

5 February 2016

Intent into Action
Course: IiA16-031
APR 4-8, 2016
McClellan, CA 95652

Dear Participant,

The U.S. Forest Service recently informed us that you will be attending the Intent into Action: Advanced Leadership for the Command & General Staff course on April 4, 2016 at Wildland Fire Training and Conference Center in McClellan, CA.

This five-day program provides hands-on experience using ICS structure in the context of a large incident response. You will work as a member of a command & general staff in iterative simulations to review, practice, and improve both the application of ICS as well as leadership skills as appropriate for the C&GS. Your assignment includes operating as a team member outside your functional area of expertise. You graduate with a portfolio of feedback upon which to base future development activities.

This course is certified by the National Wildfire Coordinating Group (NWCG) as an approved L-481, Advanced Leadership for Command & General Staff. Course completion includes interchangeability in meeting any requirements of the legacy S-420 Command & General Staff course for progression towards Type 2 qualification. The course is being presented by Mission-Centered Solutions, Inc.

Enclosed is the information and materials that you will need, including training site, pre-work assignment, items to bring to class, and contact information for any questions.

We look forward to seeing you there.

Best regards,

The MCS Team

Schedule

The course will start at 0800 on April 4, 2016,.

The approximate schedule for the program follows:

Monday, April 4 – 0800*-1800 – *Check-in begins at 0730; the course starts promptly at 0800.

Tuesday, April 5 – 0800-1700 - Voluntary mentoring session after class until 1800

Wednesday, April 6 – 0800-1715

Thursday, April 7 – 0800-1700

Friday, April 8 – 0800-1700 - For travel planning, the course finishes at 1700

Travel

Participants are responsible for their own travel arrangements and expenses

Location

Wildland Fire Training and Conference Center
3237 Peacekeeper Way
McClellan, CA95652

Uniforms

Comfortable and casual clothes suitable to a member of a team actively managing an incident best contribute to an effective learning environment.

What to Bring.

- Pens, pencils, notebooks, and organizers – items that you find helpful in an incident environment.
- An ICS *Field Operations Guide* is helpful. You will not need a laptop or ICS forms, but you are welcome to bring these or other tools for reference if they are helpful in organizing your work.
- **Food** – snacks are provided by the cadre on the first day, each of the four participant teams are responsible for snacks on the following days. We post a schedule.
- Lunch breaks are scheduled Monday through Wednesday. **No lunch breaks are scheduled for Thursday and Friday. Participants should plan to bring lunch those two days.**

Prework Assignment

1. Go to <http://support.mcsolutions.com/>
2. Login on the right side.
Username: **IiA16-031**
Password: **IiA16-031**
3. From the menu on the top, select “Intent Into Action,” then click on “Independent Self-Study.”

The pre-work can take up to 8 hours and consists of the following tasks:

- Complete your Online course Registration Form
- Download and review the Reference Guide
- Watch on line video lecture of the course foundational concepts
- Watch the movie *Ike – Countdown to D-Day* with Tom Selleck using the viewing guide provided
- Watch online video of the initial scenario briefing for the simulations
- If desired, review the *ICS Planning P* video

Contact Logistics@mcsolutions.com if you have any difficulty accessing the pre-work.

Course Contacts

Contact the following if you have any questions:

Questions concerning the prework materials or equipment:

MCS Logistics Team
Mission-Centered Solutions, Inc.
(303) 646-3700
(303) 646-3720 fax
Email: Logistics@MCSolutions.com

About the Course

Background

This course concentrates on integrating leadership and incident management acumen to achieve strategic results in large-scale incidents. The course picks up where fundamental Incident Management Team (IMT) courses, such as All-Hazard IMT and Incident Leadership, leave off.

In order to manage complex incidents our incident management leaders need to be able to:

Make decisions in time critical situations - monitor and manage human factors to achieve effective decision making at an emergency incident, and within an IMT.

Communicate with a range of stakeholders - communicate effectively within an IMT, and with appropriate stakeholder groups affected by an emergency incident.

Lead and motivate people - demonstrate appropriate leadership qualities when leading a response to emergency incidents.

A high-intensity, hands-on program, “Intent into Action; *Organizational Leadership for the Command and General Staff (C&GS)*” cultivates proficiency beyond the technical requirements of doctrinal systems, such as Australian Inter-service Incident Management System (AIIMS) or the Incident Command System (ICS). The program offers IMTs (Australian Level 2 and Level 3 or North American Type 2 and Type 1) the practical skills and tools to build cohesion, adaptiveness, and resilience during complex incident planning and operations.

At this level, the ambiguous, undefined, and dynamic nature of incidents requires a degree of teamwork and integration beyond what is needed for smaller incidents. IMT members need to function as an integrated unit in order to build a common operating picture, plan strategically, and conduct effective operations. Salient themes – leadership, teamwork, intent, communication, and operational culture – extend beyond the confines of the incident organization to have a significant effect on co-operators, jurisdictional owners, and political-public spheres.

This five-day program provides practical experience using AIIMS or ICS structure in the context of a large incident response. Students work in iterative simulations to review, practice, and improve the application of doctrinal tools along with leadership skills as appropriate for senior IMT personnel.

The course focuses on guiding participants towards performing as a highly functional and integrated team that can leverage incident management practices to the best effect. Topics include:

- Developing ethos and team culture as a professional team.
- Establishing and maintaining an effective command climate aligned with a mission-driven culture.
- Developing and maintaining a common operating picture.
- Providing functional integration and resilience.
- Leading at the team, section, and stakeholder level.
- Influencing the political, social, information, and economic elements of the operational environment.