



## NATIONAL WILDFIRE COORDINATING GROUP

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NWCG Tasking Memorandum 23-002

March 24, 2023

**TO:** Chairs of the Fuels Management Committee (FMC), Hazard Tree and Tree Felling Subcommittee (HTTFS), Incident Business Committee (IBC), Incident Command Subcommittee (ICSC), Interagency Helicopter Operations Subcommittee (IHOPS), Incident Operations Subcommittee (IOSC), Incident Planning Subcommittee (IPS), and Risk Management Committee (RMC)

**FROM:** Aitor Bidaburu, Vice- Chair, NWCG Executive Board *Aitor Bidaburu*

**SUBJECT:** Creation of Performance Support Packages for Incident Positions.

**Purpose:** This memorandum directs the chairs of the NWCG committees/subgroups who have stewardship of the ten incident positions identified in the chart below to create Performance Support Packages, which include incident position descriptions, incident position standards, and position task books (PTBs) for their incident position with the support of the selected contracted vendor and NWCG staff. The ten incident positions outlined below will be worked on in 2023/2024 as part of the Incident Performance and Training Modernization (IPTM) effort.

**Action:** The position stewards are responsible for the following:

- 1) Subject matter expert (SME) recruitment, selection, and guidance.
- 2) Create the Performance Support Packages for each incident position, in coordination with NWCG staff.
- 3) Approval of the Incident Position Standards and Training Design Plan by established deadlines.
- 4) Coordinate the necessary approvals and certifications to fully implement materials into the NWCG system.
- 5) Meet the established timelines provided by NWCG and the vendor.

Given the magnitude of the IPTM effort, the funding, and the contracting requirements, if a position steward cannot meet the timeline, NWCG will move the incident position to a lower priority in the IPTM effort. Incident position stewards identified below can expect to initiate actions with NWCG staff and the vendor as early as June 2023.

The vendor will address the ten incident positions selected for the initial round.

<b>Incident Position</b>	<b>Steward</b>
<b>FELB</b>	HTTFS
<b>FFT1, ENGB</b>	IOSC
<b>FIRB</b>	FMC
<b>HECM</b>	IHOPS
<b>ICT5</b>	ICSC
<b>PTRC, EQTR</b>	IBC
<b>SCKN</b>	IPS
<b>SOFR (or SOFF)</b>	RMC

**Background:** In 2015, the NWCG Executive Board tasked NWCG with completing a training system assessment and providing recommendations for improving effectiveness and efficiency. The Incident Performance and Training Modernization (IPTM) effort comprises three components of this tasking: incident position management and standards, next generation position task books, and streamlined training. A Wildland Fire Services contract will assist NWCG with building incident position standards, developing an integrated performance-based training system, and modernizing training materials and operational tools to meet this goal.

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**Attachments:** The Performance Work Statement will be shared upon request.

**Distribution:**

- Fuels Management Committee (FMC)
- Hazard Tree and Tree Felling Subcommittee (HTTFS)
- Incident Business Committee (IBC)
- Incident Command Subcommittee (ICSC)
- Interagency Helicopter Operations Subcommittee (IHOPS)
- Incident Operations Subcommittee (IOSC)
- Incident Planning Subcommittee (IPS)
- National Interagency Aviation Committee (NIAC)
- Risk Management Committee (RMC)
- Incident and Position Standards Committee (IPSC)
- Training Delivery Committee (TDC)
- NWCG Staff