

OPERATING PLAN FOR DETAIL EXCHANGE
BETWEEN
THE NATIONAL WILDFIRE COORDINATING GROUP (NWCG)
AND
USFS DISASTER ASSISTANCE SUPPORT PROGRAM (DASP)

Intent: The intent of the detail exchange is to facilitate the sharing of knowledge, projects, business processes, and practices between NWCG and DASP.

NWCG and DASP have similar missions related to enabling staff to meet disaster response objectives. Partnering will afford opportunities to share best practices and relevant knowledge to enhance the efforts of each organization. For several years, members of the two organizations have engaged in periodic detail assignments, information sharing, and collaboration. This has led to mutual recognition of the similarities in mission and requisite skillsets, and the benefits that would result from a detail exchange program.

This plan outlines the objectives, operating procedures, and organizational contacts of a detail exchange.

OPERATING PLAN

On an annual basis, one or more staff members from each organization will join the other for a period of two to four weeks. This will be done at a time and location that is appropriate to the current program of work of the hosting organization.

I. Objectives:

- Learn about current processes and procedures used to engage and work with intra- and interagency stakeholders
- Exchange practices on capturing and integrating organizational learning and using data to drive performance
- Share knowledge, approaches, and tactics on developing, implementing, and measuring a results-based performance system that includes PTBs, training programs, and support resources such as job aids
- Discuss contract and project management processes
- Engage on multi-media blended learning course design and the systems and technologies that support it
- Provide international and domestic incident response experience if applicable

II. Operating Procedures:

SCOPE OF ACTIVITY

Details with NWCG and DASP will occur 1-2 times per year.

Individuals will be assigned as a member of the host organization's staff. Work assigned during the detail may include:

- Working on joint projects that benefit both organizations, conducting research for the host organization, contributing to/completing a project for the host organization;
- Observing, participating in, or facilitating meetings;
- Coaching/reverse coaching on processes and technologies;
- Developing relationships;
- Time dependent training or projects, as outlined below.

The host organization will provide an individual to function as a point of contact to integrate the detailer, and maximize the professional value of experience. The point of contact will also assist with logistical needs.

TIMING

To maximize the benefits, the detail should occur at a time when the host unit program of work is most likely to meet the intent of the exchange.

For details to DASP:

- DASP will not require members of NWCG to take prerequisite training but will encourage participation in the following courses: DASP Detailer Orientation, Response Management Systems Training, and Communication and Records Coordinator. The timeframe of the detail may coincide with training sessions.
- If the detailer has taken the required trainings and has the necessary security clearance, the timeframe can coincide with a rotation on the on-call Response Management Team (RMT) list, in a position for which they are qualified. In the event of an activation, they will work on the RMT.
- If the DASP program of work includes a need for individuals with expertise in wildland fire, or a need for individuals to work in a temporary location outside of the Washington DC area (examples may include study tours or facility visits), the detail may be timed to allow the detailer to participate in that role.

For details to NWCG:

- If the detailer does not already have the experience, the detail can coincide with a Wildfire Study Tour, allowing them to participate in the NIFC portion of the tour.

- The detail may occur when key NWCG meetings or other important events take place and when the detailers could be of service and acquire relevant learning.
- The detail may also occur at a time when there is a likelihood of deployment on a wildfire response that would be relevant to desired learning, or Position Task Book completion.

ORDERING

Managers from each organization will evaluate upcoming events and activities to determine when a detail would be appropriate. Once an agreeable time is determined, the designated Organizational Contact (see below) will coordinate the specific details of each assignment. This will include agreement on individuals (and alternates) to be assigned, dates (to include contingencies for extension or early termination), funding, and scope of work. If possible, this should occur at least 30 to 60 days prior to the proposed start date.

DETAILER REQUIREMENTS

NWCG:

- The detailer may require a security clearance to work in some areas or programs. DASP can assist with obtaining a clearance, given enough lead time.
- The detailer must agree to timeframes, including contingencies for extension, as outlined above.

DASP

- The detailer must agree to timeframes, including contingencies for extension, as outlined above.

FUNDING

- Funding for salary and travel for NWCG employees will be covered by DASP
 - Bureau of Land Management (BLM) employees will be covered by an existing DASP/BLM cooperating agreement.
 - US Forest Service (USFS) employees will use a DASP/USFS job code for salary and travel.
 - Other Agencies: DASP will not cover salary. DASP will cover all invitational travel expenses, including travel and per diem.
- Funding for DASP personnel will be funded through the DASP program.

EVALUATION

At the conclusion of the detail, individuals will write a short summary of the assignment, which may include lessons learned, organizational value as it pertains to the DASP/NWCG relationship, and any new perspectives that will be of value to their organization. Copies of the evaluation will be sent to the NWCG Program Manager and Executive Board, and to the DASP Capacity Coordinator. The summary will also be provided to future detailers.

III. Organizational Contacts:

The following Points of Contact are responsible for this operating plan.

NWCG:	DASP:
Primary: NWCG Program Manager Secondary: NWCG Training Program Manager	Primary: Chris Knobel DASP Capacity Building Coordinator Secondary: Michael Jack, acting DASP Team Leader

IV. Modifications to agreement

- This plan can be ended by either party at any time.
- Modifications shall be made by mutual consent. Any significant changes to the provisions of this Operating Plan will be made in writing, and signed by the NWCG and DASP authorizing officials or designated Organizational Contacts.

V. Authorizations:

DASP Capacity Building Coordinator	CHRISTOPHER KNOBEL <small>Digitally signed by CHRISTOPHER KNOBEL Date: 2018.05.29 14:11:51 -06'00'</small>
NWCG Executive Board Chair	GARTH FISHER <small>Digitally signed by GARTH FISHER Date: 2018.05.25 11:18:34 -06'00'</small>