



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: November 8, 2016

SUBJECT: M-410 Facilitative Instructor

TO: Course Participant

You have been selected for the M-410 Facilitative Instructor Session to be conducted at the Danny Rhynes Interagency Training Center on January 9-13, 2017. This course is designed to prepare you for instructing training courses, as well as develop your communication skills.

This course will commence on Monday, January 9 at 0800 hours and conclude on Friday, January 13 at 1700 hours. This class is a full 40 hours session; travel to and from the course should be planned to accommodate this schedule. 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.

Pre-study Assignment/Special Student Information:

You will be required to give a total of four instructor presentations throughout the week. These will include three individual and one group presentation; 5 minute, 15 minute, group and impromptu. You will be evaluated on course participation and will have access to flipcharts, PowerPoint and other training aids.

You may want to identify a list of topics you wish to present; the topics should be other than those related to your current job, i.e. no fire topics. You are encouraged to bring props or presentation aids to enhance your instructor presentation. **It is suggested you bring a laptop** to work on your presentations. You will be able to print out any of your work at the Training Center during the day.

Final presentation attire: shirt and tie for men; collared shirt and slacks/skirt for women.

You will need to complete the pre-course work located online at <http://onlinetraining.nwcg.gov/node/188>.

The pre-course work consists of a reading assignment and essay questions, and will assist the instructors in structuring the course based on the students' previous facilitating experience as well as set individual expectations for this M-410 course.

Students will need to complete the pre-course work and email or fax their written responses to the essay questions (not to exceed one page) and questionnaire to Danny Rhynes Training Center by Monday, January 2, 2017 email: drtc@fs.fed.us or fax (909) 382-4192.

****ALL STUDENTS:** Please complete and return the confirmation form to the training center no later than close of business **Monday, December 26, 2016**. FAX copies are sufficient.

Tuition

Course tuition is **\$300.00**.

All students must submit a NWCG Nomination Form with proper agency charge codes and signatures for payment. Forms can be attained on-line at: "nationalfiretraining.net".

Billing Information:

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

Other Federal Agencies: The approved NWCG Nomination Form and or SF-182 along with the confirmation 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 December 26, 2016.**

If a student cancels within the two-week period and pre work has already been received, the student needs to return pre work to the training facility.

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.

Travel: For travel and lodging information navigate on the internet to the DRTC website: <http://www.fs.usda.gov/goto/sanbernardino/travel>.

/s/ Kristel Johnson

Forest Training Officer, Training Center Manger

Enclosures:

Pre-course work

Student Confirmation Form

ATTENDANCE CONFIRMATION FORM
(if this form isn't completed and returned, could jeopardize your attendance)
DANNY RHYNES TRAINING CENTER
FAX: 909-382-4192 or email to drtc@fs.fed.us

ALL Blocks MUST be Completed

Course Title: M-410 Facilitative Instructor **Date:** January 9-13, 2017

Trainee Name _____ **Email** _____

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

FINANCIAL INFORMATION

(This information is needed so that we can bill your agency properly. If you are paying by check at the session, please note that below.)

Tuition for this session: _____ (non-fed add 8% admin fee)

_____ Paying by check at session (checks written to USDA Forest Service, be prepared to pay 1st day)

_____ Non-Federal Agency Tax ID/DUNS: _____

PO Number if available: _____

Person of Contact: _____

Email: _____

Phone Number: _____

_____ Other Federal (Circle Agency) NPS FWS BIA BLM (requires an SF-182)

Billing Code: _____

Agreement # (if available or CFMA) _____

SF-182 MO# _____

_____ FS (Please complete the charge code to bill. Will only be used if your slot is not one that was an allocated slot to a FS Unit)

FS Job Code: _____ Override _____

Authorized Signature: _____

Printed Name: _____

RETURN THIS FORM TO THE TRAINING CENTER

BY: December 26, 2016