



## **L-380 Agency Unit Instructor (AUI) Application Package**

The Wildland Firefighter Apprenticeship Program (WFAP) continues to make a positive impact on Land and Emergency Management by striving to be dynamic and highly relevant for Apprentices as well as their sponsoring agencies. The program seeks instructors who are passionate about making the Apprentices and the Program a success through a commitment to instructional excellence and promoting the “student of fire” mentality. The program develops the next generation of Wildland Fire Leadership by fostering an environment of mentoring, coaching, and peer interaction and by utilizing top caliber instructors, curriculum and hands-on training.

The WFAP is currently seeking dedicated and talented individuals to fill the unique position of L-380 Agency Unit Instructor (AUI) for several course sessions to be held Fall 2011 and Winter-Spring 2012. AUIs work directly for the Academy Coordinator and provide valuable assistance to L-380 course providers. Additionally, the AUI will assist the instructor cadres with classroom logistics, role playing and facilitative exercises, provide experiential expertise, and encourage a positive and developmental learning environment. Additionally, the successful applicant will have experience facilitating field exercises, time pressured sand table exercises, and/or similar experiences.

### **Prerequisites**

- Permanent Full Time or Career Conditional with the Federal Government
- Course completion certificate for L-380
- Qualified IFPM Single Resource Boss (VOS)
- M-410 Instructor 1A, 1B or equivalent training is highly recommended
- Experience teaching at or above NWCG 200-level course work is highly recommended

### **Responsibilities and Expectations**

First and foremost, we expect that all incoming Instructors will adhere to and enforce Academy and Training Center standards, policies, and procedures. Whether you are here as a unit instructor or course coordinator, you are expected to set a high standard in professional appearance and moral conduct. You will be in a highly-visible leadership role and leading by example for the duration of your assignment. Appropriate teaching attire will be worn at all times while in the classroom, and all instructors will be familiar with classroom equipment prior to student arrival. 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.

## Available Course Sessions and Dates

Advanced Academy 54: Oct 23 – Oct 28, 2011 4 sessions – provided by MCS  
Advanced Academy 55: Oct 30 – Nov 4, 2011 4 sessions – provided by MCS  
Advanced Academy 56: Jan 22 – Jan 27, 2012 4 sessions – provided by MCS  
Advanced Academy 57: Jan 28 – Feb 4, 2012 6 sessions – provided by NOLS \*\*\*

\*\*\* These sessions will be held predominately in the field. Details including gear requirements, physical demands, and timelines will follow with selection. Call or E-mail for more information.

## Teaching Attire

The Academy stresses a professional appearance for teaching attire and AUIs will need to follow the WFAP guideline of *business professional dress* (see below) for the first day of class. A more relaxed, *business casual dress* (see below) can be followed for the rest of the week. Additionally, field exercises will require appropriate clothing and gear. If you are selected, more information will be provided.

**Business Professional:** 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.

**Business Casual:** Defined as a long sleeve dress shirt or nice polo, no tie, slacks (or nice khakis), business professional belt and footwear. Women have the additional option of business casual blouse and skirt combinations.

## Salary, Travel & Per Diem

- The WFAP will cover all salary and travel costs associated with Academy instruction.
- All Instructors will be provided housing.
- Meals will be provided (in lieu of per diem) Monday through Friday while at the Academy. You will be entitled to the established per diem rate if you are at McClellan on the weekends and while in travel status.

## How to Apply

1. Complete the attached “**AUI Application Form**” (PDF):
  - a. Ensure you have supervisor approval with signatures.
  - b. Include your cell number and personal E-mail – especially if you may be in non-pay status leading up to Academy sessions that you are applying for.
  - c. The WFAP expects you to honor your commitment. Please make sure that you will be available for the dates that you apply.
2. Attach a copy of your IQCS Master Record, **OR** your IQCS number.
3. Complete and attach your responses to the three narrative questions (see below).
4. Fax or mail the hard copy, **OR** scan & E-mail an electronic copy of your application:

**Send to:** Wildland Firefighter Apprenticeship Program  
Attn: Operations Specialist  
3237 Peacekeeper Way  
McClellan, CA 95652

Fax # 916-640-1190 Attn: **Operations Specialist**

E-mail: [wfap@fs.fed.us](mailto:wfap@fs.fed.us) Subject: **AUI Application**

### **Applicants for all positions must answer the following three narrative questions.**

There is no minimum or maximum word limit. Feel free to use examples from both your career and personal life. **Submit your answers in a typed narrative, attached to your application.**

Question 1: How do you define leadership?

Question 2: What unique skills, qualities, or experiences can you offer the Apprenticeship Program?

Question 3: How do you see the Apprenticeship Program benefiting you?

- If you are selected as an AUI... YOU WILL BE NOTIFIED OF YOUR STATUS AND ASSIGNMENT. We will treat the application submission process as “open-continuous,” so feel free to apply at any time. However, priority assignments and preferential placement will be awarded to those who have their completed applications submitted by: September 10, 2011.

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**L-380 AUI INSTRUCTOR APPLICATION FORM**  
**WILDLAND FIREFIGHTER APPRENTICESHIP PROGRAM**  
**FY 2012 BASIC & ADVANCED ACADEMIES**  
**Apply by: 9/10/2011 (for preferred status)**

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**APPLICANT Information:**

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ Series / Grade: \_\_\_\_\_

Region: \_\_\_\_\_ Agency: \_\_\_\_\_ Forest/District: \_\_\_\_\_

Gov't E-mail: \_\_\_\_\_ Personal E-mail: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Personal / Work Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address (if different): \_\_\_\_\_

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**SUPERVISOR Information:**

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Supervisor's E-mail: \_\_\_\_\_

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**Which Course(s) and Session(s) would you like to instruct? (Applicant may choose more than one of each)**

**List any prior experience teaching the course(s) for which you are applying, and any experience teaching at the Apprenticeship Program:**

**List at least one professional reference who is familiar with your instructing:**

**If you are applying as a Lead Instructor or as part of a cadre, please list your associates:**

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**Participation Approval:**

I approve the above applicant for a potential instructor position with the WFAP. I understand the program policies and the assignment commitments: including the dates, teaching attire and travel & salary.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_