete list of



treatments for your unit. Find your treatment on this list and then select the treatment by clicking on the treatment name link.

**Step 2:** Enter the actual initiation date. Please remember that by definition, actual dates cannot be in the future.

**Step 3:** Enter the actual accomplishment to date.

**Step 4:** Click the "Save" button.

Part 2 – Reporting accomplishments for completed treatments.

**Step 1:** Select your treatment as describe above in step 1.

**Step 2:** Enter the actual initiation date if it has not been entered.

**Step 3:** Enter the actual completion date. Please remember that it cannot be in the future.

Project Buffalo Creek Treatment name Unit 1 Invasive Species Seeding \* Treatment category Invasive Species  $\blacksquare$ \* Treatment type Prevention/seeding (acres) Local approval date (m/d/yyyy) lacksquare\*WUI? • Yes • No Treatment unit Buffalo Creek Unit 1 Total acres in treatment unit 750 County Lewis State Washington Planned direct cost - this treatment only (\$) 75000 Funding source Rehabilitation ▼ Work agent | Service Contract **-**Contract number Local contractor used? O Yes O No O Unknown \* Planned initiation date (m/d/yyyy) Apr 🔽 15 2003 \* Planned completion date (m/d/yyyy) May 🔽 15 2003 \* Planned accomplishment 750 Actual initiation date (m/d/yyyy) Apr 🔽 20 Actual completion date (m/d/yyyy) Actual accomplishment 300 Change Treatment Unit Save Delete

Russell Berry
Project Manager
Office of Wildland Coordination
Interior Department
russell berry@ios.doi.gov

Peter Bedker
Assistant Project Manager
National Information Center for State and Private Forestry
USDA Forest Service
pbedker@fs.fed.us

10/1/2002

11/20/2002

1/20/2003

5/1/2003

7/30/2003

4/20/2003

8/20/2003

3/30/2003

9/30/2003

- **Step 4:** Enter the actual accomplishment.
- **Step 5:** Click the "Save" button.
- Part 3 Reporting accomplishments for completed activities.

**Step 1:** Select your activity from the "Active Planning/Administrative Activities" portlet by clicking on the activity name link. If your activity is not displayed click on the "More" link in the lower left hand corner of the portlet to display a complete list of activities for

planning activity.

Project

Buffalo Creek

Mill Creek 03

Mill Creek 09

Mill Creek Blocker Unit 98

Active Planning/Administrative Activities

[n/a]

Mill Creek Planning 09

Mill Creek FS05 mill creek FS05 Planning NEPA - EA

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

Туре

NEPA - EA

NEPA - EA

NEPA - EA

Treatment effectiveness monitoring 2/28/2003

your unit. Find your activity on this list and then select the activity by clicking on the activity name link.

**Step 2:** Enter the actual initiation date if it has not been entered.

Step 3: Enter the actual [More...] [New Activity] completion date. Please remember that it cannot be in the future.

**Step 4:** Click the "Save" button.