



## NATIONAL WILDFIRE COORDINATING GROUP

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NWCG Tasking Memorandum TM-14-04

Date: 1 December 2014

TO: Mark Jones, Chair, NWCG Operations and Workforce Development Committee

FROM: Dan Smith, Chair, NWCG Executive Board *Dan Smith*

SUBJECT: Operations and Workforce Development (OWDC) Endorsement Process

### **Tasking:**

The NWCG Executive Board is tasking the Operations and Workforce Development Committee (OWDC) to establish a framework to manage the wildland fire qualifications endorsement process. At minimum, this framework must do the following:

- Ensure compliance with the FEMA requirement for each emergency responder discipline to have an endorsement process tied to the National Qualification System (NQS)
- Establish business processes to develop and integrate wildland fire discipline specific qualifications when performance requirements exceed the minimum, discipline neutral, qualifications requirements.
- Ensure that the framework provides for efficient integration into existing business systems (e.g. IQCS, IQS, ROSS).
- Recommend changes to appropriate publications to incorporate new endorsement business practices.

Please ensure that the NWCG Executive Board is thoroughly prepared to provide the member agencies with clear and comprehensive information on this subject, keeping them fully informed and engaged.

### **Background:**

FEMA is in the process of developing the National Qualification System (NQS). The purpose of NQS is to establish qualification and certification guidance for emergency responders throughout the nation. For all positions, including those in wildland fire, the NQS will establish 1) "discipline neutral" minimum qualification requirements; 2) performance standards; and 3) training and qualification standards.

The goals of NQS are to:

1. Establish nationally consistent position management criteria for emergency responders, including common nomenclature and minimum qualifications standards.
2. Assist communities and jurisdictions with their internal qualifications systems by providing support tools that enable and enhance emergency responder position management.
3. Streamline and expedite the ordering and deployment of emergency responders during mutual aid incidents.

The NQS will initially establish “discipline neutral” incident management position qualifications and corresponding Position Task Books (PTBs). This will take approximately 18 months, but the first set of qualifications and PTBs is expected to be released in spring 2015.

Once FEMA establishes the “discipline neutral” minimum qualification requirements for each position, the various emergency response entities (e.g. wildland fire, structural fire, search and rescue) will establish the “discipline specific” qualification requirements for their functional areas. Achieving these supplemental requirements will result in an “endorsement” to perform beyond the minimum qualification. The National Wildfire Coordinating Group is recognized as the subject matter experts in wildland fire.

**Timeline:**

Please deliver the wildland fire endorsement framework to the NWCG Executive Board by June 1, 2015. Please provide monthly progress reports to the NWCG Preparedness Branch Director.

**Contact:**

If you have any questions please contact Tim Blake, NWCG Preparedness Branch Coordinator, via phone at 208.387.5262 or email at [tblake@blm.gov](mailto:tblake@blm.gov).

cc: Jason Steinmetz (Chair, NRF/NIMS Committee), NWCG Executive Board, NWCG Program Management Unit (PMU)