



## Fire Management Board

### Federal National Training Officer Group

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#### Charter

The Federal National Training Officer Group (NTO) mission is to provide oversight, coordination, and strategic vision for federal wildland fire management training and workforce development programs.

#### Purpose

The Federal National Training Officer Group (NTO) provides management oversight to national wildfire workforce development. Maintains effective communication with training program staff and stakeholders to ensure the integrity and cohesiveness of daily operations and provides for a sustainable and effective program. NTO makes recommendations concerning nationally standardized programs, services, staffing, and funding to the Fire Management Board (FMB) for implementation by the federal wildland fire management agencies. NTO coordinates and oversees the development and implementation of nationally standardized products and services.

#### Authorities and Responsibilities

NTO is accountable for and has the authority to coordinate and provide management oversight to various training platforms and programs including the Federal Wildland Fire Workforce Development Program (FWDP) on behalf of FMB agencies.

#### Primary objectives:

- Provide a common, integrated, and strategic approach to national workforce developmental program, planning and implementation.
- Coordinate and solicit training and workforce development needs with national training programs, geographic training centers, and other stakeholders.
- Provide oversight and direction to chartered subgroups (e.g. FWDP).
- Update and brief FMB.
- Ensure management coordination of changes to national programs, services, and applications.
- Serve as a national body to review and resolve national training and workforce development issues.

#### Governance

The Fire Management Board (FMB) provides executive oversight to NTO. Issues that can't be resolved by NTO will go to FMB for final arbitration.

#### Organization & Relationships

NTO may establish standing or ad hoc working groups whose purpose is to provide effective, coordinated, and sustainable management for training and workforce development programs.

NTO will consist of the following membership:

#### Primary (Voting)

- National Federal Fire Training Officers (USFS, BLM, BIA, USFWS, NPS)

#### Advisor Group (Non-Voting)

- NWCG Training Program Representative
- GATR Representative
- USFS National Training Centers Manager

- FWDP Program Manager

Liaison Group (Non-Voting and call when needed)

- Fire Management Board (FMB) Liaison
- Office of Wildland Fire Representative (Workforce)
- WFLP Program Manager

NTO may reach out to liaisons from other groups and entities, for advice and consultation on special topics or issues.

### Membership Roles and Responsibilities

- Chair and Vice-Chair: The Chair and Vice Chair of the NTO will rotate among the voting members, serving a two-year term that begins in January of even years. Vice Chair would serve a two-year term that begins in January of odd years. Rotation for Chair and Vice-Chair would be offset in the agreed to rotation.
  - The Chair is responsible for scheduling meetings, setting the agenda, and performing other functions as necessary to accomplish the purpose and responsibilities of the Group.
  - The Vice-Chair performs the duties of the Chair when the Chair is not available or as requested by the Chair.
  - Chair Rotation (BIA, FWS, USFS, NPS, BLM)
  - Vice Chair Rotation (USFS, NPS, BLM, BIA, FWS)
- Members
  - Primary and advisor members are expected to attend meetings, actively participate in the discussion, and accomplish assigned taskings.
  - Members are expected to communicate NTO activities to their respective organizations.
  - When necessary, members may designate a representative to attend NTO meetings.
    - Any such representative should be fully cognizant of the functions and activities of the NTO and have full authority to make decisions on behalf of their principal.
    - Members are encouraged to minimize the use of “actings” to ensure consistency and continuity in the business of the NTO.

### Executive Secretary

The Chair may appoint an Executive Secretary to assist in the development of meeting agendas, and meeting logistics. The Executive Secretary will record the proceedings of the Group by documenting the decisions and actions. The Executive Secretary is also responsible for distributing and communicating information about the NTO and for keeping and securing permanent records of the meetings.

### Meeting Administration

- Meeting Scheduling:
  - Members will be provided with advance notice of meetings and, to the greatest extent possible, will be provided with the agenda and supporting materials in sufficient time to prepare for the meeting.
- Decision Making: A quorum must be present for all NTO decisions:
  - A quorum consists of at least two-thirds of the voting membership.
  - Decisions will be based on a consensus of those members present.
  - All decisions will be recorded.
  - If consensus cannot be reached by the members, the decision will be elevated to FMB.
- Meetings and Records:
  - The Group will meet as necessary to perform its functions.
  - Records of meetings, including agendas, materials, and decisions will be kept and made generally available.
- Operating Rules: The Group may adopt any additional operating rules necessary to implement the provisions of this charter.

Approval

This charter takes effect upon the signature of the Chair of the Fire Management Board and remains in effect until rescinded. NTO may suggest updates to FMB for review and approval.

Chair, Fire Management Board

Date 02/17/2023

CHRISTOPH  
ER WILCOX

Digitally signed by  
CHRISTOPHER WILCOX  
Date: 2023.02.17  
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