

ACCESS TO THE SIT REPORT PROGRAM

The SIT Report Program is accessible via the internet through the National Fire and Aviation Management Web Applications site (FAMWEB). Microsoft Internet Explorer is the preferred browser for completing the SIT Report. Other browsers may be used but note that there may be difficulties and the site could look slightly different when viewed in each browser.

The SIT Report Program shares incident information with the ICS-209 (209) Program for data entry, summaries and reports. It is important to maintain and protect the security of the program. User names and passwords are assigned to individuals, and should be protected. **Not under any circumstance should a user name or password be shared with the public or the media as this is a government program.**

To get to the SIT Report Program on the FAMWEB site, you will need to enter the site via the URL-- <http://fam.nwcg.gov/fam-web/>. The image below is an example of what the website looks like.

The screenshot shows the FAMWEB website interface. The browser window title is "Fire & Aviation Management Homepage - Windows Internet Explorer provided by USDA Forest Service". The address bar contains "http://fam.nwcg.gov/fam-web/". The website header includes the FAMWEB logo and the text "NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS". Below the header is a navigation bar with links: "FAMWEB Home", "Contact Us", "FAQ", "Help", "Disclaimer", and the date "Tuesday, December 14, 2010". The main content area features a "Welcome to FAMWEB" banner and an "UPDATES" section. The updates section contains a table with one entry: "Dec 9, 2010 WIMS Version 2 UPDATE: Attention BLM Users". To the right of the updates are sections for "Announcements" and "TechNotes". A sidebar on the left lists various applications and forms like "FAMWEB Administration", "AMIS", "ARS", "AWSR", "FIRESTAT", "SIT Report", "209", "KCFast", "WIMS", "Electronic Forms", "Change Request Form", "Add Program Request", "FAMTEST", "FEPMIS", "Data Request Form", "CMMS", "FEPP Web Pages", and "Fire and Weather Data".

The SIT Program is hosted in a website environment on a server at the U. S. Department of Agriculture's National Information Technology Center (NITC) at Kansas City. You will need to have a FAMWEB Logon ID and password in order to gain access to the program.

REQUESTING A NEW ACCOUNT

To apply for a new FAMWEB Logon ID for SIT, click on the "**FAMWEB Logon Request**" link located on the left menu.

The screenshot shows the FAMWEB website interface. The left navigation menu includes links for KCFast, WIMS, Electronic Forms, Change Request Form, Add Program Request, FAMTEST, FEPMIS, Data Request Form, CMMS, FEPP Web Pages, Fire and Weather Data, FTP2 Site, GACC Web Pages, PocketCards, and **FAMWEB Logon Request (AWSR, AMIS, ARS, FIRESTAT, SIT, 209)**. The main content area features a 'Welcome to FAMWEB' banner, an 'UPDATES' section with a table of updates, and 'Announcements' and 'TechNotes' sections. The date 'Tuesday, December 14, 2010' is shown in the top right corner.

DATE	UPDATE
Dec 9, 2010	<p>WIMS Version 2 UPDATE: Attention BLM Users</p> <p>The issue on some BLM computers using Internet Explorer 7 (unable to Save in ENFDR/EOBS and poorly formatted DRAWs tables) has been identified as a Java problem. The solution is to have your IT person reinstall Java.</p>

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

- ❖ Your User Name is **case sensitive**: must be at least 3 characters in length, but no more than 30; and be unique within FAMWEB. It is recommended that the User Name 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.
- ❖ 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.
- ❖ Fill in all boxes completely. This identifies who you are to FAMWEB managers. Incomplete requests may be rejected.
- ❖ Check the box for SIT Access.
- ❖ In the Comment field, please describe your tasking with FAMWEB (e.g., what unit you are with and what organizational data you are responsible for, etc.)
- ❖ Passwords will expire every 60 days. Each user is responsible for managing their own password.

Once you have 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 1-800-253-5559 or (208) 387-5290.

Users who currently have access to the FIRESTAT, AMIS, AWSR and ARS Programs need to call their GACC Intelligence Coordinator/Officer to get access to the SIT

Program. Current application users that move from one location to another and continue to need access to the SIT Program for the new area need to call the GACC Intelligence Coordinator/Officer for that area to obtain access.

LOGGING ON TO THE SIT REPORT PROGRAM

From the FAMWEB home page, click on the “**Log On**” link located on the left menu, as shown below.

The screenshot shows the FAMWEB home page. The left sidebar menu includes the following items:

- Add Program Request
- FAMTEST
- FEPMIS Data Request Form
- CMMS
- FEPP Web Pages
- Fire and Weather Data
- FTP2 Site
- GACC Web Pages
- PocketCards
- FAMWEB Logon Request (AWSR, AMIS, ARS, FIRESTAT, SIT, 209)
- Log On (AWSR, AMIS, ARS, FIRESTAT, SIT, 209)** (circled in red)

The main content area displays a 'WELCOME TO FAMWEB' banner, an 'UPDATES' section with a table of updates, and 'Announcements' and 'TechNotes' sections.

DATE	UPDATE
Dec 9, 2010	WIMS Version 2 UPDATE: Attention BLM Users The issue on some BLM computers using Internet Explorer 7 (unable to Save in ENFDR/EOBS and poorly formatted DRAWS tables) has been identified as a Java problem. The solution is to have your IT person reinstall Java.

A dialog box, as shown to the right, will pop up asking for your User Name and Password.

If the pop-up box does not appear, be sure to turn off pop-up blocker settings for this site, then try again.

Enter your “**User Name**” and “**Password**”.

Click the “**Log on**” button.

FAMWEB

Logon Required

This is a United States Government computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be monitored, intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person constitutes consent to these items.

Please enter your User Name and Password to log on.

User Name

Password

Note: Processing may take a few moments to set all security features. Please do not click the Log on button more than once.

If you logged on to FAMWEB successfully, your name and last logon information will be located in the upper right corner of the main page, shown below

Click on the “**SIT Report**” link on the left menu.

Once you are at the Welcome to SIT screen, as shown below, you can select from the “**Reports**”, “**Data Entry**”, and “**Setup**” functions. The “**FAMWEB Home Page**” button will take you back to the FAMWEB home page.

Individual access rights to the program determine which buttons will appear on the screen.

- “**Report**” authority only allows the user to run reports.
- “**Data Entry**” authority gives the user data entry access.
- “**Setup**” authority allows that user to add and update/delete levels of security/access, as well as dispatch offices and units.

For more information about user authority please refer to Section VI. Site Management.

