



**National Advanced Fire & Resource Institute**  
**Managed by the US Forest Service**

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**File Code:** 5100

**Date:** Jan 26, 2018

**To:** National and Geographic Area Coordinating Groups, Coordinating Group Advisory Council, National and Geographic Area Training Representatives and S-520 Advanced Incident Management Course Candidates

**Subject:** S-520 ADVANCED INCIDENT MANAGEMENT CALL FOR COMMAND & GENERAL STAFF (C&G) NOMINATIONS

**IQCS SESSION:** 00013

**Course Dates and Location:**

S-520 Advanced Incident Management course will be delivered in Tucson, AZ, at NAFRI  
**December 3-8, 2018**

**Nomination Due Date:** **APRIL 13, 2018**

The S-520 Command & General Staff Nomination Form can be found at:

<https://docs.google.com/forms/d/e/1FAIpQLScYh0kFeaTsz71vWC6kkxELIAZ6lfjQTzrhy9yDNM yolc7yHw/viewform>

Geographic Area Coordinating Groups and Training Representatives will combine the nominations and supporting documentation, review and prioritize nominees and make recommendations to NAFRI and the S-520 Steering Committee for Selections.

**Official Selection and Alternate Notifications will be made and posted:** **MAY 4, 2018**

**S-520 - Course Prerequisites/Target Audience:**

**Those seeking Type 1 Command & General Staff (C&G) Qualification:** Individuals must be functionally qualified and certified at the Type 2 level.

The S-520 Agency Administrator (AA) Nomination & Selection process will take place at a later date: **TBD**.

## **S-520 - Course Information:**

Using classroom lecture, dialogue, exercises and simulated incidents, students will develop their understanding and demonstrate the abilities to effectively function in a Command and General Staff (C&G) position on a Type 1 Incident Management Team and/or as an Agency Administrator hosting Complex Incidents. Students will discuss and practice the applicability of management principles to the incident management job, and the special considerations of incident management in differing geographic areas of the nation.

S-520 incorporates experiential learning opportunities in the practice and application of critical concepts and responsibilities of Type 1 C&G Staff and Agency Administrators, coupled with active coaching, feedback and performance assessments.

This session of S-520 is designed to host up to six Incident Management Teams, with eight C&G members per team: an Incident Commander, Finance Section Chief, Logistics Section Chief, Planning Section Chief, Safety Officer, Public Information Officer and two Operations Section Chiefs. Agency Administrators will be paired with each IMT.

As a part of their ongoing training and certification, AAs will interact with S-520 teams providing the AA's perspective. The AA will gain a greater understanding of the challenges, inter-personal interactions and role of the AA when partnering with the C&G of an IMT. AAs will gain knowledge and have practiced in a simulated environment, the development of incident objectives, incident strategy, the application of policy, relationships, processes and decision making on a complex incident.

Currently, S-520 is a highly recommended developmental opportunity for AAs, but is not a required course. AAs completing the S-520 course will receive a Certificate of Participation in S-520 as an Agency Administrator, but will NOT Receive Completion Credit for the course toward certification in a Command & General Staff (C&G) Function. AAs wishing to receive completion credit toward certification in a C&G Function must submit a nomination in that function and complete the course in that capacity.

Candidates must complete the online nomination form and then provide supporting documents to their Geographic Area Training Representative (GATR). If you are not aware of who your GATR might be, please see the following link for additional information:

[https://nationalfiretraining.nwcg.gov/geographic\\_information](https://nationalfiretraining.nwcg.gov/geographic_information)

NAFRI will expect to receive an S-520 Nomination Package and Summary Listing of Nominees from each Geographic Area unless we are informed otherwise from the Geographic Area Training Representative. Nominations should be reviewed and prioritized within their functional areas, as well as overall priorities for the Geographic Area.

GACGs/GATRs please forward prioritized lists and complete nomination packages onto the NAFRI Training Coordinator no later than **April 27, 2018**. This does NOT change the Nomination deadline, as **the online nomination process will no longer receive applications after April 13, 2018**.

## **Geographic Area Nomination packages must include the following:**

- **COLLECTIVE GEO AREA:** A summary list of all candidates, sorted and prioritized by FUNCTIONAL POSITIONS for which they are nominated, as well as the Geographic Areas' **OVERALL** prioritization of the candidates.
- **SUPPORT DOCUMENTS:** Each Nominee should have a Narrative Statement giving a brief candidate background, training and experience that supports the person's potential for success in the course, and why they should be considered. The online nomination form prompts nominees to provide the Narrative Statement to their GATR prior to the Nomination Deadline. Nominees are also encouraged to provide a Letter of Recommendation, but it is not required.
- Important Nomination/Prioritization Consideration\* - Geographic Area Coordinating Groups with personnel participating on Incident Management Teams in other Geographic Areas are encouraged to work together in the nomination and prioritization processes. For example; Eastern Area Personnel who work often with Northern Rockies and Southern Area Teams.

### **Selection Process:**

The S-520 Committee will make selections based on the Geographic Areas' stated priorities, national needs analyses, and in conjunction with course specific planning and logistical needs. The process of selection and significant dates are as follows:

- Where possible, the S-520 Committee will provide additional selection consideration for Geographic Areas submitting a standing Type 2 C&G Team, or your prioritized S-520 nominees as a combined Geographic Area Team, with Alternates available should selected team members not be able to attend.
- The S-520 Committee will make Selections and Training Specialist will notify GACG's and Training Representatives of selection by **May 4, 2018**. Selection information will include Alternates.
- Selection and course logistics information will be posted on the S-520 Course Information portion of the NAFRI Website [www.nafri.gov](http://www.nafri.gov) . This information will also be mailed to those Selected for the courses and those serving as Alternates.
- In addition to the selection letters and logistics information, S-520 Unit-I Course materials and assignments will be mailed to those Selected and to Alternates.  
**Completion and return of the S-520 Unit-I Materials are mandatory to attend the course.**

## **Mentorship & Preparedness Information:**


**The S-520 Nomination and Selection timeline has been moved in an effort to make S-520 Selections and Notifications much earlier in the year.** One intent of this action is to solidify the S-520 participants in advance of the fire season, provide them with clear direction and standards of performance for the S-520 course, and to promote the fire season as intentional On-the-Job Training opportunity. It is the Committee's hope that Selected and Alternate S-520 participants will work as Priority Trainees and be active in mentorship opportunities in preparation for the course.

Establishing a mentoring program in advance of the course will give the candidates increased opportunities to gain experience, training, and exposure to Type 1 Incidents. The mentoring program will also enable the Geographic Areas to assess the readiness of the candidates to attend the course and to confirm and/or alter final selections.

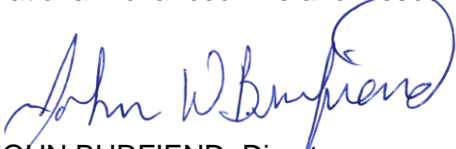
Geographic Areas should work with the Geographic Area Training Representative and IMTs to identify potential mentors for the S-520 candidates, to help facilitate the trainee experience and development. Mentors will provide position performance guidance. Although S-520 candidates may be assigned to work with a variety of IMTs, the mentor will help identify meaningful assignments for the trainees throughout the fire season prior to course attendance.

On behalf of NAFRI and the S-520 Course Development Committee, thank you in advance for your assistance in this important effort.

Please contact: Elaine Rodriguez, Training Coordinator, (520) 799-8744 or email [elainerodriguez@fs.fed.us](mailto:elainerodriguez@fs.fed.us) for additional information.



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## 2018 S-520 SUMMARY OF TASKS AND IMPORTANT DATES

**NAFRI, S-520 SC, GACG's and Mentoring IC/IMT's are responsible for the following:**

<b>TASK</b>	<b>WHO</b>	<b>WHEN</b>
1. Issue S-520 call letter for nominations to the GACG's, GATR's, National Agency Training Reps and Potential Nominees	NAFRI	<b>Jan 26, 2018</b>
2. <b>S-520 Online Course Nomination Deadline – Nominees must have their online nomination completed:</b> <a href="https://docs.google.com/forms/d/e/1FAIpQLScYh0kFeaTsz71vWC6kxELIAZ6lfjQTzrhY9yDNMyolc7yHw/viewform">https://docs.google.com/forms/d/e/1FAIpQLScYh0kFeaTsz71vWC6kxELIAZ6lfjQTzrhY9yDNMyolc7yHw/viewform</a> Nominees must also have notified GATR's of nomination and provided the Narrative Statement component to the GATR for consideration	NOMINEES	<b>Apr13, 2018</b>
3. NAFRI will provide GATR's with Nominee spreadsheets with Complete Information for Review and Prioritization	NAFRI	<b>Apr 13, 2018</b>
4. GACG's & GATR's submit Geo Area Nomination Packages and Summary of Priorities (Overall Geo Priorities and Prioritized by by Function) to NAFRI for Selection Consideration	GATR's	<b>Apr 27, 2018</b>
5. S-520 Selection and Notifications posted and mailed to GATR's and Participants (Selected/Alternates) Unit-I Pre-course materials will be available on these websites: ➤ S-520 Selections posted on <a href="http://www.nationalfiretraining.net">www.nationalfiretraining.net</a> ➤ S-520 Unit-I materials posted on <a href="http://www.frames.gov">www.frames.gov</a>	NAFRI	<b>May 4, 2018</b>
6. Facilitate Priority Trainee/mentoring process: <input type="checkbox"/> Ensure appropriate Task Books are issued <input type="checkbox"/> Assign S-520 candidates to IMT's	GACG's	Fire Season
7. Provide meaningful assignments and mentoring to candidates including periodic candidate assessments.	IC/IMT's	Fire Season
8. Agency Administrator S-520 Recruitment Announcement/Call for Nominations out to the Field	S-520 Committee	TBD
9. S-520 Teams formed and coaches assigned, begin working together and team preparation prior to course.	NAFRI	<b>Oct/Nov</b>
10. S-520 Unit-I Pre-course materials completed and returned to NAFRI/ S-520 Coaches for review	Students	<b>Nov 20, 2018</b>
11. GA host pre-course student meeting with IC's, GATR's and mentors. • Confirm pre-course assignments • Final mentoring of students	GACG	<b>November 2018</b>
12. Conduct <b>S-520</b> course	NAFRI	<b>December 3-8, 2018</b>