



Instructor 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 Apprenticeship 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 Instructors and Course Coordinators for several course sessions to be held Fall 2011 and Winter-Spring 2012. The program seeks those individuals 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. Additionally, successful candidates will have experience in integrated or blended learning environments and with teaching to a diverse student audience.

Prerequisites

- Permanent Full Time or Career Conditional with the Federal Government
- Meet or exceed “Minimum Instructor Qualifications” (per: Field Managers Course Guide: PMS 901-1 May, 2011)
- Prior experience teaching NWCG classes
- M-410 or Instructor 1A, 1B (or equivalent training) is required for Course Coordinators and highly recommended for all Instructors

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 applying 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.

All Academy Personnel:

- Will adhere to and enforce all WFTC *and* WFAP standards, policies and procedures.
- Will immediately report any allegations or activities involving harassment, to the Coordinator, Operations Specialist or Program Manager.
- Will foster a positive learning and development environment for all apprentices.
- Will submit copies of Time and Attendance records and relevant GovTrip travel documents to Academy Coordinator.

Course Coordinators / Lead Instructors:

- Provide daily oversight of cadre presentations.
- Request classroom/field logistics needs from Operations Specialist prior to academy arrival.
- Provide cadre information 30+ days prior to arrival.
- Provide request for materials needed and duplication 30+ days prior to beginning of course.
- Ensure instructor critiques and evaluation system is being completed.
- Receive an in-briefing from Academy Coordinator.
- Receive a briefing on the classroom audio/video system.
- Ensure all checked-out equipment is returned at end of course, and classrooms are clean.
- Receive exams from Academy Coordinator and ensure their security at all times.
- Be available for exam re-takes the day after the failed attempt.
- Ensure all cadre members have and maintain appropriate teaching attire (see below).
- Adhere to course schedule to include lunch, PT and field exercises. Deviations must be approved by Academy Coordinator or Operations Specialist.
- Ensure all cadre and students are out of training facility by 2030 when doing evening sessions.
- Preferred Cadre check-in and in-briefing will be between 1500-1700 (including Sundays). Make arrangements with Academy Coordinator if you will be arriving outside of these hours.
- Ensure that all cadre Time and Attendance records and relevant GovTrip travel documents are submitted to Academy Coordinator prior to departure.

Available Course Sessions and Dates

Course	# of Sessions	Session Dates	Session Hours
S-290	4	10/24/11 – 10/28/11, 10/31/11 – 11/4/11, 1/23/12 – 1/27/12, 1/30/12 – 2/3/12	34 hours
Fuels Management	4	11/7/11 – 11/9/11, 11/9/11 – 11/11/11, 2/6/12 – 2/8/12, 2/8/12 – 2/10/12	20 hours
S-234	4	11/14/11 – 11/15/11, 11/15/11 – 11/16/11, 2/13/12 – 2/14/12, 2/14/12 – 2/15/12	16 hours
S-270	4	11/7/11 – 11/9/11, 11/9/11 – 11/11/11, 2/6/12 – 2/8/12, 2/8/12 – 2/10/12	16 hours
Fire Prevention (including: FI-110)	3	2/29/12 – 3/2/12, 3/7/12 – 3/9/12, 3/28/12 – 3/30/12	20 hours
L-280	3	3/5/12 – 3/8/12, 3/12/12 – 3/15/12, 4/2/12 – 4/5/12	16 hours (x2)
I-200	3	3/14/12 – 3/16/12, 3/19/12 – 3/21/12, 4/9/12 – 4/11/12	14 hours
S-260	3	3/12/12 – 3/14/12, 3/21/12 – 3/23/12, 4/11/12 – 4/13/12	18 hours
Nutrition, Wellness & Physical Fitness	3	2/27/12, 3/5/12, 3/26/12	7 hours
Land Navigation	3	3/5/12 – 3/8/12, 3/12/12 – 3/15/12, 4/2/12 – 4/5/12	14 hours (x2)

Teaching 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.

Any deviation from this policy (such as nomex pants or polo shirts) is unacceptable. Teaching attire is not required during after-hours study sessions or field days.

Training Center & Classroom Resources

As Academy Instructors, you will have access to the Training Center's state of the art 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 aides. However, these need to be pre-identified by the course coordinator and approved by the WFAP Operations Specialist.

Salary, Travel & Per Diem

- The WFAP will cover all salary and travel costs associated with Academy instruction.
- All Instructors will be provided housing in the program dorms – separate from student dorms.
- 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 PDF “***Instructor Application Form***”:
 - 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. 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 Subject: **Instructor Application**

- **The WFAP prefers that applications are submitted in groups.** For example, if you are interested in being the course coordinator for a class and you have a cadre in mind, please collect all the applications and submit them as a group.
- **If you are selected as an Instructor...** 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.*

***** Any questions should be directed to the WFAP Operations Specialist at 916-640-1061 *****

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

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): _____

SUPERVISOR Information:

Supervisor's Name: _____ Supervisor's Title: _____

Business Phone: _____ Cell: _____

Supervisor's E-mail: _____

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:

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: _____