

## **National Fire Academy Criteria for Contract Instructor Selection**

**Course:**        **Executive Analysis of Fire Service Operations in Emergency Management (R0306)**

### **Curriculum: Incident Management**

This course is designed to prepare senior staff officers in the administrative functions necessary to manage the operational component of a fire and rescue department effectively. Students are presented with a series of senior staff level issues that requires extensive analysis and action. The actions implemented are applied to a mock community in order to evaluate the effectiveness of these decisions relative to the fire and rescue department's operational readiness.

### **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.
- b. Candidate must have experience as chief of department or be a member of the senior executive staff of a fire and rescue department at a division or deputy chief level, or acting in this position, with functional responsibilities that are commensurate with the management of a major staff function within a fire and rescue department. Candidate must have demonstrated experience in or a thorough knowledge of:

- National Incident Management System (FIRESCOPE) Incident Command System (ICS).
  - Use of ICS Forms.
  - Integrated Emergency Management System.
  - ICS/Emergency Operations Center (EOC) interface. Describe this in no more than one page for each area.
- c. Candidate must provide information that demonstrates this experience or knowledge from the role of a senior staff member. This can be satisfied by identifying three situations that the candidate was involved in while using these systems, concepts or centers. (Describe this in no more than three paragraphs.)

Additionally, in lieu of the proceeding, one may, in no more than one page, describe the relationship between ICS and the Integrated Emergency Management System.

- d. Candidate must have demonstrated emergency response experience as an incident commander that deals with a multialarm incident in which at least three of the general staff positions within ICS were used. Candidate must describe one multialarm incident where this occurred and describe, as well as explain, why the general staff sections were implemented. (Describe this in no more than one page.)

Preferred

Additional experience in conducting large-scale simulation exercises. Candidate must have experience as chief of department or be a member of the senior executive staff of a fire and rescue department plus operational experience at the division chief level or higher with demonstrated experience involving mutual-aid operations, disaster operations, and EOC operations. (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](mailto:fema-nfainstructorapp@fema.dhs.gov)