



**NORTHERN ROCKIES  
COORDINATING GROUP  
(NRCG)**

**Interagency Fire Training Program  
Operating Plan**

**March 10, 2009**

# RECORD OF REVISION

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# **NORTHERN ROCKIES COORDINATING GROUP**

## **Interagency Fire Training Program**

The NR Interagency Fire Training Program consists of two main components – the NR Training Center and the Northern Rockies Coordinating Group (NRCG) Fire Training Committee. The Interagency Fire Training Program is guided by the NRCG Training Committee and implemented at the geographic level by the NR Training Center.

### **1. Mission Statement**

The mission of the Northern Rockies Coordinating Group (NRCG) Interagency Fire Training Program is to:

Provide and insure quality training in Wildland Fire Suppression, Incident Management, Aviation Management, and Fuels Management responsive to the needs and direction of the Northern Rockies Coordinating Group's member agencies.

The mission of the Northern Rockies Training Center is:

Responsible for presenting National Wildfire Coordinating Group (NWCG) 300 and 400 level courses and other types of courses as identified by the NRCG Training Committee and NRCG member agencies.

The mission of the NRCG Training Committee:

Contributes toward meeting interagency fire management training needs in the Northern Rockies Geographic Area. This committee is to maximize the benefits to all the NRCG member agencies by coordinating efforts to facilitate the development, presentation, and evaluation of interagency training.

### **2. Northern Rockies Training Center**

#### **Membership**

All members of the Northern Rockies Coordinating Group are members of the NR Training Center.

#### **Objectives**

In accomplishing the mission of the Training Center, the program develops national, regional and local courses; presents 25-30 Interagency courses annually; and participates in special projects as requested.

#### **Organization**

Management of the Training Center is the responsibility of the Training Center Manager.

Three Fire Training Specialists report to the Training Center Manager. The Training Specialists are responsible for the Wildland Fire Suppression, Incident Management, Aviation Management and Fuels Management training programs.

An Administrative Assistant and Training Clerk provide administrative and clerical support.

Subject matter experts assist in course development, course presentations, and special projects.

### **3. NRCG Training Committee**

#### **Authority**

The NRCG identified the need for a training committee to serve as a forum to facilitate the development, presentation, and evaluation of interagency training. The committee will receive direction from and make recommendations to the NRCG Board.

#### **Membership**

The committee will be made up of seven Zone Training Coordinators, the NR Training Center Manager, the NRCG liaison and agency training representatives as needed. The Zone Training Coordinator will represent all agencies and units within the zone. The voting members of the committee are the Zone Training Coordinators.

At every other Fall meeting, a new chairperson will be selected by the committee to serve a two-year term. The following rotation will be used to facilitate this selection: SWZ, CMZ, EMZ, SCZ, NWZ, NIZ, and NDZ. SWZ is the Chair starting Fall 2008 and the rotation will continue respectively.

A list of Training Zones and Training Units is located in Appendix A.

The list of current Training Committee members is located in Appendix B.

#### **Objectives**

The mission of the Training Committee is to facilitate quality training in Wildland Fire Suppression, Incident Management, Aviation Management, Fuels Management responsive to the needs of member agencies. To accomplish this mission the committee will:

1. Identify needs for interagency training, course development, and special projects.
2. Evaluate effectiveness of interagency training.
3. Review the Interagency Training Program.
4. Communicate with the Northern Rockies Training Center (NRTC), zones and units on day-to-day interagency training business.
5. Facilitate instructor support for NRCG Zone and NRTC training courses.

#### **Operating Procedures**

1. The committee will meet annually in the spring and fall, and as needed.
2. Decisions will be made by consensus of committee members.
3. The committee will report to the NRCG annually at its spring meeting or as otherwise requested.

## **Organization and Duties**

The NRCG Training Committee is organized as follows:

Local Units and Zones are responsible for presenting Wildland Fire Suppression and Incident Management courses within the Zones.

Zone Training Committee is responsible for oversight of course selection, presentation, student selection and Training Needs Analysis.

The Northern Rockies Training Center (NRTC) is responsible for presenting courses as identified by the Northern Rockies Training Committee. The NRTC Training Specialists can be consulted for course updates and are available to assist and monitor Zone presentations of courses.

### **NRCG Training Committee Chair Duties:**

1. Schedules and facilitates spring and fall training committee meetings, and publishes notes.
2. Serves as the point of contact for requests for Fire Training not identified by the NRCG Training Committee.
3. Coordinates with the NRTC Manager on training issues.
4. Reports to the NRCG Board on training issues at the spring NRCG Board meeting.
5. Coordinates with NRCG Agencies to insure NRCG Zone Training Coordinator positions are staffed and briefed on duties and responsibilities.
6. Coordinates with the NRCG Contractor Liaison on private contractor training issues.
7. When a decision needs to be made by the voting members of the committee, facilitates the decision making process.

### **Zone Training Coordinator Duties**

1. Compiles and submits the Zone Fire Management training needs.
2. Analyzes and identifies other priority training needs.
3. Reviews for accuracy, prioritizes and submits nominations to NRTC.
4. Can consult with or seek advice from the appropriate NRTC Training Specialist to aid in presenting any course.
5. Develops a Zone Training Schedule and coordinates with NRTC to post on the National Fire Training website.
6. Coordinates individualized study courses.
7. Monitors Zone training for quality.
8. Conducts audits of private training providers work per Training Provider MOU Guidelines.
9. Assists processing, approval and/or management of NR Training Providers MOUs.
10. Coordinates day-to-day Fire Management training business for the Zone.
11. Communicates with units in the zone on fire training issues and information.
12. Acquaints new Unit Training Representatives to duties and responsibilities.
13. Serves as a member of the Northern Rockies Coordinating Group's Training Committee.
14. Is one of the seven voting members of the committee
15. As a voting member, may deem it necessary to vote on an issue, therefore a vote will occur.

### **Unit Training Representative Duties**

1. Compiles and submits the Unit's Management training needs analysis to Zone Coordinator.
2. Reviews for accuracy, prioritizes and submits nominations to Zone Training Representative.
3. Can consult with or seek advice from the appropriate NRTC Training Specialist to aid in presenting any course.
4. Coordinates individualized study courses.
5. Communicates with personnel on fire training issues and information.
6. Monitors unit training for quality.
7. Coordinates day-to-day Fire Management training business for the Unit.

### **NRTC Manager Duties**

1. Coordinate with NRCG Training Committee Chair on interagency training issues.
2. Act as a point of contact for agency(s) training policy questions related to the 310-1 Wildland and Prescribed Fire Qualifications Guide and agency(s) specific training policies and procedures.
3. Represent the NRCG Training Committee as the representative to the Geographic Area Training Representative (GATR) Committee.

## **4. Training Needs Analysis and Allocation Process**

Training needs analyses, position shortages, and direction from the NRCG Board are the primary ways of determining what courses are to be presented within NRCG Training Zones and at NRTC. Each spring, Zones prepare a training need analysis. The combined need analyses are analyzed at the spring training committee meeting to determine the NRTC curriculum for the following winter. Zones may utilize the analysis in determining their zone curriculums.

Course allocations are determined for each course to be presented at NRTC by multiplying the zone needs by the percent of total course needs able to be met (class size/total course needs). Each Zone is allowed the flexibility to forfeit, but not required to forfeit, a slot in their allocation if the case can be made that another candidate is a higher priority. This can be negotiated at the Fall committee meeting when the entire Training Committee can compare geographic-level needs against zone needs

Courses may be under-allocated to allow room for outside Northern Rockies nominees, unanticipated zone needs, transfers, etc. A zone may not fill all their allocations. Also, if a student cancels, the next prioritized individual from the zone is selected if within the original allocation.

## **5. Nomination, Selection, and Completion Processes**

### **Zone and Unit Nomination, Selection, and Completion Process**

Nominations for NRTC courses will be prioritized by the zone's training committee and submitted through the Zone Training Coordinator to the NRTC via IQCS or the NWCG Interagency Training Nomination form. Selections will be made by the established selection process based on zone allocations.

Selections and successful completion notifications are posted as determined by the Zone Training Committee. For Federal employees competency for successfully completed courses is granted in the Incident Qualification Certification System (IQCS) by the Course Coordinator or Zone Training Coordinator.

Cancellations of selected nominees are communicated directly to the Course Coordinator and Zone Training Coordinator.

### **NRTC Nomination, Selection, and Completion Process**

The course schedule for the upcoming training season will be posted on the NRTC website (<http://www.nationalfiretraining.net/nr/index.html>) by September 1. Nomination and other information are accessible through this website.

Nominations to NRTC courses are prioritized and submitted through the Zone Training Coordinator utilizing the IQCS electronic nomination process for students with IQCS profiles. For students without IQCS profiles, nominations will be submitted electronically using the NWCG Interagency Training Nomination form. Selections will be made by the established selection process.

All nominations must be sent through the Zone Training Coordinator for prioritization prior to Zone submission to NRTC. Nominations are to be reviewed for prerequisite requirements and appropriate fiscal information prior to submission to NRTC.

Selection and pre-work information is sent out at least 30 days prior to the course. Students are responsible for providing accurate contact information to ensure they receive all course information and pre-work in a timely manner. This includes postal mail, email and phone numbers.

Selection and successful completion notifications are posted on the Northern Rockies Training Center's web page <http://nationalfiretraining.net/nr/> and the students are notified directly. For Federal employees, competency for successfully completed courses is granted in Incident Qualification Certification System (IQCS) by the NRTC Staff.

All NRTC nominations and any communications referring to the nominations which are submitted electronically should be sent to: [r1\\_nrtc@fs.fed.us](mailto:r1_nrtc@fs.fed.us) .

**NOTE:** Nominations to S-420 require prioritization by the NRCG Operations Committee. Nominations for S-420 are routed to NRTC for tabulation and subsequent prioritization by the NRCG Operations Committee.

All cancellations will follow the process found in Appendix C.

The NRCG Board of Directors meeting notes from Nov 5-7, 2007 state that: “IDL employees will be treated as in GA students whether they reside in northern or southern Idaho.”

### **NAFRI Nomination Process**

Except for the U.S. Fish and Wildlife Service and National Park Service, all nominations to National Advanced Fire and Resource Institute (NAFRI) courses are submitted through the Zone Training Coordinator to NRTC. The Training Committee screens and prioritizes the nominations prior to forwarding them to NAFRI. U.S. Fish and Wildlife Service and National Park Service NAFRI nominations are submitted through their agency channels.

**NOTE:** All agency(s) nominations to NAFRI S-520 and S-620 courses require prioritization by the NRCG Operations Committee. Nominations for these courses are routed to NRTC for tabulation and subsequent prioritization by the NRCG Operations Committee.

### **Nomination Process For Out of Area 300 Level and Higher Courses**

Nominations for 300 level and higher courses held outside the Northern Rockies Geographic Area are submitted through the Zone Training Coordinator to NRTC. The Training Committee screens and prioritizes the nominations prior to forwarding them on to the appropriate training organization.

### **Nomination Process For Out of Area 200 Level and Lower Courses**

Nominations for 200 level and lower courses are submitted directly to the responsible course coordinator by the Zone Training Representative or Unit Training Representative.

## **6. NRTC Funding Process**

NRTC provides training to an interagency community; however, because the unit is administered by the US Forest Service, fiscal procedures for the Interagency Training Program at NRTC may change as Forest Service fiscal policies, procedures, and processes change.

Costs of the Interagency Training Program are shared by all participating agencies.

Program costs include:

- 75% of NRTC staff wages – paid by R1-USFS for 4.5 FTE and Rocky Mountain Region of the BIA for 1 FTE
- Cadre travel and per diem
- Instruction provided by contract vendors
- Non-agency instructor salary costs or agency instructors working outside their tour of duty
- Course student and instructor materials
- Classroom equipment and supplies – including chairs, tables, and Audio/Visual equipment.
- Off-site training room rental

- Travel incurred by NRTC staff and NRCG Training Committee members for activities directly supporting the Interagency Training Program.

Costs are paid by a tuition charge applied to each seat in NRTC offerings (classes, workshops, and train-the-trainer courses). The same tuition charges will apply to students from NRCG as well as those who are from non-NRCG agencies.

There is a 4-category breakdown of tuition charges – high-tier, low-tier, contract, and special. The NRCG Training Committee will work with NRTC to reach consensus on the category each offering will fall into. This will occur during the spring meeting preceding the training season for which the charges will apply. Established tuition charges will apply for the entire training season and will not be changed.

High-tier makes up the bulk of NRTC's offerings thus collections from this tuition charge covers the majority of the Interagency Training Program costs. All high-tier offerings have the same tuition charge. Examples of courses in this tier include S-339, RX-310, and D-310.

Low-tier is offerings with a significantly lower per seat charge than the high-tier. All low-tier offerings have the same tuition charge. Examples of low-tier courses or workshops include IMS Refresher, Fire Behavior Workshop, or RT-372 Helicopter Manager Refresher.

The contract category refers to courses provided by contract vendors where NRTC is administering the contract. The tuition charge for contract courses is calculated on a full class to cover the cost of the contract plus a surcharge per seat to cover the costs incurred by the NRTC to support the contractors' courses. Overall charges for contract courses will vary depending on contract costs. Examples of contractor category are Aviation COR or L-380.

Special category offerings include those that have unusually high costs for which a special tuition charge is required and is calculated specifically for each class. Examples include S-420 in the Field, and M-581.

Current tuition charges are listed in Appendix D.

## **7. NRTC Cadre Travel Expenses**

One hundred percent of approved cadre travel expenses will be paid by the Northern Rockies Training Center (NRTC).

All Cadre expenses must be pre-approved by Course Coordinator prior to scheduled travel. Cadre members should normally utilize agency-owned vehicles, use of personal vehicles should be the exception.

Reimbursement for Cadre travel expenses will be made through a reduction in the NRCG member agency's year-end training bill or directly to individual by submitting form 6500-2 and Justification Travel Worksheet on a trip-by-trip basis.

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 14<sup>th</sup>, and by January 15th for the remainder of the courses.

### **Forest Service Instructors**

1. NRTC Administrative Assistant or Course Coordinator will provide Forest Service Cadre with financial code and override for internal process of travel voucher.
2. Travel Voucher must be processed within 5 days of completed travel.
3. Each Cadre member must send a copy of voucher to the Administrative Assistant or Course Coordinator.

### **Other Agency Instructors**

1. All non-Forest Service Cadre and NRCG member agencies wanting individual reimbursement must contact the Administrative Assistant or Course Coordinator at least 2 week PRIOR to travel date to request the correct forms needed to be reimbursed directly. Forms not submitted in a timely manner (as above) are subject to Albuquerque Service Center (ASC) FS budget unit approval and acceptance of late request – late submission of a request for travel reimbursement to ASC runs the risk of denial.

## **8. NRTC Billing Procedures**

### **NRCG Member Agencies**

1. Region 1, Forest Service will allocate money at the beginning of the federal fiscal year as their entire share of the Interagency Training Program – salary for 4.5 FTE.
2. Rocky Mountain Region, BIA will allocate money at the beginning of the federal fiscal year for salary for 1 FTE.
3. All NRCG agencies will be sent notification of the training charges for the year. Notification will include contact and procedure information for payment. Notification of year-end charges will be accomplished via email by June 1 or the first business day in June.
4. Training charges will be calculated by adding the charges for the number of seats in high-tier, low-tier, and special categories “bought” by the relevant agency. “Bought” seats includes seats left unoccupied because of late cancellation (defined by NRTC Cancellation Policy) with no alternate student available.

5. Upon notification, each agency will prepare a funding agreement (IGO, PFP, etc.) or make arrangements for a credit card payment to transfer the funds due to the Forest Service.

### **Non-NRCG Member Agencies**

1. Credit card is the only accepted payment method.
2. Upon selection to an NRTC course, the NRTC Administrative Assistant will initiate the tuition payment process by sending the student the appropriate credit card forms.
3. Students will receive a receipt near the end of the course they are attending or receipt will be mailed to the credit card holder if different.

## **9. NRCG Training Calendar**

<b>WHEN</b>	<b>WHAT</b>	<b>WHO</b>
By Jan 1	Receive list of courses to be taught by Private Training Providers with Memoranda of Understanding (MOU) with the NRCG.	Zone Training Coordinators
Jan-Mar	Zone Training Needs Analysis Compiled	Zone Training Coordinators
March	Determine potential NRTC Courses for the following training season at Spring Training Meeting	Training Committee
Mar-June	Audit Private Training Providers with MOUs	Zone Training Coordinators
June	NRTC Tentative Schedule and Zone Allocations distributed	NRTC
Sept	NRTC Course Catalog Published on the web.	NRTC
Oct	Course Nominations Submitted to NRTC at Fall Training Meeting	Zone Training Coordinators
Nov/Dec	Zone Training Schedules Distributed	Zone Training Coordinators
Nov-May	Trainees Selected for Zone and NRTC Courses	Zones /NRTC
Jan-Dec	Courses Presented	Zones /NRTC

## 10. Signature Page

/s/ Len Dems \_\_\_\_\_ Date 3/13/2009 \_\_\_\_\_  
Len Dems  
NRCG Board of Directors Chair

/s/ Kitty Ortman \_\_\_\_\_ Date 3/13/2009 \_\_\_\_\_  
Kitty Ortman  
NRCG Training Committee Chair

# Appendices

## **Appendix A- NRCG Training Zones and Units**

### **Central Montana Zone (CMZ)**

#### Helena Dispatch Area

Broadwater County  
Bureau of Reclamation  
Central Land Office  
Disaster and Emergency Services  
Helena National Forest  
Jefferson County  
Lewis & Clark County  
Meagher County

#### Dillon Dispatch Area

Beaverhead County  
Beaverhead/Deerlodge National Forest  
Big Hole Battlefield  
Bureau of Reclamation  
Dillon Resource Area (BLM)  
Dillon Unit (CLO)  
Grant-Kohrs Ranch  
Headwaters Resource Area  
Madison County  
Red Rocks National Wildlife Refuge

#### Great Falls Dispatch Area

Benton Lake NWR  
Blackfeet Agency  
Cascade County  
Chippewa Cree Tribe  
Conrad Unit (CLO)  
Disaster and Emergency Services  
Fort Belknap Agency

Glacier County  
Great Falls Field Office (BLM)  
Lewis & Clark National Forest  
Pondera County  
Teton County  
Toole County

### **Eastern Montana Zone (EMZ)**

Beartooth Ranger District  
Billings District  
BLM State Office  
Charles M. Russell NWR  
Crow Agency  
Custer National Forest  
Eastern Land Office  
Fort Peck Agency

Lewistown District  
Medicine Lake NWR  
Miles City District  
Northeastern Land Office  
Northern Cheyenne Agency  
Rocky Mountain Regional Office  
Southern Land Office

### **North Dakota Zone (NDZ)**

Arrowwood NWR  
Audubon NWR  
Bureau of Reclamation  
Chase Lake NWR  
Corps of Engineers  
Dakota Prairie Grasslands

J. Clark Salyer NWR  
Knife River Indian Villages NHS  
Long Lake NWR  
Lostwood NWR  
North Dakota Forest Service  
North Dakota Game & Fish Dept

Des Lacs NWR  
Devils Lake Wetland Management District  
Fort Berthold Agency  
Fort Totten Agency  
Fort Union Trading Post NHS

North Dakota State Office  
Theodore Roosevelt National Park  
Turtle Mountain Agency  
Upper Souris NWR

### **North Idaho Zone (NIZ)**

Clearwater National Forest  
BLM Coeur d'Alene District  
Coeur d'Alene Tribe  
Idaho Department of Lands  
Idaho Panhandle National Forests

Kootenai NWR  
Kootenai Tribe  
Nez Perce National Forest  
Nez Perce Tribe  
North Idaho Fire Chiefs Association

### **Northwest Montana Zone (NWZ)**

Flathead County  
Flathead National Forest  
Glacier National Park  
Kootenai National Forest

Lake County  
Lincoln County  
Northwest Land Office  
Plains Unit (NWLO)\*  
\* Physically located in a different zone.

### **South Central Montana Zone (SCZ)**

Bozeman Unit (CLO)  
Gallatin County

Gallatin National Forest  
Park County  
Yellowstone National Park

### **Southwest Montana Zone (SWZ)**

Aerial Fire Depot  
Aldo Leopold & Arthur Carhart Centers  
Bitterroot National Forest  
BLM Missoula Field Office  
Confederated Salish & Kootenai Tribes  
DNRC Forestry & Fire Bureau  
Flathead Agency

FS Regional Office  
Lee Metcalf NWR  
Lolo National Forest  
Missoula Technology & Development Center  
National Bison Range  
Rocky Mountain Research Station  
Southwest Land Office

## Appendix B – NRCG Training Committee Members

Zone	Training Coordinator	Telephone # FAX and Email
Central Montana Zone	Travis Collier Great Falls Dispatch Center 1101 15 <sup>th</sup> Street North Great Falls, MT 59401	(406) 791-7761 FAX (406) 731-5301 <a href="mailto:tcollier@fs.fed.us">tcollier@fs.fed.us</a>
Eastern Montana Zone	Paul Pallas MT-CMR P.O. Box 89 Roy, MT 59471	(406) 464-5181 ext 204 FAX (406) 464-5182 <a href="mailto:paul_pallas@fsw.gov">paul_pallas@fsw.gov</a>
North Dakota Zone	Beth Card Dakota Prairie National Grasslands 99 23 <sup>rd</sup> Ave. West, Suite B Dickinson, ND 58601	(701) 227-7851 FAX (701) 227-7801 <a href="mailto:bcard@fs.fed.us">bcard@fs.fed.us</a>
North Dakota Zone Co-Rep	Andy Randall 3425 Miriam Ave Bismark, ND 58501	(701) 333-0263 FAX (701) 333-0269 <a href="mailto:ndndc@dms.nwccg.gov">ndndc@dms.nwccg.gov</a>
North Idaho Zone	Julia Figgins, NIZ Coordinator Coeur d'Alene Dispatch 11569 N. Airport Drive Hayden, ID 83835  Sally Estes, NIZ Program Manager Coeur d'Alene Dispatch 11569 N. Airport Drive Hayden, ID 83835	(208) 762-6903 FAX (208) 762-6909 <a href="mailto:jpfiggins@fs.fed.us">jpfiggins@fs.fed.us</a>  (208) 762-6903 FAX (208) 762-6909 <a href="mailto:saestes@fs.fed.us">saestes@fs.fed.us</a>
Northwest Montana Zone	Jeremy Harker Glacier National Park P.O. Box 128 West Glacier, MT 59936	(406) 888-5803 FAX (406) 888-5810 <a href="mailto:Jeremy_Harker@nps.gov">Jeremy_Harker@nps.gov</a>
South Central Montana Zone	Bryan Connelley Central Valley Fire District 205 E. Main Belgrade, MT 59714	(406) 388-4480 FAX (406) 388-6270 <a href="mailto:bconnelley@centralvalleyfire.com">bconnelley@centralvalleyfire.com</a>
South Central Montana Zone Co-Rep (Acting)	Harmut Bloemeke P.O. Box 610 West Yellowstone, MT 59758	(406) 646-7691 FAX (406) 646-9598 <a href="mailto:hbloemeke@fs.fed.us">hbloemeke@fs.fed.us</a>
Southwest Montana Zone <b>Chairperson</b>	Kitty Ortman Continuing Education – UM 32 Campus Drive #1728 Missoula, MT 59812	(406) 243-4638 FAX (406) 243-2047 <a href="mailto:kortman@fs.fed.us">kortman@fs.fed.us</a>

## Agency Training Representatives

Agency/ Position	Name/ Address	Telephone # FAX and Email
BIA-E	Robert LaPlant BIA/Rocky Mountain Region 316 North 26 <sup>th</sup> Street Billings, MT 59101	(406) 247-7949 FAX (406) 247-7921 <a href="mailto:robert.laPlant@bia.gov">robert.laPlant@bia.gov</a>
BIA-W	Jim Clairmont (Buttercup) Tribal Forestry/Fire Division 44592 Old Hwy 93 Ronan, MT 59864	(406) 676-2550 x6408 FAX (406) 676-2554 <a href="mailto:jimc@cskt.org">jimc@cskt.org</a>
BLM Intelligence Coordinator/ Training Officer	Larry Elder 1299 Rim Top Drive Billings, MT 59105	(406) 896-2900 FAX (406) 896-2950 <a href="mailto:lelder@blm.gov">lelder@blm.gov</a>
DNRC Training and Development Specialist	Jim Blankenship Fire & Aviation Mgt Bureau 2705 Spurgin Road Missoula, MT 59804	(406) 542-4282 FAX (406)542-4242 <a href="mailto:jblankenship@mt.gov">jblankenship@mt.gov</a>
Fish and Wildlife Service Fire Management Officer R6	Bob Rebarchik C/O Aerial Fire Depot 5765 West Broadway Missoula, MT 59808-9361	(406) 329-4749 FAX (406)329-4922 <a href="mailto:bob_rebarchik@fws.gov">bob_rebarchik@fws.gov</a>
Forest Service Training Center Manager	Paul Fieldhouse NRTC 5765 West Broadway Missoula, MT 59808-9361	(406) 329-4923 FAX (406)329-4922 <a href="mailto:pfieldhouse@fs.fed.us">pfieldhouse@fs.fed.us</a>
Glacier National Park	Jeremy Harker Glacier National Park P.O. Box 128 West Glacier, MT 59936	(406) 888-5803 FAX (406) 888-5810 <a href="mailto:Jeremy_Harker@nps.gov">Jeremy_Harker@nps.gov</a>
Idaho Department of Lands Operations & Fire Safety Manager	Tom Paulson Idaho Department of Lands 3780 Industrial Ave. Coeur d'Alene, ID 83815	(208) 666-8652 FAX (208) 769-1524 <a href="mailto:tpaulson@idl.idaho.gov">tpaulson@idl.idaho.gov</a>
Yellowstone National Park	Laura Dooley P.O. Box 168 Yellowstone YNP, WY 82190	(307) 344-2181 FAX (307) 344-2184 <a href="mailto:laura_dooley@nps.gov">laura_dooley@nps.gov</a>

## **Appendix C – NRTC Student Cancellation Policy**

Notification of cancellation by students attending courses at the Northern Rockies Training Center (NRTC) is required 30 days prior to the start of a course sponsored by the NRTC. Late cancellations or no-show of students selected to attend courses at NRTC will be subject to the applicable tuition charge if the course seat can not be filled. If there is no replacement student available, applicable tuition charges will be applied.

Request for cancellation made less than 30 days prior to the course will be considered by the NRTC Manager on a case by case basis. Legitimate requests include: illness, family emergencies or inclement weather, and must include documentation by the employee's supervisor.

Cancellation by the student must be communicated from the canceling student/Unit Training Coordinator to the Zone Training Coordinator. The Zone Coordinator will then notify NRTC via e-mail of the cancellation. In the absence of the Zone Training Coordinator the student /unit will need to notify their agency rep of the cancellation. The agency rep will notify NRTC with follow-up to Zone Training Coordinator via e-mail. The same procedure will be used for any Out of Area cancellations that might occur.

All cancellations will be made by e-mail to [r1\\_nrtc@fs.fed.us](mailto:r1_nrtc@fs.fed.us). Verbal cancellations will not be accepted.

It will become the responsibility of the Zone coordinator to work with NRTC and the course coordinator to identify a replacement from the established alternate list. Every effort should be made by the student or representative to forward all course information, letters, e-mails including pre-course work assignment to the replacement.

NRTC will send a statement to the cancelling agency at the end of the course for any cancellations with a final statement being sent in June of each fiscal year. All out of area students will be billed immediately.

## **Appendix D – Tuition Charges**

Tuition charges for 2008-2009 training season:

1. High-tier tuition is \$380 per seat
  2. Low-tier tuition is \$30 per seat
  3. Contract surcharge will be \$30 per seat
  4. Special category courses will be determined on a case-by-case basis
- 

Tuition charges for 2009-2010 training season:

1. High-tier tuition is \$400 per seat
2. Low-tier tuition is \$50 per seat
3. Contract surcharge will be \$50 per seat
4. Special category will be determined on a case-by-case basis