



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

3265 East Universal Way, Tucson, Arizona 85756  
Phone 520-799-8787 • Fax 520-799-8785 • [www.nafri.gov](http://www.nafri.gov)

**File Code:** 5100

**Date:** 3 February 2022

**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) & AA Nominations  
**NOMINATIONS IQCS SESSION: 00012**

**Course Dates and Location:**

S-520 Advanced Incident Management course will be delivered in Tucson, AZ, at NAFRI  
**January 30 thru February 6, 2023**

**Nomination Due Date:**

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

[2022 S520 Advanced Incident Management - Command & General Staff Nomination Form](#)

NAFRI will compile all nominations received and share the information with Geographic Area Training Representatives by **Mar 2, 2022**

Geographic Area Coordinating Groups and Training Representatives are asked to review and prioritize the nominees and submit the prioritized recommendations, along with their supporting documentation, to NAFRI and the S-520 Steering Committee for Selections by **Mar 30, 2022**

**Official Selection and Alternate Notifications will be made and posted: Apr 8, 2022**

**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 Form can be found at:

[2022 S520 Advanced Incident Management - Agency Administrator Nomination Form](#)

## **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: [Wildland Fire Learning Portal](#)

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. All nominations should be reviewed and prioritized within their functional areas, as well as the overall priorities for each of the Geographic Area. Please ensure that nominations forwarded to NAFRI meet the qualifications to attend course prior to submission.

**ATTENTION GEO AREA COORDINATING GROUPS:** GACGs/GATRs please forward prioritized lists and complete nomination packages onto the NAFRI Training Coordinator no later than **March 30, 2022.**

**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 **April 8, 2022**. 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 is 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.** Our intent 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 fire season as an 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 mentoring 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.

For additional information, please contact:

Tim Regan, Training Specialist  
(520)761-6010 (c)  
[Timothy.regan@usda.gov](mailto:Timothy.regan@usda.gov)

JoAnne Ware, Training Coordinator  
(520) 799-8751(w) or (520) 403-2532(c)  
[joanne.ware@usda.gov](mailto:joanne.ware@usda.gov)  
Leadership & Complex Incident Management  
National Advanced Fire and Resource Institute

*Stew Richter*

Stew Richter  
Director- National Advanced  
Fire & Resource Institute  
USDA Forest Service  
202-841-8807  
[Stewart.Richter@usda.gov](mailto:Stewart.Richter@usda.gov)  
3265 East Universal Way  
Tucson, AZ 85756