



FEMA

Nov. 8, 2016

The National Fire Academy (NFA) is seeking contract instructor candidates for a new series of courses within the Leadership and Executive Development curriculum. The new series titled “Leadership in Supervision” consists of three two-day classes and one combined six-day class. These courses are scheduled to be released for nationwide delivery Oct. 1, 2017. The series of instructor criteria is attached and should be reviewed carefully before submitting a request for consideration.

Key information:

- Effective Oct. 1, 2017, these new courses will replace the existing Leadership I, II and III curriculum.
- Existing NFA Leadership I, II and III contract instructors must apply to be an instructor candidate for this new series. Existing contract instructors are **not** automatically approved for these courses.
- To meet the anticipated demand for the October 2017 roll-out of this series, an instructor candidate in-service will be conducted at the NFA in Emmitsburg, Maryland, April 2 through 7, 2017. Instructor candidates must successfully complete the entire program, to include an evaluated teach-back assignment.
- There are **no** travel stipends associated with the in-service program. Airport ground transportation to and from the designated capitol area airports will be provided per National Emergency Training Center (NETC) guidelines.
- On-campus housing will be provided. Instructor candidates will be required to purchase a meal ticket if they are staying on campus (\$164.50). Instructor candidates not staying on campus must pay \$24.00 for coffee break services.
- Selected candidates who are not currently an approved NETC contract instructor will be required to submit a Data Universal Numbering System (DUNS) number and complete the System for Award Management (SAM) registration no later than March 1, 2017. Security clearance (fingerprint process) will be completed on campus during the in-service program and must be cleared by June 1, 2017, to be eligible to bid for initial course offerings (Oct. 1 through Dec. 31, 2017.)
- Details of the documentation requirements to request consideration are included in the attached instructor criteria. To be considered for the initial instructor in-service, all required documentation must be submitted **no later than Dec. 15, 2016**.

Key dates:

- Dec. 15, 2016 — Applications are due.
- Jan. 20, 2017 — Acceptance notification.
- March 1, 2017 — DUNS/SAM registration must be complete.
- April 2 through 7, 2017 — In-service training at NETC.

Please contact me at 301-447-1069, or at kevin.brame@fema.dhs.gov, if you have any questions.

Respectfully,

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Leadership and Executive Development Programs
National Fire Academy
United States Fire Administration

National Fire Academy Criteria for Contract Instructor Selection

Course: Leadership in Supervision Series (F/W0861, F/W0862, F/W0863, R/N0860)

Curriculum: Leadership and Executive Development

Effective Date: Oct. 1, 2016

“Leadership in Supervision: Creating Environments for Professional Growth.” This two-day course presents the supervisor with the basic leadership skills and tools needed to perform effectively in the fire service environment. The course includes concepts related to a successful transition to supervisory and leadership roles, including concepts of adaptive leadership; change management; active followership; effective communication, including difficult conversations and advocacy-inquiry based dialogue; ethics; authority; power; decision-making; and active engagement through development of a personal plan.

“Leadership in Supervision: Perspectives in Thinking.” This two-day course provides the supervisor with the conceptual foundation and framework for success in leadership roles by exploring creative, analytical, political and critical thinking perspectives. The course addresses skills needed for assessing situations from multiple perspectives, making critical decisions, fostering creativity and innovation, and using persuasion.

“Leadership in Supervision: Frameworks to Success.” This two-day course provides the supervisor with the knowledge and skills to perform successfully in the fire and Emergency Medical Services environments. The course addresses professionalism, resilience, emotional intelligence, and situational awareness, as well as managing conflict, delegating, mentoring, coaching, empowering, and building collaboration and synergy for professional growth.

“Leadership in Supervision Series.” This six-day course incorporates all the content from the courses listed above and is intended to be presented in six consecutive days either on the National Emergency Training Center campus or as a regional delivery.

Criteria for Contract Instructor Selection

All new contract instructors may 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. Initial instructor candidates must meet or exceed the published course instructor criteria and meet the general and administrative requirements (found at https://www.usfa.fema.gov/training/nfa/instructors_officials/criteria.html) on or before June 1, 2017, in order to be eligible to bid.

All subsequent instructor candidates must also meet or exceed the published course instructor criteria and meet the general and administrative requirements (found at https://www.usfa.fema.gov/training/nfa/instructors_officials/criteria.html) prior to being approved to bid.

1. Academic/Training Requirement

A minimum of an earned baccalaureate degree, graduate degree preferred, from an accredited institution of higher learning. The degree should be in a field closely related to the specific course's subject matter.

2. Instructional Requirement

A minimum of five years' experience in facilitated adult learning processes within the last 10 years, to include use of the Socratic method of instructional delivery and student centered learning, preferably at the baccalaureate level or higher.

3. Documented Knowledge and Experience in the Subject Area

Instructor candidates must have:

- a. Experience and knowledge in facilitating/instructing in **each** of the designated course subject areas.
- b. A minimum of five years documented organizational work experience at the level of supervisor or above within the last 10 years. Experience related to fire and emergency medical service organizations, public sector agencies serving the public safety, or closely related fields is preferred.
- c. Successfully completed the course(s) as a student, or attended the course as an instructor candidate (at own expense), or completed a course in-service program (at own expense).

4. Continuing Practice and Education

Contract instructors must maintain both work experience and academic relevancy specific to the course(s) for which they are approved. To maintain eligibility to instruct any of the courses in this series, contract instructors will be required on a periodic basis, but no more than every three years, to submit verification of both work experience and academic relevancy. Work experience may be verified through submission of a work résumé.

5. Academic Relevancy

Instructor candidates must have academic relevancy by evidence of one or more of the following:

- a. Teaching the course(s) at the NFA ("W" or "R" course code) or in the field ("F" or "N" course code) at least once within the last three years.
- b. Teaching a similar course at an accredited institution of higher learning at least once within the last three years.

- c. Successfully completing a similar course of instruction within the last three years through an accredited institution of higher learning or a nationally recognized organization providing certified continuing education credits.

6. Revisions to Criteria

These criteria are subject to revision as based on course changes and/or NFA needs. Potential instructors will be subject to the criteria effective at the date of application. Existing contract instructors are subject to re-application for failure to submit verification of the continuing practice and education requirements when requested. Additionally, existing contract instructors are subject to re-application and meeting revised criteria as determined by the NFA based on revisions to course content.

7. Request for Contract Instructor Approval

Instructor candidates must submit a letter of request to be approved as a contract instructor. The request **must** contain which course(s) the candidate is requesting to instruct. Candidates must also submit a general résumé, along with documentation that clearly verifies the candidate meets or exceeds the requirements for the course(s) requested, to include:

- a. Minimum academic/training.
- b. Instructional experience.
- c. Work experience and recency.
- d. Knowledge and experience in the subject area.

Note: Initial instructor candidates will meet Item 3 of the “Documented Knowledge and Experience in the Subject Area” requirements by attendance and successful completion, **including teaching demonstration**, of an in-service program to be held in Emmitsburg, Maryland, April 2 through 7, 2017. Attendance is at the candidate’s own expense (no travel stipend); however, on-campus lodging may be provided.

Instructor candidates **must** submit a minimum of three professional references that can verify instructional experience.

All documentation and statements provided may be subject to a request for additional verification, to include but not limited to: academic transcripts, verification of work experience, and professional references.

Submit letter and documentation to:

National Fire Academy
Deputy Superintendent
16825 South Seton Ave.
Emmitsburg, MD 21727
fema-nfainstructorapp@fema.dhs.gov