



Fire Program Analysis Process Memo
(Signed by: Forest Service July 14, 2006, DOI July 21, 2006)
Questions and Answers

- Q1: What is the relationship of this submission and the transition plan required in the March 22, 2005 Departmental memorandum?**
A1: This submission satisfies the transition plan requirement.
- Q2: When is it due to the Regional/State office?**
A2: The response is due at the Washington Office on August 25, with each agency partner in an FPU submitting to their own Regional or State office according to agency direction. Check with your Regional or State office for your agency and Regional/State procedures.
- Q3: How is the submission to be made?**
A3: Following the guidance provided by their agency, each FPU partner will submit their spreadsheet form and narrative document to their Regional/State office. The Regional/State office will review the submission to make sure the response is complete and reasonable, providing the information requested. The Regional/State office will provide a Regional/State narrative if needed, and forward the package (FPU spreadsheet form and narrative) to the Washington office, per agency protocol.
To simplify the process it is recommended, but not required, that the FPU produce a single package consisting of a narrative document and a completed spreadsheet form (attached to the memorandum). A copy of the package can then be made for each FPU partner, for submission to the partners' Regional/State agency office.
- Q4: What should be in the narrative document?**
A4: The content of the narrative document should focus on addressing items 1 and 2 in the memorandum (i.e., "Provide feedback and observations..." and "Provide specific examples and observations...").
- Q5: What goes in the spreadsheet form?**
A5: The spreadsheet is formatted with drop-down menus for the columns "Agency," "Category," and "Fiscal Year to Implement." Use the pre-selected options in these columns. Fill in the rest of each row, following the examples shown.
- Q6: Can we modify the spreadsheet form to suit our FPU-specific conditions?**
A6: No. Do not add columns, change column headings, add items to the drop-down menus, or change the structure of the spreadsheet form in any way.
- Q7: How is efficiency defined?**
A7: Efficiency is an economic concept (where as *effective* is an operational concept). For the purposes of this submission, an increase in efficiency may be found by implementing several strategies. It could include cost saving measures, a more efficient use of the budgets the FPU partners currently receive, or other changes to the combined firefighting organization in the FPU that could lead to increased firefighting capabilities

for the FPU's combined preparedness budget. Additionally, better understanding of the partners programs and needs may well develop a more effective response to an incident, with the potential of saving dollars of suppression cost or reducing loss of resources.

Q8: What are some examples of the sorts of efficiencies that might be possible through the implementation of FPA?

A8:

Example 1: Sharing leadership positions may increase the funds available to make additional firefighter positions available.

Example 2: A unit may have an engine that is currently funded by another program area such as Fuels that is available to be part of the initial response organization. If a small investment of preparedness funds is invested to bring the engine up to the appropriate standards for initial response, this can save the FPU from purchasing a new engine. This increase in firefighting capability, by making another engine available to the FPU, is considered an increase in efficiency.

Q9: Do all efficiencies recorded in the spreadsheet form and narrative document have to be identified in the FPA-PM analysis?

A9: No. Interactions and collaborations with the FPU partners, discussions with other stakeholders, improvements in plans and agreements, improvements in data for planning and operational purposes, as well as the information gleaned from PM can lead to efficiencies.

Q10: What if we don't identify any efficiencies?

A10: Efficiencies are identifiable from many elements of the *FPA Process*.

Efficiencies are obtainable from reducing uncertainty in making plans and decisions through cleaning and integrating data. Better communications and agreements with FPU partners can reduce the time necessary to solve problems. Allowing positions to lapse, combining resources, revising organizations, utilizing different resources, etc. all can have the effect of contributing to an increase in firefighting resources available on the ground.

If after a through review of the FPA process and no efficiencies could be identified the FPU should provide an explanation.