



**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: March 8, 2011**

**SUBJECT: S-203 Public Information Officer**

**TO: Students**

You have been selected to attend S-203 Public Information Officer, at the Danny Rhynes Training Center, April 4-8, 2011. Class will begin on Monday, April 4 at 0900 hours and will end at approximately 1300 on Friday, April 8.

**Course Description**

The purpose of this course is to provide students with the skills and knowledge needed to serve as public information officers (PIOF). The course covers establishing and maintaining an incident information operation, communicating with internal and external audiences, working with the news media, handling special situations, and long term planning and strategy.

**Trainee prerequisites / pre-work:**

Basic ICS I-100 (available on-line at <http://training.nwcg.gov/courses/i100.html> select “training courses” icon). Please bring the completed I-100 test with you to class the first morning.

**Please bring the following items to class:**

1. Field Operations Guide
2. Incident Response Pocket Guide (IRPG)

Casual civilian dress is appropriate for this course except for the Simulation Exercise. Your department uniform or a fire shirt is required for the simulation.

**\*\*\*\*\*ALL STUDENTS\*\*\*\*\***

**Please complete and return the pre-registration form to the training center no later than close of business **Monday, March 21, 2011**. FAX copies are sufficient.**

**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”

**Allan Hancock College – Community College District Program:**

DRTC has an agreement with Allan Hancock College to provide this class as part of their curriculum. Upon successful completion, the course will be entered on your college transcript. Allan Hancock College enrollment process is now online and students are required to enroll prior to the first day of class.

### **Instructions for Completing College Registration**

1. Go to [www.hancockcollege.edu](http://www.hancockcollege.edu)
2. Click on the Credit Admission Application link on the far right.
3. Fill out the form and click the Begin Admission Process button
4. Once the above step is completed you will be given a student ID (H number) a username and a temporary password. Please keep these for your records.
5. Please write your Student ID (H number) on your pre-registration form that you will need to submit to us.
6. Out of state students need not apply.

### **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 7.1% 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 March 21, 2011.**

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.

**Lodging:** Please click on the following link for hotels, maps, and local area information.  
<http://www.fs.fed.us/r5/sanbernardino/train/travel.shtml>

**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)

Kristel Johnson  
Forest Training Officer

Enclosures: Driving Directions, Lodging Information, All Student, Pre-Registration Form

