Incident Position Descriptions - Current status

(Informal briefing notes from presentation by Annie Benoit at the April 3, 2019, NWCG Committee Chairs Connections Call).

IPDs will provide the single authoritative source, based on established and identified standards, for the essential duties and responsibilities for each NWCG position.

To date, position duties and responsibilities are scattered across various standards documents, course materials, and position task books. Our aim is to bring these duties and responsibilities together into one concise document so we can:

- Help identify performance support needs such as training courses and position task books.
- Provide centrally located information for each position.
- Ensure there is a connection between the position and established operational standards. If no standards exist for a position, the IPD may be used to support the creation of standards; When this is the case, the IPD is an interim fix until accurate and comprehensive standards can be established – this will enable the proper relationship between operations standards, position standards and training – ensuring a more manageable and sustainable system.
- Build consistency in organization and terminology internal to each position and across the inventory of positions.

The idea is to create a more dynamic, relevant and interconnected system that is easy to update, easy to access, and built off standards. The IPDs are the first step in this process.

This work will identify areas where we need to better manage and organize our operational standards.

- For example, if overlapping or conflicting standards reside in disparate locations, we have not only an operational performance problem, we have a systems management and upkeep problem.

We initiated the IPD effort by developing 12 operations IPDs, posted to the NWCG website under the Positions tab. Several IPDs in Finance functional area and IPDs for UAS positions will be completed shortly.

We need to accelerate development of the IPDs. Committee support will be key to ensure the creation of IPDs is timely and that the information is accurate.

We're planning to work with the position-owning committees as they create their IPDs. NWCG will provide as much support as possible, but to be successful, it must be a mutual effort.

Your coordinators will work with you in the coming weeks to as we get underway with this process.

Wildland Fire Learning Portal: Overview and Status

(Informal briefing notes from presentation by Jeff Hughes at the April 3, 2019, NWCG Committee Chairs Connections Call).

Over the last twenty years there has been an increase in the number of online learning destinations for our users, who are now directed to dozens of official sites and hundreds of ad hoc sites. With this is mind, NWCG saw the need for a Learning Management System (LMS), which is a single site that allows us to:

- host,
- deliver, and
- report on NWCG training courses.

This LMS is named the **Wildland Fire Learning Portal**. The Learning Portal is robust single platform that allows us to:

- rapidly develop and deploy digital content;
- host and deliver that content;
- revise that content on the fly;
- process training nominations and course registrations, as well as
- provide training analytics.

Outputs from training analytics will be made available to learners, trainers and home units. These include:

- assignments & tasks,
- due-date reminders,
- course completion and grades, and
- usage statistics.

User roles have been identified and include:

- **Guest**: can view course materials or pages enabled for "Guest Access", but cannot participate in a course until they become a registered Learner.
- **Learner**: registers for traditional classroom training or complete online learning resources; can view personal grades for completed activities; can post in course discussion forums.
- **Trainer**: participates in training delivery, but cannot alter activities or content.
- **Editing Trainer**: creates/manages courses; adds/changes activities; enrolls Trainers/Learners.
- **Course Creator**: creates courses/sessions; enrolls Editing Trainers, Trainers, or Learners.
- **Staff Manager**: can access learning records of their organization; approve course nomination or enrollment subject to supervisor's approval.
- **Site Administrator**: can control every aspect of the Learning Portal application.

Course Creators can upload course content and revise as necessary, meaning the Learning Portal will always be a source of current, correct and standardized course material. **Trainers** will teach the same material from the same source so that **Learners** will receive the same current content.

While still in the developmental phase, the Learning Portal has been built and deployed for testing and user feedback in conjunction with several live courses. NWCG content and course exams are currently being transitioned into the Learning Portal and user training tools and resources are forthcoming.