Danny Rhynes Interagency Training Center
602 S. Tippecanoe Ave.
San Bernardino, CA 92408
(909) 382-2984 Fax (909) 382-4192
Email: drtc@fs.fed.us

Memorandum

DATE: February 10, 2016

SUBJECT: L-381 Incident Leadership

TO: Course Participant

You have been selected to attend the L-381 Incident Leadership training session at the Danny Rhynes Interagency Training Center on March 14-18, 2016. Class will begin on Monday, March 14 at 0800 and will end around 1400 Friday, March 18, 2015. The approximate schedule for the training hours, as follows:

Monday, March 14 – 0800-1745
Tuesday, March 15 – 0800-1730
Wednesday, March 16 – 0800-1730
Thursday, March 17 – 0800-1730
Friday, March 28 – 0700-1400

Objective

The intent of this training is to provide future leaders of divisions, groups, and type 3 incidents with the leadership tools to effectively exert command and control over a quickly assembled team in a time constrained and rapidly changing incident environment.

Course Prerequisites

Qualified as any strike team leader, task force leader (TFLD), or incident commander type 4 (ICT4).

OR

Successful completion of Followership to Leadership (L-280).

Pre-Work & Items to bring to class:

1. See attached Mission-Centered Solutions Letters
2. Hand held radio – programmable
3. Hard hat, fire shirt, & gloves

****ALL STUDENTS: Please complete and return the pre-registration form to the training center no later than close of business Monday, February 29, 2016. Emailed or faxed copies are sufficient.**

Tuition

Your tuition cost is $1,450.00

Billing Information:

Forest Service (Other Regions): The approved NWCG Nomination Form will be used for payment. This form must include proper agency charge codes and signatures.

Other Federal Agencies: The approved NWCG Nomination Form will be used for payment. This form must include proper agency codes, agreement numbers and signatures.

Other Non Federal Agencies: It is recommended that students pay with check or money order at the facility at the start of class. There is an additional 8% administrative fee added to this tuition charge. If payment is not received, a bill of collection will be issued to your agency.

Cancellations: Cancellations must be made two weeks prior to the course start date. If a cancellation occurs after the two-week cut off and the slot goes unfilled, there will be a charge not to exceed the tuition charge for the course. The last date to cancel for this course is February 29, 2016.

Travel: For travel, lodging information, and local area map navigate on the internet to the DRTC website: http://www.fs.usda.gov/goto/sanbernardino/travel.

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

Any questions regarding this course may be directed to your unit training coordinator or appropriate training representative. If you are self-sponsored, you may contact the training center directly at drtc@fs.fed.us.

/s/ Kristel Johnson
Danny Rhynes Training Center Manager

Enclosures:

Pre-registration
Pre-work

PRE-REGISTRATION FORM
DANNY RHYNES INTERAGENCY TRAINING CENTER

FAX: 909-382-4192 or Email drtc@fs.fed.us

ALL Blocks MUST be Completed

Course Title: L-381 Incident Leadership **Date:** March 14-18, 2016

Trainee Name _____ **Email** _____

Agency:

FS: Forest: _____ District: _____

Region _____ Unit: _____

Other Agency: _____ *(Ranger Unit/Station)*

(County – City – OES – CHC Student – NPS – BLM – USCG / Use your three letter designator.)

Work Address: _____

(Mailing Address of your unit headquarters.) *(City – State – Zip Code)*

Phone Number: _____ **Cell Number:** _____

Supervisor Name/Title _____ **Phone:** _____

Training Officer Name: _____ **Phone:** _____

RETURN THIS FORM TO THE TRAINING CENTER BY COB:

Monday, February 29, 2016