**{DATE}**

Dear **{Decision-maker}**,

I am requesting approval and funding to attend Kansas State University’s UAS Fire and HAZMAT Response Training in Salina, Kansas. This four-day program provides training on unmanned aircraft systems (UAS) specific to fire and HAZMAT response scenarios. It is instructed by the UAS experts from Kansas State University Polytechnic Campus and provides the information I need to further UAS operations in **{your agency or department name here}**.

K-State developed this course in collaboration with fire and emergency response officials to ensure applicability of all modules to our operations. The following flight training modules are included in the course:

* Fundamental and advanced flight maneuvers using advanced UAS and various sensors
* Structure fire recon and overwatch with simulated occupant and thermal hotspot detection
* HAZMAT scene response with simulated vehicle and tanker accident and train derailment
* Search and rescue scenarios
* Night operations
* Crew resource management and coordination between teams
* Operational scenarios using multiple aircraft and crews, identifying secondary hazards and maintaining command of incident scenes

In addition to flight training, I will also learn best practices for UAS operations, FAA regulatory guidance for fire and emergency response, and software tools for extracting actionable information from UAS operations. The course utilizes leading technology, including FLIR and optical zoom sensors. Flight training will take place just outside Salina at Crisis City Training Center. This is all included in the cost of the course.

The course is scheduled for **{Date}** and will be held in Salina, Kansas. The course is 32 contact hours. Included with this request is a full schedule of the course. I am requesting approval for this course to be counted towards my training requirements.

The cost of the course is $1,975 which includes all course materials and instruction, transportation to the flight training location, and four meals. A breakdown of my expenses for this program are as follows:

**{You will need to insert your travel cost numbers below.}**

|  |  |
| --- | --- |
| **Budget Item** | **Item Cost** |
| Roundtrip Airfare | {$xxx} |
| Ground Transportation | {$xxx} |
| Hotel | {$xxx} |
| Meals | {$xxx}Lunch provided on days 1, 2, and 3. Dinner provided on day 3. |
| Course fee | $1,975 |
| Aircraft and sensor rental (optional) | $1,112 |
| **Total** | **{$xxx}** |

Kansas State University has a reputation for quality UAS training, and nearly 40% of their training attendees are from the public safety community. Having the ability for me to attend this training will enable me to continue the efforts of **{your department/agency name here}** in developing a robust and effective UAS program in our community.

Please let me know if I can provide any further information for this request.

**{Your Name Here}**