

User Guide for Development and Maintenance of NWCG Glossary of Wildland Fire Terminology

FINAL

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Introduction

Purpose

The User Guide is designed to help users and committees assigned to develop glossary entries approved by the National Wildfire Coordinating Group (NWCG). A glossary entry includes a term and one or more definitions for that term. Within this guide, users can find instruction on understanding the glossary process, how to view the glossary on the NWCG website, how to develop a glossary entry, and contacts for support. The User Guide is a living document, and will continue to be updated as the process matures.

The user guide addresses the following areas:

- ✚ Use of the NWCG website for:
 - Requesting new or revised glossary entry.
 - Searching and viewing approved glossary entries.
- ✚ The process and guidance for NWCG committees and subgroups assigned to develop or revise glossary entries.
- ✚ Technical requirements for complete glossary entries.

How to Use This Guide

The following instructions are for Adobe Reader X. The steps may vary slightly with other versions of Adobe Reader.

Display the Table of Contents

You can use bookmarks to quickly navigate to areas of interest. The User Guide table of contents can be displayed in the bookmark navigation tab. To display the table of contents for this User Guide, in Acrobat Reader:

1. Click the **Bookmarks** button in the left navigation panel, or choose **View > Show/Hide > Navigation Panes > Bookmarks**.
2. To jump to a topic, click the bookmark. Expand or collapse bookmark contents, as needed.

Navigate with Links

The hyperlinks in the document will take you to another location in this document or to a website. To go to another location indicated by a hyperlink in Acrobat Reader:

1. Position your mouse over the link until it turns into a hand symbol. Click on the link. The area in the document bookmarked by the link will be displayed.
2. After clicking a link, to go back to the page you just left, reference the steps below to retrace your viewing path.

Retrace Your Viewing Path

You can find pages that you viewed earlier by retracing your viewing path. Use the *previous* and *next view* in Acrobat Reader as they function similarly to the Back and Forward buttons in your browser. For example if you jump to a place in the guide using either a bookmark or a link in the text, the previous view will take you back to the page you just left. To navigate to a previous view or next view in Acrobat Reader:

1. Choose **View > Page Navigation > Previous View**.
2. To continue seeing another part of your path, do either of the following:
 - a. Repeat step 1.
 - b. **Choose View > Page Navigation > Next View**.

 **BASED ON YOUR AGENCY'S CONFIGURATION AND BROWSER RESTRICTIONS, YOU CAN ADD THE PREVIOUS VIEW AND NEXT VIEW BUTTONS TO THE TOOLBAR BY RIGHT-CLICKING THE TOOLBAR AND SELECTING PAGE NAVIGATION AND THEN CHOOSE THEM ON THE CONTEXT MENU, OR CHOOSE SHOW ALL TOOLS.**

Search the Help

You can use the "Find Text" tool to search the entire document for specific text. To display the search box in Acrobat Reader:

1. Choose **Edit > Find**.
2. Enter your search text in the search box and hit **Enter**.
3. The first occurrence of the search criteria will be displayed. Use the arrows in the search box to navigate to the next occurrence of the text. Consult Acrobat Reader help for further information on advanced searching.

 **YOU CAN ADD THE FIND BUTTON TO THE TOOLBAR BY RIGHT-CLICKING THE TOOLBAR AND SELECTING EDIT AND THEN CHOOSE FIND.**

Process Diagram Key

This User Guide includes diagrams to help you understand the workflow and steps involved in creating or revising glossary entries. Please reference the Workflow Diagram Key (page 13) for an understanding of the workflow graphics used to represent persons, groups, and objects used in these diagrams.

NWCG Background

The National Wildfire Coordinating Group (NWCG) is a collaborative and cooperative partnership of governmental agencies, the National Association of State Foresters, International Association of Fire Chiefs, and the Intertribal Timber Council with national responsibilities for wildland fire management. NWCG was formed to provide national leadership to develop, maintain, and communicate interagency standards, guidelines, qualifications, training, and other capabilities that enable interoperable operations among federal and non-federal entities. To that end, NWCG has established a number of groups in which wildland fire program management issues, both short and long term, can be vetted. These groups (which include committees and subgroups) serve to provide the national-level interagency coordination necessary to establish, maintain, monitor, and improve the effective and efficient use of the nation's wildland fire management resources. NWCG committees are responsible for stewardship over one or more assigned areas of NWCG and wildland fire business.

Understanding the Glossary Process

Why Does NWCG Need to Develop Glossary Entries?

The *NWCG Glossary of Wildland Fire Terminology* is developed and published to provide accurate and consistent glossary entries that can be used by NWCG in its product development and also across agency wildland fire programs.

 **A GLOSSARY ENTRY INCLUDES A TERM AND ONE OR MORE DEFINITIONS FOR THAT TERM. MOST TERMS ONLY HAVE ONE DEFINITION. HOWEVER, IN SOME CASES A TERM MAY BE USED IN DIFFERING CONTEXTS BY VARIOUS BUSINESS AREAS SO MULTIPLE DEFINITIONS ARE WARRANTED.**

Consistent use of terminology promotes the efficient sharing of information, facilitates analysis of data from disparate sources, improves data integrity, and maximizes the use of shared resources.

How Are Terms Developed and Maintained within NWCG?

NWCG develops and maintains a robust library of wildland fire specific glossary entries that enable the common usage of terminology across wildland fire information systems.

 **THE NWCG GLOSSARY IS PUBLISHED ANNUALLY AFTER JANUARY 1. NEW OR REVISED GLOSSARY ENTRIES ARE REVIEWED BY ALL NWCG COMMITTEES AND SUBGROUPS TWICE A YEAR WITH THE LAST REVIEW CYCLE ENDING AROUND NOVEMBER.**

Annual publication of the glossary allows committees and organizations responsible for products to incorporate changes on a yearly basis. An NWCG committee or subgroup is assigned as the Glossary Stewardship Group to develop or revise a glossary entry. These groups are the subject matter experts and can ensure accuracy of definitions and consistency across agencies. The following entities are involved in development and maintenance of NWCG glossary entries; requestor, Data Standards and Terminology Subcommittee (DSTS), Glossary Stewardship Group, Internal Reviewers (NWCG committees and subgroups), and the NWCG Web Manager. See Figure 3, page 13, for more specific definitions for each entity involved in the maintenance of the NWCG glossary.

The high-level view of the workflow used within NWCG to develop and maintain glossary entries is depicted below.

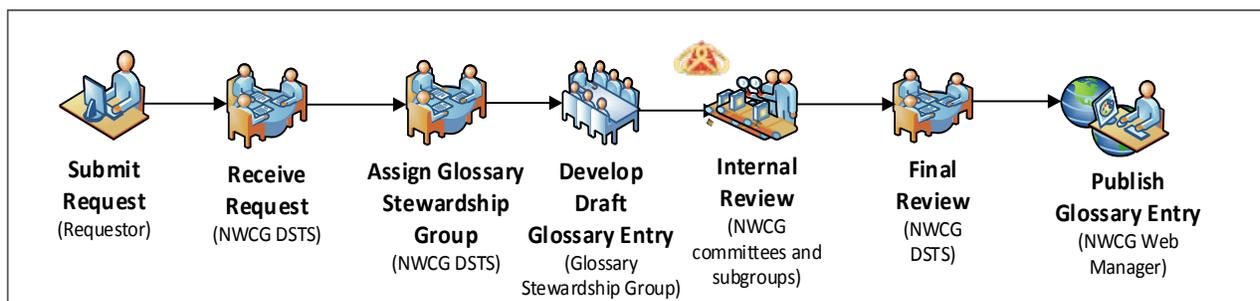


Figure 1. Workflow to develop and maintain the NWCG Glossary of Wildland Fire Terminology

A requestor can submit a request for a new or revised glossary entry. The development and maintenance processes are shepherded by the DSTS, which assures that all glossary proposals follow a standardized development process, are properly vetted, approved, and submitted for publication.

When a new request is submitted, the DSTS reviews the request and assigns a NWCG committee(s) or subgroup(s) as the Glossary Stewardship Group. The Glossary Stewardship Group is selected based on the subject matter expertise required to develop and maintain the glossary entry.

Glossary entries are not reviewed by the public, but do go through three levels of review within NWCG; the Glossary Stewardship Group, NWCG committees and subgroups, and the DSTS. After all comments have been addressed, the draft glossary entry is finalized and approved. However, terms are not static; changes in policy, business requirements, processes, and technology may necessitate changes to the glossary.

The process for revising an approved glossary entry is similar to the new request process, which includes careful consideration by the Glossary Stewardship Group, as well as an internal review by NWCG Committees and subgroups, and the DSTS. See Glossary Entry Development Workflow in Appendix A (page 15) for more details on the workflow within NWCG for developing and maintaining glossary entries.

How Long Does the Process Take?

The process for creating or revising glossary entries can vary based on the complexity of the request and the Glossary Stewardship Groups schedules. Glossary entries are sent out for review in the spring and fall. All revisions are incorporated into the *NWCG Glossary of Wildland Fire Terminology* which is published annually after January 1.

How does NWCG.gov Support Glossary Entry Management?

The NWCG website <http://www.nwcg.gov/pms/pms.htm> facilitates the publication and maintenance of glossary entries by providing the following capabilities:

- ✚ All users, which include the public, can:
 - View and download the glossary of wildland fire terminology.
 - Submit a request for a new glossary entry or a revised glossary entry.

Glossary Entry Status

As a glossary entry is developed or revised, it is tracked by the DSTS and assigned a status. The status indicates the stage the glossary entry is in, from the time the request for a new or revised glossary entry is submitted, until the glossary entry becomes approved. Only approved glossary entries are published in the *NWCG Glossary of Wildland Fire Terminology*. Contact the DSTS for information about glossary entries that may be in the process of being revised. The following table describes each status.

Glossary Entry Status	Status Description
Requested	A proposal for a new or revised glossary entry that has been submitted to the NWCG Data Standards and Terminology Subcommittee (DSTS).
Received	A proposal for a new or revised glossary entry that has been received and reviewed by the DSTS for validation.
Assigned	A new or revised glossary entry has been assigned to a Glossary Stewardship Group and an individual steward as the Glossary Steward Point of Contact (POC) within that group for drafting.
Internal Review	The draft glossary entry is being reviewed by all committees and subgroups of NWCG.
Final Review	The draft glossary entry is going through a final review by the DSTS before being approved for publishing.
Approved	The glossary entry is approved and is published in <i>the NWCG Glossary of Wildland Fire Terminology</i> .
Archived	The glossary entry is made a historical record and is no longer in use.

How to View Glossary Entries on NWCG.gov

View Glossary Entries

The *NWCG Glossary of Wildland Fire Terminology* provides an extensive listing of approved terms and definitions used by the NWCG community. It contains terms commonly used by NWCG in the areas of wildland fire and incident management and is not intended to list all terms used by NWCG groups and member agencies. The NWCG has directed that all committee and subgroup product glossaries be based upon the *NWCG Glossary of Wildland Fire Terminology* for the purpose of maintaining definition consistency and clarity among documents.

Quick Steps to View the Glossary Entries (terms and definitions).

1. Go to <http://www.nwcg.gov/index.htm>.
2. Click the **Publications** link on the left-hand side of the top menu bar.
3. Click the **Glossary of Wildland Fire Terminology** button.
4. Click the **Approved Glossary** link.
5. Find a glossary entry by browsing through the list alphabetically by the first letter of the glossary term.

Download the *Glossary of Wildland Fire Terminology*

Quick Steps to Download the Glossary.

1. Go to <http://www.nwcg.gov/index.htm>.
2. Click the **Publications** link on the left-hand side of the top menu bar.
3. Click the **Glossary of Wildland Fire Terminology** button.
4. Click the **Approved Glossary** link.
5. Click the **download complete glossary** link on the Approved Glossary page.
6. Once the file (825 KB) opens in Acrobat Reader, choose **File/Save As** to save a copy to a local drive.

How to Submit a Request for a Glossary Entry

The requestor needs to consider several issues before proposing a new or revised glossary entry. The requestor should answer the following questions prior to submitting a request for a new or revised glossary entry (glossary term or definition).

Pre-work Checklist	How do you find out?	What does that tell you?
✓ Does the glossary term already exist within the <i>NWCG Glossary of Wildland Fire</i> ?	Search the <i>NWCG Glossary of Wildland Fire Terminology</i> to determine whether the term and the appropriate definition is already published.	You can use the term.
✓ If the glossary term exists within NWCG, does it need revised to meet my needs?	View the term and its definitions to determine if it accurately represents the current wildland fire policy and business processes.	If the term is not defined accurately, then submit your request as a revision to the existing term.
✓ If the term does not exist within NWCG, then does the term exist within another agency's glossary?	Contact other professional organizations or government agencies that you think may also use the term or search the internet.	If you find a similar term in a glossary or publication outside of NWCG, submit your request specific to wildland fire, but include documentation referencing the term's definition as used by other agencies or professional organizations.

How to Find the NWCG Glossary Request template

Quick Steps

1. Go to <http://www.nwcg.gov/pms/pubs/glossary/request.htm>
2. Download the *NWCG Glossary Request template*. Instructions for completing the template are on the last page.
3. Submit the completed request to BLM_FA_NWCG_DATA@blm.gov.

Sample NWCG Glossary Request

On the same page referenced above, the *sample Glossary Request* shows a correctly completed request.

Contact Requestor for More Information

Once the request has been submitted to BLM_FA_NWCG_DATA@blm.gov, the DSTS will review the request and contact the requestor by email or phone if they feel they need more information to clearly understand the proposal.

The workflow process for submitting a request to create, revise or update, or delete a glossary entry is in Appendix A, page 15.

How to Develop a Glossary Entry

Assigning a Glossary Stewardship Group

Once the DSTS receives the Glossary Request and determines that it is valid, the DSTS in consultation with the branch coordinators (BC) determine the committee(s) or subgroup(s) best suited to act as a steward for the glossary entry based on subject matter expertise required. The NWCG committee(s) or subgroup(s) selected as the steward are called the Glossary Stewardship Group (GSG). In addition, a Glossary Steward point of contact (POC) will be assigned. The Glossary Steward POC will be responsible for managing the development of the draft entry within the GSG.

The NWCG Glossary Request and any research the DSTS can provide will be forwarded via email to the Glossary Steward POC so the GSG can begin the work of drafting the glossary entry. The workflow process for assigning a GSG is shown in Appendix A, page 15.

Developing a Glossary Entry

The Glossary Stewardship Group is responsible for developing or revising the glossary entry. The Glossary Steward POC is responsible for managing the process for developing the draft within the GSG. Their duties include distribution of information, task assignments and scheduling. The DSTS is available to provide support and guidance to the GSG in developing the draft. The DSTS will email an NWCG Glossary Request to the Glossary Steward POC. This email initiates the process for a GSG to begin developing or revising a glossary entry. Supporting documents may need to be included in drafting the entry such as source references, change management process, or discussion papers. The DSTS will provide the initial research for new terms as a starting point for the GSG.

Once the definition is drafted, the GSG needs to make a final determination that the definition is ready for internal review. Once that determination has been made, the Glossary Steward POC emails the updated Glossary Request (plus any supporting documents) to the DSTS indicating the glossary entry is ready for internal review. The workflow process for developing a draft glossary entry is shown in Appendix A, page 15.

Conducting Internal Review

After receiving the draft glossary entry from the Glossary Steward POC, the DSTS coordinates with the PMU to produce an annotated summary of all proposed glossary entry changes that have been drafted since the last review period. The summary of proposed changes, supporting documentation, and comment form are emailed to each of the NWCG committee chairs. Instructions for interpreting the annotated glossary review report and recording comments are included in the email. The workflow process for conducting an internal review is shown in Appendix A, page 15. Figure 2 is a sample of the annotated glossary review report with explanations describing the different sections of the report.

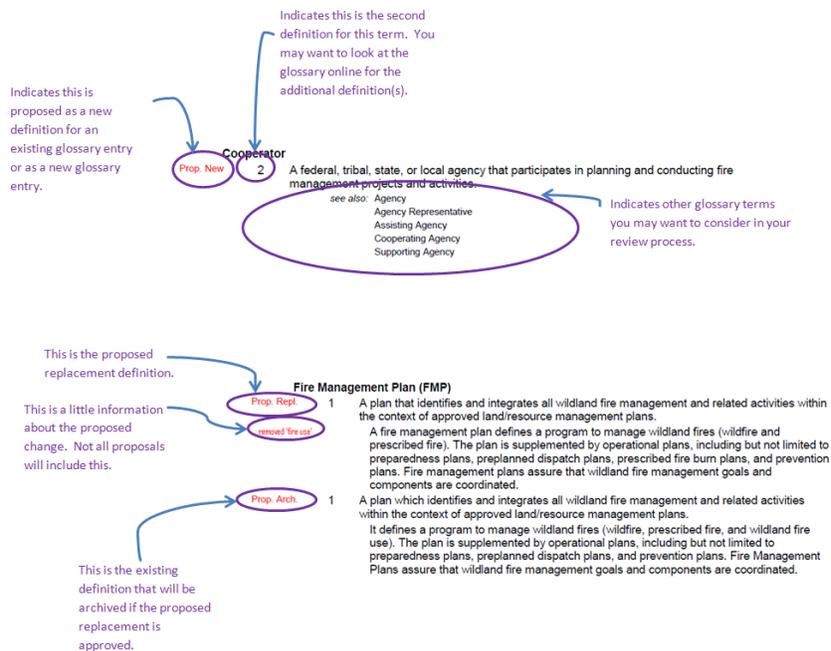


Figure 2. Sample Annotated Glossary Entry Review Report

Final Review, Approval and Publishing

The NWCG Program Management Unit (PMU) will collect and synthesize the *NWCG Glossary Entry Change Review Worksheets*. For those glossary entries that have comments regarding a drafted entry, the DSTS will forward those to the appropriate Glossary Stewardship Group. The Glossary Stewardship Group is responsible for evaluating all comments, formulating responses to the comments, and making updates to the draft glossary entry based on comments as necessary.

The NWCG Glossary Request should continue to be updated as necessary by the Glossary Stewardship Group to reflect any updates to the draft. Once the comments have been addressed, the Glossary Stewardship Group determines that the glossary entry is ready for final review by the DSTS. The Glossary Steward POC should forward the *NWCG Glossary Request* and any supporting documentation to the DSTS at BLM_FA_NWCG_DATA@blm.gov indicating the entry is ready for final review.

In order to ensure all proposed glossary changes are supported by all stakeholders, the DSTS will send the revised draft of each glossary entry to the dissenting committee(s) to get their approval.

The DSTS will synthesize all the unanimously approved glossary entry changes from the review cycle and conduct a final review of the new or revised glossary entries before they are approved for publishing. This final review is focused mainly on technical editing of the proposal and not on content. Once the final review is complete, the DSTS coordinates with the PMU to document that the new or revised entry has been approved for publishing. After the last review cycle of the calendar year the DSTS will work with the PMU to generate a new *NWCG Glossary of Wildland Fire Terminology*. The new glossary will be posted to the NWCG website after January of each year. The workflow process for final review, approval, and publishing is shown in Appendix A, page 15.

Contacts

For support and guidance in glossary development or maintenance contact:

BLM_FA_NWCG_Data@blm.gov or contact any DSTS member:

Roshelle Pederson, Co-chair, Kimber_Pederson@ios.doi.gov

Kathie Hansen, Co-chair, Kathie_Hansen@nps.gov

Vacant, Equipment and Technology Branch Coordinator

Elaine Waterbury, Planning and Management Branch Coordinator, ewaterbury@blm.gov

Tim Blake, Preparedness Branch Coordinator, tblake@blm.gov

Deb Fleming, Training Branch Manager, dfleming@blm.gov

Workflow Diagrams

Entities Involved Diagram

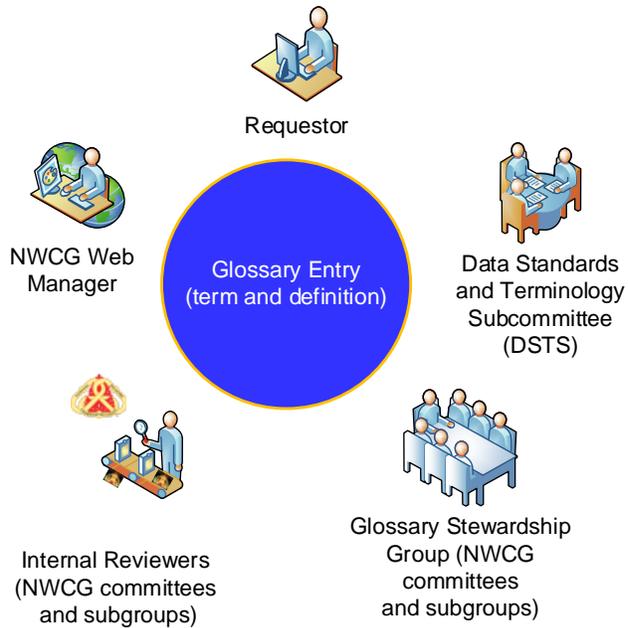


Figure 3. Entities involved in creating, developing and maintaining an NWCG glossary entry

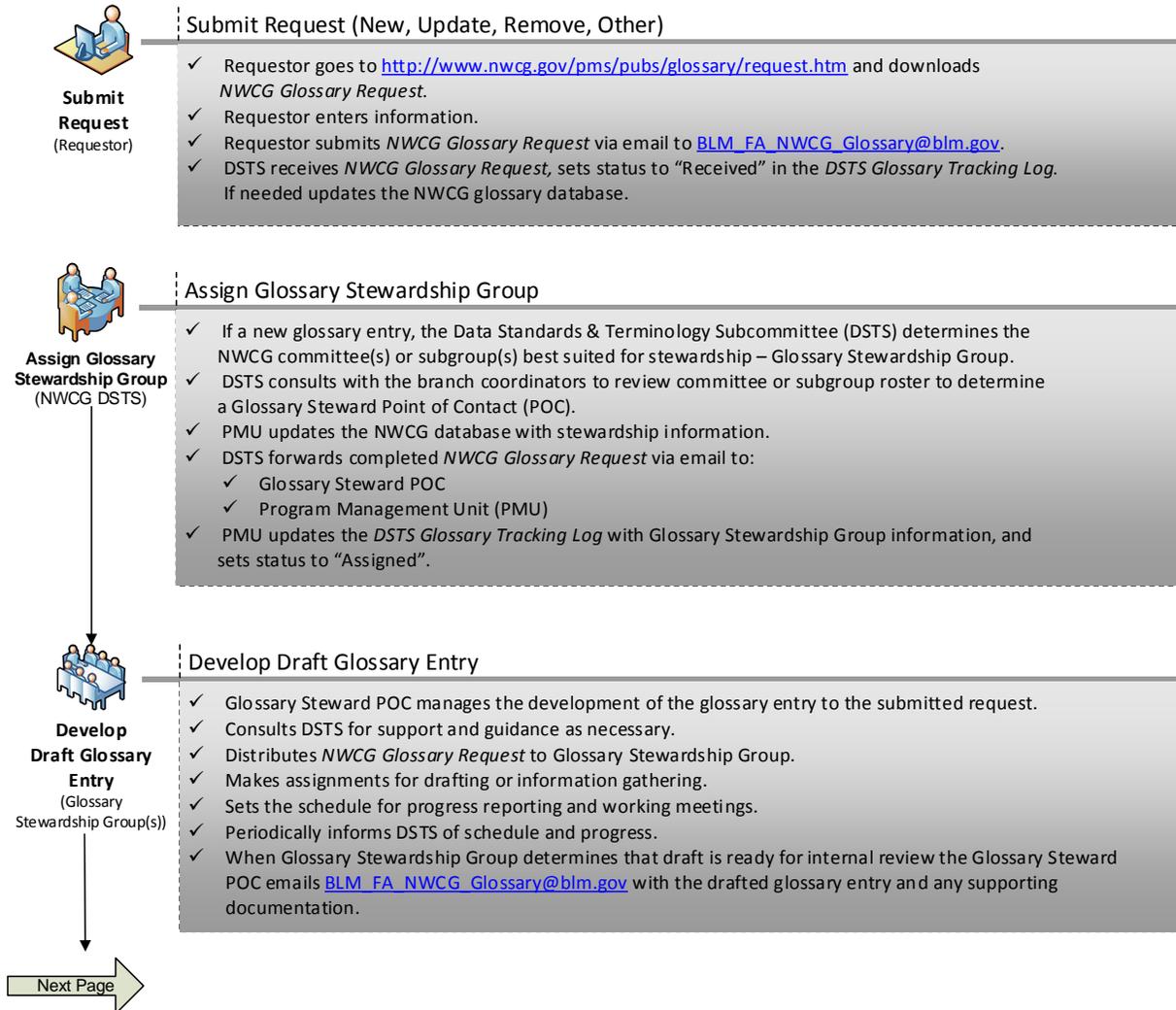
Workflow Diagram Key

Workflow Object	Definition
 Requestor	A person (within NWCG or the public) that proposes the need for a new or revised glossary entry.
 Data Standards and Terminology Subcommittee (DSTS)	A subcommittee within NWCG that assures all proposed changes to <i>NWCG Glossary of Wildland Fire Terminology</i> follow a standardized development process, are properly vetted, approved, and submitted for publication.
 Glossary Stewardship Group (NWCG committees and subgroups)	An NWCG committee or subgroups assigned to develop a draft glossary entry and ensure consistency across agencies.
 Internal Reviewers (NWCG committees and subgroups)	Persons within the NWCG organization who review draft glossary entries and provide feedback.
 NWCG Web Manager	Person responsible for maintaining the NWCG website.

Figure 4. Workflow diagram key for entities involved in maintenance of the NWCG glossary

Appendix A

Glossary Entry Development Workflow



Glossary Entry Development Workflow (continued)

