



Danny Rhynes Interagency Training Center  
602 S. Tippecanoe Ave.  
San Bernardino, CA 92408  
(909) 382-2984 Fax (909) 382-4192  
Email: drtc@fs.fed.us

### Memorandum

**DATE:** November 30, 2015

**SUBJECT:** S-260 Interagency Incident Business Management

**TO:** Course Participant

You have been selected to attend the S-260 Incident Business Management training session at the Danny Rhynes Interagency Training Center on January 25-26, 2016. Class will begin on Monday, January 25 at 0900 and will end at 1700 hours Tuesday, January 26.

#### Course Description:

This course meets the general training needs of all positions for which an understanding of interagency incident business management is required. The Interagency Incident Business Management Handbook, PMS 902, is used as the primary job aid to supplement this course. It provides basic policy and direction for incident business management.

#### Items to bring to class:

- Fireline Handbook

**\*\*ALL STUDENTS: Please complete and return the pre-registration form to the training center no later than close of business **Monday, January 11, 2016.****

#### Tuition

Your tuition cost is \$300.00

All students must submit a NWCG Nomination Form with proper agency charge codes and signatures for payment. Forms can be attained on-line at: "nationalfiretraining.net."

#### 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 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 two weeks prior to the course start date. If a cancellation occurs after the two-week cut off and the slot goes unfilled, there will be a charge not to exceed the tuition charge for the course. **The last date to cancel for this course is January 11, 2016.**

If a student cancels within the two-week period and pre work has already been received, the student needs to return pre work to the training facility.

**Travel:** For travel and lodging information navigate on the internet to the DRTC website: <http://www.fs.usda.gov/goto/sanbernardino/travel>.

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

Any questions regarding this course 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 [drtc@fs.fed.us](mailto:drtc@fs.fed.us).

*/s/ Tracy Stelman*

Tracy Stelman  
Acting Forest Training Officer and Danny Rhynes Training Center Manager

Enclosures:  
Pre-Registration Form

**PRE-REGISTRATION FORM**  
**DANNY RHYNES INTERAGENCY TRAINING CENTER**  
**FAX: 909-382-4192 or email to [drtc@fs.fed.us](mailto:drtc@fs.fed.us)**

ALL Blocks MUST be Completed

**Course Title:** S-260 Interagency Incident Business Management **Date:** January 25-26, 2016

**Trainee Name** \_\_\_\_\_ **Email** \_\_\_\_\_

**Agency:**

FS: Forest: \_\_\_\_\_ District: \_\_\_\_\_

Region \_\_\_\_\_ Unit: \_\_\_\_\_

Other Agency: \_\_\_\_\_ *(Ranger Unit/Station)*

*(County – City – OES – CHC Student – NPS – BLM – USCG / Use your three letter designator.)*

**Work Address:** \_\_\_\_\_

*(Mailing Address of your unit headquarters.) (City – State – Zip Code)*

**Phone Number:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**Supervisor Name/Title** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Training Officer Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**RETURN THIS FORM TO THE  
TRAINING CENTER  
BY COB:**

**January 11, 2016**