CHARTER

NATIONAL WILDFIRE COORDINATING GROUP INFORMATION RESOURCE MANAGEMENT - PROGRAM MANAGEMENT OFFICE

I.   BACKGROUND

This office is formed to assist the National Wildfire Coordinating Group (NWCG). The NWCG was formed in January 1976 to expand operational cooperation and coordination of wildland fire agencies within the Departments of Interior and Agriculture and the National Association of State Foresters. The office chartered here is established to support NWCG information resource management (IRM) strategy.

The NWCG IRM Program Management Office (IRM-PMO) is an enabling organization dedicated to supporting information resource management throughout the wildland fire community. The IRM-PMO is a partnering organization to the IRM Working Team (IRMWT). The IRMWT develops IRM strategy, reviews IRM proposals, and makes recommendations to NWCG on IRM issues. The IRM-PMO is the organization responsible for providing products and services for enabling the successful development, implementation, and operation (entire life-cycle) of NWCG related IRM systems in accordance with NWCG direction.

II.   NAME

The name of this organization is the Information Resource Management - Program Management Office of the National Wildfire Coordinating Group: hereinafter referred to as the IRM-PMO, or more simply as the PMO.

III.   AUTHORITY

The IRM-PMO is established pursuant to the Memorandum of Understanding establishing the National Wildfire Coordinating Group, March 16,1976, signed by the Secretary of Agriculture and the Secretary of the Interior.

IV. SCOPE

The IRM-PMO provides products and services in support of NWCG related IRM activities.

V. MISSION

To provide guidance, expertise, and tools to enable development, consolidation, integration, and support of information resource management systems for the wildland fire community.

VI. OBJECTIVES AND GOALS

Utilize knowledge and experience of IRM best practices, methods, and techniques to provide products and services that:

- Establish a coordinating infrastructure of NWCG IRM and project management planning methodologies and standards for interagency fire data and computer applications;

- Maintain an integrated, enterprise-wide perspective of NWCG IRM needs, commitments, and current conditions;

- Serve as a conduit for open communications among all NWCG IRM Program stakeholders (business management, IRM community representatives, and project personnel);

- Develop and maintain a portfolio of existing wildland fire IRM systems;

- Develop and maintain a repository of NWCG IRM project, system and enterprise (data and applications) architecture information;

- Establish and support NWCG standards and principles pertaining to wildland fire IRM;

- Establish an application-independent data stewardship program to provide an interface between the business and IRM communities;

- Guide, assist, and facilitate NWCG IRM efforts;

- Develop quality and evaluation standards and criteria for NWCG IRM projects and activities. Periodically review systems for adherence to these standards.

So that:

- NWCG IRM efforts are synchronized with real and current business needs;

- Applications used across the wildland fire community are consistent and interoperable;

- The quality of NWCG IRM activities is always improving;

- User acceptance and support are enhanced;

- Investments in NWCG IRM applications are optimized;

- Redundancy of wildland fire computer applications is reduced or eliminated;

- Data is sharable.

VII. ORGANIZATION

The IRM-PMO works on behalf of the NWCG, in accordance with a work plan and priorities agreed upon with the IRMWT. The IRM-PMO exists as a partnering organization to the IRMWT.

The NWCG IRMWT Liaison is responsible for overseeing the IRMWT and IRM-PMO activities. It is through this NWCG member that the IRMWT and IRM-PMO relates to the NWCG.

Goal setting, identification of priorities, and reporting results to NWCG will occur in cooperation with the IRMWT. PMO members participate in IRMWT activities and coordinate directly with IRMWT members.

VIII. ORGANIZATIONAL STAFFING

The IRM-PMO will initially consist of four positions: the NWCG IRM Program Manager, Application Architect, Data Architect, and Repository Manager. Position FTE and funding will be provided by BLM, NPS, and USFS (2), respectively. Additional staffing requires approval of the NWCG.

The NWCG IRM Program Manager will report directly to the NWCG IRMWT Liaison and administratively to the parent agency Fire Director. The IRM-PMO Staff will report directly to the NWCG IRM Program Manager and will work with their parent agency line supervisor to ensure administrative requirements are met. The NWCG IRM Program Manager and administrative agency supervisor will jointly select new and replacement staff members.

IX. IRM-PMO AUTHORITIES AND RESPONSIBILITIES

The IRM-PMO has the following authority and responsibilities:

- To coordinate all NWCG information system development/implementation activities.

- To periodically review NWCG projects/programs for compliance with existing policies, procedures, and/or standards and provide review results and recommendations to the IRMWT and NWCG.

- To formulate, develop, and implement NWCG IRM procedures and standards.

- To assist the IRMWT in the development of the NWCG IRM Strategic Plan.

- To implement and maintain an interagency repository of NWCG IRM documentation (e.g., project plans, models, data dictionary, system documentation).

- To assist in the development of NWCG project charters and plans.

X. REPORTS AND EVALUATION

A. Reports: IRM-PMO work plan and operating budget will be submitted as part of the IRMWT work plan and operating budget to the NWCG annually. Financial considerations, recommended areas of investigation as identified by the IRMWT, work schedules, and work area descriptions will be submitted with the work plan.

B. Evaluation: The NWCG provides direction to the IRMWT and IRM-PMO through the NWCG IRMWT Liaison. The NWCG IRM Program Manager's performance and training plan will be reviewed semi-annually by the NWCG IRMWT Liaison and parent agency

Fire Director. The PMO budget shall be reviewed by the IRMWT in conjunction with normal IRMWT budget management activities. The NWCG IRM Program Manager will: jointly, with the agency supervisor of record; evaluate performance and training plans of all IRM-PMO staff members at least semi-annually, and provide final written evaluations to the appropriate agency management personnel annually.

C. Peer Review: The IRMWT may conduct an annual peer review of the IRM-PMO, and provide performance input to the NWCG IRMWT Liaison. Similarly, the IRM-PMO may conduct an annual peer review of the IRMWT, and provide performance input to the NWCG IRMWT Liaison.

D. Customer Evaluations: IRM-PMO performance will also be assessed and evaluated based on feedback from NWCG Project Managers, Business Leaders, development teams, and other customer groups pertaining to IRM-PMO needs, effectiveness, and desired outcomes. IRM-PMO performance elements will be measurable and in conformance with GPRA (Government Performance Review Appraisal).

XI. APPROVAL

This Charter is effective as of the date of approval by the Chairman of the NWCG.

NWCG Chairman _____   Date _____

NWCG IRMWT Liaison _____   Date _____

NWCG IRM Program Manager _____   Date _____

NWCG IRMWT Chair _____   Date _____