



Agency Administrator Subgroup

<https://www.nwcg.gov/partners/iwdg>

Date: 10 April 2024, 1500 – 1600 MT

Members: Lynn Polacca, BIA | Tanya Thrift, BLM | Clay Jordan, NPS | Jesse Bender, IWDG

Not Present: Chad Stewart, Chair, USFS | Kim Pierson, USFS | Sam Leneave, NASF

AGENDA

CIMT and AA Evaluation Forms

- NMAC reviewing final drafts prior to issuance. A letter to all geographic areas will announce the availability of the forms for use; the link and form in the *Interagency Standards for Fire and Fire Aviation Operations* will be updated as well.

Agency-Specific AA Training and Qualification Requirements

- Standard likely needs to come from DOI level (or OWF) to ensure adoption through the bureaus.
- Assessment and self-assessment forms from the *NWCG Standards for Recognition of Prior Learning (RPL)*, PMS 309, <https://www.nwcg.gov/publications/pms309>, hold potential for adaptation into an AA-specific form and process.
 - Establish a few high-level, broad competencies for review and discussion.
- The assessments coupled with recommendation for all AAs to attend M-581, Fire Program Management, An Overview could be a good starting point for a baseline interagency standard for AAs that would be agreeable to all agencies/entities.
 - Assessment would provide a document to be used by a mentor/coach/shadow AA for a less experienced AA and provide quantifiable areas for growth and experience.
 - Include examples of self-assessment to demonstrate applicable experience and certificates (provide what right looks like).
- Next actions:
 - Continue to review the RPL documents and discuss with agency peers and fire managers the options for baseline training.
 - Begin to compile AA competencies to build draft assessments.
- May agenda topic for continued discussion.

IWDG May Meeting

- None of AA Subgroup members will be able to attend in person.
- Agenda will identify times when virtual option will be available for participation.
- Any forthcoming recommendations or plans will be shared with AA Subgroup for feedback and input. May agenda will include recap of meeting discussion.