



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

## **Memorandum**

**DATE:** January 27, 2015

**SUBJECT:** S-248 Status/Check-In Recorder

**TO:** Course Participant

You have been selected to attend S-248 Status/Check-in Recorder course at the Danny Rhynes Training Center on February 18-19, 2015. Class will begin at 0800 hours on Wednesday the 18th and conclude at approximately 1700 on Thursday the 19th.

### **Course Description:**

This course is designed to introduce students to the tools and techniques used to perform the duties of a status check-in recorder (SCKN). The course provides an overview of what a student can expect if dispatched to an incident.

### **Objectives:**

This desired outcome of this course is to prepare student to:

- Set up and manage a check-in station
- Process information using incident automation software and other paper based methods
- Package the information into useful products
- Assist with demobilization

### **Course Prerequisites:**

It is recommended that students have completed Basic ICS (ICS-200) and Human Factors (L-180), and have basic computer skills in the windows environment.

### **Equipment Needed:**

If desired, students may bring a laptop with I-Suite software installed. Hands on instruction may be available as time permits. Software download is available at <http://isuite.nwcg.gov/dwnld/index.html>

### **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 February 3, 2015.**

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

**Dress:** Casual civilian dress is appropriate for this course.

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).

*Kristel Johnson*

Forest Training Officer

**PRE-REGISTRATION FORM  
DANNY RHYNES INTERAGENCY TRAINING CENTER**

**FAX: 909-382-4192 or Email to drtc@fs.fed.us**

ALL Blocks MUST be Completed

**Course**

**Title:** S-248 Status/Check-In Recorder **Date:** February 18-19, 2015

**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:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

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

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

**RETURN THIS FORM TO THE  
TRAINING CENTER**

**BY COB:**

**February 3, 2015**