NWCG AVIATION MANAGEMENT COMMITTEE
INTERNAL STANDARD OPERATING PROCEDURES

(Revised 6/22/2026)

Purpose

The purpose of these standard operating procedures (SOP) is to establish internal protocols and procedures for the Aviation Management Committee (AMC). AMC operates under the authority of the National Wildfire Coordination Group (NWCG) Executive Board and NWCG Master Charter.

The chair of the AMC is responsible for maintenance of this document and will ensure, at a minimum, an annual review is completed during a scheduled committee meeting. This is a living document and may be modified any time the management committee (MC), support staff, and/or primary member determines a need. All edits are approved by the AMC chair prior to a document update.
Mission and Objectives. The authoritative source for the AMC mission and objectives can be found on the NWCG website at https://www.nwcg.gov/committee/aviation-management-committee.

The mission statement and primary objectives will be reviewed annually at the in-person meeting typically held in March.

Membership Management

Membership can consist of representatives (one primary and one alternate) from any NWCG primary and associate agencies except for the National Association of State Foresters who can have up to three primary members. AMC members include:

- Department of the Interior
- Department of War
- International Association of Fire Chiefs
- National Association of State Foresters
- United States Fire Administration
- United States Forest Service
- Intertribal Timber Council

If a primary member is unable to attend a scheduled meeting, an alternate member should be identified by the primary member to serve in their absence. Alternate members have full primary membership authority whenever they are called upon to serve in that role.

Subgroups, Liaisons, Advisors

Subgroups

The AMC has the following subgroups:

- Aerial Supervision Subcommittee
- Aviation Training Subcommittee
- Fixed Wing Subcommittee
- Rotor Wing Subcommittee
- Unmanned Aircraft Subcommittee

The MC may establish units, task teams, or assign individuals as necessary to advise and assist the work of the AMC. These will typically have a set expiration date. New subcommittees must be approved by

the Executive Board. Units and task teams will not be tracked on the NWCG website. An organization chart of the units and task teams below the subcommittee level will be maintained in the AMC collaborative working space.

Units and task teams – A primary unit/task team leader will be identified and communicated to the appropriate subcommittee and AMC. The lead will serve a minimum of one-year term. Identification of a co-lead is at the discretion of the Unit.

Refer to https://www.nwcg.gov/committee-roles-and-membership-information for additional information on roles and membership information.

Management Committee Liaisons

All management committees have assigned MC liaisons to each of their subcommittees. These assignments will rotate as necessary. The current chair and vice-chair will not typically serve in these MC liaison roles. These MC liaisons are listed on the subcommittee rosters.

Liaisons and Advisors

Liaisons and advisors may be assigned based on need. Neither liaisons nor advisors will be tracked on the roster.

Liaisons participate in discussions but are not engaged in consensus decisions. Liaisons coordinate the flow of information between the MC and a stakeholder. List non-NWCG names and agencies or groups represented by the liaisons as well as a brief description of necessity (e.g., FEMA Representative – all-hazards guidance and coordination).

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Advisors participate in topic related discussions based on their area of expertise but are not engaged in consensus decisions. Advisors may or may not be from an NWCG member agency. List names and areas of expertise represented by the advisors as well as a brief description of necessity.

- FS and DOI Aviation Training Specialists
- NASF Safety
- CalFire
- FS and DOI Safety

Support Staff

The support staff position provides administrative and technical support to the MC and will be tracked on the roster if a dedicated individual is assigned. The term of service should be staggered from the chair rotation to ensure continuity of internal processes.

Support staff responsibilities include but are not limited to:

- Attend all MC calls or meetings and document with official meeting notes and action log.
- Assist the chair with the development of meeting agendas and invitations.
- Provide committee webpage updates to the NWCG coordinator.
- Maintain and archive all MC correspondence and provide appropriate documents (e.g., minutes, memos) to the NWCG coordinator.
- Disseminate correspondence to all members.
- Assist with all meeting logistics.

Chair and Vice-Chair

The chair will serve a one-year term that begins in March of each year. The chair is responsible for scheduling meetings as necessary to carry out MC business and responsibilities. The chair may call and conduct meetings, submit committee/subgroup recommendations to other NWCG subgroups and the NWCG Executive Board (via NWCG coordinator), and sign MC correspondence. The chair shall determine meeting agendas, submit necessary briefing papers and reports, and have minutes prepared for each meeting and distributed to the members. In addition, the chair may represent the MC at NWCG Executive Board meetings, other NWCG subgroup meetings, or other meetings and events as appropriate.

AMC will designate a vice-chair from amongst its primary members to serve a one-year term that begins in March of each year. The vice-chair performs the duties of the chair when the chair is not available or as requested by the chair.

The chair and vice-chair will rotate among the member agencies in the following order (the initial chair and vice-chair will serve 7/2026-2/2027 and then the one-year rotations will begin):

Term	Chair	Vice Chair
7/2026 – 2/2027	NASF NE/MW	USFS
3/2027 – 2/2028	USFS	NASF W
3/2028 – 2/2029	NASF W	USWFS (DOI)
3/2029 – 2/2030	USWFS (DOI)	IAFC
3/2030 – 2/2031	IAFC	USFS
3/2031 – 2/2032	USFS	NASF S
3/2032 – 2/2033	NASF S	USWFS (DOI)
3/2033 – 2/2034	USWFS (DOI)	DOW
3/2034 – 2/2035	DOW	NASF NE/MW
3/2035 – 2/2036	NASF NE/MW	USFS
3/2036 – 2/2037	USFS	NASF W
3/2037 – 2/2038	NASF W	USWFS (DOI)
3/2038 – 2/2039	USWFS (DOI)	IAFC
3/2039 – 2/2040	IAFC	USFS
3/2040 – 2/2041	USFS	NASF S
3/2041 -2/2042	NASF S	USWFS (DOI)
3/2042 – 2/2043	USWFS (DOI)	DOW
3/2043 – 2/2044	DOW	NASF NE/MW
3/2044 – 2/2045	NASF NE/MW	USFS

This rotation may be altered upon agreement of the committee and their respective agencies. If an agency representative is unable to serve in the chair position, that agency is responsible for finding an alternate to serve as chair. The selected individual must be able to carry out all responsibilities required of the chair position.

Decision Making

A quorum for conducting business shall be a minimum of two-thirds of primary members. Decisions will be based on a consensus of those members present. All decisions will be recorded in the meeting minutes. All member entities speak with one voice in the consensus model (quorum); internal agency or organizational differences should be resolved outside of meetings.

Issues requiring discussion/decision may be brought to AMC by the chair, vice-chair, primary member, NWCG management committee liaison, advisor, or an AMC subcommittee (through the subcommittee's respective chair). The chair and support staff are responsible for compiling the associated reference and background materials in advance of the AMC meeting and sending them to the AMC membership.

Members are expected to come to the meetings having reviewed the material, fully vetted issues with their agencies/organizations, as appropriate, and be prepared to make a decision. Members are responsible for participating in active dialogue and constructive debate leading up to a decision. At the completion of the discussion, the chair will assist the group in determining if a decision can be reached or if more time is needed to gather additional information or conduct additional briefing up the chain of command. If a decision is deferred, a deadline will be set by the chair for revisiting the decision topic and captured in the meeting notes.

Typically, AMC decisions must be implemented by each member agency/organization to be effective; therefore, time should be allowed during the decision making for due deliberation by the agencies/organizations through the appropriate chain of command. When possible, it is best to bring a topic forward one month as informational and follow up the next month with a decision.

Decision making by AMC, and subcommittees is by consensus of the primary membership. Decisions will be based on a consensus of those members present. A quorum of two-thirds of the primary members is required to carry a decision. At the beginning of the meeting, the chair will announce if there are enough members present to form a quorum (2/3 of primary members is 6-7). All decisions will be recorded in the meeting notes. The chair will facilitate the consensus process.

Consensus decision making does not require unanimous agreement by members but does require participation by all primary members. Consensus requires every member be willing to support the decision. During the decision-making process, each member takes responsibility to share their opinions for group consideration and deliberation, and to provide an alternative solution where there is disagreement. Rather than abstaining, a participant can express a neutral position yet must still be involved and able to support the decision.

A decision is considered final when agreed upon at the meeting. Once approved, the meeting minutes will document the decision. Not receiving a reply from a primary member to edit the notes by the meeting minute review deadline implies agreement and support of the minutes by members. Once a decision has been made, all members agree to actively support the decision.

In the rare case of AMC not reaching consensus, the chair will elevate the issue to the NWCG Executive Board through the NWCG Coordinator by issuing a briefing paper. The NWCG Executive Board will then follow their process to determine a final decision.

For additional information on decision making see https://www.nwcg.gov/committee-roles-and-membership-information.

Meetings

AMC shall meet on the first Thursday of each month or as necessary to conduct business. Meetings are typically held via TEAMs. Meeting dates/locations may be changed with the consensus by the primary members. Primary members, advisors, and subcommittee chairs should attend all monthly meetings. Those unable to attend a meeting should arrange for an alternate to represent their

agency/organization. The alternate should be fully briefed and must have the authority to make decisions on the primary member's behalf. Alternates will be announced to the chair and the support staff prior to the meeting.

If the need arises, for example during summer when fire activity is high, additional meetings may be scheduled. Subcommittee chairs will be provided with a copy of the agenda so they are aware of the topics under discussion and should attend the AMC meeting, if necessary. There will be times when AMC meetings are closed to all but the AMC membership.

Meetings may be held in-person or virtually. When a meeting is held in-person, a virtual option will be established for members that cannot attend in-person. If an in-person meeting is planned additional time will be required for the support staff and facilitator to make arrangements. Active and full participation is critical to meeting success. For members participating remotely, turning on cameras is expected during the meeting.

Agenda items will be submitted to the chair and support staff by MC members or liaisons/advisors. A written agenda will be provided to MC members, alternates, and liaisons/advisors at least seven days prior to the meeting. The chair and support staff may conduct an agenda setting call to determine agenda topics prior to compiling the agenda; the NWCG coordinator can be involved with agenda setting based on needs of MC members. Agenda items will be prioritized prior to the start of each meeting and additional items may be added by consensus of the MC.

Meeting minutes will be taken by the support staff or an MC member and will be finalized within one week of the meeting and distributed to MC members for review/comment. Notes will be finalized at the beginning of the next scheduled meeting and sent to the NWCG coordinator for review and posting.

To build team cohesion, AMC members will strive to meet once per year at an off-site location. The location will be determined by the primary members. This meeting can be combined with a staff ride, training, or other functions of interest. Members will pay for their own travel and the associated travel of any subcommittee member that will be attending.

NWCG Products

Stewardship of NWCG products (including publications, training courses, videos, glossary terms and data standards) will be held at the MC level. The MC may delegate review and update of the products to their subcommittees. Final review, agency vetting, and approval are the responsibility of the MC. Stewardship for all products is outlined on the NWCG website. For information on agency vetting and alignment of assigned products, see *NWCG Standard Operational Procedures*, PMS 900.

It is recommended that each subcommittee reference assigned publications expiration dates and position rewrite dates on the NWCG website. Subcommittees will begin the review process at least one year prior to the expiration/review dates. Recommended changes to publications shall be submitted to the AMC for review no later than 2 months prior to publications expiration date. Position change requests shall be elevated to the NWCG Training Program upon request.

Position Management

AMC has stewardship over the following positions:

- Area Command Aviation Coordinator (ACAC)
- Air Operations Branch Director (AOBD)

- Air Support Group Supervisor (ASGS)
- Air Tactical Group Supervisor (ATGS)
- Helicopter Coordinator (HLCO)
- Airtanker Base Manager (ATBM)
- Aircraft Timekeeper (ATIM)
- Fixed Wing Base Manager (FWBM)
- Fixed Wing Parking Tender (FWPT)
- Mixmaster (MXMS)
- Ramp Manager (RAMP)
- Retardant Crewmember (RTCM)
- Single Engine Airtanker Manager (SEMG)
- Aircraft Base Radio Operator (ABRO)
- Deck Coordinator (DECK)
- Helibase Manager (HEBM)
- Helicopter Crewmember (HECM)
- Helicopter Manager, Single Resource (HMGB)
- Unmanned Aircraft Systems, Data Specialist (UASD)
- Unmanned Aircraft Systems, Module Leader (UASL)
- Unmanned Aircraft Systems, Manager (UASM)
- Unmanned Aircraft Systems Pilot (UASP)

Incident position descriptions and position qualifications will be reviewed by the MC or one of their subcommittees on an annual basis in January. Recommended changes will be discussed with the AMC during the annual March meeting. AMC approved changes will be coordinated with the appropriate MCs, subcommittees, and the NWCG coordinator.

AMC Stewardship Management

Subcommittee	Positions	Publications	Courses	Refreshers	Forms
AMC	ACAC	PMS 504, PMS525-1	S-270, X-903		
Aerial Supervision	ATGS	PMS 505	S-378	RT-378	
	HLCO	PMS 509			
Rotor Wing	AOBD	PMS 510	S-375		ICS 220 WF
	ASGS	PMS 501	S-470		PMS 245
	ABRO	PMS 512	S-271		
	DECK	PMS 513	S-371		
	HEBM		S-372	RT-372	
	HECM				
	HMGB				
Fixed Wing	ATBM	PMS 507	S-273	RT-273	
	ATIM	PMS 508			

	FWBM	PMS 514			
	FWPT	PMS 518			
	MXMS				
	RAMP				
	RTCM				
	SEMG				
UAS	UASD	PMS 515	S-373	RT-373	
	UASL				
	UASM				
	UASP				
Aviation Safety		PMS 503			
		PMS 513			
		PMS 530			
		PMS 530-1			
Airspace		PMS 520			
		PMS 520-1			
		PMS 520-2			
		PMS 520-3			

Additional Operating Procedures / Processes

Detailed information on committee processes, procedures and expectations can be found in the *NWCG Standard Operational Procedures*, PMS 900. Collaborative storage space (e.g., Teams, Google Drive) will be established through NWCG by the coordinator.