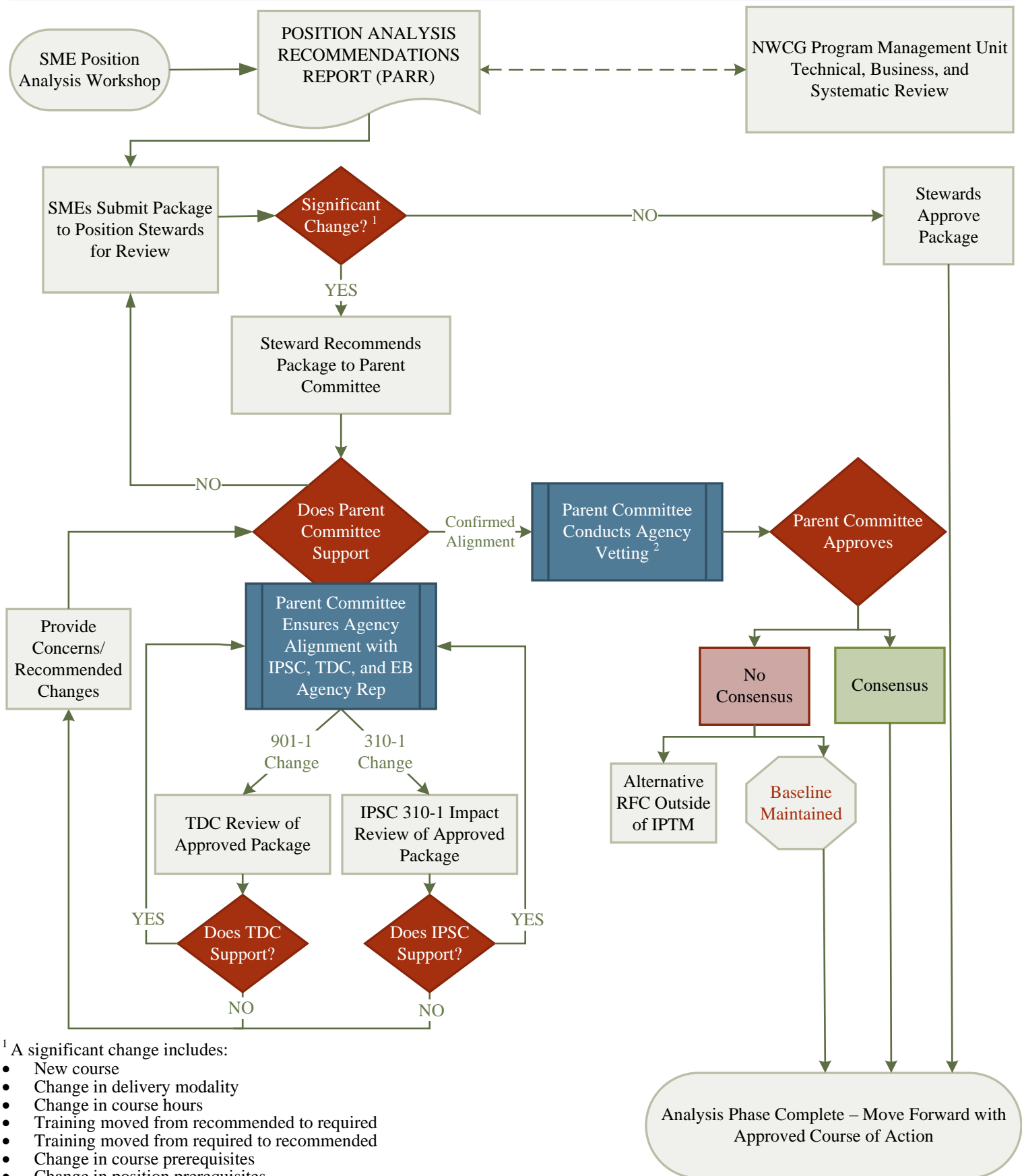


IPTM Analysis Phase Decision Workflow



¹ A significant change includes:

- New course
- Change in delivery modality
- Change in course hours
- Training moved from recommended to required
- Training moved from required to recommended
- Change in course prerequisites
- Change in position prerequisites
- Replace FEMA course with NWCG course
- Course or position name change

² Agency vetting process is determined by each agency. There must be agency alignment between the Position Steward Committee, Parent Committee, TDC, IPSC, and Executive Board agency representatives.



Incident Performance and Training Modernization (IPTM) Analysis Phase Decision Workflow Roles and Responsibilities

The following roles and responsibilities are intended to be utilized in conjunction with the IPTM Analysis Phase Decision Workflow. It provides a framework for decisions made through the IPTM process as positions are analyzed.

1. Subject Matter Experts (SME) Position Analysis Workshop

- **Who:** Position Steward Committee, SMEs, and identified key stakeholders as defined by NWCG (e.g., Agency Administrator, NWCG Parent Committee).
- **Action:**
 - Position Steward Committee selects the SMEs, Lead SME, and identifies key stakeholders.
 - SMEs meet for five days to:
 - Review and update existing Incident Position Description (IPD).
 - Participate in a position task analysis.
 - Create the initial draft of the Incident Position Standards (IPS).
 - Analyze position tasks for difficulty, complexity, importance, frequency, and consequence.
 - Draft initial list of task statements to be included in the Next Generation Position Task Book (Next Gen PTB).
 - Stakeholders provide input to complement SME recommendations.
- **Responsibility/Authority:**
 - Position Steward Committee selects competent and available SMEs and stakeholders.
 - SMEs use expertise to validate IPD, create draft IPS, recommend task statements for the Next Gen PTB, and recommend performance support products (e.g., job aids).
 - Stakeholders validate recommendations.
- **Best Practices:**
 - Ensure appropriate number of SMEs with diverse agency and geographic representation.
 - Clearly define stakeholder rules of engagement.
 - Establish clear expectations and sideboards for SMEs.
 - Ensure a Position Steward Committee representative is identified and available to support the Lead SME during the analysis process.

2. Position Analysis Recommendations Report (PARR)

- **Who:** Contractor.
- **Action:** Review documentation from the analysis workshop and create the PARR.
- **Responsibility/Authority:**
 - Create a thorough summary of the workshop and recommendations.
- **Best Practices:**
 - Provide comprehensive and clear information.
 - Ensure impacts to *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1 and *NWCG Standards for Course Delivery*, PMS 901-1 are clearly outlined.
 - Clearly articulate changes to training efforts and NWCG Training Program impacts.
 - Document recommendations related to the position that are outside the scope of the IPTM process.

3. NWCG Program Management Unit Technical and Functional Review of the PARR

- **Who:** NWCG Training Specialist, Instructional Systems Specialist (ISS), Training Program Leadership, IPTM Project Manager, NWCG Program Managers (as appropriate).
- **Action:**
 - NWCG Project Leads and ISS conduct a technical review of the PARR.
 - NWCG Project Lead conducts a technical and systematic review with relevant NWCG personnel.
 - Update the PARR based on review feedback.
- **Responsibility/Authority:**
 - Ensure contractor meets performance requirements.
 - Confirm compliance with NWCG mission, business case, established guidelines, and authorities.
 - Validate PARR accuracy from technical and functional perspectives.
 - Confirm recommendations that align with the IPTM process and goals, and the NWCG training system.
- **Best Practices:**
 - Ensure clarity in NWCG Training Program Standard Operating Procedures (SOPs).
 - Document decisions and rationale in the PARR to ensure overarching guidance is clear.

4. SME Makes Position Performance Support Package Recommendations

- **Who:** SMEs, Lead SME, NWCG Project Leader.
- **Action:**
 - SMEs receive the PARR for independent review.
 - Lead SME and NWCG Project Leader adjudicate SME comments.
 - Schedule a PARR briefing with the Position Steward Committee in coordination with NWCG Coordinator.

- **Responsibility/Authority:**
 - SMEs validate PARR based on their expertise.
 - Lead SME adjudicates SME comments in coordination with NWCG Project Leader.
- **Best Practices:**
 - Ensure independent and thorough review by SMEs.
 - Maintain clear communication between Lead SME and NWCG Project Leader.

5. Position Steward Committee Review/Approval of PARR

- **Who:** Position Steward Committee, Position Steward Committee Chair, Lead SME, NWCG Project Leader.
- **Responsibility/Authority:**
 - If no significant changes are included, updates to the IPD, IPS, job aids, performance-based revision to an existing, required training course, and tasks will be included in the Next Gen PTB.
 - Recommended significant changes to position training and/or qualifications include:
 - New course
 - Change in delivery modality
 - Change in course hours
 - Training moved from recommended to required
 - Training moved from required to recommended
 - Change in course prerequisites
 - Change in position prerequisites
 - Replace FEMA course with NWCG course, or
 - Course or position name change
 - Facilitate consensus-building among primary agency representatives.
 - Maintain performance support products for respective position.
- **Action:**
 - Lead SME provides briefing and additional insights or rationale.
 - **Approves packages without Significant Change:**
 - Brief Parent Committee on IPTM project status and deliverables for fatal flaw review.
 - **Recommend packages with Significant Change:**
 - Recommend significant training and qualification/delivery changes from an expert and agency perspective to the Parent Committee.
 - Chair secures primary agency consensus for approval as-is or with changes.
- **Best Practices:**
 - Ensure comprehensive review from both expertise and agency viewpoints.

6. Parent Committee Approves / Agency Vetting

- **Who:** Parent Committee agency representatives.
- **Action:**
 - Parent Committee is briefed by Position Steward Committee prior to independent review or initiating agency vetting.
 - Review recommendations from Position Steward Committee .
 - Confirm agency alignment with Position Steward Committee representatives.
 - Initiate agency vetting process.
 - If recommendations have a 310-1 or 901-1 impact respectively, support solicited from Incident and Position Standards Committee (IPSC) and/or Training Delivery Committee (TDC).
 - Parent Committee agency representative confirms agency Executive Board (EB) member alignment.
 - Parent Committee Agency representative vet recommendations following agency established vetting process.
- **Responsibility/Authority:**
 - Parent Committee agency representatives confirm TDC, IPSC, and EB agency alignment as needed. As an example, if 310-1 impact, coordinate with IPSC. If 901-1 impact, coordinate with TDC.
 - Approve requests for significant change.
 - Final decision authority for standards or training stewardship.
 - Overarching responsibility for an NWCG standard, position, or associated training course.
- **Best Practices:**
 - Provide clear updates and seek agency alignment from all relevant committees and representatives.

7. Training Delivery Committee (TDC) Support

- **Who:** TDC primary members.
- **Action:** Review and provide training delivery (901-1) impact recommendations/concerns to Parent Committee.
- **Responsibility/Authority:**
 - Provide interagency training delivery expertise.
- **Best Practices:**
 - Coordinate with Position Steward Committee /Parent Committee representatives for additional information, if needed.

8. IPSC Support

- **Who:** IPSC primary members.
- **Action:** Review and provide 310-1 impact recommendations and concerns to Parent Committee.
- **Responsibility/Authority:**
 - Represent agency stance and vote on recommendations.
 - Parent committees responsible for vetting.
- **Best Practices:**
 - Coordinate with Position Steward Committee /Parent Committee representatives for additional information, if needed.