



Memorandum No. 16-002

Date: 23 February 2016

TO: NWCG Committee Chairs

FROM: John Glenn, Chair, NWCG Executive Board

SUBJECT: NWCG Budget Guidance FY 2017

A handwritten signature in black ink, appearing to read "John A. Glenn".

This memo issues NWCG *Guidance for Submitting Annual Funding Requests and Five Year Planning Estimates FY 2017* (attachment A).

Committee Chairs please submit funding requests and outyear estimates as directed in the attached guidance by **COB Monday, April 25, 2016**. NWCG Staff will review and prioritize projects based on criteria established in the budget guidance. A draft prioritized list will be reviewed with the committee chairs prior to being presented to the NWCG Executive Board. The Board will make the final decision on the FY 2017 NWCG budget, which will tentatively be approved in June 2016.

Beginning with FY 2017, NWCG is implementing a five year budget planning cycle which will cover anticipated costs for the upcoming fiscal year and the following four fiscal years. This enables out-year budget planning and identifies projects nearing completion and projects with ongoing funding requirements. Long term planning is necessary to effectively and efficiently manage NWCG projects and associated funding.

Changes from previous guidance include:

- Implementation of a five year budget planning cycle. Discussions with the Budget Advisory Unit led to a decision to implement a five year cycle to improve NWCG budget planning.
- Development of new form for identifying, estimating cost of, and tracking potential outyear projects.

Please contact your Branch Coordinator for assistance or more information. Training related questions should be directed to the Training Develop Program Manager. Contact numbers are:

Operations Branch, Tim Blake, 208.387.5262

Planning Branch, Elaine Waterbury, 208.387.5276

Training Development Program Manager, Deb Fleming, 208.387.5276

Annual budget guidance and forms are located on the NWCG website under the Tool Box tab at <http://www.nwcg.gov/budget-guidance>.