

SUPPLEMENT 3**FIELD S-420 GUIDELINES****Field S-420 (Command and General Staff)**

The intent of Field S-420 is to hold course sessions without the necessity for trainees to fill every IMT C&G position as is the case in classroom based S-420. In Field S-420, IMT C&G positions, not filled by students, are available using the incident IMT C&G when the need arises for interaction. The emphasis is on team building and interaction, not completing task book tasks. The field session accelerates getting qualified IMT members available to fill vacancies on IMTs. Vacancies in C&G positions for Great Basin IMT's is of high concern to the Great Basin Coordinating Group and the subcommittees tasked with workforce planning issues. The objectives of Field S-420 and classroom S-420 are exactly the same as outlined in the NWCG course materials. The venue and instructional methodology used is different. The 1:1 ratio for trainee/coach on IMTs is not applicable to Field S-420 trainees.

The duration of the course is 4 days, it is the responsibility of the individual cadre/coach to coordinate with their respective home units on how and if they will be compensated for any hours in excess of their base hours.

Responsibilities of the Incident Commander/Agency Administrator:

It is the responsibility of the Incident Commander to communicate to the Agency Administrator the intent to hold an S-420 Field Session at the incident. The Incident Commander must also communicate the additional costs associated with the trainees being ordered and paid for by the incident. If needed, the Course Coordinator can also be contacted by the Agency Administrator. It is incumbent on the Incident Commander to have language added to the Delegation of Authority noting that an S-420 Field Session is authorized to take place at the incident. The Incident Commander should also communicate to the local expanded dispatch supervisor the intent to host Field S-420. Ordering of S-420 trainees will be facilitated by the Course Coordinator through the servicing GACC.

Mobilization:

S-420 trainees will be ordered as individual overhead for the position they are filling in the course. Ordering of S-420 trainees will be facilitated by the Course Coordinator, the GACC and the local dispatch office. Upon receiving notification from the IC of Agency Administrator approval, the Course Coordinator will provide the GACC with the names of trainees. The GACC will forward the names to the local dispatch center that will generate individual overhead name requests for the incident. All trainees must be statused as "available in ROSS". At the conclusion of the Field S-420 trainees will be released and the cadre/coaches will travel home.

Finance:**Time**

Instructors/Coaches - All base 8 hours will be charged to their respective home unit's base funding for time spent in connection with the course. Overtime and hazard pay is based on exposure and will be paid by the Great Basin Training Unit (GBTU).

Trainees will charge their time to the incident because they are participating in the management and oversight of the incident therefore providing a tangible benefit. The biweekly earning limitation on premium pay contained in 5 CFR 550.105 is waived for Department of the Interior and Department of Agriculture general schedule employees working in connection with wildland fire activities (P.L. 107-107).

Travel

Instructors/Cadre - Time, above base 8, spent in travel to and from the incident is paid for by the Great Basin Training Unit. Meals provided on the incident are covered by the incident. Lodging will be in a camp setting and no costs are incurred. All Instructor/cadre expenditures should be treated no differently than if the course were being held in a classroom setting at GBTU.

Fuel - Cadre/Instructor fuel is covered through mileage rates or actual expenditure reimbursements. Any fuel received on the unit will be put on a charge card and charged to the Great Basin Training Unit.

Trainees - All travel expenditures will be covered by the incident.

Miscellaneous Expenditures

Miscellaneous supply needs and course materials will be paid for by the Great Basin Training Unit.