

Wildland
Firefighter



Apprenticeship Program

WFAP
Operations
Plan
2016

National Interagency Joint Apprenticeship
Committee

TABLE OF CONTENTS

I.	INTRODUCTION.....	1
A.	NSA Process.....	1
1.	Program Summary	1
2.	Purpose	1
3.	Need Analysis Process.....	2
4.	Electives Training and Education	2
B.	Academy Implementation and Operations.....	4
1.	Professional Expectations	4
2.	Academy Management.....	6
3.	Subject Area Instruction (Academy Curriculum)	6
4.	Academy Size	7
5.	Course Hours.....	8
6.	Reasonable Accommodation	8
7.	Technology and Equipment	8
8.	Evaluations and Task Books	8
9.	Academic Standards.....	8
10.	Physical Fitness Standards	9
11.	Academy Roles and Responsibilities	9
12.	External Support	12
13.	Resources	14
14.	Planning and Logistics	14

I. INTRODUCTION

The NIJAC is obligated under the National Standards of Apprenticeship (NSA) to establish and periodically revise the Operations Plan that describes the implementation of the Wildland Fire Fighter Apprenticeship Program (WFAP). The Operations Sub-Committee is chartered by the National Interagency Joint Apprenticeship Committee (NIJAC) to maintain and when necessary, revise the Operations Plan. Specifically to annually evaluate academy curriculum for relevance, review and validate NSA-approved course lists and recommend changes as needed, and assess curriculum based feedback and the needs of the workforce (See Operations Sub- Committee Charter).

The Operations Plan is divided into two main sections. Part A describes interagency process that directly relate to the NSA as developed by the NIJAC and revised in April 2016.

Part B describes programmatic practices, expectations, and procedures that relate to Academy implementation and operations.

A. NSA Process

1. Program Summary

The Wildland Firefighter Apprenticeship Program is an accredited, educational program designed to enhance and develop future Fire and Aviation Managers. The intent of the Program is to take a career entry firefighters and provide education, training and paid work experience over a 12 to 48 month period (depending on experience). Upon successful completion of program requirements, apprentices will obtain “journey- level” status as wildland firefighter specialists and be fully-qualified Firefighter, Type 1 (FFT1).

Apprentices travel to the Wildland Fire Training and Conference Center in McClellan, CA for two 4 week residential academy sessions. The two sessions - Basic Academy and Advanced Academy - are separated by at least one season of on-the-job experience. While at the residential academies apprentices are under the tutelage of the WFAP permanent staff, as well as “detailers” acting in instructor and crew leadership roles.

2. Purpose

Vision: To develop and enhance today’s wildland firefighters with the skills, knowledge and abilities to perform as tomorrow’s competent and effective leaders.

Operational Mission: Delivering innovative and fundamental training for the development of Wildland Firefighters utilizing a highly skilled and motivated team.

The National Interagency Joint Apprenticeship Committee (NIJAC) acts on behalf of the Sponsors to provide governance and oversight of the Wildland Firefighter Apprenticeship Program (WFAP), including development and review of the National Standards of Apprenticeship. This serves as the parent document for the Operations Plan for which The Operations Plan Subcommittee (OPS), under charter authority from the NIJAC, annually reviews and recommends amendments to the NIJAC.

The Wildland Firefighter Apprenticeship Program (WFAP) Operations Plan serves as the guiding document in planning, implementing and operating the academic portions of the NSA. The intent is for the Operations Plan to remain a flexible guide, adaptable on an annual basis to meet current workforce needs. The Operations Plan will reflect the annual review and (if applicable) any changes to the following:

- Foundational and/or Core Academy curriculum(s)
- Prerequisite Coursework: mandatory courses that must be completed prior to attending an academy.
- Additional Required Training: specific courses to be taken in addition to and outside of academies.
- Elective Coursework: selection of courses from which apprentices must select and complete a minimum of 120 hours, taken in addition to and outside of academies.

3. Need Analysis Process

The WFAP will receive the following information from the appropriate Apprentice Agency/Regional/State/Unit Representatives.

- Total number of Apprentices hired;
- Total number of “seats” requested;
- Requested Academy starting point, Foundational or Core
- Requested Academy Availability (e.g. “Core Academy #68, #69, Spring 2018”)
- Priority per sending unit (e.g. “priority #3 of 10 from CA BLM”)
- Apprentice biographical sketch (may be received directly from apprentices at Centralized On-Boarding Process)
 - Name
 - Gender (for dorm placement only)
 - Previous Apprentice
 - Work history
 - Number of season is fire
 - Type of modules
 - Current Fire qualifications
 - Training Records
 - NWCG Courses
 - Other relevant training (medical certifications, CDL or other specialized equipment licenses, HazMat training, etc.)

4. Electives Training and Education

The Apprentice must successfully complete a minimum of 120 hours of elective courses from the 13 subject areas identified in the related subject instruction outline in Appendix A of the Revised National Standards of Apprenticeship. To ensure apprentices are given broad exposure to subject areas, it is recommended that courses be completed from a minimum of three separate subject areas. The table below identifies approved courses from each of the subject areas. Regional Apprentice Coordinators are given discretion to grant credit for courses which fall under the subject areas and support the development of senior firefighters who are prepared to move into higher level fire and aviation management positions.

Examples of the types of training or education which may be considered are college courses, agency specific training courses and training courses from private sector vendors. Discretionary courses should be identified on an apprentices training plan and/or IDP. Specific examples of acceptable courses are included in the table below. The maximum number of creditable hours for discretionary courses, regardless of training or educational duration is 20 hours per course.

Electives Table

Subject Area	Acceptable Courses and creditable hours*	Examples of discretionary courses **
Orientation	N/A	N/A
Human Performance	N/A	College courses in nutrition, sports psychology, or exercise physiology are acceptable. 20 hours maximum credit.
Leadership	NWCG “L” courses not offered at the academy and described in the most current Field Managers Course Guide.	Leadership Breakthrough 1, 20 hours; USFS Aspiring Leader Program, 20 hours; LEAD 114, Leadership for Effective Organizations, 20 hours (Examples of college course).
Lessons Learned	N-9053 Learning From Unintended Outcomes, 40 hours; FLA Workshop, 40 hours	Formal staff rides, maximum of 20 hours.
Fire and Aviation Management Operations	Courses listed in the most current Field Managers Course Guide and not identified in another subject area in this table can be considered as an elective.	Courses which support development of skills in wildfire incident operations or agency specific fire management program elements. Examples: N9006, GPS for ICS; N9018, PMS 419, Engine Operator.
	FS-503, Emergency Vehicle Operator Training, 16 hours	
	Any “A” course listed in www.iat.gov can be considered an elective	
	Geographic Engine Academy, 40 hours	
	SCBA Training, 16 hours	
	Wildland Fire Detection/Lookout Training, 8 hours	
	ROSS for Dispatchers, 32 hours	
	HAFF HazMat Awareness, 4 hours	
	H1655 HazMat Operational, 16 hours minimum.	
	Specialized Equipment Training, Agency-specific (i.e. CDL vehicle training, ATV/UTV, Trailer Towing Training, etc.)	
Fire Ecology/Land & Fuels Management	“RX” and Fire Behavior courses listed in the most current Field Managers Course Guide.	FOR 446 Wildland Fire Ecology, 20 hours (Example of college course).
	Horsemanship Skills/Stock Management Training, 8 hours	
	RAWS Maintenance, 24 hours	
	N9042 Resource Advisor Course, 32 hours	

Practical Medical Skills	N/A	Course leading to licensing as an Emergency Medical Responder, Emergency Medical Technician, 20 hours. May not use course delivered at academy to meet elective requirement.
Business Administration	S-261, Applied Interagency Incident Business Management	Technical writing course (either traditional college, or college “short course”), up to 20 hours
	M-410 Facilitative Instructor, 36 hours	
	NFPA Fire Instructor I, 40 hours	
	e-Isuite, 24 hours	
	Critical Incident Stress Management, 40 hours	
Career Development	N/A	Career Development courses in AgLearn and DOI Learn.
Physical Training	N/A	N/A
Senior Firefighter Skills Development	N/A	N/A
Wildland Fire Prevention, Education, and External Relationships	FS-501, Forest Protection Officer, 32 hours	College, private vendor, or agency courses in public affairs or communication.
	FI-210 Wildland Fire Origin and Cause Determination, 40 hours	
	Juvenile Fire Starters, 24 hours	

***Current version of Field Managers Course Guide will be used to determine hours awarded for a given course. Where a range of hours is listed, credit will be granted for the minimum number listed in the guide. Credit for previous Related Subject Area Instruction may be granted as stated in NSA Appendix A, Credit for Previous Subject Area Course Work.**

****To receive credit apprentices must submit college transcripts, completion certificate, and/or other documentation which verifies completion and duration of the course. College courses will be granted the maximum 20 hours regardless of course credit hours.**

B. Academy Implementation and Operations

1. Professional Expectations

a) Conduct

The Apprenticeship Program expects professionalism and high moral conduct at all times. The Program expects that all incoming Instructors, Staff members and Apprentices will adhere to and enforce agency standards, policies, and procedures. You will be expected to carry out assignments independently, as well as work effectively within teams. Finally, it is everyone’s responsibility to help promote a positive learning environment where open communication and the core leadership values of: duty, respect, and integrity are demonstrated and employed on a daily basis.

b) Etiquette

- Respect quiet hours: 2200-0600 in Dorms.
- Hats shall not be worn in the training facility.
- Cell phone use prohibited in the learning environment.
- Apprentice is responsible for knowing and following all rules.

c) Attire

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 washers, dryers, and irons in all dorms. There are several dry cleaning vendors in the area.

Required Uniform Components for all Apprentice and Staff Members:

- 2 each – short-sleeve uniform shirt
- 1 each – long sleeve uniform shirt
- 2 pair – dark green uniform dress trousers (not Nomex or the mint green pants; dark green Dickies™ are okay)
- 2 each – name plate (order well in advance if you do not already have)
- 1 each – agency badge (order well in advance if you do not already have)
- 1 each – uniform belt (black or brown leather)
- 1 each – agency tie (clip-on or traditional)
- 1 pair – professional dress shoes (black or brown leather)
- 1 each - Optional – 3-Season Agency jacket (3-season, rain, fleece, or Gore-Tex)¹

(1) Instructors

The Academy stresses a professional appearance and offers instructors the choice of two dress options to be worn at all times during classroom instruction:

Full Agency Uniform: See: “Required Uniform Components for all Apprentice and Staff Members” above. This option requires a long-sleeve uniform shirt with tie, agency badge, name tag, Agency badge, Agency field dress slacks (no jeans or Nomex), leather belt, and black or brown dress shoes. No open shoes or work boots.

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 are optional and may be worn over the above items.

¹ Non-agency jackets are prohibited inside of the training center (i.e. your fire module jacket/coat, Agency safety award fleece, etc.). 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 training center. The WFAP expects all staff to adhere to the same standards as the apprentices.

Any deviation from this direction, such as Nomex pants or polo shirts, is unacceptable. Teaching attire is not required during after-hours study sessions or field days.

2. Academy Management

An academy is an integration of courses selected from defined subject areas in the Apprenticeship Standards and presented in a formal, residential academy setting. The curriculum will be relevant to the needs of the attending apprentice population - ensured by conducting an annual needs analysis (see below). The responsibility for management and operation of the academy is currently delegated to the WFAP Program Manager by the sponsoring agencies.

3. Subject Area Instruction (Academy Curriculum)

Based upon the “Revised National Standards of Apprenticeship”, Appendix A, “Subject Area” table, this section will be updated annually on a need analysis as noted above in Section A.

Prerequisite Subjects for Basic/Foundational Academy

Table 1	
Prerequisite Subject Areas for Foundational Academy	Hours
Agency Specific New Employee Orientation ** Agency Certificate Required**	Agency Specific
Fire and Aviation Management Operations (S-130, S-190, L-180, ICS-100)	39 - 46.5
Total Hours	39 - 46.5

Basic/Foundational Academy Subject Areas

Subject Areas within curriculum reflect both Basic Academy 2010 Apprentice Standards and 2016 Foundational Apprentice Standards.

Table 2	
Subject Areas for Foundational Academy	Hours
Orientation	2
Human Performance	18**
Lessons Learned	1
Fire and Aviation Management Operations (S-270, S-131)	40**
Fire Ecology/Land & Fuels Management	16**
Practical Medical Skills	0
Business Administration	0
Career Development	2
Physical Training	33
Senior Firefighter Skills Development	16
Risk Management & Safety	0
Leadership (L-280)	16**
Wildland Fire Prevention, Education, & External Relationships (FI-110)	16
	160

*This subject area will be taught in one of the two academies.

**Hours in subject areas may be dispersed amongst multiple courses.

Prerequisites for Advanced/Core Academy

Subject Areas within curriculum reflect both Basic Academy 2010 Apprentice Standards and 2016 Core Apprentice Standards.

Table 3	
Subject Areas for Core Academy	Hours
Orientation	2
Human Performance	0
Lessons Learned	8
Fire and Aviation Management Operations (S-290)	33**
Fire Ecology/Land & Fuels Management (S-219)	16**
Practical Medical Skills	16
Business Administration	16*
Career Development	8
Physical Training	20
Risk Management & Safety	16*
Leadership (L-380)	40**
Wildland Fire Prevention, Education, & External Relationships	16
	188

*This subject area will be taught in one of the two academies.

**Hours in subject areas may be dispersed amongst multiple courses.

Additional Required Course Work

Table 4	
Additional Required Course Work	Hours
S-211 Portable Pumps and Water Use	24
S-212 Wildland Fire Chain Saws	30
S-260 Interagency Incident Business Management	16
ICS-200, ICS for Single Resource & Initial Action Incidents	3
	73

4. Academy Size

Each Academy will be comprised of 40-60 students in order to maintain a balance between a positive learning environment and a favorable cost-benefit ratio. The Program Manager has discretion to deviate from this range if deemed the most appropriate option.

5. Course Hours

The Academy schedules are set and there should be no deviations. If there are extenuating circumstances, and the hours must be changed, this must be pre-approved by the Academy Coordinator or Operations Specialist. Additionally, the Academy Coordinator will facilitate the opening and closing of your classroom. No classroom keys will be issued to who?

6. Reasonable Accommodation

Reasonable Accommodation (RA) is a process which modifications can be made to enable an employee with a disability to perform essential functions of their job and be afforded equal access to benefits and privileges of employment. Apprentices who feel that they may qualify for RA must initiate the process with their supervisor or Forest Civil Rights Officer. The RA process cannot be initiated just before or during attendance of the Academy. The Academy needs to be notified at least 60 days prior to the assigned Academy start date.

7. Technology and Equipment

You will have access to numerous telephones, printers, scanners, and fax machines, as well as Video Teleconference (VTC) capability if needed. Staff and Instructors will have access to shared agency computers in the Crew Boss room and Logistics office. Additionally, there is a computer lab with shared agency computers for all building users, and a limited number of lap-tops that may be checked out. The training center has agency and open ports for wired internet connections as well as secured Wi-Fi. Depending on your dorm building, there may also be wired agency connections and secured Wi-Fi available for your use. You are welcome to bring and use your own equipment, but do so at your own risk of damage, loss or theft.

8. Evaluations and Task Books

Every Academy is assigned an incident number which is used for training and documentation purposes. Written performance evaluations will be completed for every staff member by their immediate supervisor in the Academy chain of command. Additionally, each Apprentice will receive an evaluation from their Crew Boss and/or Assistant. Please take the time to provide direct, honest feedback that may be used to help improve performance. Please receive feedback openly and graciously. When used correctly, performance evaluations are a valuable tool that can help everyone improve. Rating someone all "3's" or all "0's" devalues the process and is essentially meaningless.

If you are working on a relevant task book, please let the Academy Coordinator know upon your arrival. Individual tasks may be completed as appropriate as long as your task book has been properly initiated from your home unit. If you did not bring your task book with you, you may call your home unit and have them mail it to you.

9. Academic Standards

Apprentices will be required to pass all Academy course material as per Appendix B, Academic Standards, of the Revised National Standards of Apprenticeship as follows:

- NWCG courses with tests: 70%+ on test (per NWCG).
- NWCG courses without tests: Lead Instructor determines Pass/Fail.

- WFAP courses with tests: 70%+ on test (per NWCG).
- WFAP courses without tests: Lead Instructor determines Pass/Fail.

Apprentices will successfully complete their academy by passing each course as outlined above and by attending 85% (or more) of total academy hours. The Operations Specialist has discretion when determining a student's overall attendance.

If an apprentice fails an exam they will be offered one retake. Failure of more than one exam per academy will result in the apprentice being removed from the Academy and Apprenticeship Program. Although removed from the Academy and Apprenticeship Program, the individual may apply again and be selected for future academies.

Students found cheating will be removed from the Academy.

If a student is under the 2010 National Standards of Apprenticeship the academic standards found in those standards will apply.

10. Physical Fitness Standards

Apprentices attending an Academy are expected to arrive in a physical condition that allows them to perform the full duties of a wildland firefighter. They are expected to participate fully in all Academy activities, including field training exercises and daily physical fitness training. Prior to their arrival, Apprentices should utilize the physical fitness guidelines in the "Fitness and Work Capacity" publication (PMS 304-2) as a minimum goal for physical fitness. Prior to attendance, Apprentice's must successfully complete the Work Capacity Test at the arduous level.

If an apprentice is unable to fully participate in any official academy activity, or if their participation is deemed unsafe, a student may be removed from their academy - for their own safety and for the safety of others. The Apprentice will be required to return and complete an Academy at a later date. Prior to attendance, if it is questionable whether a student will be able to fully participate in field and physical fitness activities, they are strongly encouraged to attend a later academy.

All Academy Staff members shall be knowledgeable and passionate about physical fitness. You will be designing and leading PT sessions, so arriving healthy and fit is the expectation. We hope that you are able to instill in apprentices a lifelong passion for fitness and provide assorted methods for achieving it. The McClellan Business Park and surrounding areas provide various opportunities to run, bike, and hike. If interested, a local California Family Fitness offers a one month membership agreement for approximately \$50.

The intent is not to push apprentices to the point of injury or illness, but rather to expose them to a variety of PT options that they can take back to their home units, and utilize throughout their careers.

11. Academy Roles and Responsibilities

The roles and responsibilities documented here are strictly related to Academy Operations and do not reflect the roles and responsibilities outlined in the "Revised National Standards of Apprenticeship". Refer to these

standards, Section XXV, Definitions, for the various committees and positions involved with the Program who are not listed here.

- Program Manager: Ensures that Academies are meeting Program intent. Serves as instructor of record for the affiliated college (if applicable).
- Operations Specialist: Selection and oversight of all “detailed” Academy personnel and general supervision of academy operations.
- Program Support Specialist: Serve as administrative officer in charge of all academy administrative functions.
- Administrative Support Assistant: Supports academy administration as needed.

Academy Coordinator (detail or temporary promotion)

Target qualifications: ICT4, TFLD, M-410 or Instructor 1A/1B

- Coordinate all activities associated with designated Academy,
- Directly supervise and evaluate all Crew Bosses and Instructors associated with Academy,
- Deliver in-briefings and orientations
- Establish specific & measurable expectation for staff and students. (group exercise)
- Check-out and track any gear, curriculum, equipment, etc. needed by Staff
- Monitor daily performance of Crew Bosses, Instructor cadres, and Apprentices
- Delegate duties and tasks as needed,
- Ensure proper communication is maintained up and down the Chain of Command
- Maintain effective working relationships with WFTC and Logistics Staff
- Track Time & Attendance and Travel records for all Academy Staff (non-Logistics)
- Manage graduation / de-mob efforts along with the Logistics Coordinator
- Ensure OT Authorizations are completed and signed for Academy staff and cadres
- Participate in After Action Reviews with cadre and Academy staff
- Ensure JHA’s are signed by students and Crew Bosses.
- Ensure IAP’s are made for all field day activities and driving plan is in place
- Maintain accountability of all students and staff and adherence to policy
- Submit completed “Close-Out Package” to the WFAP Operations Specialist

Logistics Coordinator (detail or temporary promotion)

Target qualifications: CRWB, M-410 or Instructor 1A/1B

- Coordinate Logistical Support for all concurrent and imminent Academy sessions
- Directly supervise and evaluate Logistics Staff
- Upon arrival, receive a “Transfer of Command” briefing from out-going Logistics Coordinator (if applicable)
- Before departure, deliver a “Transfer of Command” briefing to incoming Logistics Coordinator (if applicable)

- Maintain a daily Activity Log (unit log, ICS 214)
- Schedule “After Hours Officer” Duties
- Track Time & Attendance, and Travel, and OT Authorizations records for all Logistics Staff
- Check-out and track any gear, curriculum, equipment, etc. needed by Staff
- Maintain effective working relationships with WFTC and Academy Staff
- Act as Liaison with Facilities Manager
- Manage graduation / de-mob efforts along with the Academy Coordinator/s
- Oversee Health and Safety readiness and inspections
- Assist with the vehicle rental agreement – including pre and post inspections of all vehicles and careful documentation of any incidents
- Maintain inventory of all supplies and training material in warehouse
- Ensure all classrooms are ready and set up to the specifications of the instructors
- Make sure all rooms are properly signed for the courses and cadres
- Maintain inventory of all sand table equipment
- Make sure that binders are built for upcoming academies and have those inventoried
- Make sure that all classroom and dorm rooms are properly scheduled in the resource scheduler
- Ensure dorm room cleaning schedule is given to the Facilities Manager in a timely manner
- Ensure that airport arrivals and departures are properly documented and facilitated

Instructor Coordinator (detail or temporary promotion)

Target qualifications: ICT4, TFLD, previous experience as Academy/Logistics Coordinator

- Primary point of contact for all interactions between cadre, academies and WFTC for all concurrent and imminent Academy sessions
- Upon arrival, receive a “Transfer of Command” briefing from out-going Instructor Coordinator
- Before departure, deliver a “Transfer of Command” briefing to incoming Instructor Coordinator
- Facilitate cadre in-briefings, orientations and AAR’s
- Ensure the adherence to the academy testing process and standards
- Coordinate the online student evaluation process
- Maintain a daily Activity Log (unit log, ICS 214)
- Ensure proper communication is maintained up and down the Chain of Command
- Maintain effective working relationships with WFTC, Academy Staff and Logistics Staff
- Work with Admin staff to give Instructor competency credit in IQCS

Logistics Staff

Target qualifications: FFT1, miscellaneous logistics positions

- Works under the supervision of the Logistics Coordinator in support of assigned duties (see above)
- Provide student, cadre, staff and guest transportation
- Ensure classrooms are appropriately stocked with course materials and equipment

- Assist the Operations Specialist to develop and implement field transportation plans and the associated I.A.P. components
- fueling and cleaning of academy vehicles
- Cleaning and stocking of assigned academy barracks including linens and supplies
- Inventorying, copying and binding of academy materials
- Perform as “After Hours Officer” as assigned by Logistics Coordinator
- Transport students/staff to medical facilities as needed
- Set-up and staff check-in to include: college registration, barracks assignment, key issue, photos, etc.
- Set-up checkout and monitor linen/key return, room inspections, property inventory, etc.
- Be available as extra drivers or participants for some field day activities

Crew Boss

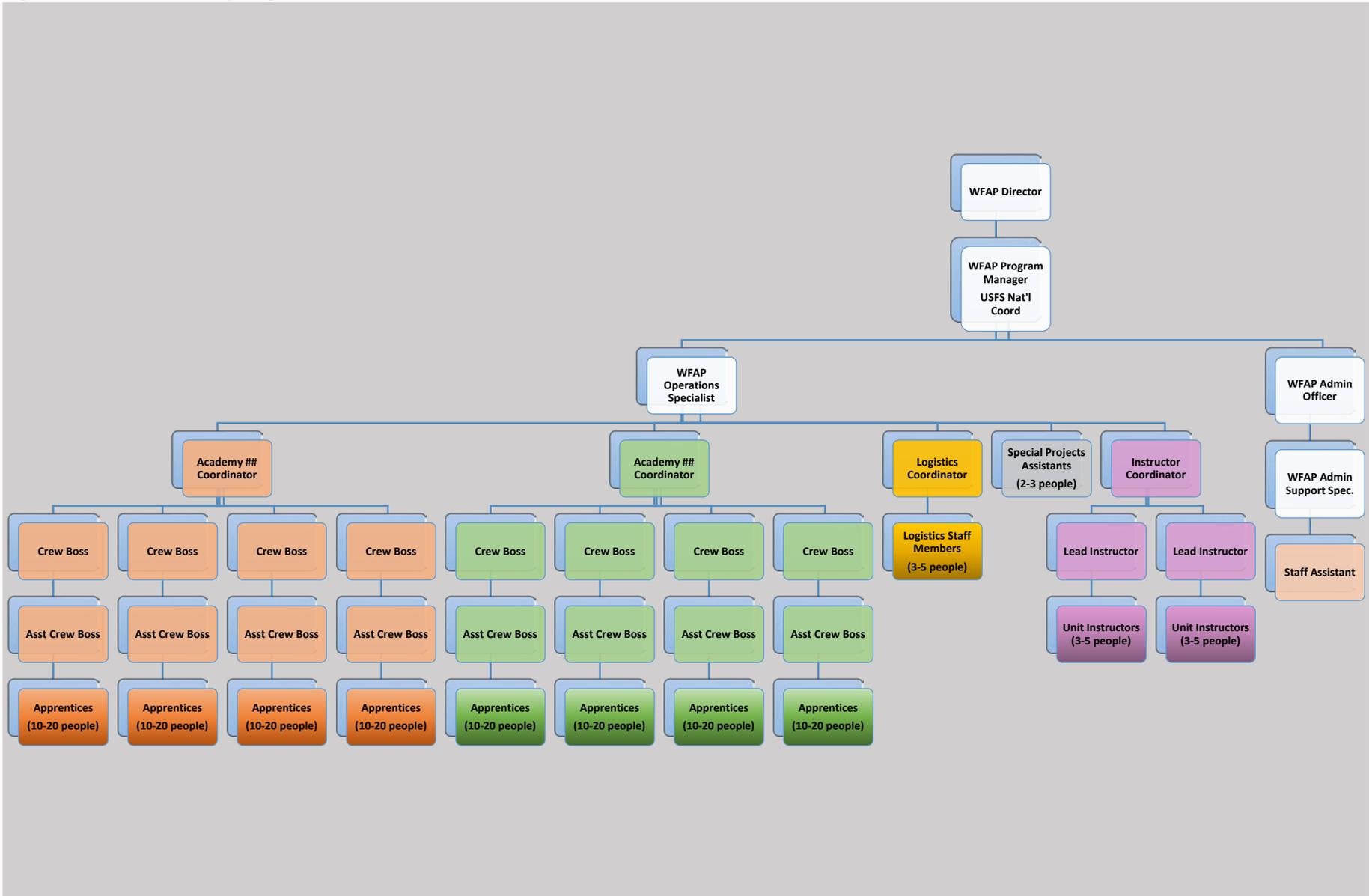
Target qualifications: CRWB, M-410 or Instructor 1A/1B

- Demand and extract top performance and appropriate behavior from all crewmembers
- Lead, evaluate, mentor and motivate apprentices
- Supervise and evaluate Assistant Crew Boss
- Develop a physical training program for crew and lead daily PT sessions
- Assist Apprentices with Time & Attendance and Travel Vouchers as needed
- Follow WFAP Medical process for treatment and documentation of illness/injuries
- Promptly notify WFAP Operations Specialist or Program Manager whenever small issues might escalate into incidents
- Document important issues relating to performance, behavior, attendance, punctuality, illness/injuries and interpersonal relations
- Know assigned barracks rooms and contact info for your crewmembers
- Attend/participate in briefings/debriefings as identified.
- Ensure the safety and welfare of crewmembers during PT and field exercises.
- Support instructor cadres and classroom activities as appropriate
- Ensure a least two crew bosses are in the classroom at all times
- Assist the cadre in managing student behavior
- Alert Academy Coordinator of any incidents that may require home unit notification
- Perform as Lead or Unit instructor as assigned
- Process all student paperwork and turn in completed Crew Boss binder

12. External Support

The Academy is dependent upon employees not located at the training center. See Figure 1 below for the hierarchy of personnel required for successful delivery of Academy curriculum.

Figure 1 WFAP Academy Organization Chart



a) Academy Staff and Instructor Application Process

Submit an electronic application via the WFAP website. Applicants must have supervisor approval prior to submitting an application. A team will evaluate applicants and build a staffing plan based on the needs of the program and the training schedule. Applicant availability, experience, qualifications, references and programmatic successional needs all factor into selections.

13. Resources

As Academy Instructors, you will have access to the Training Center audio/video equipment to enhance the learning environment. If you request specific or atypical supplies or equipment, we will do our best to acquire it. The classrooms are large and will be set up to accommodate the number of students that you will be teaching. The default table arrangement is in “pods” which tend to help facilitate small group and peer to peer learning. We have available for your use several smaller rooms for individual or group “break-out” sessions. Additionally, there is a dedicated Sand Table Exercise (STEX) room for tactical decision making sessions, and a business center for your copying needs.

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

14. Planning and Logistics

a) Location

The Wildland Firefighter Apprenticeship Program is located in the McClellan Business Park at the Wildland Fire Training & Conference Center (WFTC).

Google maps or other mapping software is the easiest way to find directions. The address is: 3237 Peacekeeper Way, McClellan CA, 95652. Academy parking is in the large, main lot on the east side of the building.

b) Transportation

You must travel to the WFAP via: AOV, POV, or commercial flight.

No rental vehicles are authorized. If arriving by air, you will have access to our fleet of rental vehicles dependent upon availability and priority. If arriving by air, please email us your itinerary (wfap@fs.fed.us) so that we can have a driver pick you up and drop you off from the airport. Anyone traveling more than 500 miles to the Academy must do a cost-comparison analysis to determine the most cost-effective mode of travel.

Apprentices and Staff traveling to and from the Academy are in official travel status and are expected to follow agency protocols accordingly. It is the responsibility of the home unit to ensure travelers make it safely

to and from the Academy. It is the responsibility of the traveler to ensure that they have communicated their travel plans accurately.

Determining method of travel for Apprentices will be determined and approved by the home unit. Staff shall utilize the lowest cost option (perform cost comparison) unless otherwise approved by the WFAP Operation Specialist or Program Manager. For air travel, WFAP will arranged airport pick-up and delivery. Flight itineraries must be received and confirmed by WFAP Staff 10 days prior to arrival. For further information refer to the Apprentice Handbook, Regional/ State/Unit Coordinator Guide.

c) Salary, Travel, Lodging, and Per Diem

The WFAP covers all costs associated with your assignment (salary, travel and per diem).

All personnel will be provided housing in the program dorms. Staff members stay in private rooms. Linens and bedding are provided but you may prefer to bring your own, including towels. Bathrooms are typically not shared. Other amenities include small refrigerator and sink, large closet (bring hangers), television in a cabinet, a table and two chairs.

Washers and dryers are provided in a common area, along with irons and ironing boards and a microwave.

Meals will be provided (in lieu of per Diem) Monday-Friday while at the Academy. You will be entitled to the established per diem rate on weekends and while in travel status. (There be no meals provided on weekends).

d) Building Access

You will have access to your assigned dorm building and to the main training center for the duration of your assignment. You will sign for and be issued key cards and physical keys for which you will be responsible. Details about building access will be covered during your in-briefing.