



Application Guide

for WFAP Staff & Instructors

*** Initial selections will be made with applications received by: **September 9, 2016*****

Expectations & Conduct

The Apprenticeship Program develops the next generation of wildland fire leadership by fostering an environment of mentoring, coaching, and peer interaction by utilizing top-caliber staff and instructors to deliver curriculum and training. The Program is currently seeking dedicated and talented individuals to fill staff and instructor positions for upcoming academy sessions. The program is looking for experienced leaders and mentors who are passionate about promoting a high reliability workforce and delivering instructional excellence. Successful candidates will have the ability to work independently as well as in teams, provide positive guidance, evaluate student performance, promote wildland fire and leadership values, and motivate apprentices to become lifetime students of fire.

The WFAP expects that all incoming Instructors and Staff members will adhere to and enforce Academy and Training Center standards, policies, and procedures. All Instructors and Staff are expected to demonstrate professionalism and high moral conduct at all times – you will be in highly-visible leadership roles and leading by example for the duration of your assignment. Finally, it is everyone's responsibility to help promote a positive learning environment where open communication and the core values of: duty, respect, and integrity are demonstrated and employed on a daily basis.

Positions Available:

Staff: Academy Coordinator, Instructor Coordinator, Logistics Coordinator, Logistics Staff, Crew Boss, Asst. Crew Boss, & Administrative Staff Assistant.

Instructor: Lead Instructor & Unit Instructors. Courses: S-131, L-280, Land Navigation, FI-110 & Intro to Fire Prevention, Fuels Management, S-219, S-270, S-290 and L-380 (unit instructors only)

We have an increased need for Instructors to teach: Fuels Management, S-219, and S-290 as these courses will be taught at least 6 times throughout the year during Core Academies.

Academy Sessions

Core 65 & 66: **Oct 23- Nov 24, 2016**

Foundational 1: **Jan 22- Feb 15, 2017**

Core 67: **Jan 29 - Feb 23, 2017**

Core 68: **Feb 19- Mar 16, 2017**

Core 69: **Feb 26- Mar 23, 2017**

Core 70: **Mar 19 - Apr 13, 2017**

Core 71: **Mar 26 - Apr 20, 2017 (if needed)**

WFAP course dates

Fiscal Year 2017	S-290	S-219	L-380	Fuels Mgmt	S-270	L-280	FI-110 & prev	Land Nav
FA-1	N/A	N/A	N/A	N/A	2/1-2/3/17	1/26-1/31/17	2/6-2/7/17	1/26-1/31/17
CA-65	10/24-10/28/16	11/7-11/8/16	10/31-11/4/16	11/9-11/11/16	N/A	N/A	N/A	N/A
CA-66	10/31-11/4/16	11/10-11/11/16	10/24-10/28/16	11/7-11/9/16	N/A	N/A	N/A	N/A
CA-67	1/30-2/3/17	2/13-2/14/17	2/6-2/10/17	2/15-2/17/17	N/A	N/A	N/A	N/A
CA-68	2/20-2/24/17	3/6-3/7/17	2/27-3/3/17	3/8-3/10/17	N/A	N/A	N/A	N/A
CA-69	2/27-3/3/17	3/16-3/17/17	3/6-3/10/17	3/13-3/15/17	N/A	N/A	N/A	N/A
CA-70	3/20-3/24/17	4/3-4/4/17	3/27-3/31/17	4/5-4/7/17	N/A	N/A	N/A	N/A
CA-71	3/27-3/31/17	4/13-4/14/17	4/3-4/7/17	4/10-4/12/17	N/A	N/A	N/A	N/A

Staff Prerequisites:

- For Coordinators: Previous WFAP Staff experience + selection
- For Crew Boss: Qualified CRWB, CRWB(t), or other single resource boss qualification
- For Assistant Crew Boss and Logistics Staff: Minimum FFT1 and S-290 (IFPM Senior Fire Firefighter)
- M-410 or Instructor 1A / 1B (or equivalent training) is required for all Staff who will be instructing or assisting to instruct classes.
- Administrative Staff Assistants: Knowledge of the programs and functions: IQCS, MS Word, Excel, SharePoint, Adobe, database management and electronic filing. As well as strong attention to detail and ability to multitask.

Instructor Prerequisites:

- Meet or exceed "Minimum Instructor Qualifications" for course that you intend to instruct (per: [Field Manager's Course Guide: PMS 901-1](#))
- M-410 or Instructor 1A / 1B (or equivalent training) is required for all instructors
- Prior experience teaching NWCG classes at the local, forest, regional or national level(s).

Roles & Responsibilities:

All Academy personnel:

- Will adhere to and enforce Program standards and expectations
- Will immediately report any allegations or activities involving harassment
- Will perform collateral duties as requested, and be available to work weekends as needed

Lead Instructor

- Delivers and facilitates the instruction of Academy course work
- Acts as the point of contact between the WFAP and the rest of the cadre
- Submits 'cadre information form' with logistical needs 30+ days prior to arrival
- Submits request for materials and duplication needs 30+ days prior to arrival
- Submits course outline to Operations Specialist 30+ days prior to arrival
- Schedules an in-briefing with the Instructor Coordinator upon arrival. Preferred check-in and in-briefing time is between 1500-1700 (including Sundays)
- Familiarizes cadre with the classroom audio/video system and tests all equipment prior to teaching
- Provides daily supervision of cadre members and presentations throughout course
- Adheres to course schedule including: lunch, PT and field exercise times. Deviations must be requested in advance and approved by Instructor Coordinator and Operations Specialist
- Ensures all cadre members have and maintain appropriate teaching attire (see below).
- Ensures instructor/course critiques are submitted
- Ensures all checked-out equipment is returned at end of course, and that classrooms are left how they were found
- Works with Instructor Coordinator to ensure exam procedures are accurately followed
- Remains available for exam re-takes the morning after a failed exam (arranges travel accordingly)
- Ensures that all cadre members submit a 'personnel info form'

Unit Instructor

- Works under the direction and in support of Lead Instructor
- Instructs units as assigned and assists with grading tests as needed

Academy Coordinator – target qualifications: ICT4, TFLD

- Coordinates all activities associated with designated Academy
- Directly supervises and evaluates all Crew Bosses associated with their Academy
- Delivers in-briefings and orientations as needed
- Checks-out and tracks any gear, curriculum, equipment, etc. needed by Staff
- Monitors daily performance of Staff and Apprentices
- Delegates duties and tasks as needed
- Ensures proper communication is maintained up and down the Chain of Command
- Maintains effective working relationships with Logistics Staff and training center personnel
- Assists with graduation / de-mob efforts along with the Logistics Coordinator
- Submits complete "Close-Out Package" with all Academy documentation to WFAP Operations Specialist

Logistics Coordinator – target qualifications: LSC3, CRWB, any Logistics section qualification(s)

- Coordinates Logistical Support for all concurrent and imminent Academy sessions
- Directly supervises and evaluates Logistics Staff members
- Upon arrival, receives a "Transfer of Command" briefing from out-going Logistics Coordinator (if applicable)
- Before departure, delivers a "Transfer of Command" briefing to incoming Logistics Coordinator (if applicable)
- Maintains a daily Activity Log
- Schedules "After Hours Officer" Duties
- Checks-out and tracks any gear, curriculum, equipment, etc. needed by Staff
- Maintains effective working relationships with Academy Staff and training center personnel
- Coordinates graduation / de-mob efforts along with Academy Coordinator(s)
- Oversees Health and Safety readiness and inspections
- Acts as Liaison with the training center's Facilities Manager
- Assists with the vehicle rental agreement – including pre and post inspections of vehicles and careful documentation of any incidents

Instructor Coordinator – target qualifications: Incident Training Specialist, IQCS experience

- Primary point of contact for all interactions between cadre, academies and training center for all concurrent and imminent Academy courses

- Upon arrival, receives a “Transfer of Command” briefing from out-going Instructor Coordinator (if applicable)
- Before departure, delivers a “Transfer of Command” briefing to incoming Instructor Coordinator (if applicable)
- Facilitates cadre in-briefings, orientations and AAR’s
- Ensures adherence to the academy testing process and standard
- Coordinates and administers the online student evaluations
- Maintains a daily Activity Log
- Ensures proper communication is maintained up and down the Chain of Command
- Maintains effective working relationships with Academy Staff and training center personnel
- Works with Program Administration staff to give Instructor competency credit in IQCS

Crew Boss – target qualifications: CRWB

- Demands and extracts top performance and appropriate behavior from all crewmembers
- Leads, evaluates, mentors and motivates apprentices
- Supervises and evaluates Assistant Crew Boss
- Develops a physical training program for crew and leads daily PT sessions
- Assists Apprentices and Assistant with Time & Attendance and Travel Vouchers as needed
- Follows WFAP Medical process for treatment and documentation of illness/injuries
- Documents important issues relating to performance, behavior, attendance, punctuality, illness/injuries and interpersonal relations
- Promptly notifies WFAP Program Staff whenever small issues might escalate into incidents
- Knows dorm assignments and obtains contact info for all crewmembers
- Attends and participates in briefings/debriefings as identified
- Ensures the safety and welfare of crewmembers during PT and field exercises
- Supports instructor cadres and classroom activities as appropriate
 - Ensure a least two crew bosses are in the classroom at all times
 - Assists the cadre in managing student demeanor
- Alerts Academy Coordinator of any incidents that may require home unit notification
- Performs as Lead or Unit instructor as assigned
- Processes all student paperwork and turns in completed documentation

Assistant Crew Boss – target qualifications: CRWB(t)

- Works under the direction and in support of assigned Crew Boss (see above responsibilities)
- Fills-in for Crew Boss as needed
- Assists in instruction as requested

Logistics Staff – target qualifications: LSC3(t), FFT1, any Logistics section qualification(s)

- Works under the supervision of the Logistics Coordinator in support of assigned duties (see above)
- Provides student, cadre, staff and guest transportation
- Ensures classrooms are appropriately stocked with course materials and equipment
- Assists the Operations Specialist to develop and implement field transportation plans and the associated I.A.P. components
- Fueling, cleaning and maintenance of academy vehicles as needed
- Cleaning and stocking of assigned academy barracks including linens and supplies
- Inventorying, copying and binding of academy materials
- Performs as “After Hours Officer” as assigned by Logistics Coordinator (if applicable)
- Transports students/staff to medical facilities as needed
- Sets-up and staffs apprentice check-in
- Sets-up checkout and ensures proper processes are being followed
- Assists Program Administration staff as needed and as available

Administrative Staff Assistant – target qualifications: PTRC, COST, PROC, TNSP, COMP and SKCN

- Training and oversight provided program administrative staff
- Requires working knowledge of computer programs such as: Adobe, MS Word, Excel and SharePoint

- Access to IQCS and working knowledge of e-Isuite and e-Safety are preferred but not necessary
- Duties may include:
 - Creating rosters
 - Electronic filing
 - Program processes (e.g. registrations or conversions)
 - Purchasing
 - Assisting with paperwork for injuries
 - Printing certs from IQCS
 - Entering grades and other data

Dress Code for Staff:

The Academy stresses a professional appearance and a full uniform complement is required for all Staff members. You will be expected to keep your uniform cleaned and pressed while on assignment. There are irons available in each dorm, and there are several dry cleaners in the area.

Required Uniform Components (and recommended quantities) for Staff Members:

- Uniform Shirt, short sleeve - 2 each
- Uniform Shirt, long sleeve - 1 each
- Uniform Pants - 2 pair (for USFS: dark green pants - not Nomex or mint green pants. FS green colored *Dickies* are ok. For DOI: agency standard uniform pants)
- Name Plate - 2 each (if you do not have these, note that they must be ordered ahead of time)
- Agency Badge - 1 each (must be ordered ahead of time)
- Belt - 1 each (black or brown leather)
- Agency Tie - 1 each (clip-on or traditional)
- Dress Shoes - 1 pair (black or brown leather)
- Agency Jacket* - optional
 - *Non-agency jackets (i.e. your fire module Carhartt, forest safety award fleece, etc) are not allowed inside of the training center. While we realize it is sometimes cold or rainy, your non-agency coat/jacket is not part of the agency uniform. It may be worn up to the doors of the training center, but like all hats, must be removed when you enter the academy building. The WFAP expects all staff to adhere to the same standards as the apprentices.
- PT attire - Workout and exercise attire is required for crew leadership positions, and recommended for all Staff.
- Black Polo Shirts - Logistics Staff will have the option to wear black polo shirts with the WFAP logo as their main day-to-day attire in place of uniform shirts. The purpose is to visually distinguish them as “go-to” personnel for any customer service needs, as well as to allow more freedom of movement for the nature of their duties. Crew leadership Staff may have the option to wear black polos on “casual Fridays” or other special occasions. Black Polos cost about \$20 each and will need to be ordered through a local vender early in your assignment.

Instructor Attire:

The Academy stresses a professional appearance and offers instructors two options for teaching attire:

1. Full Agency Uniform: This option requires a long sleeve uniform shirt with tie, agency badge & name tag, agency field dress slacks (no jeans or Nomex), leather belt, and business professional footwear.
2. Business Professional: This option is defined as a long sleeve dress shirt with tie, Slacks (or nice khakis), business professional belt and footwear. Women have the additional option of business professional blouse and skirt combinations. Suits, blazers or sweaters worn over the above items are optional.

Deviations from the options above (such as Nomex pants or polo shirts) are unacceptable. Teaching attire is not required during after-hours study sessions or for field days. Lead Instructors are expected to coordinate their cadre’s attire for consistency and manage the quality of appearance. Please remember, you demonstrate what right looks like.

Field Gear:

All crew leadership positions are expected to arrive “fire ready” and will need to bring full fire line gear (Nomex, hardhat, boots, gloves, IA pack, etc). If possible, bring your Bendix/King radio as it may be needed for some of the field exercises. Other staff positions may be asked to help with field activities and are encouraged to bring appropriate attire. Like anywhere, the Fall, Winter and Spring seasons can bring unpredictable weather. Appropriate clothing and gear is encouraged.

Facility:

You will have access to the Training Center’s state of the art audio/video equipment to enhance the learning environment. If non-standard supplies or equipment are requested, we will do our best to acquire it. The classrooms are large and will be set up to best accommodate the number of students. The default table arrangement is in “pods” which tend to help facilitate small group and peer-to-peer learning. We have several smaller rooms for individual or group “break-out” sessions available for use - depending on building reservations. Additionally, there are dedicated Sand Table Exercise (STEX) rooms for tactical decision making sessions, as well as a business center for your copying needs.

As a Staff Member, you will have access to the Training Center’s fitness room.

Instructor Material

The Academy provides all NWCG course instructor guides, student workbooks, course hand-outs, and videos. Additionally, we provide all the required audio/video equipment to facilitate courses. Instructors are expected to supplement the standard NWCG teaching package with the use of other relevant reference material, pre-work, or visual aides. However, these need to be pre-identified by the lead instructor and approved by the WFAP Operations Specialist.

Salary, Travel & Per Diem:

- The WFAP covers ALL salary and travel costs associated with your assignment.
- All personnel will be provided housing in the program dorms.
- Meals are provided (in lieu of per diem) Monday through Friday while at the Academy. You will be entitled to the established per diem rate on the weekends and while in travel status.

How to Apply:

1. Obtain your supervisor’s and/or line officer’s approval to commit to an assignment.
2. Submit an electronic application* by going to www.wfap.net (“Jobs” tab) and clicking on: “APPLY NOW”

* We treat the application process as “open-continuous” and you may apply at any time. However, **the initial staffing plan will be developed with the applications that are submitted by: September 9, 2016.** Those who apply later will automatically become alternates.

What happens next?

If selected, you will receive further information and details regarding your assignment. If you are not initially selected, or if your application is received after the initial staffing plan has been developed, you will be placed on the alternate list.

Please note that the Program receives many well-qualified applicants for a limited number of Staff & Instructor positions. We work hard to assemble the best possible team consisting of people from different agencies and regions, who have diverse experiences and ideas. We also intentionally intermix people who have prior Staff experience with those who don’t. Please don’t be discouraged if you are not initially selected. An opportunity will be available when the time is right.

If your status or availability changes from what you noted on your application, please notify the WFAP Operations Specialist as soon as possible.

Any questions should be directed to the WFAP Operations Specialist:

By e-mail: wfap@fs.fed.us (subject: Staffing)

By phone: 916-640-1061