

## Non-covered Course Petition Procedures

**GENERAL:** RMCG recognizes that a Public Training Provider (PTP) may identify situations where a training need will be served by offering NWCG wildfire or ICS courses that are not specifically covered under this MOU. When a non-covered course offering benefits the readiness of the wildfire community, does not conflict with other Rocky Mountain Area training schedules, and the PTP is capable of presenting a quality course; the RMCG will support the incorporation of the course into an annual operating plan.

This APPENDIX contains the procedures PTP's are to use to submit non-covered course petitions to RMCG for approval. Non-covered course petitions must be reviewed and approved by RMCG prior to a course being officially added to a PTP's operating plan. Any NWCG course not included in APPENDIX A or the list below will require a petition.

### PROCEDURES:

1. The Public Training Provider will submit the petition for a 300-level and 400-level course to the Chairperson of the Training Working Team listed on the MOU. More than one course may be included on a single petition. The written petition should include the endorsement of their Advisory Committee and the following:
  - A. Description of the identified need for the course including the anticipated target audience (contract firefighting company employees, structural fire service agency employees, general public, etc.)
  - B. Lead Instructor's name and brief description of his/her qualifications for instructing the course.
  - C. Beginning and ending dates and total classroom and/or field exercise hours.
  - D. Location where the course will be offered.
  - E. Course contact person/coordinator and phone number where they can be contacted during working hours.
  - F. Any special considerations being planned for delivery of the course such as; pre-work, pre-testing, field exercises, etc.
  
2. The Chairperson of the Training Working Team will forward the petition for a 300-level and 400-level course to the RMCG MOU Representative with a recommendation to approve or disapprove. The recommendation should include:
  - A. Summary of any discussion(s) with the PTP or their Advisory Committee regarding the petition.
  - B. Summary of any discussion(s) within the TWT regarding the petition including significant "pros" and "cons".
  - C. The proposed evaluation process or the name of the assigned course evaluator.
  - D. The recommendation of the TWT and supporting reasons for the recommendation.

3. The RMCG MOU Representative will forward petitions for 300-level and 400-level courses to the RMCG TWT members for review. A cover letter will be sent with each petition. The MOU Representative, in coordination with the Chairperson, will coordinate the following TWT actions:
  - A. Compile TWT member comments prior to the next scheduled RMCG TWT meeting.
  - B. Request from the TWT Chairperson time on the TWT agenda to present member responses.
  - C. Lead a discussion on PTP petitions and gain consensus for a recommendation back to the PTP.
  - D. Write a letter to the PTP approving or disapproving the petition(s).
  
4. Course critiques or the evaluator's summary will be submitted to the RMCG TWT to be placed in files.

**Courses That Do Not Require a Petition:**

- All 100-level Skill (S) courses.
- All 200-level S courses.
- Introduction to the Incident Command System I-100
- Basic Incident Command System I-200
- Intermediate Incident Command System I-300
- Advanced ICS I-400
- Incident Commander, Multiple Resource, Extended Attack S-300
- Task Force / Strike Team Leader S-330
- Fire Suppression Tactics S-336
- Division / Group Supervisor S-339
- Introduction to Wildland Fire Behavior Calculations S-390

**Courses That Require a Petition:**

- Leadership and organizational Development S-301
- Unit Leader (scheduled for release in FY 2000) S-320
- Helibase Manager S-371
- Air Tactical Group Supervisor S-378
- Incident Commander S-400
- Incident Information Officer S-403
- Safety Officer S-404
- Operations Section Chief S-430
- Infrared Interpreter S-443
- Fire Training Specialist S-445
- Air Operations Branch Director S-470

**Courses That Require a Petition (cont.):**

- Situation Unit Leader I-346
- Demobilization Unit Leader I-347
- Resource Unit Leader I-348
- Facilities Unit Leader I-354
- Ground Support Unit Leader I-355
- Supply Unit Leader I-356
- Food Unit Leader I-357
- Cost Unit Leader I-362
- Time Unit Leader I-365
- Procurement Unit Leader I-368
- Air Support Group Supervisor I-375
- Command and General Staff I-420
- Planning Section Chief I-440
- Logistics Section Chief I-450
- Finance Section Chief I-460
- Support Dispatcher D-310
- Wildfire Prevention Planning P-301
- Ignition Operations RX-230
- Prescribed Fire Monitoring Techniques RX-290
- Burn Boss RX-300
- Introduction to Fire Effects RX-340
- Prescribed Fire Management RX-420
- Smoke Management Techniques RX-450
  
- Facilitative Instructor
- National Fire Danger Rating System
- Human Resource Specialist
- Fire Program Management
- Fire Management for Local Agency Administrators