

Position Name Board (PNB)

Request for Change Instructions

The Position Naming Board (PNB) was established to maintain incident management position title and mnemonic consistency. To request a new position title and mnemonic, or change to an existing, a Request for Change must be submitted to the PNB via an appropriate channel as identified.

- If the position is recommended for national interagency use and inclusion in **NWCG PMS 310-1**, the request should be submitted to the Agency Representative who will then forward to the appropriate Operations and Training Committee (OTC) member. An OTC member will submit to the PNB.
- If the position is recommended as a technical specialist position and inclusion in the **Federal Wildland Fire Qualification Supplement**, the request should be submitted to the Agency Representative who will submit to the PNB.
- If the position is recommended for DOI All Hazard use and inclusion in the **DOI Incident Position Qualification Guide (IPQG)**, the request should be submitted to the Agency Representative who will submit to the PNB.
- If the position is to be an **agency-specific job**, the request should be submitted to the Agency Representative who will submit to the PNB.

The PNB will evaluate all submissions for adherence to the data standards, uniqueness, relevance, and to prevent duplication of mnemonics, titles, duties, or positions within the system. The PNB may modify requested mnemonics or position titles to meet standards, and the PNB may reject requests with reason.

All positions submitted to the PNB for consideration must adhere to the NWCG PMS Data Standards of the Position Code & Position Title, which include:

- A unique 4 alpha-numeric Position Code is assigned for each position in the Incident Command System and for each Technical Specialist. Mnemonic must imply the position title.
- Any specific Position Code can only be assigned to one distinct position.
- A position can have only one Position Code.
- A Position Code has a distinct associated Position Title. Max 30 character length.
- If position is specific to a particular type/level/specialty, the appropriate numeric level is assigned as the last character of the Position Code.
- A Position Title is required for each Position Code (mnemonic).
- Position Title naming convention should adhere to this format: Job subject/position + Rank + Type/Specialty.

If the proposal recommends certification requirements (position qualification criteria), criteria should be included in the proposal. The OTC or appropriate NWCG Working Team will evaluate and determine the final criteria for qualification.

Notification of acceptance of a request will be through appropriate channels and through the addition of the position to the appropriate Agency or NWCG publications and appropriate application.

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Form Instructions:

1. **Requestor:** Check one or more boxes indicate who is requesting the change.
2. **Requestor Contact Information:** Provide the name, agency, home unit, telephone number, and email address of the person initiating the request.
3. **Proposed New Position Mnemonic:** Provide the new position mnemonic you are requesting. Ensure adherence to the PMS data standard.
4. **Proposed New Position Title:** Provide the new position title you are requesting. Ensure adherence to the PMS data standard.
5. **Current Position Mnemonic/Title:** If requesting a change to an existing position, include the position code and title. Leave blank if it does not apply to your request.
6. **Description of the Issue/Reason for Change:** Include a concise overview and background to support your request. Include position description.
7. **Systems/Documents Affected:** Identify the applications and/or policy documents that will be affected by the change.