



NATIONAL WILDFIRE COORDINATING GROUP

NWCG Memorandum 22-004

July 7, 2022

TO: NWCG Committee/Subgroup Chairs
FROM: Shane McDonald, Chair, NWCG Executive Board
SUBJECT: NWCG-Sponsored Recognition and Awards

Purpose: The purpose of this memorandum is to provide direction for recognizing individuals or groups when issuing NWCG-sponsored awards.

Please distribute this information through your committees and subgroups.

Issue/Action: It is commendable to recognize individuals or groups for their work and contributions to the intergovernmental wildland fire community, however, it is critical to ensure awards are properly vetted. NWCG committees and their subgroups that issue awards will meet the following criteria:

- Develop written protocols for award selections and post them on the NWCG website. Protocols will be approved by the Executive Board prior to posting.
- Maintain selection documentation for two years.
- Vet the award and recipient(s) through the primary members and reach consensus prior to recommending the award for issuance.
- Vet and recommend awards proposed at the subgroup level through the committee level.
- Coordinate all recommended awards through the committee/subgroup's assigned NWCG Coordinator.
- Submit final award selections for approval by the Executive Board and the employee's supervisor, as relevant, prior to issuance.
- Follow NWCG Communications Guidance, <https://www.nwcg.gov/communications-guidance>, for the formal announcement of awards.

Contact: For additional direction or questions, contact Shane McDonald at shane_mcdonald@fws.gov.

Distribution:

NWCG Committee Chairs
NWCG Staff