**[Date]**

Dear **[Name of Student]**:

**Congratulations!** You have been selected to attend the **[unit/state]** Engine Operator course stressing the operation and maintenance of wildland fire engines and pumping systems, including engine driving skills. This course will begin promptly at **[class start time]** at **[course location/address]** on **[dates of course]**. See the enclosed map for directions to the course check-in location.

***[Add a paragraph about lodging here.]***

The materials found in this package include your pre-course work, a friction loss calculator, and a pre-addressed envelope for returning your pre-course work. The pre-course work is intended to test your knowledge of the course prerequisites, agency policy, and the engine with which you will be working. To complete the pre-course work assignment, you must be proficient in using the friction loss calculator. As outlined in the course announcement, your comprehension of friction loss exercises is paramount to successful completion of the Engine Operator course. Mail all completed pre-course work to **[course coordinator/lead instructor name]** in the pre-addressed envelope no later than **[due date]**. Individuals who do not submit the pre-course work by the due date will **not** be admitted to the class.

**As part of your pre-course work, you are required to complete the Vehicle Data and Pump Package Data sections in the BLM Fire Equipment Maintenance Procedure and Record (FEMPR) for engine you are bringing to the course (or the engine you are most likely to be assigned to this season). Bring the partially completed FEMPR booklet and your friction loss calculator with you to the course.**

All wildland fire engines brought to the training course must be mechanically sounddue to the intensity of the training being conducted. Any engine found to be deficient upon arrival will be labeled unusable until repaired with all costs billed to the sending unit. **PRIOR** to attending the Engine Operator course, all vehicle inspections must be completed by the sending unit.

While attending the course, you are expected to conduct yourself as a professional agency representative. The course is designed to maximize student participation with “hands-on” experience in and out of the classroom. Your active participation and on-time arrival for all classes/exercises will ensure a valuable training experience for all involved.

Course participants are expected to be fire ready for each training day including PPE (boots, gloves, fire resistant pants, and fire shirt); fire gear (web gear, canteens, fire shelter, and hard hat) should be used when performing field exercises.

Due to the time needed to complete this training opportunity, some instruction will occur beyond the regular eight-hour day. Overtime, however, **will not** be authorized by the training staff during this training course.

Remember your effort in preparation will be the key to your success. Again, congratulations on your selection, and good luck passing this demanding course.

If you have problems finding the check-in location, need assistance while traveling, or are unable to attend the training, you can reach the course coordinator at **[course coordinator phone number]**.