INCIDENT OPERATION STANDARDS WORKING TEAM

CHARTER

NATIONAL WILDFIRE COORDINATING GROUP
GLOSSARY OF WILDLAND FIRE TERMINOLOGY
CHANGE BOARD

INCIDENT OPERATION STANDARDS WORKING TEAM

I.   BACKGROUND:

The Incident Operation Standards Working Team (IOSWT) was established by the National Wildfire Coordinating Group (NWCG) to review, evaluate, and make recommendations to NWCG on issues related to incident operation standards in support of the National Interagency Incident Management System (NIIMS). One of the IOSWT responsibilities is to maintain document currency for the Glossary of Wildland Fire Terminology that was developed in 1996 by the Incident Command System (ICS) Working Team, working team predecessor to IOSWT.

In January 2005, a comprehensive Glossary review was completed; validating currency of existing terms and definitions, updating definitions, adding terms, and retiring term and definitions that were no longer determined as current. This review involved all NWCG approved Working Teams and National Coordinators. With the technical support provided through the Information Resource Management Working Team's Data Administration Working Group (DAWG), the Glossary is formatted to comply with NWCG meta-data standards and available electronically though the NWCG web.

At the January 2005 meeting of the NWCG Parent Group, the updated Glossary was accepted. NWCG direction was provided that all NWCG supported glossaries that contain terms and definitions found in the Glossary of Wildland Fire Terminology will be based on this document for the purpose of maintaining definition consistency and clarity among documents.

As the Glossary is in an electronic format and the need identified to maintain content currency on a regular basis, making changes based on subject matter expertise, this need has resulted in the formation of a change board that will oversee Glossary currency and content.

II.   NAME:

The name of this change hoard is the Glossary of Wildland Fire Terminology Change Board under the direction of the NWCG Incident Operation Standards Working Team, hereinafter, referred to as the Glossary Change Board (GCB).

III.   AUTHORITY:

The GCB is established pursuant to the working team charter authority granted to the IOSWT by the NWCG Parent Group in October 1996. NWCG was established by a Memorandum of Understanding, dated March 16, 1976, and signed by the Secretary of Agriculture and Secretary of the Interior.

IV.   MISSION:

To provide the wildland fire and fire use communities with a single source document, containing current terms and definitions, that covers wildfire, wildland fire use, prescribed tire, and incident management terminology commonly used by NWCG and its Working Teams.

V.   OBJECTIVE:

To provide a Glossary that helps to improve communication and provide for consistency in terminology usage throughout those organizations with a mission of wildland fire or fire use management.

To facilitate consistent use of glossary terms in publications, course development, and incident management activities.

VI.   ORGANIZATION:

The GCB is under the direction of the IOSWT with the IOSWT Chair having responsibility for assigning within IOSWT members the GCB Chair. The GCB Chair will serve as Glossary Steward and provide direction and monitor work assignment provided to GCB members.

VII.   MEMBERSHIP:

GCB membership shall consist of one representative from each of the NWCG Working Teams and one representative representing the National Coordinators. Membership expansion will he at the discretion of IOSWT.

GCB members shall serve as term and definition custodian for those terms and definitions identified by the Glossary based on subject matter expertise.

VIII. RESPONSIBILITIES:

The GCB will be responsible for the stewardship and custodianship of the terms and definitions contained within the NWCG Glossary of Wildland Fire "Terminology, ensuring compliance with current NWCG meta-data standards. 'This includes validating currency of existing terms and definitions, updating of existing definitions, adding terms, and retiring terms and definitions that no longer support Glossary scope and/or objective.

IX. CHAIR AUTHORITIES AND RESPONSIBILITIES:

As selected by the IOSWT Chair, the GCB Chair has the following authorities and responsibilities:

- ➢ Authorized to schedule meetings and conference calls with GCB representatives as needed.

- ➢ Serve as Glossary Steward, assigning terms and/or definitions to appropriate GCB members based on subject matter expertise.

- ➢ Make GCB work assignments and appoint ad hoc working groups. external to GCB, to address specific Glossary projects. Serve as Glossary point of contact for receiving glossary change requests, reviewing for Glossary appropriateness, and forwarding accepted change requests to appropriate GCB member(s) for review and acceptance/rejection.

- ➢ Maintain regular contact with GCB members to ensure timely review of assigned glossary change requests.

- ➢ GCB point of contact with DAWG and NWCG Repository Manager, ensuring glossary changes are compliant with NWCG meta-data standards.

- ➢ GCB representative, presenting change board recommendations to IOSWT and NWCG for consideration and approval.

X. GLOSSARY ENTRY CHANGE REQUEST PROCESS

Changes to glossary shall be accepted by GCB on a year-round basis. Only those change request that arc submitted using the NWCG approved Glossary Entry Change Request Form (reference Attachment #1) will be accepted for GCB review and action. Change requests may be submitted electronically or hardcopy.

Once received by GCB, the NWCG approved change process will be followed (reference Attachment #2) in coordination with DAWG and NWCG Repository Manager. As a Glossary Entry Change Request is reviewed and action(s) taken that affect status of a change request, changes in status will he posted on the Glossary web site.

Change requests that are approved for glossary inclusion will be held in pending status for an annual glossary update that shall occur on June I^s. Any unscheduled glossary updates shall require IOSWT approval.

XI.   MEETINGS AND REPORTS

GCB will be scheduled as needed with meeting agendas provided to GCB members and IOSWT Chair in advance. When established, ad hoc working groups within the GCB will meet at the direction of the GCB Chair.

GCB and ad hoc working group member's cost for time and travel will be the responsibility of the member's sponsoring agency. Associated costs will be covered by IOSWT or by a member agency when agreed to by the agency.
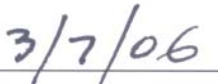
The GCB chair will provide the IOSWT with progress reports on GCB activities, as needed, at regularly scheduled IOSWT meetings and conference calls.

XII.   CHARTER APPROVAL:

The GCB Charter is effective as of the date of approval by the IOSWT chair. This charter may be revised upon recommendation of the GCB with concurrence of IOSWT.

APPROVED:

_____Robert J. Leaverton_____   ___3/7/06___
Chair, IOSWT   **Date**

ATTACHMENT #1
NWCG Glossary Entry Change Request

Request		
☐ **Create new entry** Effective Date:	☐ **Update current entry** Effective Date: Term #: Definition #:	☐ **Delete current entry** Effective Date: Term #: Definition #:
Complete all fields in the form. (Reason is optional.)	*Complete Reason, Requestor Information, and all changed fields in the form.*	*Complete Reason and Requestor Information. Skip the remainder of the form.*
Reason for update or delete:		

Requestor Information	
Requestor Name:	Date:
E-Mail Address:	Phone:

Glossary Entry Information	
Vocabulary: (select from list)	Subject Area: (select from list)
Custodial Group: (select from list)	
Term Information	
Term:	
Acronym:	Preferred Term(s):
Synonym(s):	Related Term(s):
Definition Information	
Definition (255 char, max):	
Extension:	
Reference:	
Definition Source Information	
Title:	
Version/Edition:	Date:
Author:	Publisher:
Description:	

Submit request to:

Allen Deitz   Phone: (208) 947-3742
NWCG Repository Manager   FAX: (208) 947-3712
NWCG IRM Program Management Office   E-mail: allen_deitz@nifc.blm.gov
1387 South Vinnell Way
Boise, Idaho 83705-1657

Explanation of Form Fields

Field	Explanation
Request	
Effective Date	Date upon which the requested action is targeted for implementation
Term #	Unique identification number of the term to be updated or deleted
Definition #	Unique identification number of the definition to be updated or deleted
Reason for update/delete	Explanation of why the update or deletion is needed.
Requestor Information	
Requestor Name	Name of person submitting the request
Date	Date when the form is filled out by the requestor
E-Mail Address	E-mail address to use when contacting the requestor
Phone	Telephone number to use when contacting the requestor
Glossary Entry Information	
Vocabulary	Topic domain of a glossary. Available vocabularies include: □ *Wildland Fire* □ *Project Management* □ *Information Technology*
Subject Area	Domain of a group of glossary entries that share a common, specific topic within a vocabulary. Applicable Wildland Fire subject areas include: □ *Aviation* □ *Education* □ *Fire Weather* □ *Fire Behavior* □ *Equipment* □ *Incident Operations* □ *Fire Danger* □ *Fire Environment* □ *Investigation* □ *Dispatch* □ *Fire Use* □ *Safety & Health* □ *Incident Business Practices* □ *Training* □ *Incident Command System (ICS)* □ *Wildland/Urban Interface* □ *Incident Qualifications System (IQS)* □ *Other, specify____* Applicable IRM subject areas include: □ *Project Management* □ *Enterprise Architecture* □ *Legislation* □ *Repository Management* □ *Other, specify____*
Custodial Group	The NWCG group or working team with custodianship over the definition. Custodial groups include: □ *Dispatchers – NICC* □ *IBPWT – Incident Business Practices WT* □ *FEWT – Fire Equipment WT* □ *IOSWT – Incident Operations Standards WT* □ *FENWT – Fire Environment WT* □ *IRMWT – Information Resources Mgmt WT* □ *FIWT – Fire Investigation WT* □ *PMSWT – Publication Mgmt System WT* □ *FUWT – Fire Use WT* □ *WUIWT – Wildland/Urban Interface WT* □ *FWWT – Fire Weather WT* □ *WFEWT – Wildland Fire Education WT* □ *SHWT – Safety and Health WT* □ *IRM-PMO – IRM Program Mgmt Office* □ *TWT – Training WT* □ *Other, specify____*
Term Information	
Term	The word, name, or phrase defined by the glossary entry
Acronym	Acronym of the term
Preferred Term(s)	Term to be used in place of the non-approved (by NWCG) term in the "Term" field
Synonym(s)	Synonym of the term
Related Term(s)	Other terms, closely related to the term, that may be of interest to a glossary user
Definition Information	
Definition	Single, base definition of the term consisting of a classification and differentiation clause (limited to a maximum of 255 characters, including spaces)
Extension	Example, further explanation, or usage guidance in support of the definition
Reference	Referral to further information in support of the definition
Source Information	
Title	Title of document or name of organization from which the definition originated
Version/Edition	Version or edition of the source document
Date	Publication date of the source document or date of origin if source is an organization
Author	Author of the source document or contact person if source is an organization
Publisher	Publisher of the source document
Description	Textual description of the source of the definition (optional)

ATTACHMENT #2
NWCG Glossary of Wildland Fire Terminology
Glossary Entry Change Process

Field (Agency, Parent Group, WT members, Employees, etc.)
1. Identify needed change (new, modification, deletion) to Custodian [status = REQUESTED]
↓
Custodian
2. If new entry, coordinate with IOSWT Steward for custodian direction/referral, if needed
3. Ensure joint custodian is involved, if applicable
4. Ensure DAWG involvement, if proposal affects an existing data standard
5. Draft the change
6. Issue draft change for comment (150 day comment period) [status = DRAFT]
7. Review comments
8. Assure agency buy-in
9. Update draft change based on comments, as appropriate
10. Propose the change to IOS Steward (or cancel or rework draft change) [status = PROPOSED]
↓
IOSWT Steward
1. Evaluate proposed change
   a. TWT impact
   b. PMS impact
   c. Policy impact
2. Assure compliance with standards (format, content, etc.)
3. Target effective date (IOSWT, PMSWT, TWT consensus)
4. Approve the change and forward with target effective date to Repository (or return not approved to Custodian) [status = APPROVED]
↓
Repository
1. Publish the approved change showing target effective date
2. Effect the change in the glossary, effective on target date [status = CURRENT]

"Normal" Status Sequence:
REQUESTED – received from requestor, awaiting custodian action
DRAFT – open for comment
PROPOSED – under IOS review
APPROVED – awaiting publication
CURRENT – in effect, published
Other Statuses:
CANCELLED – draft or proposed change that was subsequently cancelled
DELETED – removed from the current glossary
ARCHIVED – replaced by subsequent, current definition

Flowchart

START (anyone) — Agency, Parent Group, task group, WT member, employee, etc.

↓

Request glossary content change (addition, modification, deletion)

↓

Custodian

↓

New entry (addition)? — yes → Coordinate with IOSWT Glossary Steward for custodian direction/referral

↓ no

joint custodianship? — yes → Coordinate change with other custodian(s)

↓ no

Affects exisitng data standard? — yes → Coordinate change with DAWG

↓ no

Draft change and issue for 150 day comment period

↓

comments received? — yes → Review comments and update draft change, as appropriate

↓ no

Assure agency buy-in to the change

↓

Cancel or rework? — no → Propose the change

(yes → back to START)

IOS WT Glossary Steward

↓

Evaluate proposed change for impact (TWT, PMS, policy)

↓

Assure compliance with standards (format, content, etc.)

↓

Set the Target Effective Date for the change (consensus with TWT, IOSWT, PMSWT)

↓

approve? — yes → Forward the approved change to the Repository Manager

↓ no

Return proposed change to Custodian for re-drafting

NWCG Repository Manager

↓

Publish the approved change showing the Target Effective Date (status = PENDING)

↓

Current Date >= Target Effective Date? — no (wait) → (back to Publish)

↓ yes

On target date, make the change effective (status = CURRENT)

↓

END