

# CALIFORNIA WILDLAND FIRE COORDINATING GROUP



DATE: April 1, 2016

SUBJECT: N9032, Intelligence Support Specialist (INTS)

TO: Course Participant

**Congratulations!** You have been selected to attend the *N9032, Intelligence Support Specialist (INTS)* course to be presented at the *Wildland Fire Training and Conference Center (WFTC)* located in McClellan, California. The course will start promptly at **13:00 on Monday, May 2, 2016** and end at approximately **12:00 on Friday, May 6, 2016**. To receive a certificate for successful completion of the course, you must attend the entire course, please make your travel plans accordingly.

**Description:** This 32 hour course, which was re-written in 2016, is designed to train individuals in the functions and responsibilities of the Intelligence Support Specialist (INTS) position within the dispatch/coordination system. The course will provide trainees with a working knowledge of software applications, analytical skills and operational procedural experience necessary for successful performance as an INTS qualified resource for assignments to wildland fire or all-hazard incidents. Course content includes concepts related to maps, weather, and fire danger as well as in-depth instruction of the ICS-209 & Situation Reporting system, preparation and submission of reports and briefings, and product dissemination.

## **Objectives:**

At the completion of the course, students will have the necessary information to:

- Demonstrate the ability to interact with a wide-range of points-of-contact to gather intelligence related to incident activity and/or resource status
- Create, update and validate an incident status report (ICS-209)
- Create, update and validate daily incident situation information (SIT system)
- Practice multitasking and prioritizing actions through group exercises and simulations in a realistic environment.

**Target Group:** The target group includes those individuals responsible for the intelligence workload at the initial attack dispatch office and those interested in providing intelligence support at a local Dispatch Center, Geographic Area Coordination Center (GACC), and National Coordination Center (NICC).

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## **Course Prerequisites:**

- Course provided pre-work package
- Introduction to Incident Command System (ICS), ICS-100 (Self Study Course - <http://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>)
- Introduction to National Incident Management System (NIMS) IS-700a (Self Study Course - <http://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>)
- Basic Computer Skills (Use of keyboard, Mouse and Internet)
- Working knowledge of word processing, spreadsheet and database software applications

## **Pre-Study Assignment / Special Student Instructions:**

- The course is intended to be an interactive experience, requiring students to interact with the materials, the faculty, and fellow students with a mixture of lecture/discussion, group exercises, quizzes and simulation.
- A pre-work package and test will be posted online. Pre-work will be reviewed on the first day of class.
- This class is considered an Alpha presentation and a number of course evaluators will be observing the course presentation to provide feedback and comments on the re-written material. Students will also be asked for additional evaluation input to assist with this Alpha course review.

**Tuition:** Your tuition cost: \$300.00

All students must submit a NWCG Nomination Form with proper agency charge codes and signatures for payment. Forms can be attended on-line 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.

**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>

## **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.

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**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 your 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, Julie Buel at the Wildland Fire Training Center

- E-Mail: [jabuel@fs.fed.us](mailto:jabuel@fs.fed.us)
- Phone: (916) 640-1066

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.

*/s/ Julie A. Buel*

Julie Buel, Course Coordinator  
Training Specialist  
US Forest Service

Attachment

Wildland Fire Training & Conference Center  
3237 Peacekeeper Way  
McClellan, CA 95652  
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California Wildland Fire Coordinating Group  
<http://gacc.nifc.gov/oscc/cwcc/index.html>