



## NATIONAL WILDFIRE COORDINATING GROUP

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NWCG Tasking Memorandum TM-19-002

April 29, 2019

TO: Sean Cross, NWCG Program Manager  
Steve Shaw, Chair, Operations Training Committee

FROM: Garth Fisher, Chair, NWCG Executive Board 

SUBJECT: NWCG Course Management Subgroup Assessment

**Tasking and Deliverable:** Please convene a task group representing pertinent stakeholders to assess NWCG course management subgroup organization and identify potential areas for efficiency and performance gains. Please address the following elements, as well as any others your team thinks are worthwhile, and deliver recommendations to the NWCG Executive Board by July 17, 2019.

- Consistency of purpose, structure, nomenclature, business practices, and products among the existing NWCG course management subgroups.
- Relationship between these groups and the NWCG parent committees charged with developing and maintaining functional area operational standards, position standards, and associated performance support materials, including training.
- Distribution of these groups across the NWCG organizational structure.

**Background:** A recent NWCG Executive Board tasking identified potential inconsistencies in NWCG course management subgroup organizations and practices. The variance in the names of the current subgroups, listed below, is one indicator. This task is intended to improve NWCG course management practices and aid in the overall system improvement efforts.

### **NWCG Current**

Geospatial Training Unit

Advanced Fire Environment Learning Unit

Fire Behavior Curriculum Unit

Fire Danger Curriculum Unit

Fire Environment Curriculum Subcommittee

National Coordination Training Subcommittee

Interagency Airtanker Base Training and Qualifications Unit

Interagency Aviation Training Subcommittee

Fire Program Management Curriculum Steering Committee

Leadership Curriculum Management Unit

Smoke Training Subcommittee

Agency Administrator Advanced Wildland Fire Curriculum Steering Committee (M-582)

**NWCG Proposed**

Dispatch Recorder Unit  
Support Dispatcher Unit  
IA Dispatcher Unit  
Aircraft Dispatcher Unit  
Supervisory Dispatcher Unit

**NAFRI Course Development Subcommittees**

Expanded Dispatch Supervisory Dispatcher (D-510)  
Fire in Ecosystem Management (M-580)  
Fire Program Management – Leading Complex Programs (M-582)  
Advanced Fire Effects (RX-510)  
Geospatial Fire Analysis, Interpretation and Application (S-495)  
Advanced Incident Management & Area Command (S-520 & S-620)  
Advanced Fire Behavior Interpretation (S-590)

**Other**

ANFDRS - Advanced National Fire Danger Rating System

**Contact:** Sean Cross, 208 387 5444; Steve Shaw, 208 387 5722.

**Distribution:**

NWCG Committee Chairs  
NWCG Staff

To comply with Office of Management and Budget (OMB) guidance, NWCG will be submitting all standard forms used for intergovernmental business to OMB for approval. Forms that are used only by federal agencies and federal employees do not need approval.

Any form or survey that is standardized for consistent use and collection of information in intergovernmental operations requires an approved OMB number. The *NWCG Passenger / Crew and Cargo Manifest*, PMS 245, is an example of this. Materials that are not standardized but are provided as templates, such as incident experience update forms, do not require approval. Some of the forms are available as standalone products but others are found within publications. Please thoroughly review publications to ensure that these forms are captured in the process.

To facilitate this work, submissions will be lumped by functional area and/or committee representation. Not all groups have forms, while others have numerous. Prior to submitting the forms for review, all committees are asked to validate the content of existing forms and provide any necessary changes to the NWCG Publications Manager. Additionally, if there are any forms being considered for development or inclusion into NWCG standardized processes, they should also be included for approval.

Subgroups should route responses through their committee chairs. The goal is to have all revised and approved forms available from the NWCG website by June 2020. To facilitate that, committees are asked to provide form feedback and validation by October 1, 2019.

***Publication Name, PMS ###***

**Proposed Change Request**

**Committee/Subcommittee Name (XXXX)**

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**Requestor**

Agency:

If State:

Home Unit:

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**Contact Information**

Name:

Contact Phone:

Email:

Date Submitted:

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**Change Proposal\***

Page Number:

Brief description of proposed change:

Rationale for the proposed change:

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**For XXXX Use Only**

XXXX Tracking Number:

Approval:

Date:

Name:

Rationale:

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**Submit to your agency representative on XXXX:**  
<https://www.nwcg.gov/committees/XXXXXXXXXXXX/roster>

*\*NOTE: Attach additional pages if necessary and include any supporting documentation that explains the request for change.*