



Angeles Training & Conference Center

701 North Santa Anita Ave.
Arcadia, CA 91006
Phone: (626) 574-5267
E-mail: atcc@fs.fed.us



DATE: March 21, 2016

SUBJECT: Wildland Fire Staff Ride Workshop

TO: Students

Congratulations, you have been selected to attend the Wildland Fire Staff Ride Workshop at the Angeles Training and Conference Center, March 28th through 31st, 2016. Class will begin at 1300 on March 28th and will end at approximately 1700 on March 31st.

Use gate code 6879 at the entrance gate to access the training center.

Parking:

Parking is available in the rear parking lot. Follow the signs posted inside the compound. **Please do not park next to the main buildings.**

Trainee Prerequisites:

There are no prerequisites for the course. This is an interactive workshop designed to help fire managers create and facilitate effective Staff Rides.

Pre-Work:

The workshop will include the Loop Fire Staff Ride. The first phase of a Staff Ride is the preliminary study. Participants need to read the investigation report and other documentation provided on the website, to prepare for discussion during the field study. This information can be found in the library at www.fireleadership.gov, under the Loop Fire Staff Ride.

Field Day:

Wednesday is the Loop Fire Staff Ride field day. Participants will be hiking over arduous terrain during the field study portion of the Staff Ride, and may be exposed to sunny and hot or cold and windy weather conditions. Sturdy hiking boots and pants are highly recommended. Cold weather gear and sunscreen are also beneficial. Participants will need to bring a lunch. Water and Gatorade will be provided. Transportation will be provided for the field day.

Classroom Attire:

Participants are to wear casual office attire. This means attire suitable for public contact (no shorts, tank tops, flip flops, etc.)

Tuition:

Tuition cost is \$300.00 per student. For non-federal students, tuition will also include an 8 % admin fee imposed by the National Finance Center, for a total tuition of \$324.00.

Billing Information:

Forest Service / Other Federal Agencies: The approved NWCG Nomination Form is used for payment. It must include proper agency codes and signatures.

Non Federal Agencies: Students are required to submit the NWCG Nomination Form with signatures to attend the course. A bill of collection will be issued to your agency at the end of the training course. Students who wish to pay the tuition themselves can also be issued a bill of collection.

Lodging:

There is no lodging or food service provided at the Angeles Training and Conference Center. There are numerous lodging locations nearby, including:

Hampton Inn Arcadia

311 East Huntington Drive
Arcadia, CA 91006
(626) 574-5600

Hilton Garden Inn Arcadia

199 North 2nd Avenue
Arcadia, CA 91006
(626) 574-6900

Residence Inn By Marriott

321 East Huntington Drive
Arcadia, CA 91006
(626) 446-6500

Airport:

If you are flying to this session, your destination is Burbank (Bob Hope) Airport.

If you have any questions regarding this course please contact our training staff at (626) 574-5267 or email atcc@fs.fed.us.

/s/ Tracy McGuff

Tracy McGuff

Forest Training Officer