



# NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Fire Center  
3833 S. Development Avenue  
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## MEMORANDUM

Reference: NWCG#036-2010

To: NWCG Committee Chairs  
Geographic Area Coordinating Group (GACG) Chairs  
National IC/AC Council Chair

From: NWCG Chair *William Raage*

Date: July 30, 2010

Subject: Wildland Fire Qualification System Guide (PMS 310-1)  
Revision Criteria, Processes, and Timeframes

The NWCG Operations and Workforce Development Committee (OWDC) has developed the following criteria, processes, and timeframes related to position qualifications identified in the PMS 310-1, Wildland Fire Qualification System Guide:

### **Criteria for Position Consideration in the PMS 310-1, Wildland Fire Qualification System Guide**

The following seven criteria must be met for a position to be considered for inclusion in the PMS 310-1:

1. The position is needed for national mobilization.
2. The position is interagency in scope.
3. The position has been reviewed and is supported by the interagency community.
4. The position supports the NWCG mission.
5. The position qualifications have been submitted by an NWCG member agency, Geographic Area Coordinating Group (GACG), or NWCG committee.
6. No other position exists that can accomplish these tasks.
7. The primary position qualifications are not addressed or supported by industry standards/requirements and training.

### **PMS 310-1 Revision Process**

NWCG#036-2010  
Wildland Fire Qualification  
System Guide (PMS 310-1)  
Revision Criteria, Processes,  
And Timeframes

1. Proposed changes to the PMS 310-1 will be identified as an attachment to the “Request for Change” document available online at:  
[http://www.nwcg.gov/branches/pre/owdc/form\\_requestforchange.htm](http://www.nwcg.gov/branches/pre/owdc/form_requestforchange.htm)  
Required information includes reason for the change, a draft Position Task Book (if appropriate), and a transition plan for individuals currently residing in Incident Qualification and Certification System (IQCS) and the Incident Qualification System (IQS).
2. This package will then be reviewed by OWDC and vetted through other branches/committees to assess any other impacts and gain approval.
3. If the proposed change is approved, the requesting party will be notified through official correspondence of the acceptance and the time frame for implementation.
4. Updates to the PMS 310-1 will be made in IQS and IQCS on an annual basis. Exceptions are critical health and safety issues that need to be addressed immediately.

### **PMS 310-1 Revision Process Timeframes**

Changes must be received by OWDC by February 1<sup>st</sup> of each year.

Annual Updates will be posted by June 1<sup>st</sup> of each year.

Errata Sheet #1 (June 2009) and subsequent errata sheets can be found at:

<http://www.nwcg.gov/pms/docs/docs.htm>

For additional information, please contact Rosey Thomas, OWDC Chair, at:

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cc: NWCG Executive Board