CALIFORNIA WILDLAND FIRE COORDINATING GROUP

Memorandum

DATE: *January 12, 2016*

SUBJECT: *ITSS Incident Technology Support Specialist (Formerly known as CTSP Computer Technical Specialist)*

TO: Course Participant

Congratulations! You have been selected to attend the *ITSS Incident Technology Support Specialist* training session at the ***Wildland Fire Training Center*** on ***February 9 – February 12, 2016***. Class will begin at ***0800 hours*** *on* ***Tuesday, February 9th*** and conclude at approximately ***1200 hours*** on ***Friday, February 12th.*** 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.

Objectives: Upon completion of this course the student will be able to:

- Set up an incident computer network.
- Establish, maintain and administer the E-ISuite database.
- Provide quality IT support to the incident management team.

Computers and Ethernet cables will be provided for you.
Please bring a notepad and pen to class.

Tuition: Your tuition cost: *$135.00*

All students must submit a NWCG Nomination Form with proper agency charge codes and signatures for payment. Forms can be attended on-line 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.

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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 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	Keren Sites	(916) 640-1130	kksites@fs.fed.us

/s/ Keren Sites
Keren Sites
Training Specialist (detailed)

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