

D R A F T 04/17/03
Wildland Fire Lessons Learned Center
Charter with NWCG

1. **Background** – The Interagency Lessons Learned Center (LLC) was approved by the FFALC in 2000 based on the need to improve safe work performance and organizational learning in wildland fire. The Center was staffed with a program manager in FY02 and the assistant program manager was funded in FY03. The LLC is located at the National Advanced Resource Technology Center (NARTC) in Arizona under the supervision of the NARTC Director. It serves as a resource center for the wildland firefighter professional. It promotes a program of “train as you work and work as you train.” The LLC was modeled after the Center for Army Lessons Learned stemming from recommendations in the Business Practices Re-engineering for NARTC and the Tri-Data Study Phase III.
2. **Name** – Wildland Fire Lessons Learned Center
3. **Authority** - The authority to form the Charter was directed by the NWCG at the January 2003 meeting. This authority recognizes that the LLC will liaison with the NWCG parent group and all the NWCG working teams. The FFALC recognized that the LLC should be base funded by the five federal land management agencies. The NPS and USFS fund the FTE and support for the program managers. USFWS, BIA, and BLM agree to fund the Knowledge Management System (KMS) support in FY03. The KMS will be available when fully funded.
4. **Purpose** – The general purpose of the LLC is to improve safe work performance and organizational learning in wildland fire. It fulfills this purpose by collecting and analyzing observations, sharing lessons learned and best practices, archiving and sharing knowledge, evaluating and assessing how NARTC instructional methods are linked to the latest knowledge, and distributing knowledge through a Knowledge Management System (KMS). The NWCG working teams serve as communication channels to share this knowledge with the entire wildland fire community.
5. **Membership** – The LLC Manager serves as contact person for this Charter.
6. **Organization** – The LLC Manager will communicate lessons learned and best practices as part of the KMS on a quarterly basis with all the NWCG working teams via email.
7. **Cooperation and Coordination** – The LLC will share relevant information from the NWCG parent group, the working teams, and the leadership committee via the LLC KMS. In turn, the parent group, working teams, and leadership committee will share LLC knowledge with their contacts as an integral part of the KMS information transfer system. A NWCG parent group member will serve as official liaison to the LLC.
8. **Meetings** – The LLC Manager will attend NWCG and specific working team meetings as needed and requested.

9. **Responsibility** – It is the responsibility of the LLC Manager to keep the NWCG appraised of current lessons learned and best practices, archival of institutional memory, and advances in the wildland firefighter community knowledge base. It is also the responsibility of the NWCG parent group and working teams to keep the LLC appraised of current lessons learned, best practices and advances in wildland firefighter community knowledge base through their efforts and contacts.

10. **Reports and Minutes** – Not applicable.

11. **Charter Amendments** – Because the LLC needs to communicate and integrate with all the working teams as a function of the KMS, it is not recognized as a working team itself.

12. **Charter Approval** - NWCG Chair approves the Charter based on NWCG member recommendation.

