

**US Department of the Interior  
Office of Emergency Management**

**TRAINING ANNOUNCEMENT**

**Command and General Staff Functions for Local Incident Management Teams  
(H-337/I-300 and I-400)**

February 9 - 13, 2015 – National Conservation Training Center (NCTC)  
Shepherdstown, WV

**Description:** This 45+ hour course offers incident command system training to Department of the Interior (DOI) employees and cooperators who may serve in command and general staff positions on local incident management teams involving a significant number of local and/or mutual aid resources. The course will provide opportunities for students to gain an understanding of how the National Incident Management System (NIMS) command and management components support the management of expanding incidents and significant events. Students will participate in the incident/event management process for expanding incidents and extended response as prescribed by the Incident Command System through scenarios, classroom participation and practical exercises. The course is intended for personnel who have completed basic incident command training and have expressed interest in participating in all-hazards incident management or who have incident management responsibilities in their position descriptions. The course will be delivered as “team training” to simulate local Incident Management Teams (IMTs) assembled and deployed to incidents and special events. Given the complexity of most incidents, training as a team is critical for effective coordination and decision-making under the dynamic stressful situations often experienced during emergency incidents and major events. Students will be assigned to teams during the course for the purpose of developing the skills required to perform in a team configuration of moderate complexity; completion of the course does **not** commit or qualify trainees to serve on designated teams other than as allowed or required by their individual agencies.

Successful completion of the training will credit participants for a Command and General Staff course for local incident management teams **AND** ICS-300 and ICS-400.

**Target Audience:**

- DOI employees approved for all-hazard advance training opportunities (Bureau and DOI employees)
- DOI Incident Management Team (IMT) members
- Other agencies and community partners, including Tribal IMTs, as space allows.

**Pre-Requisites:** Successful completion of IS-100, 200, 700 and 800. (These courses are available online at <http://training.fema.gov/is/crslist.asp?page=all>)

**Cost of Training:** There is no cost for the training; however, participants’ agencies must cover travel, lodging and per diem costs.

**Travel and time commitment considerations:** Training begins at 8:00 a.m. on Monday, concludes at 5:00 p.m. on Friday and will include evening sessions. Students must attend and successfully complete the full course to receive training certificates.

**Registration:** The attached PARTICIPANT REGISTRATION FORM must be completed and returned (via e-mail or fax) to Elaine Bond by **COB Tuesday, January 9, 2015**.

## **Classroom & Lodging Details:**

U.S. Fish and Wildlife Service (FWS) National Conservation Training Center  
698 Conservation Way  
Shepherdstown, WV 25443-4024  
Reservation line: 1-304-876-7900

Both the classrooms and lodging are located on site at NCTC.

When making reservations, please state that you are a participant in the “H337: Command and General Staff Training”.

National Conservation Training Center (NCTC) charges a rate of \$137/night for lodging which includes all meals. Non-FWS employees are also charged a \$15.00 per night sustainability fee for green improvements and state-of-the-art support such as campus-wide wireless.

For those participants who are commuting to NCTC during the day (and not lodging at NCTC), the price of meals at NCTC is as follows: \$9 for breakfast, \$13 for lunch, \$29 for dinner, or a la carte pricing.

A shuttle service to NCTC from Dulles International Airport is available for \$100.00 (round trip). The shuttles leave from Dulles Airport on Sundays at 1, 4 and 7 pm; and leave NCTC on Friday at 4:30 pm. If you want to use the shuttle you **MUST** make a reservation through the Hotel Reservations office at 304-876-7900.

## **IMPORTANT:**

**The course is currently scheduled to go until 4:30 p.m. on Friday so please make your travel plans accordingly.**

If your travel plans keep you in the area Friday night, NCTC unfortunately will not be able to lodge you. You will need to make your own arrangements for Friday night.

The NCTC shuttle will depart at 4:30 p.m. for Dulles International Airport (IAD). Please call ahead (304-876-7900) to get on the NCTC shuttle. Many nearby Dulles hotels provide complementary shuttle service to and from Dulles Airport and their respective location.

**Contact:** Elaine Bond  
Department of the Interior/Office of Emergency Management  
Phone: (202) 208-5417  
Email: [Elaine\\_Bond@ios.doi.gov](mailto:Elaine_Bond@ios.doi.gov)

# PARTICIPANT REGISTRATION FORM

## Command and General Staff Functions for Local Incident Management Teams (H-337/I-300 and I-400)

Name: \_\_\_\_\_

Bureau/Office: \_\_\_\_\_

Official Title: \_\_\_\_\_

Desired Team Position (indicate first and second choice):

\_\_\_\_ Incident Commander

\_\_\_\_ Safety Officer

\_\_\_\_ Information Officer

\_\_\_\_ Liaison Officer

\_\_\_\_ Logistics Section Chief

\_\_\_\_ Planning Section Chief

\_\_\_\_ Finance Section Chief

\_\_\_\_ Operations Section Chief

Please indicate your completion dates for the following pre-requisite courses:

\_\_\_\_\_ IS-100    \_\_\_\_\_ IS-200    \_\_\_\_\_ IS-700    \_\_\_\_\_ IS-800

Contact Information:

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Registrant's Signature

\_\_\_\_\_  
Date

**As the immediate supervisor of this employee I confirm that the employee has or will have completed the prerequisites prior to the course and I approve his/her attendance.**

\_\_\_\_\_  
Supervisor's Signature  
(required)

\_\_\_\_\_  
Date

**Please complete and return to Elaine Bond by COB Tuesday, January 9, 2015**

via email: [Elaine\\_Bond@ios.doi.gov](mailto:Elaine_Bond@ios.doi.gov) or via fax: (202) 501-6139