



Vandenberg Interagency Training Center
100 Community Loop
BLDG. 10373 PO Box 6198
Vandenberg AFB, CA 93437-5502
(805) 605-4995 FAX (805) 734-9753
Email: vitc@fs.fed.us



DATE: February 9-11, 2016

SUBJECT: S-339 Division/Group Supervisor

TO: ATTENDEES / STUDENTS

Congratulations, you have been selected to attend S-339 Division/Group Supervisor. This training is a 20 hour course designed to meet training requirements of a division or group supervisor on a wildland fire incident. The course will begin at **1300 on Tuesday February 9, 2016** and conclude on **Thursday February 11, 2016 at 1700 hours**. The class will be held at Santa Maria Fire Department, Station 1 located in Santa Maria, California. Map and directions enclosed.

Attached is a pre-registration form you must complete if you wish to attend this course. You **MUST** complete this form and return it to the Vandenberg Interagency Training Center by **January 11, 2016**. Failure to return the form could result in your seat being allocated to another student.

Books & Material Fees: For all **Non-Federal Employees** the cost of this course is \$ 300. Other agency employees will be required to pay this fee the first day of the course by check or money order. DOI employees will be billed at a later date.

Pre-Course Work: Can be located at <http://onlinetraining.nwcg.gov/node/205>. Complete the pre-work and bring it with you to class.

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 a check or money order at the facility at the start of the 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.

College Credit: All students are required to register online with Allan Hancock College. You will receive college credit, which may be used toward either a Wildland Certificate or an AS Degree in Wildland Fire Science. **You will have to log on to the Allan Hancock College website in order to obtain a Student ID Number (also known as your H #) which needs to be on your pre-registration form.** Follow the steps below in order to receive your Student ID Number.

/s/ Carrie Thaler

**Vandenberg Interagency Training Center
Los Padres National Forest**



INSTRUCTIONS FOR OBTAINING YOUR STUDENT ID NUMBER:

STEP 1

You will need to access <http://www.hancockcollege.edu/>. On the home page click on the **Future Student Tab** which is located in the brown boxes. A scroll down list will appear. Click on Apply for Admissions, this should be the first link. On the next page that appears, locate **Apply for Admissions** and click on Apply for Credit Classes. Fill in the necessary information. Select New Student or Transferring Student if you have never attended Allan Hancock College before. Select Returning Student if you have applied to the college before. Please make sure you are applying for the Spring 2016 semester. Once you complete this process and submit your application, you should receive your student login information and student ID number (H... #). **Please print this page and save it for future classes at VITC.**

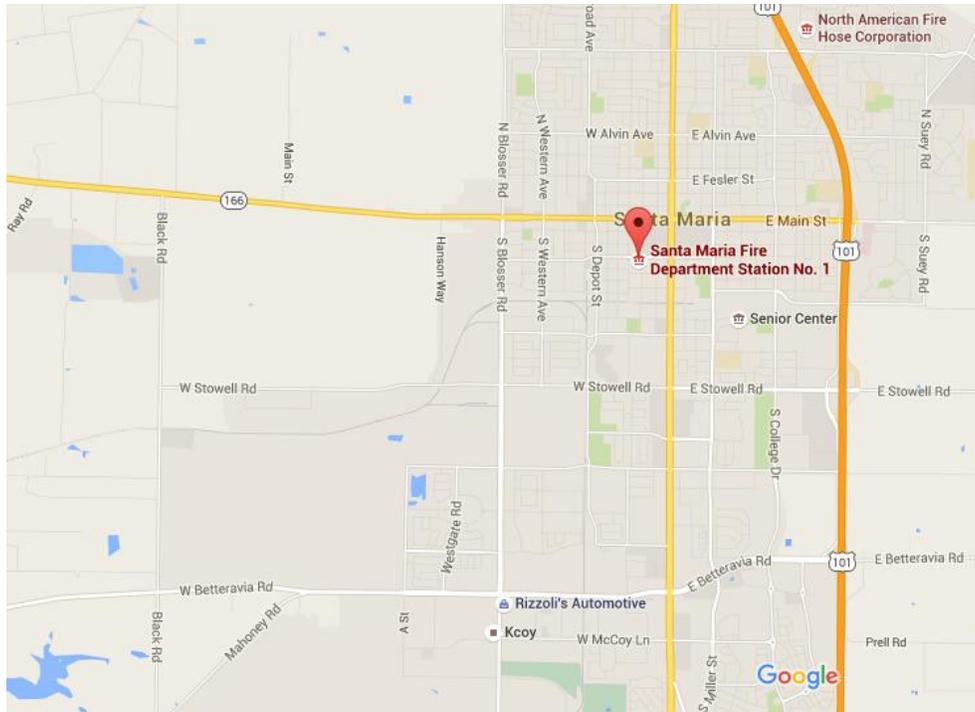
As soon as you receive your student ID/H# number, print the pre-registration form (page 4 of this document) and enter your H# at the bottom of the page. Fax (805)734-9753 or email vitic@fs.fed.us the completed pre-registration form to Vandenberg Training Center.

Returning Students:

If you have applied to the college and received an **H number** in the past you do not need to reapply. Please include your H number on the Pre-Registration form.

Driving Directions:

Santa Maria Fire Department Station 1, 300 W. Cook St. Santa Maria, CA 93458
If you have any questions call (805) 605-4995.



Map of Santa Maria Fire Department Station 1

From 101 South:

1. Exit Main St. and go Left
2. Turn Left onto Broadway
3. Turn Right onto Cook St.
4. Station 1 is on the Left

From 101 North:

1. Exit Main St.
2. Turn Right onto Main St.
3. Turn Left onto Broadway St.
4. Turn Right onto Cook St.
5. Station 1 is on the Left

Pre-registration Form
Vandenberg Interagency Training Center

Course Title: S-339 Division Group Supervisor

Date(s): Feb 9-11, 2016

Trainee Name: _____

Email: _____

Employer:

FS: Forest: _____

District: _____

CDF: Region: _____

Unit: _____
(Ranger Unit/Station)

OTHER AGENCY: _____
(County-City-OES-AHC Student-NPS-BLM-AFV/Use 3 Letter Designator)

Work Address: _____
(Street Address/P.O. Box of Unit Headquarters)

City – Town – State - Zip Code

Mailing Address: _____
(Street Address/P.O. Box)

City – Town – State - Zip Code

Contact Phone Number for you: _____

Supervisor Name: _____ **Phone:** _____

Allan Hancock College Student ID Number: H_____

**YOU NEED TO RETURN THIS
FORM TO THE TRAINING CENTER**

BY: January 11, 2016