In Reply Refer to:
1742 (OR-932) P

December 19, 2003

EMS TRANSMISSION 12/23/2003
Instruction Memorandum No. OR-2004-033
Expires: 9/30/2005

To: All District Managers

From: Associate State Director

Subject: Designation of Personnel to Maintain the National Fire Plan Operations and Reporting System for District Emergency Stabilization and Rehabilitation Projects

Program Area: Emergency Stabilization and Rehabilitation (ESR)

Purpose: Designation of the personnel responsible for inputting and maintaining the field office ESR data in the National Fire Plan Operations and Reporting System (NFPORS).

Policy/Action: Direction received from the Department and Instruction Memorandum No. 2003-237 states that, “All field offices are directed to use the National Fire Plan Operations and Reporting System (NFPORS) for tracking all ESR/BAER efforts. Data entry shall include all activities/treatments which were funded and completed within FY 2003, regardless of what year the fire actually burned. All proposed treatments for FY 2004 are to be entered into NFPORS as soon as possible after funding approval for all Emergency Stabilization Plans. All proposed Rehabilitation treatments for FY 2004 are to be entered into NFPORS prior to requesting funding.”

Up to now the Oregon State Office has entered and maintained all Emergency Stabilization and Rehabilitation NFPORS data from the FY 2000-2004 plans. It is our intent to now have the field offices take this over and become responsible for their own data. It is particularly relevant to do so at this time due to the NFPORS training that is and will be occurring over the next few months. All individuals selected for this job are encouraged to sign up for this online training whenever it is offered.

Please send the names of the individuals that have been assigned to input and maintain your ESR data in NFPORS to Clif Fanning (OR932) by January 16, 2004.

Timeframe: Effective immediately.

Budget Impact: These actions will not result in a loss of funding or in costs not normally associated with the program.

Contact: If you have any questions regarding this Instruction Memorandum, please contact Clif Fanning at (503) 808-6053.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Charles E. Wassinger

Authenticated by
Mary O'Leary
Management Assistant