

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



Memorandum

DATE: *February 15, 2016*

SUBJECT: *L970 NIMS ICS All-Hazards Supply Unit Leader*

TO: Course Participant

Congratulations! You have been selected to attend the *L970 NIMS ICS All-Hazard Supply Unit Leader* training session at the *Wildland Fire Training Center* on *April 18 – April 22, 2016*. Class will begin at *0830 hours, Monday, April 18th* and conclude at approximately *1700 hours, Friday, April 22nd*. To receive a certificate of completion for this course, you must attend from the scheduled opening to the scheduled completion; please make your travel plans accordingly. There will be no exceptions.

Description: This course helps attendees establish the essential core competencies required for performing the duties of the Supply Unit Leader (SPUL) in all-hazard incidents. By requiring attendees to bring jurisdiction-specific information to the course, the course provides a realistic, hands-on approach to mastering the skills of a SPUL. Attendees identify information required for ordering supplies, complete required forms and documentation related to ordering supplies and learn to anticipate ordering requirements and supply needs for an incident. In addition to the ordering process, the course discusses mobilization, setting up and managing the supply unit, and demobilization.

Objectives: By the end of this course, students will be able to:

- Demonstrate, through exercises and a final exam, an understanding of the duties, responsibilities, and capabilities of an effective SPUL on an All-Hazard IMT;
- Identify course objectives and position-specific resource materials;
- Describe the function and components of the Logistics Section and the Supply Unit;
- Describe the actions and considerations necessary to mobilize the unit and gain situational awareness;
- Describe the ordering process in its entirety;
- Describe the information required when an order originates to be able to process that order;
- Complete and submit an ICS Form 259-Resource Order;
- Receive, reconcile, and distribute supplies and equipment;
- Maintain an appropriate inventory level of supplies;
- Manage the Supply Unit's resources; and
- Manage the demobilization of incident and Unit resources.

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Course Prerequisites:

- ICS-100, ICS-200, ICS-300, IS-700, IS-800
- **Obtain a FEMA Student Identification (SID) number**
 - Step 1: To register, go to <https://cdp.dhs.gov/femasid>
 - Step 2: Click on the "Register for a FEMA SID" box.
 - Step 3: Follow the instructions and provide the necessary information to create your account.
 - Step 4: You will receive an email with your SID number. You should save this number in a secure location. This number will be used for any future FEMA course.
- Complete General Admissions Application, 119-25-1 and send to the Wildland Fire Training Center (WFTC) c/o Anna Dinkel. wftc@fs.fed.us You will find a fillable PDF on the training website:
http://www.nationalfiretraining.net/schedule/list/show/25/filter/search_L970%2Adates_future%2Aarea_ca%2Azone_all/sort/dates_asc/page/1
- Refer to **Administrative Guidelines** at: <http://training.fema.gov/allhazards/>

Tuition: \$300.00

All students must submit a NWCG Nomination Form with proper agency charge codes and signatures for payment. A copy of the NWCG nomination form can be found and downloaded from the National Fire Training website at: <http://www.nationalfiretraining.net/>

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

Reminder – this is a NO HAT facility.

Travel: For travel and lodging information navigate on the internet to the WFTC website: <http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=STELPRDB5363444>
WFTC Dormitories are unavailable during the time of January 25 – April 15, 2016.

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.

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



Other Non-Federal Agencies: It is recommended that students pay with a 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 one week prior to the course start date. If a cancellation occurs after the one-week cut off and the slot goes unfilled, there will be a charge not to exceed the tuition charge for the course.

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

If you have any questions, please contact:

Course Coordinator
Anna Dinkel (951) 217-6924
adinkel@fs.fed.us

/s/ Anna Dinkel
ANA DINKEL
Training Specialist

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California Wildland Fire Coordinating Group
<http://gacc.nifc.gov/oscc/cwcg/index.html>