

A Publication of the  
**National Wildfire  
Coordinating Group**

*Sponsored by*  
United States  
Department of Agriculture

United States  
Department of the Interior

National Association of  
State Foresters

# NWCG

## Publication Management System Procedures Guide



**PMS 922**

**September 2000**

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# **NWCG PUBLICATION MANAGEMENT SYSTEM**

## **INTRODUCTION**

This publication combines and revises the second edition of "Publication Standards" and "NWCG Publication Management System Procedures Guide," to outline publishing standards and explain the process of publishing non-course products within the framework of NWCG. The term "publishing" as used in this document encompasses both "hard copy" printing and PDF files for web-site (internet) access. NWCG training course materials are covered in another publication, "NWCG Course Development and Format Standards"

## **PURPOSE AND OBJECTIVES**

The purpose of the NWCG Publication Management System is to make readily accessible to all NWCG agencies and other interested organizations all information, including publications and visual materials, sponsored by NWCG. The nature of all information is interagency and addresses the many dimensions of wildland and prescribed fire management.

When applied consistently, these processes and standards will help improve communication, reduce costs of printing publications, and enable NWCG to maintain identity separate from other programs of the member agencies.

The Publication Management System is managed by the NWCG Publication Management Working Team.

In order to make critical fire related information accessible to interested parties, the objective of the Publication Management System is to have all documents on-line via the NWCG web site by FY2002.

## **BACKGROUND**

The National Wildfire Coordinating Group (NWCG) was officially formed on March 18, 1976 by interagency agreement between the Secretaries of the Interior and Agriculture. The NWCG is made up of representatives of the USDA Forest Service, USDI Bureau of Land Management, Fish and Wildlife Service, Bureau of Indian Affairs, National Park Service, and two representatives of the National Association of State Foresters. Liaison is maintained with the U.S. Fire Administration and the National Fire Protection Association.

All the partner agencies face common problems: widely disbursed field areas, limited staffs and wildland fire activity that varies greatly from year to year. The ability to aggregate personnel and resources from all agencies during high fire activity is crucial to successful fire management today. An umbrella organization was needed to facilitate the development of common practices, standards, and training to bond the wildland fire community together. The NWCG fills that need, contributing toward more cost-effective execution of the programs of each of the partner agencies, to the benefit of the agency mandates, the resources, and the taxpayer. Most of the detailed products of the NWCG are produced by NWCG Working Teams. Technical experts are drawn from the member agencies and focus their collective talents on the assigned mission. Some working teams are ongoing, while others have a more specific charge, complete their mission, and are discharged. This information is also available at [www.nwcg.gov](http://www.nwcg.gov).

When the NWCG adopted the National Interagency Incident Management System (NIIMS) in 1981, the need to disseminate the NIIMS ICS information was inherent in the adoption. There are five recognized components of the NIIMS: Incident Command System, Training, Qualifications and Certification, Publications Management, and Supporting Technology. The Publication Management component is within the scope of the NWCG Publication Management System Working Team (PMSWT). The NWCG PMSWT role has been expanded to include all NWCG documentation produced by the NWCG Working Teams.

## **PUBLICATION MANAGEMENT SYSTEM WORKING TEAM REPRESENTATION**

The Working Team has a chairperson selected by NWCG.

A representative from each of the NWCG Working Teams will be selected to perform as liaison/member of the PMSWT. This will provide a person for each working team to act as PMS liaison for products from that team and a point of contact for the PMS Chair to a working team.

The NWCG webmaster is a member of the PMSWT. The Technical Publications Editor at the Great Basin Cache is a member of the PMSWT.

## FUNCTION AND OPERATION

The PMSWT is continually working with NWCG entities to coordinate publication needs. Scheduled meetings are not conducive to achieving the ongoing communication needs of the other NWCG entities. As issues arise, discussion, advice, and action is decided between PMS Chair and the NWCG entity involved. The role of the NWCG Working Team liaison/PMS member is extremely valuable in achieving an ongoing working relationship.

Per the NWCG Publication Management System Working Team Charter (see appendix A) the following *functions* are granted:

A. *Maintain an inventory and publish an index of current NWCG approved publications.*

Presently, this is accomplished in two ways. (1) For all NWCG users, an annual catalog is published that lists items that are available at the National Interagency Fire Center. The annual catalog and a growing number of NWCG documents also are accessible at [www.nwcg.gov](http://www.nwcg.gov). (2) An annual report to NWCG lists all items held at the National Interagency Fire Center-Great Basin Cache and number of copies issued (sold) that year.

B. *Assign publication and ICS form numbers.*

This is done as publications are received from the NWCG or NWCG working teams. Courses follow the designations assigned by the NWCG Training Working Team. All other items are number according to the publication numbering system. That numbering system is as follows:

Indexes and Glossaries	000-099
Operational System Description and Planning	100-199
System Organization, Function, and Procedures	200-299
Qualifications System	300-399
Operations	400-499
Public Relations	700-799
Research and Development	800-899
Administration	900-999

C. *Provide initial masters to designated distribution points.*

This function has evolved over the years as web-site availability and acceptance has been achieved. Instead of providing "initial masters" to distribution points, PMS and the Working Teams attempt to screen the information for the most appropriate place, web or hard copy distribution point, so there is no duplication.

For the most part, the following *distribution methods or "points"* are used:

✓The NWCG web site [www.nwcg.gov](http://www.nwcg.gov) reflects those items that have been published "hard copy" within the last few years and put into an electronic version for the web. The web site also has only PDF files where no "hard copy" was produced.

✓Some wildfire prevention education material is distributed through the NFES Cache at Grand Rapids, MN, as well as the USDA FS "Smokey Bear" products. [http://wahoo.dnr.state.mn.us/catalog/products/fire\\_welcome.html](http://wahoo.dnr.state.mn.us/catalog/products/fire_welcome.html)

✓NFPA also works closely with the Wildland/Urban Interface Fire Protection Advisory Group on developing new items for information. The web site [www.firewise.org](http://www.firewise.org) provides a information site for this group. Some items are also distributed by NFPA and some are distributed through the NIFC--Great Basin Cache. With the web technology available, information that is produced by an agency or other NWCG cooperator which may be of interest to other NWCG members, "links" have been set up on the web sites to aid the user in moving from one site to another related site. This has prevented duplication and eliminated the need to try to update many sites. If the home site is updated, then all viewers will see the updated site using links.

✓The National Interagency Fire Center--Great Basin Cache receives most of the documents that need to be published and be available "hard copy". The four distinct functions accomplished within the Great Basin Cache regarding NWCG publications are:

- Accepting new items via the NWCG Publication Management System Working Team. Final review for completeness, assuring Working Team approval, assigning NFES (ordering) numbers, assigning PMS (document) numbers, procuring items for stocking.

- Maintaining stock on existing items by keeping abreast of planned revisions by the responsible working team.

- Planning for and accommodating revisions or elimination of stock at least cost.

- Providing a method of accepting, processing and shipping orders. Currently, the Great Basin Cache is working toward on-line ordering. The Cache is also continuing to refine other business procedures to stream-line and refine the work-load of publication order processing.

D. *Make recommendations to NWCG on minimal format and publication standards.* This is an on-going process that is now also encompassing the web site (electronic) requirements.

E. *Coordinate with the NFES on publishing annual catalog of available items.* The annual publication catalog is available “hard copy” and at [www.nwcg.gov](http://www.nwcg.gov)

## **CRITERIA FOR NWCG PUBLICATIONS**

NWCG Publications must meet all the following criteria:

1. *Must be generic (non-agency specific) to all NWCG users and intended to meet NWCG objectives.* It is the decision of NWCG whether a particular item is appropriate and technically accurate for NWCG sponsorship and distribution. Meeting a working team’s objectives is a strong indication that NWCG objectives are met.

Visuals, including power-point presentations, photographs and videos, should portray a broad range of representative agencies in the wildland fire community, along with representing the nation’s diverse work force. Visuals from only one agency may not fully indicate the interagency scope of the information.

2. *Must be within topic area of NWCG Working Team submitting the information to be published.* A Working Team should not produce or endorse information outside of the scope of its charter. The chance for mixed messages from NWCG exists. Working Teams collaborate on many issues and documents, however, the NWCG charters deem the scope of authority and fire management area. The PMSWT does not determine topic areas, but will refer documents to the appropriate Working Team or to NWCG through the PMSWT liaison/member.

According to the NWCG, the decision to develop a document or product is initiated and approved through the Working Team Work Plan. Once a Working Team work plan has been approved, there should be approval of document/product development.

3. *Must be technical publications intended for the NWCG member agencies.* *Technical is defined as being meaningful or of interest to persons with specialized knowledge (i.e., agency employees) rather than addressing the layperson (i.e., public.)*

The NWCG Executive Secretary is responsible for an annual review of NWCG newsletters and shall make recommendations to NWCG. Distribution is the responsibility of the sponsoring NWCG Working Team. Meeting notes and informational newsletters/brochures may be put on the [www.nwcg.gov](http://www.nwcg.gov) site in the Working Teams area. “Hard copy” printing of meeting notes, brochures, newsletters requiring special printing approvals (i.e., newsletters) and printing costs are the responsibility of the specific NWCG Working Team.

Brochures or other documents intended for public use or general interest require special clearance and must be handled through an agency's public affairs office. Brochures announcing NWCG or NWCG working team accomplishments must have NWCG approval and the publishing agency’s approval for brochures. ALL BROCHURES OR PRINTED DOCUMENTS WILL REFLECT THE WORKING TEAM RESPONSIBLE FOR THE INFORMATION, THE DATE OF THE PUBLICATION AND THE PMS NUMBER. AN ADDRESS OR WEB SITE SHOULD BE SHOWN AS A PLACE TO ADDRESS ADDITIONAL QUESTIONS REGARDING THE INFORMATION PRINTED.

Documents intended for public sale are submitted to and sold by Superintendent of Documents. The PMSWT can help determine the correct procedure for a particular publication.

4. *Must not be available from another agency or private concern.* The National Wildfire Coordinating Group is not replacing the need for agency specific manuals, handbooks, forms, videos, etc. Nor is it in competition with private business.

5. *Must be technically accurate.* This is accomplished through the appropriate reviews by the NWCG Working Team responsible for the information.

6. *Must be produced within appropriate NWCG format standards.*

This includes the fact that most items will be posted on the [www.nwcg.gov](http://www.nwcg.gov) site and may be downloaded and printed by field audiences. A working team must plan for and obtain the resources to produce the information electronically for PDF files and if needed, "hard copy" masters (if printed information). Any other media, e.g., CDROM, video, etc., would require the resources to produce usable masters.

7. *Must submit permission to use copyrigher material along with the master material if not orginal NWCG information.* NWCG publications are considered public domain.

8. *Must have a minimum shelf-life of one year if needed to be produced "hard copy".*

Shelf-life of a product is a primary consideration. PMSWT will not publish products such as meeting notes, newsletter, or computer software based instructions that have a dynamic shelf-life with version updates occurring at unscheduled intervals. Working Teams are responsible for the "buy out" of obsolete, outdated, erroneous "hard copy" products that are determined to be unsalable. Items with a shelf-life of one year will be based on the calendar year, with revisions expected at or near the beginning of each calendar year. This aids users of the information to determine when the revisions will take place.

## **PROCESS FOR APPROVAL AND PUBLICATION**

The sponsoring NWCG Working Team funds all costs associated with creating the publication master. Only NWCG or an NWCG working team may sponsor and submit an item into the Publication Management System.

The Working Team member who is the PMS liaison should discuss the project early in the development process with the PMSWT Chairperson. The NWCG webmaster and (if "hard copy stocking" is going to be needed) the Great Basin Cache representative may be asked for assistance so the final product will be web and print ready when completed. This discussion will avoid unnecessary costs and delays.

When the master material is ready for submission to the PMS, accompanying authorization from the sponsoring NWCG Working Team chairman is needed. If the material is an NWCG course, a Certification Statement is signed by the Training Working Team Chairman and the NWCG Chairman. If the publication or visual material is not course material, then the PMS Publication Request (appendix C) is used, signed by the sponsoring NWCG working team chairman. If the sponsoring NWCG Working Team has information about the number of copies to be printed, the life-span of the information (annual, bi-annual, no time limit) that information should be stated on the PMS Request. The responsible Working Team must submit required materials with the signed PMS request. This will be accomplished via the PMS Working Team liaison/member.

The signature **MUST** be that of the Working Team Chairperson. This may not be delegated. The signature of the Working Team Chairperson is the assurance that the information has had a thorough review by **ALL** members of the Working Team, the information is technically accurate, and that there is a need to disseminate the information.

The PMSWT Chairperson checks the product for completeness and NWCG working team endorsement. The PMSWT recommends the appropriate distribution method. The PMSWT has the responsibility to suggest format that will meet the needs of the intended audience. The PMSWT has responsibility to retain all master materials entered into the publishing system and archive the obsolete material.

Once a publication is entered into PMS, the sponsoring NWCG working team continues to have responsibility for the content. If a revision is planned, the PMS Working Team should be informed as soon as the revision is planned so current stock is not reprinted. If the information contained in the item becomes outdated, the sponsoring NWCG group should initiate the steps to remove it from the PMS. This is best if timed to be accomplished as stock is depleted or at the end of a calendar year, whichever occurs first. If the information is so critical that it is deemed to be removed immediately, the PMS Working Team should be contacted to discuss the "buying out" of existing stock.

The responsible working team is financially responsible for stock that is obsolete and in stock. At no time should the information on the web site or printed in "hard copy" be obsolete and useless to a user.

## **PUBLICATION STANDARDS**

All printing by Federal agencies is accomplished through the Government Printing Office (GPO). All NWCG publications distributed by the NIFC- Great Basin Cache are printed through GPO. GPO printing is mandated by the United States Congress through the Joint Committee on Printing, ("Government Printing and Binding Regulations", Joint Committee on Printing, Congress of the United States, No. 26, February 1990, available from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402) and further enforced and defined by Department of Agriculture or Department of the Interior regulations and agency-specific regulations. The "United States Government Printing Office Style Manual" should be used as the basis for all editing. (Available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 or on-line ordering at <http://bookstore.gpo.gov/index.html>. An alternative method is: [www.gpo.gov](http://www.gpo.gov), then click on "Access to Government Information Products", then "Online Bookstore".) Almost all questions regarding capitalization, abbreviations, compound words, etc. can be answered using this book.

The "NWCG Course Development and Format Standards", NIFC National Fire & Aviation Training Support Group, Boise, ID, is to be used when developing NWCG course materials.

## **TYPES OF REQUIRED MASTERS**

Website-only information: PDF file and a printed copy of the document. The printed copy must be printed from the PDF file. This insures a last check that the PDF file is correct. Large documents need to be "bookmarked" so browsing or moving through the document is easy.

Website and "hard copy" printed information:

Website: PDF file with a printed copy of the document (printed from PDF files).

"Hard copy": "mock-up" of document and a high quality, camera ready copy of the document (first generation print copy). Absolutely NO photocopies.

Documents that have been developed in Pagemaker or another form of accepted desktop publishing that will be "hard-copy" printed should be submitted with the disk or CD containing electronic version. The electronic files need to be marked with software and version used to create.

CD-ROM: The master CD should be submitted along with a second CD or diskette that contains only the information/artwork for the jewel case cover and inside cover, and the CD label. CD-ROMs will be labeled with title, PMS number, date, and NFES number if assigned. The jewel case cover will also have the NWCG logo, title, PMS number, date, and NFES number if assigned. The inside cover of the jewel case will contain instructions for the use of the CD. CD information will include software used.

Video: Master or submaster in betacam, 3/4" or 1". VHS copies are not masters.

The video master should be marked with title, date, and running time. The PMS # and NFES # will be assigned upon receipt. The master video will have the NWCG logo shown at the beginning of the video. The title should be shown next. At the end of the presentation, the NWCG logo should be shown again with the words "A presentation of the National Wildfire Coordinating Group, sponsored by (insert name of working team), and the year. Specific credits appear after the NWCG information.

Slide sets: master slides marked with reference alpha-numeric designations.

State of the art media will be dealt with on a case by case basis.

# Appendix A: Publication Management System Working Team Charter

## I. Background

There is a need to improve coordination and effectiveness of wildland fire activities through distribution of NWCG sponsored information. A continuing interagency National Wildfire Coordinating Group will provide a forum to discuss, recommend appropriate action or resolve issues and problems of a substantive nature. To help meet the objectives of the National Wildfire Coordinating Group, a Publication Management System Working Team is established.

## II. Name

The name is the Publication Management System Working Team

## III. Authority

This working team is established pursuant to a charter granted to the parent National Wildfire Coordinating Group through the respective Secretaries of Agriculture and Interior.

## IV. Mission

The Publication Management System Working Team (PMSWT) is established to provide support in the management and control of a number of operational manuals, forms, training courses and other related publications and documents produced through the National Wildfire Coordinating Group. The PMSWT provides management oversight and control of the system to insure consistent quality and makes NWCG information readily accessible to all NWCG agencies and other interested organizations.

## V. Functions

The functions of the PMSWT are to:

- A. Maintain an inventory and publish an index of current NWCG approved publications.
- B. Assign publication and ICS form numbers.
- C. Provide initial masters to designated distribution points.
- D. Make recommendations to NWCG on minimal format and publication standards.
- E. Coordinate with NFES on publishing annual catalog of available items
- F. Make recommendations on distribution methods, e.g., "hard copy" publishing, internet.
- G. Coordinate information among working teams to eliminate duplication and mixed messages to NWCG target audience.

## VI. Membership and Organization

- A. The number of current members is associated with the scope of the current operations. Each member of the PMS Working Team will be a representative of another NWCG Working Team.
- B. Individual membership of the Working Team will be determined by NWCG Working Team Chairpersons.
- C. The Working Team is under the immediate direction of the Chairman of NWCG.
- D. NWCG liaison is provided by the parent group of NWCG.
- E. NWCG selects a Working Team Chairperson.

VII. Working Team Chairperson Authorities and Responsibilities

The Working Team Chairperson:

- A. Is authorized to convene meetings and schedule agenda items.
- B. Is authorized to make work assignments to Working Team members specific to this Charter.
- C. Will distribute copies of minutes within 30 days after a meeting to PMSWT members, NWCG members and all working team chairpersons.
- D. Will provide instruction to each Working Team member in regard to this Charter.

VIII. Working Team Members Authorities and

Responsibilities The Working Team Members:

- A. Will become familiar with the procedures and standards to assist the NWCG working team he/she is representing in designing, producing, reviewing, and insuring that the information is acceptable for NWCG dissemination.
- B. Will monitor existing information for accuracy to be able to recommend to the NWCG working team he/she representing the action of revision or elimination of the information.
- C. Will monitor the NWCG working team web-site to make recommendations to his/her specific working team for revisions, updates, inclusions of information.

IX. Meetings and Reports

- A. Meetings. At least one annual meeting will be held to prepare operational plans and to identify areas of investigation during the following year. Meetings will be scheduled and agendas will be provided in advance to members of the PMSWT. Individuals from outside the PMSWT membership will be asked to participate when appropriate.
- B. Reports. An annual report of all significant actions taken by the working team will be presented to and approved by the NWCG. Annual work plans will be submitted to the NWCG that will include meeting schedules, financial considerations, recommended area descriptions.

X. Approval

This Charter is effective as of the date of approval by the Chairman of the NWCG. The Charter may be revised upon recommendation of a majority of the Working Team members and with the concurrence of the NWCG.

/s/ Donald Artley  
Chairman, NWCG

10/12/00  
Date



## **Appendix B: General Considerations in regard to “frequently asked questions” regarding NWCG Published Items**

### **Use of NWCG Logo**

The NWCG logo may only be used on information that is produced and sponsored by NWCG or NWCG Working Teams. It should only be used on finished products, not on drafts.

### **Use of other emblems or logos**

If an NWCG product is produced with another country, the logo and identification of the other country may be used. No other logos may be used on an NWCG document cover.

### **Title**

All items will have a title that is concise. The title should reflect exactly the what the document, video, form, etc., is about. If the publication gives guidance to in a particular subject area, the word “guide” should be part of the title. Publications should not be arbitrarily titled “handbook”.

### **Visuals**

Visuals, including power-point presentations, photographs and videos, should portray a broad range of representative agencies in the wildland fire community, along with representing the nation’s diverse work force. Visuals from only one agency may not fully indicate the interagency scope of the information.

### **Printed Publications**

When planning a printed publication, the working group should keep it as simple as possible while keeping the objective/message in mind. Saddle-stitch or perfect binding are usually the most cost-effective methods of binding publications. Publications should be designed for 8.5" x 11" or 5.5" x 8.5" finished size. Exceptions to this should be discussed prior to formatting. Folded brochures do not adapt to the web: because a brochure is folded, the sides of the brochure do not “read” in order.

Photographs may used if black and white, and are necessary to further explain or depict the message. Don't plan on using color photographs or color ink other than black if it is not necessary to get the technical message to the reader. If the working group has any questions, contact the PMS Working Team for guidance.

Plan the printed document to be as simple as possible to keep the cost of the document low.

All documents will be designed with adequate margins suitable for web and if printed, “hard copy printing”. Covers will reflect: NWCG logo, title, date, PMS #. NFES # will be added only if stocked “hard copy”. Authors names will not be printed on the cover. Authors may listed on the title page or preface.

See appendix D for an example of format for covers of non-course publications.

### **Videotapes**

Producing a videotape is as complex as writing a document. In fact, the same process should be used as a printed publication, except in the case of a videotape production, the “storyboard” is the development part.

A flowchart for videotape production is discussed in detail in the "Course Development and Format Standards". Many of the NWCG agencies have video production specialists who can be tasked to produce a videotape. However, the working group needs to be aware that the “storyboard” has to be developed to meet the message or objective given the group, and that is the working group’s responsibility.

### **Forms**

Creating a new form is not as easy as it may appear. Nor is it essential sometimes. There is sometimes quite a bit of research that needs to be done when a group wants to create a form. Does the form exist already? Is there a similar form that exists already? Does the existing form need to be revised? Why is the form needed and who is the recipient of the information?

All the agencies within NWCG have an internal form system. The essence of any agency form system is to assign a local form number to a form that is used locally. An area or regionally used form would be assigned a regional or area form number by the agency. Agency-wide forms are assigned an agency number.

#### *Optional or Standard Forms*

When forms used by one agency are used by another agency, then the form may be considered for application as a standard form (SF) or optional form (OF). Standard forms and optional forms are interagency and usually, but not always, stocked by General Services Administration. The procedure to have a form considered for SF or OF assignment is regimented and is usually accomplished through an agency's forms manager. This procedure does not necessarily involve the PMSWT. The PMSWT will advise the NWCG sponsoring entity in accomplishing its goals in regard to forms. However, many times the information is available through a forms manager, particularly at a state, regional, or area level.

#### *ICS Forms*

The ICS forms were initiated by the Incident Operations Standards Working Team when NIIMS/ICS was first implemented within the NWCG member agencies. The ICS forms are operational in nature and were considered as test forms because the ICS team thought they may need to be revised as the ICS was used and refined. Eventually the ICS forms may become SF or OF because they are interagency. However, the evaluation process is on-going and the ICS forms remain in the domain of the IOSWT.

As a minimum, forms will have a form number, date, title. NFES #s are assigned for ordering purposes when stocked at the NFES caches.

Electronic versions of forms are becoming an accepted way of doing business. There are two ways to approach this method. First, the form is designed to be completed on-line and the information is directed to a site. There is no paper copy. Second, the form is put on-line, but entering data is not possible. A user needs to print the form.

### **Suggested Project Development Steps for non-course NWCG information**

#### *Needs Analysis*

NWCG Working Teams initiate projects through a work plan that is approved by NWCG. The Working Team will determine what kind of information needs to be developed and what media is best in getting the message across to the NWCG user. The Working Team then approaches NWCG for money to fund production of the media decided upon. Let's say that a Working Team sees a need to produce information about a t a topic. Costs will need to be determined to produce information.

If a document or videotape is produced outside the working team and is brought to the attention of an NWCG working team, the working team may choose to review to see if the information meets objectives and goals of the working team. The working team may choose to endorse the product as submitted or use the information to aid in development of a information goal. Copyrighted material should never be used without written permission. Items developed outside a working team should not be endorsed simply based on distribution problems.

#### *Project Analysis*

Within this discussion will be assignments to specific individuals to produce particular items, i.e., videotape production specialist will be needed to film particular footage. Typically, the following persons will need to be involved:

- \*subject matter experts
- \*media specialists (photographer, videographer)
- \*editors
- \*word process operators (with knowledge of converting final files to PDF if published material)
- \*illustrators

Whatever media the working team or project group initially intends to produce, start by writing down objectives/ideas that need to be included. During the initial brainstorming session, be aware of group dynamics and be open to ideas and concepts. Sort through these ideas and decide what media would best get the message across to the user: this may be different than what the group initially started with. Keep the audience or user of the material as well as the objective or message in mind at all times. Make assignments to accomplish the goals.

Write down references that you use to do the job or from which you have obtained information. Refine any for gaps and overlaps in content. The group will probably want to get together and revise the document according to the consensus, creating a draft.

Note: Outline style may be necessary for some documents. When using an outline style, look at the "Style Manual". Notice the format--this allows citations, yet doesn't waste a lot of room on the page by indenting for every subheading. Notice that each chapter, paragraph, figure, etc. is numbered. Another excellent example of this style is the "Weather Station Handbook--an Interagency Guide for Wildland Managers", NWCG, March 1990.

#### *First Review*

Send the draft to potential users and technical experts, asking for comment regarding technical and policy evaluation. Gather the comments and revise accordingly.

#### *Second Review*

Depending on what response you received at this point, your group may see the need to send out for a second review. Or, if response is particularly favorable, then you may be ready to have someone edit your document for final format. The project group and the working team members should look over the final document before submitting it for print. Does the document still address the original objective?

#### *Final Review*

The group should look over the final document and be satisfied that all technical and policy concerns were addressed. The document should have been edited and any cross references should be correct. The cover should be finished. The group should be satisfied with the final product, or make changes. The final product should meet the original objective or message and be adequately designed for the audience targeted.

#### *Submission*

The group should then forward the master materials to the working team that assigned the work. The chairman of the working team should complete and sign the "NWCG Publication Management System Request" and forward the master material and the "NWCG Publication Management System Request" to the PMS Chairperson.

#### **Courses/Training Material**

All courses/training material designed as instruction should be coordinated with the NWCG Training Working Team. Training material sponsored by the NWCG should follow the "NWCG Course Development and Format Guidelines." All NWCG courses are certified by the NWCG Training Working Team. Course certification is used in lieu of the PMS Request for courses only.

# NWCG PUBLICATION MANAGEMENT SYSTEM REQUEST

THIS REQUEST IS TO BE COMPLETED BY THE NWCG WORKING TEAM SUBMITTING THE MATERIALS TO NWCG PUBLICATION MANAGEMENT SYSTEM (PMS).

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TITLE OF MATERIAL

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DATE OF MATERIAL (PUBLISHED DATE)

SUBMITTED MATERIAL REVISES/REPLACES MATERIAL IN PMS: YES NO

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NAME & DATE OF MATERIAL REVISED/REPLACED

TYPES OF MATERIAL SUBMITTED (IF MORE THAN ONE ITEM IS SUBMITTED, PLEASE NOTE EACH)

- G Web-only: PDF file and copy of document as printed from PDF file
- G Web and "hard copy printing: PDF file + copy of document and print master + "mockup"
- G VIDEOTAPE master
- G DVD or CD-ROM master and CD-ROM with jewel case insert print files and CD or DVD label files, marked with software used
- G \_\_\_\_\_

COMMENTS: suggested printing specifications, e.g., paper type, color, etc., or notes regarding software used, expected shelf-life of materials:

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MATERIAL MEETS THE WORKING TEAM WORK PLAN OBJECTIVES: -----YES NO  
IF NO, JUSTIFY THE NEED TO PRODUCE THIS CRITICAL UNPLANNED INFORMATION:

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The working team sponsoring the material assures that thorough review of this information has been accomplished and that it meets a need/objective of the NWCG community.

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SIGNATURE OF NWCG WORKING TEAM LIAISON/PMS MEMBER IDENTITY OF WORKING TEAM SUBMITTING MATERIAL

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SIGNATURE OF NWCG WORKING TEAM CHAIRPERSON/DATE

SUBMIT THIS REQUEST, WITH ALL MATERIALS AS STATED ABOVE, AND ANY OTHER PERTINENT INFORMATION, TO:  
NWCG PMS CHAIRPERSON. NATIONAL INTERAGENCY FIRE CENTER, 3833 S. DEVELOPMENT AVE., BOISE, IDAHO 83705

MATERIALS RECEIVED AND ACCEPTED:

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SIGNATURE OF PMS CHAIRPERSON/DATE

**APPENDIX D: EXAMPLE OF COVER FORMAT FOR NON-COURSE MATERIALS**

A Publication of the  
National Wildfire  
Coordinating Group

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United States  
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National Association of  
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# Interagency Incident Business Management Handbook

NWCG Handbook 2  
PMS 902  
NFES 2160

APRIL 2004

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*Sponsored for NWCG publication by the Incident Business Practices Working Team, April 2004.*

*This publication is available at [www.nwcg.gov/teams/ibpwtnew/ibpwtnew.htm](http://www.nwcg.gov/teams/ibpwtnew/ibpwtnew.htm)*

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Interagency  
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