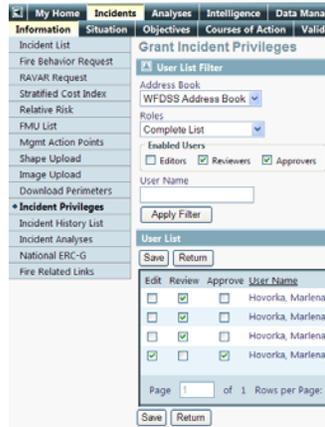




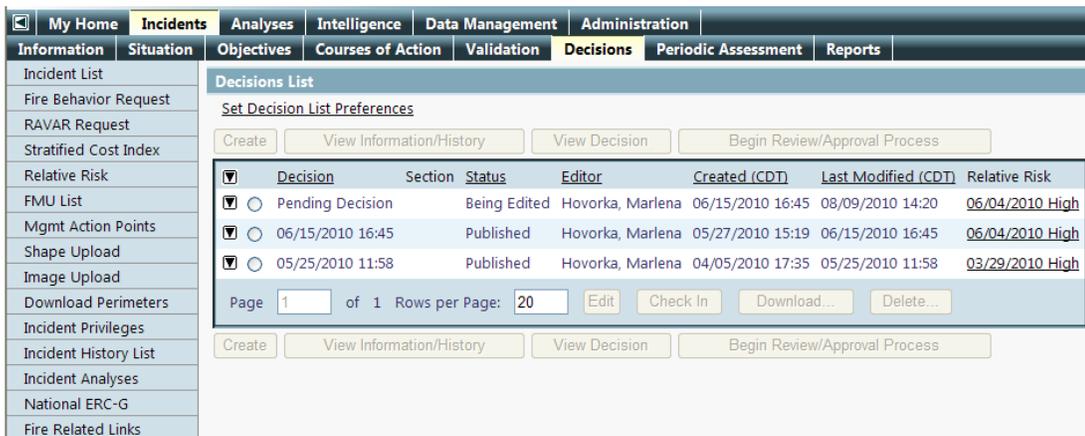
Submit/Review/Approval Tips for Incident Owners August 2010

This document helps Authors who own an incident to Submit a Decision Document for Review/Approval. It helps you walk your Reviewers and Approvers through the “accept or reject a pending decision” process. It concludes with an overview of the Periodic Assessment process. This procedure assumes that you have already created the decision and are now ready to submit it for review.

1. Make sure that at least one person set as the Approver (Incident Information > Incident Privileges). If this is a multi-jurisdictional incident, you can assign multiple approvers.



2. Go to the Decision List page (Incident List > select incident > click View Information > select Decisions).



3. Select the pending decision.
4. Verify that you have completed all the information needed to submit a decision for review and that you have check in the decision.
 - You can review this information from the Decision List page by checking the radio button next to the “Pending Decision” and clicking **View Information/History**.



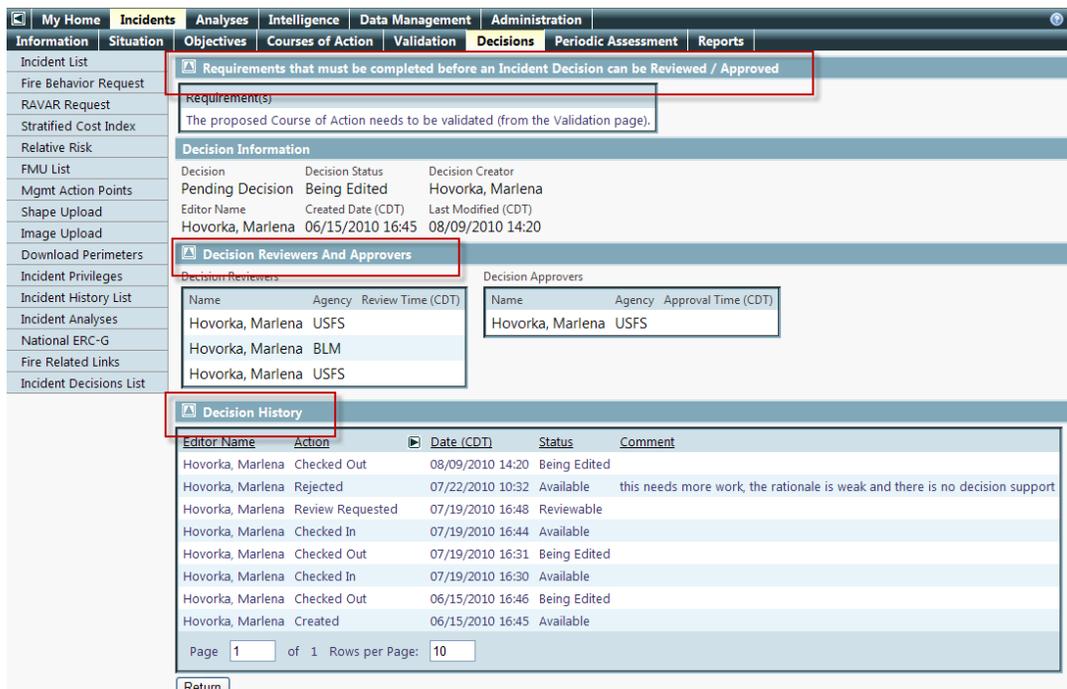
The screenshot shows the 'Decisions List' page in the Wildland Fire Decision Support System. The interface includes a navigation menu on the left with options like 'Incident List', 'Fire Behavior Request', and 'RAVAR Request'. The main content area displays a table of decisions with columns for Decision, Section, Status, Editor, Created (CDT), Last Modified (CDT), and Relative Risk. The table contains three entries, all with a status of 'Published' and an editor of 'Hovorka, Marlena'. Below the table, there are pagination controls showing 'Page 1 of 1' and 'Rows per Page: 20'. A red box highlights the 'View Information/History' button for the first decision entry.

- If you have not met all the requirements for submitting a decision to review, you will see a page that lists what you need to do.

The screenshot shows a 'Requirements' dialog box in the Wildland Fire Decision Support System. The dialog title is 'Requirements that must be completed before an Incident Decision can be Reviewed / Approved'. The requirements listed are:

- An incident size greater than 0 acres is required.
- A Planning Area shape file is required.
- At least one Decision Approver must be granted privileges.
- At least one FMU must exist in the list of FMUs for the incident.
- An Estimated Cost is required for the incident. (Courses of Action page)
- The proposed Course of Action needs to be validated (from the Validation page).
- Content must be added to the "Rationale" section of the decision (with the decision editor).
- A Relative Risk Assessment is required.

- As you review the decision, ask yourself the following questions:
 - **Have I assigned the appropriate people as Reviewers and Approvers?**
Check the list of Reviewers and Approvers.
 - **Do I need to do anything else prior to publishing?**
Complete the checklist in the Requirements section before submitting the decision for review.
 - **Does my line officer/agency administrators name show up as an approver?**
Verify this in the **Decision Reviewers/Approvers** section.
 - **Who has modified or reviewed my decision?**
Verify this in the **Decision History** section.



Requirements that must be completed before an Incident Decision can be Reviewed / Approved

Requirement(s)
The proposed Course of Action needs to be validated (from the Validation page).

Decision Information

Decision	Decision Status	Decision Creator
Pending Decision	Being Edited	Hovorka, Marlena
Editor Name	Created Date (CDT)	Last Modified (CDT)
Hovorka, Marlena	06/15/2010 16:45	08/09/2010 14:20

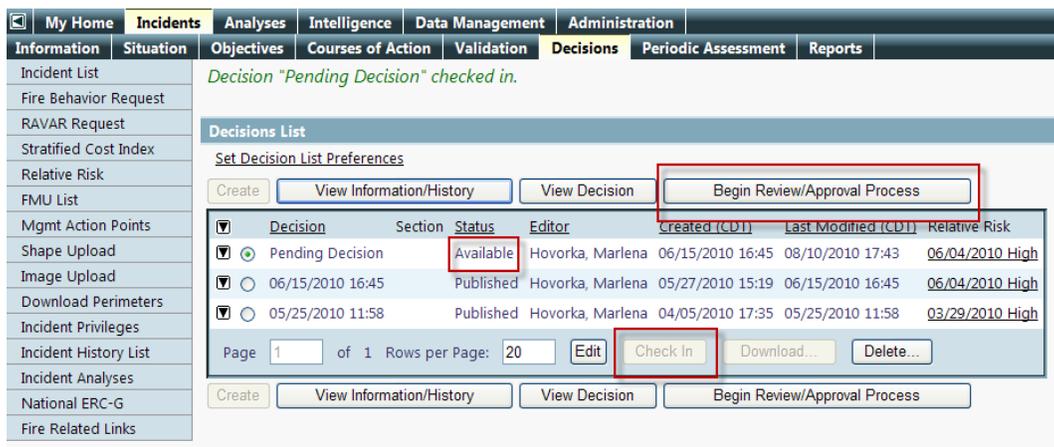
Decision Reviewers And Approvers

Decision Reviewers			Decision Approvers		
Name	Agency	Review Time (CDT)	Name	Agency	Approval Time (CDT)
Hovorka, Marlena	USFS		Hovorka, Marlena	USFS	
Hovorka, Marlena	BLM				
Hovorka, Marlena	USFS				

Decision History

Editor Name	Action	Date (CDT)	Status	Comment
Hovorka, Marlena	Checked Out	08/09/2010 14:20	Being Edited	
Hovorka, Marlena	Rejected	07/22/2010 10:32	Available	this needs more work, the rationale is weak and there is no decision support
Hovorka, Marlena	Review Requested	07/19/2010 16:48	Reviewable	
Hovorka, Marlena	Checked In	07/19/2010 16:44	Available	
Hovorka, Marlena	Checked Out	07/19/2010 16:31	Being Edited	
Hovorka, Marlena	Checked In	07/19/2010 16:30	Available	
Hovorka, Marlena	Checked Out	06/15/2010 16:46	Being Edited	
Hovorka, Marlena	Created	06/15/2010 16:45	Available	

- Once all requirements have been satisfied, go to the Decision List page > select pending decision > click Check-in. Status displays as Available and the Begin Review/Approval Process button becomes active.



Decision "Pending Decision" checked in.

Decisions List

Set Decision List Preferences

Create View Information/History View Decision **Begin Review/Approval Process**

Decision	Section	Status	Editor	Created (CDT)	Last Modified (CDT)	Relative Risk
▼ Pending Decision		Available	Hovorka, Marlena	06/15/2010 16:45	08/10/2010 17:43	06/04/2010 High
▼ 06/15/2010 16:45		Published	Hovorka, Marlena	05/27/2010 15:19	06/15/2010 16:45	06/04/2010 High
▼ 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 Begin Review/Approval Process

- Click the Begin Review/Approval Process button. The Review/Approval Process page appears.
- Review the information, then click Continue. The decision content is locked and the reviewers and approvers are notified via email that the decision is ready for review.

The Decision "Pending Decision" is now ready for review/approval. If necessary, Approvers can publish a decision without waiting for the Reviewers. This was set up this way in case a Reviewer



was unavailable and a decision had to be published, but is not recommended as a general practice. You can view the Decision History by clicking **View Information/History** as we did in step 3.

The screenshot shows the WFDSS web application interface. At the top, there are navigation tabs: My Home, Incidents, Analyses, Intelligence, Data Management, Administration, Information, Situation, Objectives, Courses of Action, Validation, Decisions, Periodic Assessment, and Reports. The 'Incidents' tab is selected. Below the navigation, there is a sidebar with various options like Incident List, Fire Behavior Request, RAVAR Request, etc. The main content area displays a message: "Decision 'Pending Decision' submitted for review / approval." Below this is a "Decisions List" section with a "Set Decision List Preferences" link and buttons for "Create", "View Information/History", "View Decision", and "Review/Approve Decision". A table lists decisions with columns: Decision, Section, Status, Editor, Created (CDT), Last Modified (CDT), and Relative Risk. The table contains three rows of data. At the bottom of the table, there are pagination controls: "Page 1 of 1 Rows per Page: 20" and buttons for "Edit", "Check In", "Download...", and "Delete...".

Approval Process for your Line Officers

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

The screenshot shows an email notification. The sender is "wfdssTrainingMail@usgs.gov" with a timestamp of "08/10/2010 04:53 PM". The recipient is "mhovorka@fs.fed.us". The subject is "Decision for incident 'Missouri Ridge NAFRI' is reviewable".

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:

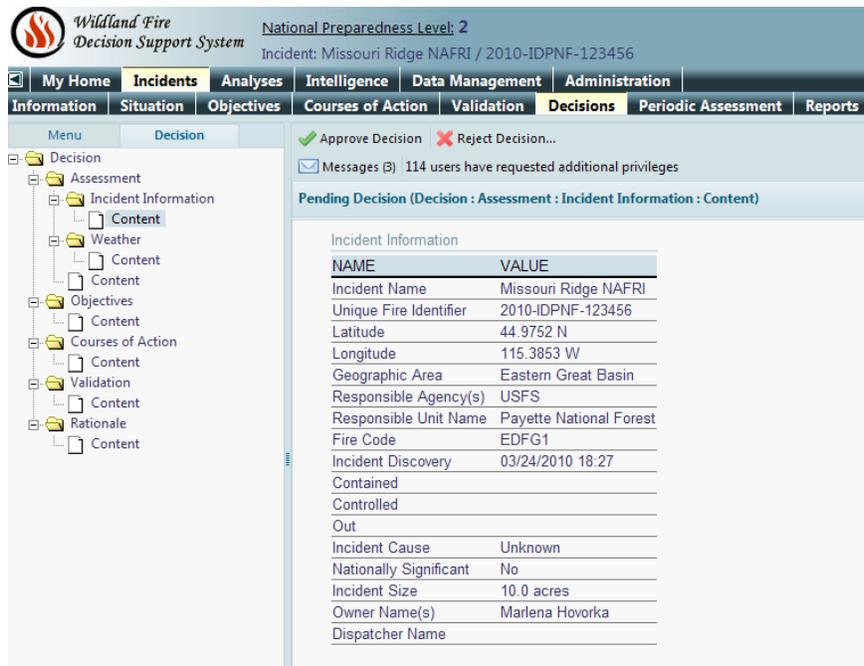
<https://wfdss.usgs.gov/training/faces/jsp/login/WFDSSLogin.jsp?decisionId=236300&user=marsdispatcher&LINK=138>

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

2. Reviewers and Approvers login to WFDSS.

The screenshot shows the WFDSS TRAINING SYSTEM login page. At the top, there is a header with the Wildland Fire Decision Support System logo, "National Preparedness Level: 2", and "Incident: Missouri Ridge NAFRI". Below the header, the page title is "WFDSS TRAINING SYSTEM" and the subtitle is "Welcome to the Wildland Fire Decision Support System". The login form includes fields for "User Name" and "Password", each with a "Forgot your user name?" and "Forgot your password?" link. A "Sign In" button is located below the password field. There is also a "Request new account" link. Below the login form, there is a note: "For real incidents, use the WFDSS Production System". At the bottom, there is a "WFDSS Help Desk" section with the email "fire_help@fs.fed.us" and phone number "800-253-5559 / 208-387-5290". There is also a "TERMS OF USE" section with a link to the terms. At the very bottom, there is a disclaimer: "Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly, or intentionally, accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of (data or a computer owned by or operated for) the Government of the United States shall be punished by a fine under this title or imprisonment for not more than 10 years, or both. All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner by authorized personnel. THERE IS NO RIGHT OF PRIVACY ON THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crimes found on this USDA computer system. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING OR CAPTURING AND DISCLOSURE. REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEMS SECURITY OFFICER."

The link takes them 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.



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

My Home Incidents Analyses Intelligence Data Management Administration
Information Situation Objectives Courses of Action Validation Decisions Periodic Assessment Reports

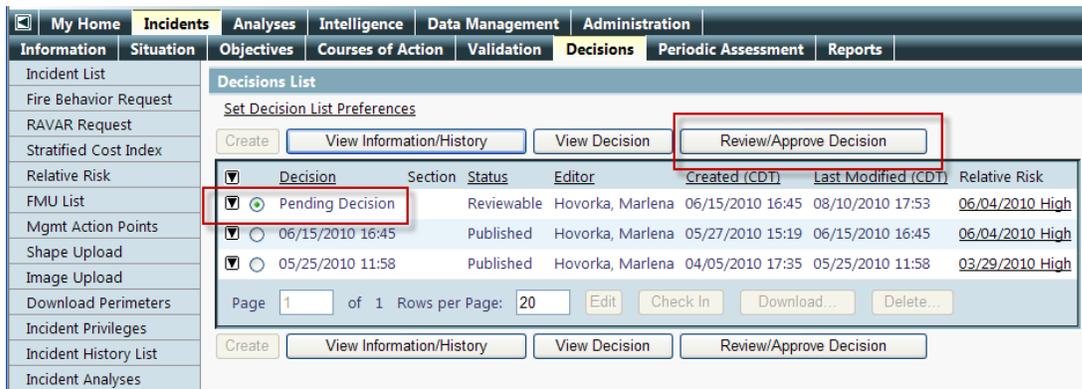
Menu Decision
Decision
Assessment
Incident Information
Weather
Objectives
Courses of Action
Validation
Rationale

Approve Decision Reject Decision...
Messages (3) 114 users have requested additional privileges

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

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	

- To access the decision without clicking the emailed link, go to Incident List > select the incident > View Information > Decisions > select the pending decision > Review/Approve Decision.



My Home Incidents Analyses Intelligence Data Management Administration
Information Situation Objectives Courses of Action Validation Decisions Periodic Assessment Reports

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

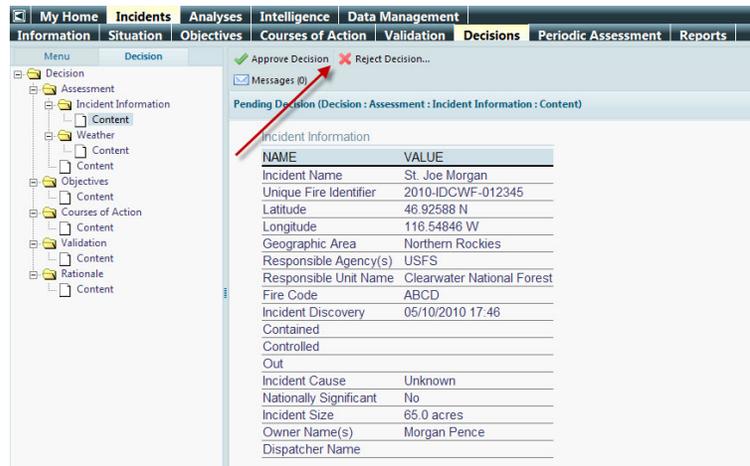
Decisions List
Set Decision List Preferences
Create View Information/History View Decision Review/Approve Decision

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

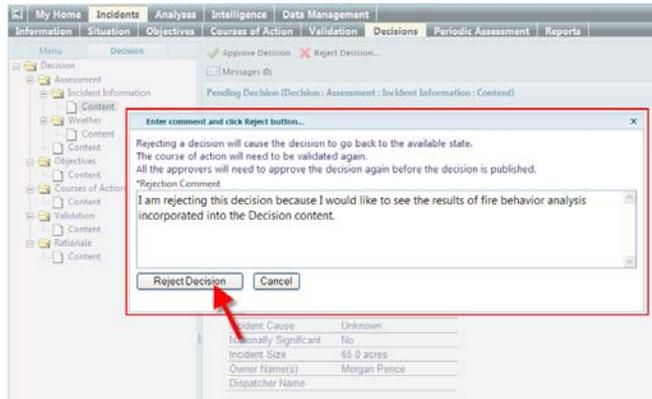
Page 1 of 1 Rows per Page: 20 Edit Check In Download... Delete...

Create View Information/History View Decision Review/Approve Decision

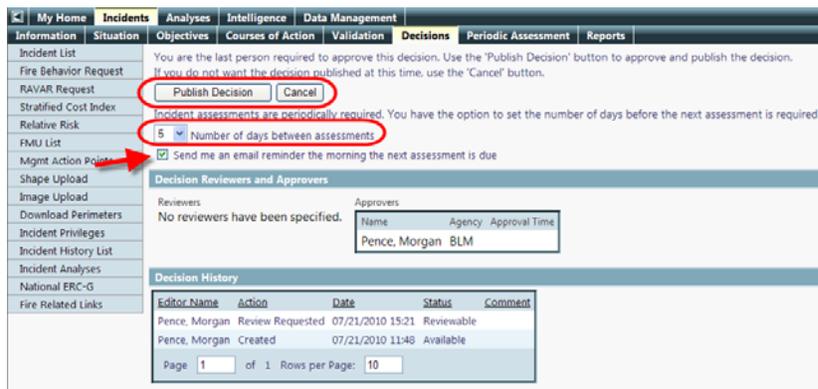
The Decision Content page appears.



- When Rejecting a decision, your Reviewer or Approver must provide a comment that explains why it was rejected. This will enable you to change the document to suit them.



- When approving a decision, your Approver (final Approver if there are multiple Approvers) must choose the days between periodic assessments. Give careful consideration to selecting the number of days. On active incidents, consider daily periodic assessments; inactive incidents can be longer.
- To receive an email reminder of the periodic assessment, the Approver checks the box next to "Send me an email reminder...".





- The Approver clicks **Publish Decision**. The Decision List page reappears, the document is listed as Published and locked. No additional edits or information can be added once the document is published.

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

- To download the decision content, click **Download**. A ZIP file is saved to your hard drive. The contents can be extracted and printed. There is an instructional video for downloading and printing available on the WFDSS Home Page > Related Resources > Videos (http://wfdss.usgs.gov/wfdss/training_slides/Downloading_Printing_DecisionorReport.mp4).

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

Periodic Assessment for your Line Officers

Your Approvers must perform the periodic assessment on time. If the assessment is skipped, the decision is considered invalid for that time period and out of compliance. The Approver can modify the number of days between assessments when each assessment is completed. Approvers can also document numerous assessments on a given day. If you have multiple approvers, at least one of them must complete the assessment on time. The comment box on the Periodic Assessment List page provides a reminder of things to consider when performing the periodic assessment.

My Home **Incidents** Analyses Intelligence Data Management Administration

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

Incident List *Document HTML processing for incident 'Missouri Ridge NAFRI' completed.*

Fire Behavior Request *The current decision is valid.*

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

National ERC-G

Fire Related Links

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](#)

1. View or modify the Relative Risk 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](#)

2. Answer the question “Are the Incident and Strategic Objectives being satisfied with the current Course of Action?”.
 - If you choose “NO”, a new decision is required. The current decision is invalidated and a new Decision needs to be created, approved, and published. This can be done after a new “Pending Decision” has been started.
 - Use the comment box to explain why a new decision is needed.

My Home Incidents Analyses Intelligence Data Management
 Information Situation Objectives Courses of Action Validation Decisions **Periodic Assessment** Reports

Incident List *The current decision is valid.*

Fire Behavior Request

RAVAR Request

Stratified Cost Index

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

Relative Risk

FMU List

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 (A 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](#)

- Click Create New Decision. The following message appears. Click 'OK' to confirm that you would like to create a new Decision.

