



Operations Formulation System (OFS) Training Presentation

February, 2007



Goals for this Training Session

- I. Understand the purpose of OFS and its history
- II. How to access OFS
- III. Create an OFS User Profile
- IV. Types of OFS Users
- V. Create an OFS Request
- VI. Use OFS as a tool for approving and prioritizing operating increases
- VII. How OFS fits into the budget cycle



What is OFS?

- The Operations Formulation System (OFS) is one of two web-based budget formulation systems used by NPS
- Designed to meet the needs of Parks/Offices, Regions/Directorates, and Servicewide Centers in the development, identification, and prioritization of operating increases needed to support the mission and strategic plan of the NPS
- Should be available for use 24 hours a day, 7 days a week, except for a limited time during the review of requests at the regional and Servicewide level and periodic system maintenance
- Contains all unfunded budgetary requirements of the NPS for recurring or operational needs for the next five Fiscal Years
- Deals with incremental changes to the budget, rather than the budget as a whole
- Contains historical information on funded requests from FY 1994 through present



What is the difference between OFS and PMIS?

OFS

- Recurring funding (but may have some non-recurring components)
- Examples:
 - Park Base Increases (can be operating increases related to PMIS projects...i.e. operating a newly constructed visitor center)
 - Increasing funding for repair/rehab program, equipment replacement pot of funding, etc.
 - Maintaining IT systems

PMIS

- Non-Recurring Project funding
- Examples:
 - Constructing a visitor center
 - Equipment Replacement
 - Building an IT system



History of OFS

- OFS was created in 1987 by in-house NPS staff and college interns
- Converted to a web-based system in 1999 (OFS 2.0)
- Converted to Oracle DBS platform in 2003 (OFS 3.0)
- Current version is OFS 4.0 (major fixes/changes made to system in October, 2004)
- Modifications and refinements are ongoing through contractual support
- Originally provided a way for Parks and Regions to identify and prioritize ONPS operating base increase needs
- Has since expanded to include all programs funded through NPS discretionary appropriations
- Provides consistency and credibility when responding to inquiries about future needs (to OMB, Congress, the public, etc.)



Funding Strategies

- Enter requests in correct database
 - Projects (non-recurring) - PMIS
 - Operations (recurring) - OFS
- Technically, if a need for an operating increase is not identified in OFS, it is not going to be considered for inclusion in the budget during WASO formulation process
- Timing: Remember that the servicewide budget call for FY 2007 begins in Oct. 2004 and goes through Feb. 2005
- Requests should be entered in OFS and approved/prioritized at the Office and Directorate levels ASAP
- Follow the “Tips for Writing Effective Funding Requests” when writing justifications in OFS (see your handouts for more info)
- Minimize whining or exaggerations, since our ultimate audience is Congress





National Park Service

How do I access OFS?

OFS can be accessed through any computer that has an NPS Intranet connection

First, click on NPS Budget on the InsideNPS homepage



Then, click on the Budget Systems tab.

Finally, click on the link to OFS.



Operational Formulation System (OFS)

The Operational Formulation System (OFS) is a web-based system designed to meet the needs of parks, regions, and the Washington Office in the development and identification of operating systems needed to support the mission and strategic plan of the National Park Service (NPS).

The OFS system contains all unallocated budgetary requirements of the Service for ongoing or operational needs for the next five Fiscal Years (FY). The system does not contain requests for funding of individual projects. The Project Management Information System (PMIS) contains all the individual project requirements. Both systems contain a limited amount of historical information on funded requests (OFS from FY94 and PMIS from FY99).

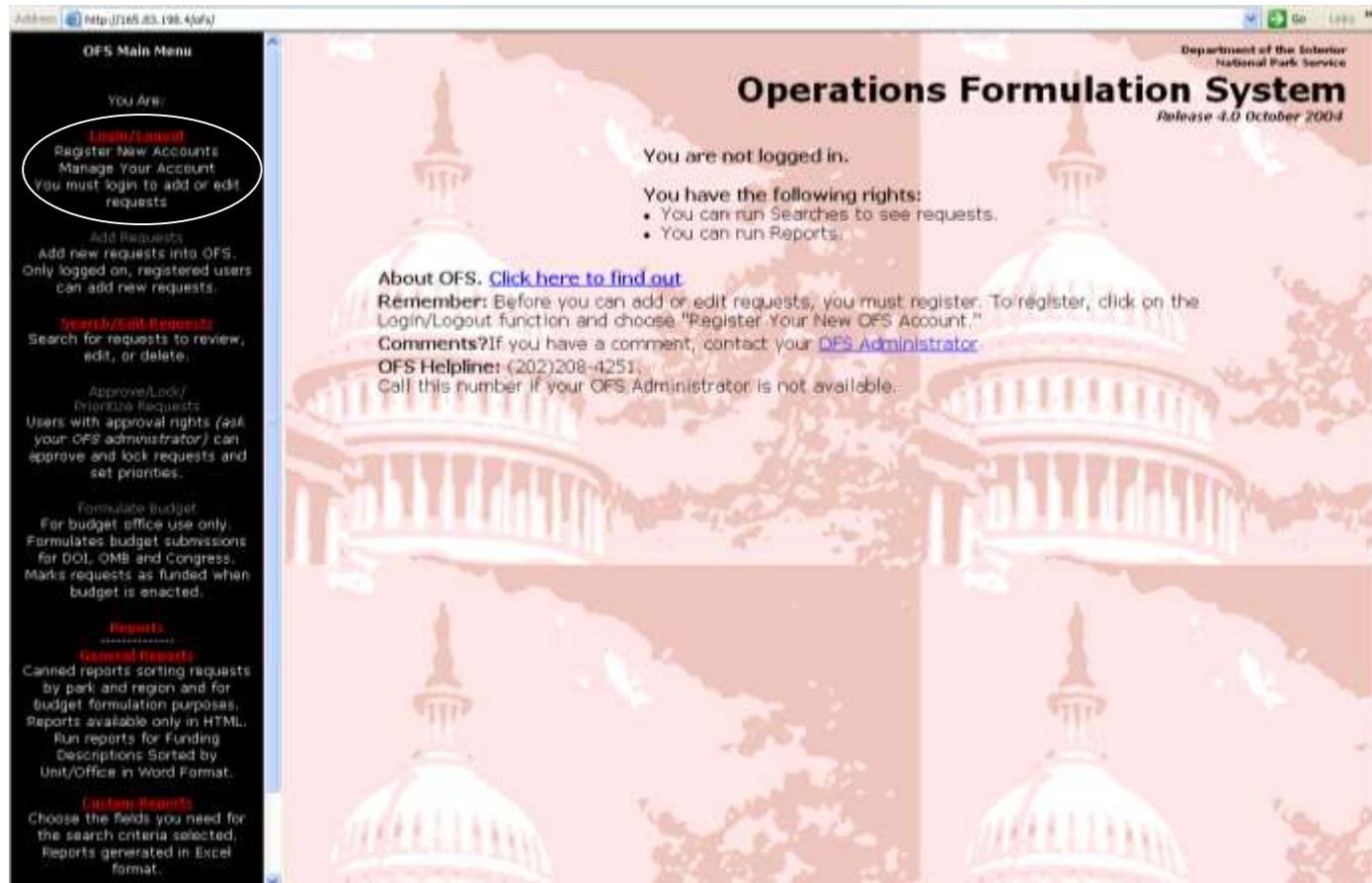
The OFS is interactive and should be available for use 24 hours a day, seven days a week, except for a limited time during the review of requests at the regional and Service-wide level. After reviews are complete, parks and other program managers should be able to prepare new requests and revise needs of the existing requests on their own schedules.

All needs or requests for funding should be represented in either the OFS or PMIS systems. The information contained in OFS and PMIS serves as the core source for formulating the three formal NPS budget requests (to the Department of the Interior, the Office of Management and Budget, and the Congress). In addition, the information will serve as the official NPS response to all internal and external requests about unallocated budgetary needs and our strategies for addressing these needs.

Creating an OFS User Profile

Step 1:

Click on Login/Logout in the OFS Main Menu.



The screenshot shows a web browser window with the URL <http://168.83.198.4/ofs/>. On the left is a dark sidebar titled "OFS Main Menu" with a list of options: "You Are:", "Login/Logout" (circled in red), "Register New Accounts", "Manage Your Account", "You must login to add or edit requests", "Add Requests", "Search/Edit Requests", "Approve/Lock/Unfreeze Requests", "Formulate Budget", "Reports", "General Reports", and "Custom Reports". The main content area has a light blue background with a large image of the U.S. Capitol dome. It displays the title "Operations Formulation System" and "Release 4.0 October 2004". Below the title, it states "You are not logged in." and "You have the following rights:" followed by a bulleted list: "You can run Searches to see requests." and "You can run Reports." There are also links for "About OFS", "Remember" instructions, "Comments", and "OFS Helpline".

Creating an OFS User Profile

Step 2:

Click on
“Register a New
OFS Account” on
the Login/Logout
screen.



Address: http://165.63.198.4/ofs/

Main Menu

LOGIN / LOGOUT HELP

NEW USERS

New users should click on the [Register Your New OFS Account](#) link below the Login Form.

REGISTERED USERS

Registered users should fill-in the **USERNAME** and **PASSWORD** fields and click **LOGIN**.

To modify account information, LOGIN first. Once you have logged in, click on **LOGIN/LOGOUT** in the Main Menu and click on the [Manage Your OFS Account](#) link that appears below the LOGIN form.

Operations Formulation System

LOGIN/OUT SCREEN

Please enter your user information.

First time users need to [Register a new ofs account](#)
Registered users should login first to change account information.

login id:

password:

[Return to OFS Home](#)

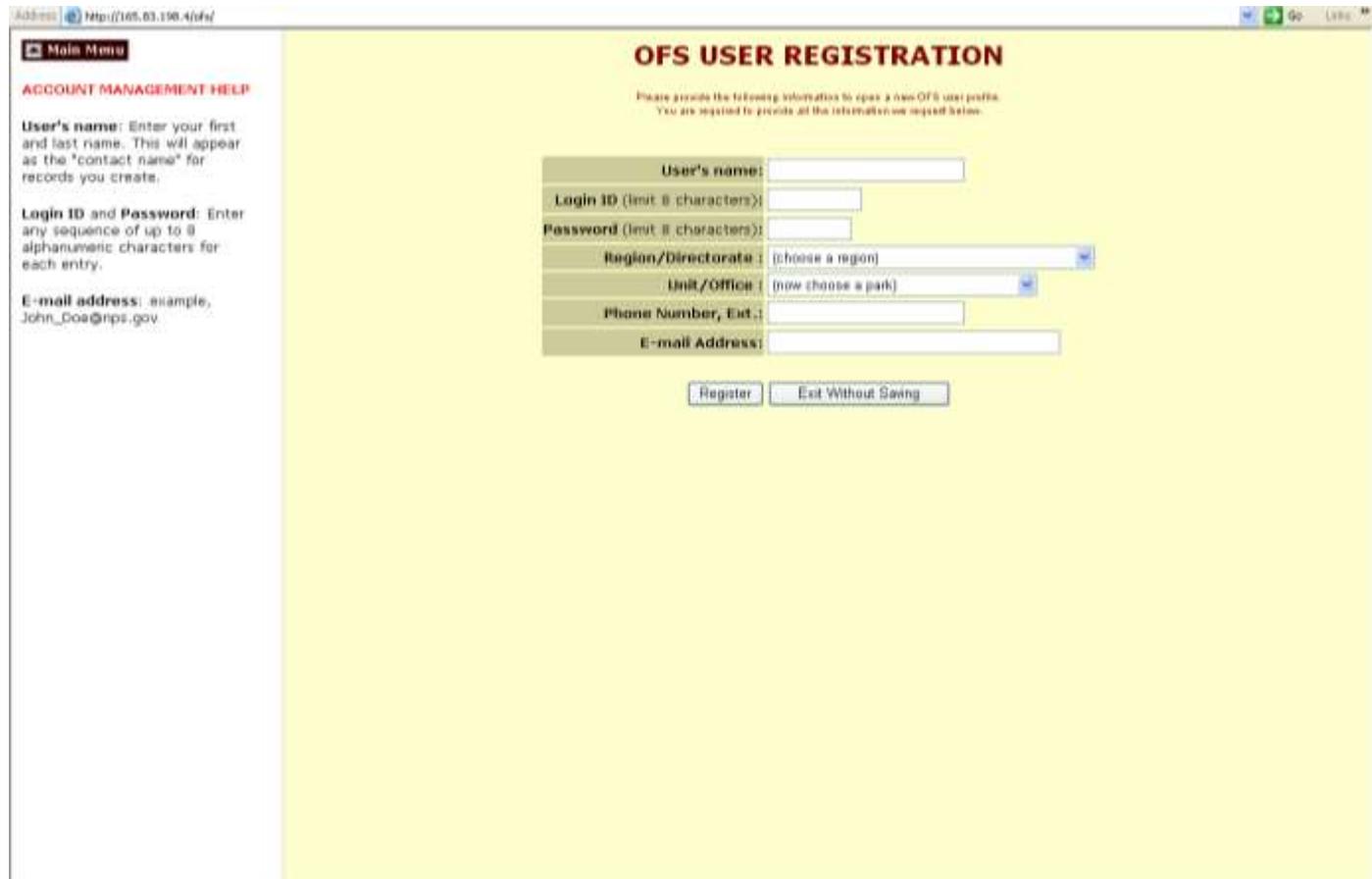
INTRA NPS

ParkNet
National Park Service

Creating an OFS User Profile

Step 3:

You can choose your own Login ID and Password.



The screenshot shows a web browser window with the URL <http://165.63.198.4/ofo/>. The page is titled "OFS USER REGISTRATION" and contains a registration form. The form fields are as follows:

- User's name:** Text input field.
- Login ID (limit 8 characters):** Text input field.
- Password (limit 8 characters):** Text input field.
- Region/Directorate:** Dropdown menu with the option "(choose a region)".
- Unit/Office:** Dropdown menu with the option "(now choose a park)".
- Phone Number, Ext.:** Text input field.
- E-mail Address:** Text input field.

At the bottom of the form, there are two buttons: "Register" and "Exit Without Saving".

ACCOUNT MANAGEMENT HELP

User's name: Enter your first and last name. This will appear as the "contact name" for records you create.

Login ID and Password: Enter any sequence of up to 8 alphanumeric characters for each entry.

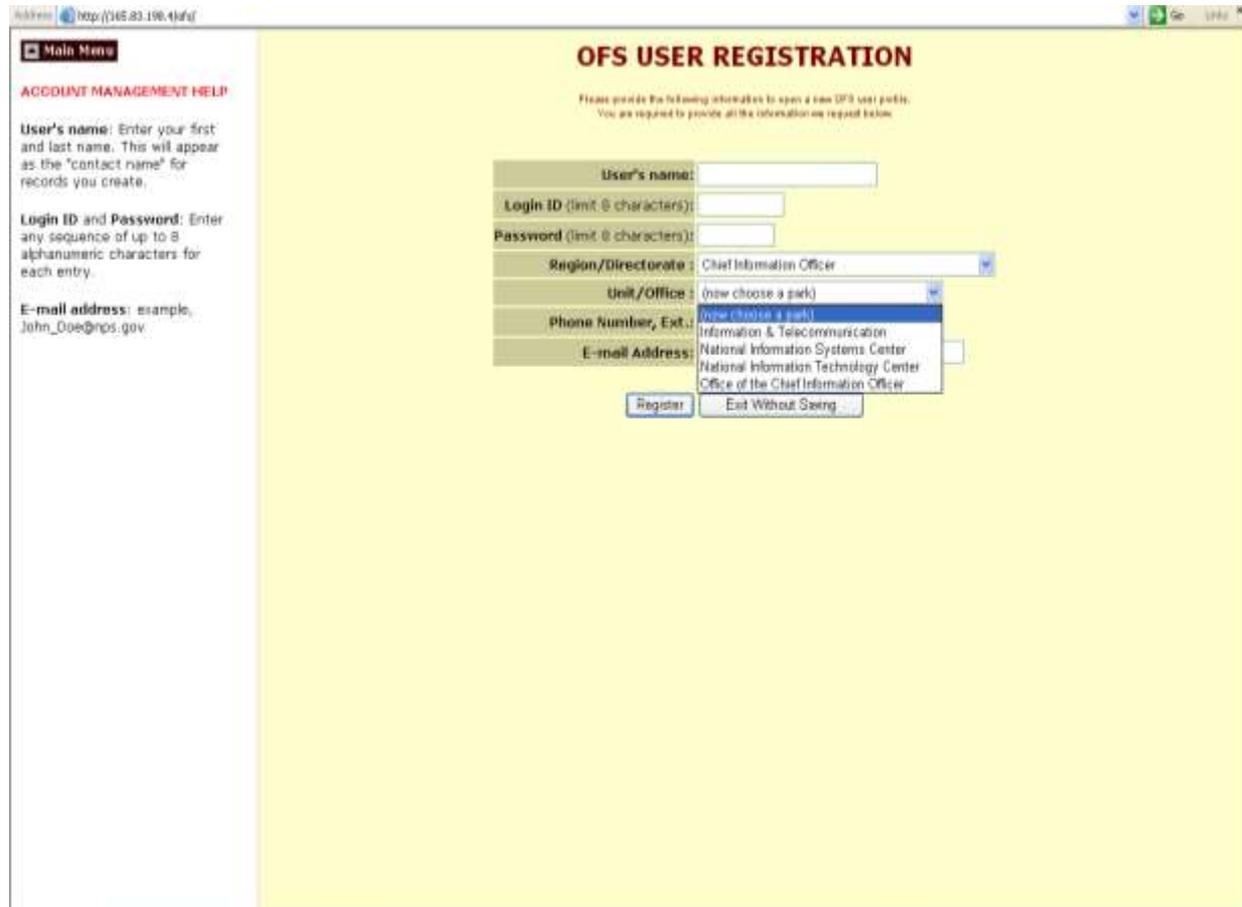
E-mail address: example, John_Coo@nps.gov

Creating an OFS User Profile

Step 4:

Click on “Register” when completed.

NOTE: Every field must be filled in in order to register your new OFS Account.



The screenshot shows a web browser window with the URL <http://165.83.196.4/af/>. The page is titled "OFS USER REGISTRATION" and contains a registration form. The form fields are:

- User's name:
- Login ID (limit @ characters):
- Password (limit @ characters):
- Region/Directorate:
- Unit/Office:
- Phone Number, Ext.:
- E-mail Address:

At the bottom of the form are two buttons: "Register" and "Exit Without Saving".

On the left side of the browser window, there is a "Main Menu" section with a link to "ACCOUNT MANAGEMENT HELP". Below this, there are instructions for each field:

- User's name:** Enter your first and last name. This will appear as the "contact name" for records you create.
- Login ID and Password:** Enter any sequence of up to 8 alphanumeric characters for each entry.
- E-mail address:** example, John_Doe@nps.gov.

Modifying OFS Account Information

If you need to change your Login ID or password, login to OFS like you normally would, click on LOGIN/LOGOUT in the OFS main menu, and then click on the “Update an Existing OFS Account” link that appears on the Login screen.



Modifying OFS Account Information

Once in the OFS User Profile Update screen, you can change your Login ID or password.

Click on “Update” when completed.



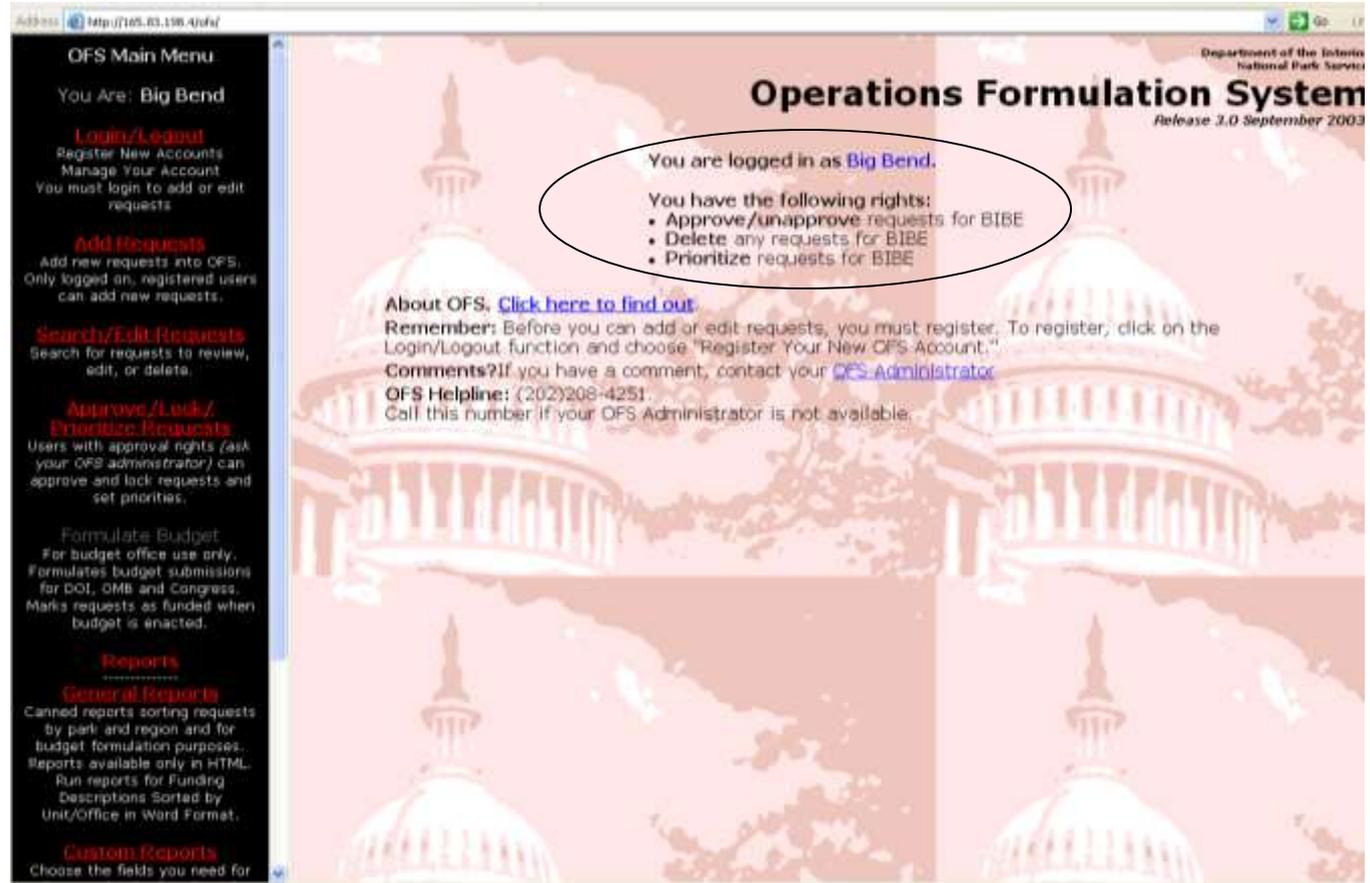
OFS USER PROFILE UPDATE

Your current user profile is displayed below. Please update. You are required to provide all the information we REQUEST below.

User's name:	<input type="text" value="Test"/>
Login ID (limit 8 characters):	<input type="text" value="test"/>
Current Password (limit 8 characters):	<input type="password" value="****"/>
New Password (limit 8 characters):	<input type="password"/>
Region/Directorate:	<input type="text" value="Comptroller"/>
Unit/Office:	<input type="text" value="Budget Division (BUDG)"/>
Phone Number, Ext.:	<input type="text" value="555-555-5555"/>
E-mail Address:	<input type="text" value="test@nps.gov"/>

Types of OFS Users

When you log into OFS, the system will tell you what your scope is and what rights you have. This Park/Office user has rights to approve and prioritize all OFS records for only her Park/Office.



Address: http://165.83.198.4/ofs/

OFS Main Menu

You Are: Big Bend

Login/Logout
Register New Accounts
Manage Your Account
You must login to add or edit requests.

Add Requests
Add new requests into OFS.
Only logged on, registered users can add new requests.

Search/Edit Requests
Search for requests to review, edit, or delete.

Approve/Lock/Prioritize Requests
Users with approval rights (ask your OFS administrator) can approve and lock requests and set priorities.

Formulate Budget
For budget office use only.
Formulates budget submissions for DOI, OMB and Congress.
Marks requests as funded when budget is enacted.

Reports

General Reports
Canned reports sorting requests by park and region and for budget formulation purposes.
Reports available only in HTML.
Run reports for Funding Descriptions Sorted by Unit/Office in Ward Format.

Custom Reports
Choose the fields you need for

Department of the Interior
National Park Service
Release 3.0 September 2003

Operations Formulation System

You are logged in as **Big Bend**.

You have the following rights:

- Approve/unapprove requests for BIBE
- Delete any requests for BIBE
- Prioritize requests for BIBE

About OFS, [Click here to find out](#).

Remember: Before you can add or edit requests, you must register. To register, click on the Login/Logout function and choose "Register Your New OFS Account."

Comments? If you have a comment, contact your [OFS Administrator](#).

OFS Helpline: (202)208-4251.
Call this number if your OFS Administrator is not available.



Types of OFS Users

User Scopes

User Rights

The User Manager in OFS Side-bar Menu is where Unit/Office and Region/Directorate OFS Administrators go to change the Scope or Rights for other OFS users

Approve/Lock/Prioritize Requests
Users with approval rights (ask your OFS administrator) can approve and lock requests and set priorities.

Formulate Budget
For budget office use only. Formulates budget submissions for DOI, OMB and Congress. Marks requests as funded when budget is enacted.

Freeze New Approvals
Locks any new request approvals during review periods.

General Reports
Canned reports sorting requests by park and region and for budget formulation purposes. Reports available only in HTML. Run reports for Funding Descriptions Sorted by Unit/Office in Word Format.

Custom Reports
Choose the fields you need for the search criteria selected. Reports generated in Excel format.

Park Profile Reports
Run reports containing historical budget, visitation, acreage, staffing and establishment data.

System Administration
Update most of the pick lists from here.

User Manager
If you are an OFS administrator you can obtain user login information

User Profile for regNITC

Full Name	Reginald E. Vance
Login ID	TEST
Password	TEST
Access Scope	<input type="radio"/> Unit <input type="radio"/> Region <input type="radio"/> All
Region/Directorate	Chief Information Officer
Unit/Office	National Information Techn
Access Rights	<input type="radio"/> Normal <input checked="" type="radio"/> Approve
Phone Number	202-354-2016
Email Address	reggie_vance@nps.gov
OFS Admin	<input checked="" type="checkbox"/>



Types of OFS Users

User Scopes

- Not Registered or Logged In (can run searches to see requests and can run all reports)
- Unit (Parks/Offices)
- Region (Regions/Directorates)
- All (only used by WASO Budget Office & Office of Strategic Planning)



Types of OFS Users

User Rights

- Normal Access

- Approval Rights

- Should have at least one person per Park/Office and Region/Directorate with Approval Rights

- OFS Administrator

- Should have at least one person per Park/Office and Region/Directorate with Approval Rights



Types of OFS Users

Normal Access

- “Unit” Scope

- Add draft records for Park/Office
- Edit records that are unlocked (not “Regionally locked” or “WASO locked”) when user is listed as the contact for the OFS record (i.e. the user created the OFS request)
- Delete records when user is listed as the contact for the OFS record (i.e. the user created the OFS request) and the record is not approved by a higher-level user



Types of OFS Users

Normal Access

- “Region” Scope

- Add draft records for any Park/Office within the Region/Directorate
- Edit and delete records that are unlocked (not “WASO locked”) for any Park/Office within the Region/Directorate



Types of OFS Users

Normal Access

- “All” Scope

- Add draft records for any Park/Office within any Region/Directorate

- Edit and delete records for any Park/Office within any Region/Directorate



Types of OFS Users

Approval Access

- “Unit” Scope

- All normal access capabilities
- Can edit and delete any unlocked (not “Regionally locked” or “WASO locked”) records for the Park/Office
- Can “park approve” (or unapprove) records for Park/Office
- Can “park prioritize” unlocked records (those records not “Regionally locked” or “WASO locked”) for Park/Office
- Can add comments in “Notes” section of the record



Types of OFS Users

Approval Access

- “Region” Scope

- All normal access capabilities
- Can “regionally approve” (or unapprove) records for all Parks/Offices within the Region/Directorate
- Can “regionally prioritize” unlocked records (those records not “WASO locked”) for all Parks/Offices in the Region/Directorate
- Can add comments and needs edit requests



Types of OFS Users

Approval Access

- “All” Scope (used only for WASO Budget)
 - All normal access capabilities
 - Can “WASO approve” (or unapprove) requests for all Parks/Offices within all Regions/Directorates
 - Can “WASO prioritize” requests for all Parks/Offices within all Regions/Directorates
 - Can add comments and needs edit requests



Types of OFS Users

OFS Administrator

- “Unit” Scope
 - All normal access and approval rights capabilities
 - Can use User Manager for Park/Office to give Approval and OFS Administrator rights to other users
 - Receives “needs edit” e-mails from Region/Directorate



Types of OFS Users

OFS Administrator

- “Region” Scope
 - All normal access and approval rights capabilities
 - Can use User Manager for all Parks/Offices in the Region/Directorate to change a user’s scope (Unit/Region/All) or to give Approval and OFS Administrator rights to other users
 - Can Freeze New Approvals to prevent their Parks/Offices from approving and prioritizing requests
 - Receives “needs edit” e-mails from WASO Budget



Types of OFS Users

OFS Administrator

- “All” Scope (used only for WASO Budget)
 - All normal access and approval rights capabilities
 - Can use User Manager to update all user profiles
 - Can formulate budgets
 - Can mark requests funded
 - Can Freeze New Approvals to prevent their Regions/Directorates from approving, prioritizing, and locking requests
 - Manages System Administration data tables

Creating an OFS Request

Click on “Add Request” in the OFS Main Menu.



OFS Main Menu

You Are: budgetjc

Login/Logout
Register New Accounts
Manage Your Account
You must login to add or edit requests

Add Requests
Add new requests into OFS.
Only logged on, registered users can add new requests.

Search/Edit Requests
Search for requests to review, edit, or delete.

Approve/Lock/Unapprove Requests
Users with approval rights (ask your OFS administrator) can approve and lock requests and set priorities.

Formulate Budget
For budget office use only.
Formulates budget submissions for DOI, OMB and Congress.
Marks requests as funded when budget is enacted.

Force New Approvals
Locks any new request approvals during review periods.

Reports

General Reports
Canned reports sorting requests by park and region and for budget formulation purposes.
Reports available only in HTML.
Run reports for Funding Descriptions Sorted by Unit/Office in Word Format.

Custom Reports

Operations Formulation System
Department of the Interior
National Park Service
Release 4.0 October 2004

You are logged in as **budgetjc**.

You have the following rights:

- Approve/Unapprove requests for the NPS
- Delete requests
- Set Service-wide Priorities
- Lock and Unlock the approval function for Regions/Directorates
- Lock and Unlock Individual requests
- Formulate the NPS Budget
- Mark requests as visible/invisible
- Administer the system

About OFS: [Click here to find out](#)

Remember: Before you can add or edit requests, you must register. To register, click on the Login/Logout function and choose "Register Your New OFS Account."

Comments? If you have a comment, contact your [OFS Administrator](#)

OFS Helpline: (202)208-4251.
Call this number if your OFS Administrator is not available.

National Park Service



Creating an OFS Request

Step 1 of “Add Requests” involves identifying the funding need.

In Step 1, you will fill in the following fields:

- Region/Directorate
- Park Unit/Office
- Title of Request
- Concise Justification
- Supporting Info

The screenshot shows the 'Operations Formulation System' interface for 'ADD REQUEST'. The page is divided into several sections:

- Browser Update:** A message about JavaScript alerts and browser requirements (Internet Explorer 5.X and above, Netscape 6.2 and above).
- ADD REQUEST HELP:** A section explaining the three-step process for adding a new OFS funding request.
- STEP 1 Identify Funding Need:** The current step, which includes instructions on how to initiate a funding request and lists the required information.
- Form Fields:**
 - Region/Directorate:** A dropdown menu with 'NM' selected.
 - Unit/Office:** A text input field containing 'Big Bend National Park'.
 - Title of Request:** A text input field containing 'Maintain New Boardwalk'.
 - Concise Description and Justification:** A large text area containing the text: 'Funding is requested to maintain the new nature trail boardwalk. Construction of the boardwalk will be completed in October 2005. Funding would be used to perform routine maintenance and trash collection. This request would protect park resources and enhance visitor experience.'
 - Supporting Information:** A text area for additional details.
 - Request Type:** A dropdown menu with '-Select a Types'.
 - Appropriation:** A dropdown menu with '-Pick an Appropriation-'.
 - Earliest Year of Funding:** A dropdown menu.
 - Service-wide Initiative:** A dropdown menu with options: 'Not Applicable', 'Accountability', and 'Collaborative Effort'.
- Budget Drivers:** A section at the bottom of the form.

National Park Service



Creating an OFS Request

In Step 1, you will fill in the following fields (cont.):

- Request Type (Park Base, Servicewide Program, etc.)
- Appropriation
- Earliest Year of Funding (helps when formulating 3 years at a time)
- Applicable NPS initiatives
- Budget Drivers
- Links to related PMIS Project Statements

will be completed in October 2005. Funding would be used to perform routine maintenance and trash collection. This request would protect park resources and enhance visitor experience.

Supporting Information: (No size limit)

Request Type: Park Base

Earliest Year of Funding: 2005

Appropriation: Operation of the National Park System

Servicewide Initiative: (Use the Ctrl key to select more than one.)

- Not Applicable
- Accountability
- Collaborative Effort

Budget Drivers

Threats to Resources	0 %	Deteriorated Infrastructure	0 %
Compliance Issues	0 %	New Area	0 %
New Lands	0 %	New Facilities	100 %
New Programs	0 %	Accountability	0 %
Health and Safety	0 %	Physical Security	0 %
Increased Visitation	0 %	Increased Workload	0 %
Visitation Pattern Changes	0 %	Special Events	0 %
Percentages Remaining	0		

If you want to associate this funding Request with PMIS Project Statements [click here](#)

Save And Proceed to Step 2 | Exit Without Saving



Creating an OFS Request

Region/Directorate Field

If you have user scope = “Unit” or “Region”, the Region/Directorate will be selected automatically.

Unit/Office Field

If you have user scope = “Unit”, the Unit/Office will be selected automatically.



Creating an OFS Request

Title

- Remember, the title is the first thing seen by the reviewer.
- This field should begin with a verb and explain clearly and succinctly the general purpose of the requested funding.
- Avoid such intangible statements as “meet NPS standards” or “increase operational base.”
- Avoid adjectives such as “basic,” “required,” or “essential”, as they beg the question as to why these actions are not currently being undertaken.
- Avoid abbreviations and limit punctuation in the title. Use initial capitals and then lowercase letters.
- Your (and the Service's) worst title nightmare would be as follows: ENHANCE PK RES MGMT/MNTC/LE CAPABILIIY TO MEET MTN DNR STAND/COMP.
- An example of a good title would be: Enhance Law Enforcement to Protect Resources, Visitors and Employees



Creating an OFS Request

Concise Description and Justification

- ❑ Limited to 1,250 characters. Create or edit the narrative in Microsoft Word, spell check it there, obtain character count with spaces (in MS Word, see Tools/Word Count), and then cut and paste the narrative into OFS.
- ❑ The information contained in this field is put directly into the budget submission to justify proposed increases.
- ❑ Use five-step approach:
 1. State the operational need
 2. Indicate why the operational need exists
 3. Explain how funding would be used
 4. Quantify outputs allowed by funding
 5. Project resulting outcomes
- ❑ For a more in-depth description of this five-step approach, refer to the Tips for Writing Effective Funding Requests found in the OFS Help section under the Budget Call tab on the *NPS Budget Webpage* (www.nps.gov/budget).



Creating an OFS Request

10 Tips for Writing the Concise Description and Justification

- ❑ Speak to actions, not positions being filled. Do not say funding would be used to hire a maintenance laborer; instead, say that funding would be used to better maintain trails in order to eliminate safety hazards.
- ❑ Avoid cataclysmic predictions. Try not to use words "irreversible", "irreplaceable" or "critical". If you say the park will totally disintegrate without this funding, by gosh, this better happen. The worst thing we can see is a park with a \$20,000,000 budget saying a cut of \$50,000 will result in fatalities. We certainly hope not.
- ❑ Similarly, if you paint a desperate picture, with dire consequences of non-funding, remember that someone may ask why you are not taking care of the problem within your base instead of, for example, attending a lot of meetings (which some of our critics find problematic). Anyone can find "waste" in anyone's budget; it's a matter of perception. So if you are raising the issue, make sure you can answer the questions that might accompany the sudden visibility. Remember that while OFS is an internal system, it is the basis for answering queries from outside parties and public documents.



Creating an OFS Request

10 Tips for Writing the Concise Description and Justification (cont.)

- ❑ Avoid the trap of requesting funds because simply because it will restore programs that were once funded. Presumably, a park, regional and servicewide managers make informed decisions and would not have cut back something that was not the lowest priority or less valuable than other activities. Tell us what, other than "tradition" has been lost.
- ❑ Do not trot out the old "meet NPS standards" line. Operating at NPS standards is admirable; however, without context or definition, it tells the reader nothing. It is better to prevent deterioration, correct safety hazards or educate additional visitors than to meet standards.
- ❑ Be quantifiable, use performance measures, outputs and outcomes but don't overload the Concise Description and Justification field with too many numbers. Walk the fine line. If you must swamp us with numbers put them in Supporting Information field.



Creating an OFS Request

10 Tips for Writing the Concise Description and Justification (cont.)

- ❑ Avoid jargon, abbreviations and acronyms. Remember that it is important for the reader to understand the prose. The members of Congress are your eventual audience—will they understand your request as written?
- ❑ Use the conditional "This request would" rather than the simple future "This request will."
- ❑ Write clearly. This can not be stressed enough. In the *Elements of Style* by Strunk and White, they say, "Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should contain no unnecessary lines or a machine no unnecessary parts." This does not require that the writer make the sentence short, but that every word tell. Winston Churchill once remarked, "I did not say: 'Hostilities will be engaged with the opposing forces near the proximity of the coastal perimeter'; the message was much more effective as simply 'we will fight them on the beaches'."



Creating an OFS Request

10 Tips for Writing the Concise Description and Justification (cont.)

- ❑ Put yourself in the position of the person reading the narrative. Would you understand the issues being discussed if you did not know anything about the park or program? What questions does the request raise in your mind? Does the narrative tell you enough that you would make the decision to fund the request? Can you tell what the money would be used for? Is the increase really clear, or does it beg more questions?



Creating an OFS Request

Supporting Information

- This field is optional.
- No maximum length; but be reasonable in how much information you enter.
- Continues and/or expands the concise description and should not contain material duplicative of the concise description.
- Use this field to provide background material and supporting statistics and information.



Creating an OFS Request

Request Type

Funding requests should be categorized by using one of the request types listed below. Request Types are very useful for performing searches and formulating the three formal NPS budget requests.

Park Base – used by Parks to request Park base funding increases.

Regional Office Base – used by Regions to request Regional Office operational funding increases.

WASO Base – used by Directorates to request Servicewide Program operational funding increases.

Regional Program – used by Regional personnel to request lump sum increases for Programs managed by the Regions (i.e. Repair/Rehab Program funding, which is distributed by the Regions).

Servicewide Program – used by WASO personnel to request lump sum increases for Programs managed by WASO (i.e. Grant Program funding, which is distributed by WASO).



Creating an OFS Request

Request Type (cont.)

Heritage Area – used for a Congressionally designated National Heritage Area that receives funding through the Heritage Partnership Program.

Statutory Aid Area – used for an area that receives funding through Statutory or Contractual Aid (does not include technical assistance received through ONPS).

Uncontrollable Costs – for WASO Budget Formulation Office use only.

GSA Space-Park – used by Parks to request GSA Space funding at individual or collective Parks. (Please use the OFS-specific PWE for GSA space rental, ESW, when using this request type.)

GSA Space-Reg/WASO – used by Regional and Central Offices to request GSA Space funding for regional and servicewide offices. (Please use the OFS-specific PWE for GSA space rental, ESW, when using this request type.)



Creating an OFS Request

Earliest Year of Funding

- When requests are added to OFS, most will be marked with the current budget call year as the earliest year to be funded.
- If an increase is linked to a project that may not be completed in the current budget call year then it should reflect when the project will be completed and when operational funds are needed.
- The earliest year of funding does not have to be changed to be considered in subsequent years, unless the circumstances have changed such that the need for funding is delayed (i.e. a construction project or land acquisition is delayed, so the related operational funding need is delayed).
- Do not update this field for existing records unless the need for funding is delayed. Changing the Earliest Year of Funding may eliminate the record for consideration when the Service formulates Congressional Add-Ons.



Creating an OFS Request

Appropriation

- New field as of October, 2004
- Seven appropriations to choose from:
 1. Construction & Major Maintenance
 2. Historic Preservation Fund
 3. Land Acquisition and State Assistance
 4. National Recreation and Preservation
 5. Operation of the National Park System
 6. United States Park Police
 7. Urban Park and Recreation Fund



Creating an OFS Request

Servicewide Initiatives

- ❑ Allows the NPS to designate an increase as part of a special Servicewide initiative.
- ❑ Generally, an increase would relate to only one initiative, although in unusual cases more than one initiative would be appropriate (for example, the NPS Law Enforcement Initiative and the National Security/Anti-Terrorism Initiative are often used in combination).
- ❑ The entire OFS record must apply to the initiative(s). When needs for initiatives are combined with other core mission responsibilities as base increases are developed, it becomes difficult to separate this program component from the rest of the increase request; and the request for an increase will likely be skipped.
- ❑ While the increases associated with special initiatives are “marked” in the database at the park or office level, they **MUST** be reviewed at the regional or associate level to ensure that records are correctly marked.
- ❑ Please refer to the OFS User Manual on the budget webpage (http://classicinside.nps.gov/budget3/scc/FY_2008/FY_2008_OFS_Page.htm) for the currently approved servicewide initiatives.



Creating an OFS Request

Budget Drivers

- ❑ Attempts to categorize the reason behind the increase. An increase should reflect only one to three budget drivers. While many factors influence the need for increased funding, only one or two “drive” the particular need.
- ❑ Entries are made as percentages of the whole increase; for example an increase may indicate the request is a result of threats to resources (50%) and deteriorating infrastructure (50%).
- ❑ No entry should be less than 10 percent and entries must be in increments of 5 percent.



Creating an OFS Request

Budget Drivers (cont.)

Threats to Resources - Increases using this budget driver must be related to protecting or preserving resources for which the park has been established. A preventive maintenance program to preserve a deteriorated historic building is more appropriate to this category than “Deteriorated Infrastructure.” Interpretive efforts aimed at educating visitors who are unaware of the fragility of the park’s resources would also clearly fit this category, as would ranger patrols aimed at protecting the resource rather than the visitor.

Health and Safety - This budget driver is optimally used for increases that provide for protecting the life, health or safety of the visitor or the employee. Enhancing the park’s capability to provide for law enforcement patrols or emergency medical situations would fall under this category. In addition, the proper maintenance of trails, the distribution of safety information at visitor centers, or the presence of life guards at swimming areas. Steps taken to ensure proper water quality might also properly fall here, although a case could be made to include such actions under the budget driver for “Compliance Issues.”



Creating an OFS Request

Budget Drivers (cont.)

Physical Security - This category is designed to focus on actions taken to protect the security of employees, visitors and government facilities from threats posed by terrorist or criminal activities. Clearly such activities could involve “Health and Safety” concerns; however, this budget driver is preferable for anti-terrorism measures. In addition, law enforcement activities that protect against theft of government property should also be designated using this budget driver.

Deteriorated Infrastructure - This budget driver should represent only those maintenance actions designed to correct deterioration of public use structures and facilities (docks, roads, trails, utility systems, etc.), and administrative or other buildings used by NPS employees. An increase for an historic home that requires preventive maintenance is more aptly entered under “Threats to Resources.”



Creating an OFS Request

Budget Drivers (cont.)

Compliance Issues - Compliance issues represent the most difficult increased need to categorize. To ensure consistency, it is recommended that issues dealing with NEPA, Section 106 of the Historic Preservation Act, or the Disabilities Act be entered under the “Compliance Issue” Budget Driver. An increase related to the assurance of clean, safe water for visitors and employees may be better suited to the budget driver “Health and Safety” even though the completion of NEPA or Section 106 compliance activities also seem to fall under the category of “Threats to Resources”, and providing for a safe and enjoyable experience for physically-challenged could be categorized as “Health and Safety” or “Compliance”.

New Area - Increases for “recently” authorized park units fall under this budget driver. When initially requesting funding increases, a “new area” should code 100 percent of the increase against the new area budget driver. While there is no standard rule for what timeframe constitutes a “new” area; a good rule of thumb is probably within the last ten years. Of course, this categorization would also depend on how quickly a park has established an adequate base budget. A park with a minimal budget and operation might be considered “new” after 15 years. A park that has a more established operation level and significant funding might “lose” that designation after five to seven years.



Creating an OFS Request

Budget Drivers (cont.)

New Facilities - This budget driver should reflect increased operational needs caused by the construction, rehabilitation or acquisition of facilities (historic, public use, or administrative). Generally, if this budget driver is used and relates to new construction or rehabilitation work, there should be a corresponding project identified in the Project Management Information System (PMIS). This OFS increase should be linked to the PMIS project.

New Lands - The acquisition of new lands, whether through donation, exchange, or fee purchase, brings new responsibilities for operational upkeep. This budget driver represents increases, which accrue new responsibilities by adding to the land base managed by the NPS. This is not be confused with “new area” (which obviously also results in new lands) or “new facilities” which deals more with the built environment rather than land base.



Creating an OFS Request

Budget Drivers (cont.)

New Programs - Increases that represent the initiation of new activities not currently undertaken are reflected in this category. An example would be the development of an interpretive program that had not previously been available to the public. Some new programs are implemented to address “threats to resources” or as result of “increasing visitation,” so this budget driver should be used carefully. More specific causes for the increase may likely be found elsewhere in the list of budget drivers.

Increased Visitation - Increases resulting from a rise in the volume of visitors are represented in this category. If this budget driver is chosen, be sure to indicate the visitation growth in either the concise description or the supporting information. Be sure to use Report #4 in the Park Profile Reports section of OFS to verify the visitation increase. When reviewing OFS records for the FY 2006 budget request, the budget driver “increased visitation” and the narrative were quite often not supported by the “official” NPS visitation figures contained in the database.



Creating an OFS Request

Budget Drivers (cont.)

Visitation Pattern Changes - Increases necessitated by the change in the pattern of visitation – such as a trend toward shoulder season visits or a busy winter season – are represented by this budget driver. The trend toward the spreading out of visitation to March, April, and October, from the more traditional May through September use, may result in the need for extending seasonal staff or providing utility costs for a longer period of time. Such increases would fall under this category. If this budget driver is chosen, be sure to indicate the visitation pattern change in either the concise description or the supporting information.

Special Events - This budget driver concerns one-time operational requirements necessitated due to events such as the celebration of the Lewis and Clark Bicentennial, commemoration of the 100th Anniversary of Manned Flight, the 400th anniversary of the founding of Jamestown, the Presidential Inaugural, or the Olympics. These operational increases may or may not become part of the permanent base, after the event has concluded. For example, the celebration of the 400th anniversary of the founding of Jamestown or the centennial of the Wright Brothers' flight may lead to a sustained increase in visitation at the site(s) in question.



Creating an OFS Request

Budget Drivers (cont.)

Increased Workload - This category is intended to reflect operational increases required by administrative or managerial offices. If the workload of the maintenance staff or interpreters has increased, it is not enough to cite “increased workload.” Rather, the reason for the increased workload may be the acquisition of new facilities, the start of a new program, a threat to a specific resource, or a significant jump in the visitation at an area. These more specific budget drivers are more appropriately used in these cases. However, if the workload of the administrative office has increased and more frequent reports are required, this could be correctly categorized through use of the budget driver “increased workload.”

Accountability - This budget driver should be used if funding is requested to provide greater oversight of or better information on NPS programs and resources. This category will be more frequently used by central offices than by parks. Examples in recent years that might have appropriately been entered under this category include increased information management and telecommunications funding, additional funding to conduct condition assessments, or financial, budget, maintenance and resource management system development. Increases in the Servicewide Inventory and Monitoring Program might have been split between “threats to resources” and “accountability,” as the information needed for better management decisions will be obtained through this program.



Creating an OFS Request

Budget Drivers (cont.)

Address Mandates: Increases which fulfill Congressional and Presidential mandates or Departmental policies fall under this budget driver. This category will be more frequently used by central offices than by parks. This budget driver should be used as a last resort; and if requests relate to other budget drivers, those drivers should be used instead. For example, Congress may issue a mandate about museum collections management and the WASO Cultural Resources Program is requesting funding to enhance museum collections management in parks. This request would be better suited with the budget driver for “Threats to Resources”, rather than “Address Mandates”. A Departmentally-driven request for improving Servicewide information technology security does not fall under any other budget driver so the “Address Mandates” would be applicable to this request.

Expand Basic Visitor Services: This budget driver should be used for requests that restore basic visitor services in parks (interpretive programs, orientation services, etc.). Requests that address the restoration of basic visitor services that have been cut should be marked with the “Expand Basic Visitor Services” budget driver. However, more specific budget drivers should be used if they are applicable (i.e. if the services being restored address “Threats to Resources”, “Health and Safety”, or “Deteriorated Infrastructure”).

National Park Service



Creating an OFS Request

PMIS Link

To link an OFS record to a related PMIS record, click on the PMIS icon below the Budget Drivers in Step 1 of “Add Requests” and choose from the list of PMIS project numbers.

Since this is the last field in Step 1 of Add Requests, click on “Save and Proceed to Step 2”.

will be completed in October 2005. Funding would be used to perform routine maintenance and trash collection. This request would protect park resources and enhance visitor experience.

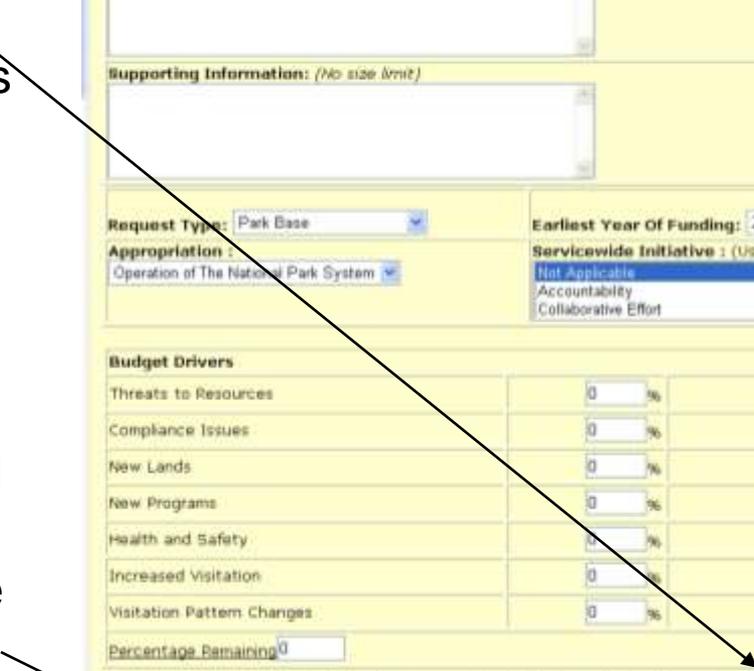
Supporting Information: (No size limit)

Request Type: Park Base
Appropriation: Operation of The National Park System
Earliest Year of Funding: 2008
Servicewide Initiative: (Use the Ctrl key to select more than one.)
Not Applicable
Accountability
Collaborative Effort

Budget Drivers	
Threats to Resources	0 %
Compliance Issues	0 %
New Lands	0 %
New Programs	0 %
Health and Safety	0 %
Increased Visitation	0 %
Visitation Pattern Changes	0 %
Percentage Remaining	0
Deteriorated Infrastructure	0 %
New Area	0 %
New Facilities	100 %
Accountability	0 %
Physical Security	0 %
Increased Workload	0 %
Special Events	0 %

If you want to associate this funding request with PMIS Project Statements [click here](#)

Save And Proceed to Step 2 Exit Without Saving





Creating an OFS Request

Step 2 of “Add Requests” involves adding funding components.

Each OFS record consists of one or more funding components with:

- Requested Full-Time Equivalents (FTE)
- Requested amounts of funding for Personnel and Other Needs
- Indication whether funding is recurring or non-recurring
- Funding component priority (this field greatly facilitates the proper “split” of records required when necessary)
- PWE account codes

Step 2: Estimate Cost by PWE/Establish GPRA goals

Establish IT Test Lab

DOI policy requires development of standard configuration for devices such as desktop computers and servers. Development of standard configurations for the over 20,000 NPS systems requires a rigorous testing process. It is proposed that a testing environment or security 'lab' be developed to provide an environment for development and thorough testing of standard security configuration and operating system patches. The \$50,000 annually is the funding necessary for keeping the activity going for the future and ensuring that testing capabilities of the lab continue to adjust to changing security requirements.

Funding would support establishing a service-wide test lab composed of equipment (desktops, laptops, and firewalls) in general use within the NPS Network and a team of dedicated testers. The dedicated team of testers would test all new releases of software associated with the Microsoft Enterprise Agreement as well as other software products in use throughout the service. This would include testing of desktop as well as server software.

Funding Component	FTE	Pers. (\$000)	Other (\$000)	Recur. Y	Item Priority	PWE
Test lab maintenance	0.0	0	50	Yes	1.0	SYP
Establish test lab	0.0	0	475	No	1.0	SYP
Totals:	0.0	0	525			

[Add New Detail](#)

[Exit and Return to the Request Detail Sheet](#)



Creating an OFS Request

Funding Components

- Enter information as *tasks* to be accomplished, not personnel to accomplish them.
- Begin the description with a verb, such as “Maintain Historic Structures”.
- Enter FTE in whole numbers or tenths.
- Do not automatically indicate a need for staff. If an increase can be accomplished without staff, say so. Increased staff, even at parks, is still frowned upon. The NPS is under pressure to contract work, *when and where feasible*.



Creating an OFS Request

Funding Components (cont.)

- Enter dollar amounts for Personnel and Other Costs in thousands, dropping the last three zeroes off the dollar amounts. For example, \$250,000 would be entered as 250.
- Consider inflation when estimating costs since funding year under consideration is two years away.
- If you enter a large amount of money in the “Other” cost estimate category, be sure to explain the use of this funding in the Supporting Information Field.
- Do not forget to include benefit costs when calculating personnel costs.
- There is no upper limit to the amount that can be submitted; however, multi-million dollar requests are not as likely to be proposed as part of the final budget decision when NPS is under a severely tight request cap. In general, requests should not exceed \$500,000. All requests should be no less than \$50,000. Please refer to your Region/Directorate for further specific guidance.



Creating an OFS Request

Funding Components (cont.)

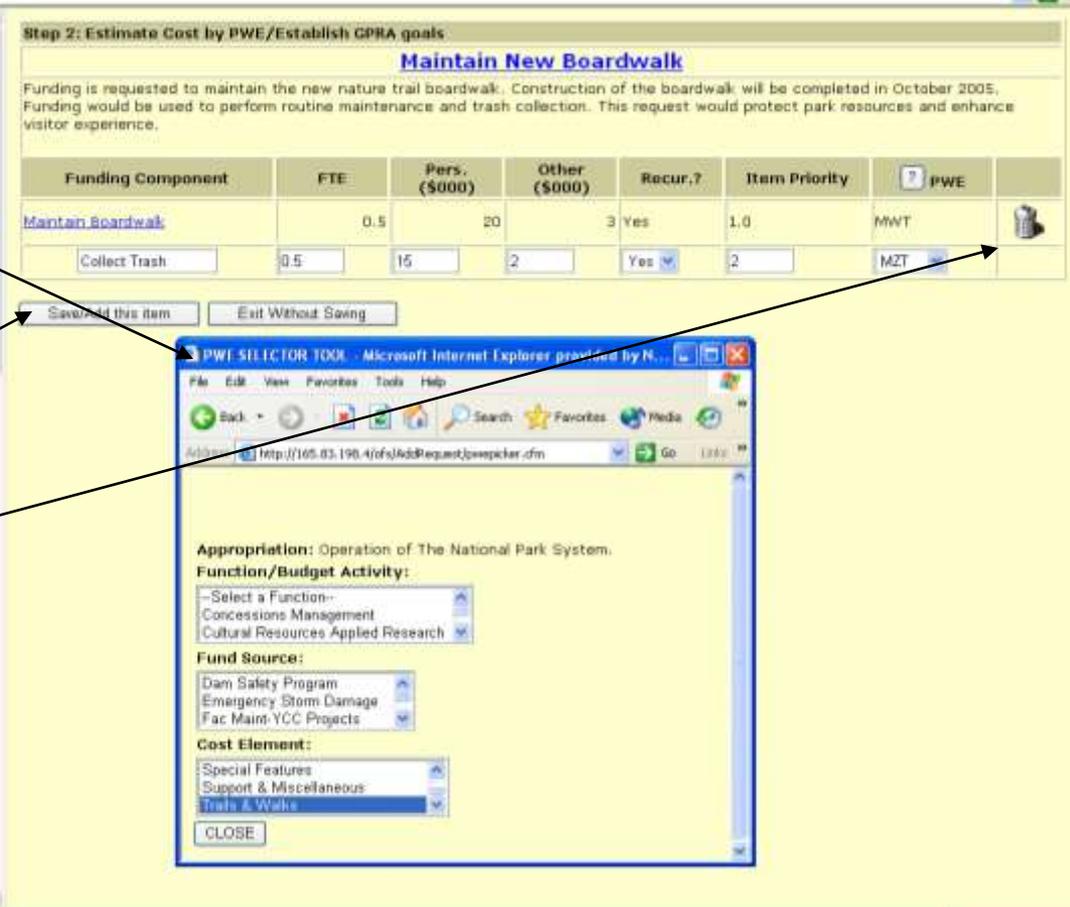
- The cost estimates (personnel and other) for existing OFS records must be checked during the SCC to see if they are “old” estimates and must be updated to reflect pay raises or other inflationary circumstances.
- Enter an item priority if more than one funding component is present. Prioritization of components helps the WASO budget staff make decisions based on your priorities when they are splitting a record to squeeze in at least part of an operational increase.
- The default for the “Recur.?” field is YES. Be sure to specify if there are any Non-Recurring Costs included in the request by changing the “Recur.?” field to NO for that funding component.
- Generally, each funding component represents a different PWE. For the most current PWE’s, refer to the List of PWE’s found in the OFS Help section under the Budget Call tab on the *NPS Budget Webpage* (www.nps.gov/budget).

Creating an OFS Request

In Step 2 of “Add Requests”, there is a PWE Selector Tool that assists the user in choosing the correct PWE.

When you have finished adding all of the details for a funding component, click on “Save/Add This Item”.

If you would like to delete a funding component, click on the Trash icon next to the component.



Step 2: Estimate Cost by PWE/Establish GPRA goals

Maintain New Boardwalk

Funding is requested to maintain the new nature trail boardwalk. Construction of the boardwalk will be completed in October 2005. Funding would be used to perform routine maintenance and trash collection. This request would protect park resources and enhance visitor experience.

Funding Component	FTE	Pers. (\$000)	Other (\$000)	Recur.?	Item Priority	PWE
Maintain Boardwalk	0.5	20	3	Yes	1.0	MWT
Collect Trash	0.5	15	2	Yes	2	MZT

Buttons: Save/Add this item, Exit Without Saving

PWE SELECTOR TOOL - Microsoft Internet Explorer provided by N...

Appropriation: Operation of The National Park System.

Function/Budget Activity: -Select a Function-
Concessions Management
Cultural Resources Applied Research

Fund Source: Dam Safety Program
Emergency Storm Damage
Fac Maint-YCC Projects

Cost Element: Special Features
Support & Miscellaneous
Trails & Walks

CLOSE



Creating an OFS Request

Step 3 of “Add Requests” involves selecting GPRA Goals:

- ❑ NPS recently revised the GPRA Goal Selector in OFS so it reflects the current Strategic Plan and draws data from the Performance Management Data System (PMDS) on a weekly basis (and will eventually do this on a nightly basis).
- ❑ The purpose is to provide more accurate and comprehensive GPRA goal data, so operating increases can be better linked to performance.
- ❑ GPRA goal selection is now done entirely in Step 3 of Add Requests and Edit Requests.
- ❑ Users will report on GPRA goals for the entire record, instead of assigning GPRA goals for each component of a record.



Creating an OFS Request

If a user is adding a new record in OFS, they will see the following screen in Step 3 of Add Requests.

If a Park/Office has GPRG goals listed in PMDS, OFS will display only those GPRG goals. If a Park/Office has no GPRG goals in PMDS, OFS will display all of the GPRG goals for the current Strategic Plan.

Users should select one or more GPRG goals, ensuring a 100% sum in the column labeled **PERCENTAGE OF RECORD THAT APPLIES TO THIS GOAL**. Then, users should put a number in the **HOW MUCH/MANY MORE** column that best represents the additional number of assets (as defined in the **PERFORMANCE MEASURE** field) that will be affected for each GPRG goal selected.

If a user would like to select a GPRG goal that is not listed, it must first be added the Unit/Office's list of goals in PMDS. The new goal will not appear in OFS until the weekly or twice-weekly update is completed (eventually, the updates will be done on a nightly basis).

Step 3: Establish GPRG goals for OFS 13702A.
Provide percent value for each applicable GPRG goal from your list in PMDS ensuring a 100% sum:

GPRG Goal	Subject	Performance Indicator	Condition	Performance Measure	How much / many more from this request?	Percentage of record that applies to this goal.
Ia1B	Invasive plant species control	Impacted Lands	Contained	acres	<input type="text"/>	<input type="text"/>
Ia5	LCS listed Historic Structures	Condition	Good	Each structure	<input type="text"/>	<input type="text"/>
Ia6	Museum Collection Standards	Applicable standards	Standards meet	Each standard	<input type="text"/>	<input type="text"/>
Ia8	Archeological sites listed in ASMIS with condition	Condition	Good	Each archeological site	<input type="text"/>	<input type="text"/>
Ib2A	Archeological sites listed in ASMIS with condition	Number in database	Increased	Each site added	<input type="text"/>	<input type="text"/>
Ib2B	Cultural landscapes	Number in database	Increased	Each landscape	<input type="text"/>	<input type="text"/>
Ib2C	Historic structures	Number updated	Increased	Each record	<input type="text"/>	<input type="text"/>
Ib2D	Museum objects cataloged	Number of records	Increased	Each record	<input type="text"/>	<input type="text"/>
Ib2F	Park historical research	Studies	Updated	Each park	<input type="text"/>	<input type="text"/>
Ib3A	Vital Signs Identified	Vital signs	Identified	Each park	<input type="text"/>	<input type="text"/>
Ila1A	Visitor satisfaction	Visitor satisfaction	Satisfied	percent	<input type="text"/>	<input type="text"/>
Ila2A	Number of visitor injuries	Accidents/incidents	Reduced	Each accident/incident	<input type="text"/>	<input type="text"/>
Iib1	Visitor Understanding	Visitor understanding	Understand	percent	<input type="text"/>	<input type="text"/>
Iva3	Performance linked to goals	Employee performance plans	Linked to goals	Each employee	<input type="text"/>	<input type="text"/>



Creating an OFS Request

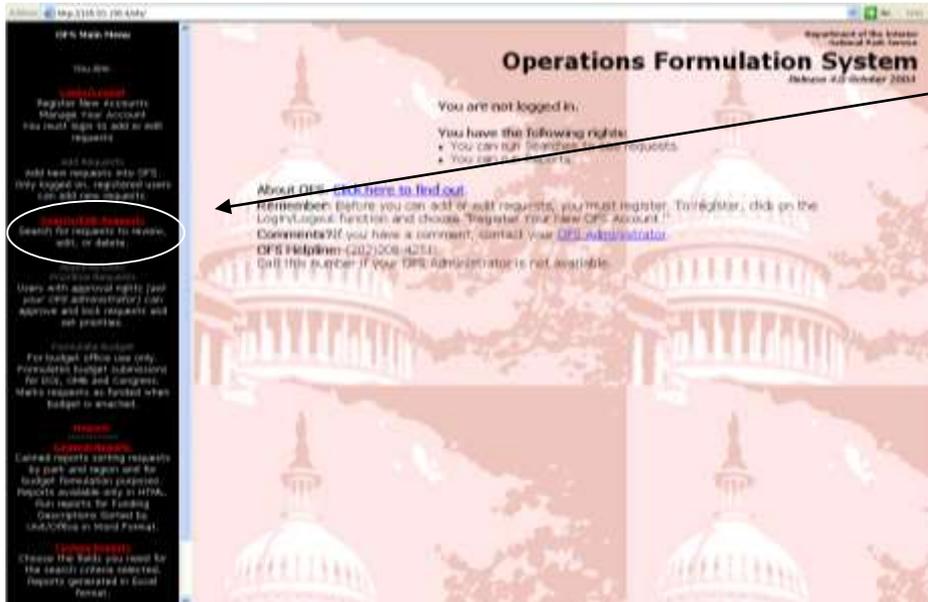
OFS Record Number

- Numbers are automatically generated by the system once the record is saved by clicking on “Exit and Return to Request Detail Sheet” in Step 2 of Add Requests.
- Numbers are sequential Servicewide and include the letter A at the end of the number.
- Records created through the Split function maintain the same set of integers but replace the letter with the next sequential letter from the alphabet.
- During each budget process, a few records are “split” into “A” and “B” records so that a portion of the request could be fit within allowance levels for a particular submission. If both of the “split” records remain unfunded and are not included in the President’s request in February, you should consider, at that time, rejoining those records back into one request.

National Park Service

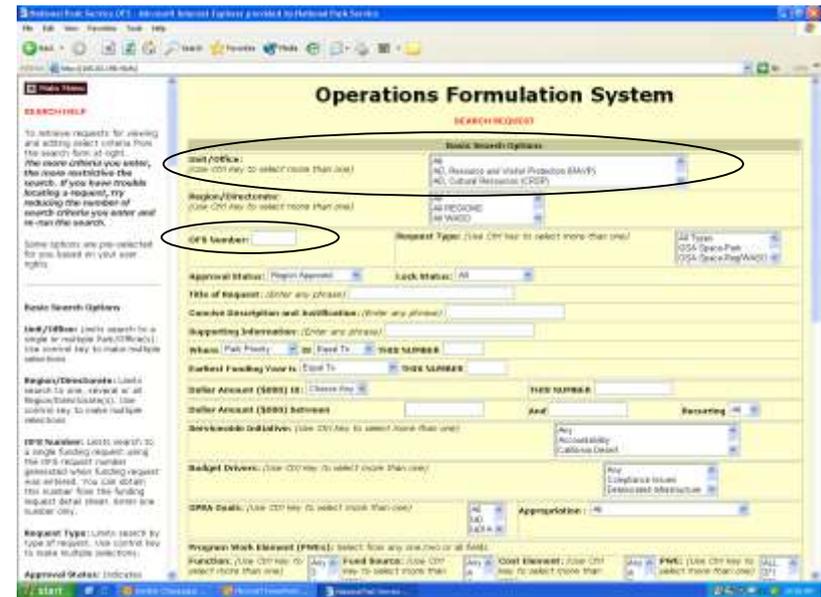


Modifying an OFS Request



Once an OFS Request has been created, it can be modified by clicking on “Search/Edit Requests” in the OFS Main Menu

In the Search screen, enter the OFS Number or search on all requests for your Unit/Office to find the OFS request you would like to modify.



National Park Service



Modifying an OFS Request

Once an OFS Request has been created, it can be modified using:

Edit - If you click on this option, you can modify any field in the OFS Request.

Split – Use this option if you want to split a request into two smaller requests (see next slide for more info).

Delete – Use this if you want to delete the entire OFS request.

Copy – Use this if you want to copy an OFS request to use as the basis for a new request.

Notes – Add comments to a request or use the “Needs Edit” function.

OFS Main Menu
You Are: budgetjc
Logout/Logout
Register New Accounts
Manage Your Account
You must login to add or edit requests
Add Requests
Add new requests into OFS.
Only logged on, registered users can add new requests.
Search/Edit Requests
Search for requests to review, edit, or delete.
Approve/Lock
Users with approval rights (ask your OFS administrator) can approve and lock requests.
Prioritize Requests
Users with approval rights (ask your OFS administrator) can set priorities.
Formulate Budgets
For budget office use only. Formulates budget submissions for DOI, OMB and Congress. Marka

Operations Formulation System Request Detail Sheet

Related Records: [24770A](#)

Appropriation: Operation of The National Park System **Contact:** Jennifer Champagne

Unit/Office: Comptroller **Region/Directorate:** Comptroller

Title of Funding Request: Test

Total \$ Requested: 190,000	Recent Budget: No Record	Last Operational Increase: FY 2006 - \$-416,000
Total FTE Requested: 4.0	Recent FTE: No Record	Request Type: Park Base
OFS Number: 24770B	Date Created: 08/14/2005	Servicewide Initiative:
Park Priority: 0	Date Last Modified: 02/05/2007	100% New Facilities.
Regional Priority: 700	Earliest Year of Funding: 2007	Status: Unlocked Approved By Region 11/16/2005

Funding Component	PWE	FTE	Pers.	Other	Total	Recur.	Priority
Operate New Facility	I2I	2.0	80,000	10,000	90,000	Yes	1.0
Operate New Facility	M2B	2.0	80,000	20,000	100,000	Yes	2.0

GPRA Goal	Subject	Performance Indicator	Condition	Performance Measure	Measurable Results	Percentage
IIa1A	Visitor satisfaction	Visitor satisfaction	Satisfied	percent	3	100

Concise Description and Justification:
Test

Modifying an OFS Request – Split Feature

When Splitting an OFS request with multiple components, specify which components you want to go into the **“A” record (the record that should be funded first)** and which components you want to go into the **“B” record (the record that can be funded at a later date)**. This will allow future splitting of the “B” record into the “C” record, the “C” record into the “D” record, and so on.

When Splitting an OFS request with one component, OFS will automatically split the FTE and dollar amounts for the component correctly. For example, if the original request had 2.1 FTE and \$100,000 Personnel Dollars, the “A” record will get a component with 1.1 FTE and \$50,000 and the “B” record will get a component with 1.0 FTE and \$50,000.

Remember to go back and edit your GPRA goals after splitting requests!!

Copying Funding Request 13353A to 13353B

The original request has an ofs number of 13353A and the new copy will be 13353B. The detailed funding components for the original request must be assigned to their corresponding request. If you want to assign a funding component to the new copy of the request choose **B**. If you do not want to move the funding components to the new request then leave them marked **A**.

Establish IT Test Lab
DOI policy requires development of standard configuration for devices such as desktop computers and servers. Development of standard configurations for the over 20,000 NPS systems requires a rigorous testing process. It is proposed that a testing environment or security 'lab' be developed to provide an environment for development and thorough testing of standard security configuration and operating system patches. The \$50,000 annually is the funding necessary for keeping the activity going for the future and ensuring that testing capabilities of the lab continue to adjust to changing security requirements.

Funding would support establishing a service-wide test lab composed of equipment (desktops, laptops, and firewalls) in general use within the NPS network and a team of dedicated testers. The dedicated team of testers would test all new releases of software associated with the Microsoft Enterprise Agreement as well as other software products in use throughout the service. This would include testing of desktop as well as server software.

Funding Component	FTE	Pers. (\$000)	Other (\$000)	Total(\$)	Recur.?	Item Priority	PWE
Test lab maintenance	0.6	0	58,500		Yes	1	SYP
Establish test lab	0.6	0	475,475		No	1	SYP





Modifying an OFS Request – GPRA Goal Feature

If a user is editing an existing record in OFS, they will see the following screen in Step 3 of Search/Edit Requests.

The top portion of the screen will list existing GPRA goals for the OFS record. Existing goals that are included in the GPRA goal selection list in the lower portion of the screen will be highlighted in pink, as illustrated above.

If a Park/Office has GPRA goals listed in PMDS, OFS will display only those GPRA goals. If a Park/Office has no GPRA goals in PMDS, OFS will display all of the GPRA goals for the current Strategic Plan.

Users should select one or more GPRA goals, ensuring a 100% sum in the column labeled **PERCENTAGE OF RECORD THAT APPLIES TO THIS GOAL**. Then, users should put a number in the **HOW MUCH/MANY MORE** column that best represents the additional number of assets (as defined in the **PERFORMANCE MEASURE** field) that will be affected for each GPRA goal you select.

If a user would like to select a GPRA goal that is not listed, it must first be added the Unit/Office's list of goals in PMDS. The new goal will not appear in OFS until the weekly or twice-weekly update is completed (eventually, the updates will be done on a nightly basis).

Step 3: Establish GPRA goals for OFS 4313B.

Existing GPRA Goals:

GPRA Goal	Subject	Performance Indicator	Condition	Performance Measure	Measurable Results	Percentage
Ia0	Misc. Park-Specific Goals (Preserve Resources)	park determined	park determined	park determined	5	0
Ia5	LCS listed Historic Structures	Condition	Good	each structure	16	0
Ia6	Museum Collection Standards	Applicable standards	Standards meet	each standard	4	0
IIa0	Misc. Park-Specific Goals (Visitor Support)	park determined	park determined	park determined	8	0
IIa1A	Visitor satisfaction	visitor satisfaction	Satisfied	percent	0	0

Provide percent value for each applicable GPRA goal from your list in PMDS ensuring a 100% sum:

GPRA Goal	Subject	Performance Indicator	Condition	Performance Measure	How much/many more from this request?	Percentage of record that applies to this goal.
Ia07	Non-CLI listed Cultural Landscapes	Condition	Good	Each landscape	<input type="text"/>	<input type="text"/>
Ia5	LCS listed Historic Structures	Condition	Good	Each structure	<input type="text"/>	<input type="text"/>
Ia6	Museum Collection Standards	Applicable standards	Standards meet	Each standard	<input type="text"/>	<input type="text"/>
Ia8	Archeological sites listed in ASMTS with condition	Condition	Good	Each archeological site	<input type="text"/>	<input type="text"/>
Ib2C	Historic structures	Number updated	Increased	Each record	<input type="text"/>	<input type="text"/>
Ib2D	Museum objects cataloged	Number of records	Increased	Each record	<input type="text"/>	<input type="text"/>



Modifying an OFS Request – Needs Edit Function

The Needs Edit function:

- Is located in the Notes section of an OFS Request Detail Sheet
- Provides an opportunity for the WASO Budget Office and the Regions/Directorates to request edits to OFS records during the review, approval, prioritization, and formulation processes
- Will only show up as an option if the record is locked at the WASO level (for WASO Budget Office users) or at the Region/Directorate level (for Regions/Directorate users) since records are typically locked during the times of Regional/Directorate and WASO review
- Serves as a means of tracking changes to an OFS record and ensuring that requested edits are completed



Modifying an OFS Request – Needs Edit Function

The Needs Edit function is located under the Notes section in an OFS Request Detail Sheet.

OFS Main Menu

You Are: regionmc

Login/Logout
 Register New Accounts
 Manage Your Account
 You must login to add or edit requests

Add Requests
 Add new requests into OFS.
 Only logged on, registered users can add new requests.

Search/Edit Requests
 Search for requests to review, edit, or delete.

Approve/Lock/Deauthorize Requests
 Users with approval rights (ask your OFS administrator) can approve and lock requests and set priorities.

Formulate Budget
 For budget office use only. Formulates budget submissions for DOI, OMB and Congress. Marks requests as funded when budget is

**Operations Formulation System
 Request Detail Sheet**

[Edit](#)
[Split](#)
[Print](#)
[Notes](#)

Appropriation: Operation of The National Park System **Contact:** parkkhh

Unit/Office: Budget Division	Region/Directorate: Comptroller	
Title of Funding Request: Testing Needs Edit Feature		
Total \$ Requested: 100,000	Recent Budget: No Record	Last Operational Increase: No Record
Total FTE Requested: 0.0	Recent FTE: No Record	Request Type: Park Base
OFS Number: 13680A	Date Created: 11/11/2004	Servicewide Initiative:
Park Priority: 999.9	Date Last Modified: 11/11/2004	Budget Driver(s): 100% Accountability,
Regional Priority: 999.9	Earliest Year of Funding: 2007	Status: Region Locked Approved By Region 11/11/2004

Funding Component	PWE	FTE	Pers.	Other	Total	Recur.	Priority
Test	CCC	0.0	0	100,000	100,000	Yes	1.0

Concise Description and Justification:
 Testing

Supporting Information:
 Testing

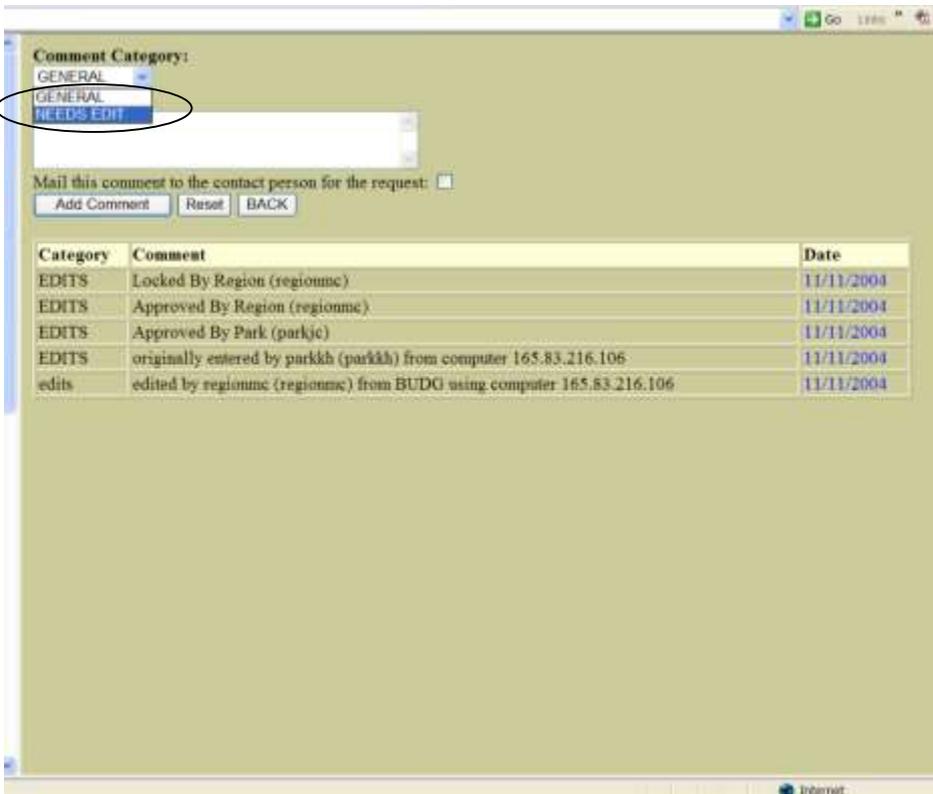
Modifying an OFS Request – Needs Edit Function

If a Region/Directorate wants to notify a Park/Office that an OFS record needs to be edited, they can choose the Needs Edit option from the dropdown menu in the Notes section.

The Region/Directorate should add a comment about what needs to be edited, and when they click on “Add Comment”, an e-mail containing the comment will be sent to the Park/Office OFS Administrator (and the Regional/Directorate will be cc:'d).

The comment will also be added to the history in the Notes section and the Needs Edit feature will no longer appear as an option for the Region/Directorate until the Park/Office replies to the existing Needs Edit comment.

Also, OFS will automatically unlock the record at the Region/Directorate level so that the Park/Office user will be able to make the necessary edits.



Category	Comment	Date
EDITS	Locked By Region (regionmc)	11/11/2004
EDITS	Approved By Region (regionmc)	11/11/2004
EDITS	Approved By Park (parkjc)	11/11/2004
EDITS	originally entered by parkkh (parkkh) from computer 165.83.216.106	11/11/2004
edits	edited by regionmc (regionmc) from BUDG using computer 165.83.216.106	11/11/2004

National Park Service



Modifying an OFS Request – Needs Edit Function

When the Park/Office OFS Administrator receives the e-mail requesting that an edit be made to an OFS record, they can either make the edit themselves or instruct the Contact for the record (see screenshot) to make the edit.

After making the necessary edits to the record, the Park/Office user should click on the Notes icon at the top of the OFS Request Detail Sheet.

OFS Main Menu

You Are: parkkh

Login/Logout
Register New Accounts
Manage Your Account
You must login to add or edit requests

Add Requests
Add new requests into OFS.
Only logged on, registered users can add new requests.

Search/Edit Requests
Search for requests to review, edit, or delete.

Approve/Lock/Deactivate Requests
Users with approval rights (ask your OFS administrator) can approve and lock requests and set priorities.

Formulate Budget
For budget office use only. Formulates budget submissions for DOJ, OMB and Congress. Marks requests as funded.

**Operations Formulation System
Request Detail Sheet**

Unit/Office: Budget Division
Region/Directorate: Comptroller

Title of Funding Request: Testing Needs Edit Feature
Contact: parkkh

Total \$ Requested: 100,000
Recent Budget: No Record
Last Operational Increase: No Record

Total FTE Requested: 0.0
Recent FTE: No Record
Request Type: Park Base

OFS Number: 13680A
Date Created: 11/11/2004
Servicewide Initiative:

Park Priority: 999.9
Date Last Modified: 11/11/2004
Budget Driver(s): 100% Accountability

Regional Priority: 999.9
Earliest Year of Funding: 2007
Status: Unlocked
Approved By Region 11/11/2004

Funding Component	PWE	FTE	Pers.	Other	Total	Recur.	Priority
Test	CCC	0.0	0	100,000	100,000	Yes	1.0

Concise Description and Justification:
Testing

Supporting Information:
Testing

Modifying an OFS Request – Needs Edit Function

The Park/Office should select the Edits Complete from the dropdown menu, add a comment describing the edits they made, and click on “Add Comment”.

At this time, OFS will automatically re-lock the record at the Region/Directorate level and send an e-mail to the Region/Directorate (and cc: the person who made the edits) to let them know the edits have been completed.



Address: http://165.83.198.3/oh/

OFS Main Menu

You Are: parkkh

Login/Logout
Register New Accounts
Manage Your Account
You must login to add or edit requests.

Add Requests
Add new requests into OFS.
Only logged on, registered users can add new requests.

Search/Edit Requests
Search for requests to review, edit, or delete.

Approve/Lock/Prioritize Requests
Users with approval

Comment Category:
GENERAL
GENERAL
EDITS COMPLETE

Mail this comment to the contact person for the request:

Add Comment Reset BACK

Category	Comment	Date
EDITS	Locked By Region (regionmc)	11/11/2004
EDITS	Approved By Region (regionmc)	11/11/2004
EDITS	Approved By Park (parkjc)	11/11/2004
EDITS	originally entered by parkkh (parkkh) from computer 165.83.216.106	11/11/2004
NEEDS EDIT	Test	11/11/2004
edits	edited by regionmc (regionmc) from BUDG using computer 165.83.216.106	11/11/2004

National Park Service



Modifying an OFS Request – Needs Edit Function

If the WASO Budget Office wants to notify a Region/Directorate that an OFS record needs to be edited, the WASO Budget Office user should click on the Notes icon at the top of the OFS Request Detail Sheet.

OFS Main Menu

You Are: budgetjc

Logout/Logout
Register New Accounts
Manage Your Account
You must login to add or edit requests.

Add Requests
Add new requests into OFS.
Only logged on, registered users can add new requests.

Search/Edit Requests
Search for requests to review, edit, or delete.

Approve/Lock/Examine Requests
Users with approval rights (ask your OFS administrator) can approve and lock requests and set priorities.

**Operations Formulation System
Request Detail Sheet**

Edt Split Dvts **Notes**

Appropriation: Operation of The National Park System **Contact:** parkkh

Unit/Office: Budget Division	Region/Directorate: Comptroller	
Title of Funding Request: Testing Needs Edit Feature		
Total \$ Requested: 100,000	Recent Budget: No Record	Last Operational Increase: No Record
Total FTE Requested: 0.0	Recent FTE: No Record	Request Type: Park Base
OFS Number: 13680A	Date Created: 11/11/2004	Servicewide Initiative:
Park Priority: 999.9	Date Last Modified: 11/11/2004	Budget Driver(s): 100% Accountability,
Regional Priority: 999.9	Earliest Year of Funding: 2007	Status: Waso Locked Approved By WASO 11/11/2004

Funding Component	PWE	FTE	Pers.	Other	Total	Recur.	Priority
Test	CCC	0.0	0	100,000	100,000	Yes	1.0

Modifying an OFS Request – Needs Edit Function

The WASO Budget Office user should then choose the Needs Edit option from the dropdown menu in the Notes section.



The screenshot displays the OFS web application interface. On the left is a dark sidebar with the 'OFS Main Menu' containing options like 'Login/Logout', 'Register New Accounts', 'Add Requests', 'Search/Edit Requests', and 'Approve/Lock/Prioritize Requests'. The main content area shows a 'Comment Category' dropdown menu with 'GENERAL' and 'NEEDS EDIT' options, where 'NEEDS EDIT' is highlighted. Below the dropdown is a checkbox for 'Mail this comment to the contact person for the request:' and buttons for 'Add Comment', 'Reset', and 'BACK'. A table below lists various comments with columns for 'Category', 'Comment', and 'Date'.

Category	Comment	Date
EDITS	Locked By WASO (Jennifer Champagne (OFS Administrator))	11/11/2004
EDITS	Approved By WASO (Jennifer Champagne (OFS Administrator))	11/11/2004
EDITS	Locked By Region (regionmc)	11/11/2004
EDITS	Approved By Region (regionmc)	11/11/2004
EDITS	Approved By Park (parkjc)	11/11/2004
EDITS	originally entered by parkkh (parkkh) from computer 165.83.216.106	11/11/2004
EDITS COMPLETE	Completing edits requested by Region.	11/11/2004
NEEDS EDIT	Test	11/11/2004
edits	edited by regionmc (regionmc) from RUDG using computer 165.83.216.106	11/11/2004



Modifying an OFS Request – Needs Edit Function

The WASO Budget Office should add a comment about what needs to be edited, and when they click on “Add Comment”, an e-mail containing the comment will be sent to the Region/Directorate OFS Administrator (and the Servicewide OFS Administrator will be cc:d). A “heads up” e-mail will also be sent to the Park/Office OFS Administrator to keep them informed.

The comment will be added to the history in the Notes section and the Needs Edit feature will no longer appear as an option for the WASO Budget Office until the Region/Directorate replies to the existing Needs Edit comment.

Also, OFS will automatically unlock the record at the WASO level (see screenshot below) so that it is only locked at the Regional level now and so the Region/Directorate will be able to make the necessary edits.

At this point, the Region/Directorate can make the edits themselves by clicking on the Notes icon at the top of the Request Detail Sheet.

Operations Formulation System
Request Detail Sheet

Icons: Edit, Split, **Notes**, Notes

Appropriation: Operation of The National Park System **Contact:** parkkh

Unit/Office: Budget Division	Region/Directorate: Comptroller	
Title of Funding Request: Testing Needs Edit Feature		
Total \$ Requested: 100,000	Recent Budget: No Record	Last Operational Increase: No Record
Total FTE Requested: 0.0	Recent FTE: No Record	Request Type: Park Base
OFS Number: 13680A	Date Created: 11/11/2004	Servicewide Initiative:
Park Priority: 999.9	Date Last Modified: 11/11/2004	Budget Driver(s): 100% Accountability
Regional Priority: 999.9	Earliest Year of Funding: 2007	Status: Region Locked Approved By WASO 11/11/2004

Funding Component	PWE	FTE	Pers.	Other	Total	Recur.	Priority
Test	CCC	0.0	0	100,000	100,000	Yes	1.0

Modifying an OFS Request – Needs Edit Function

The Region/Directorate OFS Administrator should then choose the Edits Complete option from the dropdown menu in the Notes section, add a comment describing the edits they made, and click on “Add Comment”.

At this time, OFS will automatically re-lock the record at the WASO level and send an e-mail to the Servicewide OFS Administrator to let them know the edits have been completed (and will cc: the Park/Office OFS Administrator and the Regional/Directorate OFS Administrator in the e-mail).



The screenshot shows a web interface for adding a comment. The 'Comment Category' dropdown menu is open, and 'EDITS COMPLETE' is selected. Below the dropdown is a text input field and a checkbox labeled 'Mail this comment to the contact person for the request:'. There are three buttons: 'Add Comment', 'Reset', and 'BACK'. Below the form is a table with the following data:

Category	Comment	Date
EDITS	Locked By WASO (Jennifer Champagne (OFS Administrator))	11/11/2004
EDITS	Approved By WASO (Jennifer Champagne (OFS Administrator))	11/11/2004
EDITS	Locked By Region (regionmc)	11/11/2004
EDITS	Approved By Region (regionmc)	11/11/2004
EDITS	Approved By Park (parkjc)	11/11/2004

Modifying an OFS Request – Needs Edit Function

If the Region/Directorate was unable to make the requested edits, they should use the Needs Edit function to pass the request along to the Park/Office. At this point, you would just follow the instruction given in earlier Needs Edits function slides to request that the edits be made by a Park/Office.



The screenshot shows a web interface for the OFS system. The 'Comment Category' dropdown menu is open, and 'NEEDS EDIT' is selected and highlighted with a red circle. Below the dropdown, there is a checkbox for 'Mail this comment to the contact person for the request:' and three buttons: 'Add Comment', 'Reset', and 'BACK'. Below the form is a table with the following data:

Category	Comment	Date
EDITS	Locked By WASO (Jennifer Champagne (OFS Administrator))	11/11/2004
EDITS	Approved By WASO (Jennifer Champagne (OFS Administrator))	11/11/2004
EDITS	Locked By Region (regionmc)	11/11/2004
EDITS	Approved By Region (regionmc)	11/11/2004
EDITS	Approved By Park (parkjc)	11/11/2004

Modifying an OFS Request – Needs Edit Function

Once the Park/Office has used the Edits Complete feature to notify the Region/Directorate that they finished editing the record, then the Region/Directorate OFS Administrator should go in and use the Edits Complete feature to notify the WASO Budget Office that the necessary edits were made.

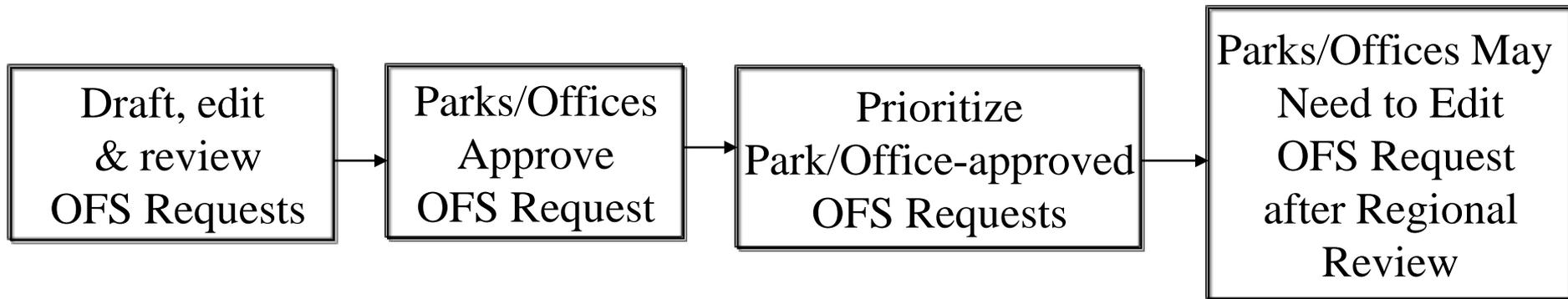


Category	Comment	Date
EDITS	Locked By WASO (Jennifer Champagne (OFS Administrator))	11/11/2004
EDITS	Approved By WASO (Jennifer Champagne (OFS Administrator))	11/11/2004
EDITS	Locked By Region (regionmc)	11/11/2004
EDITS	Approved By Region (regionmc)	11/11/2004
EDITS	Approved By Park (parkjc)	11/11/2004

National Park Service

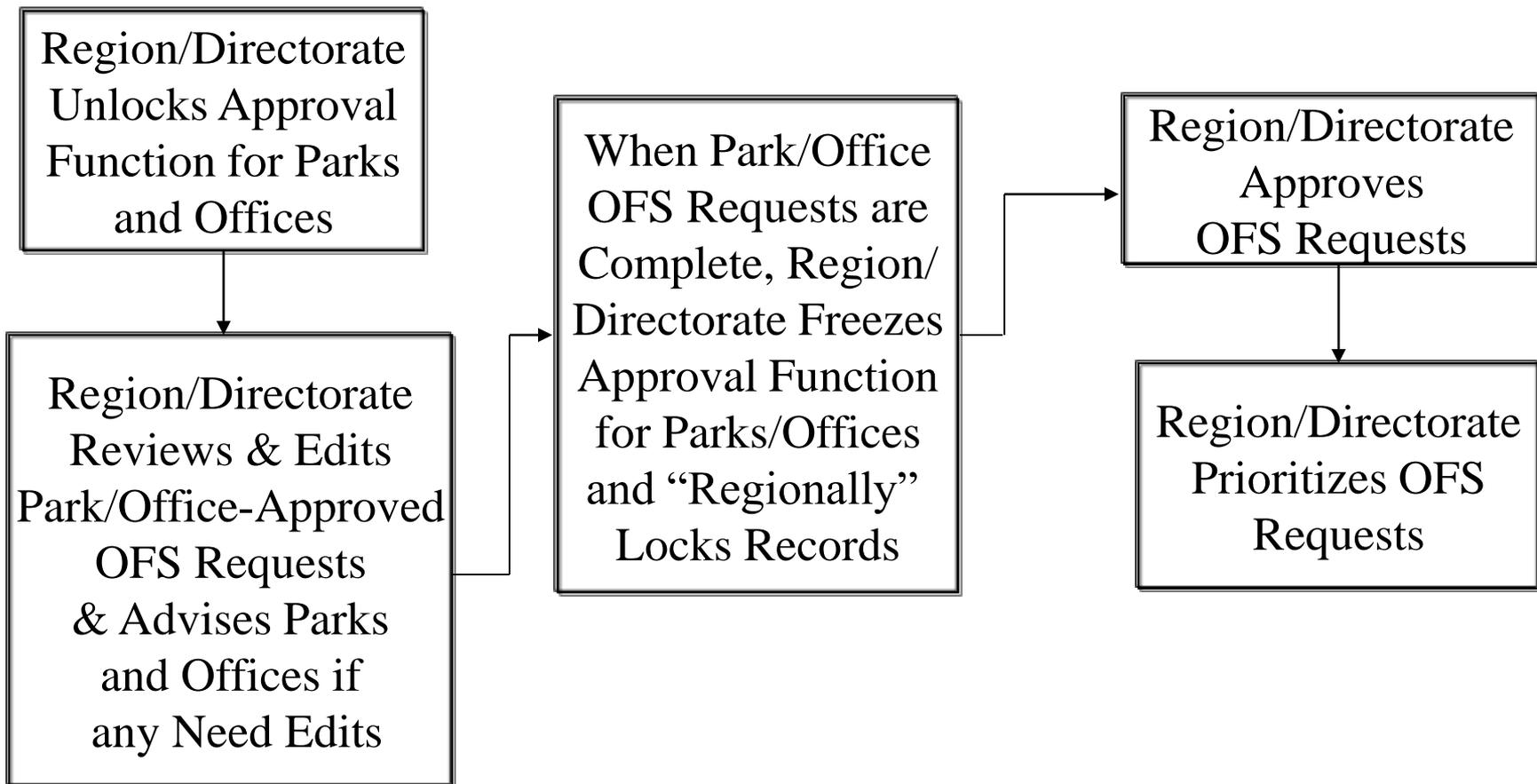


Data Entry Flow Chart – Park/Office

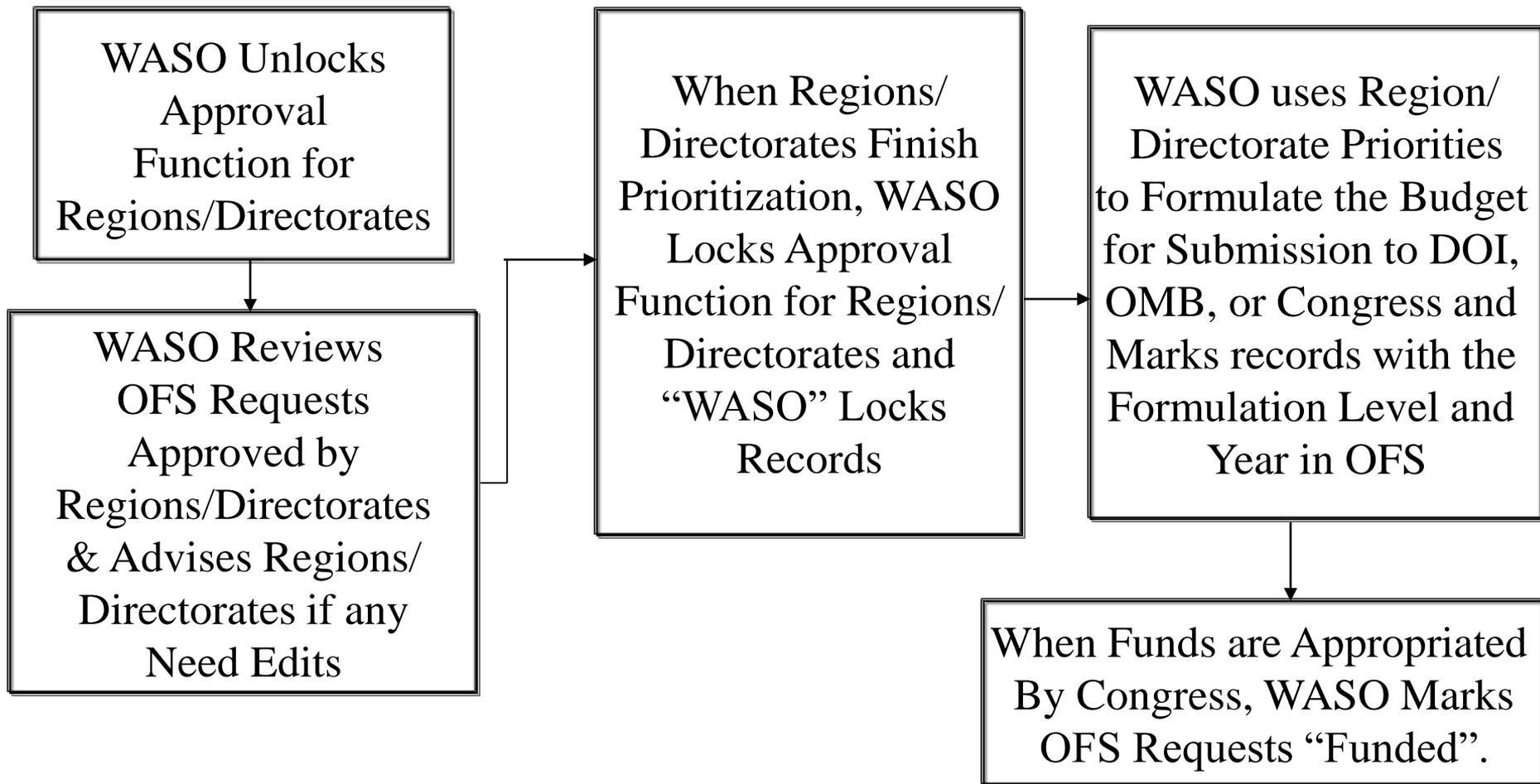




Data Entry Flow Chart – Region/Directorate



Data Entry Flow Chart – WASO Budget





Approving/Locking/Prioritizing Process

OFS Requests are initiated at the Park/Office level. Until an authorized Park/Office official approves a request, the request is considered to be in “draft.” Once approved at the Park/Office level, the request is eligible to be approved and prioritized at the Region/Directorate level. After approval at the Region/Directorate level the request is reviewed and prioritized at the Servicewide level for consideration when the budget is being formulated. As WASO formulates a budget, it approves those requests included in the current budget submission.

During the review, approval, and prioritization process at the Region/Directorate and Servicewide levels, the requests will be locked at all lower levels. For example, during the Region/Directorate review and approval period, all “Park-Approved” requests will be “Regionally Locked” and Parks/Offices will not be able to make changes unless the Region/Directorate OFS Administrator unlocks an individual request. During the Servicewide review and approval period, all “Regionally-Approved” requests will be “WASO Locked” and changes will be unable to be made unless the Servicewide OFS Administrator unlocks the individual requests.

In addition, OFS contains a lock on the approval function, which can be activated at either the Region/Directorate or the Servicewide level. While new requests can be entered (as draft) at any time, this precludes Parks/Offices and Regions/Directorates from approving these new requests and, thus, destabilizing the request universe under review. Should a special need arise and a Park/Office or Region/Directorate wishes to submit a critical new request for consideration during the times when the system is locked, the submitting organization should contact the OFS Administrator at the level above them to request such an action.



Approving/Locking/Prioritizing Records in OFS

Click on the “Approve/Lock/Requests” or the “Prioritize Requests” option in the OFS Main Menu.

Select which function you would like to perform.

Use the other search options to limit which OFS requests you would like to approve, lock, or prioritize.

OFS Main Menu
You Are: budgetjc

Login/Logout
Register New Accounts
Manage Your Account
You must login to add or edit requests.

Add Requests
Add new requests into OFS.
Only logged on, registered users can add new requests.

Search/Edit Requests
Search for requests to review, edit, or delete.

Approve/Lock
Users with approval rights (ask your OFS administrator) can approve and lock requests.

Prioritize Requests
Users with approval rights (ask your OFS administrator) can set priorities.

Consolidate Budget
For budget office use only. Formulates budget submissions for DOI, OMB and Congress. Marks

Operations Formulation System
APPROVE/LOCK

Choose An Action
 Approve Records Lock Records

Basic Search Options

Unit/Office: (Use Ctrl Key to select more than one)
All
AD, Resource and Visitor Protection (RAVP)
AD, Cultural Resources (CRSP)

Region/Directorate: (Use Ctrl Key to select more than one)
All
All REGIONS
All WASO

OFS Number: [] **Request Type:** (Use Ctrl Key to select more than one)
All Types
GSA Space-Park
GSA Space-Reg/WASO

Approval Status: Region Approved **Lock Status:** All

Title of Request: (Enter any phrase) []

Concise Description and Justification: (Enter any phrase) []

Supporting Information: (Enter any phrase) []

Where Park Priority [] **IS** Equal To [] **THIS NUMBER** []

Where Park Priority [] **is between** [] **and** []

Earliest Funding Year is Equal To [] **THIS NUMBER** []

Dollar Amount (\$000) IS: Choose Any [] **THIS NUMBER** []

Dollar Amount (\$000) between [] **And** [] **Recurring** All []

Servicewide Initiative: (Use Ctrl Key to select more than one) Any []

National Park Service



Approving/Locking/Prioritizing Records in OFS

This screenshot shows the Region/Directorate approval function.

Parks/Offices, Regions/Directorates, and WASO can approve individual records or opt to approve all records.

Some records cannot be approved if they are locked by a higher-level user.

Your Search Criteria:
Region: MW Recurring: All Approval status: Park Lock status: All Funding Status: Unfunded Sorted By: Regional Priority,
Your search found 375 projects with a total cost of \$130,422,000.00.

Save Changes Return to Previous Page Unapprove All Approve All

Regional Priority	Alpha Code	Funding Request	Total (\$000)	Park Approval	Regional Approval	WASO Approval
16.0	MWRO	Provide Rental Costs for New Regional Office	1,200	Approved	Approved	Not Approved
17.0	MWRO	Provide Professional & Technical Support Services - Tier 1	630	Approved	Approved	Not Approved
18.0	MWRO	Increase Equipment Acquisition Program to Allow Purchase of Large Equipment	2,400	Approved	Approved	Not Approved
19.0	MWRO	Increase Incidental Employee Expense Fund (Relocation Costs)	1,800	Approved	Approved	Not Approved
20.0	MWRO	Support Park Resource Management Programs	400	Approved	Approved	Not Approved
21.0	MWRO	Improve Information Management Capabilities - Tier 2 - Records Management	306	Approved	Approved	Not Approved
22.0	MWRO	Provide Increased Law Enforcement Protection & Counter Terrorism Support	973	Approved	Approved	Not Approved
23.0	MWRO	Professional & Technical Support Services - Tier 2	490	Approved	Approved	Not Approved
25.0	BADL	Increase Visitor Access and Protect Archaeological Resources	342	Approved	Approved	Not Approved
26.0	VOYA	Develop and Implement a Cooperative Interagency Border Security Program	200	Approved	Approved	Not Approved
27.0	ISRO	Correct Deficiencies in the Park Law Enforcement Program	223	Approved	Approved	Not Approved
28.0	SRVS	Provide Maintenance Program for New Facility	61	Approved	Approved	Not Approved
29.0	HSTR	Provide GSA Lease Costs for Maintenance Building	105	Approved	Approved	Not Approved
30.0	MSS	Lease Additional Space for Visitor Center and Headquarters	230	Approved	Approved	Not Approved
31.0	APIS	Lease Additional Space for Park Operations	175	Approved	Approved	Not Approved
32.0	APIS	Fulfill Lease Obligations Incurred by Renovation	60	Approved	Approved	Not Approved
33.0	VOYA	Pay Increased Cost of GSA Lease for Park Administrative Space	60	Approved	Approved	Not Approved
34.0	FOSC	Preserve Cultural and Natural Resources	150	Approved	Approved	Not Approved
35.0	DERO	Repair and Maintain Historic Structures	100	Approved	Approved	Not Approved
36.0	PIPE	Enhance Routine and Preventive Maintenance Program	100	Approved	Approved	Not Approved
37.0	GWCA	Maintain Visitor Access and Facility Maintenance	200	Approved	Approved	Not Approved
38.0	HOCU	Manage New Park Lands	183	Approved	Approved	Not Approved
39.0	MSS	Operate and Maintain Visitor Center in Parksville, with Science Museum	260	Approved	Approved	Not Approved
40.0	AGFO	Improve Natural Resource Conservation and Management	75	Approved	Approved	Not Approved
41.0	INDU	Provide Resource and Visitor Protection	100	Approved	Approved	Not Approved
42.0	CUVA	Provide Adequate Visitor Services and Maintenance	475	Approved	Approved	Not Approved

National Park Service



Approving/Locking/Prioritizing Records in OFS

This screenshot shows the Region/Directorate locking function.

Regions/Directorates, and WASO can unlock individual records or opt to unlock all records.

Some records cannot be unlocked if they are locked by a higher-level user.

Your Search Criteria:
Region: MW Recurring: All Approval status: Park Lock status: All Funding Status: Unfunded Sorted By: Regional Priority,
Your search found 375 projects with a total cost of \$130,422,000.00.

Save Changes Return to Previous Page Unlock All Lock All

Regional Priority	Alpha Code	Funding Request	Total (\$000)	Regional Lock	WASO Lock
16.0	MWRO	Provide Partial Costs for New Regional Office	1,200	Locked	
17.0	MWRO	Provide Professional & Technical Support Services (Tier 1)	650	Locked	
18.0	MWRO	Increase Equipment Acquisition Program to Allow Purchase of Large Equipment	2,600	Locked	
19.0	MWRO	Increase Incidental Employee Expense Fund (Relocation Costs)	1,800	Locked	
20.0	MWRO	Support Park Resource Management Programs	400	Locked	
21.0	MWRO	Improve Information Management Capabilities - Tier 2 - Records Management	386	Locked	
22.0	MWRO	Provide Increased Law Enforcement Protection & Counter Terrorism Support	973	Locked	
23.0	MWRO	Professional & Technical Support Services - Tier 2	450	Locked	
25.0	BADL	Increase Visitor Access and Protect Archaeological Resources	342	Not Locked	
26.0	VOYA	Develop and Implement a Cooperative Interagency Border Security Program	200	Not Locked	
27.0	ISRO	Correct Deficiencies in the Park Law Enforcement Program	22	Not Locked	
28.0	DRYD	Provide Operational Program for New Facility	4	Not Locked	
29.0	HSTR	Provide GSA Lease Costs for Maintenance Building	105	Not Locked	
10.0	MSS	Lease Additional Space for Visitor Center and Headquarters	230	Not Locked	
11.0	APIS	Lease Additional Space for Park Operations	173	Not Locked	
32.0	APIS	Fulfill Lease Obligations Incurred by Renovation	60	Not Locked	
13.0	VOYA	Pay Increased Cost of GSA Lease for Park Administrative Space	60	Not Locked	
34.0	FOSC	Preserve Cultural and Natural Resources	150	Not Locked	
25.0	DERO	Repair and Maintain Historic Structures	100	Locked	
26.0	PIPE	Enhance Routine and Preventive Maintenance Program	190	Not Locked	
17.0	GWCA	Maintain Visitor Access and Facility Maintenance	200	Not Locked	
38.0	HOCU	Manage New Park Lands	183	Not Locked	
19.0	MSS	Operate and Maintain Visitor Center in Partnership with Science Museum	260	Not Locked	
40.0	AGFO	Improve Natural Resource Conservation and Management	75	Locked	
41.0	INDU	Provide Resource and Visitor Protection	100	Locked	
42.0	CUVA	Provide Adequate Visitor Services and Maintenance	475	Locked	



Approving/Locking/Prioritizing Records in OFS

This screenshot shows the Park/Office prioritization function.

Some records cannot be prioritized if they are locked by a higher-level user.

0 is the default priority. When Parks/Offices and Regions/Directorates are assigning priorities, they can use decimals to insert priorities. However, the system will round all priorities to whole numbers and does not allow duplicate priorities.

4.0	BBE	Protect Threatened and Endangered Species	160	4.0	999.9	999.9
5.0	BBE	Increase Visitor Safety Through Interpretive Program	235	5.0	999.9	999.9
6.0	BBE	Improve Backcountry Trails Maintenance	159	6.0	999.9	999.9
7.0	BBE	Sustain Biodiversity through Control of Invasive Species (e.g. Tamarisks)	200	7.0	144.0	999.9
8.0	BBE	Maintain and Improve Deteriorated Housing	223	8.0	999.9	999.9
9.0	BBE	Close Park Landfill and Contract Solid Waste Pickup and Disposal	125	9.0	999.9	999.9
10.0	BBE	Provide Funding for Supplies and Materials	121	10.0	999.9	999.9
11.0	BBE	Improve Structural Fire Protection Capabilities	138	11.0	999.9	999.9
12.0	BBE	Backcountry/Wilderness Coordinator	75	12.0	999.9	999.9
13.0	BBE	Develop International Border Investigative Program	102	13.0	999.9	999.9
14.0	BBE	Maintain International Border Aviation Operations	50	14.0	153.0	999.9
15.0	BBE	Hire an Education Specialist	69	15.0	999.9	999.9
16.0	BBE	Improve Management Capabilities and Enhance External Partnerships	134	16.0	999.9	999.9
17.0	BBE	Law Enforcement Needs (SENA Testing)	2,435	17.0	999.9	999.9
999.9	BBE	Maintain New Roadwalk	40	999.9	999.9	999.9

Save Changes Return to Previous Page

Color Code Key

Park Base	GSA Space-Park	GSA Space-Reg/WASO	Regional Office Base	WASO Office Base	Regional Office Program	Servicewide Program	Heritage Area	Statutory Aid Area	Funded
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Freezing Approve/Lock/Prioritize Rights in OFS

To use this function, click on the “Freeze New Approvals” option in the OFS Main Menu.

If you are a Region/Directorate User with OFS Administrator rights, you can lock the Parks/Offices rights to approve and prioritize records when you are working on the Regional approval and prioritization process.

If you are a WASO User with OFS Administrator rights, you lock the Regions/Directorates’ rights to approve, lock, and prioritize records when you are working on budget formulation.

The approve/lock/prioritize function should be left unlocked for Parks/Offices and Regions/Directorates at all other times of the year.

The screenshot shows the OFS Main Menu on the left and the Approval Function Lock Status table on the right. The 'Freeze New Approvals' option in the menu is circled in red. The table lists various regions and their approval and regional approval statuses.

Region	Park Approval	Regional Approval
Administration - (AD)	LOCKED	UNLOCKED
Alaska - (AK)	LOCKED	UNLOCKED
Chief Information Officer - (CI)	UNLOCKED	UNLOCKED
Comptroller - (CO)	LOCKED	UNLOCKED
Cultural Resource - (CR)	LOCKED	UNLOCKED
Deputy Director (Murphy) - (DD)	LOCKED	UNLOCKED
Deputy Director (Jones) - (DE)	LOCKED	UNLOCKED
Director - (DI)	LOCKED	UNLOCKED
Intermountain - (IM)	UNLOCKED	UNLOCKED
Midwest - (MW)	LOCKED	UNLOCKED
National Capital - (NC)	LOCKED	UNLOCKED
Northeast - (NE)	LOCKED	UNLOCKED
Natural Resources - (NR)	LOCKED	UNLOCKED
Partnerships, Int & Ed - (OP)	LOCKED	UNLOCKED
USPP Directorate - (PP)	UNLOCKED	UNLOCKED
Visitor & Rex Protection - (PR)	UNLOCKED	UNLOCKED
Park Planning, Fac & Land - (PS)	UNLOCKED	UNLOCKED
Pacific West - (PW)	UNLOCKED	UNLOCKED
Southeast - (SE)	UNLOCKED	UNLOCKED



Searching in OFS

To Search for an OFS record or a group of OFS records, click on “Search/Edit Requests” in the OFS Main Menu.

OFS Main Menu

You Are:

- Logout/Logout**
- Register New Accounts
- Manage Your Account
- You must login to add or edit requests
- Add Requests
- Add new requests into OFS. Only logged on, registered users can add new requests.
- Search/Edit Requests**
- Search for requests to review, edit, or delete.
- Approve/Lock/Prioritize Requests
- Users with approval rights (ask your OFS administrator) can approve and lock requests and set priorities.
- Formulate Budget
- For budget office use only. Formulates budget submissions for DOI, OMB and Congress. Marks requests as funded when budget is enacted.
- Reports
- General Reports**
- Canned reports sorting requests by park and region and for budget formulation purposes. Reports available only in HTML.
- Run reports for Funding Descriptions Sorted by Unit/Office in Word Format.
- Custom Reports
- Choose the fields you need for the search criteria selected. Reports generated in Excel format.

Operations Formulation System

SEARCH REQUEST

Basic Search Options

Unit/Office: (Use Ctrl Key to select more than one)
All
AD, Resource and Visitor Protection (RAVP)
AD, Cultural Resources (CRSP)

Region/Directorate: (Use Ctrl Key to select more than one)
All
All REGIONS
All WASO

OFS Number: **Request Type:** (Use Ctrl Key to select more than one)
All Types
GSA Space-Park
GSA Space-Reg/WASO

Approval Status: Region Approved **Lock Status:** All

Title of Request: (Enter any phrase)

Concise Description and Justification: (Enter any phrase)

Supporting Information: (Enter any phrase)

Where: Park Priority **IS:** Equal To **THIS NUMBER**

Earliest Funding Year is: Equal To **THIS NUMBER**

Dollar Amount (\$000) IS: Choose Any **THIS NUMBER**

Dollar Amount (\$000) between: **And:** **Recurring:** All

Servicewide Initiative: (Use Ctrl Key to select more than one)
Any
Accountability
California Desert

Budget Drivers: (Use Ctrl key to select more than one)
Any
Compliance Issues
Deteriorated Infrastructure

CPRA Goals: (Use Ctrl Key to select more than one)
All
IsD
IsD1A

Appropriation: All

Program Work Element (PWE): Select from any one, two or all fields.

Function: (Use Ctrl Key to select more than one) Any **Fund Source:** (Use Ctrl Key to select more than one) Any **Cost Element:** (Use Ctrl Key to select more than one) Any **PWE:** (Use Ctrl Key to select more than one) ALL

National Park Service



Searching in OFS

The default options in the search screen vary according to whether you are a user at a Park/Office, a Region/Directorate, or at the WASO Budget Office.

For example, if you are a Park/Office user, the Unit/Office field is selected automatically.

If you are a Region/Directorate, the Region/Directorate field is selected automatically.



Searching in OFS

For Park/Office users, the Approval Status defaults to “All” (so it will search on records that aren’t approved or that are approved at the Park/Region/WASO level).

For Region/Directorate users, the Approval Status defaults to “Park Approved” (so it will only search on records that have been approved at the Park/Office level).

For the WASO Budget Office, the Approval Status defaults to “Region Approved” (so it will only search on records that have been approved at the Region/Directorate level).

For all users, the Lock Status defaults to “All” (so it will search on records that aren’t locked or that are locked at the Region/WASO level) and the Funding Status defaults to “Unfunded” (so it will only search on Unfunded records).

Operations Formulation System
SEARCH REQUEST

Basic Search Options

Unit/Office: (Use Ctrl Key to select more than one)
All
AD, Resource and Visitor Protection (RAVP)
AD, Cultural Resources (CRSP)

Region/Directorate: (Use Ctrl Key to select more than one)
Pacific West
All
All REGIONS

OFS Number:

Request Type: (Use Ctrl Key to select more than one)
All Types
GSA Space-Park
GSA Space-Reg/WASO

Approval Status: Park Approved

Lock Status: All

Title of Request: (Enter any phrase)

Advanced Search Options

Funding Status: Not Funded

Year of funding: 1994
1995

Formulation status	DOT Request	OMB Request	President's Request	Congressional Add-On
Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Exclude Current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Searching in OFS

Users can *narrow or expand their searches* by choosing to search on different Approval Statuses, Lock Statuses, or by changing the Funding Status from “Unfunded” to “All” or “Funded” (and selecting certain funding years).

Users can also *narrow their searches* by putting information in any of the other fields in the Search screen:

- OFS Number
- Request Type
- Title, Justification
- Supporting Info
- Earliest Funding Year
- Dollar Amt
- Servicewide Initiative
- Budget Driver
- GPRA Goals
- PWEs

National Park Service



Searching in OFS

All users can sort the results of their search in various ways by using the Order Results By option.

The screenshot shows the OFS search interface. At the top, there are several dropdown menus for search criteria: 'Function', 'Fund source', 'Cost Element', and 'PWE'. Below these is the 'Order Results By' dropdown menu, which is circled in red. A black box highlights the dropdown menu's options, which include: Park, Region, Request Type, Park Priority, Regional Priority, National Priority, OFS Number, Approval Status, Lock Status, and Funded Year. Below the search criteria are 'Advanced Search Options' including 'Funding Status' (set to 'Funded'), 'Year of funding' (set to '2001'), and a table for 'Formulation status' with columns for 'Year', 'Level', 'Exclude Current', 'DOI', 'OMB Request', 'President's Request', and 'Congressional Add-On'. There are 'search now' buttons at the bottom right of the search criteria and advanced options sections.



Searching in OFS – *Funded Records & Records Included in Budget Requests*

All users also have the capability to use Advanced Search Options to view a batch of formulated or funded records.

For example, the top screenshot illustrates how the user can choose to order their results in different ways and how they can search for all records funded in FY 2002 and FY 2003.

The bottom screenshot illustrates how the user can search for all OFS records included in the FY 2005 President's Request.

Program Work Element (PWEs): Select from any one, two or all fields.

Function: (Use Ctrl Key to select more than one) Any 3 A C

Fund source: (Use Ctrl Key to select more than one) Any A C E

Cost Element: (Use Ctrl Key to select more than one) Any A C E

PWE: (Use Ctrl Key to select more than one) Any A B C ALL 371 372 373

Order Results By: [Park] (dropdown menu open showing: Park, Region, Request Type, Park Priority, Regional Priority, National Priority, OFS Number, Approval Status, Lock Status, Funded Year)

Funding Status: Funded

Year of funding: 2001, 2002, 2003

Formulation status	DOI Request	OMB Request	President's Request	Congressional Add-On
Year				
Level				
Exclude Current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

search now

Program Work Element (PWEs): Select from any one, two or all fields.

Function: (Use Ctrl Key to select more than one) Any 3 A C

Fund source: (Use Ctrl Key to select more than one) Any A C E

Cost Element: (Use Ctrl Key to select more than one) Any A C E

PWE: (Use Ctrl Key to select more than one) Any A B C ALL 371 372 373

Order Results By: Regional Priority

Funding Status: Not Funded

Year of funding: 1994, 1995

Formulation status	DOI Request	OMB Request	President's Request	Congressional Add-On
Year			2005	
Level				
Exclude Current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

search now

National Park Service



Reports in OFS

Reports can be run by all users; and all of the search options can be applied to reports in order to select the records you want to view for a particular report.

Three report options can be selected from the Main Menu in OFS:

- General Reports - “canned” reports
- Custom Reports - users select which fields to include in an Excel report.
- Park Profile Reports – reports for Base Funding, Base Funding with Constant Dollar Amounts, FTE, Visitation, and Acreage at parks (not available for offices)

Reports

General Reports
Canned reports sorting requests by park and region and for budget formulation purposes. Reports available only in HTML. Run reports for Funding Descriptions Sorted by Unit/Office in Word Format.

Custom Reports
Choose the fields you need for the search criteria selected. Reports generated in Excel format.

Park Profile Reports
Run reports containing historical budget, visitation, acreage, staffing and establishment data.

Report Generator Page

STEP 1: Report Format

- # 1 Funding Requests Grouped by Park And Sorted By Park Priority
- # 2 Funding Requests Sorted by Region/Directorate Priority
- # 3 Funding Requests Sorted by Servicewide Priority
- # 4 Funding Requests Descriptions Sorted by Unit/Office-Regional Priority-Park Priority
- # 5 Funding Requests Detail Sheets
- # 6 Budget Structure Summary
- # 7 Budget Drivers
- # 8 Funding Requests Grouped by Region and Sorted by GPRA Goal & Park/Office
- # 9 Funding Requests Grouped by Region and Sorted by GPRA Goal & Regional Priority

STEP 2: Search Criteria

Basic Search Options

CUSTOM REPORTS

Choose Fields (may select more than one)

<input type="checkbox"/> Unit/Office Alpha Code	<input type="checkbox"/> Region/Directorate Priority	<input type="checkbox"/> DOI Level
<input type="checkbox"/> Unit/Office Short Name	<input type="checkbox"/> Earliest Funding Year	<input type="checkbox"/> OMB Year
<input type="checkbox"/> Unit/Office Long Name	<input type="checkbox"/> Servicewide Initiative	<input type="checkbox"/> OMB Level
<input type="checkbox"/> Region/Directorate	<input type="checkbox"/> Concise Description	<input type="checkbox"/> President's Request Year
<input type="checkbox"/> OFS Number	<input type="checkbox"/> Supporting Information	<input type="checkbox"/> President's Request Level
<input type="checkbox"/> Title of Request	<input type="checkbox"/> Priority Justification	<input type="checkbox"/> Congressional Add-On Year
<input type="checkbox"/> Total \$ Requested	<input type="checkbox"/> Request Type	<input type="checkbox"/> Congressional Add-On Level
<input type="checkbox"/> Total FTE Requested	<input type="checkbox"/> Approval Status	<input type="checkbox"/> Funding Status
<input type="checkbox"/> Date Created	<input type="checkbox"/> Lock Status	<input type="checkbox"/> Funded Year
<input type="checkbox"/> Date Last Modified	<input type="checkbox"/> PWE	<input type="checkbox"/> Last Operational Increase
<input type="checkbox"/> Unit/Office Priority	<input type="checkbox"/> DOI Year	

Park Profile Reports

Choose a Report (*Indicates report is not operational)

- # 1 Unit/Office Base Funding
- # 2 Unit/Office FTE
- # 3 *Unit Fee Income(retained)
- # 4 Unit Visitation
- # 5 *Combined Unit Base Funding and Fee Income
- # 6 Unit Acreage
- # 7 *Land Acquisition Appropriations

For Dollar Reports #1,3,5:
 Show Constant Dollar
 Show Total

Year: Choose one or more years. Use "Ctrl" Key to select non-consecutive years. Use "Shift" Key to select range of years. For constant dollar tables, at least two years must be selected. The earliest year will be the base year for calculation.
 Percentage: Optional. Calculates percentage change from base (first) year to each year chosen. At least two years must be selected. May choose range of years or selected years.

Year	Percentage
1980	1980
1981	1981
1982	1982
1983	1983
1984	1984
1985	1985

Search Options

Unit/Office:
 (Use Ctrl Key to select more than one.)
 All
 Abraham Lincoln Birthplace National Historic Site (ABLU)
 Acadia National Park (ACAD)

Region/Directorate:
 (Use Ctrl Key to select more than one.)
 All
 All REGIONS
 All WASO



Reports in OFS – General Reports

General Report #1 is used to create a list of funding requests grouped by Park/Office and sorted by Park/Office priority.



Sample Report for a single Park/Office

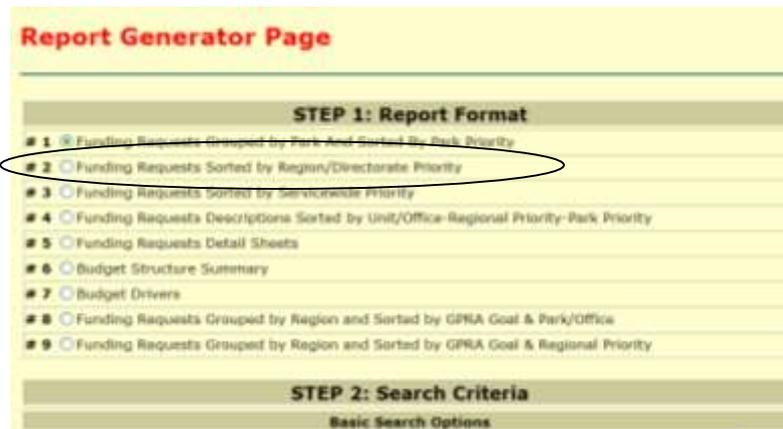
Funding Request Grouped By Park & Sorted By Park Priority					
Park/Office					
Park Priority	Regional Priority	Funding Request	Amount (\$000)	FTE	
Abraham Lincoln Birthplace National Historic Site					
1.0	50.0	Protect Newly Acquired Knob Creek Farm	120	2	
1.0	50.0	Maintain Newly Acquired Knob Creek Farm	130	2	
1.0	212.0	Provide Operations at Newly Acquired Knob Creek Farm	263	5	
2.0	157.0	Expand Visitor Services During Peak Visitor Seasons	70	2	
3.0	177.0	Protect Park Resources and Visitors	180	2	
4.0	909.9	Provide Visitor Services for 2009 Bicentennial of Abraham Lincoln's Birth	346	8	
5.0	909.9	Implement Outreach Education Program	70	1	
Total:			1,188	22	
Grand Total:			1,188	22	

Park/Office: ABLI Recurring: All Approval status: All Lock status: All Funding Status: Unfunded Sorted By: Park Priority, OFS Number,



Reports in OFS – General Reports

General Report #2 is used to create a list of funding requests sorted by Region/Directorate priority.



Sample Report for a single Region/Directorate

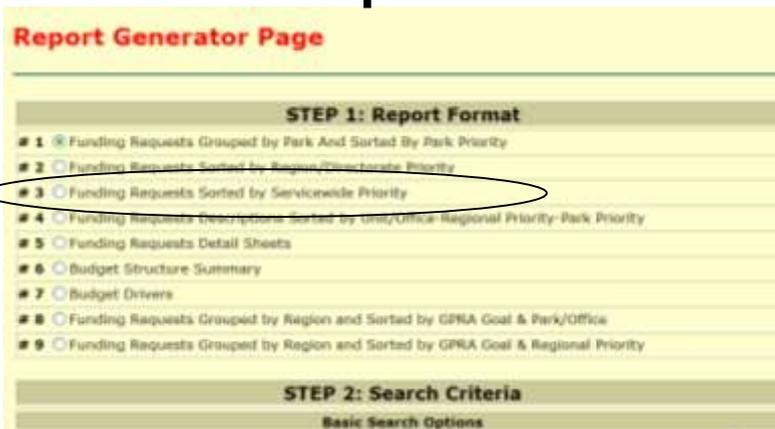
Funding Request Sorted by Region/Directorate Priority				
Region/Directorate				
Regional Park/ Priority Office	Office	Funding Request	Amount (\$000)	FTE
Northeast				
20.0	Northeast Regional Director's Staff	Improve Information Management Capabilities to Meet New Mandates-Tier 1	148	1
23.0	Northeast Regional Director's Staff	Improve Information Management Capabilities to Meet New Mandates-Tier 1	245	1
24.0	Northeast Regional Director's Staff	Provide Professional and Technical Support to Park Units, Tier 1	343	4
29.0	Northeast Regional Director's Staff	Provide Professional and Technical Support to Park Units, Tier 1	177	2
30.0	Status of Liberty National Monument and Ellis Island	Provide Safe Visitor Access to the Status of Liberty	1453	26
31.0	Colonial National Historical Park	Provide Interpretive and Educational Programs	263	4
31.0	Colonial National Historical Park	Provide Interpretive Programs	145	2
32.0	Lowell National Historical Park	Preserve Significant Historic Resources	468	8
32.0	Lowell National Historical Park	Preserve Significant Historic Resources	312	0
33.2	Colonial National Historical Park	Enhance Law Enforcement Program	210	2
34.0	Flight 93 National Memorial	Provide Management and Professional Staff for New Area	365	3
35.0	Upper Delaware Scenic & Recreational River	Initiate Partnership Program in Gateway Community	122	2
35.1	Upper Delaware Scenic & Recreational River	Operate and Maintain New Facilities and Cultural Landscapes	210	3

National Park Service



Reports in OFS – General Reports

General Report #3 is used to create a list of funding requests sorted by Servicewide priority.



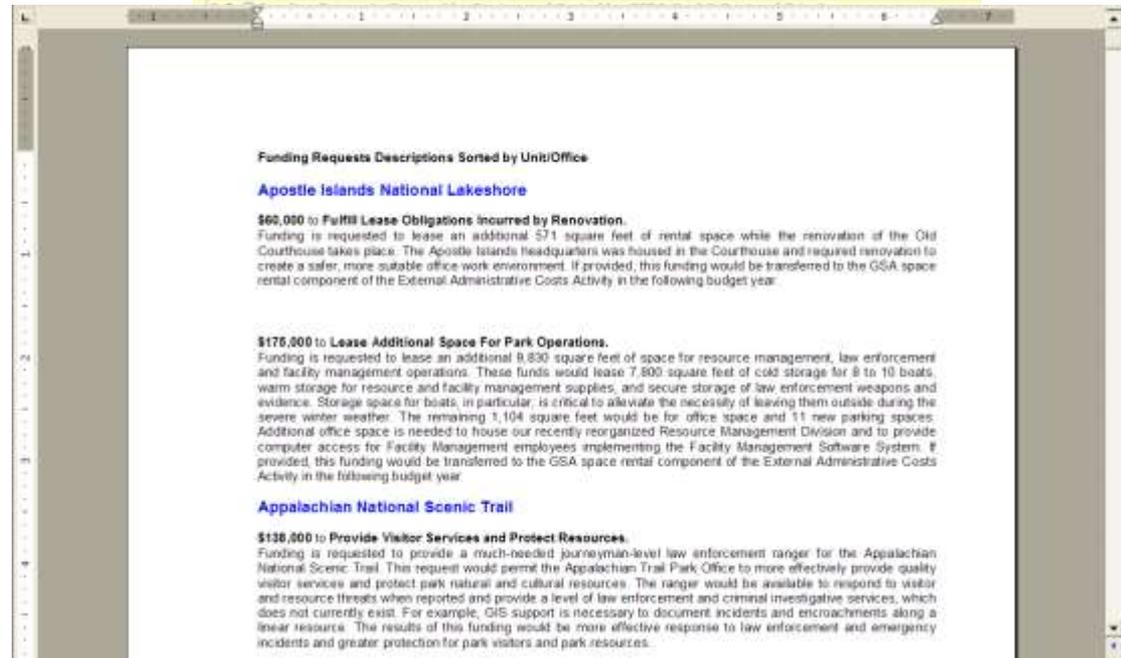
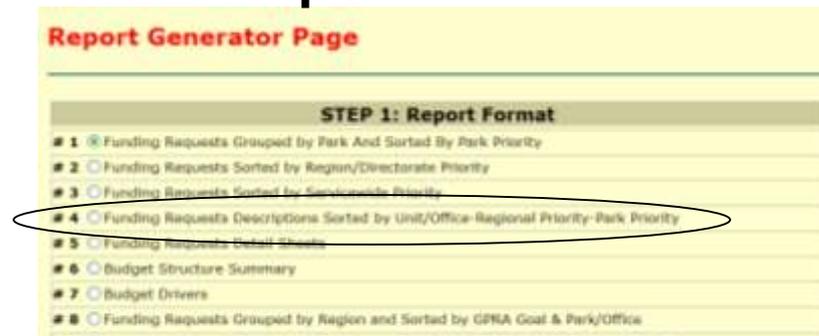
Servicewide priorities are not currently used, so the sample report pictured to the right has every priority listed as 999.9 (the default priority).

Funding Request Sorted By Servicewide Priority				
Servicewide Priority	Park/Office	Funding Request	Amount (\$000)	FTE
Administration				
999.9	Administrative Program Center	Develop Automated Correspondence Tracking System	103	1
999.9	Administrative Program Center	Implement Electronic Records Management System	890	12
999.9	Associate Director, Administration	Establish Alternative Dispute Resolution Services in the Workplace	100	0
999.9	Associate Director, Administration	Provide Contracting Support to Servicewide Operational Functions	150	1
999.9	Associate Director, Administration	Provide Funding for GPPA Goal Surveys	250	0
999.9	Concessions Program	Manage Concession Structural Fire Program	131	1
999.9	Concessions Program	Concession Environmental Management Program	1086	2
999.9	Concessions Program	Concession Accountability and Oversight	990	7
999.9	Concessions Program	Concession Appraisal Transfer to DGI	-300	0
999.9	Contracting & Procurement Division	Administer Competitive Review Program	970	1
999.9	Denver Administrative Program Center	Implement QuickHire/QuickClass System	540	2
999.9	Denver Administrative Program Center	Implement Workforce Plan	550	0
999.9	Denver Administrative Program Center	Develop Human Capital Investment Program	2010	5
999.9	Employee Development Division	Augment Interagency Training Partnership with NCTC	500	0

Reports in OFS – General Reports

General Report #4 is used to create a list of funding request descriptions sorted by Unit/Office.

Sample Report for an OMB Budget Submission (this report can be created in HTML or MS Word).



National Park Service



Reports in OFS – General Reports

General Report #5 is used to create a list of funding request detail sheets.

Related Records: [4522A](#)

Appropriation: Operation of The National Park System **Contact:** Rock Smith

Unit/Office: Arches National Park **Region/Directorate:** Intermountain

Title of Funding Request: Upgrade Maintenance Program to Improve Facility Condition

Total \$ Requested: 132,000	Recent Budget: FY 2004 - \$1,140,000	Last Operational Increase: No Record
Total FTE Requested: 2.5	Recent FTE: No Record	Request Type: Park Base
OFS Number: 4522B	Date Created: 08/22/1996	Servicewide Initiative:
Park Priority: 1.0	Date Last Modified: 02/02/2003	Budget Driver(s): 50% Deteriorated Infrastructure, 20% New Lands, 10% New Facilities, 20% Increased Visitation,
Regional Priority: 129.3	Earliest Year of Funding: 2004	Status: Unlocked Approved By Region 02/05/2004

Funding Component	PWE	FTE	Pers.	Other	Total	Recur.	Priority	GPRA Goal/Results
Improve Maintenance of Facilities and Grounds	MWB:	1.5	87,000	4,000	91,000	Yes	1.0	IIa1 / 1.0
Provide Operational Care of Facilities	MZZ:	1.0	29,000	7,000	36,000	Yes	2.0	IIa1 / 1.0
Fund Utility Increases	MZU:	0.0	0	5,000	5,000	Yes	3.0	IIa1 / 1.0

GPRA Goal	Measurable Results	Performance Measure
IIa1		1.0 Visitor satisfaction
IIa1		1.0 Visitor satisfaction
IIa1		1.0 Visitor satisfaction

Concise Description and Justification:
Funding is requested to systematically reduce backlog maintenance. Maintenance funding has been directed to support operational activities, resulting in deferred maintenance backlog. Treatment of



Page from a Sample Report for a single Unit/Office

National Park Service



Reports in OFS – General Reports

General Report #6 is used to create a Budget Structure Summary.

Report Generator Page

STEP 1: Report Format

- # 1 Funding Requests Grouped by Park And Sorted By Park Priority
- # 2 Funding Requests Sorted by Region/Directorate Priority
- # 3 Funding Requests Sorted by Service-wide Priority
- # 4 Funding Requests Descriptions Sorted by Unit/Office-Regional Priority-Park Priority
- # 5 Funding Requests Detail Checks
- # 6 Budget Structure Summary
- # 7 Budget Drivers
- # 8 Funding Requests Grouped by Region and Sorted by GPRA Goal & Park/Office
- # 9 Funding Requests Grouped by Region and Sorted by GPRA Goal & Regional Priority

STEP 2: Search Criteria

Basic Search Options

Budget Summary Report

Report Level: Program Component

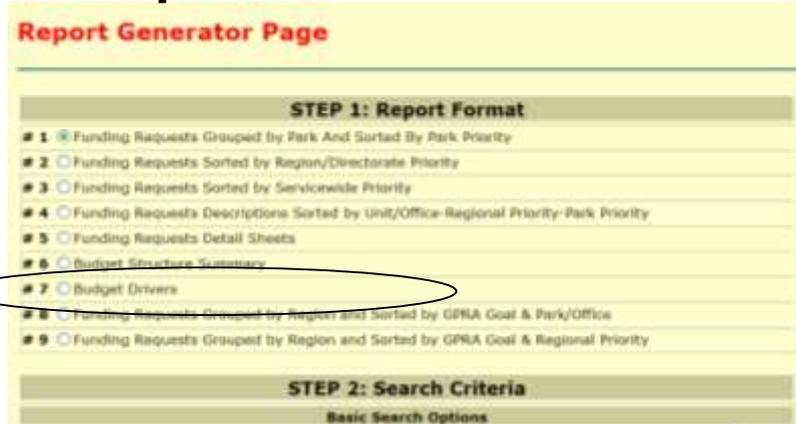
Color Code Key					
Region	Program Component	Budget Subactivity	Budget Activity	Appropriation	Grand Total
		FTE	Personnel (In \$000)	Total (In \$000)	
	Cult Resources Applied Research	4	249	352	
	Cultural Resource Management	26	1716	2709	
	Natural Resources Management	38	2333	3069	
	Resources Protection	19	1013	1573	
	Resource Stewardship	86	5311	7703	
	Concessions Management	2	194	253	
	Health and Safety	5	275	325	
	Interpretation and Education	117	6614	7835	
	Law Enforcement & Protection	159	11086	14739	
	Visitor Use Management	1	205	231	
	Visitor Services	294	18374	23383	
	Facility Maintenance	41	2642	4396	
	Facility Operations	47	2968	4887	
	Facility Operations & Maintenance	99	5610	9283	
	Management & Administration	24	1957	4131	
	Park Support	24	1957	4131	
	Park Management	482	31252	44500	
	Operation of The National Park System	482	31252	44500	
	Grand Total	482	31252	44500	

This report is used by WASO Budget to synthesize information from many OFS records and show how they effect the NPS budget structure.



Reports in OFS – General Reports

General Report #7 is used to create a Budget Driver Summary.



Reasons that Drive Budget Increase Requests			
Cause for Increase	Number of Increases	Increase Amount	Share of Total \$ (%)
Health & Safety		21,645	22%
Compliance Issues	20	8,714	9%
Health & Safety	41	2,253	2%
Physical Security	12	2,225	2%
Deteriorating Infrastructure	24	8,453	9%
New Responsibilities		56,768	58%
New Facilities	21	2,413	2%
New Programs	22	5,629	6%
New Area	11	1,602	2%
New Lands	8	43,276	44%
Increase Workload	22	3,847	4%
Threats to Resources		19,931	20%
Threats to Resources	63	11,959	12%
Accountability	41	7,972	8%
Visitor Services		409	1%
Increased Visitations	12	865	1%
Visitation Pattern	1	21	0%
Special Events	10	- 477	-0%
Total Park Increases:	175	98,753	100%

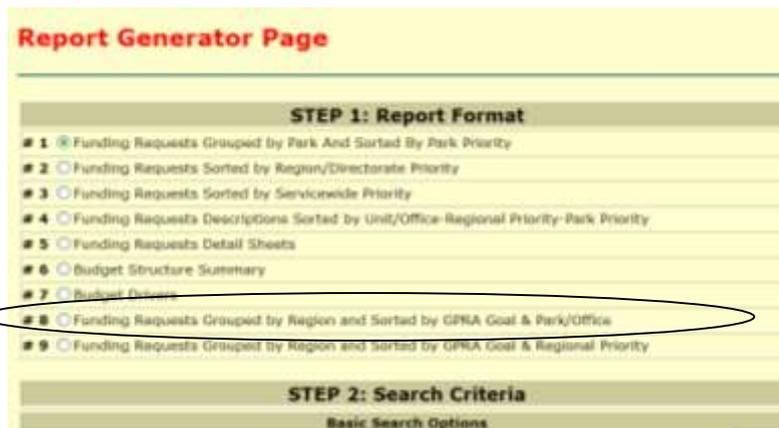
Recurring: All Approval status: Region Lock status: All Funding Status: Unfunded AND President's Request Year:2005 Sorted By: OFS Number,

This report is used by WASO Budget to synthesize information from many OFS records and summarize the reasons that drive budget increase requests for a given Fiscal Year.



Reports in OFS – General Reports

General Report #8 is used to create a report of Funding Requests Grouped by Region and Sorted by GPRA Goal & Park/Office.



Sample report for a park.

Funding Request Grouped by Region and Sorted by GPRA Goal & Park/Office								
Note: \$ Toward Goal figures may not be accurate due to rounding								
Region/Directorate	Unit/Office	OFS #	Title	Total \$ Requested	GPRA Goal	Subject	Performance Measure	Measurable Percentage \$ To Goal
Northeast								
Acadia NP	115058	Implement Park Business Plan (Phase 1C)	161	Ia01C	Wetlands	Acres		0
Acadia NP	115050	Implement Park Business Plan (Phase 1B)	183	Ia01C	Wetlands	Acres		10
Acadia NP	115148	Implement Park Business Plan (Phase 1IA)	437	Ia07	Ia7 associated zero goal	Each landscape		10
Acadia NP	115058	Implement Park Business Plan (Phase 1C)	161	Ia1B	Containing Exotic Plant Species	acres		0
Acadia NP	115050	Implement Park Business Plan (Phase 1B)	193	Ia1B	Containing Exotic Plant Species	acres		10
Acadia NP	115058	Implement Park Business Plan (Phase 1C)	161	Ia2A	T&E listed species	Each species		0



Reports in OFS – General Reports

General Report #9 is used to create a report of Funding Requests Grouped by Region and Sorted by GPRA Goal & Regional Priority.

Report Generator Page

STEP 1: Report Format

- # 1 Funding Requests Grouped by Park And Sorted By Park Priority
- # 2 Funding Requests Sorted by Region/Directorate Priority
- # 3 Funding Requests Sorted by Servicewide Priority
- # 4 Funding Requests Descriptions Sorted by Unit/Office-Regional Priority-Park Priority
- # 5 Funding Requests Detail Sheets
- # 6 Budget Structure Summary
- # 7 Budget Drivers
- # 8 Funding Requests Grouped by Region and Sorted by GPRA Goal & Park/Office
- # 9 Funding Requests Grouped by Region and Sorted by GPRA Goal & Regional Priority

STEP 2: Search Criteria

Basic Search Options

Funding Request Grouped by Region and Sorted by GPRA Goal & Regional Priority							
Note: \$ Toward Goal figures may not be accurate due to rounding							
Region/Directorate							
Unit/Office	Regional OFS #	Title	Total \$ Requested	GPRA Goal	Subject	Performance Measure	Resource Per Results
Northeast							
Acadia NP 132	115050	Implement Park Business Plan (Phase IB)	183	1a01C	Wetlands	Acres	1
Acadia NP 133	115058	Implement Park Business Plan (Phase IC)	161	1a01C	Wetlands	Acres	0
Acadia NP 194	115148	Implement Park Business Plan (Phase IA)	437	1a07	1a7 associated	Each landscape zero goal	1
Acadia NP 132	115050	Implement Park Business Plan (Phase IB)	193	1a18	Containing Exotic Plant Species	acres	1
Acadia NP 133	115058	Implement Park Business Plan (Phase IC)	161	1a18	Containing Exotic Plant Species	acres	0
Acadia NP 132	115050	Implement Park Business Plan (Phase IB)	183	1a2A	TR2 listed species	Each species	1

Sample report for a park.

National Park Service



Reports in OFS – Custom Reports

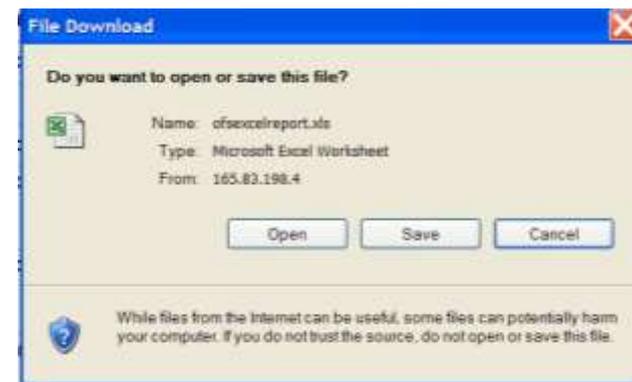
Custom Reports allow the user to select which fields they would like to include in an Excel report which can then be manipulated by the user. ****NEW:** Users can now include the PWE in Custom Reports or run a Custom Report of the last operational increase for parks/offices (for best results, use Funding Status = Funded and Sort = Park).



The sample report below illustrates a Custom Report for the Midwest Region.

Unit/Office Alpha Code	Unit/Office Short Name	Region/Directorate	OFS Number	Title of Request	Total \$ Requested	Total FTE Requested	Region/Directorate Priority
MF470	Mid Regional Office	Mid	6700A	Provide Rental Copies for New Regional Office	000	0	8
MF470	Mid Regional Office	Mid	7416	Provide Professional & Technical Support Services (Tier 1)	95	0	17
MF470	Mid Regional Office	Mid	880A	Increase Equipment Acquisition Programs to Allow Purchase of Large Equipment	280	0	8
MF470	Mid Regional Office	Mid	4700A	Reserve System and Employee Expense Field Procurement Costs	900	0	8
MF470	Mid Regional Office	Mid	4800	Support Park Resource Management Programs	400	0	20
MF470	Mid Regional Office	Mid	7800	Improve Information Management Capabilities - Tier 2 - Records Management	95	0	23
MF470	Mid Regional Office	Mid	7800	Provide Increased Law Enforcement Protection, Coordinate Terrestrial Support	810	0	22
MF470	Mid Regional Office	Mid	7800A	Professional & Technical Support Services - Tier 2	440	0	22
MF00	Midwest NPS	Mid	8600	Provide River Safety Program and Other Visitor Services	240	0	34
MF00	Midwest NPS	Mid	4700	Provide National Research and Archival Programs for Interpretive Records	65	0	10
MF00	Midwest NPS	Mid	7800A	Preservation and Curator Collections Objects	50	0	10
MF00	Midwest NPS	Mid	8800	Provide Essential Visitor Personnel Services	00	0	10
MF00	Midwest NPS	Mid	8900	Provide Visitor and Recreational Operations - Essential Law Enforcement Module for the Midwest Region	60	0	10
MF00	Midwest NPS	Mid	8400A	Protect Historic Park Visitor Center and Regal Group Activities	00	0	10
MF00	Midwest NPS	Mid	8800	Improve Visitor Safety and Resource Protection	270	0	10

When the report finishes running, the user is prompted to Open or Save the file.





Reports in OFS – Park Profile Reports

The Park Profile Report for Base Funding can be used to illustrate the funding history for selected years for Park Units. Please note, the dollar amounts do not include any reprogramming that was done after the initial appropriation of funding by Congress.

By clicking on “Show Constant Dollars”, the user can create a report that lists base funding and the Constant Dollar amount for base funding (with the base year being equal to the earliest year selected).

Park Profile Reports

Choose a Report (*Indicates report is not operational)

# 1 <input checked="" type="radio"/> Unit/Office Base Funding	# 2 <input type="radio"/> Unit/Office FTE
# 3 <input type="radio"/> Unit Fee Income (retained)	# 4 <input type="radio"/> Unit Visitation
# 5 <input type="radio"/> Combined Unit Base Funding and Fee Income	# 6 <input type="radio"/> Unit Acreage
# 7 <input type="radio"/> Land Acquisition Appropriations	

For Dollar Reports #1,3,5:

Show Constant Dollar
 Show Total

Year: Choose one or more years. Use **Ctrl** Key to select non-consecutive years. Use **Shift** Key to select range of years. For constant dollar tables, at least two years must be selected. The earliest year will be the base year for calculation.
Percentage: Optional. Calculates percentage change from base (first) year to each year chosen. At least two years must be selected. May choose range of years or selected years.

Year	Percentage
1980	1980
1981	1981
1982	1982
1983	1983
1984	1984
1985	1985

Search Options

Unit/Office:
(Use Ctrl Key to select more than one)
All
Abraham Lincoln Birthplace National Historic Site (ABLI)
Acadia National Park (ACAD)

Region/Directorate:
(Use Ctrl Key to select more than one)
All
All REGIONS
All WASO



Reports in OFS – Park Profile Reports

The Park Profile Report for FTE can be used to illustrate the FTE history for selected years for Park Units.

Park Profile Reports

Choose a Report (*Indicates report is not operational)

1 Unit/Office Base Funding # 2 Unit/Office FTE

3 *Unit Fee Income{retained} # 4 Unit Visitation

5 *Combined Unit Base Funding and Fee Income # 6 Unit Acreage

7 *Land Acquisition Appropriations

For Dollar Reports #1,3,5:

Show Constant Dollar

Show Total

Year: Choose one or more years. Use "Ctrl" Key to select non-consecutive years. Use "Shift" Key to select range of years. For constant dollar tables, at least two years must be selected. The earliest year will be the base year for calculation.

Percentage: Optional, Calculates percentage change from base (first) year to each year chosen. At least two years must be selected. May choose range of years or selected years.

Year	Percentage
1980	1980
1981	1981
1982	1982
1983	1983
1984	1984
1985	1985

Search Options

Unit/Office:
(Use Ctrl Key to select more than one)
All
Abraham Lincoln Birthplace National Historic Site (ABLI)
Acadia National Park (ACAD)

Region/Directorate:
(Use Ctrl Key to select more than one)
All
All REGIONS
All WAGO

Reports in OFS – Park Profile Reports

The Park Profile Report for Visitation can be used to illustrate the Visitation history for selected years for Park Units. The visitation data is obtained from the Public Use Statistics Office.

If parks are claiming that additional funding is needed because of increased visitation, they should use the Visitation Park Profile Report to confirm their claims.

Park Profile Reports

Choose a Report (*Indicates report is not operational)

1 Unit/Office Base Funding # 2 Unit/Office FTE
3 *Unit Fee Income(retained) # 4 Unit Visitation
5 *Combined Unit Base Funding and Fee Income # 6 Unit Acreage
7 *Land Acquisition Appropriations

For Dollar Reports #1,3,5:-
 Show Constant Dollar
 Show Total

Year: Choose one or more years. Use "Ctrl" Key to select non-consecutive years. Use "Shift" Key to select range of years. For constant dollar tables, at least two years must be selected. The earliest year will be the base year for calculation.
Percentage: Optional, Calculates percentage change from base (first) year to each year chosen. At least two years must be selected. May choose range of years or selected years.

Year	Percentage
1980	1980
1981	1981
1982	1982
1983	1983
1984	1984
1985	1985

Search Options

Unit/Office:
(Use Ctrl Key to select more than one)
All
Abraham Lincoln Birthplace National Historic Site (ABLI)
Acadia National Park (ACAD)

Region/Directorate:
(Use Ctrl Key to select more than one)
All
All REGIONS
All WASHO



Reports in OFS – Park Profile Reports

The Park Profile Report for Acreage can be used to illustrate the Acreage history for selected years for Park Units. The acreage data is obtained from the Public Use Statistics Office.

If parks are claiming that additional funding is needed because of increased acreage, they should use the Acreage Park Profile Report to confirm their claims.

Park Profile Reports

Choose a Report (*Indicates report is not operational)

1 Unit/Office Base Funding # 2 Unit/Office FTE
3 *Unit Fee Income(retained) # 4 Unit Visitation
5 *Combined Unit Base Funding and Fee Income # 6 Unit Acreage
7 *Land Acquisition Appropriations

For Dollar Reports #1,3,5:
 Show Constant Dollar
 Show Total

Year: Choose one or more years. Use "Ctrl" Key to select non-consecutive years. Use "Shift" Key to select range of years. For constant dollar tables, at least two years must be selected. The earliest year will be the base year for calculation.
Percentage: Optional, Calculates percentage change from base (first) year to each year chosen. At least two years must be selected. May choose range of years or selected years.

Year	Percentage
1980	1980
1981	1981
1982	1982
1983	1983
1984	1984
1985	1985

Search Options

Unit/Office:
(Use Ctrl Key to select more than one)
All
Abraham Lincoln Birthplace National Historic Site (ABLI)
Acadia National Park (ACAD)

Region/Directorate:
(Use Ctrl Key to select more than one)
All
All REGIONS
All WASO



How Elements of OFS Relate to the Budget Cycle



Service-wide Comprehensive Call Issued (October)

- SCC was developed so managers look at all of their needs and priorities at once
- OFS-Specific Guidance for the SCC begins the two year long process for budget formulation; i.e. the SCC issued in Oct, 2004 is for the FY 2007 budget formulation cycle.
- Regions/Directorates should pass along this Guidance with any of their own OFS-Specific Guidance to Parks/Offices
- WASO and Regions/Directorates unlock individual OFS records
- WASO and Regions/Directorates unlock approval/prioritization rights

National Park Service



Address: <http://classicinside.nps.gov/budget3/call.htm>

U.S. Department of the Interior **National Park Service**

- NPS Only (Restricted Access) -

Home Budget News Budget Tables Bills & Reports Progress Chart Budget Systems Briefing Statements Budget Call

Site Navigation

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- [Federal Budget Process](#)
- [Glossary of Budget Terms](#)
- [Park Timeline](#)
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Resources

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- [The President's Budget](#)
- [NPS Strategic Plan](#)
- [Accountability Reports](#)
- [Thomas Legislative Info](#)
- [DOI Library](#)

Related Links

- [National Park Service](#)
- [Department of the Interior](#)

NPS Links (Restricted)

- [Fund Source Definitions](#)
- [Park Budget Profile](#)
- [Performance Management Data System \(PMDS\)](#)

Servicewide Comprehensive Call

SCC, October 2004

SCC Guiding Documents

- [SCC Comptroller's Memo](#)
- [SCC General Guidance](#)
- [SCC Schedule](#)
- [PMIS Guidance](#)
- [OFS Guidance](#)

FY05 Estimated Program Allocations

- FY 2005 President's Request Targets--Forthcoming

Links to PMIS Servicewide Program Guidance

- [Alternative Transportation Program](#), [Federal Lands Highways Program](#), [Transportation Fee Authority](#), [Concessions \(80%\)](#), [Cultural Resources](#), [Facilities Deferred Maintenance and Capital Improvements](#), Line Item Construction--Forthcoming, Recreation Fee Demonstration / National Park Pass / Public Land Corps--Forthcoming, [GMP & SRS](#), [Parks as Classrooms](#), [Cyclic Maintenance](#), [Dam Safety](#), [Wildland Fire Facilities](#), [Environmental Management Program](#), [Housing](#), and [Youth Conservation Corps](#) and [Natural Resources](#).

Links to Regional Guidance

- Alaska, [Intermountain](#), [Midwest](#), National Capital, [Northeast](#), [Pacific West](#), and [Southeast](#) Regions

The NPS Budget Webpage contains Servicewide Comprehensive Call (SCC) Guidance (<http://classicinside.nps.gov/budget3/call.htm>).

National Park Service



Address <http://165.83.198.4/ofs/>

OFS Main Menu

You Are: WASO

Login/Logout

Register New Accounts
Manage Your Account
You must login to add or edit requests

Add Requests

Add new requests into OFS.
Only logged on, registered users can add new requests.

Search/Edit Requests

Search for requests to review, edit, or delete.

Approve/Lock/ Prioritize Requests

Users with approval rights (*ask your OFS administrator*) can approve and lock requests and set priorities.

Formulate Budget

For budget office use only.
Formulates budget submissions for DOI, OMB and Congress.
Marks requests as funded when budget is enacted.

Freeze New Approvals

Locks any new request approvals during review periods.

Reports

General Reports

Canned reports sorting requests by park and region and for budget formulation purposes.
Reports available only in HTML.
Run reports for Funding Descriptions Sorted by

Approval Function Lock Status for All Levels in Each Region

Region	Park Approval	Regional Approval
<input type="button" value="Save"/>		
Administration - (AD)	UNLOCKED	UNLOCKED
Alaska - (AK)	UNLOCKED	UNLOCKED
Chief Information Officer - (CI)	UNLOCKED	UNLOCKED
Comptroller - (CO)	UNLOCKED	UNLOCKED
Cultural Resource - (CR)	UNLOCKED	UNLOCKED
Deputy Director (Murphy) - (DD)	UNLOCKED	UNLOCKED
Deputy Director (Jones) - (DE)	UNLOCKED	UNLOCKED
Director - (DI)	UNLOCKED	UNLOCKED
Intermountain - (IM)	UNLOCKED	UNLOCKED
Midwest - (MW)	UNLOCKED	UNLOCKED
National Capital - (NC)	UNLOCKED	UNLOCKED
Northeast - (NE)	UNLOCKED	UNLOCKED
Natural Resources - (NR)	UNLOCKED	UNLOCKED
Partnerships, Int & Ed - (OP)	UNLOCKED	UNLOCKED
USPP Directorate - (PP)	UNLOCKED	UNLOCKED
Visitor & Res Protection - (PR)	UNLOCKED	UNLOCKED
Park Planning, Fac & Land - (PS)	UNLOCKED	UNLOCKED
Pacific West - (PW)	UNLOCKED	UNLOCKED
Southeast - (SE)	UNLOCKED	LOCKED
<input type="button" value="Save"/>		
		UNLOCKED
		LOCKED

USER SCOPE = ALL
(WASO Budget Office)

At the beginning of the Servicewide Comprehensive Call (SCC) in October, WASO Budget unlocks the Regional/Directorate approval rights in OFS. This allows Region/Directorate users to approve and prioritize records for the National Park Service (NPS) Budget Request to the Department of the Interior (DOI), the first in a series of three budget requests.

National Park Service



Address <http://165.83.198.4/ofs/>

Go Links >>

OFS Main Menu

You Are: budgetjc

Login/Logout

Register New Accounts
Manage Your Account
You must login to add or edit requests

Add Requests

Add new requests into OFS.
Only logged on, registered users can add new requests.

Search/Edit Requests

Search for requests to review, edit, or delete.

Approve/Lock/Prioritize Requests

Users with approval rights (ask your OFS administrator) can approve and lock requests and set priorities.

Formulate Budget

For budget office use only.
Formulates budget submissions for DOI, OMB and Congress.
Marks requests as funded when budget is enacted.

Freeze New Approvals

Locks any new request approvals during review periods.

Reports

General Reports

Canned reports sorting requests by park and region and for budget formulation purposes.
Reports available only in HTML.
Run reports for Funding Descriptions Sorted by

Operations Formulation System

APPROVE/LOCK/PRIORITIZE

Choose An Action

Approve Records Lock Records Prioritize Records

Basic Search Options

Unit/Office:

(Use Ctrl Key to select more than one)

All
AD, Resource and Visitor Protection (RAVP)
AD, Cultural Resources (CRSP)

Region/Directorate:

(Use Ctrl Key to select more than one)

All
All REGIONS
All WASO

OFS Number:

Request Type: (Use Ctrl Key to select more than one)

Approval Status:

Lock Status:

Title of Request: (Enter any phrase)

Concise Description and Justification: (Enter any phrase)

Supporting Information: (Enter any phrase)

Where IS THIS NUMBER

Earliest Funding Year is THIS NUMBER

Dollar Amount (\$000) IS: THIS NUMBER

Dollar Amount (\$000) between And Recurring

Servicewide Initiative: (Use Ctrl Key to select more than one)
Any
Accountability
California Desert

Budget Drivers: (Use Ctrl Key to select more than one)
Any
Compliance Issues
Deteriorated Infrastructure

GPRA Goals: (Use Ctrl Key to select more than one)
All
la0
la01A
Appropriation:

USER SCOPE = ALL
(WASO Budget Office)

WASO Budget also
unlocks all records
EXCEPT those which are
already funded or
included in current budget
requests.

National Park Service



Address <http://165.83.198.4/ofis/>

- OFS Main Menu**
- You Are: WASO
- Login/Logout**
Register New Accounts
Manage Your Account
You must login to add or edit requests
- Add Requests**
Add new requests into OFS.
Only logged on, registered users can add new requests.
- Search/Edit Requests**
Search for requests to review, edit, or delete.
- Approve/Lock/Prioritize Requests**
Users with approval rights (ask your OFS administrator) can approve and lock requests and set priorities.
- Formulate Budget**
For budget office use only.
Formulates budget submissions for DOI, OMB and Congress.
Marks requests as funded when budget is enacted.
- Freeze New Approvals**
Locks any new request approvals during review periods.
- Reports**
General Reports
Canned reports sorting requests by park and region and for budget formulation purposes.
Reports available only in HTML.
Run reports for Funding Descriptions Sorted by

California Desert

Budget Drivers: (Use Ctrl Key to select more than one)

GPRA Goals: (Use Ctrl Key to select more than one) All | la0 | la01A

Appropriation:

Primary Work Element (PWEs): Select from any one, two or all fields.

Function: (Use Ctrl Key to select more than one) Any | A | B | C

Fund Source: (Use Ctrl Key to select more than one) Any | A | C | D

Cost Element: (Use Ctrl Key to select more than one)

Order Results By: Regional Priority

Advanced Search Options

Funding Status: Not Funded

Year of funding: 1995

Formulation status	DOI Request	OMB Request	President's Request	Congressional Add-On
Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Exclude Current	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Search

Park Profile Options

Unit/Office Budget in FY	1980	IS Equal To	THIS NUMBER	<input type="text"/>
Unit Visitation	1980	IS Equal To	THIS NUMBER	<input type="text"/>
Unit Established		In	THIS YEAR	<input type="text"/>
Acreeage		IS Equal To	THIS NUMBER	<input type="text"/>
Unit/Office FTE	1980	IS Equal To	THIS NUMBER	<input type="text"/>
Unit/Office Characteristics: (Use Ctrl Key to select more than one)				

USER SCOPE = ALL (WASO Budget Office)

The Advanced Search Options allow WASO Budget to leave the funded records and records included in current budget requests locked.

National Park Service



Address <http://165.83.198.4/ofs/>

OFS Main Menu

You Are: **WASO**

Login/Logout
 Register New Accounts
 Manage Your Account
 You must login to add or edit

Your Search Criteria:

Region:IM Recurring: All **Approval status:** All **Lock status:** All **Funding Status:** Unfunded **Exclude Current:**President's Request **Sorted By:** Regional Priority,

Your search found **686** projects with a total cost of **\$810,915,000.00**.

Save Changes Return to Previous Page Unlock All Lock All

Regional Priority	Alpha Code	Funding Request	Total (\$000)	Regional Lock	WASO Lock
57.1	GLCA	Maintain Water Quality	366	Locked	Locked
57.1	GLCA	Maintain Water Quality	134	Locked	Locked
57.5	PAIS	Protect Endangered Kemp's Ridley Sea Turtle	180	Locked	Locked
57.6	GRSA	Manage Additional Land	540	Locked	Locked
58.0	SOAR	DOI Homeland Security secure facility/IC-SET team readiness	50	Locked	Not Locked
65.1	CACH	Enhance Protection of Backcountry Resources	250	Locked	Locked
65.2	LAMR	Provide Additional Law Enforcement to Protect Visitors and Resources	227	Locked	Locked
66.0	SAAN	Provide Minimum Law Enforcement Program for Officer Safety	100	Locked	Locked
67.0	GRCA	Expand Visitor and Resource Protection	150	Locked	Locked
68.0	DETO	Strengthen Law Enforcement and Security Operations	195	Locked	Locked
68.5	FOLA	Provide Increased Visitor, Employee and Resource Protection	105	Locked	Locked
69.0	ELMA	Increase Patrols for Resource and Visitor Protection	230	Locked	Locked
72.0	ELMO	Improve Cultural Resource Preservation Program	175	Locked	Locked
73.0	CHAM	Develop Bilingual Programs to Serve Visitors	303	Locked	Locked
74.0	COLM	Protect Resources by Providing Visitor Services and Outreach Programs	341	Locked	Locked
76.0	GRTE	Establish Park Operations at JY Ranch	420	Locked	Locked
77.0	IMRO	Enhance Capacity to Execute Maintenance Programs	650	Not Locked	Not Locked
77.5	GOSP	Enhance Visitor Services and Increase Preventive Maintenance	166	Locked	Locked
78.0	PEFO	Upgrade Resource Monitoring of Archaeological and Historic Sites	291	Locked	Locked
79.0	TUMA	Establish Resource Management Program on New Lands	280	Locked	Locked
80.0	PAAL	Enhance Cultural Resource Protection at Developing Park	120	Locked	Locked
84.0	BLCA	Upgrade Facilities Program and Initiate Preventive Maintenance Program	333	Locked	Locked

USER SCOPE = ALL (WASO Budget Office)

The system provides the capability to lock/unlock all records or to lock/unlock individual records. When WASO unlocks records, it allows the Region/Directorate users to edit and add requests.

approvals during review periods.

Reports

General Reports
 Canned reports sorting requests by park and region and for budget formulation purposes. Reports available only in HTML. Run reports for Funding Descriptions Sorted by

National Park Service



Address <http://165.83.196.3/ofsf/>

OFS Main Menu

You Are: **IMRegion**

Login/Logout
Register New Accounts
Manage Your Account
You must login to add or edit requests

Add Requests
Add new requests into OFS.
Only logged on, registered users can add new requests.

Search/Edit Requests
Search for requests to review, edit, or delete.

Approve/Lock/Prioritize Requests
Users with approval rights (*ask your OFS administrator*) can approve and lock requests and set priorities.

Formulate Budget
For budget office use only.
Formulates budget submissions for DOI, OMB and Congress.
Marks requests as funded when budget is enacted.

Freeze New Approvals
Locks any new request approvals during review periods.

Reports

General Reports
Canned reports sorting requests by park and region and for budget formulation purposes.
Reports available only in HTML.
Run reports for Funding Descriptions Sorted by Unit/Office in Word Format.

Custom Reports
Choose the fields you need for

Approval Function Lock Status for All Levels in Each Region

Region	Park Approval	Regional Approval
<input type="button" value="Save"/>		
Intermountain - (IM)	LOCKED	UnLocked
<input type="button" value="Save"/>	UNLOCKED LOCKED	

USER SCOPE = REGION (Regions/Directorates)

At the beginning of the Servicewide Comprehensive Call (SCC) in October, after WASO Budget unlocks the Regional/Directorate approval rights in OFS, then the Region/Directorate users can unlock the Park Unit/Office and Regional/Directorate approval rights. This allows Park Unit/Office users to approve and prioritize records for the National Park Service (NPS) Budget Request to the Department of the Interior (DOI), the first in a series of three budget requests.

National Park Service



Address <http://165.83.198.4/ofc/> Go Links

Operations Formulation System

APPROVE/LOCK/PRIORITIZE

Choose An Action

Approve Records Lock Records Prioritize Records

Basic Search Options

Unit/Office: (Use Ctrl Key to select more than one)
All
AD, Resource and Visitor Protection (RAVP)
AD, Cultural Resources (CRSP)

Region/Directorate: (Use Ctrl Key to select more than one)
Deputy Director (Jones)
Director
Intermountain

OFS Number: **Request Type:** (Use Ctrl Key to select more than one)

Approval Status: All **Lock Status:** All

Title of Request: (Enter any phrase)

Concise Description and Justification: (Enter any phrase)

Supporting Information: (Enter any phrase)

Where Park Priority **IS** Equal To **THIS NUMBER**

Earliest Funding Year is Equal To **THIS NUMBER**

Dollar Amount (\$000) IS: Choose Any **THIS NUMBER**

Dollar Amount (\$000) between **And**

Servicewide Initiative: (Use Ctrl Key to select more than one)
Any
Accountability
California Desert

Budget Drivers: (Use Ctrl Key to select more than one)
Any
Compliance Issues
Deteriorated Infrastructure

GPRA Goals: (Use Ctrl Key to select more than one)
All
la0
la01A

Appropriation: All

**USER SCOPE =
REGION
(Region/Directorate)**

At the beginning of the SCC in October, the Region/Directorate user also unlocks all records in his region/directorate, allowing Park Unit/Office users to edit and add requests.



Park Units/Offices Review, Edit, Add, Approve,
and Prioritize OFS Records
(October through December/January)

National Park Service



Address <http://165.83.198.4/ofs/> Go Links

Operations Formulation System

SEARCH REQUEST

Main Menu

SEARCH HELP

To retrieve requests for viewing and editing select criteria from the search form at right.
The more criteria you enter,

USER SCOPE = Unit (Parks/Offices)

After the Servicewide Comprehensive Call is issued, a park's supervisory ranger/division supervisor or an office's assigned OFS user searches to locate existing OFS requests that need to be updated and edited.

Basic Search Options

Unit/Office: *(Use Ctrl Key to select more than one)* Big Bend National Park (BIBE)
 All
 AD, Resource and Visitor Protection (RAVP)

Region/Directorate: *(Use Ctrl Key to select more than one)* All
 All REGIONS
 All WASO

Request Number: **Request Type:** *(Use Ctrl Key to select more than one)* All Types
 GSA Space-Park
 GSA Space-Reg/WASO

Approval Status: All **Lock Status:** All

Title of Request: *(Enter any phrase)*

Concise Description and Justification: *(Enter any phrase)*

Supporting Information: *(Enter any phrase)*

Where: Park Priority **IS** Equal To **THIS NUMBER**

Oldest Funding Year is: Equal To **THIS NUMBER**

Dollar Amount (\$000) IS: Choose Any **THIS NUMBER**

Dollar Amount (\$000) between **And** **Recurring** All

Servicewide Initiative: *(Use Ctrl Key to select more than one)* Any
 Accountability
 California Desert

Budget Drivers: *(Use Ctrl Key to select more than one)* Any
 Compliance Issues
 Deteriorated Infrastructure

GPRA Goals: *(Use Ctrl Key to select more than one)* All
 Ia0
 Ia01A

Appropriation: All

Primary Work Element (PWEs): Select from any one, two or all fields.

Function: *(Use Ctrl Key to* Any **Fund Source:** *(Use Ctrl* Any **Cost Element:** *(Use Ctrl* Any **PWE:** *(Use Ctrl Key to* ALL

the OFS request number generated when funding request was entered. You can obtain this number from the funding request detail sheet. Enter one number only.

Request Type: Limits search by type of request. Use control key to make multiple selections.

National Park Service



USER SCOPE = UNIT
(Parks/Offices)

The Park/Office user can review all of the OFS records for their Park Unit/Office.

However, they can only update unfunded OFS records that were not included in current budget requests.

For example, the two circled records are the top priorities for the Park/Office used for this demonstration.

These two records were included in the FY 2005 President's Request, so the park user will not be able to edit these records (see next page).

Search Criteria:

Park/Office: BIBE **Recurring:** All **Approval status:** All **Lock status:** All **Funding Status:** Unfunded **Sorted By:** Park Priority, OFS Number,

Your search found **19** funding requests with a total cost of **\$5,748,000**

Park Priority	OFS Number	Alpha Code	Funding Request	Amount (\$000)
0.5	8284B	BIBE	Strengthen Law Enforcement Presence On International Border	200
1.0	4591A	BIBE	Improve Maintenance Capabilities	336
1.5	13403A	BIBE	Maintain New Boardwalk	40
2.0	10459A	BIBE	Provide Funding For Harte Ranch Addition	436
3.0	4592A	BIBE	Monitor and Protect Diverse Ecosystems	460
4.0	4592B	BIBE	Protect Threatened and Endangered Species	160
5.0	10266A	BIBE	Increase Visitor Safety Through Interpretive Program	235
6.0	4595A	BIBE	Improve Backcountry Trails Maintenance	159
7.0	10346A	BIBE	Sustain Biodiversity through Control of Invasive Species (e.g. Tamarisk)	250
8.0	4596A	BIBE	Maintain and Improve Deteriorated Housing	223
9.0	8514A	BIBE	Close Park Landfill and Contract Solid Waste Pickup and Disposal	125
10.0	10234A	BIBE	Provide Funding for Supplies and Materials	121
11.0	10331A	BIBE	Improve Structural Fire Protection Capabilities	138
12.0	11454A	BIBE	Backcountry/Wilderness Coordinator	75
13.0	11497A	BIBE	Develop International Border Investigative Program	102
14.0	11030A	BIBE	Maintain International Border Aviation Operations	50
15.0	11921A	BIBE	Hire an Education Specialist	69
16.0	10547A	BIBE	Improve Management Capabilities and Enhance External Partnerships	134
17.0	12835A	BIBE	Law Enforcement Needs (LENA funding)	2,435
				5,748

Color Code Key

Park Base	GSA Space-Park	GSA Space-Reg/WASO	Regional Office Base	WASO Office Base	Regional Office Program	Servicewide Program	Heritage Area	Statutory Aid Area	Funded
-----------	----------------	--------------------	----------------------	------------------	-------------------------	---------------------	---------------	--------------------	--------

National Park Service



Address <http://165.83.198.4/ofs/> Go Links

OFS Main Menu

You Are: Big Bend

[Login/Logout](#)
 Register New Accounts
 Manage Your Account
 You must login to add or edit

Operations Formulation System Request Detail Sheet



Contact: Lisa Carrico

Unit/Office: Big Bend National Park		Region/Directorate: Intermountain
Title of Funding Request: Improve Maintenance Capabilities		
Total \$ Requested: 336,000	Recent Budget: FY 2004 - \$4,995,000	Last Operational Increase: FY 2003 - \$300,000
Total FTE Requested: 4	Recent FTE: FY 2003 - 95	Request Type: Park Base
OFS Number: 4591A	Date Created: 08/22/1996	Servicewide Initiative:
Park Priority: 1.0	Date Last Modified: 08/14/2003	Budget Driver(s): 100% Deteriorated Infrastructure,
Regional Priority: 82.0	Earliest Year of Funding: 2003	Status: Waso Locked Approved By Region 02/05/2004 FY 2005 DOI - Level A FY 2005 Pres. Request - Level A

**USER SCOPE = UNIT
(Parks/Offices)**

Even though this is the Park/Office's top priority request, the park user cannot edit the record (the option is grayed-out) because it was included in the FY 2005 President's Request and is still locked by WASO Budget.

Funding Component	PWE	FTE	Pers.	Other	Total	Recur.	Priority	GPRA Goal/Results
Provide Engineering Support	MWY	0.0	63,000	19,000	82,000	Yes	0.0	IiA1 / 0
Maintain Roads	MWR	2.0	60,000	16,000	76,000	Yes	0.0	IiA2 / 0
Establish Solid Waste/Recycling Program	MWS	1.0	33,000	8,000	41,000	Yes	0.0	IiA1 / 0
Maintain Water and Wastewater Systems	MWU	0.0	38,000	13,000	51,000	Yes	0.0	IiA2 / 0
Maintain and Repair Utilities	MWU	1.0	35,000	6,000	41,000	Yes	0.0	IiA2 / 0
Maintain Equipment	MWM	0.0	0	45,000	45,000	Yes	0.0	IiA1 / 0

GPRA Goal	Measurable Results	Performance Measure
IiA1		0 Visitor satisfaction
IiA1		0 Visitor satisfaction
IiA1	Nothing Reported	0 Visitor satisfaction
IiA2		0 Visitor accident/incident rate
IiA2		0 Visitor accident/incident rate
IiA2		0 Visitor accident/incident rate

Concise Description and Justification:
 Funding is requested to enhance maintenance operations of park roads and water supplies. Preventive maintenance and improvements to

by park and region and for budget formulation purposes. Reports available only in HTML. Run reports for Funding Descriptions Sorted by Unit/Office in Word Format.

Custom Reports
 Choose the fields you need for

National Park Service



Address <http://165.83.198.4/ofsf/> Go Links

OFS Main Menu

You Are: Big Bend



Operations Formulation System Request Detail Sheet

Contact: Jennifer Champagne (test)

Unit/Office: Big Bend National Park		Region/Directorate: Intermountain
Title of Funding Request: Maintain New Boardwalk		
Total \$ Requested: 40,000	Recent Budget: FY 2004 - \$4,995,000	Last Operational Increase: FY 2003 - \$300,000
Total FTE Requested: 1	Recent FTE: FY 2003 - 95	Request Type: Park Base
OFS Number: 13403A	Date Created: 06/04/2004	Servicewide Initiative:
Park Priority: 999.9	Date Last Modified: 06/04/0004	Budget Driver(s): 100% New Facilities,
Regional Priority: 999.9	Earliest Year of Funding: 2006	Status: Unlocked Not Approved

Funding Component	PWE	FTE	Pers.	Other	Total	Recur.	Priority	GPRA Goal/Results
Maintain boardwalk	MWT	0.5	20,000	3,000	23,000	Yes	1.0	IIa1 / 0
Collect trash	MZT	0.5	15,000	2,000	17,000	Yes	2.0	IIa1 / 0

GPRA Goal	Measurable Results	Performance Measure
IIa1	Nothing Reported	Visitor satisfaction
IIa1	Nothing Reported	Visitor satisfaction

Concise Description and Justification:

Funding is requested to maintain the new nature trail boardwalk. Construction of the boardwalk will be completed in October 2005. Funding would be used to perform routine maintenance and trash collection. This request would protect park resources and enhance visitor experience.

Supporting Information:

None

Related PMIS Projects

PMIS Number	Project Title
47624	Reconstruct Nature Trail Boardwalk

**USER SCOPE = UNIT
(Park/Office)**

Park/Office users can add requests for new responsibilities. This is a sample request added by a Park/Office. Note that funding was requested for FY 2006, but the record has not been approved by the Park, Region, or WASO Budget and it has not been prioritized by the Park/Office or Region/Directorate.

budget formulation purposes. Reports available only in HTML. Run reports for Funding Descriptions Sorted by Unit/Office in Word Format.

Custom Reports

Choose the fields you need for

National Park Service



USER SCOPE = UNIT (Park/Office)

The Superintendent at the Park or the responsible parties in the Office review the records and can mark this new record "Approved". After being approved, this record is entered into the batch of records considered by the Region/Directorate for the FY 200X NPS Budget Request to DOI, the first of three official budget submissions for FY 200X (200X = the Fiscal Year for the current Servicewide Comprehensive Call).

Address <http://165.83.198.4/ofis/> Go Links

OFS Main Menu

Your Search Criteria:
 Office: BIBE Recurring: All Approval status: All Lock status: All Funding Status: Unfunded Sorted By: Regional Priority,
 Search found 19 projects with a total cost of \$5,748,000.00.

Changes Return to Previous Page Unapprove All Approve All

Alpha Code	Funding Request	Total (\$000)	Park Approval	Regional Approval	WASO Approval
BIBE	Strengthen Law Enforcement Presence On International Border	200	Approved	Approved	Not Approved
BIBE	Improve Maintenance Capabilities	336	Approved	Approved	Not Approved
BIBE	Sustain Biodiversity through Control of Invasive Species (e.g. Tamarisk)	250	Approved	Approved	Not Approved
BIBE	Maintain International Border Aviation Operations	50	Approved	Approved	Not Approved
BIBE	Hire an Education Specialist	69	Approved	Approved	Not Approved
BIBE	Improve Management Capabilities and Enhance External Partnerships	134	Approved	Approved	Not Approved
BIBE	Improve Backcountry Trails Maintenance	159	Approved	Approved	Not Approved
BIBE	Monitor and Protect Diverse Ecosystems	460	Approved	Approved	Not Approved
BIBE	Provide Funding for Supplies and Materials	121	Approved	Approved	Not Approved
BIBE	Maintain New Boardwalk	40	Not Approved	Not Approved	Not Approved
BIBE	Law Enforcement Needs (LENA funding)	2,435	Approved	Approved	Not Approved
BIBE	Protect Threatened and Endangered Species	160	Approved	Approved	Not Approved
BIBE	Provide Funding For Harte Ranch Addition	436	Approved	Approved	Not Approved
BIBE	Close Park Landfill and Contract Solid Waste Pickup and Disposal	125	Approved	Approved	Not Approved
BIBE	Maintain and Improve Deteriorated Housing	223	Approved	Approved	Not Approved
BIBE	Increase Visitor Safety Through Interpretive Program	235	Approved	Approved	Not Approved
BIBE	Improve Structural Fire Protection Capabilities	138	Approved	Approved	Not Approved
BIBE	Develop International Border Investigative Program	102	Approved	Approved	Not Approved
BIBE	Backcountry/Wilderness Coordinator	75	Approved	Approved	Not Approved

Changes Return to Previous Page

Color Code Key

Park Base	GSA Space-Park	GSA Space-Reg/WASO	Regional Office Base	WASO Office Base	Regional Office Program	Servicewide Program	Heritage Area	Statutory Aid Area	Funded
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Run reports for Funding Descriptions Sorted by Unit/Office in Word Format.

Custom Reports
 Choose the fields you need for

National Park Service



USER SCOPE = UNIT (Park/Office)

The Parks/Offices can also “Prioritize” this record to show how it ranks in importance compared to the other records to be considered by Region/Directorate for the FY 200X NPS Budget Request to DOI. The default priority in OFS is 999.9. A Park/Office’s priorities should begin with 1.0 and continue sequentially using whole numbers (however, decimals can be used if necessary).

0	BIBE	Protect Threatened and Endangered Species	160	4.0	999.9	999.9
	BIBE	Increase Visitor Safety Through Interpretive Program	235	5.0	999.9	999.9
	BIBE	Improve Backcountry Trails Maintenance	159	6.0	999.9	999.9
	BIBE	Sustain Biodiversity through Control of Invasive Species (e.g. Tamarisk)	250	7.0	144.0	999.9
	BIBE	Maintain and Improve Deteriorated Housing	223	8.0	999.9	999.9
	BIBE	Close Park Landfill and Contract Solid Waste Pickup and Disposal	125	9.0	999.9	999.9
0	BIBE	Provide Funding for Supplies and Materials	121	10.0	999.9	999.9
0	BIBE	Improve Structural Fire Protection Capabilities	138	11.0	999.9	999.9
0	BIBE	Backcountry/Wilderness Coordinator	75	12.0	999.9	999.9
0	BIBE	Develop International Border Investigative Program	102	13.0	999.9	999.9
0	BIBE	Maintain International Border Aviation Operations	50	14.0	153.0	999.9
0	BIBE	Hire an Education Specialist	69	15.0	999.9	999.9
0	BIBE	Improve Management Capabilities and Enhance External Partnerships	134	16.0	999.9	999.9
0	BIBE	Law Enforcement Needs (LENA funding)	2,435	17.0	999.9	999.9
9.9	BIBE	Maintain New Boardwalk	40	999.9	999.9	999.9

Save Changes Return to Previous Page

Color Code Key

Park Base	GSA Space-Park	GSA Space-Reg/WASO	Regional Office Base	WASO Office Base	Regional Office Program	Servicewide Program	Heritage Area	Statutory Aid Area	Funded
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Custom Reports
Choose the fields you need for



Regions/Directorates Review, Edit, Add,
Approve, and Prioritize OFS Records
(January through February)

National Park Service



Address <http://165.83.196.3/ofsf/>

OFS Main Menu

You Are: **IMRegion**

Login/Logout
Register New Accounts
Manage Your Account
You must login to add or edit requests.

Add Requests
Add new requests into OFS.
Only logged on, registered users can add new requests.

Search/Edit Requests
Search for requests to review, edit, or delete.

Approve/Lock/Prioritize Requests
Users with approval rights (ask your OFS administrator) can approve and lock requests and set priorities.

Formulate Budget
For budget office use only.
Formulates budget submissions for DOI, OMB and Congress.
Marks requests as funded when budget is enacted.

Freeze New Approvals
Locks any new request approvals during review periods.

Reports

General Reports
Canned reports sorting requests by park and region and for budget formulation purposes.
Reports available only in HTML.
Run reports for Funding Descriptions Sorted by Unit/Office in Word Format.

Custom Reports
Choose the fields you need for

Approval Function Lock Status for All Levels in Each Region

Region	Park Approval	Regional Approval
Intermountain - (IM)	LOCKED	UnLocked

Save

Save

UNLOCKED

LOCKED

**USER SCOPE = REGION
(Regions/Directorates)**

Before the Regions/Directorates begin reviewing funding scenarios for the FY 200X NPS Budget Request to DOI, they freeze all Park Unit/Office Approvals.

This prevents Parks/Offices from approving and prioritizing any new records and ensures a stable universe of OFS records for the budget formulation process.

National Park Service



Address: <http://165.83.198.4/ofc/> Go Links

Operations Formulation System

APPROVE/LOCK/PRIORITIZE

Choose An Action

Approve Records Lock Records Prioritize Records

Basic Search Options

Unit/Office: (Use Ctrl Key to select more than one)
All
AD, Resource and Visitor Protection (RAV)
AD, Cultural Resources (CRSP)

Region/Directorate: (Use Ctrl Key to select more than one)
Deputy Director (Jones)
Director
Intermountain

OFS Number: Request Type: (Use Ctrl Key to select more than one)

Approval Status: Lock Status:

Title of Request: (Enter any phrase)

Concise Description and Justification: (Enter any phrase)

Supporting Information: (Enter any phrase)

Where IS THIS NUMBER

Earliest Funding Year is THIS NUMBER

Dollar Amount (\$000) IS: THIS NUMBER

Dollar Amount (\$000) between And

Servicewide Initiative: (Use Ctrl Key to select more than one)
Any
Account
California

Budget Drivers: (Use Ctrl Key to select more than one)
Any
Compliance Issues
Deteriorated Infrastructure

GPRA Goals: (Use Ctrl Key to select more than one)
All
la0
la01A

Appropriation:

- OFS Main Menu**
- You Are: budgetjc
- [Login/Logout](#)
- Register New Accounts
- Manage Your Account
- You must login to add or edit requests
- [Add Requests](#)
- Add new requests into OFS.
- Only logged on, registered users can add new requests.
- [Search/Edit Requests](#)
- Search for requests to review, edit, or delete.
- [Approve/Lock/Prioritize Requests](#)
- Users with approval rights (ask your OFS administrator) can approve and lock requests and set priorities.
- [Formulate Budget](#)
- For budget office use only.
- Formulates budget submissions for DOI, OMB and Congress.
- Marks requests as funded when budget is enacted.
- [Freeze New Approvals](#)
- Locks any new request approvals during review periods.
- [Reports](#)
- [General Reports](#)
- Canned reports sorting requests by park and region and for budget formulation purposes.
- Reports available only in HTML.
- Run reports for Funding Descriptions Sorted by

USER SCOPE = REGION (Region/Directorate)

Before Regions/Directorates begin reviewing funding scenarios for the FY 200X NPS Budget Request to DOI, they also "Regionally lock" all records in OFS to prevent the Parks/Office users from editing and adding requests and to ensure a stable universe of OFS records for the budget formulation process

National Park Service



Address <http://165.83.198.4/ofsf/> Go Links >>

Main Menu

SEARCH HELP

To retrieve requests for viewing and editing select criteria from the search form at right. *The more criteria you enter, the more restrictive the search. If you have trouble locating a request, try reducing the number of search criteria you enter and re-run the search.*

Some options are pre-selected for you based on your user rights.

Basic Search Options

Unit/Office: Limits search to a single or multiple Park/Office(s). Use control key to make multiple selections.

Region/Directorate: Limits search to one, several or all Region/Directorate(s). Use control key to make multiple selections.

OFS Number: Limits search to a single funding request using the OFS request number generated when funding request was entered. You can obtain this number from the funding request detail sheet. Enter one number only.

Request Type: Limits search by type of request. Use control key to make multiple selections.

Search Criteria:
 Region: IM Recurring: All Approval status: Park Lock status: All Funding Status: Unfunded Exclude Current: President's Request Sorted By:

Your search found **650** funding requests with a total cost of **\$211,237,000**

Regional Priority	Alpha Code	Funding Request
57.1	GLCA	Maintain Water Quality
57.1	GLCA	Maintain Water Quality
57.5	PAIS	Protect Endangered Kemp's Ridley Sea Turtle
57.6	GRSA	Manage Additional Land
58.0	SOAR	DOI Homeland Security secure facility/IC-SET team readiness
65.1	CACH	Enhance Protection of Backcountry Resources
65.2	LAMR	Provide Additional Law Enforcement to Protect Visitors and Resources
66.0	SAAN	Provide Minimum Law Enforcement Program for Officer Safety
67.0	GRCA	Expand Visitor and Resource Protection
68.0	DETO	Strengthen Law Enforcement and Security Operations
68.5	FOLA	Provide Increased Visitor, Employee and Resource Protection
69.0	ELMA	Increase Patrols for Resource and Visitor Protection
72.0	ELMO	Improve Cultural Resource Preservation Program
73.0	CHAM	Develop Bilingual Programs to Serve Visitors
74.0	COLM	Protect Resources by Providing Visitor Services and Outreach Programs
76.0	GRTE	Establish Park Operations at JY Ranch
77.0	IMRO	Enhance Capacity to Execute Maintenance Programs
77.5	GOSP	Enhance Visitor Services and Increase Preventive Maintenance
78.0	PEFO	Upgrade Resource Monitoring of Archaeological and Historic Sites
79.0	TUMA	Establish Resource Management Program on New Lands
80.0	PAAL	Enhance Cultural Resource Protection at Developing Park
84.0	BLCA	Upgrade Facilities Program and Initiate Preventive Maintenance Program
86.0	DETO	Establish a Comprehensive Preventive Maintenance Program
88.0	WUPA	Create Preventative Maintenance Program
89.0	CURE	Initiate a Preventive Maintenance Program
91.0	BICA	Increase Land and Water Patrols
92.0	DINO	Expand Law Enforcement Capabilities
95.0	TICA	Enhance Visitor and Resource Protection
96.0	NAVA	Establish Resource and Visitor Protection Program
98.0	ARCH	Increase Law Enforcement Patrols to Protect Visitors and Resources
104.0	CHIC	Develop Science-Based Resource Management Program
105.0	GUMO	Implement Cultural Resource Preservation Programs
108.0	GLAC	Provide Interpretive Services At Principle Park Locations
109.0	CIURF	Upgrade Concessions and Safety Programs

USER SCOPE = REGION (Region/Directorate)

This screen shows a sample of the unfunded records for the particular Region/Directorate. From January through February, the Region/Directorate should review the universe of "Park Approved" records.

You might notice that some records are purple and others are green. The different colors distinguish between different request types (i.e. park base vs. regional office vs. servicewide programs).

National Park Service



Summary Request Report

Unit/Office Short Name	OFS Number	Title of Request	Total \$ Requested	Region/Directorate Priority	Unit/Office Priority	Servicewide Initiative	Earliest Funding Year	Request Type
Amistad NRA	11768B	Reinforce Law Enforcement Operations Along International Border with Mexico	350	52	1	National Security/Anti-Terrorism , NPS Law Enforcement Initiative	2003	PB
Big Bend NP	13403A	Maintain New Boardwalk	40	53	1.5			
Big Bend NP	8284B	Strengthen Law Enforcement Presence On International Border	200	54	0.5	National Security/Anti-Terrorism , NPS Law Enforcement Initiative		
Saguaro NP	11790A	Increase Border Security and Increase Visitor and Employee Safety	200	55	999.9	NPS Law Enforcement Initiative		
Glacier NP	10900A	Protect The Public From Terrorists Crossing Canadian Border Into The U.S.A.	150	56	3	National Security/Anti-Terrorism , NPS Law Enforcement Initiative		
Grand Teton NP	12457A	Operation of White Grass Center	350	56.5	2	Cultural Resource Challenge , Vandalism and Trespasses		
Palo Alto Battlefield NHS	11778B	Protect New Facilities and Lands	139	57	1	National Security/Anti-Terrorism , NPS Law Enforcement Initiative		
Glen Canyon NRA	12883A	Maintain Water Quality	366	57.1	1	Invasive Species Management		
Glen Canyon NRA	12883B	Maintain Water Quality	134	57.1	1	Invasive Species Management		
Padre Island NS	7297A	Protect Endangered Kemp's Ridley Sea Turtle	180	57.5	3	Natural Resource Challenge		
Great Sand Dunes NP&Pres	5695A	Manage Additional Land	540	57.6	1	NPS Law Enforcement Initiative		
Southern Arizona Group	8961B	DOI Homeland Security secure facility/IC-SET team readiness	50	58	1	NPS Law Enforcement Initiative , National Security/Anti-Terrorism		
Lyndon B. Johnson NHP	11739B	Provide Resource Protection and Physical Security at Texas White House	138	59	1			
Grand Teton NP	11744C	Implement Winter Use Plan	200	61	1			
Fossil Butte NM	4418B	Upgrade Maintenance Program and Reduce Maintenance Backlog	149	62	2			
Gila Cliff Dwellings NM	8840A	Provide Initial NPS Visitor Services at Park	150	63	1			
Organ Pipe Cactus NM	11775A	Maintain 32 Miles of Vehicle Barrier Along Mexican Border at ORPI & CORO	112	64	1	National Security/Anti-Terrorism		
Chiricahua NM	11795A	Provide for Protection of Visitors/Employees	100	65	999.9			
Canyon de Chelly NM	4584A	Enhance Protection of Backcountry Resources	250	65.1	1	NPS Law Enforcement Initiative		
Lake Meredith NRA	5703A	Provide Additional Law Enforcement to Protect Visitors and Resources	227	65.2	1	NPS Law Enforcement Initiative		
San Antonio Missions NHP	11796A	Provide Minimum Law Enforcement Program for Officer Safety	100	66	0.5	National Security/Anti-Terrorism	2004	PB
Grand Canyon NP	10737B	Expand Visitor and Resource Protection	150	67	13	NPS Law Enforcement Initiative	2003	PB
		Strengthen Law Enforcement and Security						

USER SCOPE = REGION (Region/Directorate)

The methods vary, but either a Regional Leadership Council or another type of group would assemble to review records. Custom Reports, like the one show here, are often exported from OFS to aid in the review process.

National Park Service



Address <http://165.83.198.4/ofs/>

Go Links >>

USER SCOPE = REGION (Region/Directorate)

The Region/Directorate's universe of records which are eligible to be approved and prioritized at the region/directorate level are those records that have been "Park Approved".

The Region/Directorate User reviews the "Park Approved" records for the entire Region/Directorate and can now "Regionally Approve" this sample record to be considered for the FY 200X NPS Budget Request to DOI (WASO Budget's universe for formulation is "Regionally Approved" records).

10234A	BIBE	Provide Funding for Supplies and Materials	121	Approved	Approved	Not Approved
266A	BIBE	Increase Visitor Safety Through Interpretive Program	235	Approved	Approved	Not Approved
331A	BIBE	Improve Structural Fire Protection Capabilities	138	Approved	Approved	Not Approved
459A	BIBE	Provide Funding For Harte Ranch Addition	436	Approved	Approved	Not Approved
547A	BIBE	Improve Management Capabilities and Enhance External Partnerships	134	Approved	Approved	Not Approved
454A	BIBE	Backcountry/Wilderness Coordinator	75	Approved	Approved	Not Approved
497A	BIBE	Develop International Border Investigative Program	102	Approved	Approved	Not Approved
921A	BIBE	Hire an Education Specialist	69	Approved	Approved	Not Approved
335A	BIBE	Law Enforcement Needs (LENA funding)	2,435	Approved	Approved	Not Approved
405A	BIBE	Maintain New Boardwalk	40	Approved	Not Approved	Not Approved
92A	BIBE	Monitor and Protect Diverse Ecosystems	460	Approved	Approved	Not Approved
92B	BIBE	Protect Threatened and Endangered Species	160	Approved	Approved	Not Approved
95A	BIBE	Improve Backcountry Trails Maintenance	159	Approved	Approved	Not Approved
96A	BIBE	Maintain and Improve Deteriorated Housing	223	Approved	Approved	Not Approved
14A	BIBE	Close Park Landfill and Contract Solid Waste Pickup and Disposal	125	Approved	Approved	Not Approved
025A	BICA	Eliminate Threats to Cultural Resources	282	Approved	Approved	Not Approved
505A	BICA	Augment Visitor/Resource Protection & Visitor Service Programs	277	Approved	Approved	Not Approved
905A	BICA	ENHANCE PROTECTION OF YELLOWTAIL DAM	150	Approved	Approved	Not Approved
223A	BITH	Maintain and Operate Facilities and Utilities	487	Approved	Approved	Not Approved
10343A	BITH	Build Cooperative Conservation Partnerships	171	Approved	Approved	Not Approved
11221A	BITH	Provide Visitor and Resource Protection for New Lands	406	Approved	Approved	Not

Run reports for Funding Descriptions Sorted by

1999.9

National Park Service



Address <http://165.83.198.4/ofsf/> Go

OFS Main Menu

Operations Formulation System

APPROVE/LOCK/PRIORITIZE

Choose An Action

Approve Records Lock Records **Prioritize Records**

Basic Search Options

Unit/Office: (Use Ctrl Key to select more than one)
All
AD, Resource and Visitor Protection (RAVP)
AD, Cultural Resources (CRSP)

Region/Directorate: (Use Ctrl Key to select more than one)
Intermountain
All
All REGIONS

OFS Number: **Request Type:** (Use Ctrl Key to select more than one)
All Types
GSA Space-Park
GSA Space-Reg/WASO

Approval Status: Park Approved **Lock Status:** All

Title of Request: (Enter any phrase)

Concise Description and Justification: (Enter any phrase)

Supporting Information: (Enter any phrase)

Where Park Priority **IS** Higher Than **THIS NUMBER** 3.0

Earliest Funding Year is Equal To **THIS NUMBER**

Dollar Amount (\$000) IS: Choose Any **THIS NUMBER**

Dollar Amount (\$000) between **And** **Recurring** All

Servicewide Initiative: (Use Ctrl Key to select more than one)
Any
Accountability
California Desert

Budget Drivers: (Use Ctrl Key to select more than one)
Any
Compliance Issues
Deteriorated Infrastructure

GPRA Goals: (Use Ctrl Key to select more than one)
All
la0
la01A

Appropriation : All

USER SCOPE = REGION
(Region/Directorate)

Some Regions/Directorates will approve all records but will only prioritize the top two Park/Unit priorities (as this search illustrates).

Other Regions/Directorates prioritize all records.

Regions/Directorates may make changes based Regional or Servicewide Initiatives, mandates from the Department, and current policy issues.

General Reports

Canned reports sorting requests by park and region and for budget formulation purposes. Reports available only in HTML. Run reports for Funding Descriptions Sorted by

National Park Service



USER SCOPE = REGION (Region/Directorate)

The Region/Directorate reviews the records for the entire Region/Directorate and can now “Prioritize” the record that was added by the Park User and Approved/Prioritized as Park/Office priority 1.5. The Region/Directorate will prioritize this request along with other Park/Office requests being considered for the FY 200X NPS Budget Request to DOI.

The default priority in OFS is 999.9. A Region/Directorate’s priorities should begin with 1.0 and continue sequentially using whole numbers (however, decimals can be used if necessary).

2.0	PAAL	Protect New Facilities and Lands	60	2.0	156.0		999.9		
1.0	LAMR	Improve Visitor Safety and Resource Protection	258	1.0	161.0		999.9		
1.0	ELCA	Establish El Camino Real de Tierra Adentro NHT	255	1.0	163.0		999.9		
1.0	MEVE	Enhance Mesa Verde Law Enforcement and Resource Protection Operations	518	1.0	165.0		999.9		
1.0	GICL	Provide Initial NPS Law Enforcement Presence at Park	55	1.0	169.0		999.9		
1.0	IMRO	Pay for Employee Transfer Expenses	700	1.0	170.0		999.9		
1.0	IMRO	Pay for Employee Transfer Expenses	500	1.0	171.0		999.9		
2.0	FOUN	Improve Preservation Maintenance of Fort Ruins	100	2.0	184.0		999.9		
1.0	AMIS	Increase Law Enforcement Capabilities to Meet LENA	1,959	1.0	999.9		999.9		
2.0	AMIS	Improve Visitor Services	120	2.0	999.9		999.9		
2.0	ARCH	Support Additional Costs of New Visitor Center & Other Facilities	168	2.0	999.9		999.9		
2.0	AZRU	Protect, Interpret, and Manage Resources on New Lands	277	2.0	999.9		999.9		
1.0	BAND	Establish Historic Preservation and Trail Maint Program to Address Backlog	159	1.0	999.9		999.9		
2.0	BAND	Implement Preservation Program for 2,800 Arch Sites and 1,200 Cavates	113	2.0	999.9		999.9		
1.0	BEOL	Provide Museum Care, Enhance Interpretive Programs/Maintenance Operations	410	1.0	999.9		999.9		
2.0	BEOL	Increase Community and Visitor Understanding through Education Programs	69	2.0	999.9		999.9		
1.5	BIBE	Maintain New Boardwalk	40	1.5	999.9		999.9		
2.0	BIBE	Provide Funding For Harte Ranch Addition	436	2.0	999.9		999.9		
1.0	BITH	Lease Safe and Adequate Building Space for Administrative/HQ Office	412	1.0	999.9		999.9		
2.0	BITH	Provide Visitor and Resource Protection for New Lands	406	2.0	999.9		999.9		
2.0	BLCA	Develop Visitor and Resource Protection Program	464	2.0	999.9		999.9		
1.0	BRCA	Develop Science-Based Resources Program and Regional Partnerships	335	1.0	999.9		999.9		
2.0	BRCA	Law Enforcement Services and Officer Safety	505	2.0	999.9		999.9		
2.0	CACH	Establish Natural Resource Management Program	225	2.0	999.9		999.9		
1.0	CAGR	Develop Law Enforcement Program	135	1.0	999.9		999.9		
2.0	CAGR	Congressional Park Expansion / Operational Cost	145	2.0	999.9		999.9		



WASO Budget Reviews OFS Records and
Formulates Budget Request
(March through early May)

National Park Service



Address <http://165.83.198.4/ofs/>

Go Links >>

OFS Main Menu

You Are: WASO

Login/Logout

Register New Accounts
Manage Your Account
You must login to add or edit requests

Add Requests

Add new requests into OFS.
Only logged on, registered users can add new requests.

Search/Edit Requests

Search for requests to review, edit, or delete.

Approve/Lock/ Prioritize Requests

Users with approval rights (*ask your OFS administrator*) can approve and lock requests and set priorities.

Formulate Budget

For budget office use only.
Formulates budget submissions for DOI, OMB and Congress.
Marks requests as funded when budget is enacted.

Freeze New Approvals

Locks any new request approvals during review periods

Reports

General Reports

Canned reports sorting requests by park and region and for budget formulation purposes.
Reports available only in HTML.
Run reports for Funding Descriptions Sorted by

Approval Function Lock Status for All Levels in Each Region

Region	Park Approval	Regional Approval
<input type="button" value="Save"/>		
Administration - (AD)	LOCKED	LOCKED
Alaska - (AK)	LOCKED	LOCKED
Chief Information Officer - (CI)	LOCKED	LOCKED
Comptroller - (CO)	LOCKED	LOCKED
Cultural Resource - (CR)	LOCKED	LOCKED
Deputy Director (Murphy) - (DD)	LOCKED	LOCKED
Deputy Director (Jones) - (DE)	LOCKED	LOCKED
Director - (DI)	LOCKED	LOCKED
Intermountain - (IM)	LOCKED	LOCKED
Midwest - (MW)	LOCKED	LOCKED
National Capital - (NC)	LOCKED	LOCKED
Northeast - (NE)	LOCKED	LOCKED
Natural Resources - (NR)	LOCKED	LOCKED
Partnerships, Int & Ed - (OP)	LOCKED	LOCKED
USPP Directorate - (PP)	LOCKED	LOCKED
Visitor & Res Protection - (PR)	LOCKED	LOCKED
Park Planning, Fac & Land - (PS)	LOCKED	LOCKED
Pacific West - (PW)	LOCKED	LOCKED
Southeast - (SE)	LOCKED	LOCKED

USER SCOPE = ALL
(WASO Budget Office)

Before WASO Budget begins reviewing funding scenarios for the FY 200X NPS Budget Request to DOI, they freeze all Park Unit/Office and Regional/Directorate Approvals.

This prevents Parks/Offices and Regions/Directorates from approving and prioritizing any new records and ensures a stable universe of OFS records for the budget formulation process.

National Park Service



Address <http://165.83.198.4/ofs/>

Go Links >>

OFS Main Menu

You Are: budgetjc

Login/Logout

Register New Accounts
Manage Your Account
You must login to add or edit requests

Add Requests

Add new requests into OFS.
Only logged on, registered users can add new requests.

Search/Edit Requests

Search for requests to review, edit, or delete.

Approve/Lock/Prioritize Requests

Users with approval rights (ask your OFS administrator) can approve and lock requests and set priorities.

Formulate Budget

For budget office use only.
Formulates budget submissions for DOI, OMB and Congress.
Marks requests as funded when budget is enacted.

Freeze New Approvals

Locks any new request approvals during review periods.

Reports

General Reports

Canned reports sorting requests by park and region and for budget formulation purposes.
Reports available only in HTML.
Run reports for Funding Descriptions Sorted by

Operations Formulation System

APPROVE/LOCK/PRIORITIZE

Choose An Action

Approve Records Lock Records

Basic Search Options

Unit/Office: (Use Ctrl Key to select more than one)
All
AD, Resource and Visitor Protection (RAV)
AD, Cultural Resources (CRSP)

Region/Directorate: (Use Ctrl Key to select more than one)
All
All REGIONS
All WASO

OFS Number: **Request Type:** (Use Ctrl Key to select more than one)

Approval Status: All **Lock Status:** All

Title of Request: (Enter any phrase)

Concise Description and Justification: (Enter any phrase)

Supporting Information: (Enter any phrase)

Where Park Priority **IS** Equal To **THIS NUMBER**

Earliest Funding Year is Equal To **THIS NUMBER**

Dollar Amount (\$000) IS: Choose Any **THIS NUMBER**

Dollar Amount (\$000) between **And**

Servicewide Initiative: (Use Ctrl Key to select more than one)
Any
Accountability
California Desert

Budget Drivers: (Use Ctrl Key to select more than one)
Any
Compliance Issues
Deteriorated Infrastructure

GPRA Goals: (Use Ctrl Key to select more than one)
All
la0
la01A

Appropriation: All

USER SCOPE = ALL
(WASO Budget Office)

Before WASO Budget begins reviewing funding scenarios for the FY 200X NPS Budget Request to DOI, they also "WASO lock" all records in OFS to prevent the Region/Directorate and Park/Office users from editing and adding requests and to ensure a stable universe of OFS records for the budget formulation process.



Overview of WASO Budget Formulation Process for FY 200X Budget

- ✓ Meet with Director and Associate Directors
- ✓ Director states an amount for park increases and notes any new servicewide initiatives/special emphasis areas
- ✓ WASO Budget creates list of Park/Office increases following Regional/Directorate Priorities, using the universe of “Regionally Approved” records that are not included in the President’s Request for the Fiscal Year = 200X-1
 - Meet with Associate Directors or Program Representatives to discuss initiatives
 - Often the Administration dictates requests (i.e. \$10 million in park base increases for facility maintenance)
- ✓ WASO Budget exports reports from OFS to assist decision-making and to answer questions from Director and other interested parties
- ✓ WASO Budget submits proposal to DOI and marks the DOI Submission in OFS with Formulation Status Level = DOI and Year = 200X
- ✓ Eventually Budget Submissions to OMB & Congress and items Funded through the NPS Appropriation will be marked in OFS, as well

National Park Service



USER SCOPE = ALL
(WASO Budget Office)

WASO Budget's universe of records for formulation is all "Regionally Approved" records.

The Park/Office request that was Approved and Prioritized by the Region/Directorate is at the top of the list for the Region/Directorate. WASO will weigh the regional prioritization against other external factors when deciding what to include in the FY 200X NPS Budget Request to DOI. For this exercise, we will track the two records labeled as priorities 65.1 and 65.2 for the Region/Directorate.

Search Criteria:
 Region:IM Request Type: Park Base, Recurring: All Approval status: Region Lock status: All Funding Status: Unfunded Exclude
 Current:President's Request Sorted By: Regional Priority, Park, OFS Number,
 Your search found 619 funding requests with a total cost of \$195,068,000

Regional Priority	OFS Number	Alpha Code	Funding Request	Amount (\$000)
53.0	13403A	BIBE	Maintain New Boardwalk	40
57.1	12883A	GLCA	Maintain Water Quality	366
57.1	12883B	GLCA	Maintain Water Quality	134
57.5	7297A	PAIS	Protect Endangered Kemp's Ridley Sea Turtle	180
57.6	5695A	GRSA	Manage Additional Land	540
65.1	4584A	CACH	Enhance Protection of Backcountry Resources	250
65.2	5703A	LAMR	Provide Additional Law Enforcement to Protect Visitors and Resources	227
66.0	11795A	SAAN	Provide Minimum Law Enforcement Program for Officer Safety	100
66.0	10737B	GRCA	Expand Visitor and Resource Protection	150
68.0	4417B	DETO	Strengthen Law Enforcement and Security Operations	195
68.5	10332A	FOLA	Provide Increased Visitor, Employee and Resource Protection	105
69.0	10528A	ELMA	Increase Patrols for Resource and Visitor Protection	230
72.0	10593A	ELMO	Improve Cultural Resource Preservation Program	175
73.0	7124A	CHAM	Develop Bilingual Programs to Serve Visitors	303
74.0	7563A	COLUM	Protect Resources by Providing Visitor Services and Outreach Programs	341
76.0	11972A	GRTE	Establish Park Operations at JY Ranch	420
77.5	11449A	GOSP	Enhance Visitor Services and Increase Preventive Maintenance	166
78.0	4614B	PEFO	Upgrade Resource Monitoring of Archaeological and Historic Sites	291
79.0	7396A	TUMA	Establish Resource Management Program on New Lands	280
80.0	9068A	PAAL	Enhance Cultural Resource Protection at Developing Park	120
84.0	10402A	BLCA	Upgrade Facilities Program and Initiate Preventive Maintenance Program	333
86.0	4415A	DETO	Establish a Comprehensive Preventive Maintenance Program	120
88.0	4422A	WUPA	Create Preventative Maintenance Program	450
89.0	10400A	CURE	Initiate a Preventive Maintenance Program	327
91.0	4481A	BICA	Increase Land and Water Patrols	103
92.0	10488A	DINO	Expand Law Enforcement Capabilities	216
95.0	10510A	TJCA	Enhance Visitor and Resource Protection	185
96.0	4669A	NAVA	Establish Resource and Visitor Protection Program	148
98.0	4522A	ARCH	Increase Law Enforcement Patrols to Protect Visitors and Resources	231
104.0	4601A	CHIC	Develop Science-Based Resource Management Program	433
105.0	10536A	GUMO	Implement Cultural Resource Preservation Programs	315
108.0	4437B	GLAC	Provide Interpretive Services At Principle Park Locations	150
109.0	10400B	CURE	Upgrade Concessions and Safety Programs	170
110.0	4363B	MNCA	Control Invasive Species & Preserve Endangered Species	118

National Park Service



USER SCOPE = ALL (WASO Budget Office)

WASO budget is often required to consider factors other than Regional Priorities when formulating the budget.

When this happens, they can use OFS searches to extract records for a certain Request Type that fall under certain Initiatives or have certain PWE's.

The screenshot shows the OFS search interface with the following fields and options:

- Region/Directorate:** (Use Ctrl Key to select more than one) All, All REGIONS, All WASO
- OFS Number:** [Text Input]
- Request Type:** (Use Ctrl Key to select more than one) Heritage Area, Park Base, Regional Office Base
- Approval Status:** All
- Lock Status:** All
- Title of Request:** (Enter any phrase) [Text Input]
- Concise Description and Justification:** (Enter any phrase) [Text Input]
- Supporting Information:** (Enter any phrase) [Text Input]
- Where:** Park Priority [Dropdown] IS Equal To [Dropdown] THIS NUMBER [Text Input]
- Earliest Funding Year is:** Equal To [Dropdown] THIS NUMBER [Text Input]
- Dollar Amount (\$000) IS:** Choose Any [Dropdown] THIS NUMBER [Text Input]
- Dollar Amount (\$000) between:** [Text Input] And [Text Input] Recurring: All [Dropdown]
- Servicewide Initiative:** (Use Ctrl Key to select more than one) Lewis and Clark Bicentennial, NPS Law Enforcement Initiative, National Security/Anti-Terrorism
- Budget Drivers:** (Use Ctrl Key to select more than one) Any, Compliance Issues, Deteriorated Infrastructure
- GPRA Goals:** (Use Ctrl Key to select more than one) All, Ia0, Ia01A
- Appropriation:** All [Dropdown]
- Program Work Element (PWEs):** Select from any one, two or all fields.
- Function:** (Use Ctrl Key to select more than one) H, I, L, M [Dropdown]
- Fund Source:** (Use Ctrl Key to select more than one) [Text Input]
- Cost Element:** (Use Ctrl Key to select more than one) Any, A, B, C [Dropdown]
- PWE:** (Use Ctrl Key to select more than one) ALL, 371, 372, 373 [Dropdown]
- Order Results By:** Regional Priority [Dropdown]
- search now** [Button]
- Advanced Search Options**
- Funding Status:** Not Funded [Dropdown]
- Year of funding:** [Text Input]

National Park Service



Address <http://165.83.198.4/ofs/> Go Links

Main Menu			
SEARCH HELP			
To retrieve requests for viewing and editing select criteria from the search form at right. <i>The more criteria you enter, the more restrictive the search. If you have trouble locating a request, try reducing the number of search criteria you enter and re-run the search.</i>			
Some options are pre-selected for you based on your user rights.			
Basic Search Options			
Unit/Office: Limits search to a single or multiple Park/Office(s). Use control key to make multiple selections.			
Region/Directorate: Limits search to one, several or all Region/Directorate(s). Use control key to make multiple selections.			
OFS Number: Limits search to a single funding request using the OFS request number generated when funding request was entered. You can obtain this number from the funding request detail sheet. Enter one number only.			
Request Type: Limits search by type of request. Use control key to make multiple selections.			
AK	97.0	SITK Protect Natural Resources With Increased Science-Based Program and Support	88
AK	98.0	KATM Protect Katmai Coast	169
AK	102.0	DENA Operate/Enhance Visitor Services in DENA's New West District Facilities	272
AK	109.0	WEAR Establish a Village Contact Station on the Kobuk River	174
AK	114.0	KEFJ Operate and Maintain New Exit Glacier Facilities	
AK	117.0	DENA Implement Backcountry Management Plan	
AK	126.0	DENA Support Kantishna Operations	
AK	128.0	WRST Fund Maintenance and Utility Costs for New VC and Expanded Operations	
AK	131.0	KATM Replace 1976 Landing Craft Tanker Vessel M/T Ketivik	
AK	132.0	KATM Increase Park Maintenance Capabilities	
AK	146.0	WRST Purchase Heavy Equipment and Communications Equipment for Kennecott NHL	
AK	156.0	DENA Operate and Maintain New Natural Gas Infrastructure	
AK	165.0	LACL Increase Park Maintenance Capabilities	
AK	166.0	KEFJ Operate and Maintain New Multi-Agency Visitor Center	
AK	169.0	WEAR Maintain and Operate Kotzebue NPS Facilities	
AK	171.0	DENA Provide Park Base Funding for Facility Management Software Support	
AK	999.9	KATM Full Implementation of Facility Management Software System	
AK	999.9	YUCH Protection of Cultural Resources	
IM	53.0	BIBE Maintain New Boardwalk	
IM	57.1	GLCA Maintain Water Quality	
IM	68.5	FOLA Provide Increased Visitor, Employee and Resource Protection	
IM	77.5	GOSP Enhance Visitor Services and Increase Preventive Maintenance	
IM	79.0	TUMA Establish Resource Management Program on New Lands	
IM	91.0	BICA Increase Land and Water Patrols	
IM	124.0	CARE Upgrade Protection, Facility Management, and Interpretation	
IM	127.0	MEVE Eliminate Deferred Maintenance & Roads and Facility Liabilities	
IM	129.3	ARCH Upgrade Maintenance Program to Improve Facility Condition	
IM	129.5	LYJO Maintain Historic Structures and Ranchlands	
IM	130.0	PEFO Address Deferred Maintenance of Cultural Resources/Enhance Public Safety	
IM	131.0	BRCA Establish Preventive Maintenance Program	
IM	132.0	MEVE Institute Risk Management Program and Address unsafe Deferred Maintenance	
IM	133.0	GLAC Repair and Maintain Historic Buildings and Roads	
IM	149.0	BAND Interpret, Protect, and Curate Cultural Sites	
IM	174.0	ARCH Address Health, Environmental & Infrastructure Care Deficiencies	
IM	175.0	LAMR Improve Maintenance of Park Facilities	
IM	176.0	CAGR Address Deferred Maintenance of Cultural Resources / Enhance Safety Program	80
IM	177.0	GLAC Maintain Buildings and Utility Systems	485
IM	179.0	YELL Protect Yellowstone Road Assets through Preventive Maintenance	441
IM	181.0	YELL Prevent Deterioration of Building Assets through Preventive Maintenance	916
IM	182.0	YELL Manage Trails Assets to Improve Resource Protection and Visitor Safety	664
IM	999.9	AMIS Improve Park Operations and Protect Resources	260
IM	999.9	AMIS Reinststate Visitor Services and Visitor Safety On Lake Anistat	178

USER SCOPE = ALL (WASO Budget Office)

This list contains requests addressing facility maintenance (PWE = MW_).

The new record added by the Park/Office is still at the top of the priority list. However, priorities 65.1 and 65.2, which we looked at previously, are not included in the list because they were not related to facility maintenance.

National Park Service



WASO Budget often exports Custom Reports from OFS to Excel to assist with the analysis of park base increase during budget formulation.

However, *all* OFS users can run Custom reports to suit their needs.

Click on “Custom Reports” in the OFS Main Menu and then choose which fields you would like displayed in the report.

[Go](#) [Links](#)

Operations Formulation System

CUSTOM REPORTS

Choose Fields *(may select more than one)*

<input type="checkbox"/> Unit/Office Alpha Code	<input type="checkbox"/> Unit/Office Priority	<input type="checkbox"/> DOI Year
<input checked="" type="checkbox"/> Unit/Office Short Name	<input checked="" type="checkbox"/> Region/Directorate Priority	<input type="checkbox"/> DOI Level
<input type="checkbox"/> Unit/Office Long Name	<input type="checkbox"/> Earliest Funding Year	<input type="checkbox"/> OMB Year
<input checked="" type="checkbox"/> Region/Directorate	<input type="checkbox"/> Servicewide Initiative	<input type="checkbox"/> OMB Level
<input checked="" type="checkbox"/> OFS Number	<input type="checkbox"/> Concise Description	<input type="checkbox"/> President's Request Year
<input checked="" type="checkbox"/> Title of Request	<input type="checkbox"/> Supporting Information	<input type="checkbox"/> President's Request Level
<input checked="" type="checkbox"/> Total \$ Requested	<input type="checkbox"/> Request Type	<input type="checkbox"/> Congressional Add-On Year
<input type="checkbox"/> Total FTE Requested	<input type="checkbox"/> Approval Status	<input type="checkbox"/> Congressional Add-On Level
<input type="checkbox"/> Date Created	<input type="checkbox"/> Lock Status	<input type="checkbox"/> Funding Status
<input type="checkbox"/> Date Last Modified		<input type="checkbox"/> Funded Year

Basic Search Options

Unit/Office: *(Use Ctrl key to select more than one)* All
AD, Resource and Visitor Protection (RAVP)
AD, Cultural Resources (CRSP)

Region/Directorate: *(Use Ctrl Key to select more than one)* Deputy Director (Jones)
Director
Intermountain

OFS Number: Request Type: *(Use Ctrl Key to select more than one)* GSA Space-Reg/WASO
Heritage Area
Park Base

Approval Status: Region Approved Lock Status: All

Title of Request: *(Enter any phrase)*

Concise Description and Justification: *(Enter any phrase)*

Supporting Information: *(Enter any phrase)*

Where Park Priority IS Equal To THIS NUMBER

Earliest Funding Year is Equal To THIS NUMBER

Dollar Amount (\$000) IS: Choose Any THIS NUMBER

Dollar Amount (\$000) between And Recurring All

National Park Service



Region	Priority	Park Unit	OFS Number	Title	Amount	(\$000)		
						First Tranche \$25m	Second Tranche \$25m	Third Tranche \$25m
Intermountain Region								
IM	66.0	San Antonio Missions NHP	11796A	Address Critical Law Enforcement Program Deficiencies	100	100		
IM	67.0	Grand Canyon NP	10737B	Expand Visitor Protection Support Services to Colorado Plateau	150	150		
IM	68.0	Devils Tower NM	4417B	Strengthen Law Enforcement and Security Operations	195	195		
IM	69.0	El Malpais NM	10528A	Increase Patrols for Resource and Visitor Protection	230	230		
IM	72.0	El Morro NM	10593A	Improve Cultural Resource Preservation Program	175	175		
IM	73.0	Chamizal NMem	7124A	Develop Educational Program to Reach Local Community	303	303		
IM	74.0	Colorado NM	7563A	Provide Basic Interpretive, Outreach and Educational Services	341	341		
IM	76.0	Grand Teton NP	11972A	Establish Park Operations at JY Ranch	420	420		
IM	78.0	Petrified Forest NP	4614B	Upgrade Resource Monitoring	291	291		
IM	79.0	Tumacacori NM	7396A	Establish Professional Resource Management Program on New Lands	280	280		
IM	80.0	Palo Alto Battlefield NHS	9068A	Provide Enhanced Cultural Resource Protection at Developing Park	80	80		
IM	81.0	Canyon de Chelly NM	4584A	Enhance Protection of Backcountry Resources	150	150		
IM	83.0	Fort Laramie NHS	10332A	Provide increased visitor, employee and resource protection	105	105		
IM	84.0	Black Canyon of the Gunnison NP	10402A	Upgrade Facilities Program and Initiate Preventive Maintenance Program	333	333		
IM	86.0	Devils Tower NM	4415A	Address Backlog with Comprehensive Preventative Maintenance Program	120	120		
IM	88.0	Wupatki NM	4422A	Eliminate Maintenance Backlog and Create Preventative Maintenance	450	450		
IM	89.0	Curecanti NRA	10400A	Initiate Preventive Maintenance Programs	327	327		
IM	90.0	Curecanti NRA	10400B	Upgrade Concessions and Safety Programs	170	170		
IM	91.0	Bighorn Canyon NRA	4481A	Increase Land and Water Patrols and Improve Safety	103		103	
IM	92.0	Dinosaur NM	10488A	Expand Law Enforcement Capabilities	216		216	
IM	93.0	Glen Canyon NRA	8272A	Restore Resource and Visitor Protection Capability per LENA	1,324		1,324	
IM	95.0	Timpanogos Cave NM	10510A	Upgrade Law Enforcement Presence to Improve Visitor and Resource	185		185	
IM	96.0	Navajo NM	4669A	Provide Resource and Visitor Protection	148		148	
IM	97.0	Navajo NM	4669B	Expand Interpretive Programs to Protect Resources	95		95	
IM	98.0	Arches NP	4522A	Provide Law Enforcement Safety Patrols to Protect Visitors and Resources	231		231	
IM	99.0	Arches NP	4522B	Upgrade Maintenance Program to Improve Facility Condition	132		132	
IM	100.0	Great Sand Dunes NP&Pres	5695A	Manage New Lands Previously Inaccessible, Required for Park	540		540	
IM	101.0	Lake Meredith NRA	5703A	Provide Additional Law Enforcement to Protect Visitors and Resources	227		227	
IM	102.0	Golden Spike NHS	11449A	Enhance Visitor Services	166		166	
IM	103.0	Fort Union NM	4748A	Improve Preservation Maintenance of Fort Ruins	100		100	
IM	104.0	Chickasaw NRA	4601A	Develop Science-Based Resource Management Program	433		433	
IM	105.0	Guadalupe Mtns NP	10536A	Implement Site and Structure Preservation Programs	315		315	
IM	106.0	Guadalupe Mtns NP	10536B	Manage Collections	88			88
IM	107.0	Lyndon B. Johnson NHP	4508A	Maintain Historic Structures and Ranchlands	188			188
IM	108.0	Glacier NP	4437B	Provide Interpretive Services At Principle Park Locations	150			150
IM	109.0	Padre Island NS	7297A	Protect Endangered Kemp's Ridley Sea Turtle	180			180
IM	110.0	Montezuma Castle NM	4363B	Control Invasive Species & Preserve Endangered Species	118			118
IM	111.0	Lake Meredith NRA	10161B	Establish Natural Resources Management Program	230			230
IM	112.0	Florissant Fossil Beds NM	4435A	Establish Natural Resource Management Program	196			196
IM	112.5	Fossil Butte NM	12979A	Establish Natural Resource Management Program	175			175
IM	113.0	Glacier NP	4438A	Monitor, Restore, & Protect Threatened & Endangered Species & Habitat	500			500

This Excel Spreadsheet was created from the Custom Reports feature in OFS. This is a sample analysis for Intermountain Region containing several "What If" budget scenarios. Also, it illustrates how we sometimes need to split records in OFS during budget formulation (see 10536A and 10536B highlighted in red). Using an Excel spreadsheet minimizes the splitting of records until final decisions are made.

National Park Service



Address <http://165.83.198.4/ofs/>

Go Links

OFS Main Menu

You Are: WASO

[Login/Logout](#)

Your search found **640** projects with a total cost of **\$200,360,000.00**.

Your Search Criteria:

Region:IM **Request Type:** Park Base, **Recurring:** All **Approval status:** Region **Lock status:** All **Funding Status:** Unfunded **Sorted By:** Regional Priority,

Color Code Key

Park Base	GSA Space-Park	GSA Space-Reg/WASO	Regional Office Base	WASO Office Base	Regional Office Program	Servicewide Program	Heritage Area	Statutory Aid Area	Funded
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[save changes](#)

[return to formulate budget](#)

Regional Priority	Alpha Code	Funding Request	Total (\$000)	DOI Request Visible	DOI Request Year	DOI Request Level
52.0	AMIS	Reinforce Law Enforcement Operations Along International Border with Mexico	350	<input checked="" type="checkbox"/>	2005	A
53.0	BIBE	Maintain New Boardwalk	40	<input type="checkbox"/>		
54.0	BIBE	Strengthen Law Enforcement Presence On International Border	200	<input checked="" type="checkbox"/>	2005	A
55.0	SAGU	Increase Border Security and Increase Visitor and Employee Safety	200	<input checked="" type="checkbox"/>	2005	A
56.0	GLAC	Protect The Public From Terrorists Crossing Canadian Border Into The U.S.A.	150	<input checked="" type="checkbox"/>	2005	A
56.5	GRTE	Operation of White Grass Center	350	<input type="checkbox"/>		
57.0	PAAL	Protect New Facilities and Lands	139	<input checked="" type="checkbox"/>	2005	A
57.1	GLCA	Maintain Water Quality	366	<input type="checkbox"/>	2006	A
57.1	GLCA	Maintain Water Quality	134	<input type="checkbox"/>	2006	A
57.5	PAIS	Protect Endangered Kemp's Ridley Sea Turtle	180	<input type="checkbox"/>	2006	A
57.6	GRSA	Manage Additional Land	540	<input type="checkbox"/>	2006	A
59.0	LYJO	Provide Resource Protection and Physical Security at Texas White House	138	<input checked="" type="checkbox"/>	2005	A
61.0	GRTE	Implement Winter Use Plan	200	<input type="checkbox"/>		
62.0	FOBU	Upgrade Maintenance Program and Reduce Maintenance Backlog	149	<input checked="" type="checkbox"/>	2005	A
63.0	GICL	Provide Initial NPS Visitor Services at Park	150	<input checked="" type="checkbox"/>	2005	A
64.0	ORPI	Maintain 32 Miles of Vehicle Barrier Along Mexican Border at ORPI & CORO	112	<input checked="" type="checkbox"/>	2005	A
65.0	CHIP	Provide for Protection of Visitors/Employees	100	<input checked="" type="checkbox"/>	2005	A

If a Park/Office's is included in the FY 200X Budget Proposal to the Department, WASO Budget would mark the DOI Request Year as "200X". Records would be marked "Visible" to users when the Budget Request has been submitted to DOI so the field can see which OFS records were included in the Budget Submission.

General Reports

Canned reports sorting requests by park and region and for budget formulation purposes. Reports available only in HTML. Run reports for Funding Descriptions Sorted by

National Park Service



Address <http://165.83.198.4/ofc/> Go Links

Request Detail sheet

Contact: Jennifer Champagne (test)

Unit/Office: Big Bend National Park		Region/Directorate: Intermountain
Title of Funding Request: Maintain New Boardwalk		
Total \$ Requested: 40,000	Recent Budget: FY 2004 - \$4,995,000	Last Operational Increase: FY 2003 - \$300,000
Total FTE Requested: 1	Recent FTE: FY 2003 - 95	Request Type: Park Base
OFS Number: 13403A	Date Created: 06/04/2004	Servicewide Initiative:
Park Priority: 1.5	Date Last Modified: 06/04/0004	Budget Driver(s): 100% New Facilities,
Regional Priority: 53.0	Earliest Year of Funding: 2006	Status: Waso Locked Approved By Region 06/04/2004 FY 2006 DOI - Level A

Funding Component	PWE	FTE	Pers.	Other	Total	Recur.	Priority	GPRA Goal/Results
Maintain boardwalk	MWT	0.5	20,000	3,000	23,000	Yes	1.0	IIa1 / 0
Collect trash	MZT	0.5	15,000	2,000	17,000	Yes	2.0	IIa1 / 0

GPRA Goal	Measurable Results	Performance Measure
IIa1	Nothing Reported	Visitor satisfaction
IIa1	Nothing Reported	Visitor satisfaction

Concise Description and Justification:
Funding is requested to maintain the new nature trail boardwalk. Construction of the boardwalk will be completed in October 2005. Funding would be used to perform routine maintenance and trash collection. This request would protect park resources and enhance visitor experience.

Supporting Information:
None

Related PMIS Projects	
PMIS Number	Project Title
47624	Reconstruct Nature Trail Boardwalk

This is how the record would appear in OFS after it was included in the FY 200X NPS Budget Request to DOI.

OFS Main Menu

You Are: WASO

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Manage Your Account
You must login to add or edit requests

[Add Requests](#)
Add new requests into OFS.
Only logged on, registered users can add new requests.

[Freeze New Approvals](#)
Locks any new request approvals during review periods.

[Reports](#)
General Reports
Canned reports sorting requests by park and region and for budget formulation purposes. Reports available only in HTML. Run reports for Funding Descriptions Sorted by

National Park Service



WASO Budget would use OFS in a similar manner when submitting Budget Proposals to OMB and Congress. Usually, these requests represent subsets of the Budget Proposal to the Department. OFS is also used to create scenarios for Supplemental funding and for handling Congressional inquiries, such as Briefing Statements, Capability Statements, and Effect Statements.

After enactment of the Appropriations Bill, appropriate records would be marked as funded in OFS. (These records would no longer be considered for the universe of unfunded requests.)

Address: http://165.83.198.4/ofsf

Operations Formulation System

BUDGET FORMULATION

Choose An Action

Choose a Formulation Submission : DOI | OMB | President's Request | Add Ons
View Status of Submission : DOI | OMB | President's Request | Add Ons
Enact Budget Submission : Mark As Funded

Basic Search Options

Unit/Office: (Use Ctrl Key to select more than one)
All
AD, Resource and Visitor Protection (RAVP)
AD, Cultural Resources (CRSP)

Region/Directorate: (Use Ctrl Key to select more than one)
All
All REGIONS
All WASO

OFS Number:

Request Type: (Use Ctrl Key to select more than one)
All Types
GSA Space-Park
GSA Space-Reg/WASO

Lock Status: All

any phrase)

IS NUMBER

THIS NUMBER

THIS NUMBER

And

Recurring All

more than one)

Any
Accountability
California Desert

Any
Compliance Issues
Deteriorated Infrastructure

Budget Formulation purposes.
Reports available only in HTML.
Run reports for Funding
Descriptions Sorted by

National Park Service



Address <http://165.83.198.4/ofs/> Go Link

Main Menu

GENERAL REPORTS HELP

There are three steps to generating a report:

STEP 1: Choose a report format

STEP 2: Select search criteria

Standard Report #6 (Budget Structure Summary Report) is used by WASO Budget to synthesize information from many records and shows how they affect the NPS budget structure.

generator will return a report containing all 2000+ OFS entries.

There are three levels to selecting criteria:

Level 1 Basic Search Options

Level 2 Advanced Search Options

Level 3 Park Profile Search

Budget Summary Report

Report Level: Program Component

Color Code Key					
Region	Program Component	Budget Subactivity	Budget Activity	Appropriation	Grand Total
			FTE	Personnel (In \$000)	Total (In \$000)
	Cult Resources Applied Research		4	249	352
	Cultural Resource Management		26	1716	2709
	Natural Resources Management		38	2333	3069
	Resources Protection		18	1013	1573
	Resource Stewardship		86	5311	7703
	Concessions Management		2	194	253
	Health and Safety		5	275	325
	Interpretation and Education		117	6614	7835
	Law Enforcement & Protection		159	11086	14739
	Visitor Use Management		1	205	231
	Visitor Services		284	18374	23383
	Facility Maintenance		41	2642	4396
	Facility Operations		47	2968	4887
	Facility Operations & Maintenance		88	5610	9283
	Management & Administration		24	1957	4131
	Park Support		24	1957	4131
	Park Management		482	31252	44500
	Operation of The National Park System		482	31252	44500
	Grand Total		482	31252	44500

Approval status: Region Funding Status: Unfunded Funding Year: AND Year Of DOI Request=2006 AND Level of DOI Request='A'



How do I get help for OFS?

- OFS User Manual (download from the Budget Webpage under System Guidance at <http://classicinside.nps.gov/budget3/call.htm>)
- OFS Consistent Training Document (this powerpoint presentation) on Budget Webpage
- “OFS News” newsletter on Budget Webpage
- Help Module within OFS appears along left edge of screen
- Park & Regional OFS Administrators (there is a link to OFS Administrators on the screen after you login to OFS)
- OFS Servicewide Coordinator – Jennifer Champagne (202) 208-7434
- Training classes