July 8, 2022

TO: Wildland Fire Information Technology (WFIT) Program Board

FROM: Shane McDonald, Chair, NWCG Executive Board *Aitor Bidaburu NWCG Vice Chair*

SUBJECT: **NWCG Request and Support to Delay the Launch of InciWeb Application Updates**

Purpose: The purpose of this memorandum is to request that the Wildland Fire Information Technology (WFIT) Program Board support the delay in releasing the update to the InciWeb application until the Communication, Education, and Prevention Committee (CEPC), Public Information Officer Subcommittee (PIOSC) and Data Management Committee (DMC) have been provided sufficient time to evaluate developer changes and ensure they are aligned with application business needs and standards.

Issue/Action: It has been identified by representatives from CEPC, PIOSC, and DMC that several key standards critical to data management, application integration, and maintenance have not been evaluated or addressed by the respective committees as stewards of the InciWeb business need. The USDA Forest Service Fire and Aviation Management – Information Technology (FAM-IT) representative, as the IT Project Manager, brought forward several data standard questions on July 1, 2022, looking for a decision from CEPC, PIOSC and DMC about standards for data management and other operational components with a short deadline so they could push forward with the release of the update on July 13, 2022. These requests were made without sufficient time to gain input and consensus from the committees. The NWCG Executive Board supports the delayed release of InciWeb until the committees can appropriately address changes to standards and provide input to the developed updates and a new release date is proposed by WFIT and FAM-IT.

Background and Coordination: CEPC and PIOSC are designated as the stewards of the WFIT business need and standards for the InciWeb application. This means they are critical stakeholders when the application needs to be modified or updated. It is the mutual responsibility of the committees and the IT project manager to build and develop the necessary relationships to coordinate the communication throughout the revision process. DMC provides critical support to committees and IT project managers throughout the process, ensuring data standards and integration are considered. Initial requests for coordination were made by the NWCG Representative to WFIT Program Board in January 2022 and likely due to misunderstandings of the process, committee chairs and IT project managers did not engage or coordinate to provide input on standards for data management, maintenance, and operations of InciWeb before the critical timelines had passed.

The process for collaboration and coordination between the WFIT, IT Project Managers, and NWCG Committees is available at: https://www.nwcg.gov/wfit-guidance.

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.

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