



NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Fire Center
3833 S. Development Avenue
Boise, Idaho 83705

MEMORANDUM

Reference: NWCG#020-2011

To: Merrie Johnson, National Advanced Fire & Resource Institute (NAFRI) Director
Brit Rosso, Wildland Fire Lessons Learned Center Director
Mark Jones, Operations and Workforce Development Committee (OWDC) Chair
Mark Koontz, National Park Service (NPS) Training
Deb Fleming, NWCG Training Branch Manager
Bonnie Wood, NWCG Manager

From: NWCG Chair *William Raage*

Date: October 14, 2011

Subject: Wildland Fire Institute Change Management Board Letter of Appointment

The NWCG Executive Board is pleased to appoint you as one of the founding members of the Wildland Fire Institute Change Management Board (CMB). The establishment of this Board is a significant step forward in laying the foundation for the success of the Wildland Fire Institute (WFI).

The WFI is a paradigm shift in wildland fire training, learning, employee development, and workforce planning. CMB is a critical link to the WFI Board of Directors (BoD) to ensure a smooth transition from the current NWCG and wildland fire training programs to the WFI.

The role of the Change Management Board is to:

- Provide support and insight to the BoD as subject matter experts.
- Provide the coordination and oversight role of the Chief Learning Officer (CLO), during the transition to WFI and until CLO position is filled.
- Provide advice and recommendations to the Board of Directors in the development of the WFI Transition Plan and the first WFI Strategic Plan.
- Facilitate coordination and collaboration during the transition phase of WFI.

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All CMB members will continue to work within their existing supervisory structure. You are a member of the CMB for the expertise and background you provide, in part, based on your current position.

Bonnie Wood, NWCG Manager, and Deb Fleming, NWCG Training Branch Manager will be your key contacts for the CMB. They have drafted a Charter (Attachment A) and an Intent Document (Attachment B) for your review and endorsement prior to Executive Board approval. Bonnie and Deb will be working directly with you and the BoD to set up the initial meeting of the BoD, which you will be requested to participate in.

Thank you for your interest and support of the Wildland Fire Institute. There has been considerable work and hours of deliberation to get to the Institute to this point. Your role now is critical to continue the good work already completed.

Attachment A: Draft WFI Change Management Board Charter

Attachment B: Draft WFI Change Management Board Intent Document

cc: NWCG Executive Board

Dan Buckley, NPS

Bill Waterbury, FS

Program Management Unit (PMU)

Budget Advisory Unit (BAU) Chair

Roy Johnson, OWFC Deputy Director

Rod Bloms, OWFC Program Analyst