


National Wildfire Coordinating Group Incident and Position Standards Committee

MAR 20 2020

IPSC-2020-05

To: Melissa Wegner, Northern Rockies Training Center Manager
Rebecca Sorensen, Training Specialist, Great Basin Training Center - NIFC
Clay Stephens, Training Specialist, Twin Falls District

From: Thomas M. Hayes, Chair, Incident and Position Standards Committee 

RE: ISPC Action Item 2019-09: Revision of the *Course Coordinator's Guide*, PMS 907

The *Course Coordinator's Guide*, PMS 907, was last revised in December 2014. Since then, NWCG has made numerous changes to the formatting and availability of many NWCG products and course materials. The NWCG Course Catalog is now the primary source for course information previously contained in the *Field Manager's Course Guide*, now the *NWCG Standards for Course Delivery*, PMS 901-1. In addition, changes in technology have altered the way coordinators prepare for and deliver courses. The *Course Coordinator's Guide* needs to be updated to better prepare course coordinators, lead instructors, and cadre delivering NWCG courses.

Please form a task team to work with the NWCG Publications Manager, Webmaster, and Training Program Manager (or their delegates) to:

- Review and revise the existing content to better reflect current status of materials and training delivery standards.
- Update the title to better reflect the content and to follow NWCG standard naming conventions.
- Determine the most suitable locations on the website for the content to reside.
- Consider posting the information as webpages instead of as a PDF if the format will both meet the needs of the users and allow for more frequent edits when necessary.
- Where feasible, make checklists or templates which can be edited and used as needed by cadre.
- Ensure information pertaining to all NWCG courses is housed in the Course Coordinator's Guide, and information specific to individual courses is housed on individual course pages in the Course Catalog.

Prepare a draft for review and approval by IPSC by August 2020.

Please direct any questions to Jesse Bender at (208) 534-1238 or jbender@blm.gov.

Attachments:

Course Coordinator's Guide, PMS 907

Distribution:

Sean Cross, NWCG Program Manager
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Nancie Turner, NWCG Webmaster
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Deb Fleming, NWCG Coordinator