

National Fire Academy Criteria for Contract Instructor Selection

Course: Introduction to Unified Command for Multiagency and Catastrophic Incidents (F/W0315)

Curriculum: Incident Management

This course is designed for those officers who would function in a command or general staff position during a multiagency operation. Course is designed to promote a better understanding of multiagency needs and a Unified Command (UC) structure. Course is also designed to provide an understanding of the requirements of a UC organization and the skills necessary to operate effectively at complex incidents.

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 nationally or regionally 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 nationally or regionally 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 experience in a progressive fire and emergency service department. Candidate must have experience as a chief officer with a fire and rescue department having multiagency operation responsibility. Candidate must have demonstrated teaching experience in mid-level fire service courses and knowledge in the use of computers. Candidate must have demonstrated experience in or a thorough knowledge of:

- National Incident Management System (FIRESCOPE) Incident Command System (ICS).
- Use of ICS Forms.
- UC/Area Command.

Describe this in no more than one paragraph for each area.

- b. Candidate must provide information that demonstrates this knowledge and response experience as an incident commander or member of the general staff at incidents where at least three general staff positions were used. Candidate must describe three incidents where this occurred and describe why those general staff positions were implemented. (Describe in no more than one-half page per incident.)

Preferred

Prefer additional experience in conducting simulation exercises. Candidate should have a strong background in the application of ICS in mutual-aid and UC situations.

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.

Submit cover letter and documentation to:

National Fire Academy
Deputy Superintendent for Curriculum and Instruction
16825 South Seton Ave.
Emmitsburg, Maryland 21727
fema-nfainstructorapp@fema.dhs.gov