



**US Army Corps  
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# **Formerly Used Defense Sites (FUDS)**

Formerly Used Defense Sites Portal  
(FUDS Portal)  
Quick Start Guide

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Version 1.1



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### Instructions

These instructions apply only to the Formerly Used Defense Sites (FUDS) Portal system.

The Department of Defense (DOD) is responsible for the environmental cleanup and restoration of Formerly Used Defense Sites (FUDS), or properties formerly owned, leased, possessed, or operated by DOD. The Formerly Used Defense Sites Portal (FUDS Portal), developed by the ERDC Information Technology Laboratory, provides high quality, up-to-date, and accurate information to support environmental cleanup and restoration projects on FUDS.

#### Portal Content:

- Executive Management System (EMS)
  - Site specific information and state and national data trend analysis from the latest Annual Report to Congress.
- GIS
  - A GIS interface providing information on property and project locations.
- External Documents System (xDocs)
  - A document repository for Formerly Used Defense Sites.
- Forum
  - A state-level FUDS Forum meeting platform.



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## FUDS Public Portal Quick Start Guide

### Organization of These Instructions

These instructions are generally organized in the same order as the sections appearing in the FUDS Portal system itself.

**Getting Started:** Provides instructions on creating an account, signing in, launching the FUDS Portal System, and on accessing help.

**How to find a Property:** Provides instructions on accessing Management Action Plans (MAPS) for properties in the FUDS program.

**How to determine property eligibility by state:** Provides instructions on determining the eligibility of FUDS properties within a state.

**How to view FUDS program status:** Provides instructions on accessing the IRP and MMRP Remedy in Place (RIP) and Response Complete (RC) status for each year.

**How to view FUDS funding execution:** Provides instructions on accessing the various funding reports to view how the FUDS program is executing funding.

### Technical Support

Please contact the Portal Helpdesk to receive technical support.

Email: [PortalHelpdesk@usace.army.mil](mailto:PortalHelpdesk@usace.army.mil)

Telephone: 601-634-3562

Toll-Free: 1-800-522-6937, then ext. 3562



## FUDS Portal User Access

If you need to request access to account based systems in the FUDS Portal, such as xDocs, you must first complete the account creation process below. The GIS and EMS systems, however, do not require an account.

1. The registration process begins by accessing the FUDS Portal <https://fudsportal.usace.army.mil>
2. Select Login at the top right



Figure 1: Login

3. If you have a USACE issued common access card (CAC)
  - a. Please ensure you have submitted an ACE-IT ServiceTrak request for access to FUDS. Once the request is processed select “Login with CAC”.

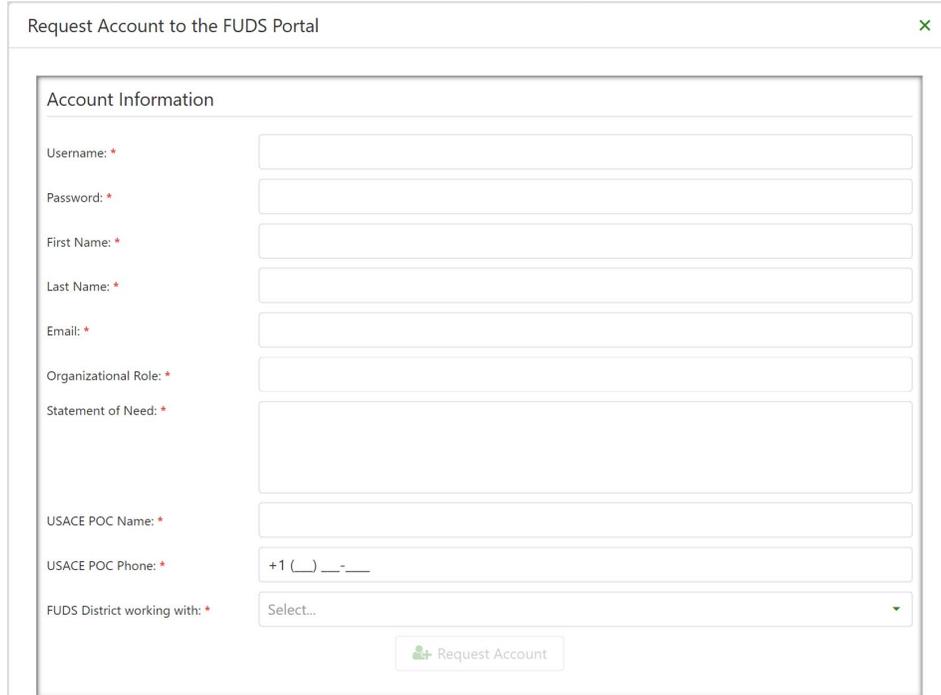
If you do NOT have a USACE issued common access card (CAC)

- a. Click on “Request An Account”

A screenshot of a web form titled 'Login to the FUDS Portal' with a close button (X) in the top right corner. The form is divided into three main sections. The first section is for 'USACE Employees' and contains a button labeled 'Login with CAC' with a small icon of a card. The second section is for 'Non-USACE Employees' and contains two input fields: 'Username: \*' and 'Password: \*', followed by a 'Login' button with a right-pointing arrow icon. The third section contains two buttons: 'Request an Account' with a person icon and a plus sign, and 'Verify an Account' with a checkmark icon.

Figure 2: Request An Account

b. Complete the request form and click “Request Account”



Request Account to the FUDS Portal

Account Information

Username: \*

Password: \*

First Name: \*

Last Name: \*

Email: \*

Organizational Role: \*

Statement of Need: \*

USACE POC Name: \*

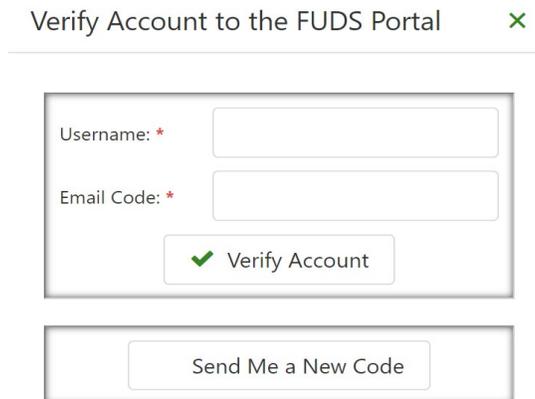
USACE POC Phone: \* +1 ( ) - -

FUDS District working with: \* Select...

Request Account

Figure 3: Request Account

c. Once you have requested your account the system will send you verification code to the email provided. Once you receive the verification code in your email you must repeat steps 1 and 2 above then click on “Verify an Account”



Verify Account to the FUDS Portal

Username: \*

Email Code: \*

Verify Account

Send Me a New Code

Figure 4: Verify Account

d. Fill in the information requested and click “Verify Account”. If the email and verification code are valid your account will be activated.



## Getting Started

### Navigation Notes

#### Scrolling

Screens that are longer than one page will have a scroll bar along the right side of the screen. To move up or down in the screen, click and drag the scroll bar in the desired direction.

Screens that are wider than one page will have a scroll bar along the bottom of the screen. To move left or right in the screen, click and drag the scroll bar in the desired direction.

#### Data Entry

On each screen, type or select the information requested in each field. Press the <Tab> key to move to the next field.

When entering data, only use the backspace key when you are entering text as necessary. DO NOT use the backspace key on any other non-text entry field.

#### Sections

Sections are used to group related items within a screen and denoted using a colored box. Clicking on the ▲ in the upper corner will collapse/hide the section and eliminate the need for additional vertical scrolling. Click on the ▼ in the upper corner of a collapsed/hidden section will reopen the section to full height for review and editing.



## Tables

To sort items in the table, click the column heading, you will see an indication of ascending order (▲). Clicking the heading again will switch to sort in descending order (▼).

To filter the results, you can type into the filter area denoted by the magnifying glass, 🔍.

Additionally, filtering is available by clicking the filter icon or calendar icon at the end of each column heading. The filter window will appear and you can enter your filtering using the window provided.

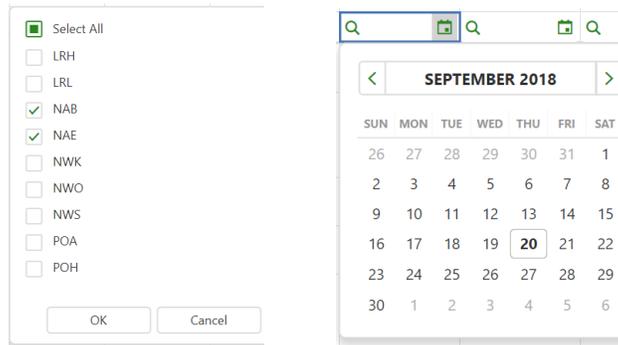


Figure 5: Additional Filtering

## Reports

Reports and tables will provide an Export to Excel option that allows you to save the data to your local machine.



Figure 6: Export to Excel



## Buttons

Common system buttons are explained below:



Search

Use this button to access the search functionality.



Information

Use this button to view the metadata record information



Delete

Use this button to delete the record

## Logging In

Once you have an account you can access the FUDS Portal web system using Internet Explorer or Chrome and your USACE issued CAC or your username/password.

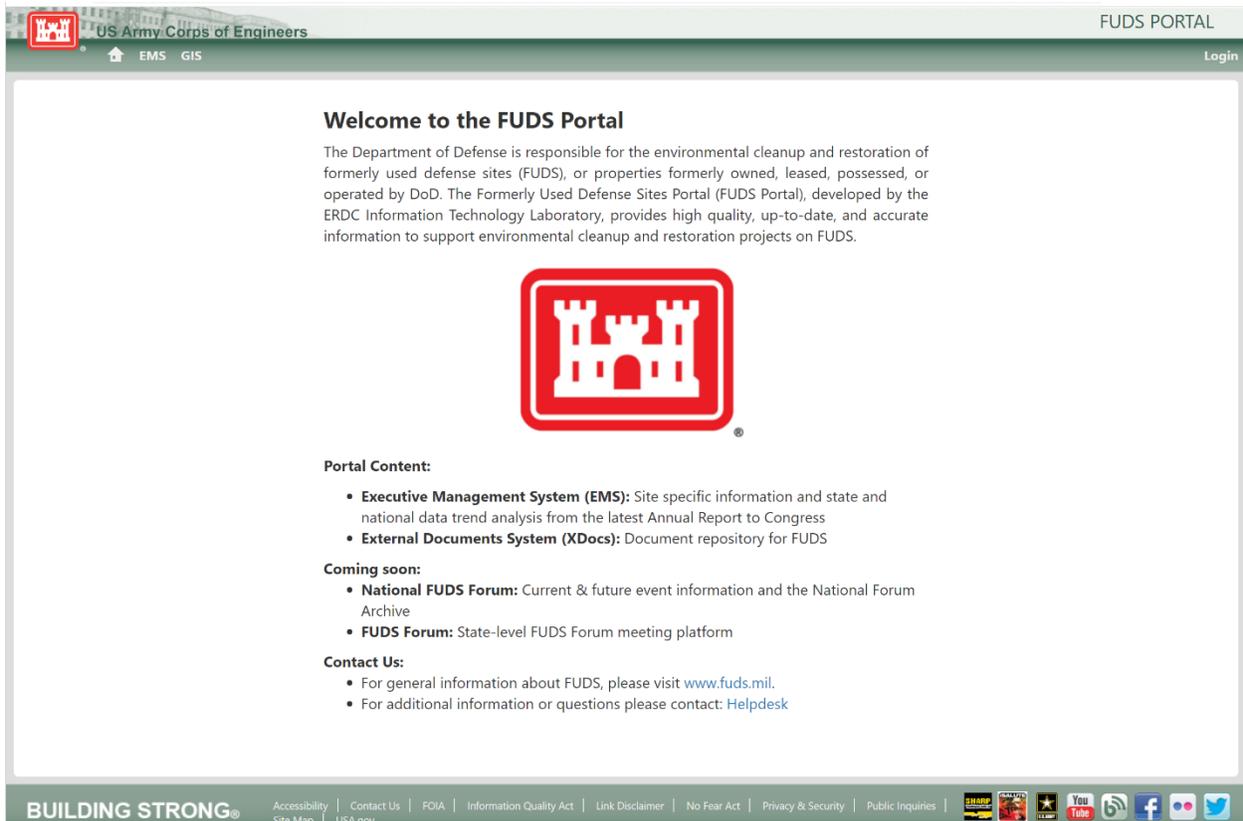


Figure 7: FUDS Portal Home Screen

Once you have logged in your granted systems will be shown on the FUDS Portal menu.



## Selecting a User Theme

The FUDS Portal provides different themes to allow for various colors and font sizes. Themes are only available to users with an active account and the selected theme will be preserved and utilized once you log in.

To select a new theme click on your name in the top right and then on Account in the drop down menu. This will open the Account screen shown below and allow you to use the drop down to select a theme that best suits your personal needs.

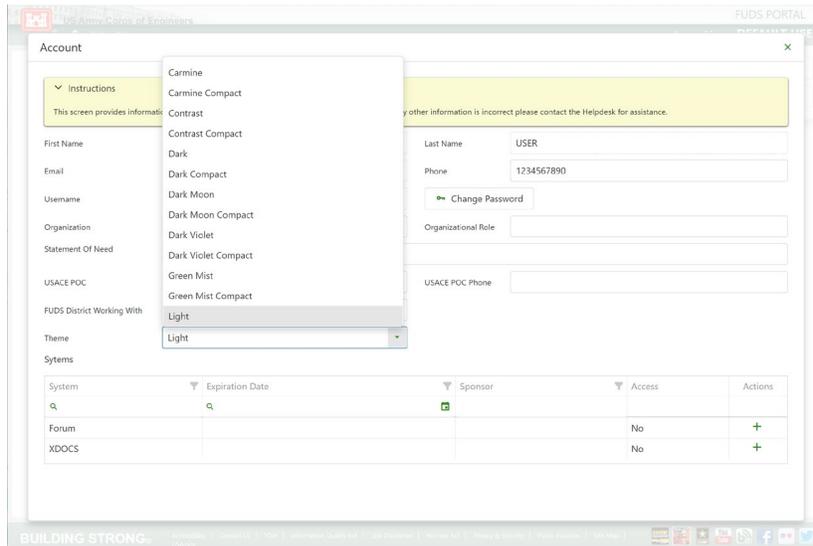


Figure 8: User Theme



## How to find a property

1. Click on the “EMS” to access the “Inventory” link.

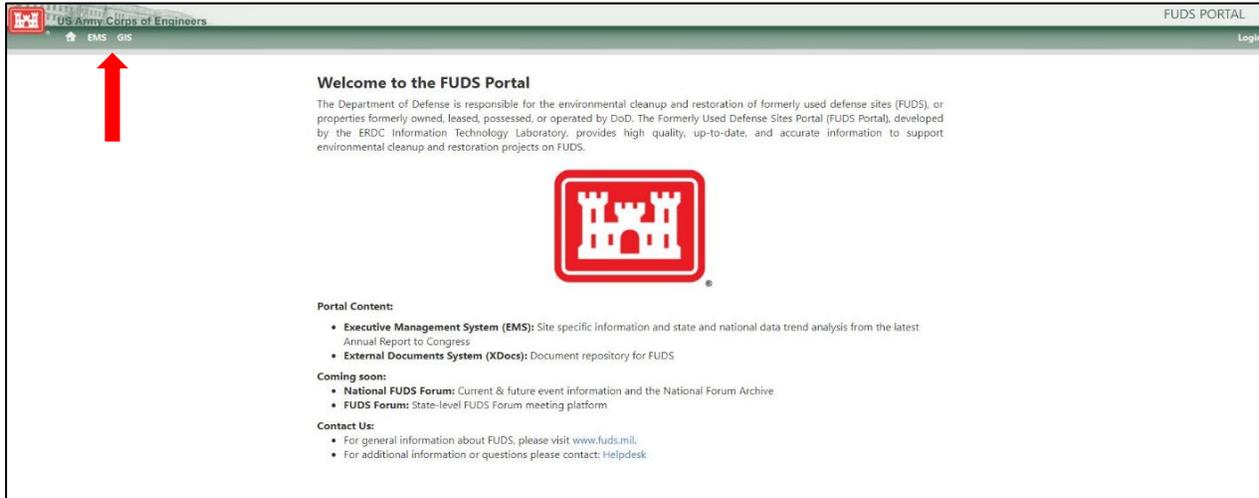


Figure 9: EMS

2. Click on “Inventory” on the menu bar on the top-left portion of the screen.



Figure 10: Inventory



### 3. Click on “Management Action Plans (MAP)”



Figure 11: Management Action Plans (MAP)

### 4. Place cursor in “Select a Property” and click to reveal search fields



Figure 12: MAP Property selection



5. Search for projects, using either USACE District, FUDS Number, Project Name, State, or EPA Region.

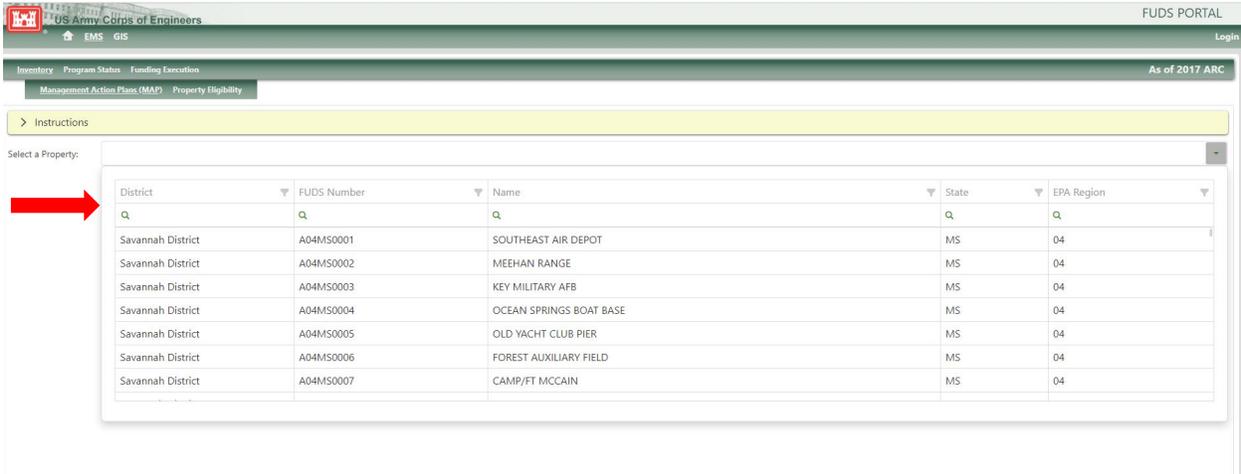


Figure 13: MAP Property Search

For example, to look up the Management Action Plan for the Spring Valley FUDS project, type in “Spring Valley” into the “Name” column and the project should automatically populate.

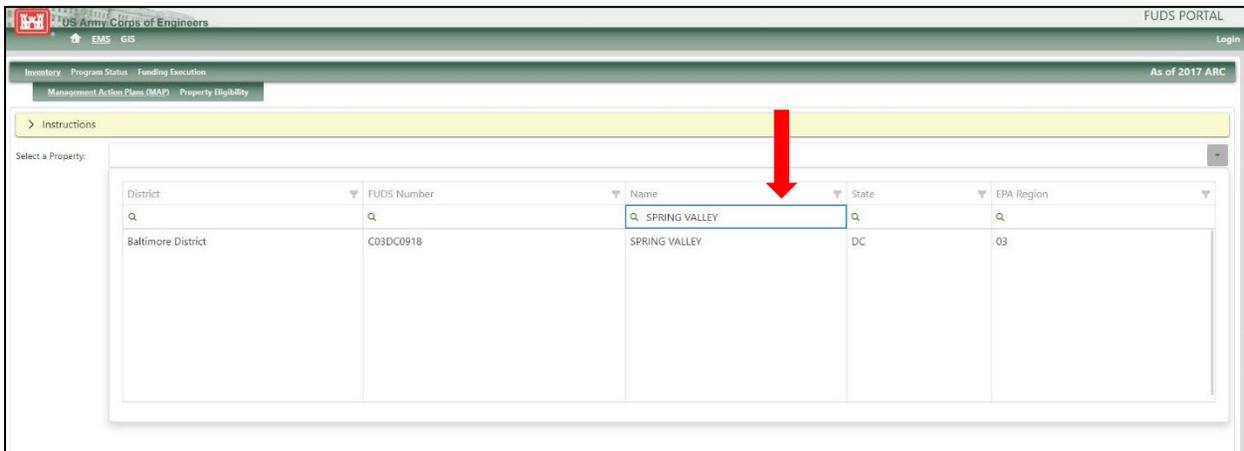


Figure 14: MAP Property Search Example



6. Click on populated information under the search field to access the Management Action Plan (MAP).

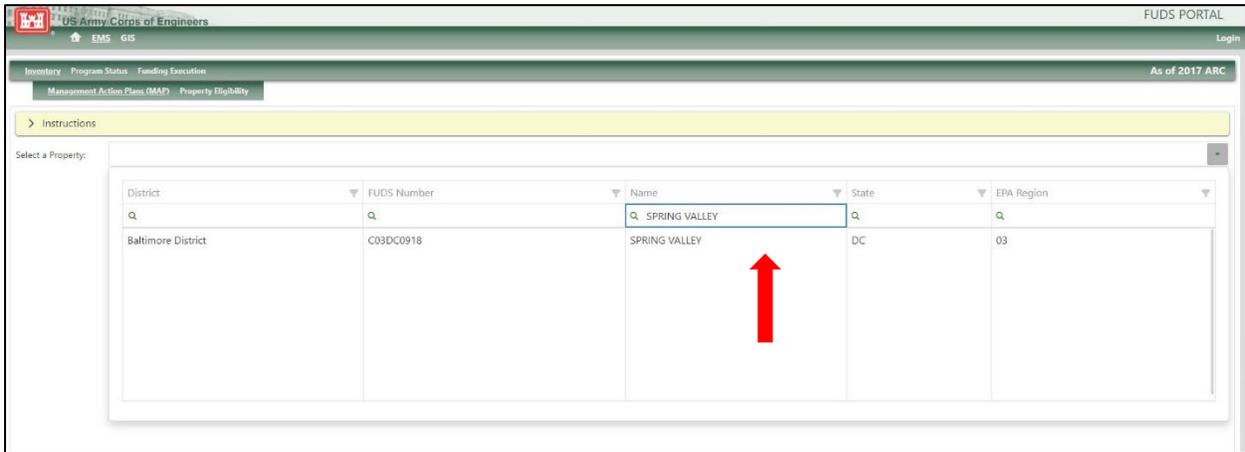


Figure 15: MAP Property Selection

7. The Management Action Plan is now available for your review.

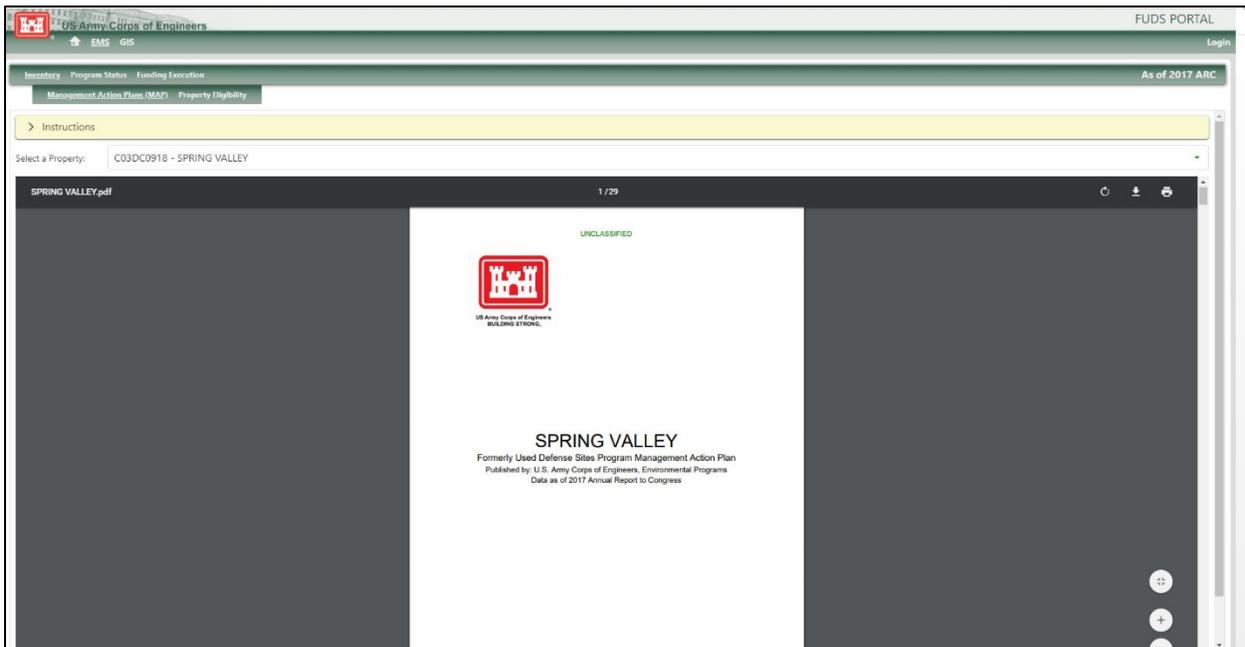


Figure 16: MAP



## How to determine property eligibility by state

1. Click “Inventory” on the menu bar on the top-left portion of the screen.

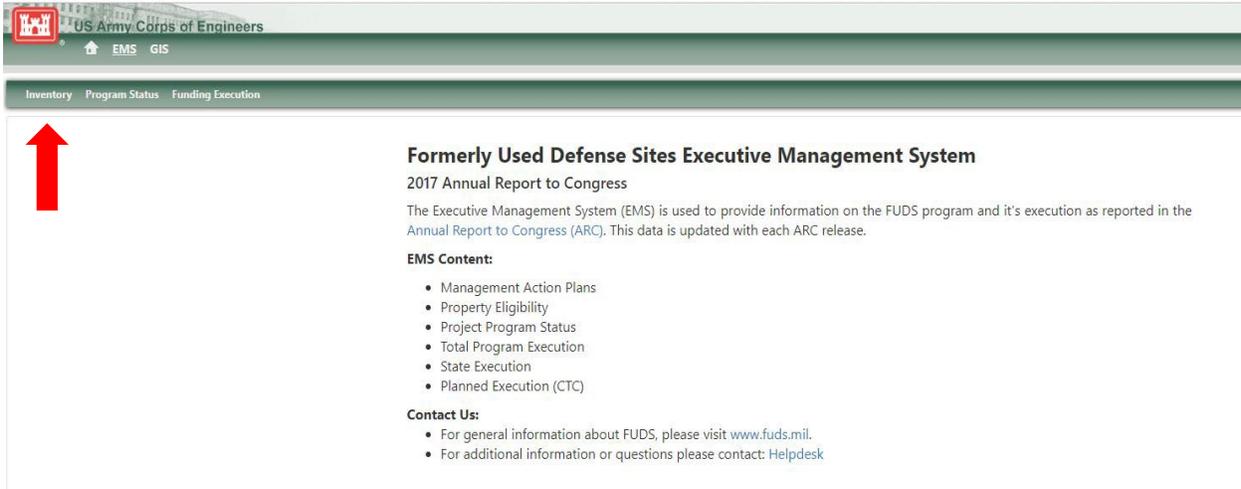


Figure 17: Inventory

2. A new screen will populate, now select “Property Eligibility”



Figure 18: Property Eligibility

3. After selecting “Property Eligibility” your screen will look like the image below.

The screenshot shows a table with the following data:

State	Potential FUDS	Preliminary Assessment of Eligibility Status			Eligibility Findings		Property Where Projects are Identified	Number of Projects Identified	Number of Projects Identified at RC
		Completed	Underway	Future	Ineligible Property	Eligible Property			
ALABAMA	173	173	0	0	50	123	27	84	51
ALASKA	629	610	19	0	65	535	138	500	225
AMERICAN SAMOA	31	30	1	0	1	29	8	16	3
ARIZONA	301	295	6	0	105	189	103	252	87
ARKANSAS	105	105	0	0	7	70	14	56	26

Figure 19: Property Eligibility by State



## How to view FUDS program status

1. Click “Program Status” on the menu bar on the top-left portion of the screen.

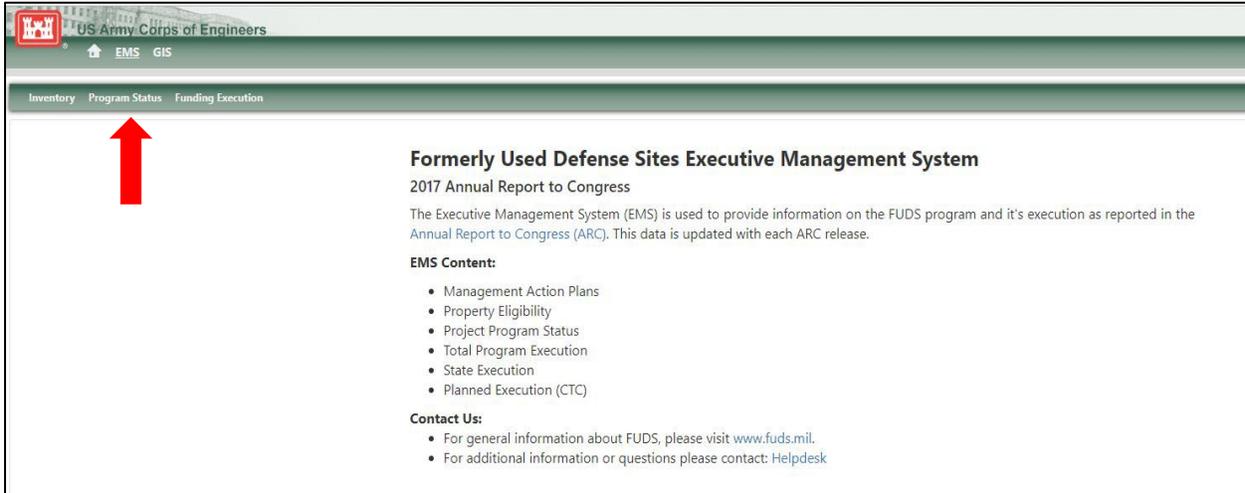


Figure 20: Program Status

2. Next, select “IRP” for information related to the Installation Restoration Program.



Figure 21: IRP Program Status



3. This screen appears with a graph that provides information when FUDS projects will achieve Remedy in Place and/or Response Complete within the IRP category.

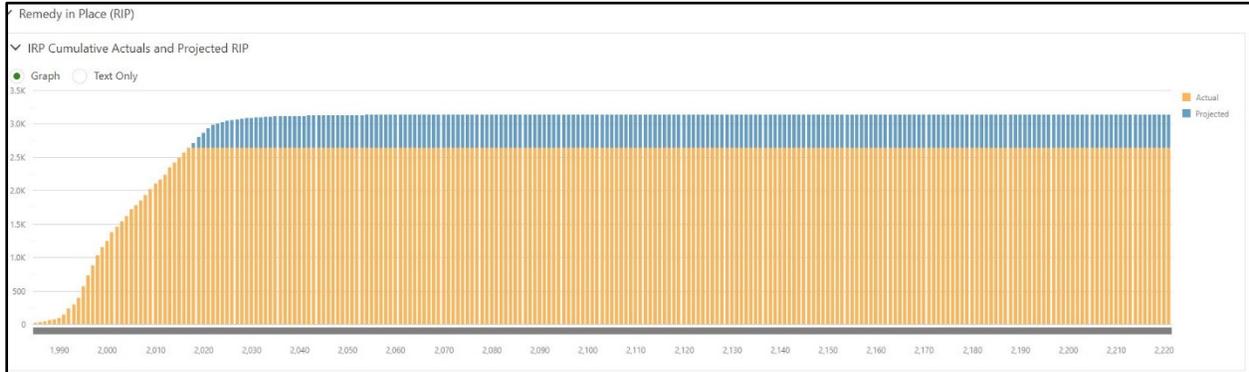


Figure 22: IRP Cumulative Actuals and Projected RIP

4. To view the IRP Cumulative Actuals and Projected RIP information, select “IRP Yearly Actuals and Projected RIP.”

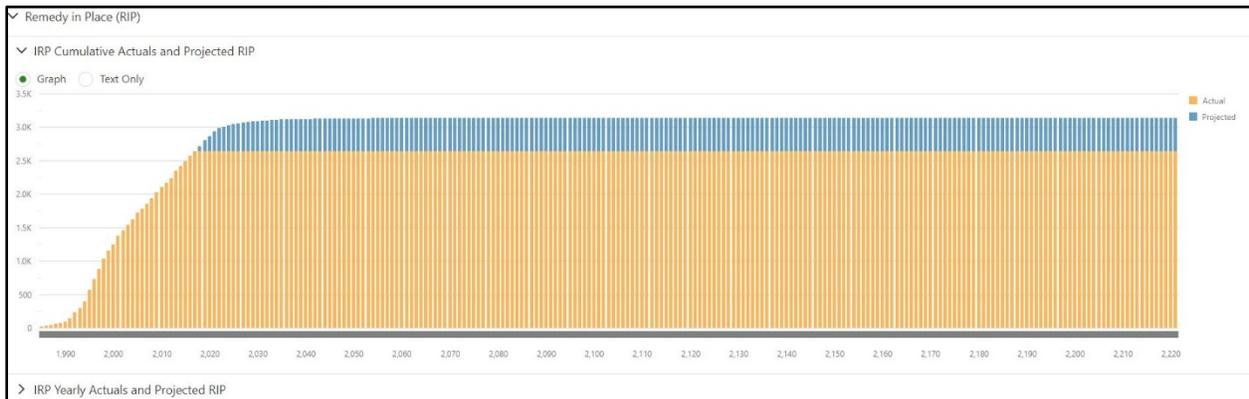


Figure 23: IRP Yearly Actuals and Projected RIP

5. After selecting “IRP Yearly Actuals and Projected RIP” this screen appears. The data can be viewed in graph or text format.

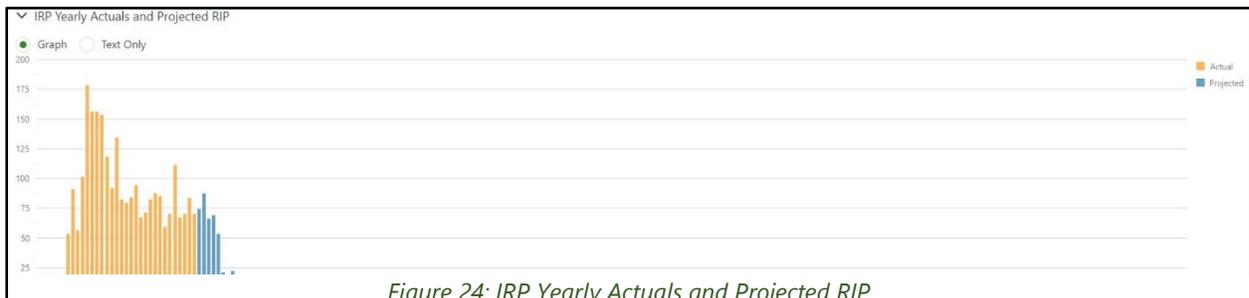


Figure 24: IRP Yearly Actuals and Projected RIP



6. To see projects that are in Response Complete, select “Response Complete (RC)”

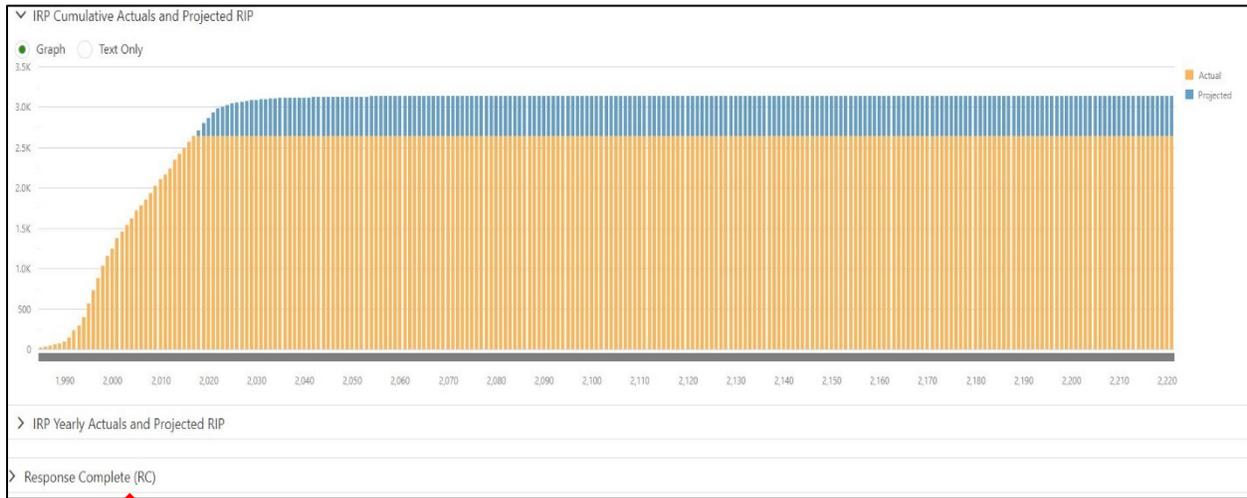


Figure 25: Response Complete

After selecting “Response Complete (RC)” your screen should look like this:

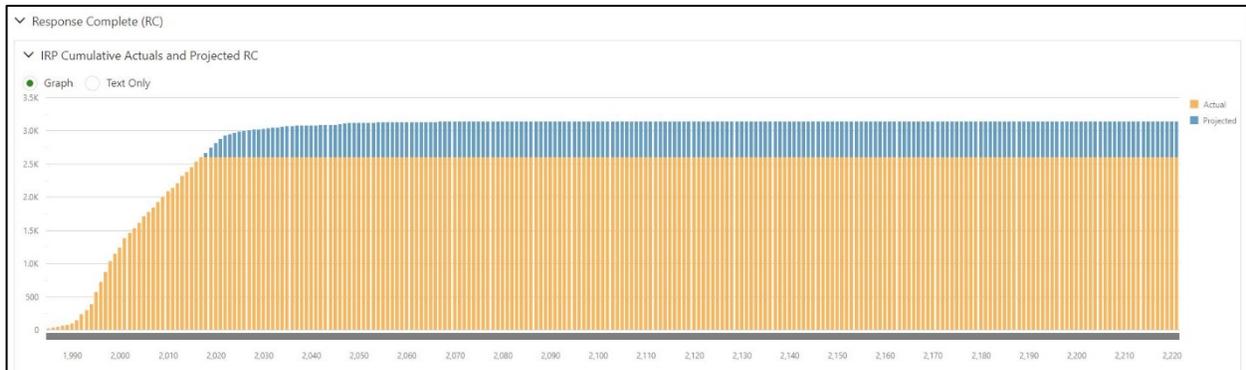


Figure 26: IRP Cumulative Actuals and Projected RC

7. To view the Program Status of Military Munitions Response Program projects, follow the exact steps used to view IRP status, **EXCEPT** select “MMRP” instead of “IRP.” You will be able to view “MMRP Cumulative Actuals and “Projected RIP”, “MMRP Yearly Actuals and Projected RIP” and “Response Complete” information. The data can be viewed in graph or text only format.



## How to view FUDS Funding Execution

1. Click “Funding Execution” on the menu bar on the top-left portion of the screen.



Figure 25: Funding Execution

2. There are three options to choose from, FUDS Total Program, FUDS State Execution and FUDS Planned Execution (CTC).



Figure 26: Funding Execution Menu

Selecting “FUDS Total Program displays a table that provides FUDS program execution for the current Annual Report to Congress (ARC) as well as prior ARC submissions. You will be able to view the dollars obligated to the program for the various years.

Selecting “FUDS State Execution” provides program execution by state for the current Annual Report to Congress (ARC) year. The data shows dollars (in \$K) planned and obligated by the program in that state during the year.

The “FUDS Planned Execution (CTC)” option when selected, allows you to see the number of properties, projects and cost to complete (CTC) funding (\$K) by category in different formats.

To view this information in “CTC by Category”, place the cursor in box next to “Select a Report” and select.



Figure 27: FUDS Planned Execution (CTC)

3. Once selected, you will have a choice of viewing the information in three formats, “CTC by Category,” “CTC by Category and State,” and “CTC by Category, State and Congressional Districts” as shown below.

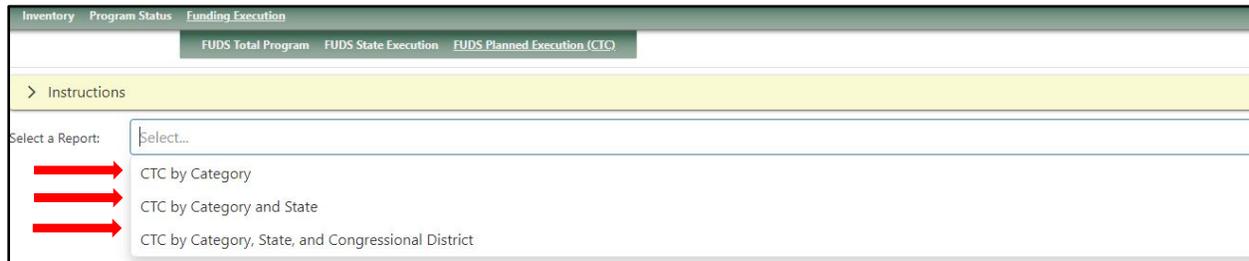


Figure 28: FUDS Planned Execution (CTC) formats