

Intelligence Operations

INTERAGENCY SITUATION REPORT

User's Guide May 2020



NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

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Wed Dec 30 2019

Welcome to FAMWEB

- ▶ FAMWEB
- AMIS
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- FIRESTAT
- ▶ SIT-209
- ▶ FAMWEB Data Warehouse
- ▶ KCFAST
- ▶ WIMS
- ▶ Daily Fire Statistics
- ▶ Planned Rx
- ▶ Remarks
- ▶ YTD Statistics
- ▶ Incident Priority
- ▶ GACC Remarks
- ▶ Ele
- ▶ Wik
- ▶ Othe
- FAMT
- FAMW (AWSR, SIT, 209)
- Log On (AWSR, A, FIRESTAT,

Please include your current 209 acreage in today's statistics.

Agency	Prot. Unit ID	Fire Danger	Prep Level	UnCtrl A-B-C	Human		Lightning		Rx	
					Fires	Acres	Fires	Acres	Fires	Acres
BIA	NM-LAA	M	2	3	2	150	1	5		
BIA	NM-NAA	H	3				45	0		
BIA	NM-RNA	H	3	2	2					
BIA	NM-SPA	VH	2							
BIA	NM-ZUA	H	3							
BLM	NM-RPD	H	2	1						
BLM	NM-SCD	M		1						
BLM	TX-AMD	L								

Ownership by Protection Unit BIA NM-SPA Selected protection unit at top, followed by units

Clear Data	Own. Unit ID	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
<input type="checkbox"/>	NM-SPA	2	45				
<input type="checkbox"/>	~ Unit ~						
<input type="checkbox"/>	~ Unit ~						
<input type="checkbox"/>	~ Unit ~						
<input type="checkbox"/>	~ Unit ~						
<input type="checkbox"/>	~ Unit ~						
<input type="checkbox"/>	~ Unit ~						



New User Accounts and Disclaimer pages have been broadened to cover the variety of application technologies and diverse user groups.

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The Interagency **SITuation Report User's Guide** is published by the National SIT-209 Change Board. A task group under the direction of the National Intelligence Subcommittee (NISC), a subcommittee of the National Coordination System Committee (NCSC). For more information on the National SIT-209 Change Board, contact any Intelligence Coordinator at the Geographic Area Coordination Center.

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This document is available electronically at:

https://gacc.nifc.gov/predictive_services/intelligence/niop/programs/sit_209/Help/index.htm

Introduction

The **Interagency Situation (SIT) Report** application is a web-based application that captures incident activity and resource status information in summary form intended for use by managers. Once the information has been submitted via the web site, it can be accessed and utilized at local Dispatch Offices, Geographic Area Coordination Centers (GACCs) and the National Interagency Coordination Center (NICC) to produce summary reports to be used by agency managers as a decision making tool. Agency information officers also use the reports to disseminate incident activity to the media and public.

The SIT Report is prepared daily when the National Preparedness is at Level 2 or above and when significant activity occurs. Please refer to Chapter 60 of the National Interagency Mobilization Guide and more specifically your Geographic Area's Mobilization Guide for additional reporting requirements for the SIT Report.

GACCs have edit access to all of the Dispatch Offices within their area. Additionally, NICC has edit access to all Dispatch Offices and GACCs.

User Support

Technical support for the Situation Report application is available at the National Fire and Aviation Management Web Applications site ([FAMWEB](#)), or at the Fire Applications Help Desk. Contact the Help Desk at (866) 224-7677 or via e-mail at: IIA-Helpdesk@fs.fed.us. After normal business hours (07:30 am – 4:00 pm Mountain Time) leave a message and the on-call duty officer will return your call.

A program or system outage should be reported immediately to the FAMWEB Help Desk by phone and email. If the outage is affecting fire reporting inform the Help Desk that this is a "fire emergency" and instruct them to immediately elevate the ticket to "Level 2." More specific instructions on reporting program and system outages are available at: <https://www.predictiveservices.nifc.gov/intelligence/intelligence.htm> . Click on "How to Report Sit/209 Program Outages.

If you have questions about data entry, what to report, program access, and so forth, contact your local dispatch center or Geographic Area Intelligence Coordinator/Officer.

Troubleshooting

Specific instructions for completing many of the data entry and application tasks are explained in this User's Guide. Additional troubleshooting instructions are outlined in Section 6 of this User's Guide. Please follow the instructions in this User's Guide carefully before contacting the Fire Applications Help Desk or GACC.

Frequently save SIT Report and associated data. If Internet connection is lost while in the application, you will not lose any saved data. Just reconnect to the network, and navigate to the last saved point in the application.

Section 2: SIT-209 Application Overview

SITUATION REPORT:

- Users can now select report dates other than the present date to view fire data.
- Users can now enter fires for protection and ownership on the same screen.
- The year-to-date fire statistics page displays new fire activity and previously reported fire activity. This allows for more accurate editing of fires by both ownership and protection.
- Reports produced in the Legacy SIT Program have been converted to COGNOS reports in the current SIT Application.

ICS-209:

For the 209 User Guide, please reference: [hyperlink](#)

Section 3: FAMWEB Overview

The SIT-209 Application is accessible via the internet through the **National Fire and Aviation Management Web Applications** site (FAMWEB) at <https://fam.nwcg.gov/fam-web/> . Microsoft Internet Explorer (IE) is the preferred browser for completing the SIT-209 Application. Other browsers may be used, but note that there may be difficulties which could look slightly different when viewed in each browser.

The SIT Report and 209 (ICS-209) applications share incident information for data entry, summaries and reports. User names and passwords are assigned to individuals and should be protected.

➤ **NOTE:** You must NEVER share a user name or password with other Government employees, contractors, public, or the media as this would create a breach of program security.



Figure 1: FAMWEB Homepage

Before accessing the SIT application, you must request a FAMWEB Logon ID and password.

Requesting a New FAMWEB Account

To request a new FAMWEB Logon ID for the SIT and 209 applications, click the FAMWEB Logon Request link located on the lower-left menu.

Complete the online registration form. Note the following account tips:

1. **User Name:** Enter your User Name. Your User Name is case sensitive and must be unique within FAMWEB. A password must be at least three alphanumeric characters in length, but no more than three. Ideally, the User Name should be the person's first name initial, middle name initial and last name (or portion of last name). A numeral may also be included for very common names to avoid duplication. For example, FredSmith2.
2. **Password:** Enter your **case sensitive** password. The password must be at least 12 characters, but no more than 14. It must also contain three of the following:
 - a. At least one number.
 - b. One symbol such as ~, #, \$, excluding \, (, %), /, @, ', or " .

- c. One upper case letter; one lower case letter;
- d. Cannot be one of the past 24 passwords previously.
- 3. Complete all boxes. This identifies who you are to FAMWEB managers. Incomplete requests may be rejected.
- 4. Check the box for SIT-209 Access.
- 5. In the Comment field, describe your tasking with FAMWEB (e.g., what unit you are with and what organizational data you are responsible for, etc.)

NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

FAMWEB Home Contact Us Tue Nov 2

FAMWEB Administration: Create User

This page allows you to submit a new user registration request to become a FAMWEB user. Once you have entered and saved the information, please contact your local Application Manager to activate your account.

Note:
Your user name is **case sensitive**: must be at least 3 characters in length, but no more than 30; and be unique within FAMWEB. Your password is **case sensitive**: must be at least 12 characters, but no more than 14; must contain three of the following: at least one number; one symbol such as ~, #, \$, excluding \, (, %,), /, @, ', and "; one upper case letter; one lower case letter; and cannot have been used previously. In the Comment field, please describe your tasking with FAMWEB (e.g., what applications you need access to, what organizational data you are responsible for, etc.)

All required fields are marked with an asterisk (*).

User Name*

Password*

Confirm Password*

First Name*

Last Name*

Title

Unit/Agency **LOV**

Address **Line 1**

Once registered, contact your [GACC Intelligence Coordinator](#) to activate your account. If you need help getting a Logon ID and password, contact the Applications Help Desk at (866) 224-7677 or (616) 323-1667, IIA-Helpdesk@fs.fed.us.

➤ **NOTE:** Passwords expire every 60-days and user roles for the SIT-209 Program will expire after 90-days. Each user is responsible for managing their password. Contact the FAMWEB Helpdesk should your password expire and your GACC Intelligence Coordinator should your roles expire.

Current FAMWEB Users

Current application users to FIRESTAT, AMIS, AWSR and ARS applications, call your GACC Intelligence Coordinator/Officer to associate your FAMWEB account with the SIT application.

Current application users that move from one location to another and continue to need access to the SIT Program for the new area will need to call the GACC Intelligence Coordinator/Officer for their new area to obtain access. In addition, the user will need to change their FAMWEB account information (See Figure 2). The user will need to logon to their account to update this information.

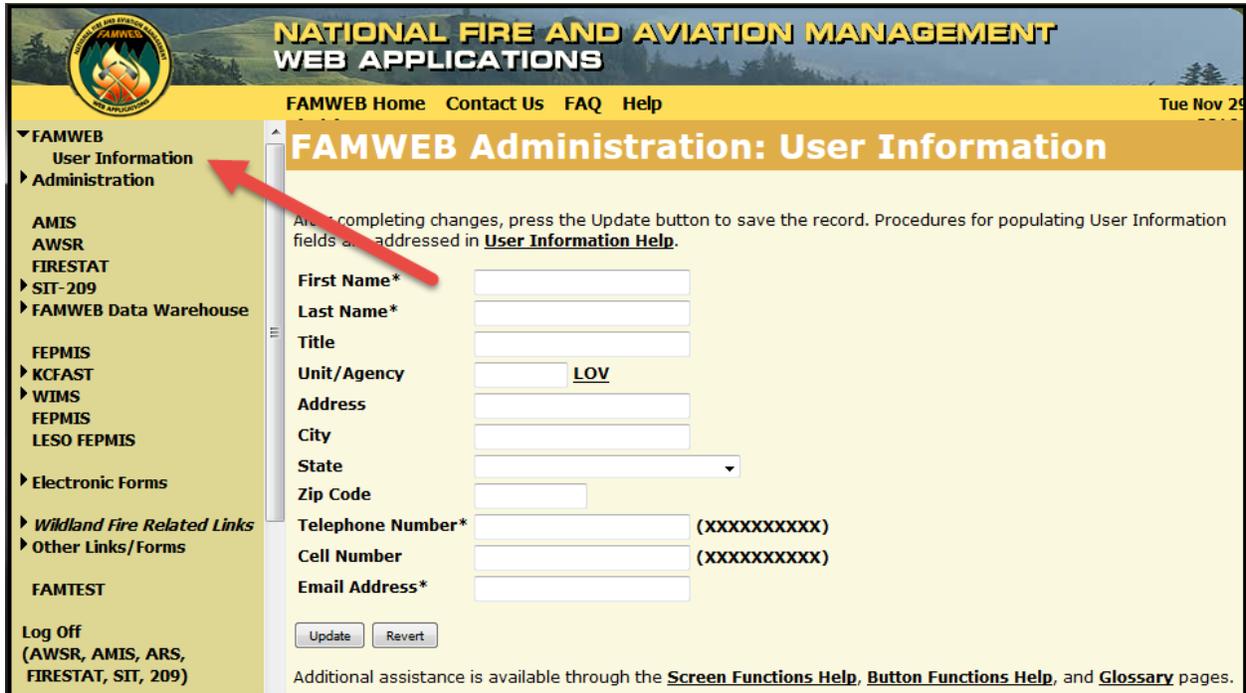


Figure 2: User Information

Logging on and Logging off the SIT-209 Application

The first step to logging on to the SIT-209 Application, you will need to logon to FAMWEB.

NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

FAMWEB Home Contact Us FAQ Help Disclaimer Tue Nov 29 2016

Welcome to FAMWEB

FAMWEB

- AMIS
- AWSR
- FIRESTAT
- ▶ SIT-209
- ▶ FAMWEB Data Warehouse
- ▶ KCFAST
- ▶ WIMS
- ▶ FEPMIS
- ▶ LESO FEPMIS
- ▶ Electronic Forms
- ▶ Wildland Fire Related Links
- ▶ Other Links/Forms

FAMTEST

FAMWEB Logon Request
(AWSR, AMIS, ARS, FIRESTAT, SIT, 209)

Log On
(AWSR, AMIS, ARS, FIRESTAT, SIT, 209)

This site is maintained by:
USDA Forest Service
Fire & Aviation IT
Phone: 866-224-7677
616-323-1667
Fax: 616-323-1665
E-mail: IIA-Helpdesk@fs.fed.us

DATE	ATTENTION ALL USERS-NITC OUTAGE
Nov 29, 2016	The NITC Facility in Kansas City (which hosts our applications) has scheduled a required firewall maintenance outage Wednesday, November 30th, 2200-2300 MDT. Intermittent outages during that timeframe are expected. We appreciate your patience during this outage. Thank you

DATE	**ATTENTION ALL USERS**
Nov. 18, 2016	To contact the Interagency Incident Applications (IIA) Helpdesk, please use the Contact Us link at this website: https://iia-hd.peckham-enclave.us/

DATE	**ATTENTION ALL FIRESTAT Users**
Oct. 24, 2016	THE OFFLINE FORM IS NOW WORKING! Folks will need to clear their IE cache (Delete Browsing History) and refresh their screen (ctrl-F5) in both the FireStat disconnected and connected forms. There is one minor bug, the confirmation message that the disconnected form was saved to the server will not appear, however error messages do. We appreciate your patience while we get this minor bug corrected. Thank you

TechNotes

05/23/2013 - [WIMS-TechNote-2013-02](#)
WIMS-TechNote-2013-02 WXML - Web Services Updating WIMS Web Services Documentation for HTTPS

02/28/2013 - [WIMS TechNote-2013-01](#)
WIMS TechNote-2013-01 Providing Users with detailed information regarding the implementation of NAP Access to WIMS

02/17/2009 - [WIMS Ver 1.2.0 Release Information](#)
WIMS Ver 1.2.0 Release Information

06/24/2008 - [Wims*TechNote2008_01](#)
Technote on the release of WIMS Version 1.1.7

Click on [Complete List](#) to view all of the TechNotes.

The Fire and Aviation Management Web Application (FAMWEB) website brings together Applications, Tools and Services to support Federal, State and Local government agencies which provide support for all wildfires and other incidents.

Figure 2: Logging onto FAMWEB

There are two options for logging on to the SIT-209 Program. The first is through the FAMWEB homepage (**Option 1**), and the second is through the new SIT-209 Program homepage (**Option 2**).

Option 1: FAMWEB Homepage:

Click on the Log On link located on the FAMWEB webpage. A dialog box, as shown to the right, pops up asking for your User Name and Password.

➤ **Note:** When the pop-up box does not appear, be sure to **turn off pop-up blocker** settings for this site in your web browser, and try again.

1. Enter your User Name and Password.
2. Click **Log on**.

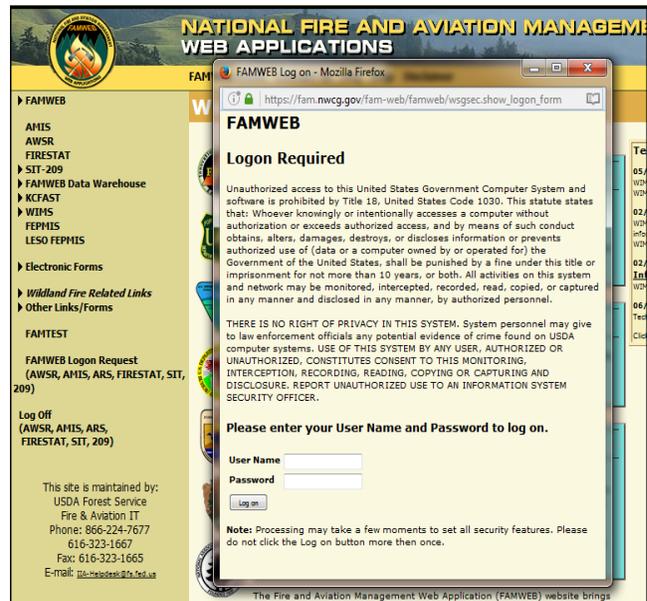


Figure 3: FAMWEB Logon Popup

Option 2: SIT-209 Application Link

On the FAMWEB webpage, click on the SIT-209 Application link on the leftside menu bar.

1. From the SIT-209 homepage, click **Home** . The Home tab drop-down appears.
2. Click Log On (to portal, or refresh from portal).

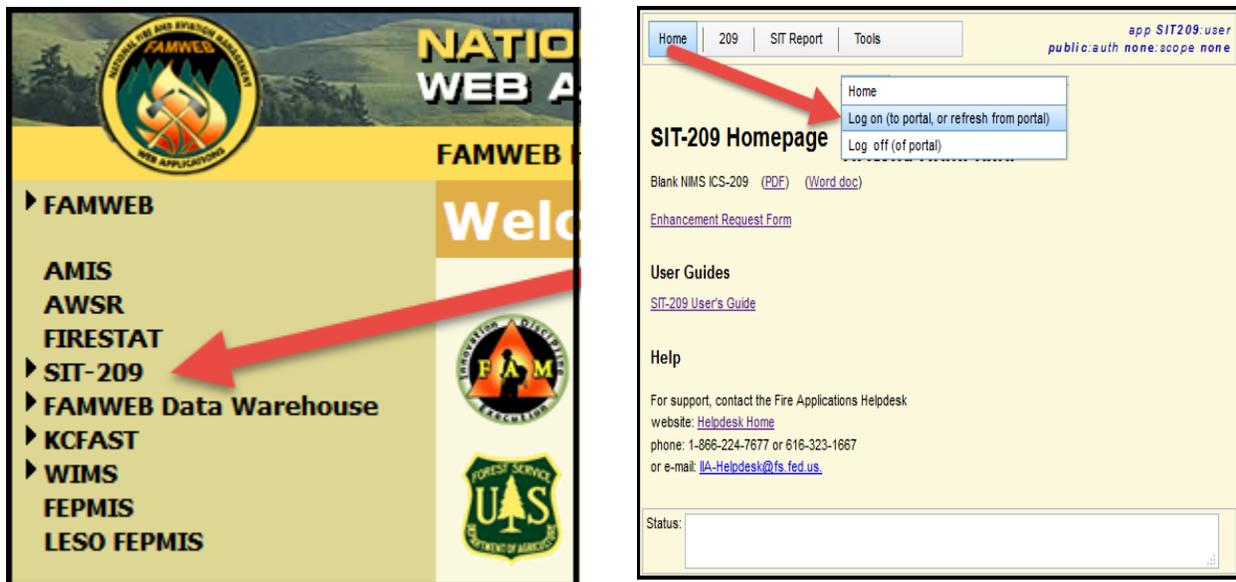


Figure 4: Logging onto the SIT-209 Application from the FAMWEB webpage

➤ **Note:** When the pop-up box does not appear, **turn off pop-up blocker** settings for this site in your web browser, then try again.

1. Enter your **User Name** and **Password**.
2. Click **Log on**.

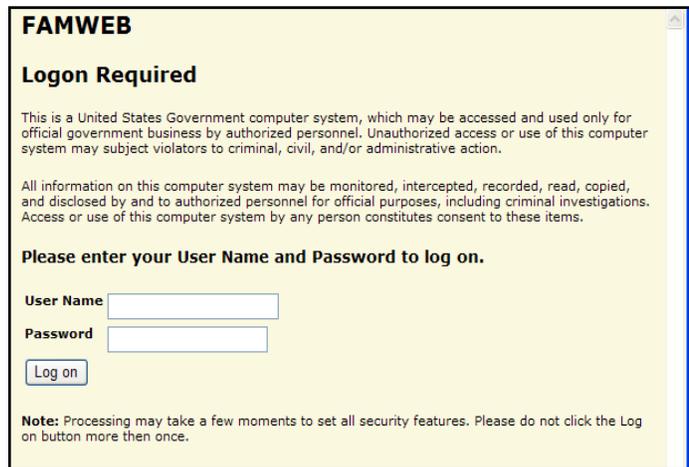


Figure 5: Example of the FAMWEB Login Screen

➤ **Note:** When you are logged onto FAMWEB successfully, your name and authority information appears in the upper right corner of the main page, as shown below. If you **DO NOT** see your login name in the upper right corner, you are not logged into the SIT Report application.



Figure 6: Example of User Logged into SIT-209 Application Keep this graphic above

SIT-209 Application Menu Bar

The SIT-209 Application has four tabs on the menu bar:

- **Home:** Select this tab to logon and logoff of the SIT Report, 209, and Tools (management) applications as described in the previous section.
- **209:** Select this tab to create or modify NIMS 209 information and run a COGNOS Report. Data Entry, Reports and Historic SIT Data. Choose Data Entry to create a Situation Report. Choose Reports to run a COGNOS Report. Choose Historic SIT Data to access prior year's data.
- **SIT Report:** Select this tab to create or modify SIT information, run a COGNOS Report, and view access to the prior year's data (Historic SIT Data.)

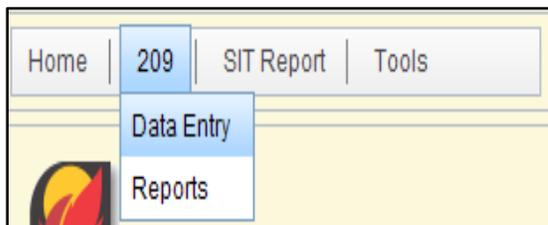


Figure 8: 209 Application Options

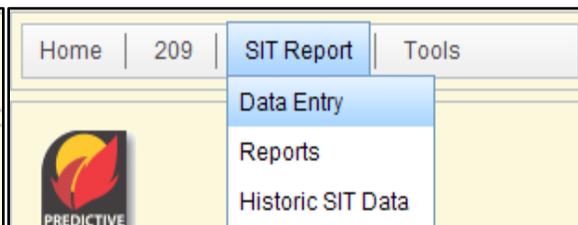


Figure 9: SIT Report Application Options

- **Tools:** This tab is for managers only. Select this tab to manage user accounts, associate units with Dispatch Centers, and other user and system maintenance tasks.

Section 4: SIT REPORT Tabs

At Preparedness Level 2 and above, whenever significant wildland fire activity occurs, when large fires (including prescribed fires), or when an incident experiences significant commitment of wildland fire resources, a SIT Report is required on a daily basis. Lands administered by states and other Federal cooperators may also report in this manner. Consult the requirements within your Geographic Area for additional information to include submission times, frequency, and so forth.

After your data is submitted, it may be reviewed by your GACC (check the GACC Mobilization Guide). If there are any problems or questions, they must be resolved no later than 0200 Mountain Time the following morning. This is the submission deadline for NICC.

GACCs have edit access to the data entered by all offices within the Geographic Area.

Tips for Effective Data Entry:

- ✓ Save data before leaving each tab in the application by clicking **Save**. Click **Undo Edits** to clear any incorrect, unsaved data from that screen.



Figure 7: Example of the Save and Undo Edits buttons

- **Note: Data can be saved anytime you're working in the application, so save data frequently.** Clicking the SAVE button does not move you to the next tab. Should the program become disconnected from the server, saved data and reports can be retrieved from the server. Moving to a new tab without saving data brings up the following message:

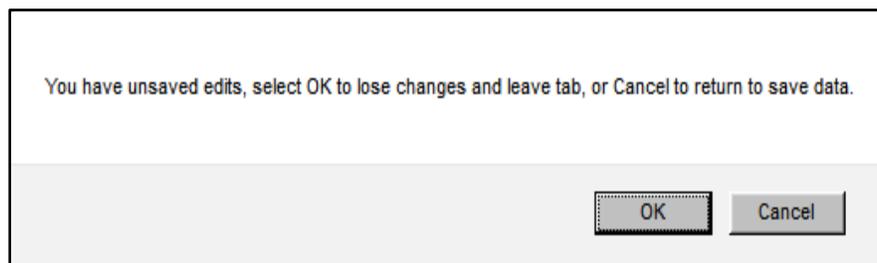


Figure 8: Example of Leaving a Tab without Saving the Tab

- ✓ Use the Tab key on the keyboard, instead of the mouse, to move between data entry fields more easily.
- ✓ To display or hide the top menu-bar, toggle the double triangle icon.

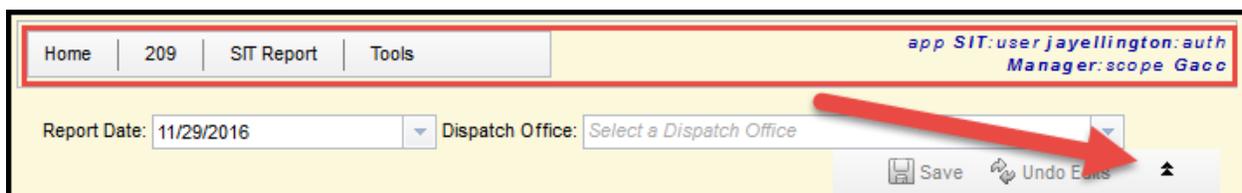




Figure 9: Example of the Hiding top menu-bar using Double Triangle Icon

- ✓ The application alerts you by displaying a red-shaded error message when data is entered in an incorrect format or is not recognized by the application and

Protection <i>Uncontrolled A-B-C Fires must be an integer.</i>											
Agency	Prot. Unit ID	Fire Danger	Prep Level	UnCtrl A-B-C	Human		Lightning		Rx		
					Fires	Acres	Fires	Acres	Fires	Acres	
BLM	OR-PRD	L	1	X	3	1	0	0	0	0	
FS	OR-DEF	L	1	2	2	2	0	0	0	0	
FS	OR-OCF	L	1	0	0	0	0	0	0	0	
PRI	OR-PRI	L	1	0	0	0	0	0	0	0	

Figure 10: Example of Data Entry Alerts

when an alert exclamation point and pop-up boxes appear:



Figure 11: Example of Invalid Data Entry

- ✓ Enter data only in fields with a white background, not in shaded areas.

Protection <i>Please include your current 209 acreage in today's statistics. Some data has been automatically copied from a previous report date. You must "Save" this page.</i>											
Agency	Prot. Unit ID	Fire Danger	Prep Level	UnCtrl A-B-C	Human		Lightning		Rx		
					Fires	Acres	Fires	Acres	Fires	Acres	
BIA	AZ-PMA	M	1								
BIA	AZ-SCA	H	1								
BIA	AZ-SRA	M	1								
FS	AZ-TNF	M	1								

Ownership by Protection Unit BIA AZ-PMA <i>Selected protection unit at top, followed by units with data.</i>							
Clear Data	Own. Unit ID	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
⊘	AZ-PMA						
⊘	~ Unit ~						
⊘	~ Unit ~						
⊘	~ Unit ~						
⊘	~ Unit ~						

Figure 12: Data Entry Fields

Colored text areas are updated by the program based on information entered by the user in the white text entry fields.

- ✓ **Fire Danger and Preparedness Level** values by Protection Unit **carry over** from the previous entry. Make sure to verify each entry whether or not a new value needs to be entered.

➤ **NOTE:** Entries in the “**REMARKS**” tab should be professional and discrete. Comments such as “hope we get some fires soon”, “here comes the overtime”, or “it’s Miller time and I’m out of here” would be inappropriate.

Starting a SIT Report:

1. Log onto the **SIT Report application**,
2. Click **SIT Report**.
3. Select Data Entry from the drop-down list. The SIT Reporting screen appears.

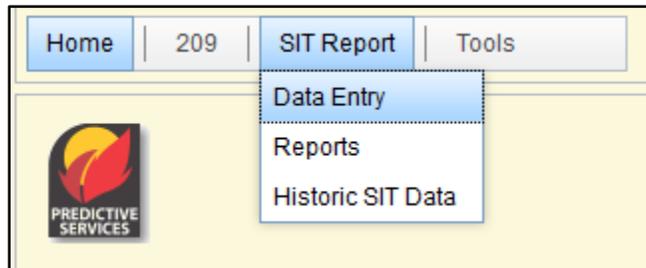


Figure 13: Example of Expanded SIT Report Tab

4. Select the appropriate dispatch office for the report.



Figure 14:

➤ **Note:** The **Report Date** defaults to the current day’s date in **Central Time**. When the current time is past 2400 Central Time, you must change the date back to the current date in your time zone.

TAB 1: Daily Fire Statistics

The Daily Fire Statistics tab is split into three sections:

1. **PROTECTION:** New fires and acres by Protection

Selecting a *Protection* agency unit (selected units turn black as shown below) also highlights the same unit in under *Ownership* for Protection Unit, as shown in Figure 18 below.

2. **OWNERSHIP:** New fires and acres by Ownership.

Only fires and acres by ownership (black box in Protection) may be entered for the unit AZ-PPA. Additional acres are selected from nearby units. See "Adding Data to Daily Fire Statistics" in next section.

3. **STATUS:** Displays the results of the entered data.

➤ **Note:** You can edit white text fields only. Colored text areas are updated by the application based on information you enter in the white text entry fields.

The screenshot shows the 'Daily Fire Statistics' interface with several tabs: 'Daily Fire Statistics', 'Planned Rx', 'Remarks', 'YTD Statistics', 'Incident Priority', and 'GACC Remarks'. The 'Protection' section is active, displaying a table with columns for Agency, Prot. Unit ID, Fire Danger, Prep Level, UnCtrl A-B-C, Human (Fires, Acres), Lightning (Fires, Acres), and Rx (Fires, Acres). The row for 'BIA AZ-PPA' is highlighted in black. A red box labeled 'STATUS' is positioned above the table. Below the Protection section is the 'Ownership by Protection Unit BIA AZ-PPA' section, which includes a 'Clear Data' button and a table with columns for Own. Unit ID, Human, Lightning, and Rx. The 'AZ-PPA' unit is selected in this section.

Figure 15: Three Sections of the Daily Fire Statistics Tab

Understanding Daily Fire Statistics Tab:

1. From the SIT application, select Daily Fire Statistics.
2. The Protection Section lists any existing Daily Fire Statistics (i.e. carry over data from the previous submission).

The first step is to select the Protection Unit, which will be highlighted in Black once selected. Under Fire Danger you will select the appropriate Fire Danger for each unit responsible for Protection in the dispatch area. Under Prep Level you will enter the Preparedness Level for each Protection unit. Under UnCtrl A-B-C, you will enter any uncontrolled fires the protection unit is responsible for during this submission.

Protection *Please include your current 209 acreage in today's statistics.*

Agency	Prot. Unit ID	Fire Danger	Prep Level	UnCtrl A-B-C	Human		Lightning		Rx	
					Fires	Acres	Fires	Acres	Fires	Acres
BIA	AZ-FTA									
FS	AZ-ASF									
NPS	AZ-PFP									

Ownership by Protection Unit BIA AZ-FTA *Selected protection unit at top, followed by units with data.*

Clear Data	Own. Unit ID	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
<input type="checkbox"/>	AZ-FTA						
<input type="checkbox"/>	~ Unit ~						
<input type="checkbox"/>	~ Unit ~						

Figure 16: Example of Daily Fire Statistics Screen

3. In the Ownership Section, you will break down the incidents for each unit with Protection responsibility. This will include entering the daily Human, Lightning and Rx fires and acres. As you enter data in the Ownership cells, the Status section in the Protection Section will be automatically updated.
4. The “~ Unit ~” in the second and beyond rows will list other ownership units within the dispatch area. You will select this dropdown menu when there are additional human, lightning, prescribed fires and acres to report related to the Protection unit selected.

➤ **Note:** If you need to update Year-to-Date totals, do not use this screen. Go directly to [Section 5d: Year-To-Date \(YTD\) Statistics \(Tab 4\)](#)

5. Make sure you click **Save** when completed in order to save your updates or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To Add Data to Daily Fire Statistics:

1. From the SIT application, select Daily Fire Statistics. The Daily Fire Statistics screen appears.
2. Start with the Protection Section.

- a. Select the Protection Unit you will be reporting for this submission.
(For more information, see "Agency & Protection Unit ID" in the next section.)
- b. Enter or update the Fire Danger.
(For more information, see "Fire Danger by Protection Unit" in the next section.)
- c. Enter or update the Prep Level.
(For more information, see "Preparedness Level by Protection Unit" in the next section.)
- d. Enter any Uncontrolled ABC fires for the time period of the submission.
(For more information, see "Uncontrolled A-B-C Fires by Protection Unit" in the next section.)
- e. Update as needed the number of fires (both human and lightning-caused) that remain uncontrolled at the time of the report.
- f. Move down to the Ownership section to enter all fire data for the period of submission.

Daily Fire Statistics
Planned Rx
Remarks
YTD Statistics
Incident Priority
GACC Remarks

Protection *Please include your current 209 acreage in today's statistics.*

Agency	Prot Unit	Fire Danger	Prep Level	UnCtrl A-B-C	Human		Lightning		Rx	
					Fires	Acres	Fires	Acres	Fires	Acres
BIA	AZ-FTA	M	2		2	150	1	50	0	0
FS	AZ-ASF	VH	3	3						
NPS	AZ-PFP	M	2						1	25

Ownership by Protection Unit BIA AZ-FTA *Selected protection unit at top, followed by units with data.*

Clear Data	Own. Unit ID	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
⊘	AZ-FTA	2	100	1	50		
⊘	~ Unit ~	0	50				
⊘	~ Unit ~						
⊘	~ Unit ~						

Figure20: Example of Entering Data in the Daily Fire Statistics Section

3. In the Ownership section, update as needed, all fire and acreage statistics (Human, Lightning, and Rx) by land ownership for the unit with protection responsibilities. This means the specific piece of land the fire started on and land(s) in which the fire burned. (For more information, see the next section for "Today's Human, Lightning, Prescribed Fires" by Ownership.)
 - a. As you enter data in the Ownership section, you will notice cells to the right of the Protection Unit selected will populate with the totals.
 - b. If a fire burns onto multiple jurisdictions, you will need to record the acres for each unit the fire covers. For example, update as needed any other ownership units by using the drop-down list in the field that says "~ Unit. ~"

➤ **Note:** If you need to update Year-to-Date totals only, do not use this screen. Go to [Section 5d: Year-To-Date \(YTD\) Statistics \(Tab 4\)](#)

4. Make sure you click **Save** to save your entries or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To Delete Data from Daily Fire Statistics:

1. From the SIT application, select Daily Fire Statistics.
2. Highlight the Protection Unit ID.
3. Move down to the Ownership section.
4. For any data to be removed, click in the cell and enter "0" or if you want to delete all the data for the ownership unit, click the icon in the first column under "Clear Data."
5. Make sure you click **Save** to save your entries or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Header Definitions

Agency & Protection Unit ID

These fields appear automatically, based on the dispatch you selected.

- **Note:** Contact the GACC Intelligence Coordinator/Officer if you need to update or add a Protection Unit to your list. If you have no new fires and no new acres to report, simply verify the Fire Danger and Preparedness Level for your unit(s) and click **save**.

Fire Danger by Protection Unit

This field defaults to the value from the previous day's report. Click the down arrow to select a different value such as L = Low, M = Moderate, H = High, VH = Very High and E = Extreme.

Preparedness Level by Protection Unit

This field defaults to the previous day's report value. Clicking the down arrow allows you to select a different value, between 1 and 5, that represents the Preparedness Level of each unit for which you report. Consult your local Preparedness Plan/Area Mobilization Guide if you are unsure what each number represents.

Uncontrolled A-B-C Fires by Protection Unit

This field automatically clears itself each day. Size Class fires are those fires that range from 0 to 99 acres in size. Uncontrolled large incidents are captured in the [209 Entry](#) section.

Today's Human Fires by Ownership

This field automatically clears itself daily. Enter the number of new human-caused fires reported by land ownership for the reporting period.

Today's Human Acres by Ownership

This field automatically clears itself daily. The number entered is the total acres burned by land ownership during the reporting period, which includes acreage from large and Complex fires. Acreages must be rounded up or down to the next whole number, e.g., .4 acres or less would be rounded down to zero and .5 or more would be rounded up to 1 acre.

- **Note:** The number of new human-caused fires and new human-caused acres burned do not necessarily relate to each other; it is quite common to have new acres burned with no new fires being reported.

Example: One new human-caused fire was reported yesterday on the XYZ unit for 60 acres burned. Today, there were no new human-caused fires, but yesterday's fire is now 400 acres in size. The report should show 0 new human-caused fires and 340 new human-caused acres burned.

Today's Lightning Fires by Ownership

This field automatically clears itself daily and represents the number of new lightning-caused fires reported by land ownership for the reporting period.

Today's Lightning Acres by Ownership

This field automatically clears itself daily and represents the total acres burned by land ownership during the reporting period, which includes acreage from large and Complex fires. Acreages must be rounded up or down to the next whole number. For example, 4 acres or less would be rounded down to zero and .5 or more would be rounded up to 1 acre.

➤ **Note:** The number of new lightning-caused fires and new lightning-caused acres burned do not necessarily relate to each other; it is quite common to have new acres burned with no new fires being reported.

Example: One new lightning-caused fire was reported yesterday on the XYZ unit for 60 acres burned. Today, there were no new lightning-caused fires, but yesterday's fire is now 40 acres in size. The report should show zero new lightning-caused fires and 340 new lightning-caused acres burned.

Today's Rx (Prescribed) Fires by Ownership

This field automatically clears itself daily and represents the number of new prescribed fires reported by land ownership for the reporting period. Prescribed Fires are defined as fires which are ignited by fire management personnel. Wildfire activity is referred to as "planned" (prescribed fire or Rx) and "unplanned" (all other fires).

Examples

(1) - Daily Initial Attack



➤ **Note:** Be sure to report all wildfire activity (regardless of suppression strategy, Rx (Prescribed) for the period of 0001 to 2400 local time.

For the Protection Unit ID-BOD (shown below), one human fire for 35 acres and three lightning fires for 200 acres (see red box under Protection) were reported. The breakdown by ownership for the human-caused fire is unit ID-1AX. This is the ownership where the fire started and burned 10 acres of ID-1AX land. The fire also burned 25 acres on unit ID-1GX land.

Additionally, unit ID-BOD managed three lightning fires. One lightning fire started on ID-BOD land and burned 100 acres of BLM land. Also, two lightning fires occurred on ID-1AX land, which burned 50 acres on unit ID-1AX and an additional 50 acres burned on unit ID-1PX ownership (shown in the blue box under Ownership for Protection Unit BLM ID-BOD). The totals appear in the top section of the page in the yellow/green fields (red box).

Daily Fire Statistics												
Protection		Agency	Prot. Unit ID	Fire Danger	Prep Level	UnCtrl A-B-C	Human		Lightning		Rx	
							Fires	Acres	Fires	Acres	Fires	Acres
BLM	ID-BOD	L		2	3		1	35	3	200	0	0
C&L	ID-1AX						0				0	0
C&L	ID-1GX											
C&L	ID-1PX											
C&L	ID-1VX											
C&L	ID-1WX											
C&L	ID-2CX											
C&L	ID-6BX											

Ownership for Protection Unit BLM ID-BOD										
Clear Data	Agency	Own. Unit ID	Human		Lightning		Rx			
			Fires	Acres	Fires	Acres	Fires	Acres		
<input checked="" type="checkbox"/>	BLM	ID-BOD			1	100				
<input checked="" type="checkbox"/>	C&L	ID-1AX	1	10	2	50				
<input checked="" type="checkbox"/>	C&L	ID-1GX	0	25						
<input checked="" type="checkbox"/>	C&L	ID-1PX			0	50				
<input checked="" type="checkbox"/>	C&L	ID-1VX								
<input checked="" type="checkbox"/>	C&L	ID-1WX								
<input checked="" type="checkbox"/>	C&L	ID-2CX								

Figure 17: Example Screen for Completing the Daily Fire Statistics Screen



Again, review the information entered on the Fire and Acres by Ownership screens with the totals that populate the Daily Fire Statistics by Protection Unit screen. Once this information is correct, click **Save**.

(2) – Daily Extended Attack (i.e. Entering ICS-209 Data)

➤ **Note:** Be sure to report all wildfire activity including any ICS-209 data.

Often times, there may be no new initial attack, but you will have a large fire or two occurring on one of the units within your dispatch area. When this occurs, you will need to enter this data into the “Daily Fire Statistics.”

In the Figure below, AZ-ASF had a fire to start yesterday for 100 acres and was reported appropriately. However, over night the fire grew substantially and by the reporting time today, the fire has grown an additional 5,000 acres.

In today’s report, we will report “0” fires for AZ-ASF and AZ-FTA. For the acreage, we enter “4,300” for AZ-ASF and “700” for AZ-FTA for a total of “5,000.” The important point to be made here is even though we had “0” fires for today, we still had acreage growth of “5,000.” This is what will be reported for activity today.

The screenshot shows the 'Daily Fire Statistics' interface with several tabs: 'Planned Rx', 'Remarks', 'YTD Statistics', 'Incident Priority', and 'GACC Remarks'. The 'Protection' section contains a table with columns for Agency, ID, Danger, Level, A-B-C, Fires, and Acres. The 'Ownership by Protection Unit FS AZ-ASF' section contains a table with columns for Clear Data, Own. Unit ID, Human (Fires, Acres), Lightning (Fires, Acres), and Rx (Fires, Acres). Red arrows point from the 'Fires' and 'Acres' columns in the Ownership table to the corresponding 'Fires' and 'Acres' columns in the Protection table.

Agency	ID	Danger	Level	A-B-C	Fires	Acres	Fires	Acres	Fires	Acres
BIA	AZ-FTA	VH	4	0						
FS	AZ-ASF	VH	4	1	0	0	0	5000	0	
NPS	AZ-PFP	Ex	4							

Clear Data	Own. Unit ID	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
⊘	AZ-ASF			0	4300		
⊘	~ Unit ~			0	700		
⊘	~ Unit ~						

Figure 18: Example Screen for Completing the Daily Fire Statistics Screen

Again, review the information entered on the Fire and Acres by Ownership screens with the totals that populate the Daily Fire Statistics by Protection Unit screen.

Once this information is correct, make sure you click **Save**.



Tab 2: Planned Rx (Prescribed) Fires

The Planned Rx tab reports prescribed fire projects that are planned within the next few days. It provides managers an idea of the number of projects being conducted in the short term, along with general remarks and descriptions for planned and contingent resource commitments.

➤ **Note:** Reporting procedures for Planned Rx fires differ from GACC to GACC. Consult your respective GACC mobilization guide or Coordination Center with any questions.

Current GACC reporting procedures are:

State	Reporting Procedure
Alaska	Report all Planned Rx fires for the next reporting period.
California	Report all Planned Rx fires for the next reporting period.
Eastern	Report all Planned Rx fires planned for ignition within the next 24 hours.
Great Basin	Report all Planned Rx fires planned for ignition within the next day.
Northern Rockies	Not required to report Planned Rx fires on the SIT Report.
Northwest	Report all Planned Rx fires planned for ignition within the next two to three days.
Rocky Mountain	Report all Planned Rx fires one day prior to the day of planned ignition and update the report on each day subsequently, until the prescribed fire is complete.
Southern	State Coordination Centers will report all Planned Rx fires one day prior to the day of planned ignition.
Southwest	Not required to report Planned Rx fires on the SIT report.

Table 1: GACC Reporting Procedures by State

To add an Rx fire:

1. From the SIT application, select Planned Rx. The Planned Rx screen appears. The left-hand pane lists any previously entered Rx fires.
2. If there are no previously entered Rx in the left-handed pane, click **New Rx Fire** to create a record for a new project.
3. Select the Agency-ST-Unit from the drop-down list.
4. Enter data for each required cell and others, as necessary. See "Cell Definitions" below for more information on each cell.
5. Click **Save** to save your entries, or click **Undo Edits** to re-enter information or exit the screen without saving changes

➤ **Note:** Any field names preceded by an asterisk (*) require data entry. A new fire can only be saved after filling out the initial required fields.

Figure 19: Example of the Planned Rx Screen

➤ **Note:** When the project cannot be implemented on the planned start date, update this field with a revised start date (and remarks, etc., if necessary); otherwise the project record does not show up in the pick list.

To update a previously entered Rx fire:

1. From the SIT application, select Planned Rx. The Planned Rx screen appears. The left-hand pane lists any previously entered Rx fires.
2. Highlight the appropriate fire from the list.
3. Click **Open**.
4. Update the information as needed. See "Cell Definitions" below for more information on each cell.
5. Click **Save** to save your modifications or click **Undo Edits** to re-enter information or exit the screen without saving changes.

The screenshot shows the 'Planned Rx' tab in the application. At the top, there are dropdown menus for 'Report Date' (11/6/2012) and 'Dispatch Office' (OR - Central Oregon Interagency Dispatch Center). Below these are buttons for 'Save' and 'Undo Edits'. A navigation bar includes 'Fire Statistics', 'Planned Rx', 'Remarks', 'YTD Statistics', 'Incident Priority', and 'GACC Remarks'. On the left, a list shows '1 Planned Rx Fires returned' with a table:

Name	Planned Start Date
Big Sky	11/07/2012

The 'Big Sky' entry is highlighted with a red box. To the right of the list is a form for editing the selected fire. Fields include:

- *Agency-ST-Unit: BLM-OR-PRD
- *Name: Big Sky
- *Planned Start Date: 11/6/2012
- *Number of Days: 2
- Acres: 100
- Strategy/Fuel Type: Dozer Piles / Slash
- VOR: Bearing: 61, Distance: 6 nm, Base: HLN
- Legal: Township: T15N, Range: R08W, Section: 15
- Latitude: 47 3 26
- Longitude: 112 36 02
- Remarks/Contingent Resources: (empty text area)

Figure 20: Example of a Previously Entered Rx

To delete an existing Rx fire:

1. From the SIT application, select Planned Rx. The Planned Rx screen appears. The left-hand pane lists any existing Rx fires.
2. Highlight the appropriate fire from the list.
3. Click **Delete**.
4. Click **Save** to save your modifications or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Cell Definitions:

Any field names below followed by an asterisk (*) require data entry.

Agency-State-Unit *

You choose from only those offices for which you have reporting responsibility.

Name *

The Rx fire name. Once you enter a value in this field, it controls the record of the project in the database and cannot be changed.

Planned Start Date *

Enter the date by clicking the appropriate date on the pop-up calendar.

Number of Days *

The number of days it will take for the project to be completed.

Acres

The total number of acres expected to be burned.

Strategy/Fuel Type

The type of burn strategy used and the predominant fuel type (for example, piles, broadcast burn, and so forth.).

VOR Information

The bearing, distance, and base or OMNI from the nearest VOR as you would normally enter it on a resource order. For example: 61, 6, HLN.

Legal Description

The Township, Range, and Section for the fire's point of origin. For Example: T15N, R08W, Sec 15.

Latitude – Degrees

This should be a 2-digit number that represents the point of origin.

Latitude – Minutes

This should be a 2-digit number that represents the point of origin (rounded to the nearest minute).

Longitude – Degrees

This should be a 3-digit number that represents the point of origin.

Longitude – Minutes

This should be a 2-digit number that represents the point of origin (rounded to the nearest minute).

Remarks/Contingent Resources

In narrative format, enter any additional information and/or a list of all resources planned to be committed to completing the project, including resources held in reserve.

Tab 3: Remarks

Use this tab to record Dispatch Center/Geographic Area Preparedness Level, remarks pertinent to the units / Geographic Area, and the On-Call information for the Center. For Geographic Area Coordination Centers, the Preparedness Level entered here will display on the National GACC website.

Report Date: 11/6/2012 Dispatch Office: OR - Central Oregon Interagency Dispatch Center

Daily Dispatches updated Save Undo Edits

Daily Fire Statistics Planned Rx **Remarks** YTD Statistics Incident Priority GACC Remarks

Preparedness Level:
3

Remarks:
Light initial attack activity today. Updated YTD statistics for OR-COC.
429 characters left

On Call:
250 characters left

Figure 21: Example of the Remarks Tab

To add Remarks:

1. From the SIT application, select Remarks. The Remarks screen appears.
2. Select the Preparedness Level from the drop-down list.
3. Enter the Remarks. For more information, see Definitions on the next page.
4. Enter On-Call information as needed.
5. Enter Status information as needed.
6. Click **Save** to save your entries or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To update Remarks:

1. From the SIT application, select Remarks. The Remarks screen appears.
2. Select the modified Preparedness Level from the drop-down list if needed.
3. Enter the modified Remarks as needed. For more information, see Definitions on the next page.
4. Enter modified On Call information as needed.
5. Enter modified Status information as needed.
6. Click **Save** to save your entries or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To delete Remarks:

1. From the SIT application, select Remarks. The Remarks screen appears.
2. Click **Delete**.
3. Click **Save** to save your entries or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Definitions

Preparedness Level

Represents the Preparedness Level for your Dispatch Center or Geographic Area.

Remarks

Briefly summarize the current situation on your local units or within your Geographic Area. The program automatically clears this field each day. Include the following types of information:

- General synopsis of current and expected weather.
- Fuel/drought conditions (live fuel/1,000-hr moisture, ERCs, KBDIs, etc.).
- What is the current and anticipated fire situation?
 - Are fires being caught at initial attack or are they escaping?
 - Are more ignitions expected due to lightning carry-overs?
- Significant events or problems.
- Resource status (are shortages anticipated?)
- Updates to Year-To-Date fires and acres.

On-Call

List the Dispatcher(s)/Coordinator(s) on-call for your office, along with contact numbers. Privacy information entered in the database via this field will be protected from public access; users will only be able to pull on-call information for units/centers within their area of responsibility.

The program carries over the On-Call information from day to day.

Tab 4: YTD (Year-To-Date) Statistics

Like the Daily Fire Statistics screen, the YTD Statistics page is split into three sections.

- YTD fires and acres by Protection
- YTD fires and acres by Ownership
- Status:

YTD Statistics are maintained on a calendar year basis (January 1 – December 31) for each Protection Unit and Ownership by Protection Unit. The SIT application automatically calculates new year-to-date totals for all fire types entered in the Daily Fire Statistics tab.

➤ **NOTE:** On a daily basis, new fires and acres reported via the **Daily Fire Statistics** tab are automatically added to the YTD totals carried over from the previous day's report.

Selecting a Protection Unit (selected units turn black, shown in the red box below) will populate the Ownership Units by the selected Protection Unit, shown in the blue box below.

Agency		Prot. Unit ID		Human		Lightning		Rx		
				Fires	Acres	Fires	Acres	Fires	Acres	
FS	ID-IPF	YTD Totals 03/23/2013 (prev)			23	171	39	23	80	289
		Report date's fire activity			6	155	1	100	1	7
		YTD Totals 03/24/2013 (new)			29	326	40	123	81	296
		YTD Totals 01/24/2013 (prev)			6	37	2	1	0	0

Ownership for Protection Unit FS ID-IPF <small>Selected protection unit at top, followed by units with data.</small>																
Own. Unit ID	New (Editable) YTD						Previous YTD						Report Date			
	Human		Lightning		Rx		Human		Lightning		Rx					
	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres				
ID-IPF	20	206	34	112	81	2966	17	156	33	12	80	2891	03/23/2013			
ID-CAS	4	0	5	7			4	0	5	7			01/24/2013			
ID-KVS	1	5			0	0										
ID-POS	1	10			0	0	1	10			0	0	03/23/2013			
ID-PRI	3	105	1	4	0	0	1	5	1	4	0	0	03/23/2013			

Figure 22: Example of the Protection Unit (Red) and Ownership for Protection Unit (Blue)

Verify the New (Editable) YTD fires and acres by Ownership Units that were submitted for selected Protection Unit on the Daily Fire Statistics tab are correct.

➤ **Note:** The blue colored text indicates data updated by the program based on information entered by the user on the Daily Fire Statistics tab, as shown in the example above.

Adjusting YTD Totals

The YTD Totals shown on the SIT Report should be adjusted periodically, when necessary, to reflect statistics being reported on agency fire reports. While large fires are ongoing, compare the current and previous ICS-209(s) on a daily basis to determine whether total acreages have increased, decreased or remained the same.

➤ **Note:** Additional acres burned each day should be reported in the Daily Fire Statistics screen. See “Today’s Human Acres by Ownership” and “Today’s Lightning Acres by Ownership” data entry instructions.

To adjust YTD totals:

1. From the SIT application, select YTD Statistics. The YTD Statistics screen appears.
2. Select the Protection Unit (ID-CDT, example shown below) needing adjustment on the YTD Statistics tab.

Protection - Click on a row to edit YTD fires and acres by ownership for the selected protection unit														
Agency	Prot. Unit ID		Human		Lightning		Rx							
			Fires	Acres	Fires	Acres	Fires	Acres						
OTHR	ID-CDT	YTD Totals 01/24/2013 (prev)	6	37	2	1	0	0						
		No fire activity for report date												
		YTD Totals 03/24/2013 (new)	6	37	2	1	0	0						

Ownership for Protection Unit OTHR ID-CDT <small>Selected protection unit at top, followed by units with data.</small>														
Own. Unit ID	New (Editable) YTD						Previous YTD						Report Date	
	Human		Lightning		Rx		Human		Lightning		Rx			
	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres		
ID-CDT	2	36	2	1			2	36	2	1			01/24/2013	
ID-PRI	4	1					4	1					01/24/2013	

Figure 23: Example of the YTD Statistics page.

3. Update YTD fires and acres by Ownership Unit in the **New (Editable) YTD** text fields, shown in red box below.
4. Verify that the Ownership Unit changes were accepted for that Protection Unit in the **YTD Totals for xx/xx/xxxx (new)** line, shown in the blue box below.

Protection - Click on a row to edit YTD fires and acres by ownership for the selected protection unit														
Agency	Prot. Unit ID		Human		Lightning		Rx							
			Fires	Acres	Fires	Acres	Fires	Acres						
OTHR	ID-CDT	YTD Totals 01/24/2013 (prev)	6	37	2	1	0	0						
		No fire activity for report date												
		YTD Totals 03/24/2013 (new)	25	2360	2	1	0	0						

Ownership for Protection Unit OTHR ID-CDT <small>Selected protection unit at top, followed by units with data.</small>														
Own. Unit ID	New (Editable) YTD						Previous YTD						Report Date	
	Human		Lightning		Rx		Human		Lightning		Rx			
	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres		
ID-CDT	10	360	2	1			2	36	2	1			01/24/2013	
ID-PRI	15	2000					4	1					01/24/2013	

Figure 24: Example of edits made to year-to-date totals (appear as bold blue numbers).

5. Click **Save** to save your entries or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Tab 5: Incident Priority

Use this tab to prioritize incidents in relation to the other incidents within your area of responsibility for which 209 reports have been submitted. Lists Approved, Active (non-final), most recent 209 reports.

➤ **Note:** Priorities are assigned at the local, Geographic Area and National levels.

To add Incident Priority information:

1. From the SIT application, select Incident Priority. The Incident Priority screen appears.
2. Enter the priority number in the Dispatch Priority box.
3. Enter the GACC priority number when you have GACC level permissions.
4. Click **Save** to save your modifications or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To update Incident Priority information:

1. From the SIT application, select Incident Priority. The Incident Priority screen appears.
2. Enter the updated priority number in the Dispatch Priority box if needed.
3. Enter the updated GACC priority number if needed
4. Click **Save** to save your modification or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To delete Incident Priority information:

1. From the SIT application, select Incident Priority. The Incident Priority screen appears.
2. Click **Delete**.
3. Click **Save** to save your modifications or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Dispatch Priority

Prioritize incidents by number (1, 2, 3). Local dispatch offices may prioritize incidents according to the local priority criteria.

The screenshot shows the Incident Priority interface. At the top, there are dropdown menus for 'Report Date' (11/7/2012) and 'Dispatch Office' (ID - Boise Dispatch Center). To the right, it says '3 incident reports returned' and has 'Save' and 'Undo Edits' buttons. Below this is a navigation bar with tabs: 'Daily Fire Statistics', 'Planned Rx', 'Remarks', 'YTD Statistics', 'Incident Priority' (selected), and 'GACC Remarks'. The main content area is titled 'List of Approved, Active (non-final), most recent 209 reports' and contains a table with the following data:

Dispatch ID	Unit ID	Number	Name	Type	Date	Dispatch Priority	GACC Priority
ID-BDC	ID-BOD	5678	LouTest1	Wildfire	03/13/2012		
ID-BDC	ID-BOD	plm2	Lou Boo	Wildfire	05/14/2012		
ID-BDC	ID-DFR	EDC345	Test 4-7-12 Charlie	Wildfire	04/07/2012		

A red rectangular box highlights the 'Dispatch Priority' column in the table.

Figure 25: Example of Incident Priority by Dispatch Center

GACC Priority

Users with GACC Level Authority can set GACC incident priority ranking here, as well as on the GACC Remarks tab.

GACCs may prioritize all ICS-209 incidents in the Geographic Area according to Geographic and National priority criteria regardless of agency. The priority established here may come from the Geographic Area Coordinating Group, GACC Center Manager, GACC Area Coordinator, or GACC Intelligence Coordinator.

Prioritized incidents by number (1, 2, 3, etc).

Report Date: 11/7/2012 Dispatch Office: ID - Boise Dispatch Center 3 incident reports returned Save Undo Edits

Daily Fire Statistics Planned Rx Remarks YTD Statistics Incident Priority GACC Remarks

List of Approved, Active (non-final), most recent 209 reports

Dispatch ID	Unit ID	Number	Name	Type	Date	Dispatch Priority	GACC Priority
ID-BDC	ID-BOD	5678	LouTest1	Wildfire	03/13/2012	1	
ID-BDC	ID-BOD	plm2	Lou Boo	Wildfire	05/14/2012	3	
ID-BDC	ID-DFR	EDC345	Test 4-7-12 Charlie	Wildfire	04/07/2012	2	

Figure 28: Example of Incident Priority by GACC

Tab 6: GACC Remarks

Use the GACC Remarks tab to add, edit, or delete information from specific blocks of an active ICS-209.

- **NOTE: This tab is only available to users with GACC or National permissions.**
- **Changes made in this tab only display on the SIT reports for that reporting period. The changes do not change the ICS-209 record in the 209 database.**

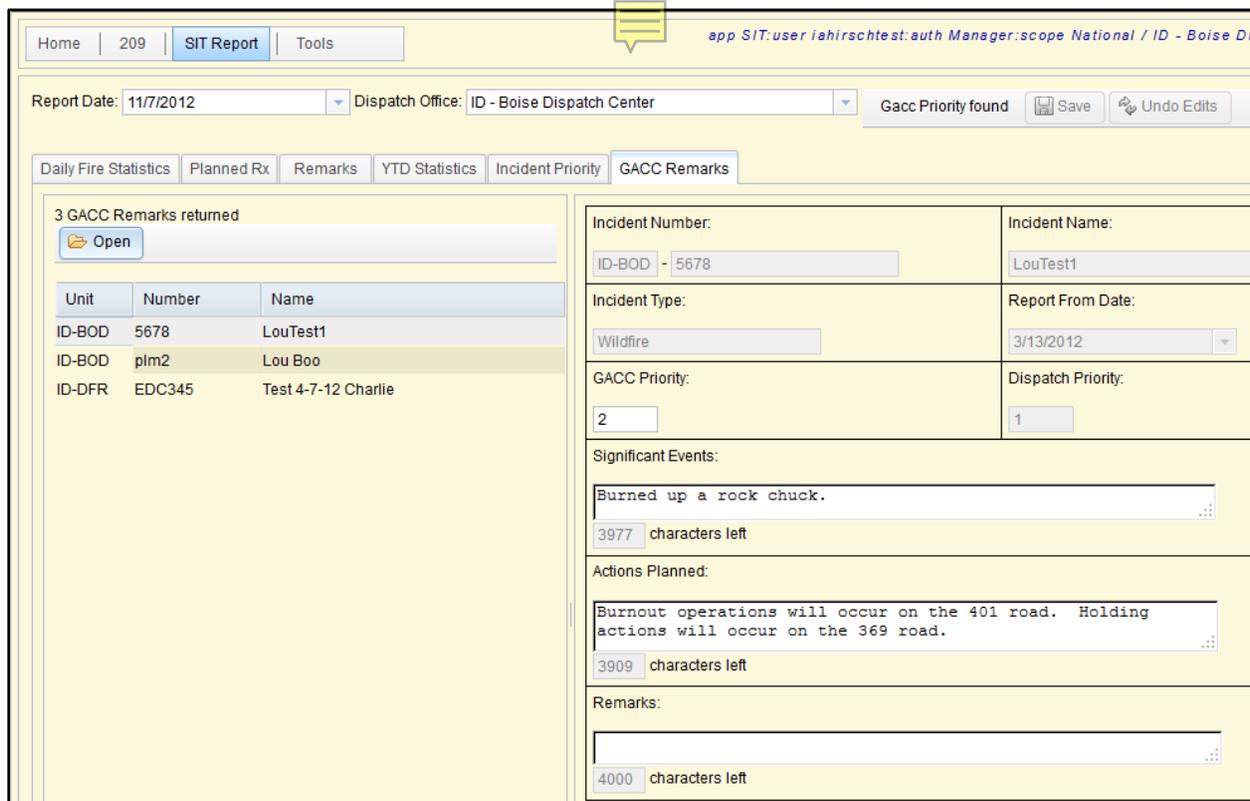


Figure 29:

To add GACC Remarks:

- **Note:** If there are no “active incidents” in the GACC for that reporting period, a message stating “0 GACC Remarks returned” displays on the screen.

1. From the SIT application, select GACC Remarks. The GACC Remarks screen appears.
2. Click the incident name,
3. Click **Open** to add remarks for the specified Unit/Number/Name combination. The grayed out text box at the bottom of each field displays the number of alphanumeric characters that are still available for your use. You can add remarks to these fields:
 - GACC Priority
 - Significant Events
 - Actions Planned
 - Remarks
4. Review remarks to ensure they are complete.

- Click **Save** to save your modifications, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

The screenshot shows the 'GACC Remarks' tab in the application. On the left, a table lists three incidents. The first row, 'ID-BOD 5678 LouTest1', is highlighted with a red box. On the right, a form displays the details for this incident. Red boxes highlight the 'GACC Priority' field (set to 2), the 'Significant Events' text area (containing 'Burned up a rock chuck.'), the 'Actions Planned' text area (containing 'Burnout operations will occur on the 401 road...'), and the 'Remarks' text area (empty).

Unit	Number	Name
ID-BOD	5678	LouTest1
ID-BOD	p1m2	Lou Boo
ID-DFR	EDC345	Test 4-7-12 Charlie

Incident Number: ID-BOD - 5678	Incident Name: LouTest1
Incident Type: Wildfire	Report From Date: 3/13/2012
GACC Priority: 2	Dispatch Priority: 1
Significant Events: Burned up a rock chuck. 3977 characters left	
Actions Planned: Burnout operations will occur on the 401 road. Holding actions will occur on the 369 road. 3909 characters left	
Remarks: 4000 characters left	

Figure 26: Example of changes made to the data for an existing ICS-209

To update GACC Remarks:

- From the SIT application, select GACC Remarks. The GACC Remarks screen appears.
- Click the incident name,
- Click **Open** to update remarks for the specified Unit/Number/Name combination. The grayed out text box at the bottom of each field displays the number of alphanumeric characters that are still available for your use. You can update remarks for these fields:
 - GACC Priority
 - Significant Events
 - Actions Planned
 - Remarks
- Review remarks to ensure they are complete.
- Click **Save** to save your modifications or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To delete GACC Remarks:

- From the SIT application, select GACC Remarks. The GACC Remarks screen appears.
- Click the incident name,
- Click **Delete**

4. Click **Save** to save your modifications or click **Undo Edits** to re-enter information or exit the screen without saving changes.