



NATIONAL WILDFIRE COORDINATING GROUP

NWCG Memorandum 22-001

April 22, 2022

TO: NWCG Committee Chairs/Position Stewards

FROM: Shane McDonald, Chair, NWCG Executive Board

SUBJECT: Position Stewards Delegating Approvals to Subject Matter Experts for Duration of Systems Improvement Effort

Purpose: The NWCG Training Development Program seeks to gain efficiencies, as related to timely deliverables, by streamlining the committee review and approval process.

Please distribute this information through your subgroup and agency channels.

Issue/Action: As NWCG Training implements the Systems Improvement effort, NWCG will formally check-in with committees/position stewards at two points during the timeframe allotted for each of their positions: first for review of the draft position-specific standards, and second for review of the proposed training design plan (including what aspects of the Incident Position Description [IPD] will be associated with training, what modality will be utilized, and what will be evaluated via Position Task Books.) These updates will be informational, at which point the committees/position stewards are expected to weigh in on critical flaws, not thoroughly review content. The expectation is that the selected subject matter experts (SMEs) will have the decision space to speak for their committee/position steward and will coordinate with them on progress. Please consider a liaison or representative from committees/position stewards when selecting SME groups as each position is addressed.

Background: The model for NWCG Training has historically been to work with SMEs for course or position analysis/development then to take the draft materials to the NWCG committees for approval at multiple points throughout the process. These approval loops each take two to four weeks to complete, depending on committee availability and engagement. Furthermore, it takes time to schedule and coordinate these meetings and update the committee on the project's background and current status. Committees will still approve the final package for certification and need to remain aware of what is being developed on their behalf; however, delegating development approvals to SMEs saves a substantial amount of time in an already lengthy process which becomes untenable under the current model when repeated at the proposed pace and scale of the NWCG Systems Improvement effort.

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Distribution:

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NWCG Staff

NWCG standards are interagency by design; however, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.