

# CALIFORNIA WILDLAND FIRE COORDINATING GROUP



## Memorandum

DATE: *December 14, 2015*

SUBJECT: *ICS-400, ADVANCED ICS: ICS for Command and General Staff and Complex Incidents*

TO: Course Participant

Congratulations! You have been selected to attend *ICS-400 Advanced ICS: ICS for Command and General Staff and Complex Incidents (FEMA) training session at the Wildland Fire Training and Conference Center on January 20 -21, 2016. Class will begin at 0800 hours on Wednesday, January 20<sup>th</sup> and conclude at approximately 1700 hours on Friday, January 21<sup>st</sup>.*

Beginning October 1, 2014, I-400: Advanced ICS (NWCG version) was removed from the NWCG Products Management System. In lieu of the NWCG course curriculum, the FEMA ICS-400 Advanced ICS: ICS for Command and General Staff and Complex Incidents course curriculum is now the accepted course.

**Tuition:** Your tuition cost: *\$300.00*

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.)

**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.

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**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](mailto:wftc@fs.fed.us) .

If you have any questions, please contact Course Coordinator Julie Buel, at the Wildland Fire Training Center at 916-640-1066 or [jabuel@fs.fed.us](mailto:jabuel@fs.fed.us) .

*/s/ Julie Buel*  
Julie Buel  
Training Specialist

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