



File Code: 5100

Date: May 5, 2005

Route To:

Subject: National Incident Management I-Suite Repository

To: Regional Foresters, Station Directors, Area Director, IITF Director, and WO Staff

In 2004 the National Wildfire Coordinating Group (NWCG) issued the attached memorandum requesting that Incident Management Teams upload copies of their I-Suite database to a password-protected national repository located at the USDA National Information Technology Center (NITC) at team transition and incident end. The Forest Service accepts the NWCG memorandum as policy, and beginning this year the uploading of the I-Suite database will be mandatory for all Forest Service incidents where I-Suite is used. A Compact Disk (CD) of the database should also be made for the Final Incident Package; the host unit will maintain this copy (or copies) as the official database. Team members and others assigned to an incident should not take copies of the database with them when leaving the incident. I recommend this policy be added to your "Incident Operating Guidelines" for 2005.

The data repository can be accessed with a Dispatch Messaging System (DMS) username and password. All Type 1, Type 2, and National Fire Use Teams were issued DMS accounts in 2004. Complete instructions for preparing the file for uploading to the data repository are included in the "I-Suite Admin Guide" at <http://isuite.nwcg.gov>. If a team does not have a username/password or has other questions regarding the upload process, they should contact the I-Suite helpdesk at 866-224-7677.

Questions on this policy can be directed to Emmy Ibison, Assistant Coordinator, Incident Business Administration at 406-329-3463.

/s/ T.C. Harbour
TOM HARBOUR
Director, Fire and Aviation Management

Enclosure: NWCG I-Suite Data Repository Memorandum

cc: Andrea Wojtasek, Emmy Ibison, Mary A Szymoniak

