



Loading Strategic Objectives and Management Requirements

Overview

This reference guide outlines the steps for creating FMU codes and associating strategic objectives and management requirements. This reference provides one recommendation for completing these tasks. This recommendation is based on experiences from the field and feedback that has been received. This reference guide assumes that the user has a basic familiarity with the WFSS system.

Required/Recommended Items

- Internet access
- WFSS **Training** and **Production** environment Login
- **Data Manager** Role Privilege
- Printed FMU map (*recommended*)*. FMUs are based on the local fire management plan and are not necessarily FPA FMUs – if you have questions contact NIFC planning.
- FMU codes
- Digital copies of resource management plans (i.e. forest management plan, integrated resource plan, land use plan, etc.)
- Strategic Objectives (gathered from management plans)
- Management Requirements (gathered from management plans)

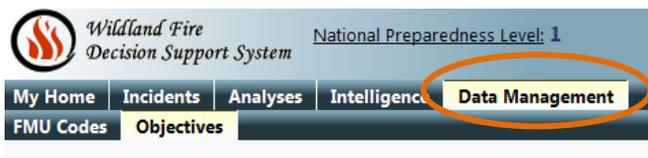
Estimated time = 20 min. per objective/requirement

Step One

- Log in to the Wildland Fire Decision Support System **Training Site** (WFSS)
 - <https://wfdss.usgs.gov/training/faces/jsp/login/WFDSSLogin.jsp>
 - If you do not have a login you must request one through the system.
 - After you have sent the request you should also request the data manager role.
 - These instructions recommend that you become familiar with the process in the training site before moving to the production site. After you are comfortable with the steps below you should then enter your strategic objectives and management requirements in production. The information in training is not carried over to production.

Step Two

- After you have obtained the required privileges - log in and click on the **Data Management** Tab



- You will then see two additional tabs in the lower menu bar (**FMU Codes** and **Objectives**)

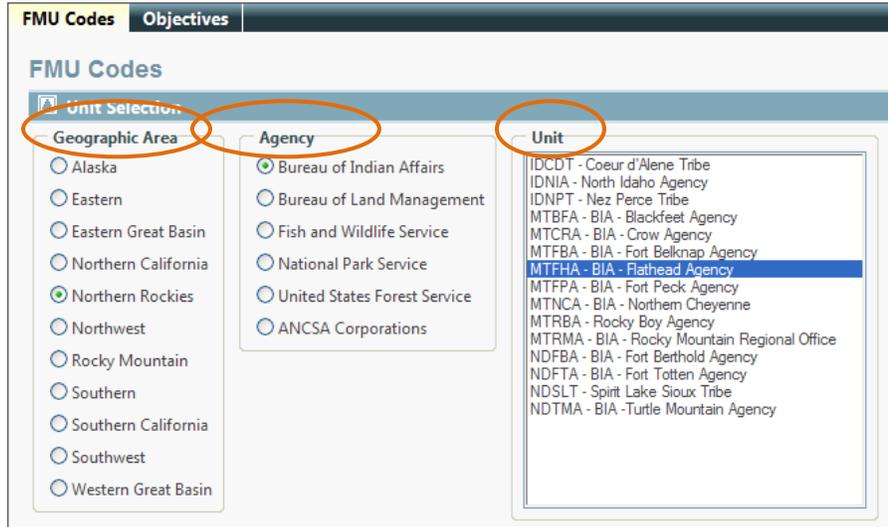


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Step Three

- Before you can enter strategic objectives you will need to create **FMU Codes**. The FMU codes are critical to tying strategic objectives and management requirements to geography. This guide only outlines the process for entering **strategic objectives** but it is worth noting here that the **FMU Code** entered here must be identical when creating **FMU Shapefiles**. (See recommendations in step four)
- Click on the **FMU Codes** tab.



- From the options at the top choose:
 - Your **Geographic Area**
 - Your **Agency**
 - Your **Unit**
- After selecting the unit your view will refresh and then the **FMU Codes** and **Descriptions** will display below (this will only happen if you have FMU codes already entered in WFDDSS).

Step Four (FMU Codes)

- At this point it is helpful to have a **printed map** to help keep track of the **FMU Codes** you are working with and which of these you have entered.
- Enter your **FMU Code** and **Description**
 - *You can enter anything you desire in the **FMU Code** so long as it is 32 characters or less. It is recommended here that the FMU code be something meaningful (as in the example below: MMTW). This code will need to appear in the GIS layer and will be used to tie objectives and/or management requirements to locations on the ground.*

Add FMU Code For MTFHA - BIA - Flathead Agency

*FMU Code	Description		
MMTW	Mission Mountains Tribal Wilderness	<input type="checkbox"/> Activate Now	<input type="button" value="Add"/>



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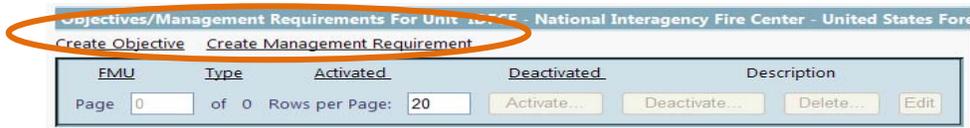
- After you enter the code and description check the **Activate Now** box
 - **Note:** before clicking the Add button review the FMU Code and Description. Once entered and activated, FMU codes can NOT be deleted from WFDSS. They can be deactivated but never eliminated fully.
 - **Recommendation:** Use the table in **Appendix A** to keep track of your FMUs. Fill out and print this table for your records.
- If you are satisfied with the entry check the “**Activate Now**” box and then click the **Add** button.
- Repeat this step until you have entered all of your FMU codes.

Step Five (Strategic Objectives)

- Now that you have entered your FMU codes you are ready to begin entering your Strategic Objectives. Click on the **Objectives** tab



- Your **Geographic Area**, **Agency**, and **Unit** should have transferred from the FMU tab however, check these areas to ensure that the information is correct.
- **Note:** Based on feedback and recommendations from the field it is recommended that you have your **strategic objectives** and **Management Requirements** formatted properly and stored in a Microsoft Word Document to aid in copying and pasting. **Appendix B** contains a pre-formatted table that you can paste your **objectives** and **Requirements** into before entering them into WFDSS. In Addition, we recommend that you include the source of the objective (i.e. “Resource Management Plan”)
- After you have compiled your strategic objectives in the attached table click on **Create Objective** or **Create Management Requirement** depending on the type.



- You will then see a window that contains a text editor and several options.
- Referencing the diagram on the next page:
 - In the WFDSS Window - Choose the **FMU Code** you would like to tie the objective/requirement to.
 - In MS Word locate **one objective** on the table.
 - Highlight by clicking and dragging the boxes you would like to import
 - After you have the proper cells highlighted right click in the highlighted area and choose copy
 - In the WFDSS window – Click on the **Paste from Word** button. This will open a new dialog box.
 - Place your cursor in the text box then right click and choose **paste**
 - **Note:** Be sure to copy the column headings (Objective, Source)

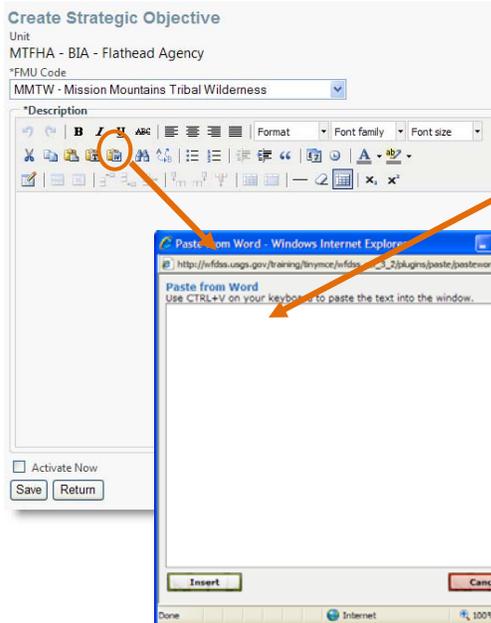


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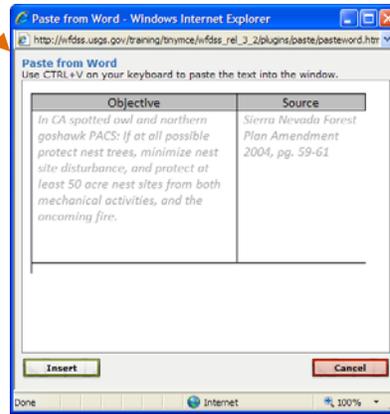
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MS Word Table

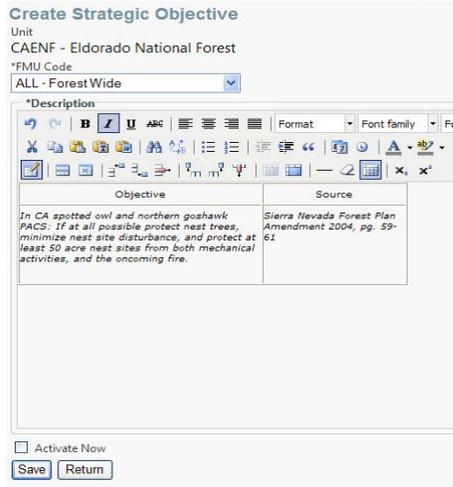


Type (Str. obj./Mgt. Requirement)	Objective	Source	FMU Code(s)
Strategic Obj.	In CA spotted owl and northern goshawk PACS: If at all possible protect nest trees, minimize nest site disturbance, and protect at least 50 acre nest sites from both mechanical activities, and the oncoming fire.	Sierra Nevada Forest Plan Amendment 2004, pg. 59-61	MMTW M/FPA



Results

- After you have pasted the table into the small window, check to be sure it is correct and then click the **Insert** button. This will place the table into the main text editor window.



- Check the text one final time to **ensure accuracy**.
- Ensure that the objective is tied to the **proper FMU code**.
- **DO NOT** check the **Activate Now** box near the bottom at this time. (see step six)
- Click the **Save** button.
- Near the top you will see the following message:

Strategic Objective successfully created.

- This is your confirmation that the objective has been created. You can either click **Return** or you can enter another objective.
- Repeat this step until you have entered all of your strategic objectives. You will need to return to the previous page and click on **Create Management Requirement** to enter those.

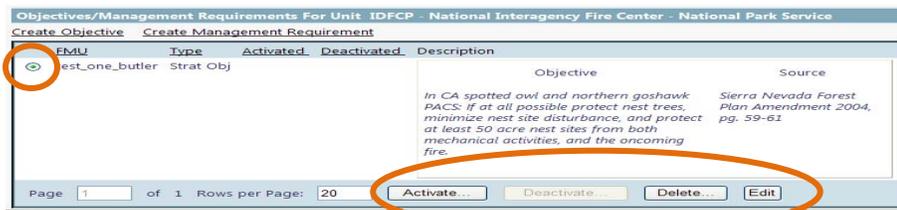


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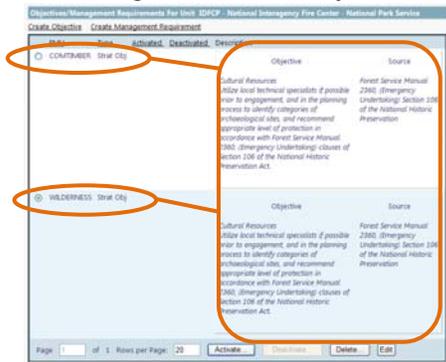
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Step Six

- Review the summary page to ensure that your objectives are correct and that there are no errors.
- Strategic Objectives and Management Requirements cannot be used until they are activated. You must activate each item in the summary before they are available for use in publishing decisions in WFDSS.
 - **Recommendation:** Based on the fact that objectives cannot be deleted or modified after they are activated; we encourage you to review the text and associated FMU code(s) before activating the objectives.
- To activate a strategic objective
 - Click on the radio button (circle) next to the objective you would like to activate.
 - Click the **Activate** button near the bottom (you may need to scroll down depending on the number of objectives you have entered).
 - **Note:** before activating an objective you can **Edit** the objective by clicking the **Edit** button. Use this option if you find errors in your objective before activating.



- Repeat these steps until you have activated all of your strategic objectives and/or management requirements.
- **Note:** Strategic objectives can be tied to more than one FMU however, in WFDSS you will need to enter the Strategic objective a second (or third) time; tying it to the additional FMU(s). You cannot tie an objective to more than one FMU in a single entry. Simply repeat the steps above and change the FMU code from the dropdown. (see example below)



The same objective was entered twice in order to tie it to multiple FMUs.

- **Note:** Strategic objectives and management requirements can be **deactivated** by choosing them and clicking **deactivate**. These items will stay in your view and cannot be deleted after they have been activated. This is due to the fact that they at one point in time had the potential to be used and there must be a record of the lifespan of that objective/requirement. Essentially, once an item is activated in WFDSS it cannot be deleted.



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Appendix A

This table will help you keep track of your FMU codes. When FMU layers are sent to be included in WFDSS they must adhere to the data standards. FMU Code is one such standard that must be present and accurate in the GIS layer. Maintain an accurate copy of this table to aid in the geospatial data transfer. The WFDSS FMU data standards can be viewed at the following web address:

https://wfdss.usgs.gov/wfdss/pdfs/Geospatial_data_stnd.pdf

FMU Code Tracker		
FMU Code	NWCG Unit ID ¹	Description
<i>MMTW</i>	<i>MTFHA</i>	<i>Mission Mountains Tribal Wilderness</i>

¹ For a complete list of NWCG Unit IDs goto: <https://www.nifc.blm.gov/cgi/nsdu/UnitId.cgi>



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Appendix B

This table will help you organize and track your strategic objectives.

Fill in the table by copying and pasting from your management plan(s) and have it open and ready when you are entering data into WFDSS.

Examples provided here - delete cell contents and paste your own content.

Type (Str. obj./Mgt. Requirement) ¹	Objective	Source	FMU Code(s) ¹
<i>Strategic Obj.</i>	<i>Cultural Resources: Utilize local technical specialists if possible prior to engagement and in the planning process to identify categories of archaeological sites, and recommend appropriate level of protection in accordance with Forest Service Manual 2360.</i>	<i>Forest Service Manual 2360, (Emergency Undertaking) Section 106 of the National Historic Preservation</i>	<i>MMTW MMFPA</i>

Type (Str. obj./Mgt. Requirement) ¹	Objective	Source	FMU Code(s) ¹
<i>Strategic Obj.</i>	<i>Urban areas and structures: Protect lives and private property; protect administrative and special use permit facility sites. Evacuate urban areas and structures when at risk during wildfire.</i>	<i>Sierra Nevada Forest Plan Amendment 2004, pg. 45</i>	<i>MMWUI</i>

Type (Str. obj./Mgt. Requirement) ¹	Objective	Source	FMU Code(s) ¹
<i>Mgt. Requirement</i>	<i>Lightning-caused fires may be used to reduce fuel loads or to provide other resource benefits, such as conserving populations of fire-dependent species. Before wildland fires can be used, national forest managers must prepare a fire management plan that describes how prescribed fires and naturally caused wildland fires will achieve resource management objectives.</i>	<i>Sierra Nevada Forest Plan Amendment ROD 2004 Page 35</i>	<i>MMTW</i>

¹Do not copy these fields – reference only