



# United States Department of the Interior



BUREAU OF LAND MANAGEMENT  
Alaska Fire Service- Office of Wildland Fire Training  
P.O. Box 35005  
Ft. Wainwright, Alaska 99703-0005  
907-356-5632

Hello,

You have been selected to attend Expanded Dispatch Recorder, Course D-110. The class is being held in Alaska Fire Service Training Room 1 at Alaska Fire Service, 1541 Gaffney Road, Ft. Wainwright, AK. Class will begin promptly at 1000 on April 26, 2016 and is scheduled to end no later than 1800 on April 29, 2016. Please make your travel plans accordingly.

The primary emphasis of this course focuses on duties of an Expanded Dispatch Recorder (EDRC) within the Incident Command System.

Please be prepared with the following PRIOR to class:

- Set up a ROSS account in NAP. This link: [http://ross.nwcg.gov/quick\\_ref/How\\_to\\_request\\_a\\_NAP\\_User\\_Account.pdf](http://ross.nwcg.gov/quick_ref/How_to_request_a_NAP_User_Account.pdf) will provide you with step-by-step instructions. You MUST have this completed before the first day of class. Have your home dispatch unit provide you with the following roles:
  - o Basic User
  - o Expanded Dispatcher
  - o Resource Status
  - o Roster
  
- Expanded Dispatch Recorder Position Task Book (initiated at the home unit), located at <http://www.nwcg.gov/pms/pms.htm>.

Your Lead Instructor will be April Cook.

Please be advised that the AFS Dining Hall will be serving breakfast, lunch and dinner each day at this time. If you are in need of a barracks room reservation you will need to call the AFS barracks to reserve one. Their number is 907-356-5706.

If you wish to receive a certificate of completion for the course, please do not make travel arrangements to arrive after the scheduled start time or to depart before the scheduled course completion time.

In the event you are unable to attend this class you will need to let the course coordinator know immediately.

We look forward to seeing you in class.

Steve Theisen  
Course Coordinator  
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907-356-5630