

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) INCIDENT QUALIFICATION AND CERTIFICATION SYSTEM CHARTER

I. BACKGROUND

This Charter exists under the auspices of the National Wildfire Coordinating Group (NWCG): the federal and state Fire Directors. Its purpose is to establish an agreement between Department Of the Interior (DOI) Bureau of Land Management, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, U.S. Department of Agriculture (USDA) Forest Service, and the National Association of State Foresters (NASF) to complete an Incident Qualification and Certification System (IQCS) program requirements study. The NWCG was formed to expand operational cooperation and coordination of federal and state wildland fire agencies. The study chartered here is established to support NWCG efforts.

Presently, there are three (3) incident qualification and certification systems being used by the wildland fire community. This redundancy has created data management problems for field units. There is a high level of field support for development and support of a single qualifications and certification system which meets the needs of all participating agencies and the states. An Information Engineering (IE) requirements study consisting of an IQCS Business Requirements Analysis is necessary to insure all system requirements have been identified before additional consolidation work is begun. A complete IQCS Business Requirements Analysis will assure the interagency IQCS business requirements are analyzed and documented.

The IQCS Study Project was originally commissioned in July 1998 by the Interior Fire Coordination Committee (IFCC): the Department of Interior Fire Directors. At that time, there was an invitation issued to all wildfire agencies to participate. The USDA Forest Service expressed interest, but declined participation due to other commitments. At the time the IQCS study was initiated, the states (NASF) were involved in adapting the Forest Service "Red Card" system to meet their needs in a project known as IQS (Incident Qualifications System). The U.S. Forest Service is presently participating in the IQCS Program Requirements Study (as of August 30, 1999) under an FFALC Charter. There has also been State representation at recent meetings.

The IQCS Study Team follows an Information Engineering (IE) study methodology in conjunction with the Action Research Model approach. First, this approach addresses the fire community's business requirements. After which, and in order, it addresses the information, technology, and design requirements. Upon completion, the requirements study (representing the "definition phase" of the life-cycle process) will provide reliable information and recommendations so the NWCG can make informed decisions about future actions that should be taken in the next development life-cycle phases--design and construction.

This Charter represents an extension of the original IFCC verbal agreement, and supersedes a

recently developed FFALC Charter, with an invitation to the States (NASF) to participate, provided the IQCS Study Project is completed by February 1, 2000. As originally agreed upon by the IFCC, this extension will follow the current project approach, methodology, and commitments needed to complete this study.

One of the primary risks in managing projects to successful completion is delay. Originally this study was to be completed by the end of October 1999. The additional three month delay presents a risk to the project, however the prospect of Forest Service and state (NASF) participation serves as worthwhile incentive for the extension.

II. NAME

The name of this team is the Incident Qualifications and Certification System (IQCS) Study Team of the National Wildfire Coordinating Group (NWCG): hereinafter referred to as the IQCS Study Team.

III. AUTHORITY

The IQCS Study Team is established by direction of the National Wildfire Coordinating Group. The Project Manager for this study has been endorsed by the NWCG.

IV. MISSION

To provide a thorough and comprehensive study of interagency incident qualifications and certification program requirements to:

- explore the development of the best solution(s) for Incident Qualifications and Certification System(s) (IQCS) for the federal agencies;

so that:

- interagency field units, personnel, and agencies are better served;
- investments in wildland fire IRM applications are optimized.

V. OBJECTIVES AND GOALS

To complete a thorough study of interagency Incident Qualifications and Certification System business and information requirements by February 1, 2000.

To afford each federal wildland fire participating agency ownership, verification, and validation opportunity in the findings of the aforementioned study.

VI. ORGANIZATION

The IQCS Study Team is under the direction of the National Wildfire Coordinating Group (NWCG). The NWCG member responsible for overseeing these activities is the Bureau of Indian Affairs Fire Director. It is through the BIA Fire Director that the IQCS Study Team relates to the NWCG.

VII. ORGANIZATIONAL STAFFING

The IQCS Study Team will initially consist of representatives appointed by NWCG. Additional staffing requires approval of the NWCG. Replacement members are selected by the NWCG with the concurrence of the Project Manager.

The IQCS Study Project is led by Will Brimberry (NPS). In addition to the project manager, the study team is comprised of subject matter experts and technical experts (2-3 people per bureau/agency) from the Bureau of Land Management, Bureau of Indian Affairs, National Park Service, U.S. Fish and Wildlife Service, and U.S. Forest Service. The team members' commitments include week-long meetings, with an additional week of work for preparation or follow-up activities related to each meeting. During the project, this equates to approximately 40% of a team member's work time.

VIII. IQCS TEAM AUTHORITIES AND RESPONSIBILITIES

The IQCS Study Team has the following authority and responsibilities:

- To travel, hold meetings, and develop materials pursuant to the completion of the IQCS requirements study.

IX. REPORTS AND EVALUATION

A. Reports: The deliverables for this project include: the IQCS requirements study document as originally presented to IFCC; a work plan (Statement of Work ,Work Breakdown Structure, and Communications Plan); project schedule; and an IQCS Study Team operating budget submitted to the NWCG for approval. Work schedules and work descriptions will be submitted with the work plan. Specific deliverables upon the conclusion of this study include: a fully decomposed business process model, a data model diagram and dictionary, a business process dependency or flow diagram documenting the dependencies of one process on another, project cost accounting information to date, and cost projections for additional development work, by phase, for out-year planning purposes.

B. Evaluation: The NWCG provides direction to the IQCS Team Project Manager through the BIA Fire Director. The IQCS Team Project Manager's performance will be evaluated by

the NWCG. The IQCS Team Project Manager's performance elements will be measurable and in conformance with GPRA (Government Performance Review Appraisal).

X. APPROVAL

This Charter is effective as of the date of approval by the Chairman of the NWCG.
The Charter may be revised upon recommendations of the IQCS Team Project
Manager with the concurrence of the NWCG.

Don Artley _____ Date _____
Chairperson, National Wildfire Coordinating Group