

National Fire Academy Criteria for Contract Instructor Selection

Course: Command and Control of Fire Department Operations at Target Hazards (VIP) (R0825)

Curriculum: Incident Management

This course is designed to introduce command officers to the complexities involved in command incidents in high-risk areas. Students are confronted with a number of fire and rescue incidents that include high life hazard, multiple exposure, and unusual occupancy risk considerations. They are taught advanced applications in the Incident Command System (ICS), command and control, decision-making, strategic and tactical considerations, preincident preparation, documentation, and postincident analysis.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated in three consecutive course deliveries in accordance with the National Fire Academy's (NFA's) Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation in accordance with this program.

1. Academic Requirement

Minimum

- a. One year of college or equivalent from an institution that is regionally or nationally accredited, preferably in the fire science field.
- b. Must have successfully completed ICS-100, ICS-200, ICS-300 and ICS-400 or equivalents.

Preferred

Bachelor's degree or equivalent from an institution that is regionally or nationally accredited with a strong emphasis in the fire science field. (Please provide copies of certificates, diplomas, transcripts or equivalent training material in order to satisfy this requirement.)

2. Documented Knowledge and Experience in the Subject Area

Minimum

- a. Candidate must have demonstrated teaching experience in upper level fire service courses and knowledge in the use of computers.

- b. Candidate must have experience as a chief officer with a fire and rescue department at the division or deputy chief level, or acting in this position, with functional responsibilities that are commensurate with the management of a major function with a fire and rescue department. (An example is a battalion chief with operations division responsibilities.) Candidate must have demonstrated experience in or a thorough knowledge of:
- National Incident Management System (FIRESCOPE) ICS.
 - Use of ICS Forms.
 - Integrated Emergency Management System.
 - ICS/Emergency Operations Center interface/National Response Plan.
- Describe this in no more than one page for each area.
- c. Candidate must have demonstrated emergency response experience as an incident commander at two target hazards incidents. The command structure for these incidents shall reflect a fully employed ICS where the command and general staff were implemented. Candidate must describe these incidents and explain the relationship the command and general staff positions had on the outcome of these incidents (no more than one page each).
- d. Candidate must provide information that demonstrates knowledge or experience in developing an Incident Action Plan (IAP). Candidate must provide actual documentation that would be used to develop this IAP. Actual or phantom incident shall be complex enough to extend beyond one operational period. Candidate must describe how he or she would conduct a planning section briefing for the command and general staff.

Preferred

Prefer additional experience in conducting large-scale simulation exercises. Candidate must have experience as a chief officer assigned to field operations at the district/ battalion level with experience at the field operations level plus operations experience at the division chief level or higher with demonstrated experience involving mutual-aid operations, disaster operations, and target hazards operation. (Please describe your experience in this area in no more than one page.)

3. Additional Considerations or Submittals

- a. Demonstrated effectiveness instructing at the fully professional level in an active training environment. For a course in which you were a primary instructor:
- Provide course description, objectives and syllabus.
 - Provide three references from individuals in organizations where you have delivered training. **Do not include the NFA as one of these organizational representatives.**

- b. Resume indicating level and extent of responsibility and authority, include three references.
- c. A one-page synopsis of current issues, trends and research that directly relates to the fire service and/or specific course.
- d. Must have attended the course as a student within the past three years (or latest version).
- e. Must shadow or “student teach” with the given course.

4. Continuing Practice or Education

Instructors must maintain currency in the relevant subject matter. This requirement may be satisfied in one or more ways including:

- a. Continuing education on an annual basis (documentation required).
 - Certification of completion of in-service training at the senior staff level within an existing fire and rescue department; (This is to be maintained every two years.) or
 - Certification of completion or satisfactory attendance at a nationally recognized fire service conference or state and local training conference. (Must be within the program area and will be required every two years. This can be in lieu of training within an existing fire and rescue department.)
- b. Continuing activity and application of relevant concepts through employment with a recognized emergency response agency.
- c. Delivery of course, as designed by the U.S. Fire Administration, at least once every two years.

Failure to provide approved documentation of ongoing training or instruction may result in revocation of the contract instructor status.

5. How to Submit an Application

The following documents are required with each submission:

- a. A cover letter listing the courses you want to teach.
- b. Your résumé.
- c. Documentation that clearly addresses how you meet the instructor selection criteria for each course you are seeking to teach (e.g., academic requirement, instructional experience, knowledge and experience in the subject matter, and continuing practice or education). This document needs to be written in that order. Incomplete packages will not be processed.

- d. Three references from persons who are knowledgeable about your character as well as your teaching ability. One reference letter should be from the department or agency head in your organization or certifying organization.
- e. Include a current email address so we can communicate more efficiently with you.

Application package(s) must be submitted to:

National Fire Academy
fema-nfainstructorapp@fema.dhs.gov