

**Wildland Fire Information and Technology
Operations and Maintenance Working Group
Charter**

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Wildland Fire Information and Technology

Background

The report *Wildland Fire Information and Technology – Strategy, Governance, and Investments*, March 23, 2012, outlined an approach to Governance and Management of the interagency wildland fire information and technology program that creates an integrated and cohesive structure while maintaining the integrity of the reporting relationships of personnel within the USDA Forest Service and Department of the Interior wildland fire management programs. This structure provides a clear, single interface point between the wildland fire “line of business” and the investment decision-making structures of the two agencies. As such, this structure provides single, unified capability to identify requirements and priorities, to efficiently make investment decisions, and to manage all of those investments as a single portfolio.

The purpose of the Wildland Fire Information and Technology (WFIT) governance structure is to provide a means for interagency leadership, direction, oversight, and implementation of the portfolio of information and technology investments (services and capabilities) that support the business processes and requirements of wildland fire. The governance structure does not replace existing wildland fire business governance structures. Rather, it provides a mechanism for ensuring that business requirements identified by those structures are supported by efficient and cost effective information and technology capabilities (including applications, data, and infrastructure).

The wildland fire information and technology governance structure operates within two larger contexts:

- Wildland fire business and policy governance, including the Wildland Fire Leadership Council, the Federal Fire Policy Council, and the National Wildfire Coordinating Group, which provides guidance and direction on business requirements and priorities; and
- Department of the Interior and Department of Agriculture/US Forest Service information technology management governance, which provide overall agency policy, direction, and oversight for information technology.

In addition, the governance structure is cognizant of, and respectful of, non-federal and other program interests and priorities that are affected by, and affect, the information.

Authority

In August 2012 the Departments of the Interior and Agriculture entered into a Memorandum of Understanding establishing a governance and management structure for wildland fire information and technology, including agreeing to make joint decisions on investments. The Wildland Fire Information and Technology Program Board is established under the authority of the Executive Board granted in that Memorandum of Understanding and the Executive Board Charter dated 8 August 2012. The Working Group’s structure and purpose were delegated by the Executive Board to the Program Board to charter and manage within the Program Board’s Charter dated 8 August 2012.

The deliberations of this Operations and Maintenance Working Group (OMWG) are exempt from the Federal Advisory Committee Act under Section 204 of the Unfunded Mandates Reform Act of 1995.

Working Groups



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The Operations and Maintenance Working Group is chartered by the WFIT Program Board, with concurrence of the Executive Board, and is responsible for the day-to-day management and implementation of the wildland fire information and technology program. All Working Groups have responsibility for program development and management as described in their respective charters and should work together to accomplish the strategies outlined to meet business, investment, and budget objectives. The User Advisory and the Science and Technology Working Groups provide advice and interface between WFIT and the wildland fire user and developer communities as described in the supporting diagram below (Figure 1).

Operations and Maintenance Working Group Responsibilities

The WFIT Operations and Maintenance Working Group will inform and advise WFIT's Program Board and Executive Board regarding information technology programs that are considered steady-state, including budget and policy matters, and maintenance related activities. The Operations and Maintenance Working Group will take a leadership role in maintaining WFIT information technology (IT) programs, resources, and associated budgets.

Consonant with its responsibilities, the following specific accomplishments are expected of the Operations and Maintenance Working Group:

- Develop interagency operations, maintenance, and support plans for WFIT investments
- Ensure operational IT support for interagency wildland fire users and investments
- Establish metrics by which WFIT steady-state investments can be measured
- Establish a process by which operations and maintenance activities are regularly reviewed and updated

Scope and Function

The Operations and Maintenance Working Group has responsibility to:

- Monitor the performance of WFIT systems and platforms ensuring the delivery of quality IT services and support
- Identify and evaluate the risks pertinent to proposed IT investments and identify risk management and mitigation strategies
- Identify and manage infrastructure requirements necessary to support IT investments
- Implement common information technology policies and procedures to enable efficient and effective IT investments
- Perform investment and budget monitoring and reporting in accordance with Capital Planning requirements
- Perform enterprise information security activities
- Conduct ongoing acquisition management administration activities
- Provide change management activities and processes

Membership



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The membership of the Operations and Maintenance Group will be comprised of appropriate wildland fire program personnel drawn from the various wildland fire organizations. The majority of these positions should be designated full-time positions that are aligned with current duty positions, focused on planning and the development and management of IT proposals and business case solutions as part of those job responsibilities, specifically:

Operations and Maintenance Working Group Chair. The Operations and Maintenance Working Group will be chaired by a member appointed by the WFIT Program Board in collaboration with the Management Advisory Board (MAB) and Executive Board (EB). The chair will maintain regular communication with the WFIT Program Board Co-Chairs. The Chair should have strong leadership skills, demonstrated interagency perspective, and a deep understanding of and commitment to the strategic and tactical importance of IT to wildland fire management's vision and mission.

Due to the time-consuming nature of the position, the appointed Chair should be a formal assignment integrated with existing duties; however, support will be provided to the Chair, on an "as needed basis" following consultation with the WFIT Program Board. The Program Board, in consultation with the Chair, will assign appropriate and necessary staff as support for the Operations and Maintenance Working Group.

The Chair will:

- Work directly with the leadership and agency representatives on the WFIT Program Board, as well as with ad hoc groups of fire support staff
- Work directly with the wildland fire community, fire leadership, and other staff
- Work directly with supporting WFIT Working Group Chairs and staff on wildland fire IT related matters
- Appoint and guide workgroups and subcommittees composed of wildland fire staff and or agency partners to carry out specialized analyses and activities

Operations and Maintenance Working Group Membership. The Operations and Maintenance Working Group is composed of current interagency wildland fire subject matter experts, including research and development, budgetary, data management and strategic planning expertise. The members are assigned by the nature of their current work assignments and skills. This should not be considered nor perceived as additional work.

Members for the Operations and Maintenance Working Group should include:

- System Administrators
- Database Architects
- Network Administrators
- Information Systems Security Managers
- Application and Desktop End User Support Personnel
- Data Management Specialists
- Program Managers
- Change Management Specialists



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Interfaces

The Operations and Maintenance Working Group coordinates with the other WFIT Working Groups, the WFIT Program Board, and external entities. The Operations and Maintenance Working Group will make recommendations to the WFIT Program Board on new, existing and the decommissioning of investments.

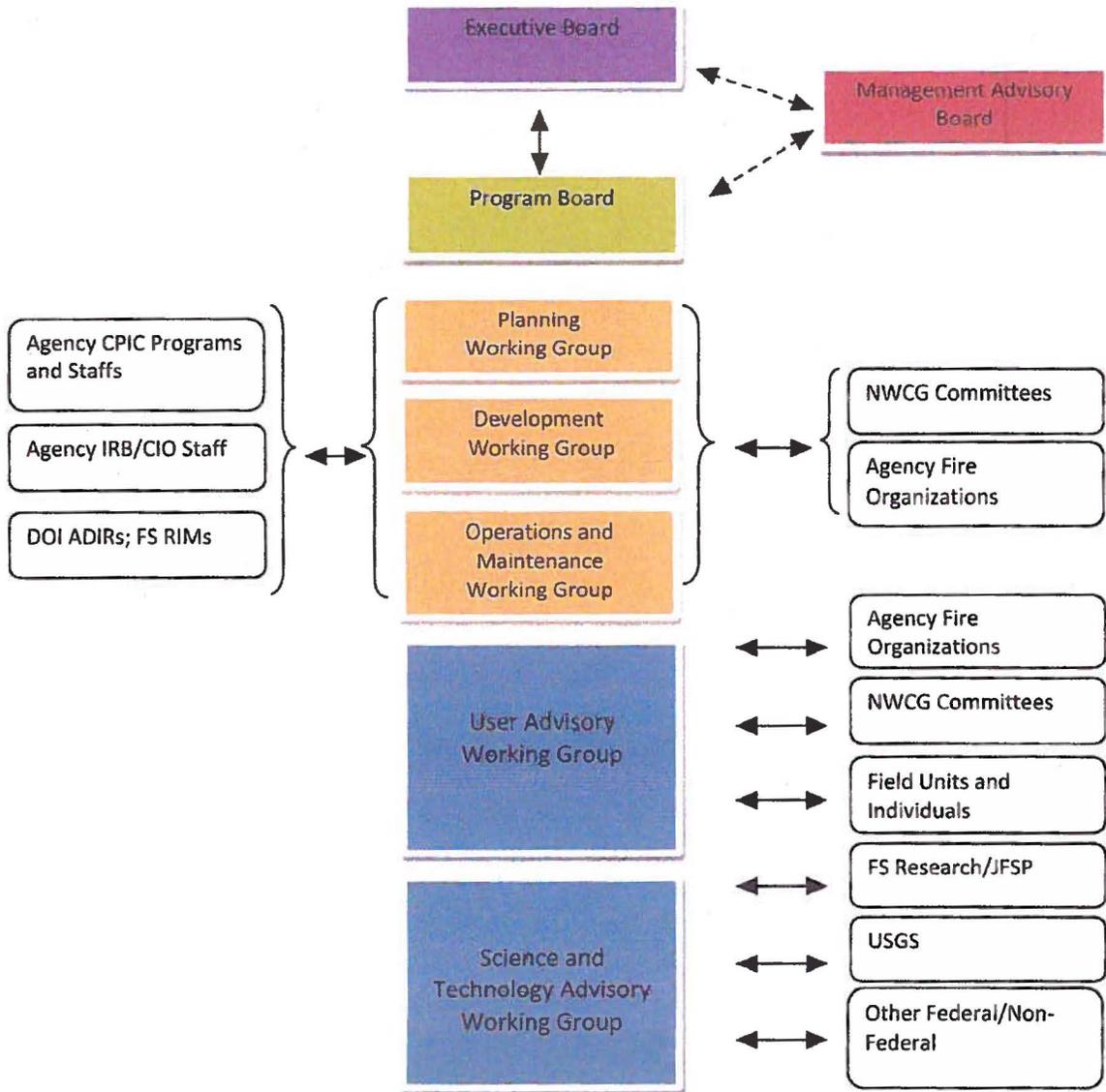


Figure 1 – Interfaces: WFIT Working Groups Relationship

