



## NATIONAL WILDFIRE COORDINATING GROUP

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NWCG Memorandum 21-003

June 28, 2021

TO: NWCG Executive Board Members

FROM: Frank Guzman, Chair, NWCG Executive Board

SUBJECT: Incident Management Remote Response Electronic Check-In Pilot Project

The purpose of this memorandum is to provide direction from the NWCG Executive Board and communicate intent regarding the use of the Incident Management Remote Response (IMRR) Electronic Check-In Pilot Project.

Please distribute this information through your agency channels.

The IMRR Planning Working Group created an electronic check-in process/form in response to needs identified during the 2020 fire season. Considerable time and effort were expended to complete this project for the 2021 fire season, and the IMRR Planning Working Group is briefing Incident Management Team (IMT) personnel regarding the project's availability.

The intent behind the IMRR efforts is commendable; however, this effort has not been endorsed as the new NWCG standard process for check-in, nor is it currently supported or approved as part of standard incident setup and Microsoft Teams in FireNet. The IMRR check-in process is one of several options available and being utilized by IMTs this fire year. It is not mandatory for use by any IMT.

The NWCG Executive Board will task the appropriate NWCG subgroups in the fall to develop recommendations for standardized electronic check-in processes and related forms. This tasking will include but may not be limited to oversight, funding, standards, long-term sustainability, and interoperability with other incident-related IT systems.

At this time, the NWCG Executive Board cautions the IMRR Planning Work Group against the continued promotion of this or additional automated products, such as a demobilization check-out process/form, outside of the established NWCG processes.

The NWCG Executive Board supports development of electronic solutions. Building the electronic check-in process/form into the established business processes will require a sustainable investment to support the enterprise efforts of the wildland fire community.

**Contact:** Contact Deb Fleming, [dfleming@blm.gov](mailto:dfleming@blm.gov), or Jesse Bender, [jbender@blm.gov](mailto:jbender@blm.gov), for additional information.

**Distribution:**

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