Chapter 2:
EMRS Administration Module

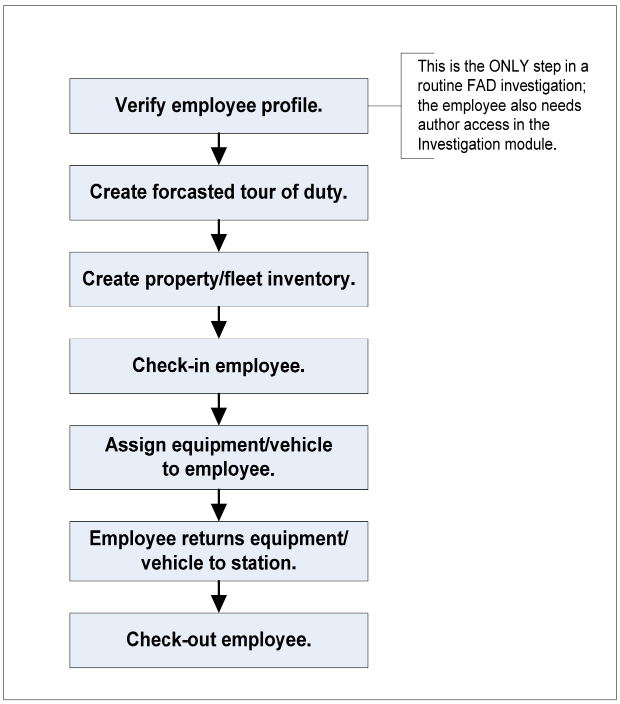
The Administration module is a valuable management tool. Its strength lies in the ability to manage large inventories of vehicles and equipment. Information about the individuals associated with routine or emergency FAD investigations is also found in EMRS; however, it is now handled by the Employee Qualification System (EQS) and transferred to the appropriate EMRS instance.

The electronic forms used to manage the information range from the set of Employee Profile forms used for both routine and emergency investigations to Resource Request, Rotation, Orientation & Training, and Station Fleet & Property forms used for emergency FAD outbreak situations.

Chapter Contents

Section 1: Overview

1.1 Basic workflow of the EMRS Administration Process



Routine FAD Investigation:

Minimal work is required for a routine FAD Investigation; just verify employee profile.

Note: Contact EMRS Support if you cannot find a profile (EMRSSupport@aphis.usda.gov).

Emergency FAD Outbreak situation:

The process is much more robust when dealing with an emergency outbreak situation. All of the steps shown to the left are typically necessary.

Refer to *1.2 EMRS Administration Steps for a Routine FAD Investigation* and *1.3 EMRS Administration steps for an Emergency FAD Outbreak* for more details.

Note: Most forms used in the EMRS process include a *File Attachment* section to attach relevant information/photos, and a *Document Management* section that displays information about the record, such as document type, editor, creator, and the document creation date. To simplify this chapter, these two sections are not displayed with each form.

1.2 EMRS Administration Steps for a Routine FAD Investigation

#	Description Of Step	Form(s) Used for This Step
1	Employee profiles are transferred from the Employee Qualification System (EQS) to appropriate instances of EMRS. Note: Contact EMRS Support (EMRSSupport@aphis.usda.gov) if you cannot find a profile. Note: The employee must also have author access in the Investigation module.	Employee Profile Form (Information transferred from EQS)

1.3 EMRS Administration Steps for an Emergency FAD Outbreak

#	Description Of Step	Form(s) Used for This Step
1	The number and type of positions needed for a given time period are identified, and name requests are forwarded to the appropriate person.	Not recorded in EMRS.
2	Employee requests are delivered and approved.	Not recorded in EMRS.
3	Orders are placed in EMRS for each position requested, including approved name requests.	Resource Request Form
4	EMRS is used to make “Tentative”, then “Filled” orders, and employees are now confirmed and scheduled to arrive at the task force ICP through forecasted rotations in EMRS.	Rotation/Forecasting Form
5	A New Rotation Forecast is created for the “Filled” orders and employees are now confirmed and scheduled to arrive at the task force Incident Command Post (ICP) through forecasted rotations in EMRS.	Rotation/Forecasting Form
6	The employee arrives at the task force; employee profiles are already in EMRS, at least one forecasted rotation has been scheduled, and they are checked-in using EMRS.	• Employee Profile Form (Check-In button) • Administrative Information Form • Medical Clearance Form • Personal Protection Equipment (PPE) Form • Certification Form • Contact Information Form
7	The employee attends orientation & training, which is documented in EMRS.	Orientation & Training Form
8	The employee requests equipment and vehicle assignments in EMRS. They are required to convey any damage or maintenance that is related to the vehicle or equipment they receive so it can be logged into EMRS as a record. Inventory has previously been loaded into EMRS using the Station Property & Station Fleet Forms.	• Station Property Form • Station Property Assignment Form • Station Property Damage Form • Station Property Maintenance Form • Station Fleet Form • Station Fleet Assignment Form • Station Fleet Damage Form • Station Fleet Maintenance Form
9	The employee completes current tour and any changes in assignments are made in their current tour of duty in EMRS.	• Employee Profile Form (Check-Out button)
10	The employee returns assigned equipment and vehicles that are logged back into EMRS, then proceeds to be Checked-out of EMRS and Demob.	• Property Assignment Form • Fleet Assignment Form

Section 2: Employee Profile Forms

The employee profile forms are designed to capture all relevant information related to employees who are entered into the EMRS such as; employee name, affiliated organization, contact information, training information, etc.

- Profiles for VS and APHIS employees are now created in the Employee Qualification System (EQS) and transferred to EMRS.
- Profiles for State and other cooperators must be handled differently. To create or change these profiles, send an email to EMRS Support EMRSSupport@aphis.usda.gov) that contains the individual's name (first, last, & middle initial), organization, official title, duty city & state, work phone and work email.

Refer to Appendix 2A of this chapter for a relationship diagram of the employee profile forms.

2.1 Administrative Information Form (Basic Employee Profile Information)

Form's purpose:	Used to capture basic information about an employee involved in a routine FAD investigation or assigned to an emergency FAD outbreak task force. Note: This information is now handled by the Employee Qualification System (EQS), and transferred to the EMRS Administrative Information fields. Verify data for accuracy.
Pre-requisite(s):	None. This form is a pre-requisite to all other forms; it must contain the required information before employees can be assigned to a routine FAD investigation or an emergency FAD outbreak task force, or have equipment or a vehicle assigned to them.
To access the form:	On the Administration Welcome page, click on Employee Profiles ; click on an employee's name.

Verification of Data

1. Display an *Administrative Information* form onscreen (see the example below):


Administrative Info

Employee ID	JD952174		
Last Name (Legal)* :	Doe	**First Name (Legal):**	Jack
MI :	S	Nick Name:	Jay
Status:	ACTIVE	Suffix:	
Organization*:	APHIS/VS/CEAH/NSU...		
Title Entered	Epidemiologist	Group:	

NFC Data Import for Federal or Text Field Data entered for non-Federal employee

NFC Title	BIOLCL SCNTST	Duty City:	Fort Collins
NFC Working Title :	EMERGING ISSUES ANALYST	Duty State:*	CO
Grade*:	13	Duty Station:	Fort Collins, CO
Series:	0401	Home Unit/Provider:	
Office Unit:		Dispatch Office:	National

2. Verify data is correct – see next page for field descriptions.
3. Contact EMRS Support (**EMRSSupport@aphis.usda.gov**) if you have questions/comments regarding the data.

∗ Required field

Employee Profile – Admin Info Form	
Data Field	**Description**
Employee ID	The identification code assigned to an employee.
Last Name (Legal) ∗	Proper last name of the employee.
First Name (Legal) ∗	Proper first name of the employee.
MI	Middle initial of the employee.
Nick Name	Familiar name of an employee, if their proper name is not used.
Suffix	Suffix of a name, if appropriate; for example, Sr. , Jr., III.
Status	Active or inactive employee.
Organization ∗	Organization with which the employee is associated; for example: USDA AHPIS VS, State, Interior – BLM, Private, Volunteer, etc.
Title Entered	Job title of the employee; for example: AHT, Economist, Epidemiologist, Food Inspector, Computer Specialist, VMO, Public Health Officer, Admin, EMRS Specialist, etc.
Group	Group the employee logically belongs to; for example: Administrative, Computer/Technology, Scientists/VMOs, Support, Leadership, etc.
NFC Title	The high-level position title of an employee, according to the National Finance Center.
NFC Working Title	A more refined position title of an employee, according to the National Finance Center.
Grade	Government position classification structure.
Series	Number assigned to a specific job type.
Office Unit	Division within an office.
Duty City	City in which the employee works.
Duty State	State in which the employee works.
Duty Station	Combination of Duty State and Duty City; information comes from National Finance Center (NFC).
Home Unit/Provider	Combination of employee's unit and provider (such as VS Louisiana).
Dispatch Office	Office that dispatches the employee: Eastern Region, Western Region, or National across all of APHIS.

2.2 Employee Contact Information Form

Form's purpose:	Used to capture contact information regarding an employee involved in an emergency FAD outbreak task force. Note: This information is now handled by the Employee Qualification System (EQS), and transferred to the EMRS Employee Contact Information fields. Verify data for accuracy.
Pre-requisite(s):	The *Administrative Information* of the *Employee Profile* must be completed before you can access the Employee Contact Information form.
To access the form:	1. Click on SEARCH . 2. Search for: *Employees.* 3. Enter criteria (last name, first name, employee ID, etc) to find an employee. 4. Click on the Search button. 5. Click on the employee's name. 6. Click on Contact Info .

Verification of Data

1. Display an *Employee Contact Info* form onscreen (see the example below):

Employee Contact Info for Jack S. Doe

WORK

Address:	NRRC Building B, MS 4W2 2150 Centre Avenue	City:	Fort Collins
State:*	CO	Zip:	80526-8117
Work Phone:	(970) 494-0000	Work Fax:	

FIELD TDY

Address:	United States	Phone / Email:	No Info

HOME

Address:	Eaton, CO 80615 USA County,	Phone:	No Info

EMERGENCY CONTACT

Name:	Jane T. Doe	Relationship:	Spouse
Pri. Phone:	(970) 333-0000	Alt. Phone:	(970) 222-0000

2. Verify data is correct – see field definitions on next page.
3. Contact EMRS Support(EMRSSupport@aphis.usda.gov) if you have questions/comments regarding the data.

Employee Profile – Contact Information Form	
Data Field	**Description**
WORK	
Address	Street address where the employee works (can include a campus name, building number, etc.)
City	City in which the employee works.
State	State in which the employee works.
Zip	Zip code in which the employee works.
Work Phone	Employee’s phone number at work, including area code.
Work Fax	Employee’s fax number at work, including area code.
FIELD TDY	
Address	Address of employee’s temporary duty assignment.
Phone	Phone number to reach employee at their temporary duty assignment.
Email	Email address to reach employee at their temporary duty assignment.
HOME	
Address	Address where the employee resides (street, city, state, and zip code).
Phone	Phone number to use to contact employee at home.
EMERGENCY CONTACT	
Name	Name of a person to contact in case of an emergency regarding the employee.
Pri. Phone	Private phone number of the emergency contact person.
Relationship	Relationship between the employee and the emergency contact (husband, wife, daughter, son, friend, neighbor …)
Alt. Phone	Alternate phone number for the emergency contact, if available.

2.3 Personal Protection Equipment (PPE) Form

Form's purpose:	Used to capture equipment information (type, model, size, fit, etc) for an employee that needs personal protection for an emergency FAD outbreak task force. Note: This information is now handled by the Employee Qualification System (EQS), and transferred to the EMRS Personal Protection Equipment fields. Verify data for accuracy.
Pre-requisite(s):	The *Administrative Information* of the *Employee Profile* must be completed before you can access the Personal Protection Equipment form.
To access the form:	1. Click on SEARCH . 2. Search for: *Employees.* 3. Enter criteria (last name, first name, employee ID, etc) to find your employee profile; normally, you will only be able to view your own personal protection equipment information. 4. Click on the Search button. 5. Click on your name. 6. Click on PPE .

Verification of Data

1. Display a *Personal Protection Equipment* form onscreen (see the example below):

Personal Protective Equipment				
Type & Model	Size	Fit Test Date	Expiration Date	Status
No Documents Found				

2. Verify data is correct – see field definitions below.
3. Contact EMRS Support (EMRSSupport@aphis.usda.gov) if you have questions/comments regarding the data.

∗ Required field

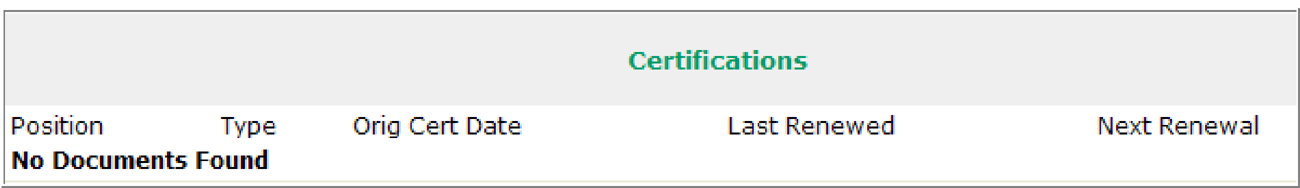
Employee Profile – Personal Protection Equipment (PPE) Form	
Data Field	**Description**
Type	Kind of PPE assigned to the employee (Disposable Respirator N100, N95, P100, P95, Respirator Full Face, Respirator Half Face …)
Model	Model number of the PPE.
Size	Size of the PPE.
Fit Test Date	Date the PPE was tested for proper fitting on the employee.
Expiration Date	Date PPE is no longer fit for use.
Status	Status of PPE.

2.4 Certifications Form

Form's purpose:	Used to capture employee certification information to verify they are qualified for the position assigned to them on a task force. Note: This information is now handled by the Employee Qualification System (EQS), and transferred to the EMRS Certifications fields. Verify data for accuracy.
Pre-requisite(s):	The *Administrative Information* of the *Employee Profile* must be completed before you can access the Personal Protection Equipment form.
To access the form:	1. Click on **SEARCH** . 2. Search for: *Employees.* 3. Enter criteria (last name, first name, employee ID, etc) to find your employee profile; normally, you will only be able to view your own personal protection equipment information. 4. Click on the **Search** button. 5. Click on your name. 6. Click on **Certs** .

Verification of Data

1. Display a *Certifications* form onscreen (see the example below):


Certifications

Position	Type	Orig Cert Date	Last Renewed	Next Renewal
No Documents Found				

2. Verify data is correct – see field definitions below.
3. Contact EMRS Support (**EMRSSupport@aphis.usda.gov**) if you have questions/comments regarding the data.

∗ Required field

Employee Profile – Certifications Form	
Data Field	**Description**
Position	Position employee is qualified to fill.
Type	Type of certification… such as Job, xxxxxx xxx xxxxx xxx
Orig Cert Date	Date employee was originally certified for position.
Last Renewed	Date certification was last renewed.
Next Renewal	Date of next certification.

2.5 Orientation & Training Form

Form's purpose:	Used to record the training classes the employee has completed that are related to an emergency FAD outbreak task force. Note: The AgLearn information is now handled by the Employee Qualification System (EQS), and transferred to the EMRS Orientation & Training screen. Incident-level training can be added in EMRS when appropriate.
Pre-requisite(s): The	*Administrative Information* of the *Employee Profile* must be completed before you can access the Orientation and Training form.
To access the form:	1. Click on SEARCH . 2. Search for: *Employees.* 3. Enter criteria (last name, first name, employee ID, etc) to find an employee. 4. Click on the Search button. 5. Click on the employee's name. 6. Click on Skills . 7. View AgLearn course information, if appropriate. 8. Click on New Orientation/Training to add new incident-level training or training not accommodated in either AgLearn or EQS to an employee's record.

View AgLearn Course Information

The first thing you may notice after clicking on the *Skills* button, is the list of the employee's AgLearn courses, with the description of the course, and the date the course was taken. You can only view, not edit, this information in EMRS (see the example below):

Orientation & Training

New Orientation/Training

Refresh

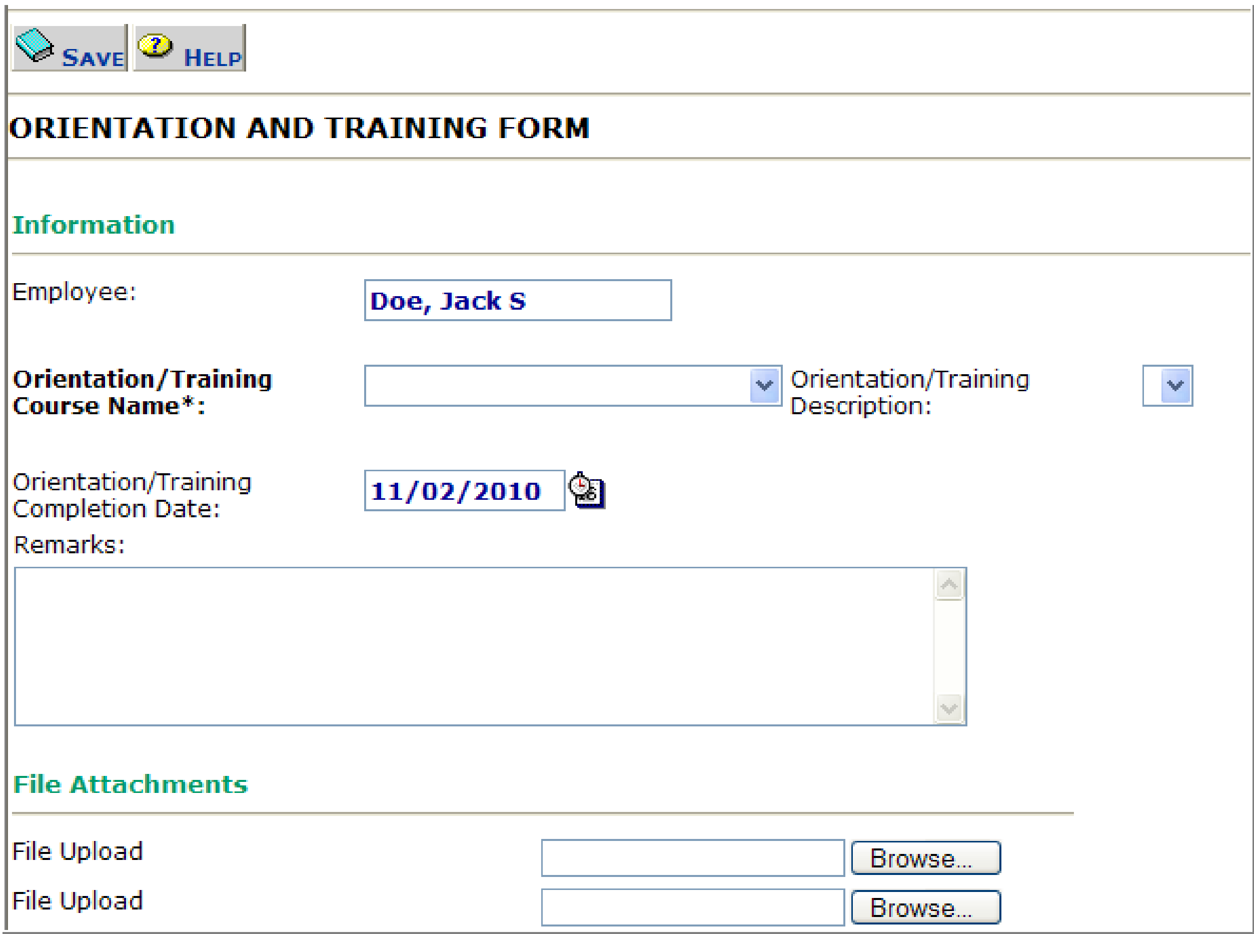
Full Name Date Taken Course Description

AgLearn Training Record for Jack S. Doe AglearnID: JD987258

Date Taken	Course	Description
09/13/2010	APHIS-ADA-RATIPATHTGFESAMTA	Reasonable Accommodations: The Interactive Process . . . for Experienced Supervisors and Managers
09/13/2010	APHIS-ADA-2010	ADA Amendments Act of 2008
06/02/2010	DA-ETHICS-EMPRESTRICTIONS	Ethics: Basic Post-Employment Restrictions
01/07/2010	APHIS-VS-1005AA	Confirmation of VSCP Curriculum Completion
12/17/2009	mo_bgwd_a03_dt_enus_SKILLSOFT	Structuring, Editing, Saving, and Opening Documents in Word 2007
12/16/2009	mo_bgwd_a02_dt_enus_SKILLSOFT	Working with Text and Paragraphs in Word 2007
12/16/2009	mo_bgwd_a01_dt_enus_SKILLSOFT	Getting Started with Word 2007
09/28/2009	APHIS-Disposal-05	Program Diseases
08/18/2009	APHIS-VSExCertAnimal Products	Export Certification of Animal Products I
07/31/2009	USDA-TELEWORK-EMP	TeleWork 101 for Employees
07/21/2009	APHIS-PPE01	Personal Protective Equipment
07/06/2009	APHIS-Disposal-02	Introduction to Biosecurity

Data-Entry Procedure

1. Click on **New Orientation/Training** to display an *Orientation and Training* form onscreen (see the example below):
2. Enter information into the form; refer to the field descriptions below for assistance.
3. Click on **SAVE** to record the information.



∗ Required field

Data Field	Description / Action to Take
Employee	Name of the employee receiving training and orientation for an investigation or outbreak.
Orientation/Training Course Name ∗	Select a course name from the list that includes courses such as Computer Training, Safety Training, Technical Training, Disease Specialist, ICS/NIMS Training, etc.
Orientation/Training Description	Select the appropriate course description from the dynamic list provided.
Orientation/Training Completion Date	Select the date the orientation/training was completed from the calendar(s) at the end of the field. Click on the calendar to select a date if the default date is not correct.
Remarks	Enter relevant comments regarding the training/orientation.
File Attachments	Attach/upload relevant information and/or digital photos – Use the *Browse* button to locate files.

2.6 Medical Clearance Form

Form's purpose:	Used to capture information such as, type of clearance employee needs for an emergency FAD outbreak task force, clearance approval information, status, restrictions, etc. Note: This information is now handled by the Employee Qualification System (EQS), and transferred to the EMRS Medical Clearance fields. Verify data for accuracy.
Pre-requisite(s):	The *Administrative Information* of the *Employee Profile* must be completed before you can access the Medical Clearance.
To access the form:	1. Click on **SEARCH** . 2. Search for: *Employees.* 3. Enter criteria (last name, first name, employee ID, etc) to find your employee profile; normally, you will only be able to view your own medical clearance information. 4. Click on the **Search** button. 5. Click on the your name. This takes you to the *Employee Profile* form. 6. Click on **Med Clearance** .

Verification of Data

1. Display a *Medical Clearance Requirements* form onscreen (see the example below):

Medical Clearance					
Clearance Type	Type Approved	Approval Date	Exp Date	Status	Restrictions
Respiratory	**Full APR**	**05/22/2006**	**05/22/2008**	**CURRENT**	**none**
TB Test	**Negative**	**09/27/2007**	**09/27/2008**	**CURRENT**	

2. Verify data is correct.
3. Contact EMRS Support (EMRSSupport@aphis.usda.gov) if you have questions/comments regarding the data.

∗ Required field

Employee Profile – Medical Clearance Requirements Form	
Data Field	**Description**
Clearance Type	Type of medical clearance (Respiratory, TB Test …)
Type Approved	Type of clearance approved for the employee (Full or Restricted APR, Full or Restricted SCBA, TB Negative …)
Approval Date	Date the medical clearance was approved.
Exp Date	Medical clearance expiration date.
Status	Status of the medical clearance (Pending, Current …)
Restrictions	Any limitations the employee has regarding the medical clearance (None, Light Duty using APR, Light Duty using APR or SCBA …)

2.7 Employee Profile Forms - Next Steps

At this point, you can perform any of the following tasks:

- **Use any of the Grey Action Buttons:**

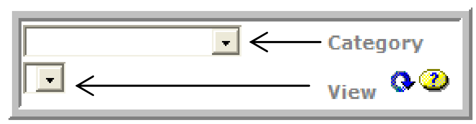
Click, to open a new memo within the Lotus Notes email application. The new memo is auto-filled with a URL for the *Employee Profile Form* and is ready for you to email.

Click, to check in an employee arriving for a new rotation at an incident.

Click, to record the date the employee left the incident.

Click, to display a Help Document about this form. Click on  to close this Help Document.

- **View reports that are pulled from information that is in the database:**
  - Select **Category: Employee** (located at top-right corner of screen)
  - Select from among the following **Views** (click on  if necessary, to initiate the report):
    - Employee (Categorized)
    - Contact Information
    - Employee Roster by Org
    - Employee by ID Number
    - Employee by Team
    - Call Center Assignment
    - Assigned Property
    - Assigned Fleet
    - Training by ICP/Employee
    - O & T by Course
    - Orientation and Training
    - Employee Work & Cell Phones
    - Position Certifications



You won't see these views until an employee has been assigned property or a vehicle.

Section 3: Resource Forms

The resource forms are designed to capture all relevant information related to staffing for an emergency FAD outbreak task force such as; name of person requesting resources, the type and location of the incident needing resources, resource & request numbers, position the resource would fill, tour of duty dates, itinerary information, etc.

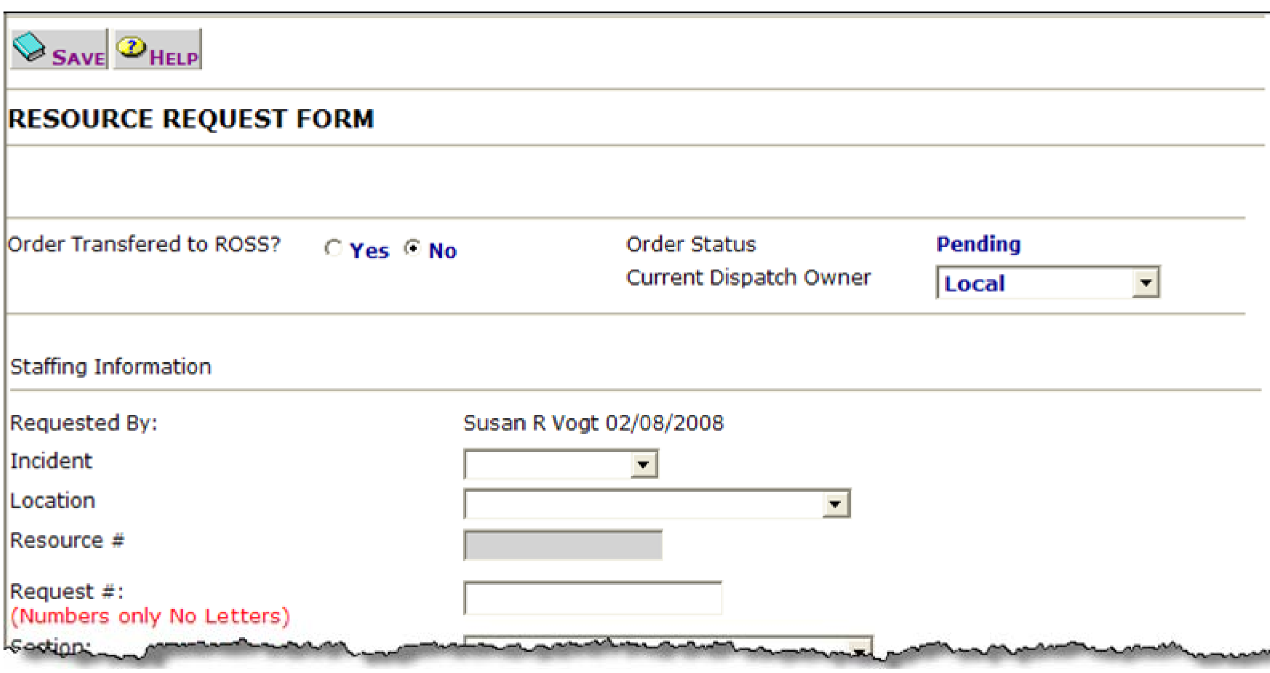
Refer to Appendix 2A of this chapter for a relationship diagram of the employee resource forms.

3.1 Resource Request Form

Form's purpose:	Use to request staffing for an emergency FAD outbreak task force.
Pre-requisite(s):	The *Administrative Information* of the *Employee Profile* must be saved before you can access the Resource forms.
To access the form:	On the Administration Welcome page, click on Enter New Resource Request

Data-Entry Procedure

1. Display a blank *Resource Request* form onscreen (see the example below and on the following page):


SAVE HELP

RESOURCE REQUEST FORM

Order Transfered to ROSS? Yes No

Order Status Pending

Current Dispatch Owner Local

Staffing Information

Requested By: Susan R Vogt 02/08/2008

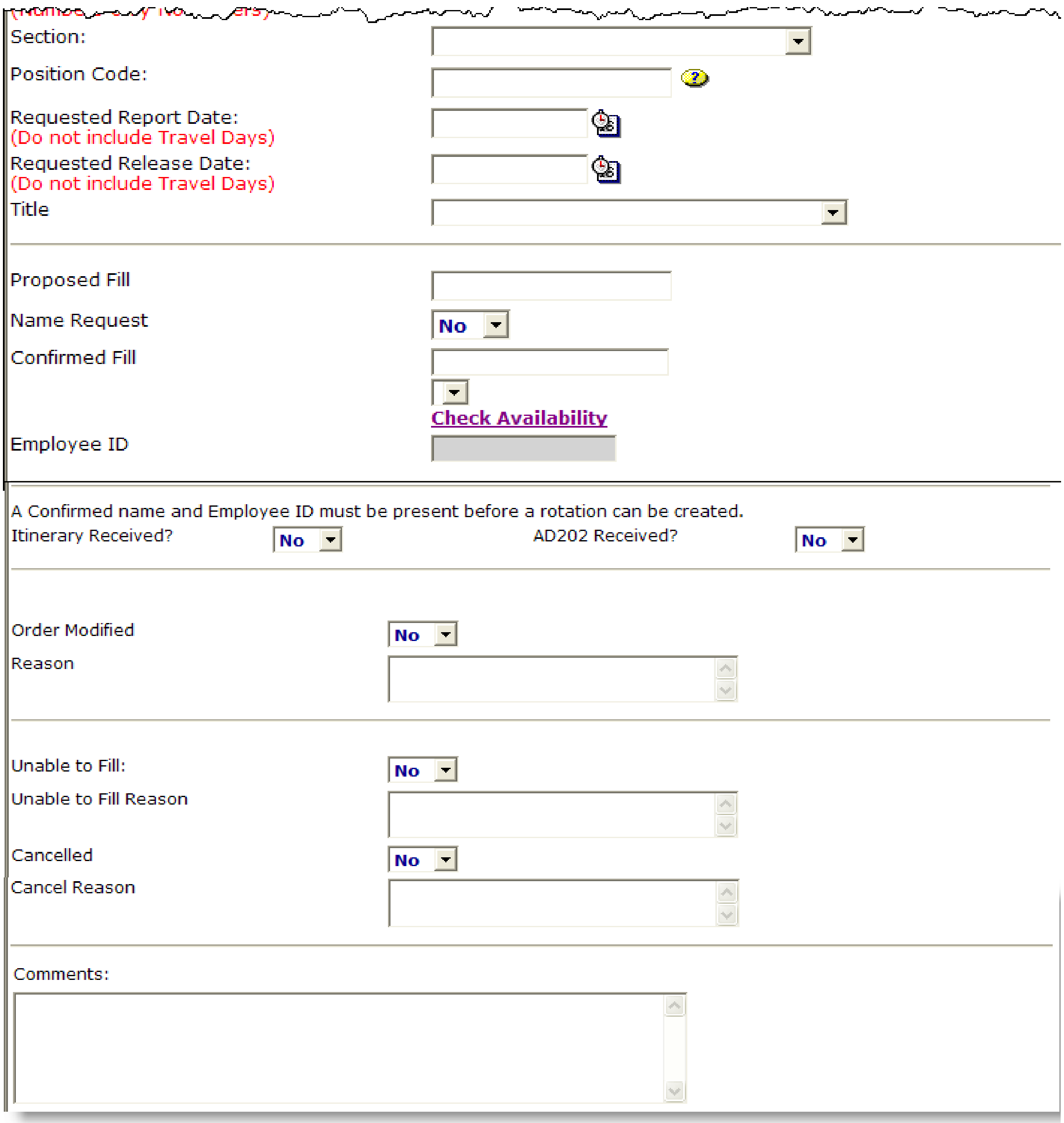
Incident

Location

Resource #

Request #:
(Numbers only No Letters)

Section:



Section:

Position Code:

Requested Report Date:
(Do not include Travel Days)

Requested Release Date:
(Do not include Travel Days)

Title

Proposed Fill

Name Request No

Confirmed Fill

Check Availability

Employee ID

A Confirmed name and Employee ID must be present before a rotation can be created.

Itinerary Received? No AD202 Received? No

Order Modified No

Reason

Unable to Fill: No

Unable to Fill Reason

Cancelled No

Cancel Reason

Comments:

2. Enter information into the form; refer to the field descriptions below for assistance.
3. Click on SAVE to record the information.

∗ Required field

Resource Request Form	
Data Field	**Description / Action to Take**
Order Transferred to ROSS?	Select Yes or No.
Order Status	The status of the request defaults to Pending.
Current Dispatch Owner	Select Local, Eastern Region, Western Region, or National for the area in which the individual requested is located.
Requested By	The name of individual who requested the resource. The default is the creator of the document.
Incident ∗	The event for which a resource is needed. Select from the drop-down menu. There is usually only one incident per database.
Location ∗	The site of the incident. Select from the drop-down menu.
Resource #	The unique identifier used for individual being requested as a resource for an incident. The prefix is generated from values entered in the field staff request order number field on the location document found in the field Location Name look-up. For example: CA-OCS-65.
Request #	Numbers ONLY, NO letters. The unique identifier that is automatically generated when the resource request is saved. The next sequential number for the current location is assigned. For example: 1023. In some cases the auto-generate feature may be turned off, allowing for the manual entry of numbers to facilitate the reconciliation of existing orders.
Section ∗	The description of the section/position where the individual is needed. For example: Plan Info Mgmt Branch, Operations, Finance Administration, IC Safety, etc.
Position Code	????
Requested Report Date ∗	DO NOT include travel days. Date on which the requested individual is scheduled to arrive at the incident. There are two ways to enter this date: • Click on the Calendar icon ( ) to display and use a pop-up calendar. • Manually type the date using this format: MM/DD/YYYY (use slashes, not dashes, to separate)
Requested Release Date ∗	DO NOT include travel days. Date on which the requested individual is scheduled to depart from the incident. There are two ways to enter this date: • Click on the Calendar icon ( ) to display and use a pop-up calendar. • Manually type the date using this format: MM/DD/YYYY (use slashes, not dashes, to separate)
Title	Requested individual's job title. For example: Epidemiologist.
Proposed Fill	This field can be used at the time of the resource order request to name a specific individual to fill a position at the incident. If you name a specific individual, you must select **Yes** in the Name Request field. This field can also be used at the time Expanded Dispatch is trying to line up people and positions as a Tentative Fill, before the individual is confirmed to fill the position. In this case, select **No** in the Name Request field. These requests can be found in the view – *Staff Requests > Staff Requests by Status > Tentative*.
Name Request	If you select Yes, and place a name in the Proposed Fill field, it is assumed that you do not want substitutions by Logistics – Expanded Dispatch, unless approved by the Logistics-Personnel Orders Manager. These requests can be found in the view – *Staff Requests > Staff Request by Status > Name Requests.* **Note: Name Request should only be used for rare occasions when the job requires a specific individual instead of a set of qualifications. All name requests must be approved by Incident Command!**

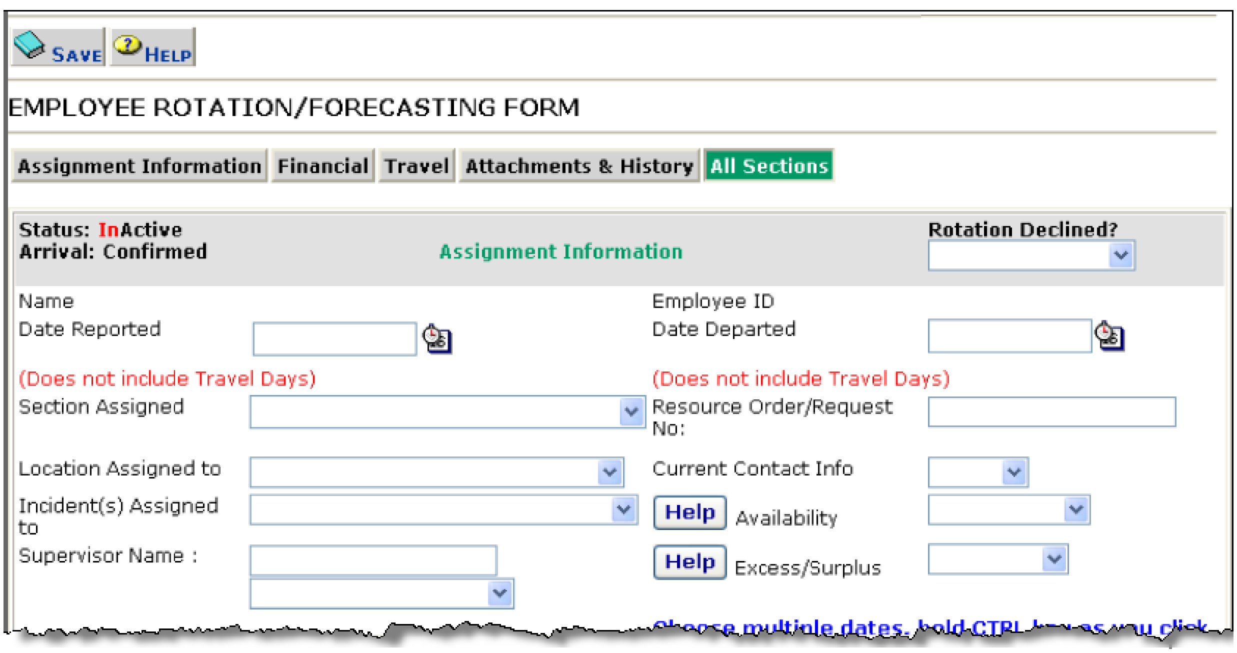
Resource Request Form (continued)	
Data Field	**Description / Action to Take**
Confirmed Fill	Once you have contacted the individual to see if they can fill an order, and you get confirmation, you must advance the request to a **Filled** status. You can find the request in the view – *Staff Request > Staff Requests By Status* under the status of **Tentative** or *Name Requests* by the **resource number**. 1. Select the request. 2. Click, Edit. 3. Enter name in **Confirmed Fill** field. Note: This person must have an employee profile entered in EMRS complete with an Employee ID before a new Rotation/Forecast can be created from the Resource Request and before he can be found in a lookup. The Logistics – Expanded Dispatcher is responsible for creating the profile.
Employee ID / Check Availability	Enter the Employee's identification code. Once you have entered a name in the Confirmed Fill field, you can quickly check the profile of this person to verify they have not been scheduled to fill another tour by clicking on Check Availability. This brings up a window showing current and past tours for this individual, helping to prevent scheduling conflicts.
Itinerary Received?	The requested individual's trip plans should be received before a new Rotation/Forecast is completed to ensure that the individual can travel when scheduled. This will prevent rotation cancellations and re-issues. This field displays whether an itinerary has been received (**Yes**) or not (**No**).
AD 202 Received?	Has the travel authorization been received? Select Yes or No.
Order Modified	Was the staffing order/request modified? Select Yes or No.
Reason	If the staffing order/request was modified, enter a reason in this field.
Unable to Fill	Was the position not filled? Select Yes or No.
Unable to Fill Reason	If the position was not filled, enter a reason in this field.
Cancelled	Was the staffing order/request cancelled? Select Yes or No.
Cancel Reason	If the staffing request/order was cancelled, enter a reason in this field.
Comments	Enter relevant remarks.

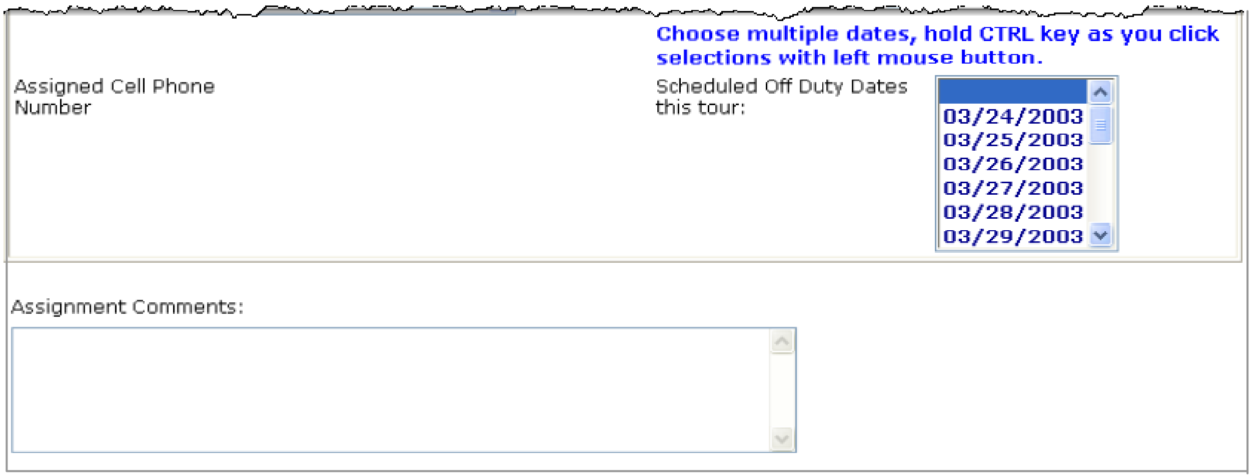
3.2 Employee Rotation/Forecasting Form

Form's purpose:	Use to document an employee's work schedule (rotations to and from the task force).
Pre-requisite(s):	The *Resource Request* form must be saved with a confirmed name and employee ID before a rotation can be created.
To access the form:	To set up an employee's rotation schedule: 1. On the Administration Welcome page, click on Enter New Resource Request . 2. Fill out the form. 3. Click, SAVE to save your data entry. 4. Click on New Rotation/Forecast , if necessary, to view the form. To view an employee's rotation schedule: 1. Click on SEARCH . 2. Search for: *Employees.* 3. Enter criteria (last name, first name, employee ID, etc) to find the employee. 4. Click on the Search button. 5. Click on the employee's name. 6. Click on Assign Info . 7. View current duty assignment. 8. To view forecasted rotations, click on the *Date Assigned link.* To edit the current rotation: 1. Click on EDIT . 2. Make appropriate changes. 3. Click on SAVE to record your changes.

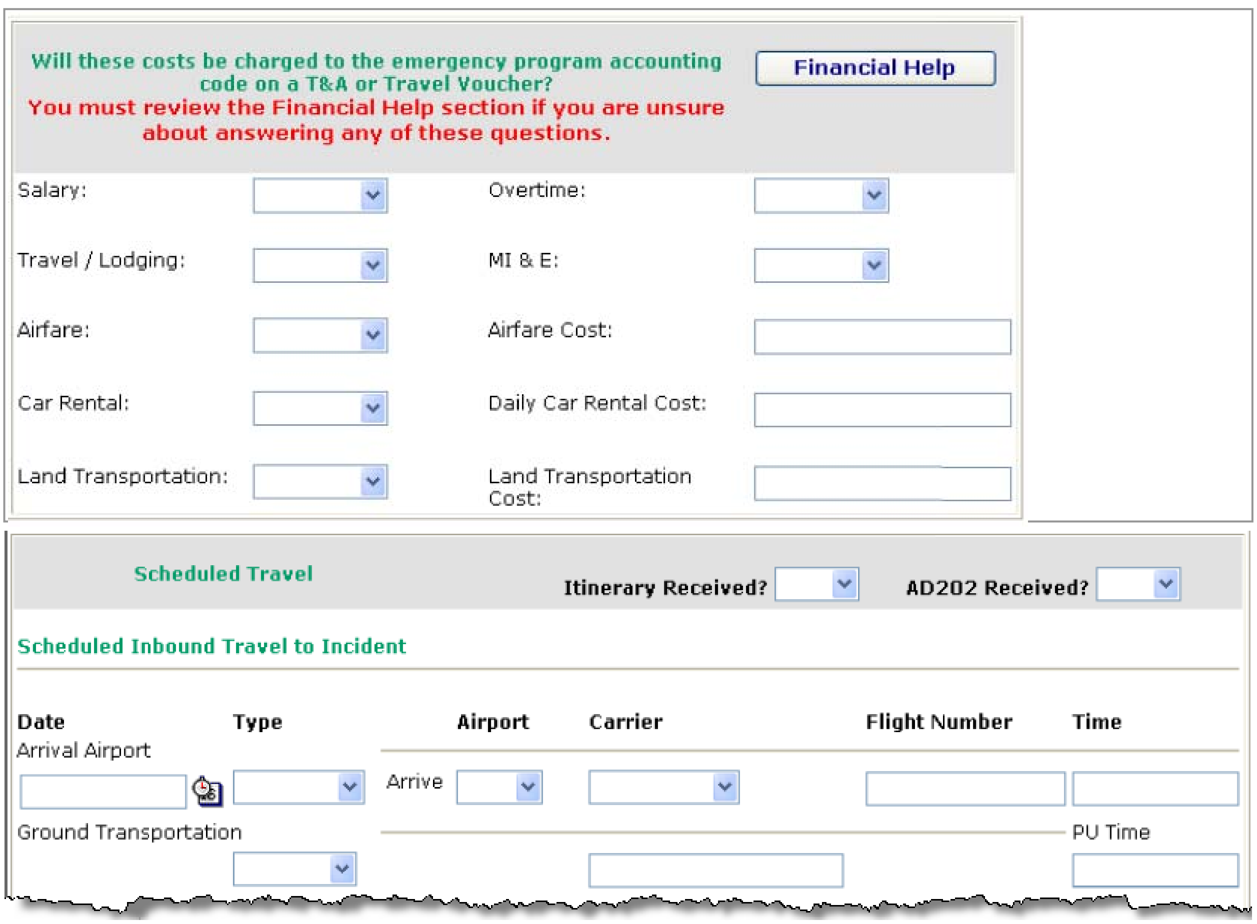
Data-Entry Procedure

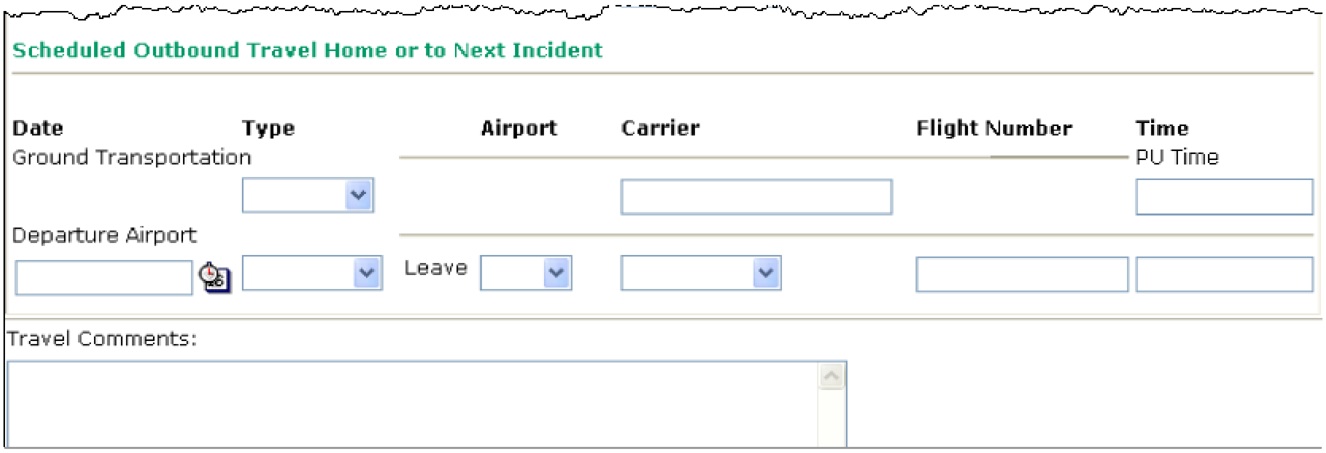
1. Enter information into the *Employee Rotation/Forecasting Form* (see the blank form below and on the following page):





2. Click on SAVE to record the information.
3. Financial and Travel sections now become available.
4. Enter information into these sections, if appropriate.





5. Refer to the field descriptions below for assistance in filling out the form.
6. Click on SAVE to record the information.

∗ Required field

Resources – Employee Rotation / Forecasting Form	
Assignment Information Section	
Data Field	**Description / Action to Take**
Status	The employee’s status on the task force. Active or Inactive is displayed.
Arrival	Confirmed or unconfirmed is displayed.
Rotation Declined?	Did the employee decline the rotation schedule? Yes or No.
Returned Home Confirmation	
Name	The name of the employee assigned to the task force is displayed.
Employee ID	The employee’s identification code is displayed.
Scheduled Report Date ∗	The date the employee is scheduled to report for duty at the task force.
Scheduled Release Date ∗	The date the employee is scheduled to leave the task force.
Resource Order/Request No:	The number automatically assigned to the staffing order/request for the employee is displayed.
Section Assigned ∗	The description of the section/position where the individual is needed is displayed. For example: Plan Info Mgmt Branch, Operations, Finance Administration, IC Safety, LOG Chief, etc.
Location Assigned to ∗	The location of the incident the employee is assigned to is displayed.
Incident Assigned to ∗	The name of the incident/task force the employee is assigned to . . .
Supervisor Name	
Assigned Cell Phone Number	
Current Contact Info	The location of the employee when contacted using the information in this section; for example: Field, Work, Home, etc.
Availability	The employee’s availability status; for example: Available, Unavailable, On leave, Requested.

Excess/Surplus	The employee's excess/surplus status; for example excess within the ICP, or surplus and available for other ICPs, currently employed etc.
Scheduled Off Duty Dates this tour:	The dates the employee is scheduled to be away from the task force.
Assignment Comments	Add relevant remarks regarding employee rotation and forecasted scheduling.
Financial Section	
Salary	Yes, No, Pending
Overtime	Yes, No, Pending
Travel / Lodging	Yes, No, Pending
MI & E	Yes, No, Pending
Airfare	Yes, No, Pending
Airfare Cost	
Car Rental	Yes, No, Pending
Daily Car Rental Cost	
Land Transportation	Yes, No, Pending
Land Transportation Cost	
Scheduled Travel Section	
Itinerary Received?	Yes or No
AD 202 Received?	Yes or No
Inbound Travel Section	
Date Arrived at Airport	
Type of Airline	Select Com Air, Prv Air, or GOV Air (Commercial, Private, or Government)
Airport	Select airport to which employee is flying.
Carrier	Select the airline on which the employee is flying; for example: United, Continental, Southwest, etc.
Flight Number	Enter the flight number assigned to the airplane on which the employee is arriving.
Time	Enter the time the airplane is due to arrive at the airport.
Ground Transportation	Select the type of transportation the employee will use to get from the airport to the task force site; for example: Shuttle, POV, GOV, Taxi, Rental, Train, etc.
PU Time	Pick up time??? The time the ground transportation is scheduled to pick up people at that location.
Outbound Travel Section	
Ground Transportation	Select the type of transportation the employee will use to get from the airport to the task force site; for example: Shuttle, POV, GOV, Taxi, Rental, Train, etc.
PU Time	Pick up time??? The time the ground transportation is scheduled to pick up people at that location.
Departure Airport	Select airport from which employee is flying.
Type of Airline	Select Com Air, Prv Air, or GOV Air (Commercial, Private, or Government)
Airport	Select airport from which employee is departing.
Carrier	Select the airline on which the employee is flying; for example: United, Continental, Southwest, etc.
Flight Number	Enter the flight number assigned to the airplane on which the employee is departing.
Time	Enter the time the airplane is due to leave the airport.
Travel Comments	Enter relevant remarks regarding travel plans.
File Attachments	Attach relevant information and/or digital photos – Use the *Browse* button to locate files.

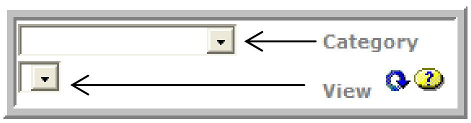
3.3 Resource Forms – Next Steps

At this point, you can do any of the following tasks:

- Use any of the Grey Action Buttons:

EDIT	Click, to re-open this form in data-entry mode. After making your changes, click on SAVE .
CHANGE EMPLOYEE	Click, to transfer the employee rotation/forecasting information to a different employee profile
MAIL IT	Click, to open a new memo within the Lotus Notes email application. The new memo is auto-filled with a URL for the *Resource Forms* and is ready for you to email.
NEW ROTATION	Click, to enter a new rotation for the same employee.
CONFIRM ARRIVAL	Click, to confirm an employee's arrival at a task force (It toggles to un-confirm, if you need to un-confirm the arrival).
REQ. DEL.	Click, to submit a request to delete this document and all descendent documents.
DELETE DOC	Click, to permanently delete document and all descendent documents.
HELP	Click, to display a Help Document about this form. Click on ☒ or ⇦ to close this Help Document.

- To see different Views (reports) of the Resource Request & Employee Rotation information:
  - Select **Category: Mob/DeMob** (located at top-right corner of screen)
  - Select from among the following **Views**:
    (click on the refresh icon to initiate the report, if necessary)



    - Departing Personnel by ICP
    - Arriving Personal by ICP
    - Current Rotations by Name
    - Current Rotations by Section
    - Employees Checked-in Today
    - Current Rotations by DeMob Date
    - Excess and Surplus by Name
    - Forecasted Rotations by Name
    - Forecasted Rotations by Section
    - Forecasted Rotations by Report Date
    - Late Arrivals by Name
    - Late Arrivals by Section
    - Past Rotations by Name
    - Automatic Check-Outs
    - Past Rotations by Section
    - Rotations by Employee
    - Rotations by Location
    - Rotations by section QUERY
    - Rotations Calendar
    - Rotations by Date (Categorized)
    - Staffing Requests by Location
    - Declined Rotations by Name

You can also select the following category and views:

- Category: **Resource Orders** (located at top-right corner of screen)
- Views (click on to initiate the report, if necessary):
  - Resource Orders by Status
  - Resource Dispatch
  - Resource Calendar
  - Resource Dispatch Local
  - Resource Dispatch National
  - Resource Dispatch ER
  - Resource Dispatch WR

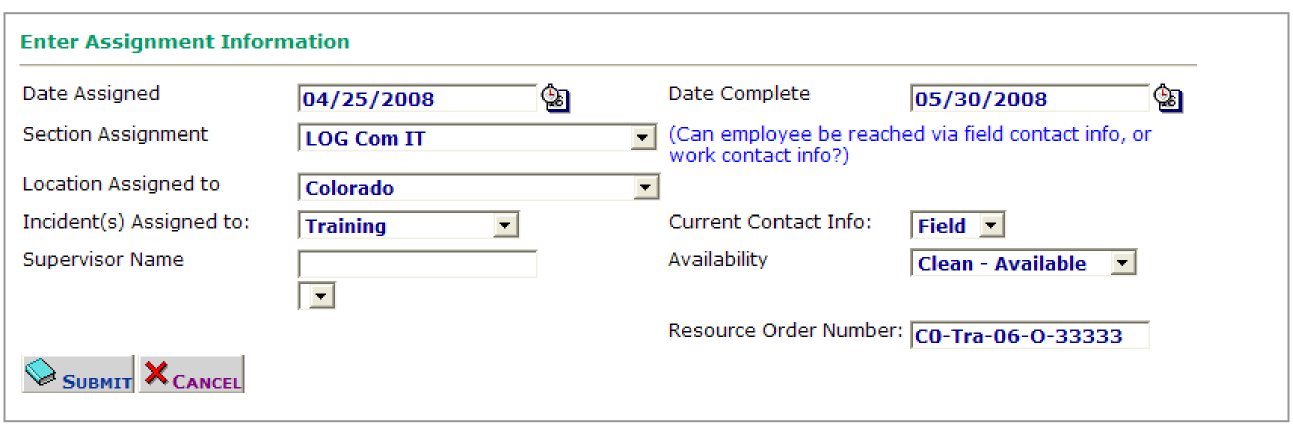
Section 4: Check-In Employee

Form's purpose:	Use to activate an employee for a task force in EMRS. Note: An employee must be checked-in before property or vehicles can be assigned to them.
Pre-requisite(s):	Employee profile must be set up in EMRS, with *Administrative Information* at minimum.
To access the form:	1. Click on SEARCH . 2. Search for: *Employees.* 3. Enter criteria (last name, first name, employee ID, etc) to look for the employee that needs to be checked into EMRS. 4. Click on the Search button. 5. Click on the employee's name. This takes you to the *Employee Profile* form. 6. Click on CHECK IN , toward the top of the screen.

Data-Entry Procedure

1. Click on <u>*Select*</u> (see the form below):

2. Add information, if appropriate.
3. Click on *Submit* (see the form below):



Section 5: Station Property Forms

The station property forms are designed to capture all relevant information related to station equipment such as; category, manufacturer's model name & number, serial #, availability status, damage & maintenance information, etc.

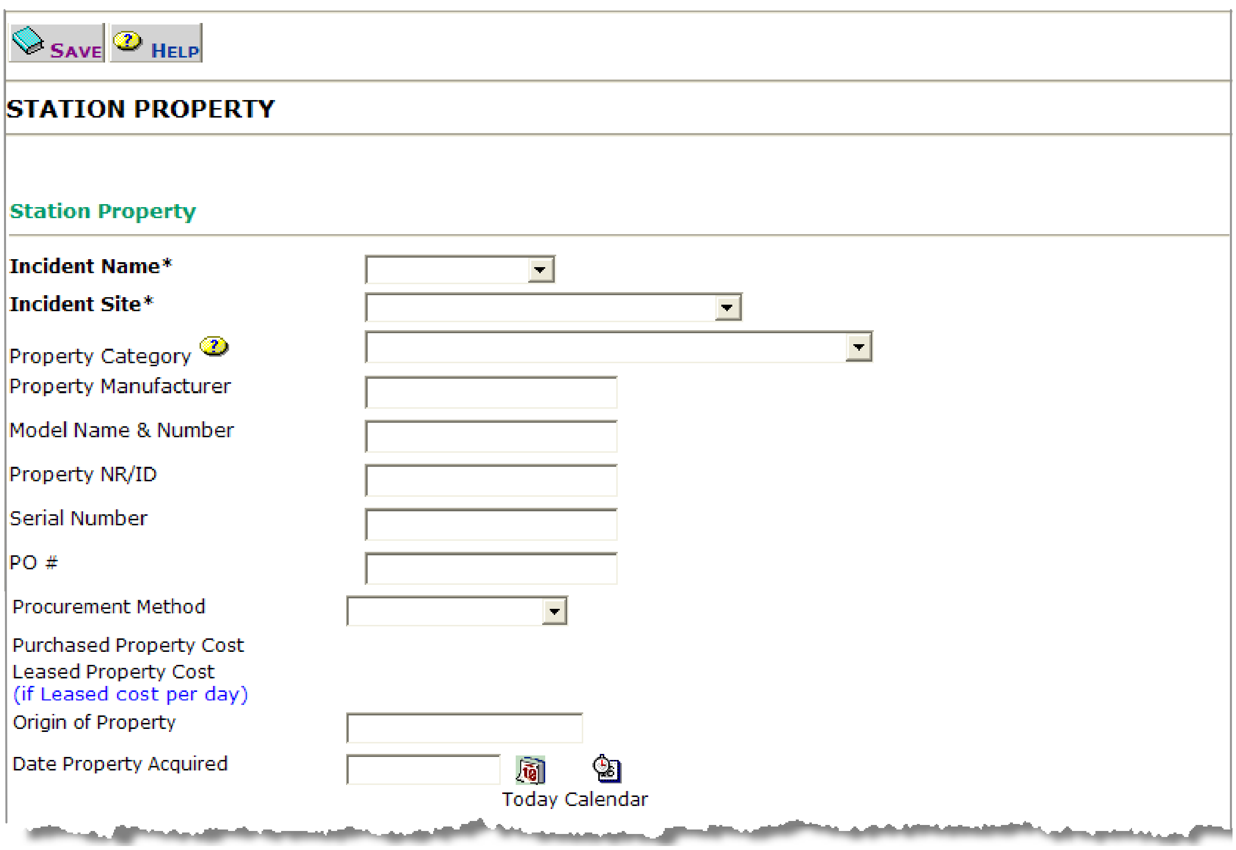
Refer to Appendix 2A of this chapter for a relationship diagram of the station property forms.

5.1 Station Property Form – Add Inventory

Form's purpose:	Use to enter inventory into EMRS. Note: Inventory must be available in EMRS before it can be assigned to an employee.
Pre-requisite(s):	None.
To access the form:	On the Administration Welcome page, click on Enter New Station Property . To enter similar items after entering the initial item, click on ENTER SIMILAR .

Data-Entry Procedure

1. Display a blank *Station Property* form onscreen (see the example below and on the following page):


SAVE HELP

STATION PROPERTY

Station Property

Incident Name*

Incident Site*

Property Category

Property Manufacturer

Model Name & Number

Property NR/ID

Serial Number

PO #

Procurement Method

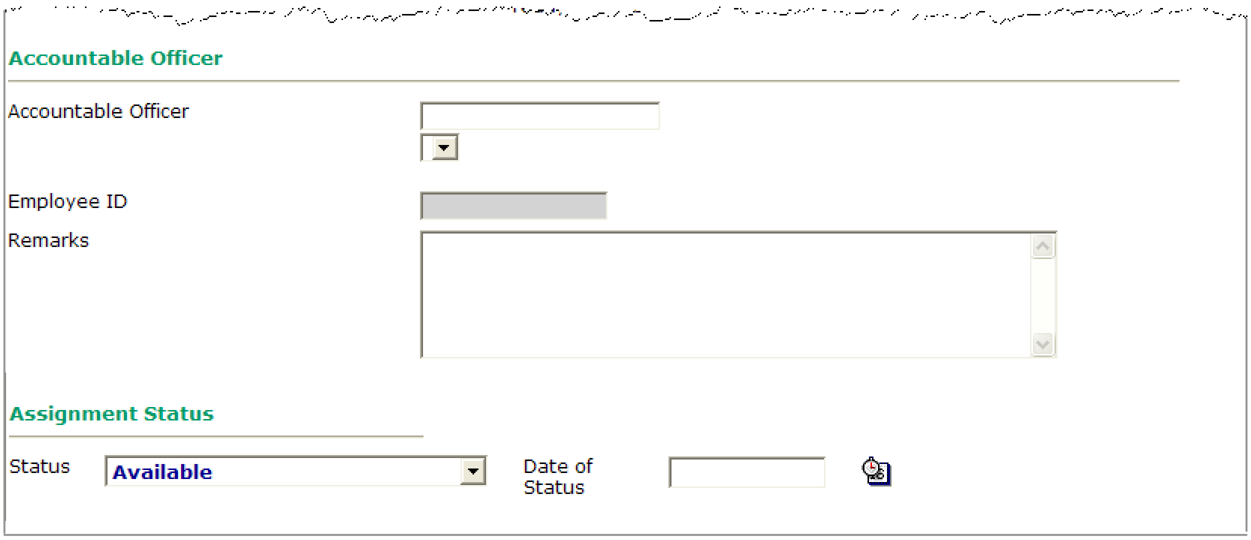
Purchased Property Cost

Leased Property Cost
(if Leased cost per day)

Origin of Property

Date Property Acquired

Today Calendar



2. Enter information into the form; refer to the field descriptions below for assistance.
3. Click on SAVE to record the information.

∗ Required field

Station Property Form – Add Inventory	
Data Field	**Description / Action to Take**
Incident Name	Select the name of the task force from the drop-down menu.
Incident Site	Select the location of the task force from the drop-down menu.
Property Category	Select the appropriate type of property from the drop-down menu. Choices include items such as digital camera, phone, computer, printer, plotter, credit card, cleaning tools, etc.
Property Manufacturer ∗	Enter the name of the manufacturer.
Model Name & Number	Enter the model name and model number of the item.
Property NR/ID	???
Serial Number	Enter the serial number on the item.
PO #	Enter the purchase order number.
Procurement Method	Select the procurement method from the drop-down menu. Choices include methods such as own/purchased, leased/rented, on loan, etc.
Purchased Property Cost	Enter cost of item purchased.
Leased Property Cost	Enter cost per day.
Origin of Property	Enter the source of the item (where it came from . . .)

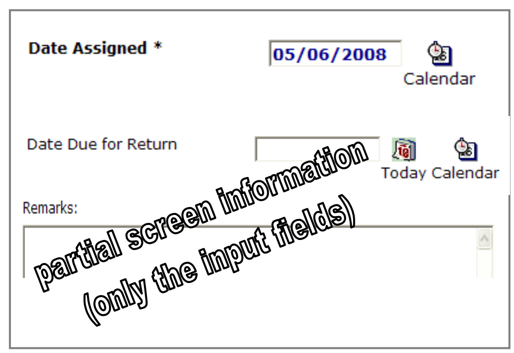
Date Property Acquired	Select the date the property was obtained. There are two ways to enter this date: • Click on the Calendar icon ( ) to display and use a pop-up calendar or click on the *Today* calendar if you want the current date automatically entered into the field. • Manually type the date using this format: MM/DD/YYYY (use slashes, not dashes, to separate)
Accountable Officer	???
Employee ID	???
Remarks	Enter relevant comments.
Assignment Status	Select the status of the item from the drop-down menu. Choices include available, reserved, lost or stolen, surplus, out of service for repairs, removed from inventory, returned to rental agency, premises assigned equipment, etc.
Date of Status	Date on which the status is effective. Click on the Calendar icon ( ) to display and use a pop-up calendar.

5.2 Station Property Assignment Form

Form's purpose:	Use to assign property, such as PDAs, credit cards, cell phones, keys, etc. to active employees.
Pre-requisite(s):	The employee must be in Active status (checked-in), and property items must already exist in EMRS inventory.
To access the form:	If available, click on ASSIGN . Otherwise: 1. Click on SEARCH and enter criteria, to find the employee that needs property assigned to them. 2. Click on Search , then on the employee's name. 3. Click on CREATE ADMIN FORMS... . 4. Click on Property/Fleet Assignment 5. Select *Property* from the *Assign* drop-down menu.

Data-Entry Procedure

1. Display a blank *Station Property Assignment* form onscreen. Depending on the path you took to access the form, you will see one of the examples below.



2. Select the appropriate property and associated information; refer to the field descriptions below.
3. Click on SAVE to record the information.

Station Property Form – Assign Inventory	
Data Field	**Description**
Assign	Select *Property*.
Incident Site	Select the location of the incident from the drop-down menu.
Property Category	Select the type of equipment you are assigning to an employee.
Date Assigned	Select the date the property item was assigned from the calendar.
Date Due for Return	Select the date the property item is due to be returned to the station inventory.
Remarks	Enter relevant comments.

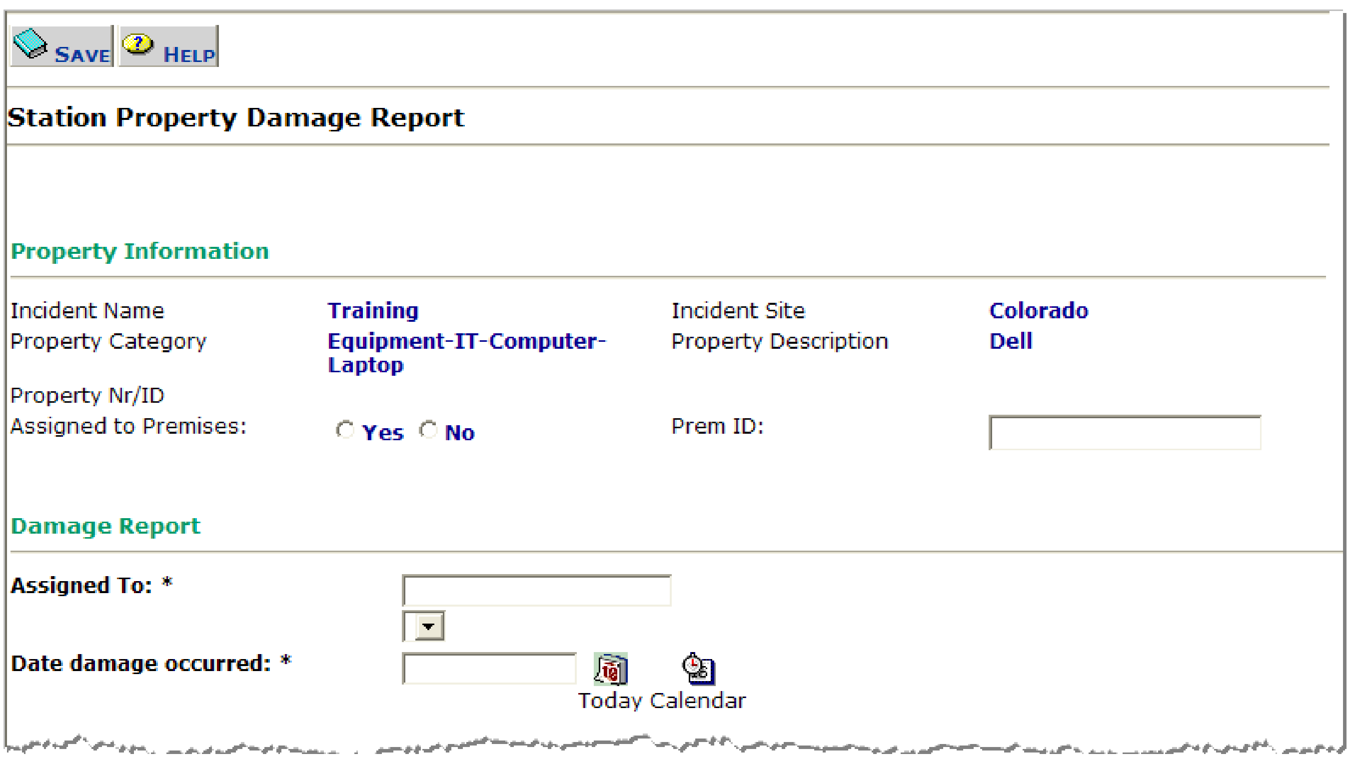
4. To verify the property is now associated with the employee:
   a. Click on SEARCH and enter criteria, to find the employee that had property assigned to them.
   b. Click on Search, then on the employee's name.
   c. Click on Emp Property.

5.3 Station Property Damage Form

Form's purpose:	Use to capture property damage information.
Pre-requisite(s):	A property item must exist in EMRS inventory.
To access the form:	If available, click on DAMAGE RPT. Otherwise: 1. On the Administration Welcome page, click on Category: *Station*, View: *Property Inventory*, located at the top-right corner of the screen. 2. To view results, click on . 3. Look for the property item by clicking on the most applicable criteria (category, model, etc). 4. Once you find the item, click on the link to it. 5. Click, DAMAGE RPT to display the Station Property Damage Report.

Data-Entry Procedure

1. Display a blank *Station Property Damage Report* form onscreen (see the example below and on the following page):



SAVE HELP

Station Property Damage Report

Property Information

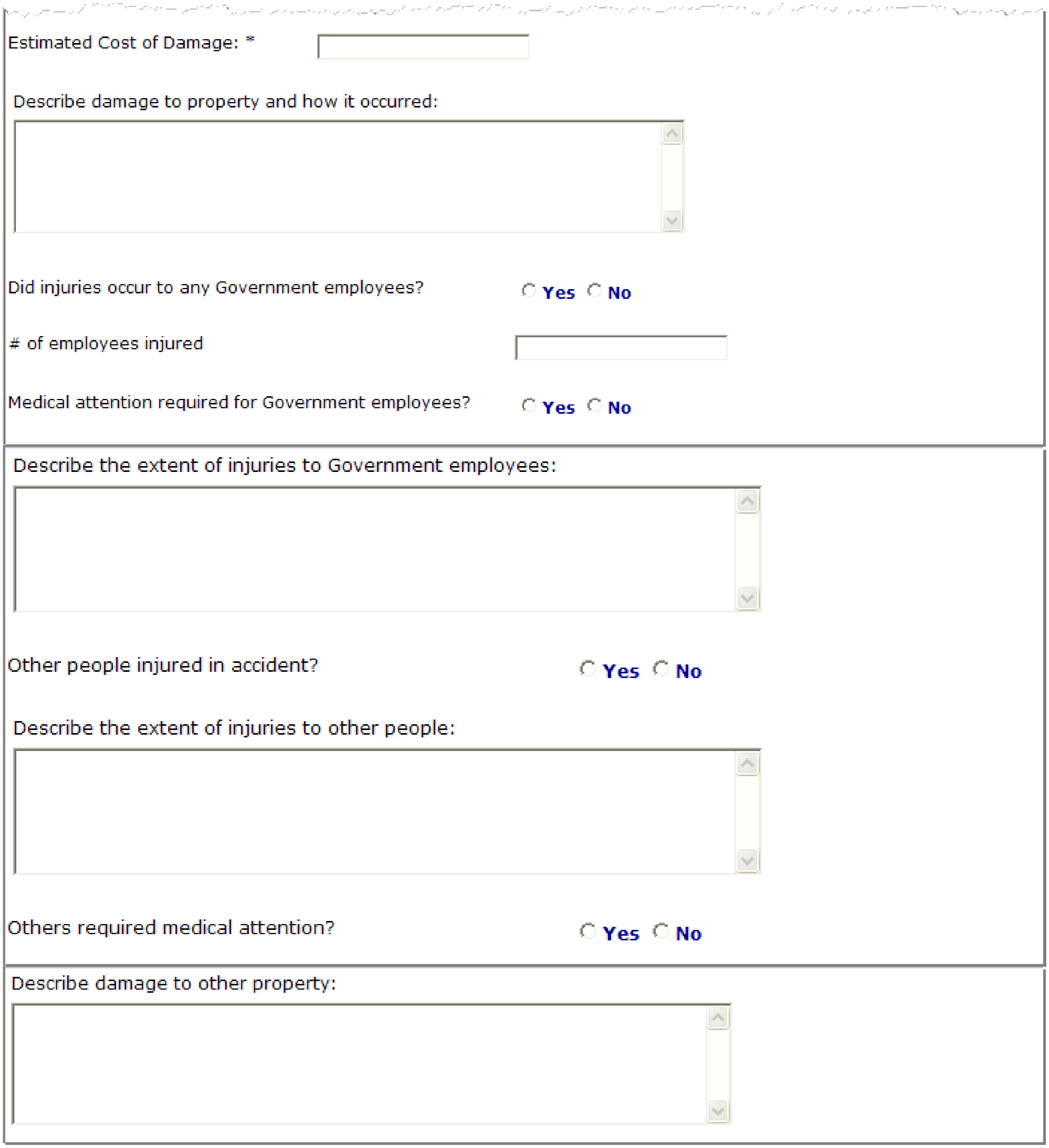
Incident Name	**Training**	Incident Site	**Colorado**
Property Category	**Equipment-IT-Computer-Laptop**	Property Description	**Dell**
Property Nr/ID			
Assigned to Premises:	○ **Yes** ○ **No**	Prem ID:	

Damage Report

Assigned To: *

Date damage occurred: *

Today Calendar



Estimated Cost of Damage: *

Describe damage to property and how it occurred:

Did injuries occur to any Government employees? Yes No

# of employees injured

Medical attention required for Government employees? Yes No

Describe the extent of injuries to Government employees:

Other people injured in accident? Yes No

Describe the extent of injuries to other people:

Others required medical attention? Yes No

Describe damage to other property:

2. Enter information into the form; refer to the field descriptions below for assistance.
3. Click on SAVE to record the information.

∗ Required field

Station Property – Damage Form	
Data Field	**Description / Action to Take**
Incident Name	The name of the task force is displayed.
Incident Site	The location of the task force is displayed.
Property Category	The type of item is displayed.
Property Description	The manufacturer's name is displayed.
Property Nr/ID	???
Assigned to Premises	Has the item been assigned to a premises? Select Yes or No.
Prem ID	If item is assigned to a premises, enter the premises identification.
Assigned To ∗	Select person/place in possession of the item from the drop-down menu
Date damage Occurred ∗	Select the date the property was damaged. There are two ways to enter this date: • Click on the Calendar icon ( ) to display and use a pop-up calendar or click on the *Today* calendar if you want the current date automatically entered into the field. • Manually type the date using this format: MM/DD/YYYY (use slashes, not dashes, to separate)
Estimated cost of Damage ∗	Enter the estimated cost to repair the damage to the item.
Describe damage to property and how it occurred	Enter information about how the damage occurred, and the extent of the damage. Be as descriptive as possible.
Did injuries occur to any Government employees?	Select Yes or No.
# of employees injured	Enter the number of Government employees that were injured.
Medical attention required for Government employees?	Select Yes or No.
Describe the extent of injuries to Government employees.	Enter as much detail as possible about the injuries inflicted upon Government employees.
Other people injured in accident?	Select Yes or No.
Describe the extent of injuries to other people.	Enter as much detail as possible about the injuries inflicted upon people other than Government employees.
Others required medical attention?	Select Yes or No.
Describe damage to other property.	Enter information about damage to other property.
File Attachments	Attach relevant information and/or digital photos – Use the *Browse* button to locate files.

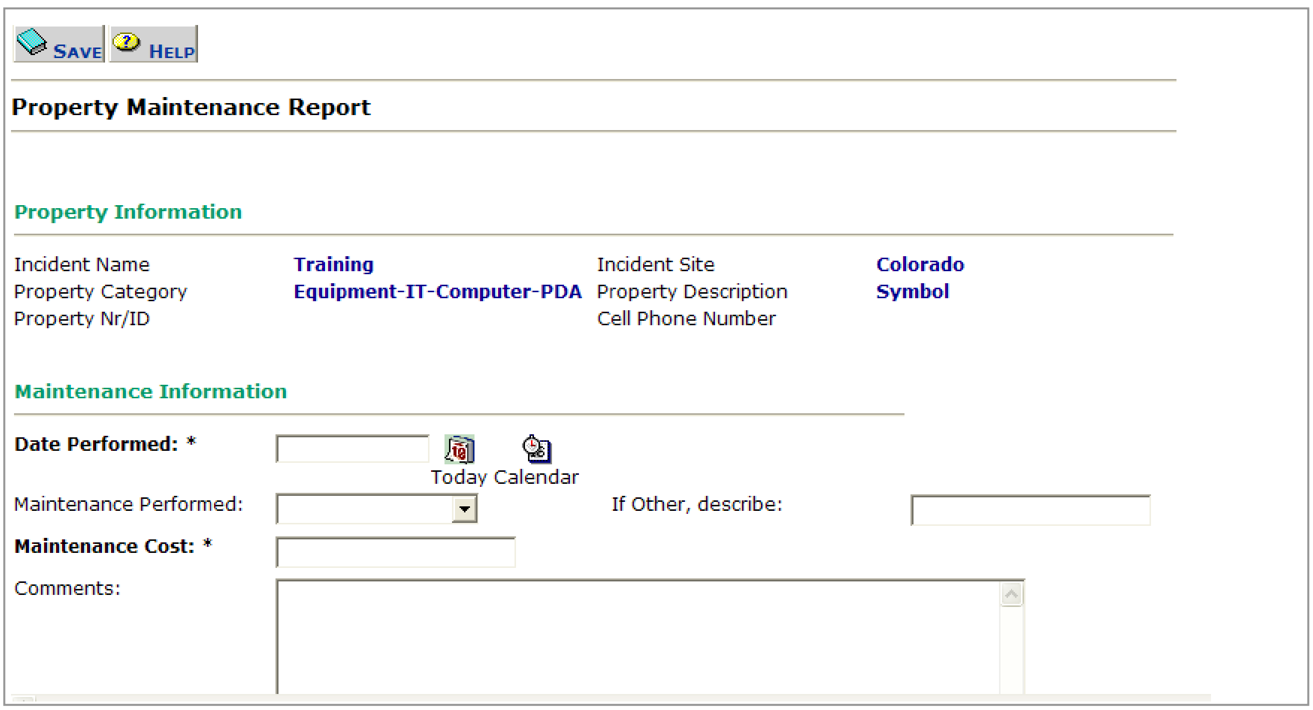
4. To view other damage reports:
   a. Click on *Category: Station*
   b. Click on *View: Station Property Damage Report*
   c. Click on the Expand button to see a list with associated locations, equipment types, extent of damage, date of damage, and cost.

5.4 Station Property Maintenance Form (Report)

Form's purpose:	Use to capture property (equipment) maintenance information for specific equipment items.
Pre-requisite(s):	A property item must exist in EMRS inventory.
To access the form:	If available, click on MAINT RPT. Otherwise: 1. On the Administration Welcome page, click on Category: *Station*, View: *Property Inventory*, located at the top-right corner of the screen. 2. To view results, click on . 3. Look for the property item by clicking on the most applicable criteria (location, category, model, etc). 4. Once you find the property item, click on the link to the item. 5. Click, MAINT RPT to display the *Station Property Maintenance Report*.

Data-Entry Procedure

1. Display a blank *Property Maintenance Report* form onscreen (see the example below):



SAVE HELP

Property Maintenance Report

Property Information

Incident Name	**Training**	Incident Site	**Colorado**
Property Category	**Equipment-IT-Computer-PDA**	Property Description	**Symbol**
Property Nr/ID		Cell Phone Number	

Maintenance Information

Date Performed: * Today Calendar

Maintenance Performed: If Other, describe:

Maintenance Cost: *

Comments:

2. Enter information into the form; refer to the field descriptions below for assistance.
3. Click on SAVE to record the information.

∗ Required field

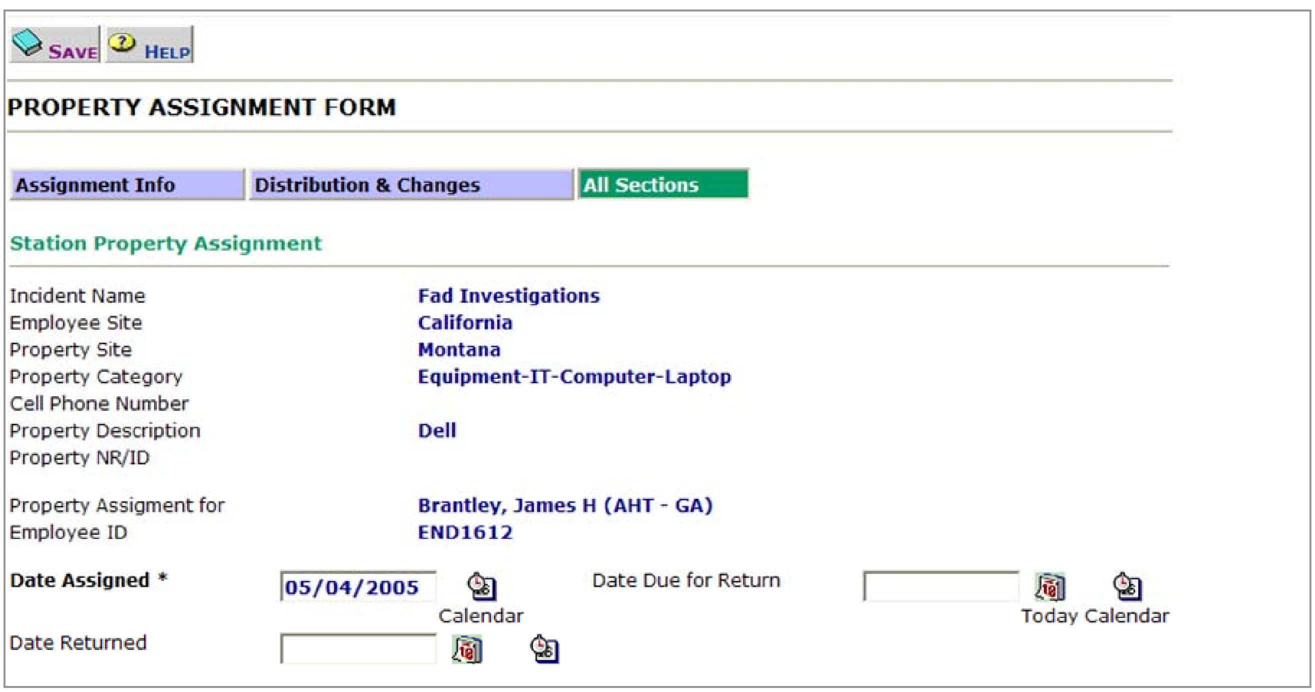
Station Property – Maintenance Form	
Data Field	**Description / Action to Take**
Incident Name	The name of the task force is displayed.
Incident Site	The location of the task force is displayed.
Property Category ∗	The type of item is displayed.
Property Description ∗	The manufacturer's name is displayed.
Property Nr/ID	???
Cell Phone Number	???
Date Performed ∗	Select the date maintenance was performed on the property item. There are two ways to enter this date: • Click on the Calendar icon ( ) to display and use a pop-up calendar or click on the *Today* calendar if you want the current date automatically entered into the field. • Manually type the date using this format: MM/DD/YYYY (use slashes, not dashes, to separate)
Maintenance Performed	Select from cleaning, Damage Repair, or Other (if other, describe)
Maintenance Cost ∗	Enter the cost of the maintenance performed.
Comments	Enter relevant remarks.
File Attachments	Attach relevant information and/or digital photos – Use the *Browse* button to locate files.

5.5 Station Property Form – Return Property

Form's purpose:	Use to capture the date the employee returned the property item to the station.
Pre-requisite(s):	A property item must exist in EMRS inventory.
To access the form:	1. Click on SEARCH . 2. Search for: *Property*. 3. Enter criteria (assigned to, category, model, etc) to find the returning item. 4. Click on Search . 5. Click on the appropriate Property Assignment Form link. 6. Click on EDIT .

Data-Entry Procedure

1. Enter the *Date Returned*.
2. Click on SAVE to record the information.


SAVE HELP

PROPERTY ASSIGNMENT FORM

Assignment Info	Distribution & Changes	All Sections

Station Property Assignment

Incident Name	Fad Investigations
Employee Site	California
Property Site	Montana
Property Category	Equipment-IT-Computer-Laptop
Cell Phone Number	
Property Description	Dell
Property NR/ID	
Property Assigment for	Brantley, James H (AHT - GA)
Employee ID	END1612

Date Assigned * 05/04/2005 Calendar Date Due for Return Today Calendar

Date Returned

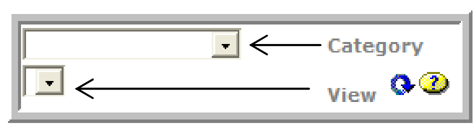
5.6 Station Property – Next Steps

At this point, you can do any of the following tasks:

- Use any of the Grey Action Buttons:

EDIT	Click, to re-open this form in data-entry mode. After making your changes, click on SAVE .
MAIL IT	Click, to open a new memo within the Lotus Notes email application. The new memo is auto-filled with a URL for the *Station Property Form* and is ready for you to email.
DAMAGE RPT	Click, to access the Station Property Damage Report form.
MAINT RPT	Click, to access the Station Property Maintenance Report form.
NEW STATION PROP	Click, to access the Station Property form.
ENTER SIMILAR	Click, to copy information from the current property item into another item record.
ASSIGN	Click, to assign a property item to an employee.
HELP	Click, to display a Help Document about this form. Click on or to close this Help Document.
REQ. DEL.	Click, to submit a request to delete this document and all descendent documents.
DELETE DOC	Click, to permanently delete document and all descendent documents.

- To see different Views (reports) of Station Property information:
  - Select **Category: Station** (located at top-right corner of screen)
  - Select from among the following **Views**:
    (click on to initiate the report, if necessary)
    - Property Inventory
    - Station Property (Categorized)
    - Premises Assigned Property
    - Station Property Maintenance Report
    - Station Property Damage Report



Section 6: Station Fleet Forms

The station fleet forms are designed to capture all relevant information related to station vehicles such as; make, model, license plate number, color, availability status, damage & maintenance information.

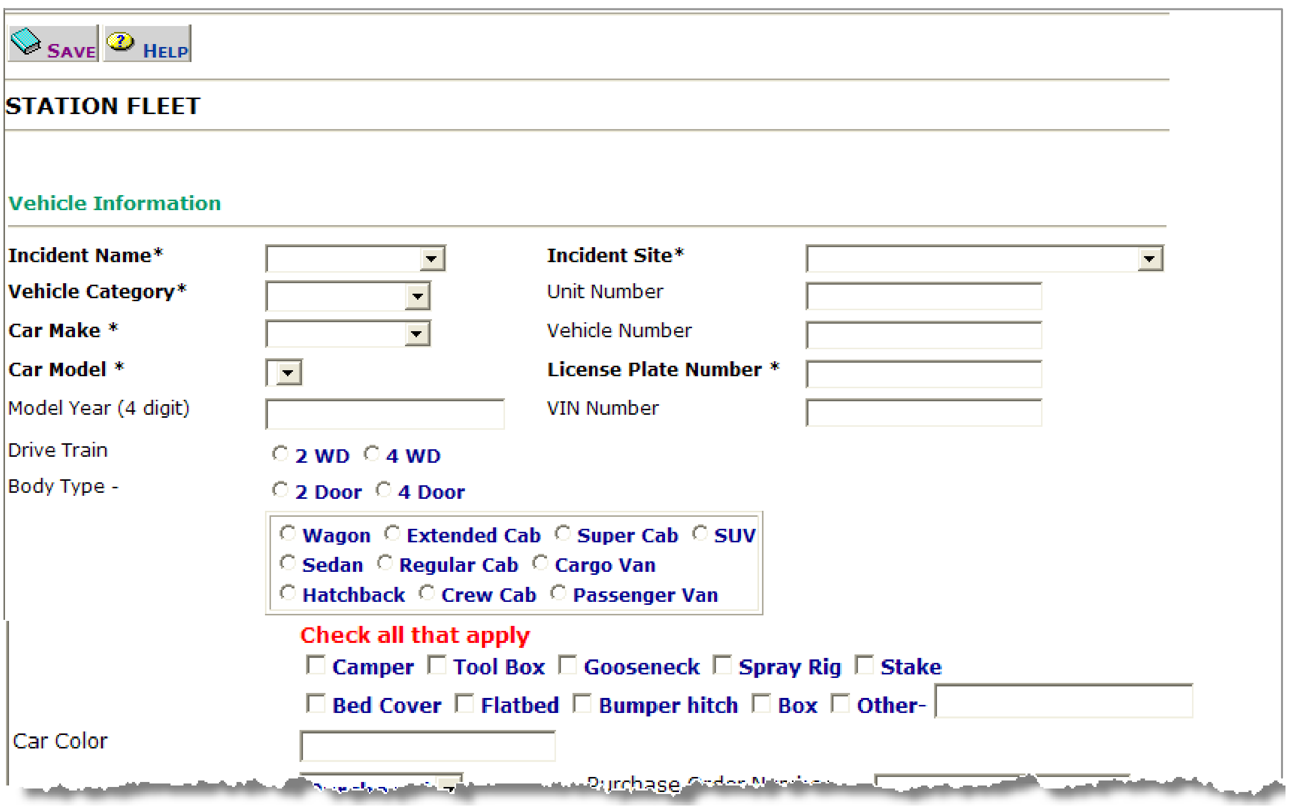
Refer to Appendix 2A of this chapter for a relationship diagram of the station fleet forms.

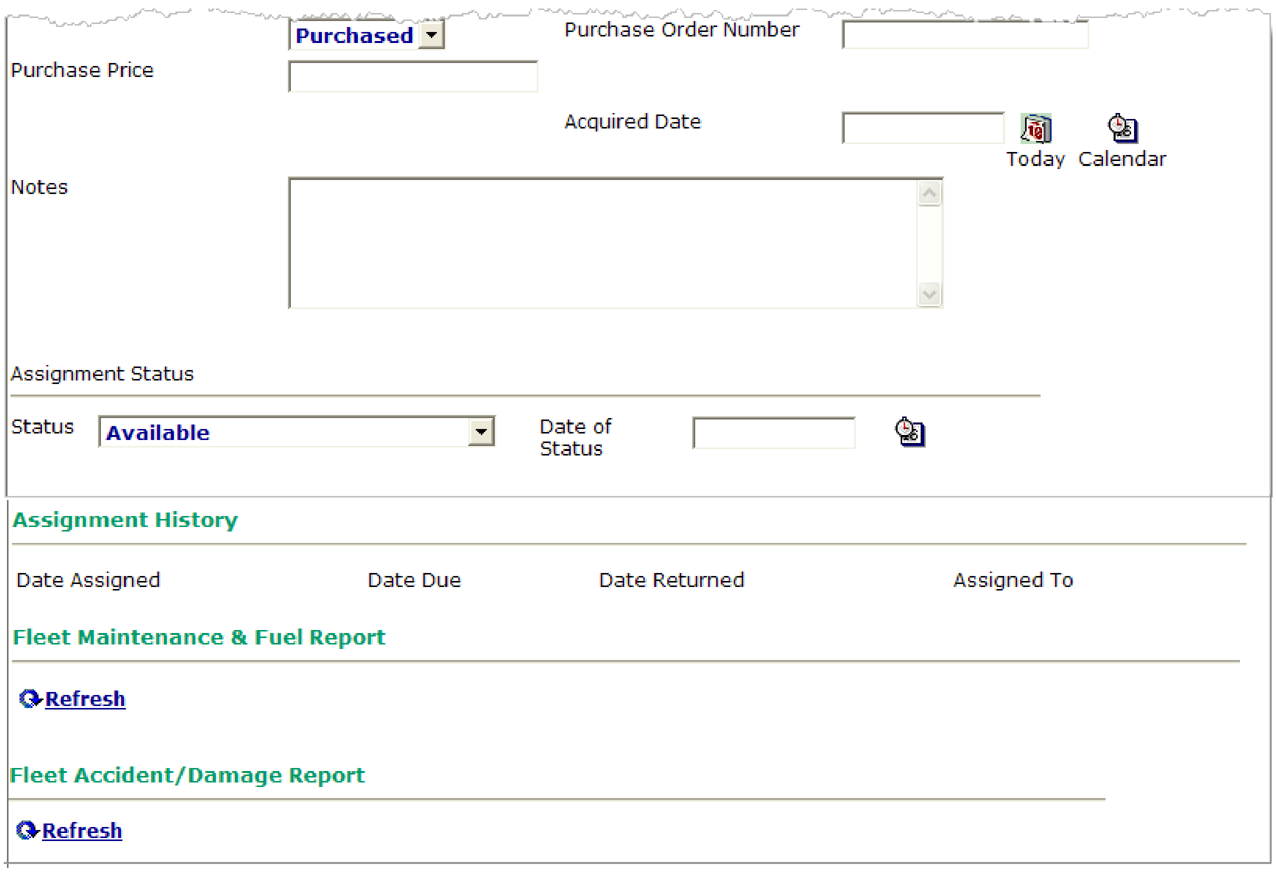
6.1 Station Fleet Form - Add Inventory

Form's purpose:	When a fleet of vehicles is assigned to a task force, the vehicles are entered into the system using this form.
Pre-requisite(s):	None.
To access the form:	On the Administration Welcome page, click on Enter New Station Fleet Form . To enter similar vehicles after entering the initial one, click on ENTER SIMILAR .

Data-Entry Procedure

1. Display a blank *Station Fleet* form onscreen (see the example below and on the following page):





2. Enter information into the form; refer to the field descriptions below for assistance.
3. Click on SAVE to record the information.

∗ Required field

Data Field	Description / Action to Take
Incident Name ∗	Select the name of the task force from the drop-down menu.
Incident Site ∗	Select the location of the task force from the drop-down menu.
Vehicle Category ∗	Select the appropriate type of property from the drop-down menu. Choices include truck, car, van, sport utility, trailer, etc.
Unit Number	???
Car Make ∗	Select the make of the vehicle from the drop-down menu. Choices include Chevrolet, Dodge, Ford, Toyota, Nissan, Jeep, etc.
Vehicle Number	???
Car Model ∗	Select the model of the vehicle from the drop-down menu. Choices vary, depending on the make of the vehicle. The choices for Jeep are Cherokee, Grand Cherokee, and Wrangler.
License Plate Number ∗	Enter the number on the license plate that is issued to the vehicle.
Model Year	Enter the year in which the vehicle was built (4 digits; for example: 2007).
VIN Number	Enter the vehicle identification number.

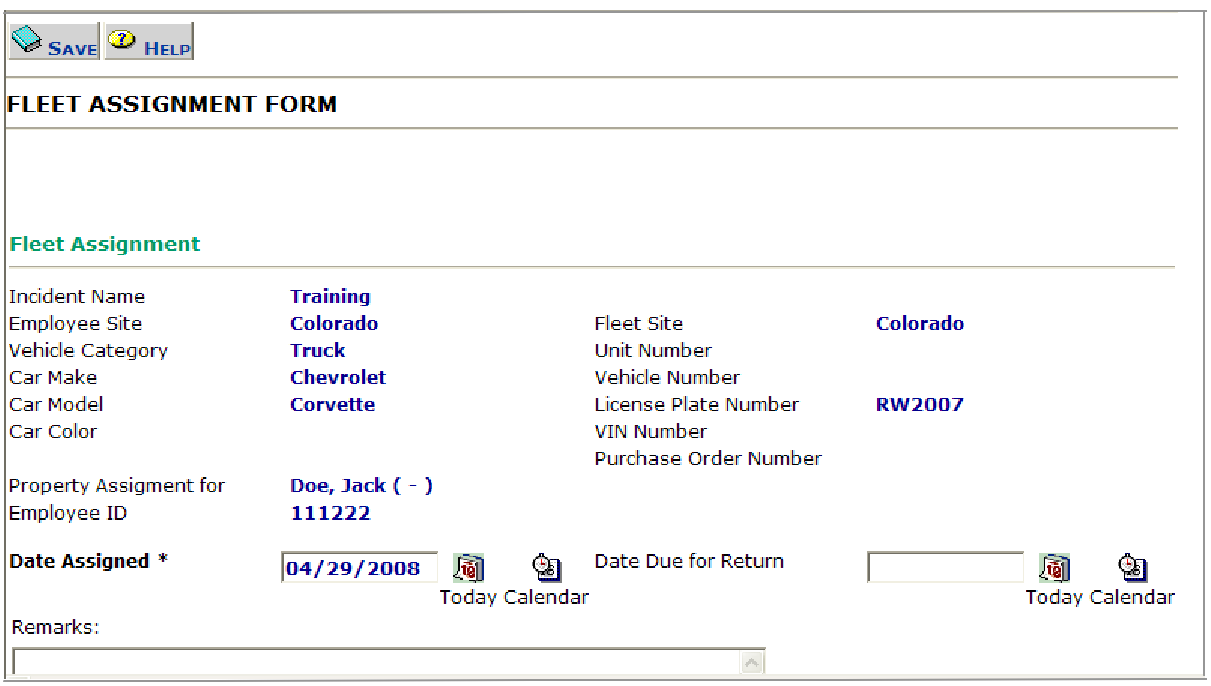
Drive Train	Select 2 WD (2 wheel drive) or 4 WD (4 wheel drive).
Body Type	Select 2 Door or 4 Door – Select more body type details, such as extended cab, crew cab, cargo van, etc. Also check other descriptions that apply such as does the vehicle have a tool box, camper, spray rig, etc.
Car Color	Enter the color of the vehicle.
Acquisition Method	Select the appropriate acquisition method: purchased, leased, or other.
Purchase Order Number	Enter the purchase order number.
Lease or purchase price	Enter the lease or purchase price.
Acquired Date	Select the date the vehicle was obtained. There are two ways to enter this date: • Click on the Calendar icon ( ) to display and use a pop-up calendar or click on the *Today* calendar if you want the current date automatically entered into the field. • Manually type the date using this format: MM/DD/YYYY (use slashes, not dashes, to separate)
Notes	Enter relevant comments.
Assignment Status	Select available, reserved, surplus, returned to rental agency, or out of service – repairs needed.
File Attachments	Attach relevant information and/or digital photos – Use the *Browse* button to locate files.

6.2 Station Fleet Assignment Form

Form's purpose:	Use to assign a vehicle to an employee, indicate when it was assigned, when it is due back, and eventually when it was returned to the fleet station.
Pre-requisite(s):	The vehicle must exist in EMRS inventory, and the employee must have an EMRS profile.
To access the form:	If available, click on ASSIGN . Otherwise: 1. Click on SEARCH . 2. Search for: *Employees* 3. Enter criteria (last name, first name, employee ID, etc). 4. Click on Search , then on the employee's name that needs a vehicle assigned to them. 5 Click on CREATE ADMIN FORMS... . 6. Click on Property/Fleet Assignment 7. Select *Fleet Vehicles* from the *Assign* drop-down menu. Also select an incident site, and a fleet category. 8. Click on select next to the appropriate vehicle. Use the *Previous* & *Next* buttons to view more choices.

Data-Entry Procedure

1. The *Fleet Assignment Form* is displayed.
2. The *Date Assigned* automatically defaults to the current date. Change it if necessary.
3. You can add the *Date Due for Return* at this time.
4. Add relevant remarks if appropriate.
5. Click on SAVE to record the information.


SAVE HELP

FLEET ASSIGNMENT FORM

Fleet Assignment

Incident Name	Training		
Employee Site	Colorado	Fleet Site	Colorado
Vehicle Category	Truck	Unit Number	
Car Make	Chevrolet	Vehicle Number	
Car Model	Corvette	License Plate Number	RW2007
Car Color		VIN Number	
		Purchase Order Number	
Property Assigment for	Doe, Jack (-)		
Employee ID	111222		
Date Assigned *	04/29/2008 Today Calendar	Date Due for Return	Today Calendar

Remarks:

Field descriptions for the Fleet Assignment Form

∗ Required field

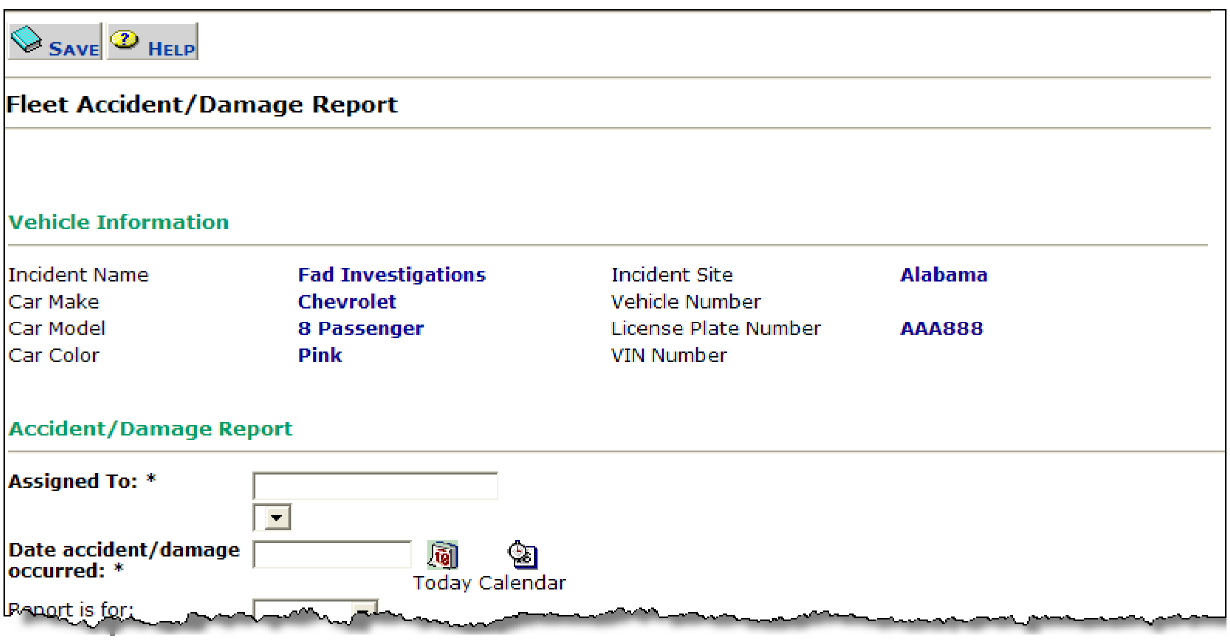
Data Field	Description / Action to Take
Incident Name	The name of the task force is displayed.
Employee Site	The location of the task force is displayed.
Fleet Site	The location of the fleet is displayed.
Vehicle Category	The type of vehicle is displayed. Examples are: truck, car, van, sport utility, trailer, etc.
Unit Number	???
Car Make	The manufacturer of the vehicle is displayed. Examples include Ford, Chevrolet, Jeep, GMC, etc.
Vehicle Number	???
Car Model	Enter the model of the vehicle. The choices will change with the *Make* of car selected.
License Plate Number	Enter the number on the license plate that is issued to the vehicle.
Car Color	The color of the vehicle is displayed.
VIN Number	The vehicle identification number is displayed.
Purchase Order Number	The purchase order number is displayed.
Property Assignment for	The employee's name to which the vehicle is assigned is displayed.
Employee ID	The employee's identification code is displayed.
Date Assigned ∗	Select the date the vehicle was assigned from the calendar.
Date Due for Return	Select the date the vehicle is due to be returned to the station fleet inventory.
Remarks	Enter relevant comments.
File Attachments	Attach relevant information and/or digital photos – Use the *Browse* button to locate files.

6.3 Station Fleet Accident/Damage Form (Report)

Form's purpose:	Use to record information if a vehicle is damaged or involved in an accident.
Pre-requisite:	The vehicle must exist in EMRS inventory.
Accessing this form:	If available, click on ACCIDENT RPT. Otherwise: 1. On the Administration Welcome page, click on Category: *Station*, View: *Station Fleet*, located at the top-right corner of the screen. 2. To view results, click on [refresh icon] if necessary. 3. Look for the vehicle by clicking on the most applicable criteria (location, category, model, etc). 4. Once you find the correct vehicle, click on the link to it. 5. Click on ACCIDENT RPT to display the Fleet Accident/Damage Report.

Data-Entry Procedure

1. Enter the required information, and any other information that is known.
2. Refer to the blank form below, and the table of field definitions that follow the form.
3. Click on SAVE to record the information.


SAVE HELP

Fleet Accident/Damage Report

Vehicle Information

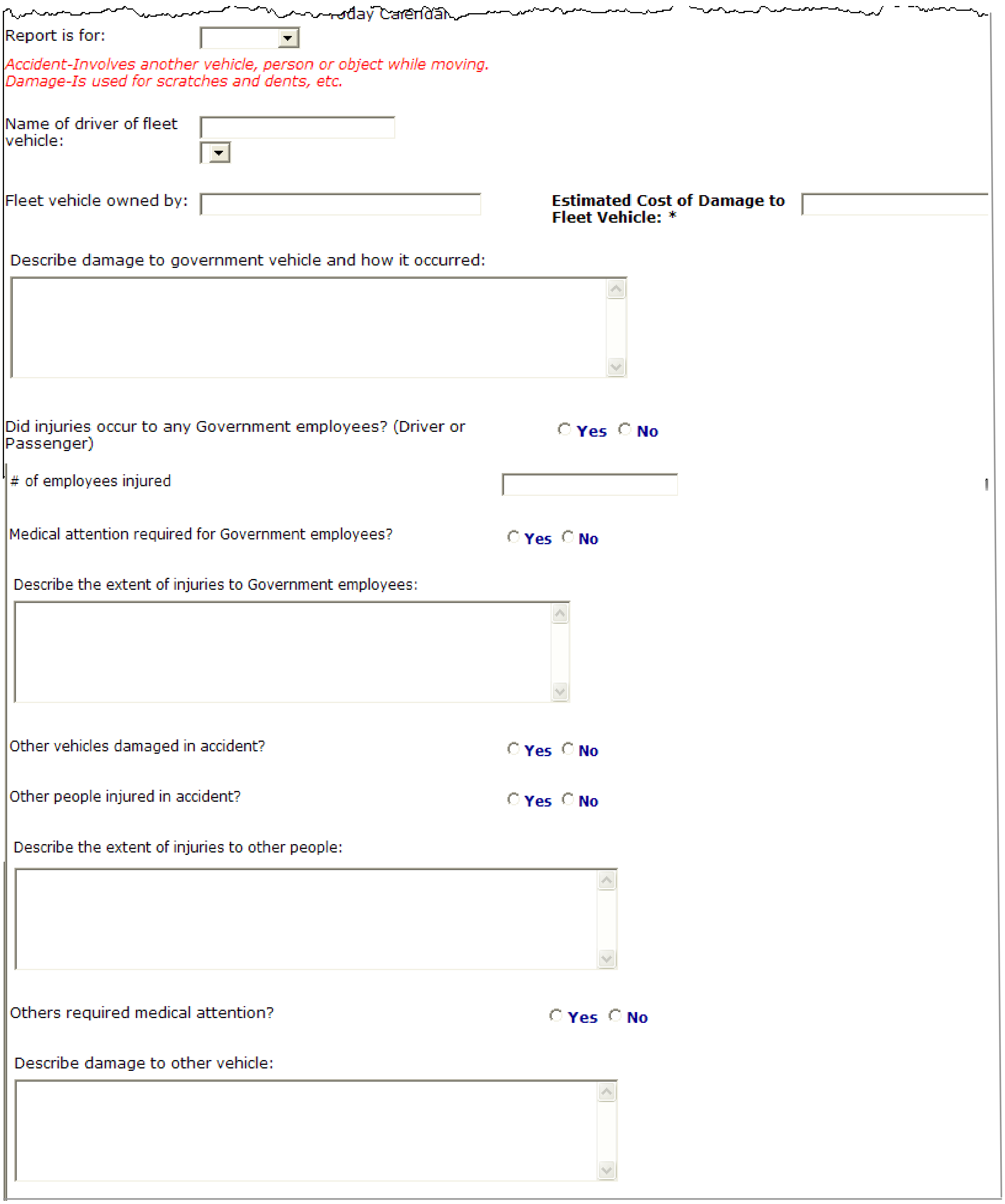
Incident Name	Fad Investigations	Incident Site	Alabama
Car Make	Chevrolet	Vehicle Number	
Car Model	8 Passenger	License Plate Number	AAA888
Car Color	Pink	VIN Number	

Accident/Damage Report

Assigned To: *

Date accident/damage occurred: * Today Calendar

Report is for:



Report is for:

Accident-Involves another vehicle, person or object while moving.
Damage-Is used for scratches and dents, etc.

Name of driver of fleet vehicle:

Fleet vehicle owned by:

Estimated Cost of Damage to Fleet Vehicle: *

Describe damage to government vehicle and how it occurred:

Did injuries occur to any Government employees? (Driver or Passenger) **Yes** **No**

# of employees injured

Medical attention required for Government employees? **Yes** **No**

Describe the extent of injuries to Government employees:

Other vehicles damaged in accident? **Yes** **No**

Other people injured in accident? **Yes** **No**

Describe the extent of injuries to other people:

Others required medical attention? **Yes** **No**

Describe damage to other vehicle:

Field descriptions for Station Fleet Accident/Damage Report

∗ Required field

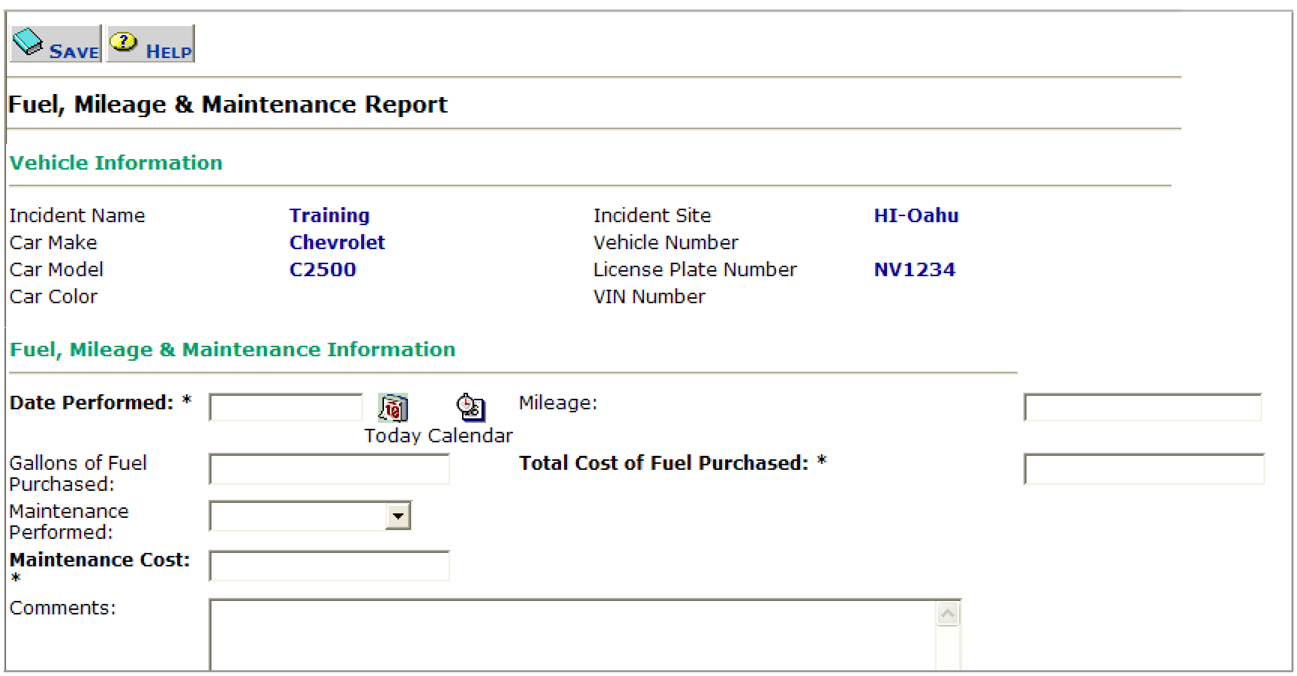
Data Field	Description
Incident Name	The name of the task force is displayed.
Incident Site	The location of the task force is displayed.
Car Make	The manufacturer of the vehicle is displayed. Examples include Ford, Chevrolet, Jeep, GMC, etc.
Vehicle Number	???
Car Model	The model of the vehicle is displayed.
License Plate Number	The license plate number issued to the vehicle is displayed.
Car Color	The color of the vehicle is displayed.
VIN Number	The vehicle identification number is displayed.
Assigned To ∗	Enter/select the employee's name to which the vehicle is assigned.
Date accident/damage occurred ∗	Select from the calendar, the date the accident/damage occurred.
Report is for	Select Accident or Damage. Accident involves another vehicle, person, or object while moving. Damage is used for scratches, dents, etc.
Name of driver of fleet vehicle	Select name of person who was driving the fleet vehicle.
Fleet vehicle owned by	Enter the owner of the fleet vehicle.
Estimated Cost of Damage to Fleet Vehicle	Enter the estimated cost of the damage to the fleet vehicle.
Describe damage to government vehicle and how it occurred	Enter the damage details (extent of damage, and how it happened).
Did injuries occur to any Government employees?	(Driver or Passenger) Select Yes or No.
# of employees injured	Enter the number of employees that were injured.
Medical attention required for Government employees?	Select Yes or No.
Describe the extent of injuries to Government employees	Enter injury details (extent of injuries to Government employees).
Other vehicles damaged in accident?	Select Yes or No.
Other people injured in accident?	Select Yes or No.
Describe the extent of injuries to other people	Enter injury details (extent of injuries to non-Government employees).
Others required medical attention?	Select Yes or No.
Describe damage to other vehicle	Enter the damage details (extent of damage to other vehicle).
File Attachments	Attach scanned accident report and digital photos – Use the *Browse* button to locate files.

6.4 Station Fleet Maintenance Form

Form's purpose:	Use to capture vehicle maintenance performed on specific fleet vehicles.
Pre-requisite(s):	A vehicle must exist in EMRS inventory.
To access the form:	If available, click on MAINT RPT. Otherwise: 1. On the Administration Welcome page, click on Category: *Station*, View: *Station Fleet*, located at the top-right corner of the screen. 2. To view results, click on if necessary. 3. Look for the vehicle by clicking on the most applicable criteria (location, category, model, license plate #, etc). 4. Once you find the vehicle, click on the link to it. 5. Click on MAINT RPT to display the Station Fleet Maintenance Report.

Data-Entry Procedure

1. Enter required information, and any other known information.
2. Refer to the blank form below, and the table of field definitions that follows the form.
3. Click on SAVE to record the information.


SAVE HELP

Fuel, Mileage & Maintenance Report

Vehicle Information

Incident Name	Training	Incident Site	HI-Oahu
Car Make	Chevrolet	Vehicle Number	
Car Model	C2500	License Plate Number	NV1234
Car Color		VIN Number	

Fuel, Mileage & Maintenance Information

Date Performed: * Today Calendar

Mileage:

Gallons of Fuel Purchased:

Total Cost of Fuel Purchased: *

Maintenance Performed:

Maintenance Cost: *

Comments:

Field descriptions for Fuel, Mileage, and Maintenance Form

∗ Required field

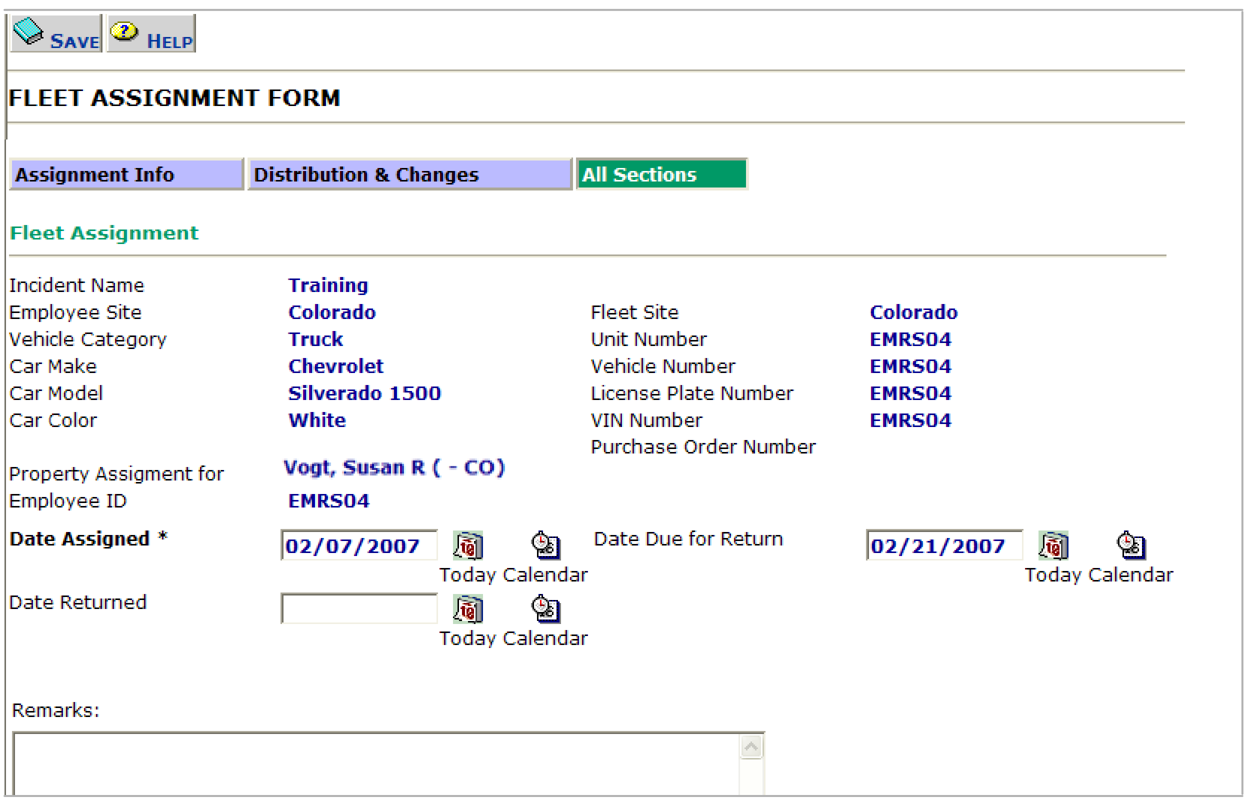
Data Field	Description / Action to Take
Incident Name	The name of the task force is displayed.
Incident Site	The location of the task force is displayed.
Car Make	The manufacturer of the vehicle is displayed. Examples include Ford, Chevrolet, Jeep, GMC, etc.
Vehicle Number	???
Car Model	The model of the vehicle is displayed.
License Plate Number	The license plate number issued to the vehicle is displayed.
Car Color	The color of the vehicle is displayed.
VIN Number	The vehicle identification number is displayed.
Date Performed ∗	Select the date the maintenance was performed on the vehicle. There are two ways to enter this date: • Click on the Calendar icon ( ) to display and use a pop-up calendar, or click on the *Today* calendar if you want the current date automatically entered into the field. • Manually type the date using this format: MM/DD/YYYY (use slashes, not dashes, to separate)
Mileage	Enter the current mileage (miles driven) of the vehicle.
Gallons of Fuel Purchased	Enter the number of gallons of fuel that were pumped into the vehicle.
Total Cost of Fuel Purchased ∗	Enter the cost of the fuel that was pumped into the vehicle.
Maintenance Performed	Select the type of maintenance performed on the vehicle. Examples are: oil change, flat fixed, wiper blades, damage repair, car wash, other, new vehicle.
Comments	Enter relevant remarks.
File Attachments	Attach information and digital photos if applicable – Use the *Browse* button to locate files.

6.5 Station Fleet Form – Return Vehicle (Use Fleet Assignment Form)

Form's purpose:	When a fleet of vehicles is assigned to a task force, the vehicles are entered into the system using this form. This form is also used to assign a vehicle to an employee, indicate when it was assigned, when it is due back, and in this section, when it was actually returned to the fleet station.
Pre-requisite(s):	The vehicle must exist in EMRS inventory and be assigned to an employee (or premises?).
To access the form:	1. Click on SEARCH . 2. Search for: *Fleet Vehicles*. 3. Enter criteria (person assigned to, license plate #, make, etc) to find the vehicle assigned to an employee. 4. Click on Search . 5. Click on Fleet Assignment next to the returning vehicle. 6. Click on EDIT.

Data-Entry Procedure

1. Enter the date the vehicle was returned to the fleet.
2. Enter remarks if applicable.
3. Click on SAVE .


SAVE HELP

FLEET ASSIGNMENT FORM

Assignment Info | Distribution & Changes | All Sections

Fleet Assignment

Incident Name	Training		
Employee Site	Colorado	Fleet Site	Colorado
Vehicle Category	Truck	Unit Number	EMRS04
Car Make	Chevrolet	Vehicle Number	EMRS04
Car Model	Silverado 1500	License Plate Number	EMRS04
Car Color	White	VIN Number	EMRS04
		Purchase Order Number	
Property Assigment for	Vogt, Susan R (- CO)		
Employee ID	EMRS04		
Date Assigned *	02/07/2007 Today Calendar	Date Due for Return	02/21/2007 Today Calendar
Date Returned	Today Calendar		

Remarks:

Data Field	Description / Action to Take
Incident Name	The name of the task force is displayed.
Incident Site	The location of the task force is displayed.
Car Make	The manufacturer of the vehicle is displayed. Examples include Ford, Chevrolet, Jeep, GMC, etc.
Vehicle Number	???
Car Model	The model of the vehicle is displayed.
License Plate Number	The license plate number issued to the vehicle is displayed.
Car Color	The color of the vehicle is displayed.
VIN Number	The vehicle identification number is displayed.
Property Assignment for	The employee's name to which the vehicle is assigned is displayed.
Employee ID	The employee's identification code is displayed.
Date Assigned	The date the vehicle was assigned is displayed; change if necessary.
Date Due for Return	The date the vehicle is due to be returned to the station fleet is displayed; change if necessary.
Date Returned	Select the date the vehicle was returned to the station fleet. There are two ways to enter this date: • Click on the Calendar icon ( ) to display and use a pop-up calendar, or click on the *Today* calendar if you want the current date automatically entered into the field. • Manually type the date using this format: MM/DD/YYYY (use slashes, not dashes, to separate)
Remarks	Enter relevant comments.

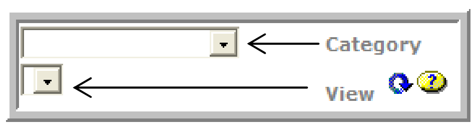
6.6 Station Fleet – Next Steps

At this point, you can do any of the following tasks:

- Use any of the Grey Action Buttons:

EDIT	Click, to re-open this form in data-entry mode. After making your changes, click on SAVE .
MAIL IT	Click, to open a new memo within the Lotus Notes email application. The new memo is auto-filled with a URL for the *Station Fleet Form* and is ready for you to email.
MAINT RPT	Click, to access the Station Fleet Maintenance Report form.
ACCIDENT RPT	Click, to access the Station Fleet Accident/Damage Report form.
NEW STATION FLEET	Click, to access the Station Fleet form.
ENTER SIMILAR	Click, to copy information from the current vehicle record into another vehicle record.
ASSIGN	Click, to assign a vehicle to an employee.
HELP	Click, to display a Help Document about this form. Click on or to close this Help Document.
REQ. DEL.	Click, to submit a request to delete this document and all descendent documents.
DELETE DOC	Click, to permanently delete document and all descendent documents.

- To see different Views (reports) of Station Fleet information:
  - Select **Category: Station** (located at top-right corner of screen)
  - Select from among the following **Views**:
    (click on to initiate the report, if necessary)
    - Station Fleet (Categorized)
    - Station Fleet Maintenance (Categorized)
    - Station Fleet
    - Station Fleet by PO



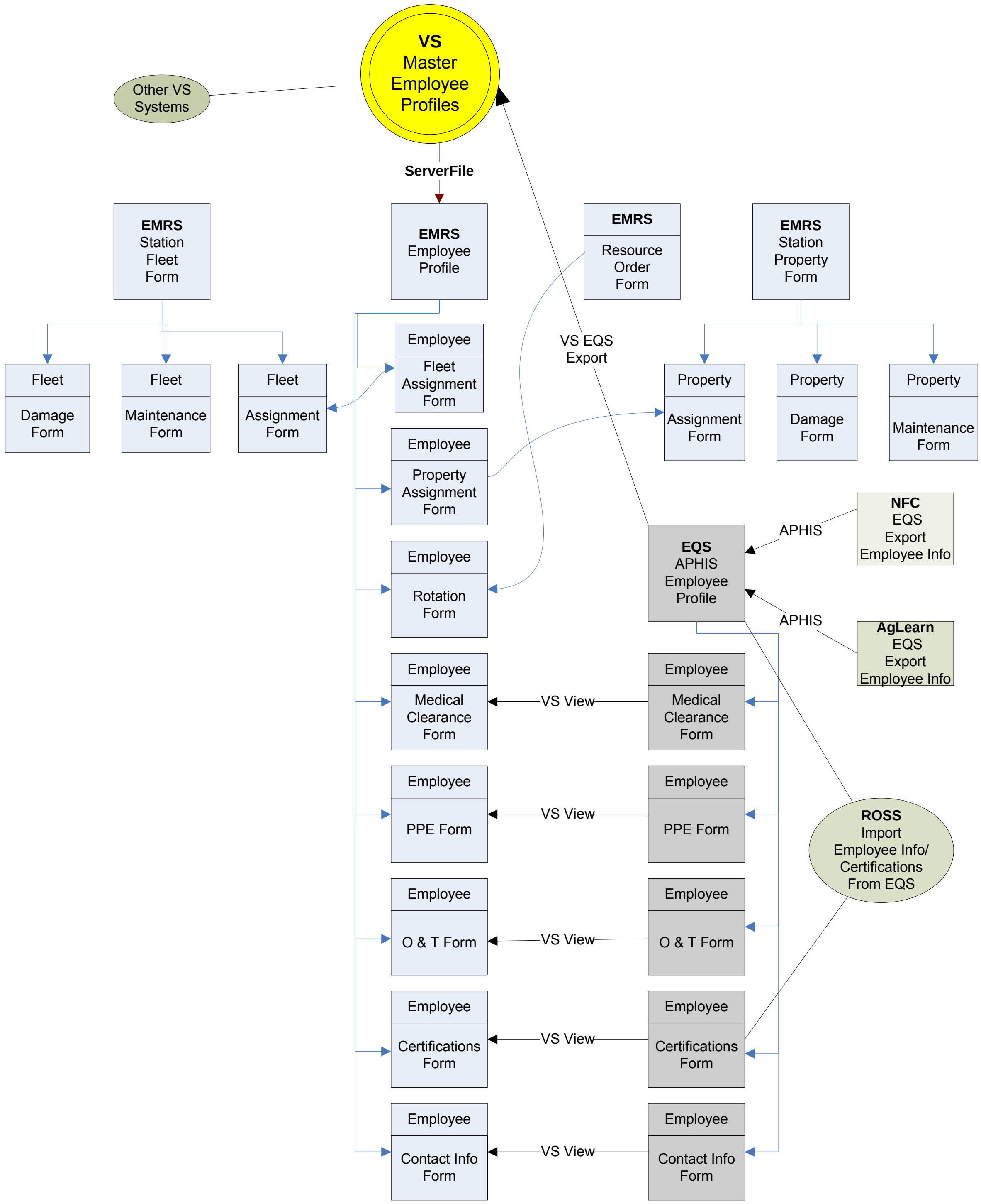
Section 7: Check-Out Employee

Form's purpose:	Use to deactivate an employee in EMRS.
Pre-requisite:	Employee profile must be in active status in EMRS.
Accessing this form:	1. Click on SEARCH. 2. Enter criteria, to look for the employee that needs to be checked-out. 3. Click on Search. 4. Once found, click on the employee's name. 3. Click on CHECK OUT.

Data-Entry Procedure

1. Enter the check-out date.
2. Click on SUBMIT.

Appendix 2A: Relationship Diagram of Administration Forms



Appendix 2B: Description of Administration Forms

Form	Form Description
Employee Profile Forms	
Administrative Information	Used to capture basic information about an employee involved in a routine FAD investigation or assigned to an emergency FAD outbreak task force. Note: This information is now handled by the Employee Qualification System (EQS), and transferred to the EMRS Administrative Information fields. Verify data for accuracy. This form is a pre-requisite to all other forms; it must be completed before employees can be assigned to a routine FAD investigation or an emergency FAD outbreak task force, or have equipment or a vehicle assigned to them.
Employee Contact Information	Used to capture contact information regarding an employee involved in an emergency FAD outbreak task force. Note: This information is now handled by the Employee Qualification System (EQS), and transferred to the EMRS Employee Contact Information fields. Verify data for accuracy.
Personal Protection Equipment (PPE)	Used to capture equipment information (type, model, size, fit, etc) for an employee that needs personal protection for an emergency FAD outbreak task force. Note: This information is now handled by the Employee Qualification System (EQS), and transferred to the EMRS Personal Protection Equipment fields. Verify data for accuracy.
Certifications	Used to capture employee certification information to verify they are qualified for the position assigned to them on a task force. Note: This information is now handled by the Employee Qualification System (EQS), and transferred to the EMRS Certifications fields. Verify data for accuracy.
Skills (Orientation & Training)	Used to record the training classes the employee has completed that are related to an emergency FAD outbreak task force. Note: The AgLearn information is now handled by the Employee Qualification System (EQS), and transferred to the EMRS Orientation & Training screen. Incident-level training can be added in EMRS when appropriate.
Medical Clearance	Used to capture contact information regarding an employee involved in an emergency FAD outbreak task force. Note: This information is now handled by the Employee Qualification System (EQS), and transferred to the EMRS Employee Contact Information fields. Verify data for accuracy.
Resource Forms	
Resource Request	Used to request staffing for an emergency FAD outbreak task force. The employee *Administrative Information* must be saved before you can access the Resource Request form.
Employee Rotation/Forecasting	Used to document an employee's work schedule (rotations to and from a task force). The *Resource Request* form must be saved with a confirmed name and employee ID before a rotation can be created.
Check-in Employee (button)	Used to activate an employee for a task force in EMRS. The employee *Administrative Information* must be saved before you can access the Check-in button.

Form	Form Description
Station Property Forms	
Add Inventory	Used to enter inventory into EMRS.
Property Assignment	Used to assign property to active employees.
Property Damage	Used to capture property damage information. A property item must exist in EMRS inventory before you can add damage information.
Property Maintenance	Used to capture property (equipment) maintenance information for specific equipment items. A property item must exist in EMRS inventory before you can add maintenance information.
Return Property	Used to capture the date an employee returned a property item to the station. A property item must exist in EMRS inventory, and be assigned to an employee before you can enter the date of return.
Station Fleet Forms	
Add Inventory	Used to enter a fleet of vehicles into EMRS for inventory purposes.
Fleet Assignment	Used to assign a vehicle to an active employee, indicate when it was assigned, when it is due back to the station. A vehicle must exist in EMRS inventory, and the employee must have an EMRS employee profile before you can assign a vehicle to an employee.
Fleet Damage	Used to capture vehicle damage information resulting from an accident or other events. A vehicle must exist in EMRS inventory before you can add damage information.
Fleet Maintenance	Used to capture vehicle maintenance performed on specific fleet vehicles. A vehicle must exist in EMRS inventory before you can add maintenance information.
Return Vehicle	Used to capture the date an employee returned a vehicle to the station. A vehicle must exist in EMRS inventory, and be assigned to an employee before you can enter the date of return.
Check-out Employee (button)	Used to deactivate an employee from a task force in EMRS. The *Employee Profile* in EMRS must be in active status before you can check-out an employee.