

# **CHARTER**

## **COMPUTER TECHNICAL SPECIALIST TASK GROUP (of the National Wildfire Coordinating Group Information Resource Management Working Team)**

### **I. BACKGROUND**

The National Wildfire Coordinating Group (NWCG) was chartered in January 1976 to expand operational cooperation of the Department of the Interior, Department of Agriculture and the National Association of State Foresters.

The NWCG established an Information Resource Management Working Team (IRMWT) to identify policy level information resource management issues that affect, or are likely to affect, interagency fire management activities and to provide advice to NWCG members on how to address those issues through information and communication systems.

The NWCG tasked the IRMWT to establish a Computer Technical Specialist (CTSP) task group to provide quality information and recommendations concerning coordinated information technology (IT) resources in support of interagency wildland fire management and all risk incidents at the incident site.

### **II. NAME**

The name of this group is the Computer Technical Specialist Task Group (CTSPTG) of the NWCG IRMWT, hereinafter referred to as the Group.

### **III. AUTHORITY**

This Group is established pursuant to:

- The Memorandum of Understanding establishing the National Wildfire Coordinating Group, March 16, 1976, signed by the Secretary of Agriculture and the Secretary of the Interior.
- The Charter of the Information Resource Management Working Team of the NWCG, signed by the Chair of the NWCG.

The CTSPTG is authorized to function specifically for the purposes outlined in this charter.

### **IV. MISSION**

Provide the NWCG IRMWT, PMO and all other NWCG Working Teams with quality information and advice, regarding use and standards of computer infrastructure in support of wildland fire management and all hazard response, consistent within the mission of the NWCG.

### **V. OBJECTIVES**

- Develop and recommend standards for incident-base hardware/network infrastructure for adoption by NWCG.

- Define, document, and maintain standards for the knowledge, skills, and abilities required for the Computer Technical Specialist (CTSP) position for incident support.
- Recommend security protocols to the IRMWT, that align with IT industry and participating agency standards.
- Provide awareness and information on new and emerging technologies for incident support.
- Work to ensure coordination with all NWCG Working Teams, PMO, Federal and State agencies at all levels to provide proper and efficient use of computer infrastructure in the support of incident management.

## **VI. ORGANIZATION**

The CTSP TG is chartered by, and under the direction of, the NWCG Information Resource Management Working Team (IRMWT). The CTSP TG will establish and maintain working relationships with NWCG working teams and projects as appropriate to address CTSP TG issues. The Group will interface with the IRMWT through an IRMWT-appointed liaison.

## **VII. MEMBERSHIP**

Group membership will consist of both Federal and State agency representatives. Members should serve a minimum of three year terms. The Group will consist of a Chair, Vice-Chair, regular members, NWCG IRMWT liaison and other non voting members. Group membership will not exceed 11 individuals inclusive of the CTSP TG Chair. The CTSP TG will, at times, call on various subject matter specialists to participate in

discussions and recommend solutions. Voting membership may consist of representatives from the following organizations:

- Department of Agriculture
  - Forest Service
  - Fire Research
- Department of the Interior
  - Bureau of Land Management
  - National Park Service
  - Fish and Wildlife Service
  - Bureau of Indian Affairs
  - Aviation Management
- National Association of State Foresters
  - Eastern States
  - Western States

Non voting advisory membership will consist of the following:

- NWCG IRMWT Liaison
- Department of Homeland Security
  - Federal Emergency Management Agency

## **VIII. MEETINGS**

At a minimum, two (2) meetings will be held annually to identify issues and areas of concern and to review progress of initiatives. Meeting times and locations will be established and publicized one year in advance. Two-thirds of the Group voting membership will constitute a quorum. Conference calls will be scheduled as needed.

## **IX. RESPONSIBILITY**

The NWCG IRMWT has the authority and responsibility to:

- Charter the CTSPGTG
- Appoint a Chair of the CTSPGTG
- Ensure agency representation to the CTSPGTG
- Coordinate the activities of the CTSPGTG
- Provide timely response to the recommendations from the CTSPGTG
- Maintain interaction with the CTSPGTG through an appointed IRMWT Liaison
- Approve the Annual Work Plan and budget for the CTSPGTG
- Approve CTSPGTG meeting schedules and locations

The CTSPGTG and its members have responsibility to:

- Have knowledge and technical understanding of IT issues and solutions
- Convene and attend meetings as approved by the IRMWT Chair or IRMWT Liaison
- Recommend a CTSPGTG Chair for IRMWT approval
- Select a CTSPGTG Vice-Chair
- Ensure that member agency policies are accurately portrayed and that potential issues are adequately addressed
- Request resources from the IRMWT to accomplish tasks and stated objectives
- Task temporary sub-groups to accomplish related work. Sub-groups may consist of both Group and non-Group individuals
- Submit recommendations to the IRMWT
- Work with the IRMWT to ensure corporate support for CTSPGTG activities

- Establish CTSP TG Operating Principles and Guidelines
- Establish and implement approved CTSP TG Work plans
- Review the CTSP TG Charter annually and submit change recommendations to the IRMWT for consideration

In addition, the CTSP TG Chair has the following authorities and responsibilities:

- Maintain communication channels with Group members, the IRMWT liaison, and interested groups/agencies.
- Assign work to Group members and to temporary sub-groups.
- Present recommendations to the IRMWT and to other groups as requested by the IRMWT.
- Seek information and guidance from (both Government and non-Government) industry professionals in support of sanctioned activities.
- Submit annual work plans and budget requests to the IRMWT within established time frames.

The CTSP TG Vice-Chair has the following authorities and responsibilities:

- Schedule meetings, request topics, and prepare meeting agendas.
- Distribute copies of the meeting minutes within 30 days after a meeting to Group members and to the IRMWT Liaison.

Vice-Chair will assume Chair duties if the current Chair is unavailable.

## **X. REPORTS**

Special findings and reports will be appropriately published as directed by the IRMWT. Work plans will be submitted to the IRMWT annually for approval. Meeting schedules, financial considerations, recommended areas of investigation, work schedules, and work descriptions will be submitted with the work plan.

## **XI. APPROVAL**

This Charter is effective as of the date of approval by the Chair of the NWCG IRMWT. This Charter may be revised upon the recommendation of the CTSP TG and concurrence by the NWCG IRMWT.

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Chair, Information Resource Management Working Team  
Date