



NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Fire Center
3833 S. Development Avenue
Boise, Idaho 83705

MEMORANDUM

Reference: NWCG#026-2008

To: NWCG Subgroup Chairs

From: NWCG Chair *Brian McManis*

Date: December 11, 2008

Subject: Process for Proposals to be Considered by the NWCG Executive Board

The purpose of this memorandum is to identify the process for presenting proposals to the NWCG Executive Board that have a potential impact on wildland fire business, information technology applications, infrastructure, equipment, and security. The intent of this process is to ensure that proposals have been vetted through the appropriate groups for review prior to presentation before the NWCG Executive Board.

Initiation of the process begins with the following contacts:

- 1) If you are representing one of the NWCG subgroups, all ideas must go through your Branch Coordinator.
- 2) If you are external to the NWCG organization, your idea must go to the NWCG Portfolio Coordinator.

The Branch Coordinators and NWCG Portfolio Coordinator will work with you in further developing your idea. The proposal will be reviewed for effects on areas such as:

- Business processes and products
- Wildland Fire Information Technology(IT) Application Portfolio
- Enterprise Architecture
- Budget
- Security
- Configuration Management
- Records Management

The recommendations resulting from the review process will be presented to the NWCG Executive Board (acting as an investment review board) for a decision. For IT-related proposals, follow-through with the appropriate Department/Agency Investment Review Board will occur.

For more information regarding this process, contact: Carol Saras, NWCG Portfolio Coordinator, (208) 387-5266 or by e-mail at csaras@blm.gov.

cc: NWCG Executive Board