

# 2020 Annual Meeting Feedback

- 9+ pages of feedback from annual meeting – good and areas for improvement. Thank you.

## **What's Going Well**

- Much improved website
  - The website is becoming and must remain the rallying point for all NWCG users, internal and external.
  - It must continue to evolve, change, and be updated.
  - Committee chairs → provide feedback, ensure currency, share new ideas.
- Outstanding staff
  - Dedicated professionals, common mission.
  - A lot of parts moving behind the scenes.

## **Areas for Improvement**

- Priorities? If everything is, nothing is
- Competing priorities
- Conflicting priorities
- Lack of process to prioritize program projects and work
  - Project prioritization process (next topic)
- NWCG social media is lacking – just old training posts
  - Revising NWCG social media processes and operating procedures. Facebook, Twitter, and YouTube.
  - Will need committee help in making successful.

# NWCG Project Definition, Prioritization Criteria, Roles & Responsibilities

The project list provides a transparent snapshot of the NWCG program of work; past, current, and future. The project list is not intended to be all encompassing for daily staff work assignments and should be not assumed that projects will not move up or down in priority. The NWCG staff spreads daily work assignments across multiple priorities as the entire program of work moves forward.

## What is a project?

- Has multiple steps (tasks) and/or people involved
- Not day-to-day job-related work or ongoing maintenance, occurs outside daily work
- Has an end date, or requires significant work on a cyclical basis
- Requires more than a couple of days to complete
- Considered a significant revision or is a new publication or training course
- May include agency specific request that comes to NWCG due to staff skillset

## Prioritization Criteria

- Time Sensitive: H/3 – Immediate need; timing is critical, M/2 – Some urgency, but not critical, L/1 – No urgency
- Committee priority: H/3 – Steward has established this as a high priority, M/2 – Steward has established this as a medium priority, L/1 – Steward has established this as a low priority
- Level of effort remaining: H/1 – Considerable level of work involved to finish project, M/2 – Moderate level of work involved to finish project, L/3 – Minimal level of work involved to finish project
- Size of audience: H/3 – 5001-10000, M/2 – 1001-5000, L/1 – 1-1000
- Standards tied to a position? (Y/N) – Is this project tied to existing standards and/or is an existing standard
- Required training? (Y/N) – only applies to training courses; required the PMS 310-1
- Existing projects that need to be finished? (Y/N) – May not be the highest priority based on new criteria, but needs to get finished
- Current material significantly outdated or nonexistent? (Y/N) – essentially providing no or outdated information related to the training or standard.
- Political sensitivity? Y/N – Deemed politically sensitive by NWCG Exec Board or multiple agencies

## Roles & Responsibilities

- NWCG Primary Staff (Program Mgr, Coordinators, Training Program Mgr, Publications Mgr, Web Mgr)
  - Convene monthly to update and reassess project priorities (additions, deletions, priority reassessment) (w/ IPSC & Training Delivery Committee assigned reps)
  - Present to Executive Board monthly for concurrence and maintain current priority list on website
- NWCG Committees
  - Submit new project requests to NWCG (*figure out what a project request looks like*)
  - Provide input on priorities for the projects under their stewardship
- Course Delivery Committee
  - Collaborate with NWCG Training Program Manager on course revision priorities
- IPSC
  - Assist in setting priorities based on agency needs
- Exec Board
  - Review priorities monthly and provide input/readjustment as necessary

# National Wildfire Coordinating Group Incident and Position Standards Committee

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**Date:** June 8, 2020 IPSC-2020-09  
**To:** NWCG Committee Chairs  
**From:** Thomas M. Hayes, Chair, Incident and Position Standards Committee  
**Subject:** Committee Review Request of PMS 210 Revision

**Background:** The *Wildland Fire Incident Management Field Guide*, PMS 210, <https://www.nwcg.gov/publications/210>, was last updated in 2014. The revision indicated the publication would be reviewed again for republishing in 2019. In 2019, the Incident and Position Standards Committee (IPSC) conducted a survey of users to understand where and how the guide is currently used. The results indicated that most field users rely on the *Incident Response Pocket Guide (IRPG)*, PMS 461, <https://www.nwcg.gov/publications/461>, for operations.

Additionally, the primary sources for information have changed in the past six years. The development of Incident Position Descriptions (IPDs) and the revision of other NWCG publications has rendered a great deal of the existing content in the *Wildland Fire Incident Management Field Guide*, PMS 210, either obsolete or redundant.

The IPSC intends to revise the publication, clarify content stewardship, determine what content needs to reside elsewhere, and identify the appropriate content for operational standards publications.

**Requested Action:** The IPSC requests that all committees review the content of the current PMS 210 and address the following questions:

1. Is there content that your committee has stewardship for in this document? If so, is that content, or similar content, available in a publication maintained by your committee?
2. In your review, did you find unique content not available in another reference document or website? If so, what is that content?
3. Would a web-based solution for consolidating frequently referenced standards and other resources provide a suitable replacement for the PMS 210?

Please address the questions above and submit your responses to Jesse Bender, [jbender@blm.gov](mailto:jbender@blm.gov) by August 1, 2020.

cc:

Mike Black, IPSC Vice Chair  
Jeff Hughes, NWCG Training Development Program Manager  
Tim Blake, NWCG Coordinator  
Deb Fleming, NWCG Coordinator  
Sean Cross, NWCG Program Manager

# National Wildfire Coordinating Group Branding Standards

## Logo



Opacity not lower than 25%.



The NWCG logo, with its interlocking links, symbolizes the strength and unity of interagency collaboration, promoting teamwork and professionalism. The flames represent wildland fire operations.

For more information on the NWCG logo visit  
<https://www.nwcg.gov/brand>  
Do not alter or creatively enhance logo.



If less than 1" must have accompanying identifier.



**nwcg.gov**



**National Wildfire  
Coordinating Group**

## Color

### Logo



PMS - 1205 C/601 U  
CMYK - 1/2/47/0  
RGB - 255/240/157  
HEX - #fff09d



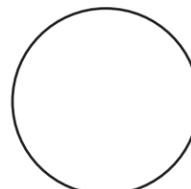
PMS - 485 C/172 U  
CMYK - 1/98/98/0  
RGB - 237/33/36  
HEX - #ed2124



PMS - 1375 C/7408 U  
CMYK - 6/45/99/0  
RGB - 235/153/34  
HEX - #eb9922



PMS - 1375 C/7408 U  
CMYK - 75/65/65/100  
RGB - 0/0/0  
HEX - #000000



White  
CMYK - 0/0/0/0  
RGB - 255/255/255  
HEX - #ffffff



PMS - 5415 C/7706 U  
CMYK - 75/44/28/3  
RGB - 80/123/151  
HEX - #507b97



PMS - 7533 C/Neu Black U  
CMYK - 56/65/70/60  
RGB - 66/50/42  
HEX - #42322a



Heading Text  
PMS - 10266 C  
CMYK - 79/53/34/10  
RGB - 64/104/130  
HEX - #406882

### Secondary



PMS - 1205 C/601 U  
CMYK - 1/2/47/0  
RGB - 255/240/157  
HEX - #fff09d



PMS - 1375 C/ 7408 U  
CMYK - 6/45/99/0  
RGB - 235/153/34  
HEX - #eb9922



PMS - 464 C/139 U  
CMYK - 33/61/100/22  
RGB - 147/95/36  
HEX - #935f24



PMS - 7489 C/362 U  
CMYK - 72/13/81/1  
RGB - 78/163/97  
HEX - #4ea361



PMS - 7541 C/7541 U  
CMYK - 4/2/5/0  
RGB - 240/241/236  
HEX - #f0f1ec



PMS - 656 C/656 U  
CMYK - 10/3/2/0  
RGB - 227/236/243  
HEX - #e3ecf3



PMS - 4645 C/1395 U  
CMYK - 0/8/21/22  
RGB - 206/190/167  
HEX - #cebea7



PMS - 7489 C/362 U  
CMYK - 80/36/98/28  
RGB - 51/153/153  
HEX - #336633



PMS - 7473 C/569 U  
CMYK - 77/21/41/1  
RGB - 51/153/153  
HEX - #339999



PMS - 661 C/Reflex Blue U  
CMYK - 100/91/6/1  
RGB - 36/62/144  
HEX - #243e90



PMS - 447 C/ Neu Black U  
CMYK - 168/62/61/51  
RGB - 59/59/59  
HEX - #3b3b3b

### Primary

### Neutral

Adhering to the color guidelines will result in consistent and clean communications that are recognized as NWCG.

- Use Pantone (PMS) color codes for spot color press work.
- Use CMYK values for 4/color press work. CMYK stands for cyan, magenta, yellow, and black: the inks used by printers.
- Use RGB color values when creating images intended for viewing on computer screens or printing on color copiers.
- Use Hex codes to create the desired colors on webpages.

## Typography

Verdana

Times New Roman

## Style and Branding Guides

Consistency across all products and platforms is essential in maintaining the NWCG brand. Style and branding guidelines show how the logo and styles should be used and provide specifications for all products produced for NWCG, whether internally or via contractors.

Style and branding guides can be found at <https://www.nwcg.gov/styles>

## Tone of Voice

### Informative

NWCG strives to instruct and inform by focusing on standards and qualifications needed to perform critical tasks in wildland fire operations. Information disseminated is accessible, of the highest quality, useful, and current.

### Active

NWCG communicates in active voice to make information concise and clear, which keeps sentences from becoming too complicated or wordy. The active voice conveys energy, is straightforward, and is easy to read.

### Confident

NWCG is committed to safe, effective, and coordinated wildland fire operations. Our brand embodies the mission of interagency collaboration, teamwork, honesty, truth, and professionalism in complex and often high-stress environments.

### Effective

NWCG evaluates historical wildland fire events to identify patterns and improve processes in order to provide clear direction. Information should be factual, using plain language, and not based on interpretation.