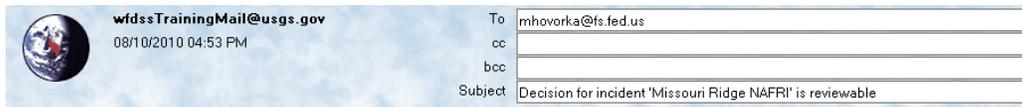


Review/Approval Tips for Agency Administrators August 2010

This document is intended to guide Agency Administrators, who are Incident Approvers, through the Review/Approval process. It includes a brief overview of the Periodic Assessment process.

Approval Process for Agency Administrators

1. You (Approvers and Reviewers) will receive an e-mail with a hotlink to WFDSS Login and then the Decision Page.

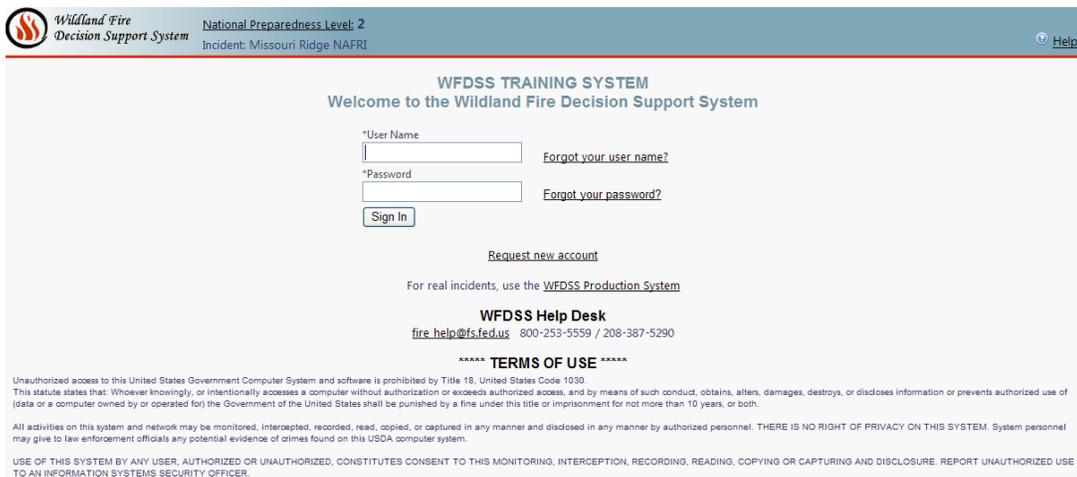


A decision for incident 'Missouri Ridge NAFRI' is reviewable. You are a reviewer of this decision. You may use the following link to review the decision:

<https://wfdss.usgs.gov/training/faces/jsp/login/WFDSSLogin.jsp?decisionId=236300&user=marisdispatcher&LINK=138>

Message sent from WFDSS TRAINING SYSTEM
Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.

2. You are prompted to login.



3. You are then directed right to the "Pending Decision" for Approve Decision or Reject Decision. At this point, the Reviewers/Approvers can navigate through the content tree on the left side to review the content of the decision document.

Wildland Fire Decision Support System National Preparedness Level: 2
Incident: Missouri Ridge NAFRI / 2010-IDPNF-123456

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Approve Decision Reject Decision...
 Messages (8) 114 users have requested additional privileges

Pending Decision (Decision : Assessment : Incident Information : Content)

Incident Information

NAME	VALUE
Incident Name	Missouri Ridge NAFRI
Unique Fire Identifier	2010-IDPNF-123456
Latitude	44.9752 N
Longitude	115.3853 W
Geographic Area	Eastern Great Basin
Responsible Agency(s)	USFS
Responsible Unit Name	Payette National Forest
Fire Code	EDFG1
Incident Discovery	03/24/2010 18:27
Contained	
Controlled	
Out	
Incident Cause	Unknown
Nationally Significant	No
Incident Size	10.0 acres
Owner Name(s)	Marlena Hovorka
Dispatcher Name	

Alternate Navigation to Decision Document: You can also navigate to the Incident and then to the Decision page if they choose. At that point they would click the radio button next to “Pending Decision” and then the **Review/Approve Decision**.

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Incident List
 Fire Behavior Request
 RAVAR Request
 Stratified Cost Index
 Relative Risk
 FMU List
 Mgmt Action Points
 Shape Upload
 Image Upload
 Download Perimeters
 Incident Privileges
 Incident History List
 Incident Analyses

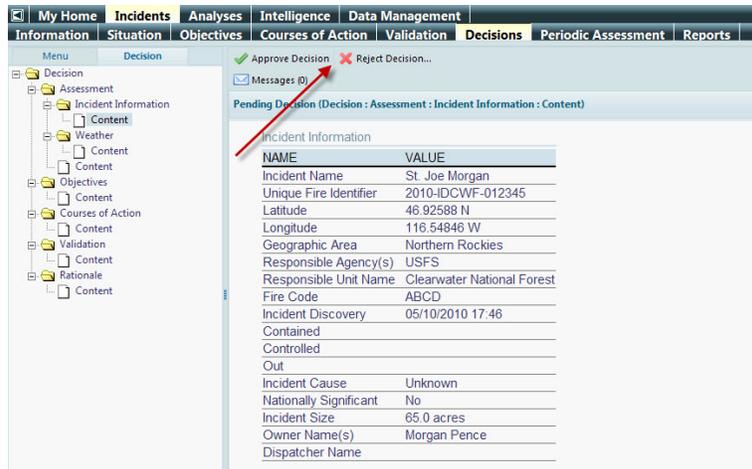
Decisions List
 Set Decision List Preferences
 Create View Information/History View Decision Review/Approve Decision

Decision	Section	Status	Editor	Created (CDT)	Last Modified (CDT)	Relative Risk
<input checked="" type="radio"/> Pending Decision		Reviewable	Hovorka, Marlena	06/15/2010 16:45	08/10/2010 17:53	06/04/2010 High
<input type="radio"/> 06/15/2010 16:45		Published	Hovorka, Marlena	05/27/2010 15:19	06/15/2010 16:45	06/04/2010 High
<input type="radio"/> 05/25/2010 11:58		Published	Hovorka, Marlena	04/05/2010 17:35	05/25/2010 11:58	03/29/2010 High

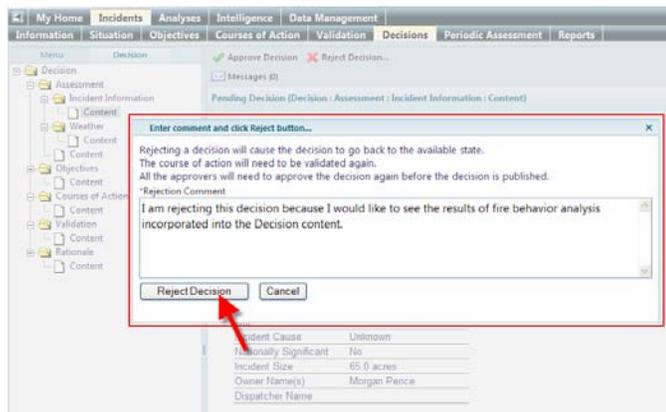
Page 1 of 1 Rows per Page: 20 Edit Check In Download... Delete...

Create View Information/History View Decision Review/Approve Decision

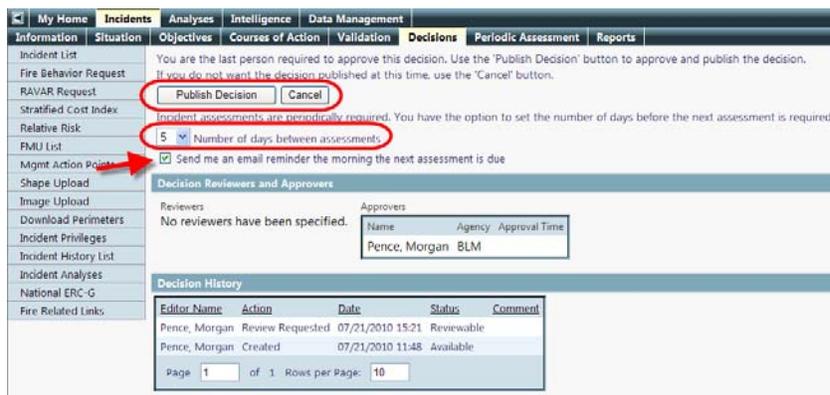
- When you click **Review/Approve Decision**, the following window will appear to approve or reject the decision.



- If a Decision is Rejected, you must provide a comment as to why it was rejected. This will enable the Authors to change the document.



- Once a Decision is Approved, you (if you are the final Approver if there are multiple Approvers) must choose the days between periodic assessments. Careful consideration should be given in selecting the number of days. On active incidents consider daily periodic assessments, inactive incidents can be longer. You can opt to have an email reminder sent to them when the next periodic assessment is due by checking the box below the number of days. The final step is to Click **Publish Decision**.



- If the decision is approved, the document will be listed as Published and locked, no additional edits or information can be added once the document is published and the following screen will appear.

Decision "07/26/2010 16:03" published.
Document HTML request for incident 'St. Joe Morgan' successfully sent for processing.

Decisions List
Set Decision List Preferences

Create View Information/History View Decision

Decision	Section	Status	Editor	Created (CDT)	Last Modified (CDT)	Relative Risk
<input checked="" type="checkbox"/> 07/26/2010 16:03		Published	Parkinson, Tami	06/16/2010 20:53	07/26/2010 16:03	05/11/2010 Low
<input type="checkbox"/> 05/11/2010 13:06		Published	Pence, Morgan	05/11/2010 13:03	05/11/2010 13:06	05/11/2010 Low
<input type="checkbox"/> 05/11/2010 12:56		Published	Pence, Morgan	05/11/2010 10:00	05/11/2010 12:56	05/11/2010 Low

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Create View Information/History View Decision

- Once a Decision is published, you Click **Download . . .** to download a zipped file that can be printed. There is an instructional video for downloading and printing available on the WFDSS Home Page / Related Resources

http://wfdss.usgs.gov/wfdss/training_slides/Downloading_Printing_DecisionorReport.mp4.

Decision "08/10/2010 18:25" published.
Document HTML request for incident 'Missouri Ridge NAFRI' successfully sent for processing.

Decisions List
Set Decision List Preferences

Create View Information/History View Decision

Decision	Section	Status	Editor	Created (CDT)	Last Modified (CDT)	Relative Risk
<input checked="" type="checkbox"/> 08/10/2010 18:25		Published	Hovorka, Marlana	06/15/2010 16:45	08/10/2010 18:25	06/04/2010 High
<input type="checkbox"/> 06/15/2010 16:45		Published	Hovorka, Marlana	05/27/2010 15:19	06/15/2010 16:45	06/04/2010 High
<input type="checkbox"/> 05/25/2010 11:58		Published	Hovorka, Marlana	04/05/2010 17:35	05/25/2010 11:58	03/29/2010 High

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Create View Information/History View Decision

Periodic Assessment for Agency Administrators

- Periodic Assessment is another task for you the Approver. It must be done on time. If it is skipped, the decision is considered invalid for that time period and out of compliance. The number of days between assessments can be modified when each assessment is completed. Numerous assessments can be documented on a given day. If there are multiple approvers, at least one of you must complete the assessment on time. There is a tickler list of items to

consider documenting in the comment box.

Document HTML processing for incident 'Missouri Ridge NAFRI' completed.
The current decision is valid.

Periodic Assessment List

Date (CDT)	Approver	Action	Comments	Relative Risk
08/10/2010 18:25	Hovorka, Marlena	Published		06/04/2010 High

Periodic Assessment

The next assessment is due on or before 08/11/2010

1 Number of days between assessments

Send me an email reminder the morning the next assessment is due

Comment (A comment must be entered when a new decision is required)

Are the Incident and Strategic Objectives being satisfied with the current Course of Action?

Some Things to Consider

- Is the fire expected to remain within the Planning Area?
- Is the actual cost of the fire in line with the planned costs in the published decision?
- Has there been any unexpected fire growth since the last Periodic Assessment?
- Have additional values been threatened since the decision was published?
- Have significant resources not identified in the Course of Action been requested?

[View or Modify the Current Relative Risk](#)

- The Relative Risk can be Viewed or Modified from the assessment. Modification does not necessarily require a new decision.

Are the Incident and Strategic Objectives being satisfied with the current Course of Action?

Some Things to Consider

- Is the fire expected to remain within the Planning Area?
- Is the actual cost of the fire in line with the planned costs in the published decision?
- Has there been any unexpected fire growth since the last Periodic Assessment?
- Have additional values been threatened since the decision was published?
- Have significant resources not identified in the Course of Action been requested?

[View or Modify the Current Relative Risk](#)

- If a "NO" response is selected for the periodic assessment, a new decision is required. The current decision will need to be invalidated and a new Decision will need to be created, approved and published. This can be done after a new "Pending Decision" has been started. In order to invalidate a Decision, you, as the Incident Approver, should use the Comment box to document the need for a new Decision and select "No" to the question "Are the Incident and Strategic Objectives being satisfied with the current Course of Action?" See figure below.

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Information Situation Objectives Courses of Action Validation Decisions **Periodic Assessment** Reports

The current decision is valid.

Periodic Assessment List

Date (CDT)	Approver	Action	Comments	Relative Risk
07/21/2010 11:09	Pence, Morgan	Published		07/02/2010_Mod

Periodic Assessment

The next assessment is due on or before 08/04/2010

14 Number of days between assessments

Send me an email reminder the morning the next assessment is due

Comment: Use comment must be entered when a new decision is required.

Fire is approaching our original planning area boundary. The planning area needs to be enlarged and the additional area needs to be assessed. A new Decision will be created.

Are the Incident and Strategic Objectives being satisfied with the current Course of Action?

Some Things to Consider

- Is the fire expected to remain within the Planning Area?
- Is the actual cost of the fire in line with the planned costs in the published decision?
- Has there been any unexpected fire growth since the last Periodic Assessment?
- Have additional values been threatened since the decision was published?
- Have significant resources not identified in the Course of Action been requested?

[View or Modify the Current Relative Risk](#)

The following message will appear. Select 'OK' to confirm that you would like to create a new Decision.

