



NATIONAL WILDFIRE COORDINATING GROUP

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

MEMORANDUM

Reference: NWCG#002-2012

To: NWCG Committee Chairs
Geographic Area Coordinating Group (GACG) Chairs
National IC/AC Council Chair

From: NWCG Chair *Arthur Biduburn*

Date: January 30, 2012

Subject: Incident Management Organization Succession Planning (IMOSP) Project –
NWCG Executive Board Decision

In January 2010, the National Wildfire Coordinating Group (NWCG) initiated the Incident Management Organization Succession Planning (IMOSP) Project based upon three primary goals: create and implement a strategy to ensure that interagency wildfire staffing needs are met, increase efficiency in meeting wildfire staffing needs, and establish and maintain a qualified workforce to meet wildfire staffing needs.

The NWCG Executive Board met in December, 2011 to address final recommendations in the “*Evolving Incident Management: A Recommendation for the Future*” Report for a new incident management organizational model. This report was prepared by the Incident Management Organization Succession Planning (IMOSP) Project Team convened by the NWCG Executive Board. Prior to this meeting, Executive Board members briefed their respective agencies and engaged in conversations about implementation opportunities and challenges. The Executive Board:

- Accepted the final Incident Management Organization Succession Planning (IMOSP) Project Team’s Report “*Evolving Incident Management: A Recommendation for the Future*.” The IMOSP Project Team’s Final Report is now posted on the NWCG website at www.nwcg.gov.
- Agreed that the IMOSP Project Team has completed its assignment, and now closes out this Project Team.

- Endorsed the IMOSP Project Team’s list of Overarching Principles and recognizes there are many details yet to resolve. Many of the solutions are outside NWCG’s scope; however, NWCG will continue to work towards facilitating resolution of the issues.
- Adopted the organizational model recommended and described in “**Section 1: Team Make-up and Management**” (Page Nos. 15 – 30) of the report.
- Agreed that Sections 2 through 5 of the report provide the background data and analysis that will be used throughout the implementation of the new incident management model.
- Is proceeding with developing a Strategic Implementation Plan to implement the organizational model described in the report.

A Task Team has been assembled to develop a Strategic Implementation Plan (SIP) for the Evolving Incident Management Organization (see Attachment A). This SIP will be presented to the NWCG Executive Board at their May 2012 Meeting. The Executive Board intends to be deliberative to ensure that a well-coordinated SIP is developed. The NWCG Executive Board is committed to continuing to inform and consult with stakeholders throughout the planning for and implementation of the new incident management organization. The target goal to complete implementation of the new Incident Management Organization is 2016.

With the acceptance of the IMOSP Final Report (“*Evolving Incident Management: A Recommendation for the Future*”) the IMOSP Project Team’s task is completed. The Executive Board would like to thank the Team for their hard work and dedication to this project. We would also like to thank all the stakeholders who provided valuable insight and feedback.

Attachment A: Evolving Incident Management Strategic
Implementation Plan (EIMSIP) Tasking
Memorandum (TM-2012-001)

cc: NWCG Executive Board
Program Management Unit (PMU)
Budget Advisory Unit (BAU) Chair
Roy Johnson, OWFC Deputy Director
Rod Bloms, OWFC Program Analyst



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TASKING MEMORANDUM

Reference: TM-2012-001

To: Evolving Incident Management Strategic Implementation Plan (EIMSIP) Task Team

From: NWCWG Chai *Autar Bidabawa*

Date: January 30, 2012

Subject: Development of an Evolving Incident Management Strategic Implementation Plan (EIMSIP)

Background:

The NWCWG Executive Board met in December, 2011 to address final recommendations in the Evolving Incident Management Report for a new Incident Management Organizational Model. This report was prepared by the Incident Management Organization Succession Planning (IMOSP) Project Team that was convened in January 2010 by the NWCWG Executive Board. The Team's purpose was to review and analyze alternatives to update the current incident management needs business model to meet future situations. Based on the Report recommendations, the Executive Board:

- Accepted the IMOSP Project Team's Report, *Evolving Incident Management: A Recommendation for the Future*, as the completed product for the analysis phase of the IMOSP Project.
- Agreed that the IMOSP Project Team has completed its tasked assignment, and now closes out this Project Team.
- Adopted the Organizational Model proposed in the Section 1 of the Report (Team Make-up and Management).
- Is proceeding with developing a Strategic Implementation Plan to implement the organizational model proposed in the report.

The ultimate goal of this work is for the wildland fire community to be organized and functioning around the new Incident Management Organizational Model by 2016.

Tasking:

The NWCG Executive Board is establishing a Task Team of subject matter experts to develop a Strategic Implementation Plan based on the recommendations and background data contained in the “Evolving Incident Management Report.” The intent of this task is to develop the Strategic Implementation Plan at a “high, strategic level,” leaving technical details to the next phase.

Outcomes/Deliverables:

The Strategic Implementation Plan Task Team will include:

Part One:

- For the Incident Management Organizational Model identified in the Report, develop tasks and group into logical work units.
- Identify skill sets within the NWCG organization (and externally if needed), to address each work unit.
- Sequence a logical workflow, identify benchmarks, and develop timelines to accomplish each work unit.

Part Two:

- For the Overarching Principles in the Report, determine which Principles are within NWCG’s influence and which are under individual agency purview.
- Develop tasks under NWCG purview and group into logical work units.
- Identify skill sets to address each work unit.
- Sequence a logical workflow, identify benchmarks, and develop timelines to accomplish each work unit.
- For tasks under individual agency purview, develop a strategy for how NWCG can assist the agency’s staff in seeking resolution.

Roles and Responsibilities

NWCG Executive Board:

- Establishes taskings and desired outcomes
- Approves Task Team membership
- Accepts and communicates tasking results.

Preparedness Branch Coordinator:

- Drafts tasking for the Executive Board
- Serves as liaison between Task Team and Program Management Unit (PMU).

Task Team Lead:

- Ensures the Team operates in an interagency and collaborative process
- Ensures Team completes tasks on established timeline
- Communicates progress and status to the Executive Board on a regular basis
- Strives to minimize budget expenditures by meeting virtually when possible
- Troubleshoots problems

- Coordinates administrative support with the Forest Service's Organization Development Enterprise (ODE) Team and the NWCG Manager, who administers the Enterprise Team Agreement.

Team Members:

- Address each tasking using their expertise and professional judgment.

Timeline:

A draft Strategic Implementation Plan is due to the Executive Board on Friday, May 4, 2012.

Task Team:

Evans Kuo, Team Lead

Aitor Bidaburu, Executive Board Representative, FEMA-Fire Administration

Deb Fleming, NWCG Training Branch

Pending, Operations and Workforce Development Committee (OWDC)

Ann Marie Carlson, Incident Business Committee (IBC)

Paul Hannemann, IMOSP Team Member, NASF Representative, All-Hazards interests

Pam Ensley, IMOSP Team Member, S-520, Type 1 Incident Command

Tamara Neukam, Human Resources

Administrative Support – Supplied via Forest Service Enterprise Team

Task Team Liaisons:

Karyn Wood, Executive Board Representative

Tim Blake, Task Team/PMU Liaison

Contact:

Tim Blake, Preparedness Branch Coordinator
(208) 387-5262

cc: NWCG Executive Board
Program Management Unit (PMU)