



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 7, 2016

SUBJECT: S-261 Applied Incident Business Management

TO: Course Participant

You have been selected to attend the S-261 Applied Business Management training session at the Danny Rhynes Interagency Training Center on December 7-8, 2016. Class will begin on Wednesday, November 7 at 0900 and will end around 1700 hours on Thursday, December 8. The Cadre has added e-ISuite as an additional enhancement on Friday, December 9 from 0800-1200 which will focus on posting equipment and personnel time, for anyone interested in staying.

Course Description:

This course is an instructor led course designed for entry-level finance positions. The format is a mix of exercises, facilitated group discussions and lecture supported by PowerPoint presentations. Students work directly from the Interagency Incident Business Management Handbook for most of the exercises.

****ALL STUDENTS: Please complete and return the confirmation form to the training center no later than close of business Wednesday, November 23, 2016.**

Tuition:

Your tuition cost is \$300.00

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 November 23, 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.

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

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.

/s/ Kristel Johnson

Forest Training Officer, Training Center Manager

Enclosures:
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: S-261 Applied Incident Business Management Date: December 7-8, 2016

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)

_____ **Please check if you will be staying for the option E-iSuite portion of the class**

_____ 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: November 23, 2016