



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: December 2, 2013

SUBJECT: I-SUITE

TO: Course Participants

Congratulations! You have been selected to attend the I-SUITE training session at the Danny Rhynes Interagency Training Center on January 21-24, 2014. Class will **begin on Tuesday, January 21 at 1300 hours** and will **end around 1700 on Friday, January 24.**

This is the full course covering the basics of all I-Suite Modules including the Database and Data Admin Modules, Injury/Illness Module, and the Supply Module. Major emphasis will be put on the Resources, IAP, Demob, Time, and Cost modules which are used primarily by Planning and Finance Section positions on a T1, T2, or T3 Incident Management Team, Fire Use Team or home and local units. Applicants will be accepted for all who wish to attend this training even if you are not on a team.

Course Prerequisites: Basic ICS, possess good computer skills and have basic knowledge of Microsoft Windows.

****ALL STUDENTS:** Please complete and return the pre-registration form to the training center no later than close of business Tuesday, January 7, 2014. FAX copies are sufficient.

Pre-study Assignment/Special Student Information: There are no pre-study assignments for this course.

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 7, 2014.

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.

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

Travel: For travel and lodging information navigate on the internet to the DRTC website: <http://www.fs.fed.us/r5/sanbernardino/train/travel.shtml>

/s/ Kristel Johnson
Kristel Johnson
Forest Training Officer, DRTC

Enclosures:

All Student, Pre-Registration Form

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: I-Suite **Date:** January 21-24, 2014

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:

January 7, 2014