

## LINE OFFICER APPROVAL, DECISION PUBLISHING, & PERIODIC ASSESSMENT PROCESSES

### Steps for the Approval Process:

1. Navigate to the incident decision to approve it in one of two ways:
  - a. Click the link provided in notification email > login to WFDSS (will open in Pending Decision)
  - b. Login to WFDSS > Incidents tab > select incident > View Information button > Decisions tab > select the Pending Decision
2. If use step b. above, click **Review/Approve Decision**. The Decision Content page appears.
3. Review the Decision Content (click on sections in left tree) to determine whether you agree with the decision.
4. If you agree, click **Approve Decision**. Unless you are the final approver, the Decisions List page appears with a message saying that the decision is approved. The decision will not be published until all approvers have approved it.

The screenshot shows the 'WFDSS Review Incident Decision' interface. The 'Approve Decision' button is circled in red. The left navigation tree is also circled in red. The main content area displays 'Pending Decision (Decision : Assessment : Incident Information : Content)' with a table of incident information.

NAME	VALUE
Incident Name	Test2
Unique Fire Identifier	2011-MTBRF-000032
Latitude	46.29704 N
Longitude	114.27153 W
Responsible Unit Name	USFS - Bitterroot National Forest
FireCode	
Incident Discovery	05/15/2011 15:00
Contained	
Controlled	
Out	
Incident Cause	Unknown
Nationally Significant	No
Incident Size	1050.0 acres
Jurisdictional Unit	MTBRF - USFS - Bitterroot National Forest
Jurisdictional Agency(s)	USFS
Geographic Area	Northern Rockies
Owner Name(s)	Anne RysSikora, Cathy Stewart, Stewart Hoyt, Shari Miller, Lori Clark

If you are the final approver, the Publish Decision page appears.

- a. Set the "Number of days between periodic assessments".
- b. Check the 'Send me an email...' box to receive assessment reminders.
- c. Click the **Publish Decision** button.

The screenshot shows the 'WFDSS Approve Decision' interface. The 'Publish Decision' button is circled in red. The 'Send me an email reminder' checkbox is checked. The main content area displays a message about being the last person required to approve the decision and a table of decision reviewers and approvers.

Name	Agency	Approval Time
RysSikora, Anne	USFS	

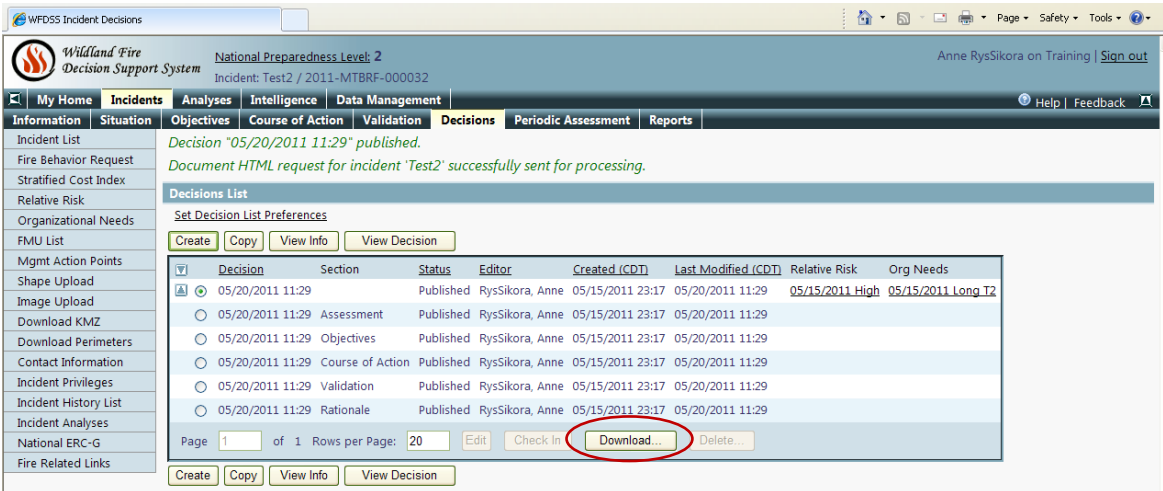
Editor Name	Action	Date	Status	Comment
Miller, Shari	Review Requested	05/20/2011 11:25	Reviewable	
Miller, Shari	Created	05/15/2011 23:17	Available	

5. If you disagree, click **Reject Decision**. A comment dialog box appears.
  - a. Enter specific comments about why you are rejecting decision so an Author can fix it.
  - b. Click **Reject Decision** button. The Decision List page reappears with a message indicating the decision was rejected.
  - c. Follow up with an Author/Owner to fix the problem(s) and then revalidate the course of action before starting the review/approval process again.

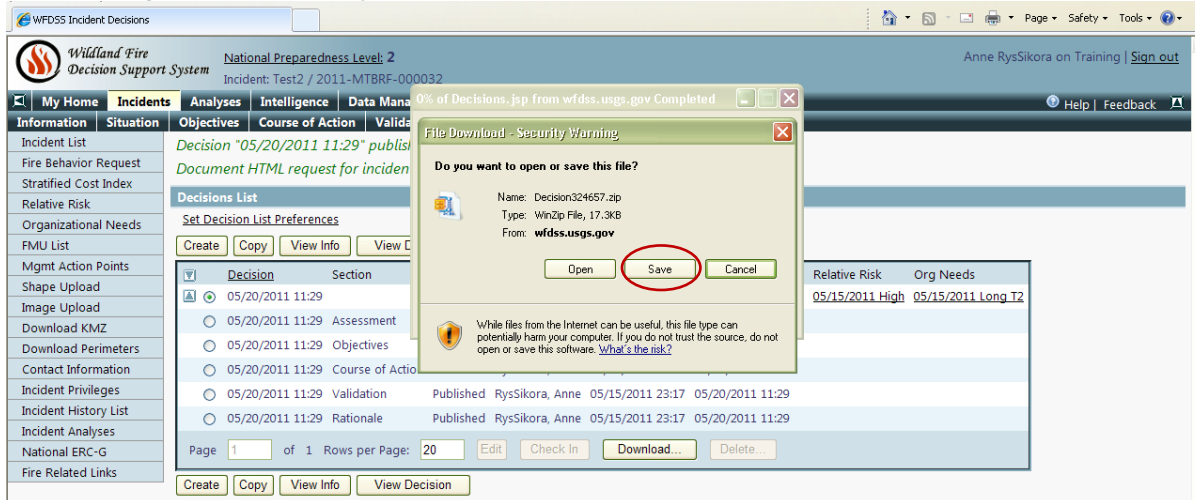
## Steps for the Decision Publishing Process:

Once a Decision is approved (**Publish Decision** button is clicked), the Decisions tab opens to the screen shown below. Notice the Decision Status is "Published". To *print* a Decision:

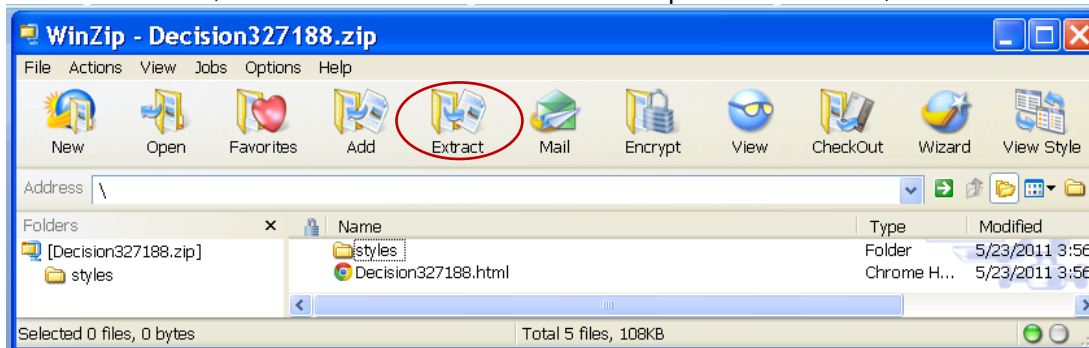
1. Click on the **Download** button (only approved decisions can be downloaded).




2. A dialog box will ask if you want to open or save the file. Click the Save button.



3. Navigate to the file (saved as a zipped html), double click it to open a WinZip window, highlight the html file, click the Extract icon near the top of the window, and file in a known location.



4. Navigate to and double click the extracted html file to open it (may want to rename).
5. Click on the wrench icon  near the top right of the window and scroll down to choose Print.

Decision for "BRF Test" P x Decision for "Test2" Publi x

file:///C:/Documents%20and%20Settings/smiller01/Desktop/Decision327188.html

# Incident Name: Test2

## Decision Published: 05/23/2011 16:01

### Table of Contents

- Decision
  - Decision Summary
  - Assessment
    - Incident Information
      - Content
      - Weather
        - Content
      - Content
    - Objectives
      - Content
    - Course of Action
      - Content
    - Validation
      - Content
    - Rationale
      - Content

## Decision

### Decision Summary

Chrome menu items: New tab (Ctrl+T), New window (Ctrl+N), New incognito window (Ctrl+Shift+N), Edit (Cut, Copy, Paste), Zoom (100%), Save page as... (Ctrl+S), Find... (Ctrl+F), Print... (Ctrl+P), Tools, Bookmark manager, History (Ctrl+H), Downloads (Ctrl+J), Options, About Google Chrome, Help (F1), Exit.

### Steps for the Periodic Assessment Process:

To complete a Periodic Assessment, as scheduled, click on the **Periodic Assessment** tab.

1. Insert "Comments" regarding fire activity, team transitions, M.A.P. development/ implementation, weather events, smoke conditions, closures (area/road/trails), burn severity, accidents, need for new decision, etc.
2. Verify the "Number of days between assessments"
3. Click **Yes** or **No** to indicate whether the objectives are being satisfied with the current Course of Action (note, in this example, the current decision is valid).

Wildland Fire Decision Support System National Preparedness Level: 2

Incident: Test2 / 2011-MTBRF-000032

Anne RysSikora on Training | Sign out

My Home Incidents Analyses Intelligence Data Management

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

Incident List: The current decision is valid.

Periodic Assessment List

Date (CDT)	Approver	Action	Comments	Relative Risk	Organizational Needs
05/20/2011 11:29	RysSikora, Anne	Published		05/15/2011 High	05/15/2011 Long T2

Periodic Assessment

The next assessment is due on or before 05/27/2011

7 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? **Yes** No...

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?