Incident Qualifications and Certification System (IQCS) Change Management Board (CMB) Charter

May 2025

I. **AUTHORITY**

The Change Management Board (CMB) is formed under the IQCS Program Manager.

II. **PURPOSE**

The CMB purpose is to provide agency business oversight and rules that reflect agency qualification policies and standards that need to be applied within the IQCS.

The CMB has the following distinct purposes:
- Ensures the application accurately reflects the business requirements and meets the needs of the user community.
- Provides interpretation and implementation direction on changes to the NWCG guidance or standards and provide appropriate agency specific guidance.
- Primary source of business direction to the system managers.
- Approve change requests where level of effort is greater than 16 staff hours, impacts the business process of agencies or IQCS membership requests by an agency/entity.
- Approve requests for new agency membership into the application.
- Ensure all approved change requests are based on a demonstrated business need.
- Agency specific qualification requests are shared with each member prior to implementation.
- Identify agency qualification documents that reflect agency policies.
- Approve all system modifications that may affect implementation of business requirements, user security roles, or have a major effect on the responder's data.

III. **MEMBERSHIP**

Membership will include primary members from each participating federal agency and advisory members that will include the IQCS Program Manager, IQCS Business Steward, IQCS Application Steward and IQCS Application Programmer.

Primary members are voting members, and no more than one voting member may exist per agency. Advisory members are non-voting and may be utilized for their subject matter expertise.

IV. **ORGANIZATION**

The subcommittee will be chaired. The chair will be nominated and selected by the CMB for two years. The chair's term may be extended if approved by CMB voting members.

V. **DUTIES AND RESPONSIBILITIES**

Chair:
- Implement the elements of the IQCS CMB charter.
- Organize, schedule and facilitate all meetings as needed.
- Provide IQCS management a single point of contact for all business-related questions.
- Ensure all meeting notes and documentation are shared with committee. The IQCS Business Steward will be responsible to upload final CMB notes to the IQCS website.
- Approve any data requests from non-agency organizations.

Members:

- Ensure issues are representative of agency opinion.
- Assist with any sub tasking as needed.
- Provide point of contact to IQCS Business Steward with agency issues and help desk tickets.

VI.   DECISION MAKING PROCESS

Only primary members can vote on a final decision.

VII.   MEETING AND CONFERENCE CALLS

At a minimum, the CMB will meet biannually.

VIII.   CONCURRENCE

The charter is effective as of the date signed and approved by the IQCS Program Manager. The charter may be revised or amended upon recommendation by a majority of the CMB members and approval by IQCS Program Manager.

_____

Approval: IQCS Program Manager   Date

_____

Approval: IQCS Change Management Chair   Date