

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



Memorandum

DATE: 2/3/2016

SUBJECT: S-372 Helicopter Management

TO: Course Participant

Congratulations! You have been selected for the S-372 Helicopter Management session to be conducted at the Wildland Fire Training Center, McClellan, CA. This course is designed to: Prepare students for the duties, expectations and demands of the Helicopter Manager position. This will be accomplished through a week long course consisting of approximately two days of lecture from Helicopter Managers, Agency Pilots, Air Attacks, Aircraft Dispatchers and subject matter experts on various components of the position. Additionally students will participate in three days of scenario based activities utilizing sand tables, aviation simulators, field trips to maintenance facilities and hands on inspection of helicopters. These scenarios combined with lecture will provide students with realistic, hands-on and real time experiences as a Helicopter Manager.

The Course will commence on Monday, March 28, 2016 at 0800 hours and conclude on Friday, April 1, 2015 at 1700 hours. To receive a certificate for this course, you must attend from the scheduled opening to the scheduled completion, there will be no exceptions.

The following is a list of **recommended** IAT courses that you should take if possible. Although not required, these courses will give you the foundational knowledge to be familiar with prior to attending the S-372 course. The website has been under construction and there have been many problems in the past, so it is understood if you cannot complete all the recommended courses.

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Recommended Pre-study Assignment/Special Student Information:

On line training on the IAT website (courses below): [Interagency Aviation Training](#)

- A-101: Aviation Safety
- A-104: Overview of Aircraft Capabilities & Limitations
- A-105: Aviation Life Support Equipment (ALSE)
- A-106: Aviation Mishap Reporting
- A-107: Aviation Policy and Regulations I
- A-108: Preflight Checklist & Briefing/Debriefing
- A-109: Aviation Radio Use
- A-110: Aviation Transport of Hazardous Materials
- A-111: Flight Payment Document
- A-112: Mission Planning & Flight Request Process
- A-113: Crash Survival
- A-115: Automated Flight Following
- A-116: General Awareness Security Training
- A-202: Interagency Aviation Organizations
- A-204: Aircraft Capabilities & Limitations
- A-218: Aircraft Pre-Use Inspection

In an effort to reduce waste we will not produce binders or student workbooks for students. Instead all materials, workbooks and references have been scanned onto a thumb drive which you will get in class upon arrival. If you would like to view the content of this during the week, please bring a laptop or portable device with the capability to read a thumb drive. Any essential handouts not on the thumb drive will be passed out during class. Please bring a notebook to take any notes on during class.

Questions regarding the class from Federal employees may be directed to Brad Corbin-Forest Service (530) 517-1452 and for State and Local Govt. Employees to Stacy Hamilton-Cal Fire (209)532-2911.

Cancellations:

If a cancellation occurs and the slot goes unfilled, there will still be a charge not to exceed the tuition charge for the course.

Training Location: For directions to the training center, hotel lists or any other logistical information, please visit:
<http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=STELPRDB5363444>.

The Wildland Fire Training and Conference Center is located at 3237 Peacekeeper Way, McClellan, CA 95652.

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If you fly to the session, your destination is the Sacramento Airport. The Training Center does not provide transportation while you are here for your session. Individuals flying into Sacramento must make their own rental car arrangements at the airport. (or take Super Shuttle for about \$25 each way)

Climate:

Spring weather can be rainy and windy or nice; temperatures usually are in the 50s to 60s during the day down to 40s-50s at night.

Local weather information can be found at this website:

<http://forecast.weather.gov/MapClick.php?lat=38.66942832560808&lon=-121.39205932617187&site=sto&smap=1&marine=0&unit=0&lg=en>

Tuition Costs

**The cost for this course is \$1,000.00 The admin fee (7%) for non-FS students is \$70.00
Total tuition cost for non-forest service students is \$1,070.00.**

The course fee will also be the fee charged for Late Cancellations and No Shows.

Billing Information

Other Agencies (Department or Forestry, Fire Departments, Hoopa, etc.) A bill will be issued to your agency at the end of the Training Season.

Other Federal Agencies (F&WS, BIA, USCG). The Approved NWCG Nomination Form will be used for payment if it is completely filled out with the proper agency codes and signatures.

Forest Service: The Approved NWCG Nomination Form is used for payment. This form should have been completed with job code and signature when submitted for nomination for this session.

Please be sure to include your treasury account symbol on all forms for billing purposes.

Attire For The Course:

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

Reminder – this is a **NO HAT** Facility.

The value of this assignment, to you and to your agency, depends on your interest, attention and participation. We urge you to apply yourself and make the most of this opportunity.