

Unit Identifier Unit

October 21, 2014



Unit Identifiers Unit Members

Representing	Name	Email	Phone
Unit Lead, National Unit Identifier Data Custodian, Non-DOI/Non USDA Federal Agencies Representative	Rick Squires	rsquires@blm.gov	208-387-5655
Unit Vice Lead, FS and Other USDA Agencies Representative	Gina Papke	gpapke@fs.fed.us	360-891-5152
Geographic Area Coordination Center Data Custodian Representative	Kenan Jaycox	kjaycox@fs.fed.us	505-842-3880
BIA Representative	John Barborinas	john.barborinas@bia.gov	970 903-3499
BLM Representative, DOI - Representing the Department and Bureaus, except BIA, BLM, NPS, or FWS	Dianna Sampson	dsampson@blm.gov	208-387-5196

Unit Identifiers Unit Members cont.

Representing	Name	Email	Phone
FWS Representative	Andrea Olson	andrea_olson@fws.gov	208 387-5597
NPS Representative, Unit Identifiers Data Standards Steward (tentative)	Dave Niemi	David_Niemi@nps.gov	402-661-1762
NASF Representative	Mike Lococo	mike.lococo@calema.ca.gov	916-642-3825
County and Local Representative	Lauren Hickey	lhickey@blm.gov	907-356-5680
WFIT Representative	Vacant		

History of Unit Identifiers

- Began in 1984 with national implementation of resource order form
- Modeled after CalFire's three letter unit identifiers
- Unit Identifiers were maintained by Geo Areas until 1992, then NICC consolidated Geo Area lists and began to manage
- List was published in 1993 and avail through the GBK, NFES 2028 and was updated every 1-2 years

History of Unit Identifiers (continued)

- 2001: GACC Data Custodians were identified and the NWCG Project Management Office (PMO) set up a Microsoft Access database to assist with data management
- 2002: Unit Identifiers were brought under NWCG umbrella & Information Resource Management (IRM) WT began mgmt & the list was published as *Unit Identifiers*, PMS 931
- Data standard was approved as PMS 910 & was one of original NWCG data standards established by the newly formed Data Administration Working Group (DAWG)

History of Unit Identifiers (continued)

- 2003: The Unit Identifiers Module was created in the WFMI system and is still used as the System of Record (SOR) today
- 2007: The IRM WT was replaced with the Information Technology Committee & the DAWG was replaced by the Data Standards and Terminology Subcommittee (DSTS)
- DSTS was responsible for development & maintenance of data standards but did not oversee implementation of standards (creation, approval & business process)

History of Unit Identifiers (continued)

- September 2010: Mtg held to charter group to manage Unit Identifiers per NWCG PMS-900, “all NWCG products are under the stewardship of specific NWCG groups” and the Change Management Board was created
- The CMB realized significant issues from no business process or governance since 2007, caused monthly maintenance of unit identifiers nearly impossible

History of Unit Identifiers (continued)

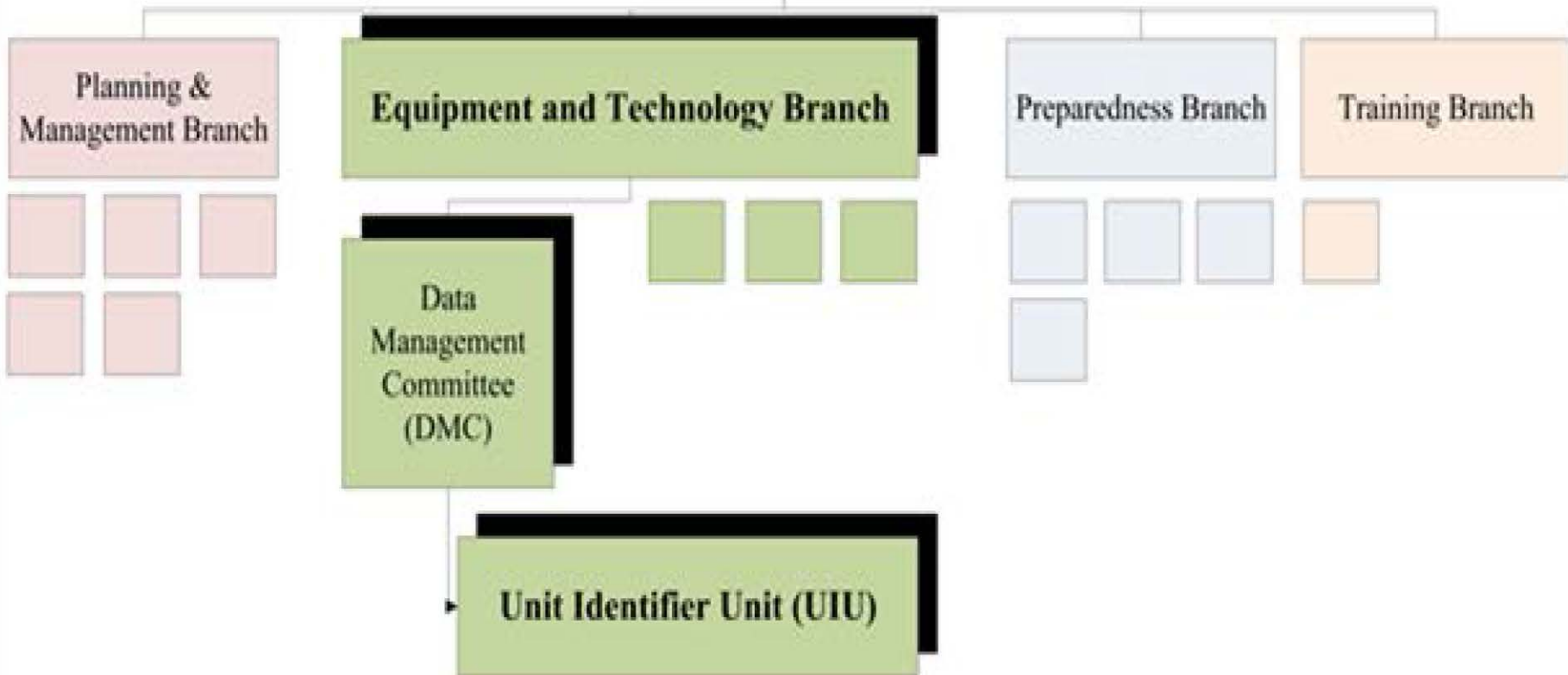
- Plus overwhelming work, lack of support, no signed charter, responsibility and authority of mgmt of Unit Identifiers was unclear, business process documentation was limited and unknown and data standards for associated data was rudimentary or absent, stacked the deck against the CMB to succeed in their task of managing Unit Identifiers
- September 2012: NWCG EB issued a tasking memorandum to create a task team to review and make recommendations to improve management of Unit Identifiers

History of Unit Identifiers (continued)

- 2013: NWCG Executive Board decommissioned the ITC, the parent group of the CMB. A new charter was signed creating the Unit Identifier Unit (UIU). The UIU would operate under the Data Management Committee (DMC), continuing to adhere to data standards set by NWCG
- December 2013, Task Team products delivered: *Unit Identifier Guide: Part I Business Process*, PMS 931-1, and *Unit Identifier Guide: Part II Data Report*, PMS 931-2

NWCG Organizational Structure

National Wildfire Coordination Group (NWCG) Executive Board



Roles & Responsibilities of the UIU

- Final decision authority for approval/denial for new, modified, removed, or deleted Unit Identifiers & associated information.
- Business stewardship for all NWCG data standards, business rules, and processes related to Unit Identifiers and associated information.
- Ensures NWCG data standards, business rules and process related to Unit Identifiers and associated information are followed consistently by GACC's, agencies, and applications.

Roles & Responsibilities (continued)

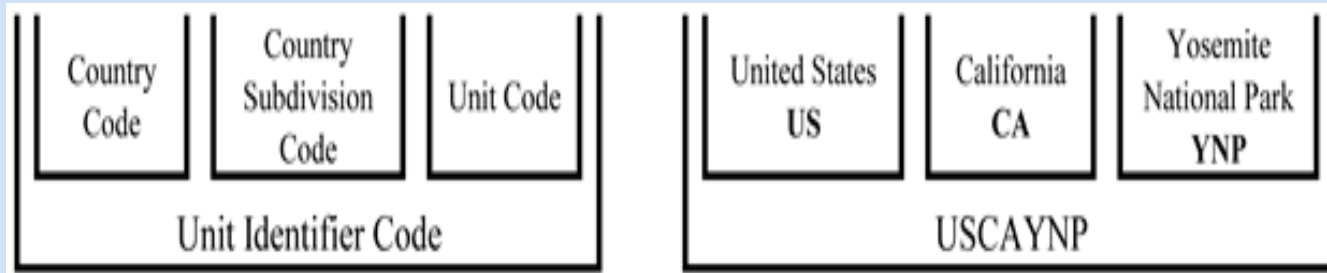
- Provide final recommendation for proposed changes to the designated System Of Record for Unit Identifiers and associated information in consultation with participants.
- Stewardship for NWCG publication, *Unit Identifier Guide: Part I Business Process*, PMS 931-1, and *Unit Identifier Guide: Part II Data Report*, PMS 931-2.
- Conducts periodic review and validation of existing Unit Identifiers and associated information and takes corrective action to maintain data accuracy and integrity.

Unit Identifier Information

- The Unit Identifier code is the six to eight alpha-numeric character code, which is used within the interagency incident management community to uniquely identify a particular government or NWCG non-government organizational unit as a cooperator, and to place the unit in a geographical context.
- The Unit Identifier code is combined with an approved country code, country subdivision code, and organizational unit code, to form a unique combination that identifies a single, distinct organizational unit.

Unit Identifier Information (Cont.)

The following figure displays how three data elements, when combined, create a Unit Identifier for a given unit.



Organizational Unit Code & Name

The organizational unit code is the 3-4 alphanumeric characters, which creates a code for a unit which exists within the agency's official organizational structure, combined with a country and country subdivision code. The organizational unit code identifies the unit within the interagency incident management community in a common manner.

Organizational units are defined as a govt or NWCG approved non-govt administrative unit which provides primary leadership for a jurisdictional area. Government units may be organized at the federal, regional, state, tribal, county, or city level.

Organizational Unit Requirements

- Incident host (geographic)
- Incident host (functional)
- Resource provider
- Dispatch/coordination center
- Training facility
- Incident supply cache
- Organizational unit codes should only be issued to the lowest level necessary as defined by the federal agency or state.
- The organizational unit code should be assigned in a manner that makes it generally recognizable and applicable as an abbreviation of the unit's name.

Organizational Unit Requirements (continued)

- Every organizational unit will be assigned a Geographic Area.
- An organizational unit cannot be assigned more than one Geographic Area.
- If the organizational unit resides within multiple Geographic Areas, or is located within a Geographic Area different from the organizational unit's headquarters, the Geographic Area code will be based upon the physical location of the headquarters. Headquarters is defined as the center of operations for the organizational unit.

Organizational Unit Requirements (continued)

- The organizational unit address will reflect the physical location of the headquarters. Headquarters is defined as the center of operations for the unit.
- The organizational unit phone will reflect the phone number for the main line of the physical location of the headquarters.

Creating, Modifying and Removing Unit Identifiers

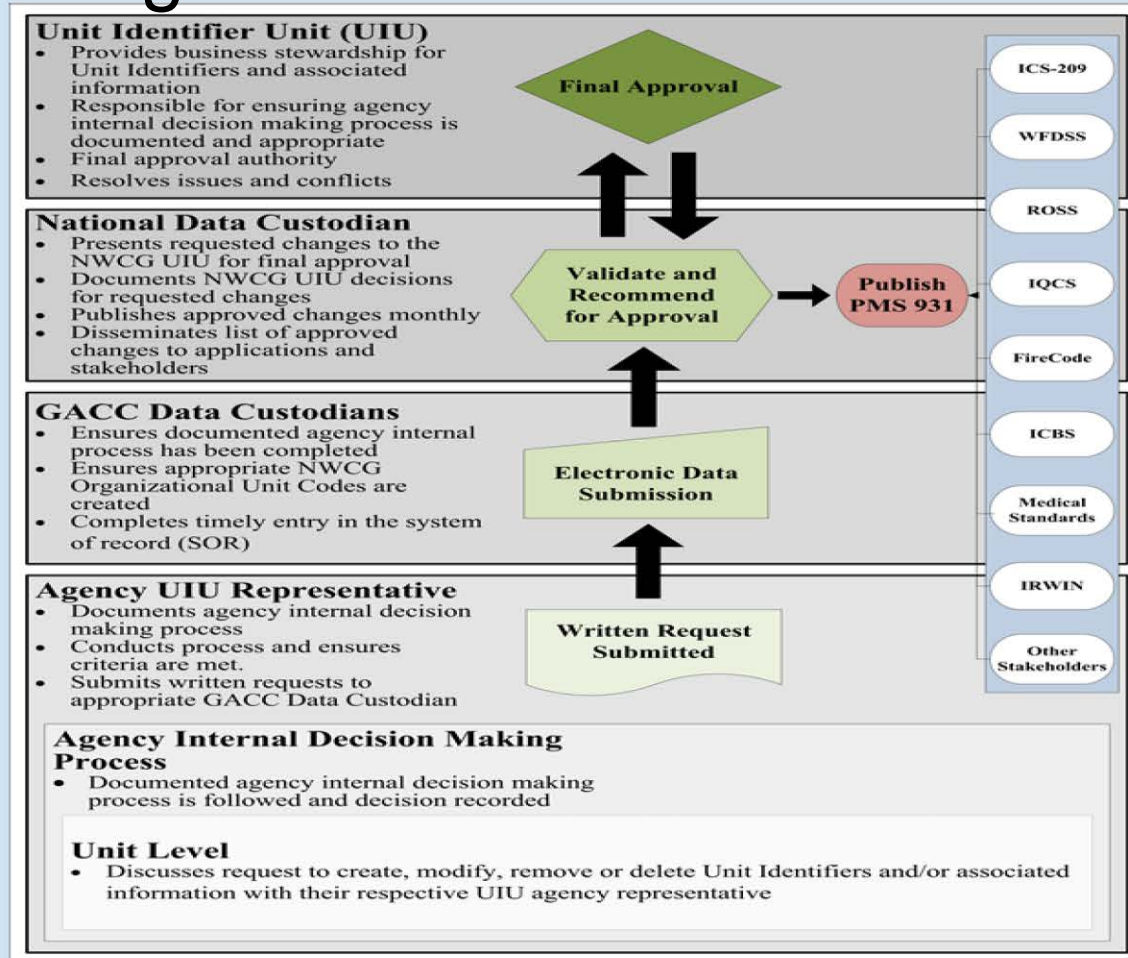
The process for creating, modifying, removing or deleting Unit Identifiers and/or associated information principally follow the same sequence.

- Unit level submits request to their UIU agency representative.
- Agency representative ensures criteria is met and forwards request to the Geographic Area Data Custodian
- Geographic Area Custodians ensure agency decision making processes are complete and are responsible for completing timely entries into the SOR

Creating, Modifying and Removing Unit Identifiers (cont.)

- The National Data Custodian introduces the requested Unit Identifiers to the UIU for final approval
- The UIU provides stewardship for Unit Identifiers and associated information for the interagency incident management community. Additionally, the UIU reviews and gives final approval for new Unit Identifiers before they are published in PMS 931-2

Diagram of Unit ID Process



Unit Identifiers Breakdown by Type

1. County and Local: 53.9%
2. Federal: 28.7%
3. State: 11.6%
4. Non-Government: 2.6% (higher now)
5. Interagency: 2.3%
6. Tribes: 1%

Applications Which Utilize Unit Identifiers

Downstream applications which utilize Unit Identifiers are required to only utilize approved, published Unit Identifiers reflected in the PMS 931-2.

If a downstream application observes a needed change, they will contact the UIU agency representative who is associated with that specific Unit Identifier.

If a problem is observed and needs immediate attention, the UIU lead and/or vice lead will be responsible for disseminating the modification.

To-Do List

- PMS 931-1 is 90% complete, need to finish and post to web
- Complete review of Unit Identifiers User's Guide and publish to web
- Complete Intent Document
- Fill vacant positions

To-Do List (continued)

- Continue clean-up work in the SOR
- Research if current platform is adequate or if another platform should be used
- Agencies must complete their internal decision making process for management of Unit Identifiers

Questions, Comments ?

