

# Incident Workforce Development Group (IWDG) Agency Administrator (AA) Subgroup

## **Purpose**

This charter establishes the Agency Administrator (AA) Subgroup under the Incident Workforce Development Group (IWDG), which is jointly chartered by the Fire Management Board (FMB), National Multi-Agency Coordinating Group (NMAC), and the National Wildfire Coordinating Group (NWCG) Executive Board.

IWDG provides national leadership to enable long-term development and sustainability of a national interagency incident workforce. A sustainable model means increasing participation in incident management (both within and outside the wildland fire community), managing Incident Management Teams (IMTs) to optimize staffing numbers and rotations/assignments for better utilization of resources, and clarifying expectations of IMTs, AAs, and the entire incident management system.

## **Mission**

The mission of the AA Subgroup is to help guide and support IWDG efforts and initiatives and promote two-way communication between IWDG and federal and state agency line officers/AAs. Objectives include:

- Develop and maintain regular communications between IWDG, corresponding agency administrators, and fire program leadership.
  - Utilize existing leadership groups and meetings/trainings to disseminate information, including correspondence from IWDG.
  - Suggest and/or implement new outreach measures to involve and inform AAs on implementation of Complex Incident Management Teams (CIMTs).
  - Develop feedback loop between IWDG AA Subgroup and agency-specific AAs and organizations.
- Identify barriers to fire and non-fire collateral duty employee participation in incident management and recommend opportunities to broaden and encourage employee participation in support of incident management.
- Identify and recommend processes for recognition of incident management participation into agency targets and goals.
- Help lead change and resolve issues in implementing the CIMT, such as balancing team rotations and promoting use of a professional pool of resources.
- Elevate issues and concerns to IWDG regarding proposed initiatives.
- Avoid surprises or communication gaps between IWDG, the fire community, and AAs.
- Identify AA expectations of CIMTs and recommend measures to help CIMTs meet those.

## **Membership**

The membership of the AA Subgroup will be established by the agency representatives on the Fire Management Board (FMB) and by the Fire Director for the National Association of State Foresters (NASF).

## Leadership

The AA Subgroup meetings will correspond with the IWDG monthly meetings. A subgroup chair will attend IWDG meetings and assist the IWDG Chair in communications and correspondence.

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Christopher Wilcox, Chair, Fire Management Board (FMB)