

# CALIFORNIA WILDLAND FIRE COORDINATING GROUP



## Memorandum

DATE: *February 15, 2016*

SUBJECT: *S-355 Ground Support Unit Leader*

TO: Course Participant

Congratulations! You have been selected to attend the *S-355 Ground Support Unit Leader* training session at the *Wildland Fire Training Center* on *April 18 – April 21, 2016*. Class will begin at *1200 hours on Monday, April 18<sup>th</sup>* and conclude at approximately *1700 hours on Thursday, April 21<sup>st</sup>*. 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 is designed to prepare students to perform the duties of managing the transportation plan, maintenance and related services at an incident. Topics include gathering information about the assignment; organizing, staffing, and laying out the unit; field inspection of equipment; operation and coordination of the unit with other units, and demobilization.

### **Objectives:**

- Arrive at an incident properly equipped, gather information to assess the assignment and begin initial planning activities of a ground support unit leader (GSUL).
- Plan, staff, and manage the ground support unit to meet the needs of the incident in a safe manner.
- Coordinate with the logistics units and other sections to assist in accomplishing the overall objectives of the incident.
- Demobilize the ground support unit.

### **Course Prerequisites:**

- Equipment Manager will be delivered within this course

**Tuition:** Your tuition cost: *\$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/>

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**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.

**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](mailto:wftc@fs.fed.us) .

If you have any questions, please contact:

Course Coordinator  
Anna Dinkel (951) 217-6924  
[adinkel@fs.fed.us](mailto: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>