



Wildland Fire Training & Conference Center
3237 Peacekeeper Way
McClellan, CA 95652
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Memorandum

DATE: February 7, 2012

SUBJECT: RT-372 #2 - Helicopter Management Refresher

TO: Course Participant

Congratulations! You have been selected for the first session of RT-372 *Helicopter Management Refresher* to be conducted at the Wildland Fire Training Center, McClellan, CA.

The session will commence on Wednesday March 7, 2012 at 0800 hours and conclude on Friday March 9, 2012 at 1700 hours. To receive a certificate of completion for this session, you must attend from the scheduled opening to the scheduled completion; please make your travel plans accordingly. There will be no exceptions.

Pre-study Assignment/Special Student Information:

Pework is to be completed on-line on the IAT website: <https://www.iat.gov/online.asp>.

Required: A-101, A-104, A-105, A-106, A-108, A-110, A-113. You must bring proof of completion of the on-line training, in the form of a certificate to class, to be presented upon request. If you do not provide the certificates, you will fail the class.

Additional recommended on-line training (though not required): A-107, A-109, A-111, A-112.

Pre-work questions may be directed to Debora Lutz (760) 789-1520.

Cancellations:

If a cancellation occurs and the slot goes unfilled, there will still be a charge not to exceed the tuition charge for the course.

Training Location:

For directions to the training center, hotel lists or any other logistical information, please visit: <http://www.fs.fed.us/r5/fire/mcclellan>. The Wildland Fire Training and Conference Center is located at 3237 Peacekeeper Way, McClellan, CA 95652.

If you fly to the session, your destination is the Sacramento Airport. The Training Center does not provide transportation while you are here for your session. Individuals flying into Sacramento must

make their own rental car arrangements at the airport. (or take Super Shuttle for about \$25 each way)

Climate:

Winter-early spring weather can be rainy and windy but extreme cold is unusual; temperatures range from the 50s-60s during the day to 30s-40's at night.

Dormitory Lodging:

The WFTC Dormitories are available on a first come first served basis. Please submit a form as soon as possible. Dormitory form located at <http://www.fs.fed.us/r5/fire/mcclellan>. For more information and pictures of the dormitories click on [Pacific Southwest Region - WFTC Dorms](#).

Tuition Costs

The cost for this course is \$300. The Administrative fee for all non-FS agencies is 7.7%. Total tuition will be \$323.10.

The course fee will also be the fee charged for Late Cancellations and No Shows.

Billing Information

Other Agencies (Department of Forestry, Fire Departments, Hoopa, etc.) A bill will be issued to your agency at the end of the Training Season.

Other Federal Agencies (FWS, BIA, USCG). The Approved NWCG Nomination Form will be used for payment if it is completely filled out with the proper agency codes and signatures.

Forest Service: The Approved NWCG Nomination Form is used for payment. This form should have been completed with job code and signature when submitted for nomination for this session.

Meals:

Meals will not be provided.

Attire For The Course:

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

Reminder – this is a **NO HAT** Facility.

Personal Calls:

The telephone number for the Business Center is (916) 640-1201. Classes will not be interrupted but messages may be left and will be posted inside the Business Center.

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.