# NORTHERN ROCKIES TRAINING CENTER
## COURSE COORDINATOR'S GUIDE

October 2002
Missoula, Montana

# NORTHERN ROCKIES TRAINING CENTER

## COURSE COORDINATOR'S GUIDE

This guide is designed to assist you, the Course Coordinator, with organizing and scheduling for the presentation of an Interagency Fire Course. General information, checklists, and forms are provided for you. We also would like to take this time to **THANK YOU** for your support of the Interagency Fire Training Program and hope this guide will offer assistance to you.

# CONTENTS

## **APPENDIXES**

# GENERAL INFORMATION

# NORTHERN ROCKIES TRAINING STAFF

| | | |
|---|---|---|
| Robert H. Cunningham | Training Manager | 329-4921 |
| Risa Lange-Navarro | Fire Use and Fuels Management Training Specialist | 329-4924 |
| Jim Steele | Fire Suppression and Incident Management Training Specialist | 329-4923 |
| Bob Wing | Aviation Training Specialist | 329-4987 |
| Rosie LeMire | Administrative Assistant | 329-4986 |
| Lester Van Ommen | Training Clerk | 329-4920 |

# COURSE CADRE'S RESPONSIBILITIES

***COURSE COORDINATOR:*** The Course Coordinator is responsible for administrative, logistical, and instructional delivery of the course.

***LEAD INSTRUCTOR:*** The Lead Instructor is responsible for the instructional delivery of the course.

***INSTRUCTOR:*** The Instructor is responsible for the instructional delivery of a lesson in the course.

***NOTE:*** A Lead Instructor is optional, but should be used of the Course Coordinator is not a subject matter expert or if the course presentation is complex.

# COURSE COORDINATOR'S CHECKLIST

COURSE:_____DATES:_____

OCTOBER    \_\_\_\_     Course Coordinator's Meeting - obtain needs analysis.

NOVEMBER    \_\_\_\_     Obtain nominations from the Administrative Assistant or the Training Clerk.
\_\_\_\_     Select instructor cadre and send formal requests as required.
\_\_\_\_     Set cadre meeting dates.
\_\_\_\_     Reserve the lodging for instructors/students as needed.
\_\_\_\_     Reserve the classrooms for offsite courses.
\_\_\_\_     Office Automation Assistant needs all nomination forms to enter into registrar.

NOV-JAN    \_\_\_\_     Provide the cadre travel estimate to the Administrative Assistant.
\_\_\_\_     Obtain and organize the lesson plans.

2 MONTHS    \_\_\_\_     Select trainees from the nominations and send out pre-work if necessary.
\_\_\_\_     Give the selection memo to the Administrative Assistant (to include participants selected, individuals not selected and individuals who did not meet course prerequisites.  Allow more time as needed for any pre-work.
\_\_\_\_     Hold the cadre meeting to finalize the agenda and the lesson plans.
\_\_\_\_     Schedule computer specialist's assistance 2 to 3 months in advance if computers/laptops will be needed for the course.

6 WEEKS    \_\_\_\_     Give audio/visual and course materials requests to the Training Clerk.
\_\_\_\_     Give to Administrative Assistant the course information, pre-registration, and pre-work, allow extra time as needed.  Must be returned to NRTC no later than 2 WEEKS prior to course.

1 MONTH    \_\_\_\_     Give autobiographies to the Training Clerk.
\_\_\_\_     Give the audio/visual equipment requests to the Administrative Assistant.

| 3 WEEKS | ____ | Have the Training Clerk duplicate all course material before the course. |
| | ____ | Ensure all pre-registration and pre-work was returned. |
| | ____ | Correct the pre-work. |

| 1 WEEK | ____ | Assemble the notebooks. |
| | ____ | Request the Administrative Assistant make name cards, badges and parking passes. |

| 1 DAY | ____ | Obtain classroom checklists from the Training Clerk. |
| | ____ | Set-up the classroom. |
| | ____ | Give the Administrative Assistant any updates on cancellations/additions. |

| COURSE | ____ | Checkout training room key from the Training Clerk. |
| | ____ | Present administrative details to the students. |
| | ____ | Provide Agenda and Student/Instructor Rosters to Administrative Assistant and a copy to the Training Clerk. |
| | ____ | Give original sign-in sheet to the Administrative Assistant for certificates. |
| | ____ | Give a copy of sign-in sheet to the Training Clerk. |
| | ____ | Last Day:  Cleanup, re-arrange, lock classroom, and return key. |
| | ____ | Complete and return the Class Room Checklist to the Training Clerk. |

| 1 WEEK LATER | ____ | Correct final examinations. |
| | ____ | Organize the course package. |
| | ____ | Give list of students who successfully completed course to Office Automation Assistant for Completion Memo information. |
| | ____ | Send Thank You Memos to Instructors' supervisors. |
| | ____ | Give Course Completion Certificates to the Training Clerk to mail if not distributed at end of course. |
| | ____ | Give the course evaluations to the Training Clerk to type. |

# Minimum Computer Standards for Fire Management Courses

Experience has taught us that there are no single answers to what is the best brand of notebook (laptop) computer to bring to fire management courses.  Higher processor speed, RAM, and memory certainly allow the student to keep up, avoid frustration, and pay attention to course exercises, instead of fumbling angrily with a PC that just will not suffice.  Buying a machine equipped with a faster processor, more RAM, or a larger hard drive will generally lengthen the useful life of the computer for all applications. Consultation with your computer support staff will help them identify what brands or models they are best able to support, and what additional features they would like your computer to have.  Concurrently, it is essential that the nominee to fire management computer courses possess intermediate to advanced skills in the Windows environment. Lack of these skills has been a contributing factor in failing these courses.

> Notebook (laptop)
> Windows operating system
> Active Matrix color display
> **Minimum** 166 Pentium, suggested MMX-233 megahertz processor or higher.
> **Minimum** 128 megabytes RAM, suggested 256 megabytes RAM
> 550 megabytes of hard drive free space
> Current virus software installed and running in background
> WINZIP, PKZIP, or GZIP software
> External mouse (basic model, PS-2 compatible) and pad
> 3 1/2" floppy drive
> CD ROM drive, min 4x, suggested up to 20x
> Modem - 56 kbps
> Word processing software, Word 97 or higher, Word Perfect 8 or higher
> Industry standard web browser

Each course may have additional requirements also.  Please refer to the course description for specifies.

During the course there may be a need to connect a printer to the notebook.  Students should bring the original Windows Operating System software and drivers purchased for the computer.  In order to insure the end user can install printers, System Administrators should not set up any system to prevent access to device manager options or eliminate any printer drivers.  Students may be asked to bring portable printers to the course. Students should be adept in the use of Windows Explorer File Management and Folder Structure.

# CADRE TRAVEL EXPENSE PROCESS

# <u>Forest Service</u>

1. The Northern Rockies Training Center (NRTC) will pay One hundred percent of travel expenses.

2. Each NRTC Training Specialist will update the Instructor Per Diem Spreadsheet for their courses. Outside Course Coordinators to provide NRTC Administrative Assistant an estimate of cadre travel information to include:  course, dates, instructor, unit, per diem days, airline ticket cost, and mileage for inclusion in the Instructor Per Diem Spreadsheet.  This information is to be provided by November 1st for courses scheduled through January 14th and by January 15th for the remainder of the courses.

3. AFD Budget and Finance to initiate an in service authorization (6500-46)to Forests for NRTC cadre travel expense based on the information in the Instructor Per Diem Spreadsheet.

4. Each cadre member to contact the Unit Fire Training Representative for Forest policy and procedures.

5. Amended authorization needs to be sent if expenses exceed estimate.

6. *TRAVEL VOUCHERS MUST BE PROCESSED BY MAY 30<sup>th</sup> of each year.*

   **NOTE**:  Non Region 1, Forest Service cadre member's travel expenses will be 100% covered through the use of an in service authorization (6500-46).

# <u>Other Northern Rockies Coordinating Group (NRCG)</u>

1. Other agencies reimbursed 100% for NRTC cadre travel expenses - to be deducted from agency bill at end of training season (June).

2. Each NRTC Training Specialist will update the Instructor Per Diem Spreadsheet for their courses. Outside Course Coordinators to provide NRTC Administrative Assistant an estimate of cadre travel information to include:  course, dates, instructor, unit, per diem days, airline ticket cost, and mileage for inclusion in the Instructor Per Diem Spreadsheet.  This information is to be provided by November 1st for courses scheduled through January 14th and by January 15th for the remainder of the courses.

3. Each cadre member to contact the Unit Fire Training Representative for Agency policy and procedures.

4. For an Agency to receive credit for Cadre Travel, *THE NRTC MANAGER MUST RECEIVE DETAILED INFORMATION ON INSTRUCTOR TRAVEL COSTS PRIOR TO MAY 30$^{TH}$.*


## **Non NRCG Cadre Members**

1. For non-NRCG cadre members to be reimbursed for travel expenses it must be approved by the Training Manager.

2. Each Course Coordinator to provide NRTC Administrative Assistant an estimate of cadre travel information to include:  course, dates, instructor, unit, per diem days, airline ticket cost, and mileage.  If the individual is not a Federal Government employee then the Course Coordinator must supply the individuals, name, address and social security number. This information is to be provided by November 1st for courses scheduled through January 14th and by January 15th for the remainder of the courses.

3. Travel Authorization or an in-service authorization to be initiated by the Course Coordinator thru the NRTC Administrative Assistant for Federal Government employees. AFD Budget and Finance Section will issue vendor number in FFIS for non Federal Government employees.

4. An AD-616 Travel Voucher to be signed and submitted by Course Coordinator.

   **NOTE**:  A Purchase Order may be issued in lieu of using a Travel Voucher.

# NOMINATION CHECKLISTS

COURSE_____ DATE _____ LOCATION _____

PAGE ____ OF ____

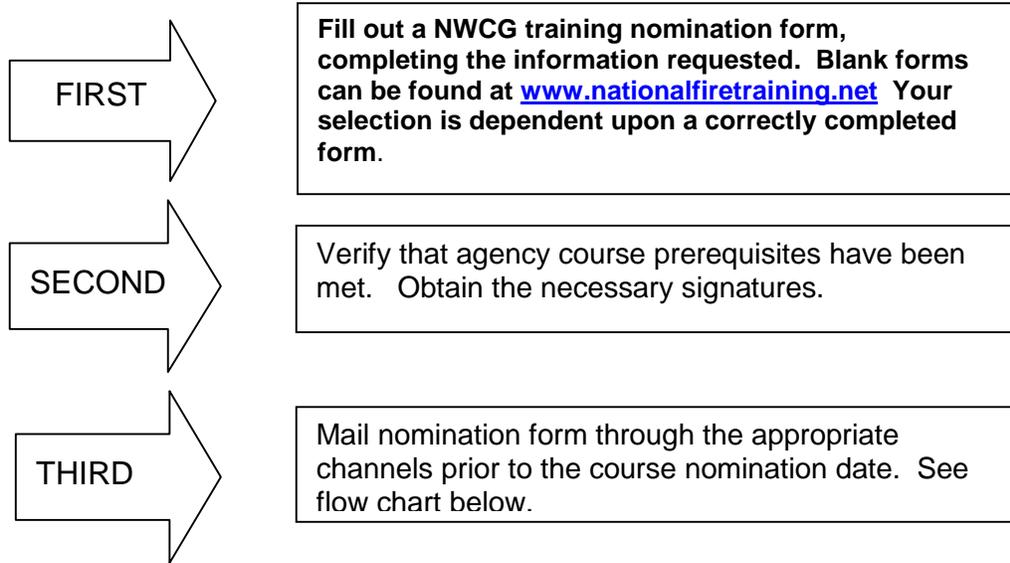| ZONE NOMINEES (AND ALLOCATIONS) | ZONE | MET PREREQ Y/N | CANCEL DATE | ATT CRS Y/N | PAS CRS Y/N | NOTES (NO SHOW, REPLACEMENTS |
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# NOMINATION AND SELECTION PROCESSES

## Nomination Process

1. An annual Aviation and Fire Management Training and Meetings Catalog will be distributed by September 1. Nomination and other information will be contained in the catalog.

2. Nominations will be accepted from each Zone of the Northern Rockies.

3. The Zone Training Coordinators are responsible for coordinating and submitting prioritized nominations.

4. Nominations are to be screened for prerequisite requirements prior to submission to NRTC.

5. Nominations for private individuals and industry will go through the Zone Training Coordinators, but identified as a separate category for allocation purposes. Other nominations from outside the membership of NRCG will be received and considered for selection on a case by case basis.
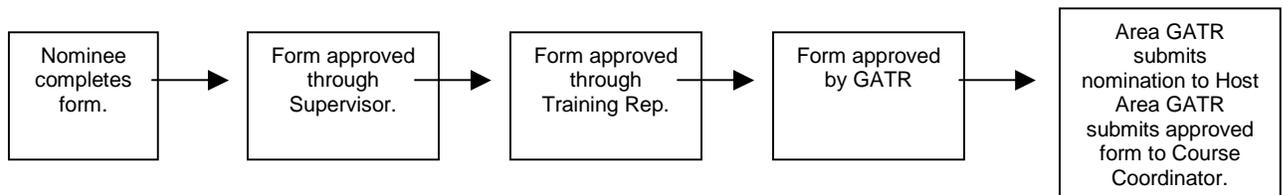
## Selection Process

1. Nominees will be screened for prerequisite requirements.

2. Each Zone and private industry will be given their allocated number if they meet the prerequisites.

3. Other factors considered for remaining allocations.

    A. Critical or special needs of an agency or zone.

    B. Unit's participation in development and presentation of course.

    C. Past experience and training identified.

    D. Non NRCG member agency nominations.

4. A zone will be given the opportunity to fill a cancellation if within their allocation.

5. For out-of-geographic area nomination procedures, refer to the following diagram.

✔ Nomination Process from the Northern Rockies
✔ to other Geographic Area Courses:

**FIRST** →
**Fill out a NWCG training nomination form, completing the information requested. Blank forms can be found at www.nationalfiretraining.net Your selection is dependent upon a correctly completed form**.

**SECOND** →
Verify that agency course prerequisites have been met. Obtain the necessary signatures.

**THIRD** →
Mail nomination form through the appropriate channels prior to the course nomination date. See flow chart below.

NWCG NOMINATION FORMS FOR OUT OF AREA 300 – 600 LEVELS, RX, AND OTHER MISC. COURSES MUST BE ROUTED AS FOLLOWS:

Nominee completes form. → Form approved through Supervisor. → Form approved through Training Rep. → Form approved by GATR → Area GATR submits nomination to Host Area GATR submits approved form to Course Coordinator.

The above nomination procedures are required for all individuals desiring to attend a course. All geographic areas have agreed to a single point of contact, the Geographic Area Training Representative (GATR) for the most efficient coordination of courses. This process allows for prioritization and tracking of nominations. An incomplete nomination form could affect your selection to attend a course. If you are unfamiliar with who your GATR is please refer to the "Geographic Area Map" link at www.nationalfiretraining.net

If you have any questions about a course, contact the course coordinator for additional details. Be certain that all course prerequisites have been met prior to submitting a nomination form. The individual signing off on the nomination form (by supervisor or FMO) is certifying that nominee is qualified for the course.

# On-site Lodging/Transportation Request Form

If you desire any of the services listed below then this form must be sent to the Aerial Fire Depot (or NRTC) via **mail** or **fax** no later than 3 weeks before the course starting date. You will not be guaranteed services after this deadline.

**Course**:

**Transportation from airport terminal to NRTC desired** (provided Monday-Friday, 0730 through 1600):     Yes          No

**Government Lodging Desired**:     Male                    Female

Cost is $3.29 daily, $22.75 weekly, $45.55 bi-weekly or $98.70 monthly.  There are no meals provided at the dormitory (closest food services are within 5 miles of NRTC). Payment can only be made by check or money order made out to USDA Forest Service and is due in the Business Office before you return to your unit. Smoking is not allowed in the Dormitory due to NFPA restrictions.

The dormitory opens at 0730 and closes at 1800, M-F and is closed on weekends/holidays. NRTC will be contacting you and you will be given the combination for the keypad to enter the building in case you plan to arrive "after hours" or if your travel plans change due to weather conditions, etc.

NAME:                                            EMAIL:

AGENCY:                                          DISTRICT:

WORK ADDRESS:

DATE/TIME OF ARRIVAL:                   # OF NIGHTS NEEDED:

PHONE NUMBER (s) WHERE YOU CAN BE REACHED:

REMARKS:

Send to:
Clare Delaney or NRTC
Aerial Fire Depot
5765 West Broadway
Missoula, Montana 59808-9361
Phone: (406) 329-4900/4920
Fax: (406) 329-4955/4922

# NORTHERN ROCKIES TRAINING CENTER
# ELECTRONIC PRESENTATION GUIDELINES

NRTC has the capability to develop electronic visual aids for Fire Use and Fire Suppression training.  Equipment includes: flat plate document/photograph scanner, slide scanner, and capture of still images from videotape. These electronic images are used primarily in Microsoft PowerPoint 2000 presentation software to develop and display classroom presentations.  NRTC has one desktop computer dedicated to presentation development and 2 desktop computers available for presentation purposes and are located in the Pintler and the Bob Marshall Rooms.  Electronic presentations should be executed from the hard drive on the computer being used.

**Recommended presentation software is Microsoft PowerPoint 2000 with Mind Path Remote software**

This is the software loaded on NRTC development and presentation computers.  If you want to use different presentation software you should contact your Course Coordinator.  NRTC does not offer technical support for other software presentation packages.  Mind Path software allows you to control you presentation with a infrared remote control unit.

**Recommended computer settings**

Through experience NRTC has determined the following settings to be optimum for electronic presentations at NRTC.  If you are developing your presentation it is important that you change the display characteristics on your computer to these setting prior to developing your presentation.  If you change you display characteristic after developing your presentation you will notice changes in the color pallet of your presentation and in the placement of some items on your slides.
Display Characteristics:

High Color (16 Bit)
Display Area 800 by 600

**Composing Electronic Presentations**

Electronic Presentation should support or enhance your presentation.  They do not take the place of a will developed lesson plan.  As a general rule limit your lines of text to about 7 lines per slide and remember to place all items in the upper 3/4 of the slide.  Consider using Arial or Courier Font, which reduces dark shading at inside corners of the font.  Font color selection is important, insure there is adequate contrast between font and background color.  As a general rule the default presentation templates will provide a good guide to begin from.  It is always a good idea to preview your presentation in the classroom prior to the formal presentation.  If you cannot see it from the back of the room, nether can your students.

Recommended text size is as follows:

    Headings 44 Pt.
    Subheadings 32 Pt.
    Body of Text 28 Pt.

**Slide, Photograph, and Document Scanning**

You should allow about 5 minutes per item when scanning.  Recommended scanning resolution is 800 by 600 pixels.  Several software packages are available to touch up scanned images. Contact a NRTC Training Specialists to schedule time on the Development computer.  Recommended file format when saving scanned images is JPEG.  JPEG format allows smaller file size while maintaining image quality.  TIFF and GIFF file formats are also supported.

**Saving your Presentations or Scanned Images.**

NRTC uses Zip Drives or CD Writers to store larger files, so you should bring blank Zip Drive Cartridges or CDR to store your work.  Presentations with imbedded images can be 10 to 15 megabits in size and will not fit on standard floppy disks.

# AUDIO VISUAL EQUIPMENT REQUEST

Course Coordinator:_____

Course:_____

Telephone Number:_____ Date(s Needed:_____

INDICATE NUMBER OF EACH ITEM NEEDED

_____ SLIDE PROJECTOR, screen, extra bulbs, remote control, extension cords, carousels, slides.

_____ OVERHEAD PROJECTOR, screen, extension cords, extra bulbs, viewgraphs.

_____ CASSETTE TAPE PLAYER, extension cords, speakers, cassette tapes.

_____ HIGH 8 VIDEO CAMERA, extra batteries, video tapes.

_____ CARAMATE, carousel slide viewer with monitor.

_____ LAP TOP P.C., available for presentation of course materials only.

_____ FLIP CHART STANDS, extra paper, markers.

_____ LASER POINTER, extra batteries.

_____ LARGE SCREEN VIDEO MONITOR, extension cords.

_____ IBM TERMINALS, extension cords, cables. Schedule set up 1 to 2 months prior with AFD Computer Specialist.

_____ VISUALIZER AND MONITOR, extension cords, cables.

_____ VISUALIZER AND PROJECTOR, screen, extra bulbs, extension cords, cables.

_____ 1/2" VIDEO MONITOR, extension cords, cables.

_____ 1/2" VIDEO PLAYER

_____ PORTABLE ELECTRONIC PROJECTOR with accessories, extension cords, software.

# Bob Marshall Classroom Audio/Visual
# Equipment and Classroom Lighting Instructions

**I.** **Location of Classroom Audio/Visual and Lighting Controls.** All Audio/Visual equipment and lighting can be controlled from two locations in the classroom.

    A. One set of switches is located on the AV Control Panel located next to the entrance door at the front of the classroom, (see illustration # 1).

    B. The other set of switches is located adjacent to and inside the wooden cabinet doors at the center rear of the classroom, (see illustration #2).
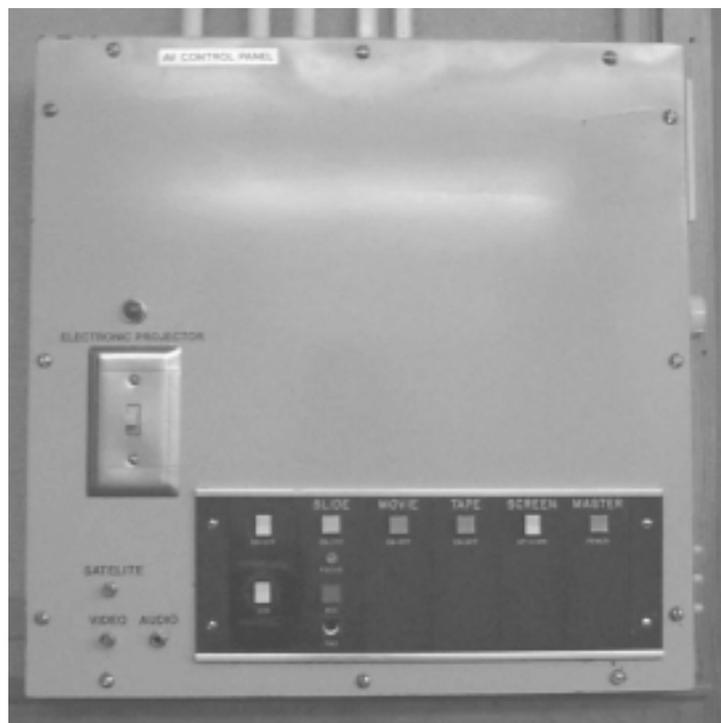


**Illustration # 1**



**Illustration # 2**

**II.     Classroom Lighting.**

   A.     The Bob Marshall Classroom has three banks of fluorescent lights.  Each bank can be turned on or off by two sets of switches.

      1.     One set is located on the side of the AV Control Panel located next to the entrance at the front of the classroom, (see illustration # 3).
      2.     The other set of switches is located inside the wooden cabinet panel doors at the center rear of the classroom, (see illustration # 4).

   B.     Fluorescent dimmer lights are installed in the classroom.  The dimmer lights can be turned on or off by two sets of switches.

      1.     One set is located on the side of the AV Control Panel located next to the entrance at the front of the classroom, this switch also allows you to set the intensity of the dimmer lights, (see illustration # 3).
      2.     The other switch is located on the wall just to the right of the wooden cabinet panel doors at the center rear of the classroom; dimmer intensity cannot be adjusted from this location, (see illustration #5)

   C.     A Podium Spotlight allows the instructor area to be illuminated when the classroom lights are dimmed.  The Podium Spotlight can be turned on or off by two sets of switches.

      1.     One set is located on the side of the AV Control Panel located next to the entrance at the front of the classroom; this switch also allows you to set the intensity of the Podium Spotlight,  (see illustration # 3).
      2.     The other switch is located on the wall just to the right of the wooden Panel Doors at the center rear of the classroom; Podium Spotlight intensity cannot be adjusted from this location, (see illustration #5)

NRTC recommends the Dimmer and Podium Spotlight intensity be adjusted prior to the beginning of a presentation.  The instructor or course coordination can then turn on the dimmers and turn off the main bank of lights and lighting intensity will be at the correct level for the presentation.



| **Illustration # 3** | **Illustration # 4** | **Illustration # 5** |

**III.** **Slide Projector.** A Slide Projector is located in a projection room located at the rear of the classroom. This room is accessed by going through the door in the back right corner of the classroom and then climbing the stairs.

A. Slides are loaded in the traditional manner. The slide projector is turned on by pressing the Master Power switch and then pressing the Slide On-Off switch at either set of controls, (see illustration #1 and #2), Note: switch on slide projector should always be left on.

B. A handheld slide projector remote control unit is located at the podium, (see illustration # 6). The remote must be aimed at the slide projector window in order to work correctly.

Video Project

Slide Projector Remote

Electronic Projector Remote
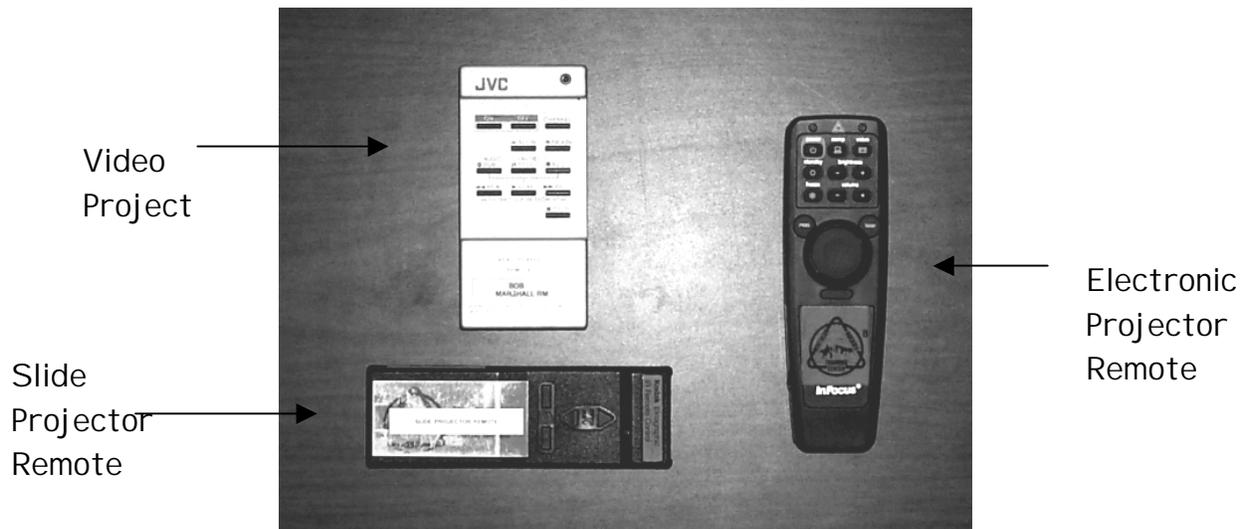
**Illustration # 6**

**IV.** **Speaker Lapel Microphone.** A lapel microphone is available for instructor use.

A. The amplifier for the lapel microphone is located in the rear AV control panel area behind the wooded cabinet doors.

B. Turn the Master Power, amplifier, and microphone transmitter power switches on, then test the lapel microphone and adjust the volume control on the amplifier, (see illustration # 7). If the system does not work check the batteries in the lapel microphone, (see illustration # 8).

C. Do not make any changes in the amplifier or transmitter wiring or switch settings. If the system does not work contact an NRTC training specialist.

**Illustration # 7**                                        **Illustration # 8**

**V.**    **Projection Screen.**  To raise or lower the projection screen located at the front of the classroom, press the Master Power button on either AV Control Panel and then use the screen button to raise or lower the screen**.**

**VI.**    **Electronic Projector.**  The Electronic Projector mounted on the ceiling allows the instructor to show electronic slide shows or video through the same projector, (see illustration # 9).

     A.      Remove the lens covers from the projector; turn on the Electronic Projector power switch located on the A/V control panel at the front or back of the classroom.

     B.      Turn on the power on the Electronic Projector handheld remote, located at the podium,  (see illustration # 6).

     C.      To show a video press the **COMP** button on the remote control, to show computer input press the **VIDEO** button on the remote control.  Do not make any other adjustments to the electronic projector with the remote control.


**Illustration # 9**

**VII.**    **Video Projection.**  To show a video turn on the Electronic Projector and selection video input as described above.

     A.      At the back AV Control press the power button on the JVC Power Adapter, press the power button on the JVC Video Cassette Recorder and then turn on the speaker amplifier, (see illustration # 7).

     B.      Insert and cue your videotape to the proper location.  When you are ready to view the video press play on the JVC handheld remote located at the podium, (see illustration # 6).   It may be necessary to walk partway toward the back of the classroom for the remote to operate.  You can setup the equipment prior to the presentation and then start the video at the appropriate time.

**VIII. Computer Image Projection**

    A. Set up your computer on the viewgraph table next to the podium.
       1. Hook your computer to the computer cable located on the floor next to the podium.
       2. The cable should connect to the external monitor port on your computer.
       3. Turn the electronic projector on before turning on your computers. Some computers will not sense they are connected to an external monitor unless the external monitor is turned on first.
       4. Most laptop computers have a keyboard sequence, which allows the computer to display an image on an external monitor as well as on the laptop screen. As an example the keyboard sequence for IBM laptops is to press the **Fn** and **F7** keys simultaneously.
       5. Your computer display characteristics should be set at a minimum of 16-bit color and 800 X 600 resolution.

**IX. MindPath Computer Remote.** NRTC has a remote allowing you to control your computer presentation while moving around in the classroom. See the NRTC Office Automation Assistance to check the equipment out.

    A. The remote control eye connects to the serial port on the back of your computer.
    B. Software must be loaded on your computer before the remote will work. The software must be removed from your computer once your presentation is completed.

NRTC recommends practice with the remote prior to using it during a presentation.

**X. Viewgraphs.** An overhead projector is located beside the podium. The viewgraph screen is located on the ceiling behind the podium.

**XI. Podium Placement.** The podium is placed in a location that allows the instructor to utilize all the A/V equipment in the classroom from one location.

# Pintlar Classroom Audio/Visual
# Equipment and Classroom Lighting Instructions

**I.      Location of Classroom Audio/Visual and Lighting Controls**

      A.      All Audio/Visual equipment and lighting can be controlled from two locations in the classroom.

            1.      One set of switches is located on the AV Control Panel located next to the door at the front of the classroom, (see illustration # 1).

            2.      The other set of switches is located adjacent to the main entrance at the back of the classroom, (see illustration #2).
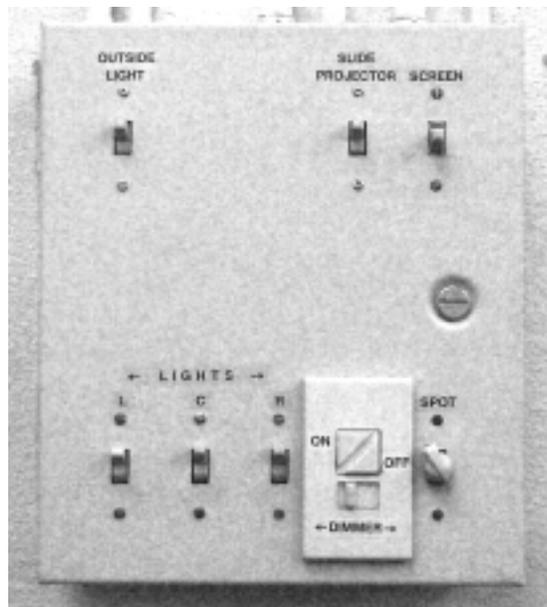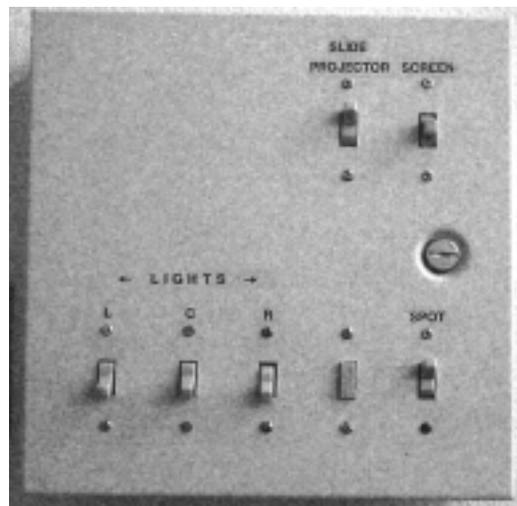


**Illustration # 1**

**Illustration # 2**

## II. Classroom Lighting

A. The Pintlar Classroom has three banks of fluorescent lights. Each bank can be turned on or off by two sets of switches.
1. One set is located on AV Control Panel at the front of the classroom, (see illustration # 1).
2. The other set of switches is located adjacent to the main entrance at the back of the classroom, (see illustration #2).

B. Fluorescent dimmer lights are installed in the classroom. The dimmer lights can be turned on or off by two sets of switches.
1. One set is located on the AV Control Panel at the front of the classroom, this switch also allows you to set the intensity of the dimmer lights, (see illustration # 1).
2. The other switch is located at the rear of the classroom; dimmer intensity cannot be adjusted from this location, (see illustration #2).

C. A Podium Spotlight allows the instructor area to be illuminated when the classroom lights are dimmed. The Podium Spotlight can be turned on or off by two sets of switches.
1. One set is located at the front of the classroom, this switch also allows you to set the intensity of the Podium Spotlight, (see illustration # 1).
2. The other switch is located on the AV Control Panel at the back of the classroom; Podium Spotlight intensity cannot be adjusted from this location, (see illustration #2).

D. NRTC recommends the Dimmer and Podium Spotlight intensity be adjusted prior to the beginning of a presentation. The instructor or course coordinator can then turn on the dimmers and turn off the main bank of lights and lighting intensity will be at the correct level for the presentation.

## III. Slide Projector

A. A Slide Projector is located in a projection room located at the rear of the classroom. This room is accessed by going through the door in the back left corner of the classroom.

B. Slides are loaded in the traditional manner. Pressing the Slide On-Off switch at either set of controls turns on the slide projector, (see illustrations # 1 and # 2), the switch on slide projector should always be left on.

C. A handheld slide projector remote control unit is located at the podium, (see illustration # 4). The remote must be aimed at the slide projector window in order to work correctly.

Electronic Projector Remote

Slide Projector Remote

**Illustration # 4**

### IV.    Speaker Lapel Microphone

A.    A lapel microphone is available for instructor use, use the microphone labeled for the room you are in. (see illustration # 5).  See the NRTC Office Automation Assistant to check the equipment out.

B.    The amplifier for the lapel microphone is located in Slide Projector room. Turn the Master Power, amplifier, and microphone transmitter power switches on, then test the lapel microphone and adjust the volume control on the amplifier.  If the system does not work check the batteries in the lapel microphone.

C.    Do not make any changes in the amplifier or transmitter wiring or switch settings.  If the system does not work contact a NRTC Training Specialist.



**Illustration # 5**

**V.** **Projection Screen.** To raise or lower the projection screen located at the front of the classroom, use the controls located on either the front or back Master AV Control Panel.

**VI.** **Electronic Projector**

    A.    The Electronic Projector mounted on the ceiling allows the instructor to show electronic slide shows or video through the same projector, (see illustration #7).

    B.    Remove the lens covers from the projector. Use the Electronic Projector Remote Control to turn the projector on or off, (see illustration # 4). Do not turn the projector power off at the projector or the units lens may burn up.

    C.    To show a video press the **VIDEO** button on the remote control, to show computer input press the **COMPUTER** button on the remote control. Do not make any other adjustments to the electronic projector with the remote control.


**Illustration # 7**

**VII.** **Video Projection**

    A.    To show a video turn on the Electronic Projector and selection video input as described above.

    B.    At the table located below the Master AV Panel at the front of the room press the power button on the JVC Power Adapter, press the power button on the JVC Video Cassette Recorder and then turn on the speaker amplifier, (see illustration # 8).

    C.    Insert and cue your videotape to the proper location. When you are ready to view the video press play on the JVC Video Cassette.

    D.    You can setup the equipment prior to the presentation and then start the video at the appropriate time.

**Illustration # 8**

**VIII.  Computer Image Projection**

A.  Set up your computer on the viewgraph table next to the podium.
1.  Hook your computer to the computer cable located on the floor next to the podium.  The cable should connect to the external monitor port on your computer.
2.  Turn the electronic projector on before turning on your computers.  Some computers will not sense they are connected to an external monitor unless the external monitor is turned on first.
3.  Most laptop computers have a keyboard sequence, which allows the computer to display an image on an external monitor as well as on the laptop screen.  As an example the keyboard sequence for IBM laptops is to press the Fn and F7 keys simultaneously.
B.  Your computer display characteristics should be set at a minimum of 16-bit color and 800 X 600 resolution.

**IX.  MindPath Computer Remote**

A.  NRTC has a remote allowing you to control your computer presentation while moving around in the classroom.  See the NRTC Office Automation Assistance to check the equipment out.
1.  The remote control eye connects to the serial port on the back of your computer.
2.  Software must be loaded on your computer before the remote will work.  The software must be removed from your computer once your presentation is completed.
B.  NRTC recommends practice with the remote prior to using it during a presentation.

**X.  Viewgraphs.**  An overhead projector is located beside the podium.  The viewgraph screen is located on the ceiling behind the podium.

**XI.  Podium Placement.**  The podium is placed in a location that allows the instructor to utilize all the A/V equipment in the classroom from one location.

# Guidelines for Children in Training Courses
## Northern Rockies Training Center

1. A child should not be brought to a NRTC training course.

2. NRTC will provide a list of Missoula area daycare facilities if requested.

3. If no means for childcare can be obtained an exception may be granted. A critical training need must exist and approval obtained by the Course Coordinator with the Training Manager's concurrence.

## Guidelines for Exception:

1. The supervisor of the individual will verify that a critical training need exists.

2. Personal needs of the child need to be attended outside of the classroom (i.e. nursing, diaper changing, disciplining, etc.).

3. The child will be removed from the classroom if disruptive to anyone.

4. The trainee with the child will sit in the rear of the classroom.

5. During Administrative Details all trainees will be informed of the situation.

# ADMINISTRATIVE DETAILS

---

COURSE:   Northern Rockies Training Center

| | |
|---|---|
| **Unit:** | **Administrative Details** |
| **Suggested Time:** | **10 Minutes** |
| **Training Aids:** | **None** |

---

Objectives:

1. To welcome the participants to the Northern Rockies Training Center.

2. To acquaint the participant with the Northern Rockies Training Center and the Administrative Details of the Training Center.

## I.     Introduction

A.      Name and Title

B.      Welcome.

## II.     Administrative Details

A.      Medical Emergencies.  Contact the Training Clerk.

B.      Security Procedures (Reference handout which is in the front of the student binder and review with students and visiting instructors). Procedure included in Appendix of this document.

C.      Fire Exits and Evacuation Procedures.

1.      Point out the emergency exits from the room.

2.      When the fire alarms sounds, all designated outside exits may be used.  These exits are shown on the diagram in the downstairs hallway near the lobby.  Take personal items, i.e. purses, car keys, coats; you may not return right away.  (**This is to be accomplished only if time permits without risk!**)

3.        Course Coordinator will have the class meet a designated point. Once outside the building personnel should move away and stay clear of fire department personnel and firefighting equipment. DO NOT reenter the building until told to do so by the Course Coordinator.

D.        Signal to convene class will be the bell.

E.        Room Check-in and Check-out.

1.        There will be a $3.39 a day or $23.03 a week charge for individuals staying in the dormitory. Payment can be made by check, money order, or cash. Room assignments and key cards will be in blue envelopes posted on the Bulletin Board next to the Training Clerks Office.

2.        The dorm will be locked between the hours of 1800 and 0700. Residents will be given the key pad combination in the blue envelopes.

3.        Individuals who stay at the AFD need to see the Budget and Finance Section in the Loft Building during the first break of the first class day for payment unless other arrangements have been made. Key cards need to be dropped into key box located opposite from the Training Receptionist's office during the first break of the last day.

4.        To turn up heat in rooms at night push down and hold button on top of thermostat for a few seconds. This will reset temperature to daytime temperatures, as heat is automatically lowered 10 degrees at night. If your room is too hot for you, open the window.

F.        Linen and Blankets.

1.        Linen and blankets are furnished and should be in the rooms.

2. Leave the linen and blankets on the bed when checking out.

G. Local Restaurants.

1. There are no dinning facilities at the AFD.

2. Most of the local restaurants that are close to the AFD are located on Reserve Street or at the Airport and at the Wye.

H. Coffee and Tea.

1. Coffee and tea is $1.50 a week or $0.50 per day.  The collection box is located by the coffee pot.  **Suggest you pass the collection box around the room after first break**.

2. Coffee will be made by 08:00 each morning and will be done by 15:30 each afternoon.

3. It is the responsibility of each coffee drinker to help keep the area clean.

I. Smoking.

1. Smoking is not permitted inside any buildings at the AFD.
2. Ash receptacles for smoking materials are located outside the east and west entrances of the Training Center. Smoking is not permitted in the foyer, within the double entrance way, or within 50 feet of any doorway.

J. Lavatories.

1. Women:  Located halfway down the hall on main floor of Dormitory, on the main floor of the Visitor's Center and in the Fire Cache.

2.        Men:  Located halfway down the hall on main floor of Dormitory, second floor of the Dormitory, the main floor of the Visitor's Center and in the Fire Cache.

K.      Messages.

1.        The phone for receiving is in the Training Clerk's office and the number is (406) 329-4920.

2.        Messages will be posted on bulletin board outside the Training Clerk's office.  Classes will not be interrupted for messages unless it is an emergency.

L.      Telephones.

1.        **Only official use calls:**  Located in the Office Automation Assistance's Office.  Please do not use the telephones in other offices.

2.        Personal Calls:  One phone is located in the entrance way and one phone is located on the second floor of the Dormitory.  Long distance calls (except official duty) will be made with a credit or telephone calling card.

M.      Computer Utilization.

1.        Contact the Office Automation Assistant.

2.        Only the computer located in the Office Automation Assistant's Office is available for use.  Please do not use the computers in other offices.

N.      Mail.

1.        Outgoing Mail:  Personal – take to the Post Office (located behind the Costco Store on Great Northern Street.  Government mail:  Give to the Training Clerk.

2.        Incoming Mail:  Is discouraged as it often arrives after you leave.

O.    Activities.

    1.    Pool Table and TV is located in lobby upstairs in the Dormitory.

    2.    Running track is located to the west of the Dormitory and is two miles long.

    3.    Exercise rooms are located at the end of the hall on the first floor of the Dormitory.  The machines and weights are available for use in the evenings.

P.    Transportation.

    1.    Bus schedules are available in the brochure rack in the lounge area.

    2.    Taxi is available on call.

Q.    Parking.

    1.    Primary parking area is west of the Dormitory.  Overflow parking area is north of the Weather Service.

    2.    Do not park in the Cache Warehouse Parking area and do not block the loading dock area.

R.    Security is provided by Argus Security, who patrol nightly.

## III.    Closing.

A.    Questions/Answers.

B.    Closing comments.

C.    Have a good session and a comfortable stay!

**NORTHERN ROCKIES TRAINING CENTER**
**CHECKLIST FOR THE BOB MARSHALL AND PINTLER ROOMS**

DATE_____    NAME _____    PHONE#_____

_____        **Do not allow students to stand or sit on tables or chairs.**

_____        **Do not remove tables/chairs or TV's, VCR's, slide projects or audio/video equipment from classroom without permission of the NRTC Staff.**

_____        **Remove all empty cups, trash, and un-used handouts.**

_____        **Turn Big Screen TV off and doors closed**

_____        **Return screens to up position.**

_____        **Tables and chairs arranged in classroom style.**

_____        **Clean whiteboard and remove all used pages from the flip charts.**

_____        **Clear Electronic Whiteboard.**

_____        **Return all cleaners and rags to the podium.**

_____        **Return all slides, tapes, etc. that have been used or checked out.**

_____        **AV equipment and lasers pointers checked in.**

_____        **Problems with room or equipment noted with NRTC Staff.**

_____        **Projector room door locked and lights out.**

_____        **Windows and shutters closed and drapes pulled up.**

_____        **Computer and video projector turned off.  Any programs or files use during the course are deleted off the computer.**

_____        **Back door locked (exit).**

_____        **Master switch turned off.**

_____        **Lights out.**

_____        **Door locked.**

**The course coordinator or the person signing out the room is responsible for completing this checklist.**

**Please keep the training rooms and equipment clean and in good working order.**

# APPENDIXES

# NRCG Training Committee Members

| Zone | Coordinator | Telephone # FAX and Email |
|------|-------------|---------------------------|
| Central Montana Zone | Judy Heintz<br>BDF Dillon Dispatch<br>420 Barrett Street<br>Dillon, MT 59725-3572 | (406) 683-3991<br>FAX (406) 683-3925<br>jheintz@fs.fed.us |
| Eastern Montana Zone | Diane Devine<br>Custer NF<br>1299 Rim Top Drive<br>Billings, MT 59105 | (406) 896-2900 ext 2923<br>FAX (406) 896-2950<br>ddevine@fs.fed.us |
| North Dakota Zone | David Geyer<br>ND Forest Service<br>1511 East Interstate Ave.<br>Bismarck, ND 58503 | (701) 328-9985<br>FAX (701) 328-9947<br>david.geyer@ndsu.nodak.edu |
| North Idaho Zone | Gary Boyd<br>3815 Schreiber Way<br>Idaho Panhandle NF, SO<br>Coeur d'Alene, ID 83814 | (208) 762-6903<br>FAX (208) 762-6909<br>idcdc@fs.fed.us |
| Northwest Montana Zone<br><br>Chair-person | Neil Nelson<br>1101 U.S. Hwy 2 West<br>Libby, MT 59923 | (406) 283-7740<br>FAX (406) 283-7710<br>nnelson@fs.fed.us |
| South Central Montana Zone | Brian Connelley<br>Asst. Fire Chief<br>Belgrade Rural Fire Dist.<br>205 E. Main<br>Belgrade, MT 59714 | (406) 388-4480<br>FAX (406) 388-6270<br>firmrshl@aol.com |
| Southwest Montana Zone | Kitty Ortman<br>Continuing Education<br>32 Campus Drive<br>Missoula, MT 59812 | (406) 243-4638<br>FAX (406) 243-2047<br>kortman@fs.fed.us |

# Technical Specialists

| Agency/<br>Position | Name/<br>Address | Telephone #<br>FAX and Email |
|---|---|---|
| BIA-E | Lydina Big Man<br>Interagency Fire Center<br>1299 Rim Top Drive<br>Billings, MT 59105 | (406) 896-2900 ext 2923<br>FAX (406) 896-2950<br>lbigman@blm.gov |
| BIA-W | Bob McCrea<br>Tribal Forestry<br>104 Main NE<br>Ronan, MT 59864 | (406) 676-2550<br>FAX (406) 676-2554<br>jimc@cskt.org |
| BLM<br><br>Intelligence Coordinator/<br>Training Officer | Jean Claybo<br>Interagency Fire Ctr<br>1299 Rim Top Drive<br>Billings, MT 59105 | (406) 896-2943<br>FAX (406) 896-2952<br>jclaybo@mt.blm.gov |
| DNRC<br><br>Fire Training Supervisor | Eric Kurtz<br>MT DNRC<br>2705 Spurgin Road<br>Missoula, MT 59804 | (406) 542-4282<br>FAX (406) 542-4242<br>ekurtz@state.mt.us |
| Forest Service<br><br>Training Officer/NRTC<br>Manager | Bob Cunningham<br>NRTC<br>5765 West Broadway<br>Missoula, MT 59808-9361 | (406) 329-4921<br>FAX (406) 329-4922<br>rhcunningham@fs.fed.us |
| Glacier National Park<br><br>Fire Cache Supervisor | Todd McNeal<br>Glacier National Park<br>Fire Cache<br>West Glacier, MT 59936 | (406) 888-7810<br>FAX (406) 888-7809<br>todd_mcneal@nps.gov |
| Idaho Department of Lands<br><br>Fire and Fuels Management<br>Specialist/Training Officer | Marci Meier<br>Idaho Department of Lands<br>3780 Industrial Ave.<br>Coeur d'Alene, ID 83815 | (208) 666-8648<br>FAX (208) 769-1524<br>mmeier@idl.state.id.us |
| North Dakota Zone | David Geyer<br>ND Forest Service<br>1511 East Interstate Ave.<br>Bismarck, ND 58503 | (701) 328-9985<br>FAX (701) 328-9947<br>david.geyer@ndsu.nodak.edu |
| Yellowstone National Park | Phil Perkins<br>P.O. Box 168<br>Yellowstone YNP, WY | (307) 344-2180<br>FAX (307) 344-2184<br>Phil_perkins@nps.gov |

| Yellowstone National Park | Phil Perkins<br>P.O. Box 168<br>Yellowstone YNP, WY 82190 | (307) 344-2180<br>FAX (307) 344-2184<br>Phil_perkins@nps.gov |
| --- | --- | --- |

# MISSOULA MOTEL RATE GUIDELINE

This is a short list of motels that are within the Government rate and close to NRTC.  A more complete list of motels and other Missoula Area information can be found on the Missoula Chamber of Commerce site.  Map of Missoula

| MOTEL | PHONE | ADDRESS | # | *SERVICES |
|---|---|---|---|---|
| BEST WESTERN – GRANT CREEK | 406/543-0700<br>888/543-0700 | 5280 GRANT CREEK | 4 | S R C L P J X N M |
| BEST WESTERN–EXECUTIVE | 406/543-7221<br>800/528-1234 | 201 E. MAIN ST. | 6 | R P N |
| BROOKS ST, MOTOR INN | 406/549-5115<br>800/538-3260 | 3333 BROOKS | 7 | R L M |
| DAYS INN–WESTGATE INN | 406/721-9776<br>800/325-2525 | WYE @I-90/HWY 93 | 3 | S R C L J N M |
| BEST INN (NORTH) | 406/542-7550<br>800/272-9500 | 4953 N. RESERVE | 4 | S R L J N M |
| BEST INN (SOUTH) | 406/251-2665<br>800/272-9500 | 3803 BROOKS | 7 | S R L J N M |
| COMFORT INN | 406/542-0888<br>800/228-5150 | 4545 N RESERVE | 4 | C J P F |
| CMON INN | 406/543-4600<br>888/989-5569 | 2775 EXPO PARKWAY | 4 | C J P F R |
| DEANO'S MICROTEL INN | 406/543-0959<br>888/771-7171 | 5055 N. RESERVE | 5 | |
| HAMPTON INN | 406/549-1800<br>800/426-7866 | 4805 N. RESERVE | 4 | S C P J X F N M |
| RUBY'S RESERVE ST. INN | 406/721-0990<br>800/221-2057 | 4825 N. RESERVE | 4 | S R C L P J F M |
| SOUTHGATE INN | 406/251-2250<br>800/247-2616 | 3530 BROOKS | 7 | S R C L P J X F N M |
| SUPER 8–BROOKS | 406/251-2255<br>888/900-9010 | 3901 BROOKS | 7 | S R C L N M |
| SUPER 8–RESERVE | 406/549-1199<br>888/900-9010 | 4703 N. RESERVE | 4 | S R C L J M |
| VALU INN | 406/721-9600<br>800/443-7777 | 3001 BROOKS | 7 | S R C L J X F N M |
| DOUBLE TREE INN | 406/728-3100<br>800/222-8733 | 100 MADISON | 7 | S R P J X F N M |

The lodging per diem rate for Missoula is $55.00. *Services available at time to posting.  Please call motel for any updates and if a government rate is available.  Updated 2001

# = Number of approximate miles from the Airport (& NRTC/AFD) to the Motel.
C = Free Continental Breakfast
F = Fridge Available (fees and availability apply request in advance).

J = Jacuzzi/Spa/Hot Tub.

L = Laundry Services (Laundry services are within walking distance of most motels.

M = Modem /Data Line (are in the rooms or availability upon request).

N = Free Newspaper
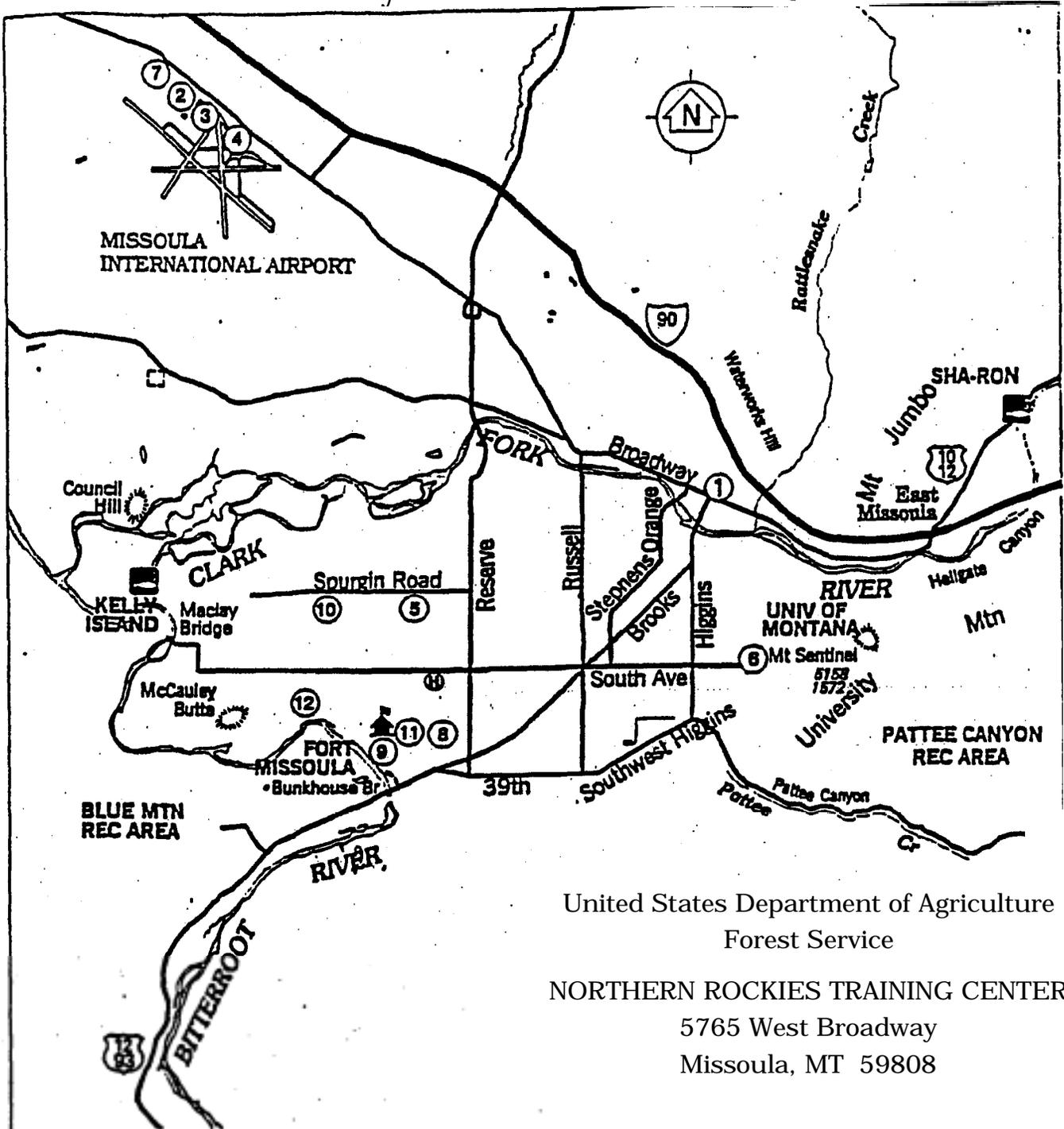
P = Pool (some pools are seasonal).

R = Restaurant (located in the motel or are within the immediate area.

S = Shuttle Service

X = Exercise Room

# MISSOULA AREA VISITOR MAP

## January 1998



United States Department of Agriculture
Forest Service

NORTHERN ROCKIES TRAINING CENTER
5765 West Broadway
Missoula, MT  59808

1. NORTHERN REGION OFFICE HEADQUARTERS

2. Northern Rockies Training Center
5765 West Broadway

3. SMOKEJUMPER VISITOR CENTER 5765 West Broadway

4. MISSOULA INTERNATIONAL AIRPORT rs TERMINAL Highway 10 - W of Missoula

5. MONTANA STATE DIVISION OF FORESTRY 2750 Spurgin Road

8. INTERMOUNTAIN RESEARCH STATION 800 East Seckwitti Ave

7. INTERMOUNTAIN FIRE SCIENCES LAB Highway 10 - W of Missoula

8 BUREAU OF LAND MANAGEMENT Fort Missoula Road

'g. MISSOULA RANGER DISTRICT Bldg, 24, Fort

10. MT DEPT OF FISH, WILDLIFE rt PARKS 3201 Spurgin Road

11. LOLO NATIONAL FOREST Bldg. 24, Fort Missoula

**Date:** October 10, 2002

**Subject:**  RX-300, Prescribed Fire Burn Boss

**To:**   Dave Goens
        Meteorologist In Charge
        National Weather Service
        Missoula, Montana     59808


The Northern Rockies Training Center requests the instructional services of Steve Stoll for the RX-300, Prescribed Fire Burn Boss course to be offered here at the Training Center February 1 - 5,  2003.  Steve has expressed an interest in assisting with the course, and students and instructors alike appreciate the opportunity to hear him teach.

An instructor cadre meeting will be held January 11, 2003.  If Steve is available, I will contact him with further details.  Thank you.


/s/ Risa Lange-Navarro

RISA LANGE-NAVARRO
Course Coordinator


cc:  Steve Stoll


Example Of An Instructor Assistance Request

**Date**: December 13, 2001

**Subject**:  S-490 Advanced Wildland Fire Behavior Calculations (revised)

**To**:  Forest Fire Management Officers, R-1, U. S. Forest Service; Fire Directors, Billings and Portland Area, Bureau of Indian Affairs; Administrator, Montana Department of Natural Resources and Conservation; Supervisor of Fire Control, Idaho Department of Lands; State Directors, Montana and Idaho, Bureau of Land Management; Fire Management Officers, Yellowstone and Glacier National Park; Regional Fire Management Coordinator, U. S. Fish and Wildlife Service, R-6

The following individuals have been selected to attend S-490 Advanced Wildland Fire Behavior Calculations training held at the Northern Rockies Training Center, Missoula, Montana, **January 13–18, 2002** starting at **1730 on the 13th** and concluding at **1700 on the 18th**.  The class will be held in the **Pintler Room**.

| Central Montana Zone | Northwest Montana Zone | Southcentral Montana Zone |
|---|---|---|
| Ken Burland - HNF | Dan Cassidy – NWS | Anna Buttram – GNF |
| Eric Hensel – BDF | Jim Reuter – FNF | Eric Morris - GNF |
| Bobby Lawrence - CES | Grant Rider - KNF | |
| Darwin Reynolds - LCF | | **Southwest Montana Zone** |
| | **North Idaho Zone** | Rob Lionberger – SWS |
| | Allen Hubbs - CWF | Joe Nachtigal – LNF |
| **Eastern Montana Zone** | Angelic Koch – IPF | Dave Ramirez - LNF |
| Justin Hanley – MCD | Gary Sexton – IPF | |
| Scott McAvoy - MCD | Mike VanderPas - CWD | **North Dakota Zone** |
| | | Doug Downs - DLR |

Selection letters will be sent the week of December 10, 2001. Questions regarding this course should be directed to the Course Coordinator, Risa Lange-Navarro at the Northern Rockies Training Center, Missoula, Montana, (406) 329-4924, E-mail: rlangenavarro@fs.fed.us

*/s/ Bob Cunningham*

BOB CUNNINGHAM
Training Manager

**Date**: January 24, 2002

**Subject**:  S-490 Advanced Wildland Fire Behavior Calculations Completion Notification

**To**:  Forest Fire Management Officers, R-1, U. S. Forest Service; Fire Directors, Billings
and Portland Area, Bureau of Indian Affairs; Administrator, Montana Department of
Natural Resources and Conservation; Supervisor of Fire Control, Idaho Department of
Lands; State Directors, Montana and Idaho, Bureau of Land Management; Fire
Management Officers, Yellowstone and Glacier National Park; Regional Fire
Management Coordinator, U. S. Fish and Wildlife Service, R-6

The following individuals have successfully completed S-490, Advanced Wildland Fire
Behavior Calculations training held at the Northern Rockies Training Center, Missoula,
Montana, January 13-18, 2002.

| Central Montana Zone | Northwest Montana Zone | Southcentral Montana Zone |
|---|---|---|
| Ken Burland - HNF | Dan Cassidy – NWS | Anna Anderson – GNF |
| Eric Hensel – BDF | Jim Reuter – FNF | Eric Morris - GNF |
|  |  |  |
| **Eastern Montana Zone** | **North Idaho Zone** | **Southwest Montana Zone** |
| Scott McAvoy - MCD | Allen Hubbs - CWF | Joe Nachtigal – LNF |
|  | Angelic Koch – IPF | Dave Ramirez - LNF |
| **North Dakota Zone** | Gary Sexton – IPF |  |
| Doug Downs - DLR | Mike VanderPas - CWD |  |

Certificates will be sent directly to the individuals.  Questions regarding this course
should be directed to the Course Coordinator, Risa Lange-Navarro at the Northern
Rockies Training Center, Missoula, Montana, (406) 329-4924, E-mail:
rlangenavarro@fs.fed.us

*/s/ Bob Cunningham*

BOB CUNNINGHAM
Training Manager

**Date**:  March 6, 2002

Brian Shiplett
Idaho Department of Lands
3802 Industrial Avenue
Coeur d' Alene, ID  83814

Dear Brian:

Please extend my appreciation to Stan Galloway for the assistance he provided in presenting the S-445, Training Specialist course at the Northern Training Center on March 3 and 4, 2002.

Stan did an excellent job in presenting the unit he was assigned and he assisted in the other units when needed.  His knowledge and experience were key in the course being a meaningful learning experience for the students.

Again, please pass along to Stan my appreciation and thank you for allowing him to participate on the S-445 cadre.

/s/ Bob Cunningham

BOB CUNNINGHAM
Training Manager

Example Of A Formal Thank You

Date:  March 13, 2002

Subject:  National Fire Danger Rating System

To:  Project Group Leader, Fire Behavior, Intermountain Fire Sciences Laboratory


Please extend my appreciation to Larry Bradshaw for his assistance in presenting the National Fire Danger Rating System course at the Northern Training Center, February 23rd through the 27th, 2002.

Larry did an excellent job in presenting the units he was assigned and he assisted in other sections of the course.  The quality of his presentation along with his knowledge and skills were keys in the course being a meaningful learning experience for the students.

Again, please pass along to Larry my appreciation for a job well done.


/s/ Bob Cunningham

BOB  CUNNINGHAM
Training Manager



Example Of An Informal Thank You