NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Fire Center
3833 S. Development Avenue
Boise, Idaho 83705

Memorandum   July 19, 2004

To: NWCG Members

From: NWCG Chair   /s/ Kirk Rowdabaugh

Subject: I-Suite Data Repository

With the new release of the I-Suite application, a data repository site has been implemented. This site, located at the USDA National Information and Technology Center (NITC) in Kansas City has been designed to store the I-Suite database in a password-protected environment.

Incident Management Teams (IMT's) are now requested to upload copies of their I-Suite database at team transition at the incident end. A CD copy of the database should be made for the host unit and included in the Final Incident Package. **Team members and other individuals assigned to the incident will not take copies of the database with them when leaving an incident**.

All incident management teams have been provided a DMS username and password that in addition to providing e-mail services, is required for access to the NITC data repository. Complete instructions for preparing the file for uploading to the data repository are included in the "I-Suite Admin Guide" http://isuite.nwcg.gov . If a team does not have a username/password or has other questions regarding the upload process, they need to contact the I-Suite helpdesk at 866-224-7677.

Please ensure this information is distributed to all agencies and IMT members within your respective agency.