



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

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Date: April 3, 2018

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

Subject: S-520 ADVANCED INCIDENT MANAGEMENT CALL FOR AGENCY ADMINISTRATOR (AA) 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: JUNE 15, 2018

The S-520 Advanced Incident Management – Agency Administrator Nomination Form can be found at:
<https://docs.google.com/forms/d/e/1FAIpQLScQ4FuiqcVUfvQUgU0zP6Vg8YXXXPCoS2o84Sa9kwsOKeQiQ/viewform>

Geographic Area Coordinating Groups, Training Representatives, and Fire Directors will combine the nominations and supporting documentation, review and make recommendations to NAFRI and the S-520 AA Leads for Selections.

Official Selection and Alternate Notifications will be posted NO LATER THAN: JULY 31, 2018

S-520 - Course Prerequisites/Target Audience:

Those seeking additional experience as AAs: Agency Administrators with experience and training in Complex Incident Management. Nominees should have experience in hosting Incident Management Teams and Managing Complex Incidents. **U.S. Forest Service**
Nominees should be qualified and certified at the Journey or Advanced levels. Pre-requisite Training completed should include at least one of the following; Local Fire Management Leadership (LFML prior to 2018), M-581 Fire Program Management – An Overview, National Fire Management Leadership (NFML prior to 2018), or M-582 Fire Program Management – Leading Complex Programs. Training in the Wildland Fire Decision Support System (WFDSS) should also be completed for federal nominees.

S-520 - Course Information:

Using classroom lecture, dialogue, exercises and simulated incidents, students will develop their understanding and demonstrate the abilities to effectively engage with a Type 1 Incident Management Team.

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.

S-520 – Course Completion Credit

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

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 as well as overall priorities for the Geographic Area.

GACGs/GATRs please forward lists and complete nomination packages onto the NAFRI Training Coordinator no later than **June 29, 2018**. This does NOT change the Nomination deadline, as **the online nomination process will no longer receive applications after June 15, 2018.**

Geographic Area Nomination packages must include the following:

- **COLLECTIVE GEO AREA:** A summary list of all Agency Administrator candidates, sorted, with 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 and appropriate Regional Fire Director prior to the Nomination Deadline.

Selection Process:

The S-520 Agency Administrator Leads 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:

- The S-520 AA Leads will make Selections and Training Specialist's will notify GACG's and Training Representatives of selection by **JUNE 29, 2018**. Selection information will include Alternates. Selections will be posted as soon as possible after the JUNE 29th decisions, but **NO LATER THAN JULY 31, 2018**
- Selection and course logistics information will be posted on the S-520 Course Information portion of the NAFRI Website 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 AA Unit-I Course materials and assignments will be mailed to those Selected and to Alternates.
Completion and return of the S-520 AA 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 intent that Selected and Alternate S-520 participants will be active in seeking 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.

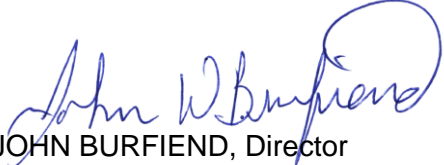
Geographic Areas should work with the Geographic Area Training Representative and through their established AA network to identify potential mentors for the S-520 candidates, to help facilitate the trainee experience and development. Mentors will provide position performance guidance.

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 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:

TASK	WHO	WHEN
1. Issue S-520 call letter for nominations to the GACG's, GATR's, National Agency Training Reps, CGAC, ICAC and Potential Nominees	NAFRI	April 15, 2018
2. S-520 Online Course Nomination Deadline – Nominees must have their online nomination completed: https://docs.google.com/forms/d/e/1FAIpQLScQ4FuiqcVUfvQUgU0zP6Vg8YXXXPCoS2o84_Sa9kwsOKeQiQ/viewform Nominees must also have notified GATRs of nomination and provided the Narrative Statement component to the GATR for consideration	NOMINEES	June 15, 2018
3. NAFRI will provide GATRs with Nominee spreadsheets with Complete Information for Review and Prioritization	NAFRI	June 15, 2018
4. GACGs & GATRs submit Geo Area Nomination Packages and Summary of Priorities (Overall Geo Priorities and Prioritized by by Function) to NAFRI for Selection Consideration	GATRs	June 29, 2018
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 www.nationalfiretraining.net ➤ S-520 Unit-I materials posted on www.frames.gov	NAFRI	NLT July 31, 2018
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 and/or AA Mentors	GACG's	Fire Season
7. Provide meaningful assignments and mentoring to candidates including periodic candidate assessments.	IC/IMT's	Fire Season
8. S-520 Teams formed and coaches assigned, begin working together and team preparation prior to course.	NAFRI	Oct/Nov
9. S-520 AA Unit-I Pre-course materials completed and returned to NAFRI/ S-520 Coaches for review	Students	Nov 20, 2018
10. Geo Areas host pre-course selected AA meeting with AA Coaches, IC's, GATRs and mentors. • Confirm pre-course assignments • Final mentoring of students	GACG	November 2018
11. Conduct S-520 course	NAFRI	December 3-8, 2018