

INTRODUCTION

The Interagency Situation (SIT) Report Program is a web-based application that captures incident activity and resource status information in summary form intended for use by managers. Once the information has been submitted via the web site, it can be accessed and utilized at local Dispatch Offices, Geographic Area Coordination Centers (GACCs) and the National Interagency Coordination Center (NICC) to produce summary reports to be used by agency managers as a decision making tool. Agency information officers also use the reports to disseminate incident activity to the media and public.

GACCs have edit access to all of the Dispatch Offices within their area. Additionally, NICC has edit access to all Dispatch Offices and GACCs.

The SIT Report is prepared on a daily basis at National Preparedness Level 2 and above, or when significant activity occurs. Please refer to Chapter 20 of your Geographic Area's Mobilization Guide and the National Interagency Mobilization Guide for more specific reporting requirements for the SIT Report.

USER SUPPORT

Technical support for the SIT Report Program can be found through the National Fire and Aviation Management (F&AM) Web Applications site (FAMWEB) or at the Fire Applications Help Desk. Contact the Help Desk at 1-800-253-5559 or (208) 387-5290 or via e-mail at: fire_help@fs.fed.us. Calls to the Help Desk are handled 24 hours a day. After normal business hours (7:30am – 5:00pm Mountain Time) leave a message, and the on-call duty officer will return your call.

If you have questions on data entry, what to report, program access, etc., contact your local dispatch center or your Geographic Area Intelligence Coordinator/Officer.

TROUBLESHOOTING

Specific instructions are explained in this User's Guide for many of the data entry and program features. In some cases, instructions must be followed carefully for the program to work. Additional troubleshooting instructions are outlined in specific sections of this User's Guide. Please follow the instructions in this User's Guide carefully before contacting the Fire Applications Help Desk or GACC.

If you lose Internet connection while in the program, reconnect and then click the **"Submit"** button. You should **not** lose any of the data you entered before being disconnected.

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