



Vandenberg Interagency Training Center
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Office: (805) 605-4995
Email: vitc@fs.fed.us



DATE: March 15-18, 2016
SUBJECT: S-300 Incident Commander T3 / Multiple Resources
TO: ATTENDEES / STUDENTS

Congratulations, you have been selected to attend S-300 Incident Commander Type 3 / Multiple Resources. This is a 24-hour course which introduces students to the principles associated with the Incident Command System. The course will begin at 1300 on **Tuesday, March 15, 2016** and conclude on **Friday, March 18, 2016** by 1500 hours. The class will be held at Santa Maria Fire Department Station 1, Santa Maria, California. Map and directions enclosed.

Attached is a pre-registration form you must complete if you wish to attend this course. You **MUST** complete this form and email it to the Vandenberg Interagency Training Center by **February 8, 2016**. Failure to return the form could result in your seat being allocated to another student.

Books & Material Fees: For all **Non-Federal Employees** the cost of this course is \$300. Other agency employees will be required to pay this fee the first day of the course by check or money order. DOI employees will be billed at a later date.

Pre-Course Work: The pre-course work is available online at <http://onlinetraining.nwcg.gov/node/201>.

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

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 the 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.

College Credit: All students are required to register online with Allan Hancock College. **You will have to log on to the Allan Hancock College website in order to obtain a Student ID Number (also known as your H #) which needs to be on your pre-registration form.** Follow the steps below in order to receive your Student ID Number.

/s/ Carrie Thaler
VITC Center Manager
Los Padres National Forest



INSTRUCTIONS FOR OBTAINING YOUR STUDENT ID NUMBER:

STEP 1

You will need to access <http://www.hancockcollege.edu/>. On the home page click on the **Future Student Tab** which is located in the brown boxes. A scroll down list will appear. Click on *Apply for Admissions*, this should be the first link. On the next page that appears, locate **Apply for Admissions** and click on *Apply for Credit Classes*. Fill in the necessary information. Select *New Student* or *Transferring Student* if you have never attended Allan Hancock College before. Select *Returning Student* if you have applied to the college before. Please make sure you are applying for the Spring 2016 semester. Once you complete this process and submit your application, you should receive your student login information and student ID number (H... #). **Please print this page and save it for future classes at VITC.**

As soon as you receive your student ID/H# number, print the pre-registration form (page 4 of this document) and enter your H# at the bottom of the page. Fax (805)734-9753 or email vitc@fs.fed.us the completed pre-registration form to Vandenberg Training Center.

Returning Students:

If you have applied to the college and received an **H number** in the past you do not need to reapply. Please include your H number on the Pre-Registration form.

Pre-registration Form
Vandenberg Interagency Training Center

Course Title: S-300 Incident Commander T3

Date(s): March 15 – 18, 2016

Trainee Name: _____

Email: _____

Employer:

FS: Forest: _____

District: _____

CDF: Region: _____

Unit: _____
(Ranger Unit/Station)

OTHER AGENCY: _____
(County-City-OES-AHC Student-NPS-BLM-AFV/Use 3 Letter Designator)

Work Address: _____
(Street Address/P.O. Box of Unit Headquarters)

City – Town – State - Zip Code

Your Contact Phone Number: _____

Supervisor Name: _____ Phone: _____

Allan Hancock College Student ID Number: H_____

**YOU NEED TO RETURN THIS
FORM TO THE TRAINING CENTER**

Email: vitc@fs.fed.us

BY: February 8, 2016