

National Multi-Agency Coordinating Group

3833 South Development Avenue; Boise, ID 83705

NMAC Correspondence #2017-09

May 18, 2017

To: Geographic Area Coordinating Group Chairs
Area Command Incident Command Group

From: National Multi-Agency Coordinating Group

Subject: Recommended Method for Reporting Percent Completion on ICS-209

The National Multi-Agency Coordinating Group (NMAC) issued a tasking in October 2016 to address the lack of national direction for wildfire incidents to quantify percent completion success on the Resource Status and Summary form (ICS-209). Reporting percent completion is normally done for fires being managed under a confine, contain, monitor, point or zone protection strategy. NMAC, based on input from the field, agreed it would be beneficial to have clear direction for reporting percent completion in the 2017 SIT-209 User Guide as a place of reference.

The assigned task group to work on a recommended solution included personnel from a variety of Incident Management Teams as well individuals from the National Coordination System and Missoula Fire Lab. The task group used documentation from wildland fires in multiple geographic areas incidents from the 2016 fire season as a baseline. The task group agreed that an *Operational Objective Weighted Scale Matrix* was the best solution. This matrix allows incident management organizations to consistently measure percent completion, and progress toward meeting an incident's operational objectives and documenting them in the ICS-209. NMAC agrees with the task group's solution and recommends the use of the *Operational Objective Weighted Scale Matrix* beginning immediately.

To create an *Operational Objective Weighted Scale Matrix*, weigh each of the incidents operational objectives as a percentage of their contribution toward the total operation being conducted. Re-assess daily (or weekly if appropriate) the percentage of each objective that has been completed. Use the following formula: multiply Percent of Total Operation (column B) by Progress Completed (column C) to determine the weighted percent of Total Completed (column D). Once this has been done for all objectives, sum the Total Completed (column D) for each objective to obtain the Total Operational Objective Completion. Summarize the objectives defined and their percent contribution to this matrix in block 37 (Strategic Objectives) in the ICS-209. An example of an *Operational Objective Weighted Scale Matrix* is provided below:



National Multi-Agency Coordinating Group

3833 South Development Avenue; Boise, ID 83705

Example of an Operational Objective Weighted Scale Matrix

A. Operational Objective	B. Percent of total operation	C. Progress completed	D. Weighted % of total completed
Fireline containment	35%	25%	9%
Fuel reduction (in developed areas)	15%	100%	15%
Point Protection	10%	80%	8%
Monitor	30%	20%	6%
Suppression Repair	10%	20%	2%
TOTAL OPERATIONAL OBJECTIVE COMPLETION	100%		40%

* The above operational objectives are provided as examples only. Not all fires will have the same operational objectives.

NMAC thanks the members of the task group for their diligence in developing a solution for consistent reporting of percent completion for block 37 of the ICS-209. NMAC strongly recommends incident management teams managing fires requiring the reporting of percent completed adopt the use of the *Operational Objective Weighted Scale Matrix*.

/s/**Dan Buckley**
NMAC Chair

