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Subject: VIPR Data Migration

To: Regional Foresters, Station Directors, Area Director, IITF Director and Deputy  
Chiefs

A recent letter dated July 15 (VIPR Deployment – Data Migration, Training and Deployment; Preseason Incident BPAs) provided preliminary information regarding the effort to migrate data into the Virtual Incident Procurement (VIPR) System. The migration plan has since been developed, and its success will depend in large part on the support of regional acquisition personnel.

The data migration plan outlines the process for transferring data from existing preseason incident agreements (that extend beyond the 2008 season) into VIPR. The data to be migrated resides in multiple systems such as the Equipment and Training Inventory System (EaTIS), Choosing by Advantages (CBA) tool, and Emergency Equipment Rental Agreement (EERA) databases, as well as some agreements that were created outside of these systems.

The systems are being decommissioned, and the data must be migrated prior to implementation of VIPR in November 2008. The enclosed decision tree has been developed to assist acquisition personnel in determining whether existing agreements will be migrated to VIPR, and how those agreements will be managed in the interim.

The following is a summary of the data migration events specific to each system.

- **EaTIS**, currently used by Regions 1, 5, and 6, will be shutdown effective September 30 2008; however, all access to the application will be restricted after September 15 to provide the necessary time for decommissioning.
  - All data from EaTIS will be archived and reports will be available upon request.
  - Dispatch priority lists and the tabular list of the agreements will be generated and posted at <http://www.fs.fed.us/business/incident/bestvalue.php>.
  - Data for all awarded agreements will be migrated into VIPR; however, some data cleanup will be required prior to the migration. Error reports will be provided to Contracting Officers by October 1 with a due date of October 31 for all corrections to be completed. Specific details regarding the process will be communicated at that time.
  - Contractors who maintain employee qualifications/training records in EaTIS will be notified that the data will not be available after September 15. Contractors wishing to retain these records must save the data prior to this date. This notification will be made by e-mail and a notice posted on the EaTIS website.



- **The CBA tool** is used by all Regions. To ensure successful migration, all awards must be entered into the CBA tool by September 15.
  - Data from the CBA tool will be archived.
  - Dispatch priority lists will be generated and posted at <http://www.fs.fed.us/business/incident/bestvalue.php>.
  - Data for all agreements will be migrated into VIPR; however, some data cleanup will be required prior to the migration. Error reports will be provided to the Contracting Officer by October 1, with a due date of October 31 for corrections to be completed in the local CBA database. The database will then be submitted for migration into VIPR. Specific details regarding the process will be communicated at that time.
  
- **EERA databases** are used by many units in each Region.
  - All data from the EERA databases will be archived,
  - Access to all sites will be disabled by August 29, and databases will be de-installed by October 30.
  - PDF versions of the signed agreements and several reports will be available at <http://fswb.wo.fs.fed.us/eera/eera.htm> by September 5.
  - A process is being developed to input non-competed preseason agreements (see list below) into VIPR, that extend beyond the 2008 season. This process will be defined and details will be provided by October 1. Contracting Officers will be impacted to some degree with this process, as the variations of data in the databases do not allow an automated migration.
  
- **Other preseason agreements** have been awarded by Regions utilizing manual means such as Word documents. Preseason agreements for nine (9) equipment types extending beyond the 2008 season will be input into VIPR. These agreements were identified by Regional personnel and include ambulances, vehicles with operators, chippers, buses, pack stock, modular offices, mobile sleepers, and chainsaw/small engine repair. These agreements must comply with the national methods of hire to be entered into VIPR. Due to the format of the agreements, automated migration into VIPR is not possible, and some impact to the Contracting Officer is expected.

I appreciate your cooperation in ensuring the success of VIPR. If you have any questions regarding the migration effort, please contact Laurie Sonju/WO/USDAFS.

*/s/ Ronald E. Hooper*  
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Enclosure

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