



Staff 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 individuals to fill Staff positions for Fall 2011 and Winter-Spring 2012. The program seeks those experienced leaders who are passionate about making the Apprentices and the Program a success by promoting a high reliability workforce committed to excellence. Additionally, successful candidates will have the ability to work independently, provide positive guidance, measure and review student performance, promote wildland fire and leadership values, and motivate Apprentices to become lifetime students of fire.

Positions Available

Academy Coordinator (formerly: Assistant Coordinator), Logistics Coordinator, Crew Boss, Assistant Crew Boss, Logistics Staff, Staff Assistant

Prerequisites

- Permanent Full Time or Career Conditional with the Federal Government
- For Academy Coordinator: Previous WFAP Staff experience + WFAP Operations approval
- For Logistics Coordinator: Previous WFAP Staff experience + WFAP Operations approval
- For Crew Boss: Fully qualified, or current Position Task Book for CRWB
- For Assistant Crew Boss: Minimum FFT1 and S-290 (IFPM Senior Fire Firefighter)
- For Logistics Staff / Staff Assistant: Minimum FFT1

Responsibilities and Expectations

First and foremost, we expect that all incoming Staff members will adhere to and enforce Academy and Training Center standards, policies, and procedures. The WFAP expects all staff to be able to carry out assignments independently, as well as work effectively within a group setting. Most importantly, the Apprenticeship Program expects all Staff to demonstrate professionalism and high moral conduct at all times – you will be in a highly-visible leadership role 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 leadership values of: duty, respect, and integrity are demonstrated and employed on a daily basis.

Academy Staff Roles and Responsibilities

Academy Coordinator:

- Coordinate all activities associated with designated Academy
- Directly supervise and evaluate all Crew Bosses and Instructors associated with Academy
- Deliver in-briefings and orientations
- 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 GovTrip Travel records for all Academy Staff (non-Logistics)
- Manage graduation / de-mob efforts along with the Logistics Coordinator
- Submit completed "Close-Out Package" to the WFAP Operations Specialist

Logistics Coordinator:

- 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
- Before departure, deliver a "Transfer of Command" briefing to incoming Logistics Coordinator
- Maintain a daily Activity Log
- Schedule "After Hours Officer" Duties
- Track Time & Attendance and GovTrip Travel 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
- Manage graduation / de-mob efforts along with the Academy Coordinator/s
- Oversee Health and Safety readiness and inspections
- Act as Liaison with Facilities Manager
- Assist with the vehicle rental agreement – including pre and post inspections of all vehicles and careful documentation of any incidents

Crew Boss:

- 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 and Assistant with Time & Attendance and Travel Vouchers as needed
- Follow WFAP Medical process for treatment and documentation of illness/injuries
- Document important issues relating to performance, behavior, attendance, punctuality, illness/injuries and interpersonal relations
- Promptly notify WFAP Operations Specialist or Program Manager whenever small issues might escalate into incidents
- 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

(Academy Staff Roles and Responsibilities – continued)

Assistant Crew Boss:

- 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

Staff Assistant:

- Works under the direction of the Administrative Assistant
- Supports daily program operations, and completes projects as assigned

Logistics Staff:

- 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.

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 Program Manager or Operations Specialist.
- Will perform collateral duties as requested, and be able to work weekends as needed.
- Will submit copies of Time and Attendance records and relevant GovTrip travel documents to Academy Coordinator or Logistics Coordinator as assigned.

Staff Uniform Expectations

The Academy stresses a professional appearance, so having a full uniform complement is required. You will be expected to keep your uniform cleaned and pressed while working here. We require this from the apprentices, and as Staff, we lead by example. There are irons available in each dorm, and there are several dry cleaners in the area.

Required Uniform Components for All Staff Members:

- 2 each – short sleeve uniform shirt
- 1 each – long sleeve uniform shirt
- 2 pair – field uniform trousers (not nomex)
- 2 each – name plate
- 1 each – agency badge
- 1 each – uniform belt (black or brown leather, not cloth or webbing)
- 1 each – agency tie (clip-on or traditional)
- 1 pair – professional dress shoes (black or brown leather, free of contrasting brand emblems and whitewalls, no clog-style shoes)
- 1 each – Agency Jacket*** (3-season, rain, fleece, or Gortex)
*** Non-agency jackets are not allowed inside of the training center (i.e. your fire module Carhartt® forest 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 academy building. The WFAP expects all staff to adhere to the same standards as the apprentices.

Salary, Travel & Per Diem

- The WFAP will cover all salary and travel costs for Staff.
- All personnel will be provided housing in the program 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.

*****Note*** Those applying as Crew Boss for Advanced Academy 57 (Jan 22 - Feb 17) will also be serving as Agency Unit Instructors (AUI) for a NOLS L-380 field course. This requires that you meet AUI qualifications and apply separately for that position. (Download the "AUI Application Package" from www.wfap.net)**

How to Apply

1. Complete the attached PDF “**Staff 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. Complete and attach your responses to the four 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 Subject: **Staff Application**

Applicants for all positions must answer the following four 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 would you describe effective communication? Give a recent example of how effective communication helped you to resolve a difficult situation.

Question 2: Do you see a difference between leadership and mentoring? Please explain.

Question 3: Describe one of the most difficult decisions you have made in your career. What made it so difficult? What process did you use to make the decision? What did you learn from the situation?

Question 4: How do you see the Apprenticeship Program benefiting you?

- **If you are selected for a Staff position or as an alternate, 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 *****

STAFF 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: _____

Academy Preference:

- | | |
|--|--|
| <input type="checkbox"/> Advanced 54 (Oct 23 – Nov 18) | <input type="checkbox"/> Advanced 55 (Oct 23 – Nov 18) |
| <input type="checkbox"/> Advanced 56 (Jan 22 – Feb 17) | <input type="checkbox"/> Advanced 57 (Jan 22 – Feb 17) |
| <input type="checkbox"/> Basic 58 (Feb 26 – Mar 23) | <input type="checkbox"/> Basic 59 (Mar 4 – Mar 30) <input type="checkbox"/> Basic 60 (Mar 25 – Apr 20) |

Position Preference:

- | | | |
|--|--|--|
| <input type="checkbox"/> Academy Coordinator | <input type="checkbox"/> Logistics Coordinator | <input type="checkbox"/> Crew Boss |
| <input type="checkbox"/> Staff Assistant | <input type="checkbox"/> Logistics Assistant | <input type="checkbox"/> Asst. Crew Boss |

Notes: Specify dates of availability (if different from established Academy dates). If applying for more than one position, please list your order of preference, and any additional pertinent information:

Qualifications:

Please list your relevant qualifications (see prerequisites section of Information packet): _____

Do you have previous Academy experience? _____ When? _____ Position(s) _____

Participation Approval:

I approve the above applicant for a potential staff position with the WFAP. I understand the program policies and the assignment commitments: including the dates, uniform requirements, instructor preparation, travel & salary, and staff responsibilities.

Supervisor Signature: _____ Date: _____

Unit Staff Signature: _____ Date: _____