

# FPA “Quick Start”

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## **Pre-work - Offline (before logging into FPA)**

### **Background (at <http://fpa.nifc.gov>)**

1. [Why are we doing FPA?](#)
2. Where should I look for project status information?
  - a. [Quarterly Reports](#)
  - b. [Presentations and videos](#)
3. Where can I get material to explain FPA to my boss?
  - a. [Briefing Materials](#)
4. What are “[prototypes](#)” and “[early adopters](#)?”
5. *Where* is my Fire Planning Unit (FPU)? [National Map of FPUs](#).
6. *Obtain* a copy of the Land Management (or Resource Management) and Fire Management Plans relevant to your FPU. If you’re new to the FPU, it’s a good idea to identify the land management and fire management objectives relevant to fire.
7. Become familiar with the [enterprise data sources](#) used for the FPA analysis
8. Watch for a message on how to obtain the Interagency FPU Analysis Guidance.

### **Before you get connected you should . . .**

1. If you are new to FPA, contact your FPA Geographic Area Lead and FPA Project Office coordinator.
  - a. [Geographic Area \(GA\) Leads](#)
  - b. [FPA Project Office in Boise](#)
2. Ask your FPU Lead Planner to [request a User Name \(if not a previous FPA user\)](#)
3. Do you have the right *role*, or [access rights](#)?
4. Evaluate the relevant Pre-Analysis Data Report from FPA-PM for your FPU. If it is available for your FPU, you may obtain it from your [FPA Geographic Area Lead](#).

### **Compiling Data for FPA**

1. Compile Dispatch Locations (DLs), or check existing ones for accuracy.
  - a. DLs from an earlier version of FPA were pre-loaded into the system.
  - b. Double check the list in the system. It should contain:

[Dispatch Location](#) Name

DL Location Latitude (in [Decimal Degrees](#), NAD 83),

DL Location Longitude (in [Decimal Degrees](#), NAD 83),

5-letter [Unit Identifier](#). For example, MTMSO

[Callback Delay](#).

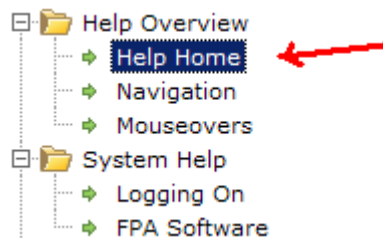
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2. **Optional:** Download and fill in the Preparedness Excel Workbook. This is a zipped file containing seven spreadsheets and a MS Word-format instruction document. The spreadsheets are valuable in collecting and identifying the data elements required by FPA, as well as helping the system users to aggregate data from all agencies and provide a local repository for FPA system data inputs.
3. **Optional:** Download and complete Fuels Excel Workbook. Also in zipped format containing four spreadsheets and instructions, these spreadsheets are valuable for collecting and identifying proposed fuel treatment projects, program components including leadership and program management positions, as well as fuels program costs.

## Working in the FPA System - Online

1. **Log into FPA** at <http://fpa.nwcg.gov>.
  - a. Look at the *Notices* page. Look here for updates, news, notices, etc. about the FPA system. Make it a habit to go here to look for changes, news, and updates.
  - b. Go to the system Help utility (it’s in the upper right portion of the screen). Then, go to “Help Home.”



2. **Select team and analysis.** (If you don’t select an FPU team, you’ll get errors in other parts of the application.)

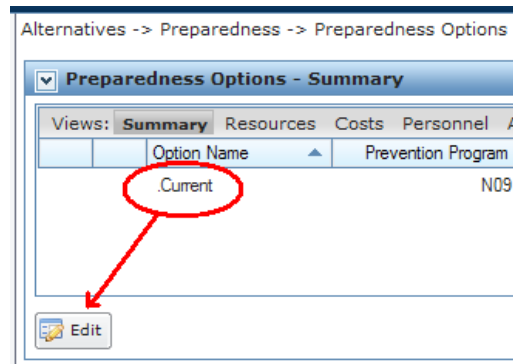
The first time you or one of your partners logs into your FPU Team, you’ll only see one data set, named [your FPU’s name] 2008 +/- 5%. **Select the data set, and then click the copy button.** The original file is your **backup** data set. Don’t edit it. Use it only to make fresh copies of your data.

If you get an alert, it means you didn’t select an analysis and open it (click the “open” button).

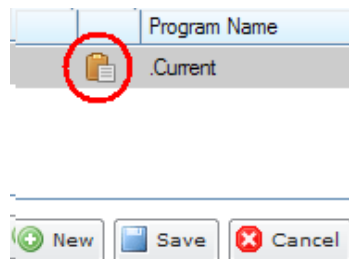
3. **Copy the “dot-current” data file.**
  - a. In the FPA User Interface, Go To the **Alternatives** folder.
  - b. Click the Plus sign to the left of the folder icon.
  - c. When it appears, click on the Plus sign to the left of the Preparedness Option.
  - d. Note that “.current” (that is *dot-current*) is the only file.

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- e. Click on the Edit button.



- f. Click on the "clipboard" icon.



- g. Make a copy named ".existing".

## 4. Set up your FPU.

### a. [FPU Attributes](#)

- The specific condition fuels data are the same specific conditions used in the Preparedness Module.
- The top five are from the Anderson (13) classes
- The bottom four are from the Scott/Burgan (40) fuel model set

[http://www.fs.fed.us/pnw/fera/research/tutorials/materials/ps\\_tutorial\\_tutorial/](http://www.fs.fed.us/pnw/fera/research/tutorials/materials/ps_tutorial_tutorial/)

- b. Average Acre Costs (will not be editable by the user)
- c. FPU Agencies

- Set role for the land management units in your FPU to Partner, Participant, or Cooperator
- You may also add or delete agencies.

### d. Define Team

Use [NWCG Unit Identifiers](#) like MEMHR for MOOSEHORN NWR

## 5. Input Data.

From this point on, the User Help utility in the application provides you with an explanation at each point of the FPA system. To access it, click on the "[Help](#)" link in the upper right portion of the screen.