

- CHARTER -

NATIONAL WILDLAND FIRE ENTERPRISE ARCHITECTURE STEERING GROUP

I. BACKGROUND

The Wildland Fire Leadership Council (WFLC) was formed in April 2002 as a cooperative interagency organization dedicated to achieving consistent implementation of the goals, actions, and policies in the National Fire Plan and the Federal Wildland Fire Management Policy. The Council provides leadership and oversight to ensure policy coordination, accountability, and effective implementation of National Fire Plan and the Federal Wildland Fire Management Policy.

The National Wildfire Coordinating Group (NWCG) was formed in January 1976 to expand operational cooperation and coordination of wildland fire agencies within the Departments of Interior and Agriculture and the National Association of State Foresters. The mission of the NWCG is to provide leadership in establishing and maintaining consistent nationwide policies, standards, and procedures for wildland fire management. In 1996, the NWCG published the *NWCG IRM Strategy Project and Wildland Fire Business Model* report that identified the need for an enterprise architecture program for the interagency wildland fire community.

The NWCG IRM Program Management Office was formed in August 2000 to coordinate interagency wildland fire automation projects and to establish and maintain an interagency wildland fire enterprise architecture that represents the business objectives of the federal and state wildland fire community.

Each of the federal Departments and Agencies has the responsibility to establish and maintain enterprise architecture (EA) programs as directed in the Clinger-Cohen Act of 1996.

An EA program for the wildland fire community supports and serves the interests of the WFLC, the NWCG, and their associated agencies. This EA program, hereinafter referred to as the National Wildland Fire Enterprise Architecture (NWFEA) program, will enable the interagency wildland fire community to provide better service to the citizens by collaboratively creating an EA that:

- Provides a holistic strategic and integrated approach to managing the wildland fire enterprise as a single business function of the government
- Provides a dynamic library of documents and models which describe the business, data, applications, and technology of the wildland fire enterprise that spans across Department and Agency boundaries.

The NWFEA program builds upon the foundation described in the NWCG IRM Strategy Project Report published by the National Wildfire Coordinating Group (PMS909, August 1996), and will align with current federal enterprise architecture principles and guidance.

II. NAME

The name of this committee is the National Wildland Fire Enterprise Architecture Steering Group: hereinafter referred to as the EA Steering Group. With reference to this charter, “NWFEA” refers to the National Wildland Fire Enterprise Architecture itself, while “NWFEA Program” refers to the efforts required to establish, manage, and maintain the NWFEA.

III. AUTHORITY

The EA Steering Group is established pursuant to:

- The Memorandum of Understanding establishing the Wildland Fire Leadership Council, dated April 10, 2002, signed by the Secretary of Agriculture and the Secretary of Interior.
- The Memorandum of Understanding establishing the National Wildfire Coordinating Group, dated March 16, 1976, signed by the Secretary of Agriculture and the Secretary of Interior.
- The Clinger-Cohen Act of 1996.

The EA Steering Group is authorized to function specifically for the purposes outlined in this charter.

IV. SCOPE

The EA Steering group provides oversight and guidance for all activities involving the development, implementation, maintenance, and management of an enterprise architecture program for the wildland fire community.

V. MISSION

The EA Steering Group's mission is to facilitate the development of the NWFEA program, and to coordinate wildland fire EA efforts of the participating agencies to avoid wasteful duplication and provide additional means for member agencies to constructively work together.

VI. OBJECTIVES AND GOALS

The EA Steering Group will utilize knowledge and experience of enterprise architecture best practices, methods, and techniques to provide guidance and direction for establishing a wildland fire EA program that:

- Adheres to the government-wide mandates to establish and maintain an enterprise architecture that crosses department and agency boundaries
- Avoids the development of multiple wildland fire EAs
- Develops a modernization blueprint that meets the business needs of the wildland fire community
- Builds on existing information as appropriate

So that:

- Departments and Agencies can ensure alignment and optimal performance of core business processes within an interagency environment
- Department and Agency EA efforts are aligned
- Opportunities for additional collaboration are identified

VII. ORGANIZATION

The EA Steering Group is chartered under the Wildland Fire Leadership Council. The EA Steering Group consists of members representing the following organizations:

- National Wildfire Coordinating Group (NWCG)
- Department of the Interior (DOI) *
- Bureau of Land Management (BLM) *
- United States Department of Agriculture (USDA) *
- Forest Service (FS) *
- Department of Homeland Security (DHS)

- Federal Emergency Management Agency (FEMA)
- National Park Service (NPS) *
- Bureau of Indian Affairs (BIA) *
- Fish and Wildlife Service (FWS) *
- U. S. Geological Survey (USGS)
- National Association of State Foresters (NASF) *

* Core steering group wildland fire organizations

Each of the above listed organizations will designate one senior-level enterprise architect (or nearest equivalent) to be a member of the EA Steering Group, additionally they may designate a senior-level wildland fire business representative as a second member.

The EA Steering Group shall meet quarterly, or more often if deemed necessary, to monitor progress on implementation of the NWFEA. If an EA Steering Group member is unable to attend a scheduled meeting, he/she should provide a representative with delegated authority to speak for the member. Additional advisors may attend as needed.

The EA Steering Group shall be chaired by the NWCG IRM Program Manager. Decision-making for the EA Steering Group shall be by consensus with a quorum of five of the core steering group wildland fire organizations represented. Each of the Agencies, Departments, or Groups listed shall have one, and only one, vote. Procedurally, a formal motion followed by a unanimous vote documents the concurrence. Each member of the EA Steering Group takes responsibility to air dissenting opinions for group consideration and deliberation, and most importantly to provide an alternative solution where there is disagreement. When no consensus can be reached within the meeting timeframe, a small group will be formed and tasked to develop a recommendation for the full group's consideration. Once consensus has been reached, all members agree to actively support the group's decision. If consensus cannot be achieved, an issue paper will be created and escalated to the WFLC for resolution.

A representative of the NWCG shall serve as the liaison between the EA Steering Group and the WFLC. The NWCG IRM Program Manager shall serve as the liaison between the EA Steering Group and the NWCG.

Salary, travel, and incidental costs of the EA Steering Group members shall normally be borne by their respective organizations. Any extraordinary costs shall be covered by a written agreement among the participating organizations.

The EA Steering Group Chair shall ensure that necessary reports and minutes are prepared for each meeting and distributed to the EA Steering Group members.

The need for additional or replacement EA Steering Group members shall be forwarded to the WFLC for their consideration and appointment.

VIII. AUTHORITIES AND RESPONSIBILITIES

The WFLC has the responsibility through NWCG to:

- Establish enterprise architecture as a priority for wildland fire management, crossing Department and Agency boundaries
- Charter the EA Steering Group
- Issue policy governing the development, implementation, and maintenance of the NWFEA
- Ensure corporate support for the NWFEA program
- Sponsor, review, and approve an overarching architecture management strategy
- Provide a liaison to the EA Steering Group

The EA Steering Group and its members have the authority and responsibility to:

- Convene and attend meetings
- Recommend and/or request resources to achieve stated objectives
- Establish task groups to accomplish related work
- Submit recommendations to the WFLC for agency action
- Recommend resource allocation related to the development and maintenance of the NWFEA products
- Recommend the overarching architecture management strategy
- Work with the WFLC to sustain corporate support for the NWFEA program
- Approve changes to the NWFEA program
- Facilitate the integration of the NWFEA into Department and Agency EAs
- Establish an operating plan
- Be knowledgeable about or willing to learn enterprise architecture concepts
- Ensure that quality assurance is implemented and effective
- Consult with the Office of Management and Budget (OMB) Federal Enterprise Architects

IX. REPORTS AND EVALUATION

The Steering group shall:

- Provide annual status and activity reports to the WFLC for dissemination to all stakeholder organizations
- Publish and distribute meeting minutes
- Provide presentations to the WFLC and other designated groups as requested
- Review this charter and amend as appropriate

X. APPROVAL

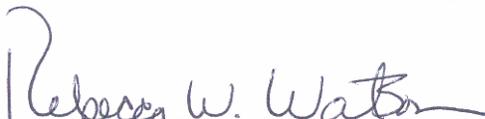
This National Wildland Fire Enterprise Architecture Steering Group Charter is effective as of the date of approval by:



P. Lynn Scarlett, WFLC Chair
DOI Assistant Secretary for Policy, Management and Budget



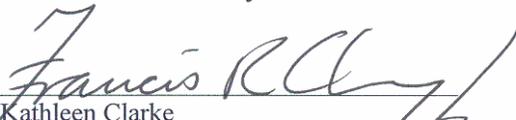
Mark Key
Under Secretary for Natural Resources and Environment, USDA



Rebecca W. Watson
DOI Assistant Secretary for Land and Minerals Management



David Tenny
Deputy Under Secretary for Natural Resources and Environment, USDA



Kathleen Clarke
Director, DOI Bureau of Land Management



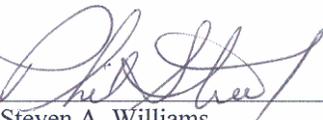
Dale Bosworth
Chief, USDA Forest Service



Fran P. Mainella
Director, DOI National Park Service



James Hubbard
National Association of State Foresters



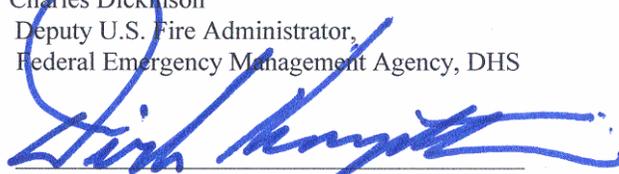
for Steven A. Williams
Director, DOI Fish and Wildlife Service



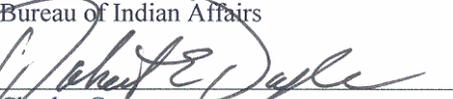
Charles Dickinson
Deputy U.S. Fire Administrator,
Federal Emergency Management Agency, DHS



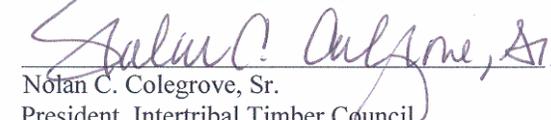
Aurene Martin
Principle Deputy Assistant Secretary,
Bureau of Indian Affairs



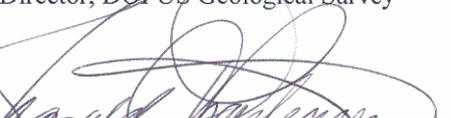
Dirk Kempthorne
Governor, State of Idaho
Western Governors' Association



Charles Groat
Director, DOI US Geological Survey



Nolan C. Colegrove, Sr.
President, Intertribal Timber Council



Ronald Christensen
National Association of Counties