

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



Memorandum

DATE: *February 15, 2016*

SUBJECT: *S-354 Facilities Unit Leader*

TO: Course Participant

Congratulations! You have been selected to attend the *S-354 Facilities Unit Leader* training session at the *Wildland Fire Training Center* on *April 18 – April 22, 2016*. Class will begin at *1200 hours on Monday, April 18th* and conclude at approximately *1200 hours on Friday, April 22nd*. 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.

Description: This course prepares students to perform the job of facilities unit leader (FACL) as outlined in the PMS 310-1, Wildland Fire Qualification System Guide and the position task book developed for the position. The instructional methods of the course include lecture with PowerPoint presentations, classroom exercises, and discussions. The lessons provide an introduction to operational leadership, mobilization, arrival at an incident, risk management, safety and tactics, demobilization, and post-incident responsibilities.

Objectives:

At the successful completion of this course, students will describe roles and responsibilities, and demonstrate proficiency in the skills/knowledge required to perform the tasks of a Facilities Unit Leader.

Course Prerequisites:

- Base Camp Manager will be delivered within this course.

Tuition: Your tuition: \$300.00

All students must submit a NWCG Nomination Form with proper agency charge codes and signatures for payment. A copy of the NWCG nomination form can be found and downloaded from the National Fire Training website at: <http://www.nationalfiretraining.net/>

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

Reminder – this is a NO HAT facility.

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Travel: For travel and lodging information navigate on the internet to the WFTC website: <http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=STELPRDB5363444>
WFTC Dormitories are unavailable during the time of January 25 – April 15, 2016.

Billing Information

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 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 one week prior to the course start date. If a cancellation occurs after the one-week cut off and the slot goes unfilled, there will be a charge not to exceed the tuition charge for the course.

Any questions regarding this may be directed to you unit training coordinator or appropriate training representative. If you are self-sponsored, you may contact the training center directly at wftc@fs.fed.us.

If you have any questions, please contact:

Course Coordinator
Anna Dinkel (951) 217-6924
adinkel@fs.fed.us

/s/ Anna Dinkel
Anna Dinkel
Training Specialist

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California Wildland Fire Coordinating Group
<http://gacc.nifc.gov/oscc/cwcg/index.html>