

The National Fire Plan

fireplan.gov



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.

Restoration & Rehabilitation Treatments									
Click the treatment name to edit/view treatment details. Click the project name to filter the treatment list to those treatments associated with that project.									
FY [All 2003]									
Project	Treatment	Type	Planned Initiation	Planned Completion	Planned Dir_Cost	Planned Accomplishment	Actual Accomplishment	Last Modified	
Buffalo Creek	Unit 1 Invasive Species Seeding	Prevention/seeding	4/15/2003	5/15/2003	\$75,000	750	0	12/9/2002	

FY [All 2003]

[New Treatment]

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.

Edit Treatment	
Project	Buffalo Creek
Treatment name	Unit 1 Invasive Species Seeding
* Treatment category	Invasive Species
* Treatment type	Prevention/seeding (acres)
Local approval date (m/d/yyyy)	
* WU1?	<input checked="" type="radio"/> Yes <input type="radio"/> 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?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> 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 2003
Actual completion date (m/d/yyyy)	
Actual accomplishment	300
Delete Change Treatment Unit Save	

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

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

The screenshot shows a web portlet titled "Active Planning/Administrative Activities". It contains a table with 5 rows of activity data. The first row is highlighted in yellow. Below the table are two links: "[More...]" and "[New Activity]".

Project	Activity	Type	Planned Initiation	Planned Completion
Buffalo Creek	Buffalo Creek Planning	NEPA - EA	10/1/2002	7/30/2003
Mill Creek 03	[n/a]	NEPA - EA	11/20/2002	4/20/2003
Mill Creek 09	Mill Creek Planning 09	NEPA - EA	1/20/2003	8/20/2003
Mill Creek Blocker	Unit 98	Treatment effectiveness monitoring	2/28/2003	3/30/2003
Mill Creek FS05	mill creek FS05 Planning	NEPA - EA	5/1/2003	9/30/2003

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.

Step 4: Click the “Save” button.