

# NATIONAL WILDFIRE COORDINATING GROUP

## Outreach and Training Unit

### Charter

#### 1. Background

The National Wildfire Coordinating Group (NWCG) was formed in January 1974, to expand operational cooperation and coordination between various public agencies having jurisdictional responsibility for wildland fire management.

In 2007, NWCG was re-chartered, expanding its responsibility and adding new partners. The unit chartered herein is one of a number of support groups established by the NWCG to provide stewardship for specific business segment areas in fire management.

Historically, most of the functional business areas to be addressed by this unit were the responsibility of the former Intelligence and Meteorology Working Units chartered under the National Predictive Services Group, now the National Predictive Services Subcommittee.

#### 2. Name

The name of this unit, hereinafter referred to as the Unit, is the Outreach and Training Unit of the National Predictive Services Subcommittee (NPSS).

#### 3. Authority

The Unit is established pursuant to the authorities granted in the National Predictive Services Subcommittee Charter.

The deliberations of this Unit are exempt from the Federal Advisory Committee Act under section 204 of the Unfunded Mandates Reform Act of 1995.

The Unit Leader is authorized to convene meetings and schedule agenda items. The Unit Leader is also authorized to make contacts, negotiate work assignments, and make commitments on behalf of the Unit. The Unit Leader may also commit such resources as are available within the Unit or as authorized by the National Predictive Services Subcommittee.

#### 4. Purpose

The Unit is established to accomplish outreach and training tasks and processes necessary to fulfill the Predictive Services mission.

## **5. Membership**

Unit membership will reflect a mix of people who are knowledgeable in the subject area of the Unit and are from the Predictive Services program, consisting of NWCG member agencies and organizations.

Predictive Services will elect, from the Predictive Services program, a Unit Leader and Deputy Unit Leader for the Unit to serve a one year term. After the one year term, the Deputy Unit Leader will automatically become the Unit Leader and serve an additional one year term. For each successive year, only the Deputy Unit Leader will be elected.

Unit members will consist of voting members comprised of employees within the Predictive Services program (including the national office). Each employee of Predictive Services must choose to be a member of at least one unit, and may choose to be a member in up to three units. There is no set term for Unit membership. An employee within Predictive Services may change/resign membership to a unit at any time as long as the employee retains membership in at least one unit at all times.

Liaisons (non-voting) to other groups or entities that have special skills, interests, or resources that may help the mission of Predictive Services may be added to the Unit with Unit Leader approval.

## **6. Organization**

The Unit is under the direction of the National Predictive Services Subcommittee.

The Unit may create task teams with concurrence of the National Predictive Services Subcommittee Chair.

## **7. Cooperation and Coordination**

The Unit will work through the National Predictive Services Subcommittee to ensure appropriate coordination, collaboration, and information sharing with other groups and organizations for the subject matter and specific tasks of the Unit.

## **8. Responsibility**

The Unit is primarily responsible for providing stewardship and oversight for the outreach and training of Predictive Services decision support products and services.

## **9. Deliverables**

Marketing and education of Predictive Services including conferences, surveys, publications, and multi-media presentations. Reviews, assessments and recommendations pertaining to product improvement and dissemination. Training course content development and delivery.

## **10. Meetings**

The Unit shall document in a standard operating procedure the specific protocols and procedures for conducting unit business.

## 11. Charter Amendments

Changes to, or revocation of, this charter must follow the process outlined in the *NWCG Operating Principles and Guidelines*.

## 12. Charter Approval

This charter is effective as of the date of approval by the Chair of the Fire Environment Committee and shall remain in effect until revised or revoked.

**Approved:**

  
\_\_\_\_\_  
Chair, National Predictive Services  
Subcommittee

06/4/2010  
\_\_\_\_\_  
Date

**Concur:**

  
\_\_\_\_\_  
Chair, Fire Environment Committee

06/04/2010  
\_\_\_\_\_  
Date