

CONTRACT INSTRUCTOR CRITERIA

Course Title **E/L-0952 All-Hazards Position Specific Public Information Officer Course (2 Team Instructors)**

Course Description and Background

The NIMS ICS All-Hazards Position Specific (AHPS) Public Information Officer (PIO) course is designed to assist the student in his or her preparation to function effectively as a PIO under the NIMS/Incident Command System. Personnel selected to serve as instructors for the PIO course will teach the course in the field to personnel representing the Nation's First Responders and allied professions from various Federal, state, and local organizations. The audience for the course includes students functioning within the environment of an Incident Management Team (IMT), as well as personnel who may be called upon to function in that capacity under the NIMS/ICS system.

The use of qualified, knowledgeable, and experienced instructors is an important aspect in the successful delivery of AHPS training. The learning experience is heightened when the instructors have real-world experience and have served in the capacity for which they are providing instruction. This experience should include service on a variety of incidents during major operations, planned events, and/or full scale Homeland Security Exercise Evaluation (HSEEP) compliant exercises as determined by the local authority having jurisdiction (AHJ).

Criteria for Contract Instructor Selection:

Instructors for All-Hazards Position Specific (AHPS) courses must meet the following criteria to be considered. Those not meeting the basic criteria as outlined this document will not qualify for consideration. All knowledge, skills, training, and experience must be documented and provided with the application package. Application packages submitted from individuals meeting the minimum criteria will be reviewed based on:

Documented knowledge and experience in subject area:

- Must meet all the National Integration Center (NIC) ICS instructor guidelines posted on the DHS NIMS website.
- Must demonstrate successful experience in teaching ICS, reflected in a letter from the sponsoring organization, superior, or State Training Officer. Show education and/or experience in adult learning and education.
- Documented knowledge and experience in the subject area.
- Resume indicating level and extent of responsibility and authority, including two references.
- One page synopsis of current issues, trends and research that directly relate to the specific course or activity.

Demonstrated effectiveness instructing in All-Hazards Position Specific Courses in an active training environment:

- Persons selected to provide instruction for All-Hazards Position Specific courses must provide documentation that they have taught at least three (3) All-Hazards Position Specific courses. Documentation can include copies of Course Request forms listing the instructor by name, course agendas, and/or documentation from Federal, state, or local government representatives. Documentation submitted should note the following information:
 - Course title
 - Location taught
 - Dates of the course
 - Provide two references from individuals in organizations where you have delivered training on this subject. Do not include staff members or contract instructors from the National Emergency Training Center as one of these organizational representatives.
 - Provide evaluations of previous teaching experience, if available.

Required Formal Education

All degree requirements for each course (Associate's, Bachelor's, Master's, etc.) must be from an institution that is accredited by a nationally recognized Regional Accrediting Organization for Higher Education and may require transcripts.

Preferred:

- Bachelor's degree or higher in a related field

Minimum:

- High school equivalency and demonstrated successful experience teaching ICS and/or All-Hazards Position Specific training to adult audiences.

Required Training:

- Completion of the E/L-952 All-Hazards Position Specific Public Information Officer train-the-trainer course or its National Wildland Coordinating Group (NWCG) equivalent
- IS-100, 200, 700 & 800
- ICS-300 & 400
- The IS-701 course may be substituted for IS-700
- The applicant must be listed in the National Database of Qualified Position Specific Instructors as maintained by the Emergency Management Institute (EMI) in the appropriate subject area

While not mandatory for acceptance as a Position Specific instructor, the classes listed below provide significant additional information on the course materials to the instructor and completion of one or more of these courses is highly recommended:

- National Wildland Coordinating Group (NWCG) S-420 or S-520
- Integrated Emergency Management Course (IEMC)
- National Association of State Foresters (NASF) Complex Incident Management Course (CIMC)

- National Fire Academy (NFA) Command & Control or Command & Control of Natural and Manmade Disasters courses
- NFA 337 Command & General Staff course
- 0305 All-Hazards Incident Management Team course; U.S. Fire Administration

Required knowledge and experience in ICS and the AHPS Program subject areas as noted below:

- ICS Command, General Staff, and Unit Leader functions
 - Instructors selected to teach in the All-Hazards Position Specific training program must have a minimum of 5 years of documented operational experience serving at the Command, General Staff, or Unit Leader levels with an emergency response discipline (i.e. fire, emergency medical service, law enforcement, public works, public health, etc. or a wildland fire).
- National Incident Management System (NIMS)
- National Response Framework (NRF) concepts and principles
- Local, State, Tribal and Federal interagency cooperation and coordination
- Incident Management Team organization, roles and responsibilities

Personnel selected to provide instruction for the All-Hazards Position Specific PIO training course and/or the train-the-trainer version must have a minimum of 3 years of experience serving as a PIO and/or Assistant PIO on a Type 3 or higher Incident Management Team (IMT).

Required teaching credentials

In conjunction with the above requirements, instructors must also provide documentation that demonstrates successful completion of formal adult education and/or instructor training to include at least one of the following or its equivalent:

1. Emergency Management Institute's (EMI) Master Trainer Program
2. National Fire Academy's (NFA) Educational Methodology course
3. National Wildfire Coordinating Group's (NWCG) Facilitative Instructor (M-410) course
4. Center for Domestic Preparedness (CDP) Instructor Training Certification Course
5. Equivalents (i.e. Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course: etc.)
6. State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)
7. State Certified Teaching Certificate
8. Advanced degree in education, educational psychology, technical education, or a related program

Probationary Period

All new instructors will be on a probationary status until they have successfully completed two (2) course deliveries for EMI and achieved an average score of 3.0 or better on a scale of 1 to 5 for all units taught for those deliveries. During this probationary period they will be mentored by select experienced instructors.

Selection Process

Applicants must meet the subject matter experience as noted above as well as having teaching experience. Selection will be through a bid process conducted by the Emergency Management Institute. Selected applicants will be scheduled to attend an offering of the course as an instructor. As an instructor, you will be required to teach selected units.

Contract Instructor Performance Requirement

Contractors whose Statements of Work include the presentation of materials must maintain a cumulative minimum rating of 3.5 on a Likert scale rating of 1-5 on student evaluations in the “Quality of Content “ and “Quality of Instruction” categories. In addition, those contractors acting in classroom and exercise support roles will be evaluated in the following areas:

- Knowledge of subject
- Encourages student participation
- Fostered collaborative team-based learning
- Present engaging lectures
- Provides relevant responses to student questions
- Supplemented course materials with current examples of issues/trends
- Facilitated exercises in a manner that enhanced development of students skills
- Supported course with relevant experience
- Adherence to assigned unit objectives, the Instructor Guide and timelines
- Timely submission of materials for review prior to conduct of the course (if applicable)
- Adhered to Instructor Guidelines
- Adherence to NETC Code of Conduct, EMI Instructor Guidelines, EMI Human Dignity Statement, as well as any other performance or rating criteria set forth by the Training Specialist.

NOTE: Because an Adjunct Instructor is a representative of FEMA and EMI during a course delivery, no instructor may use an EMI course delivery to solicit work, endorse, or solicit support of any private or non-profit organization. Instructors will also present a neutral opinion on FEMA and its policies and will defer to FEMA personnel who are present in the classroom or refer participants to the FEMA Regional Tribal Liaison for answers to questions about FEMA policy.

Sustainable allegations of violations of the Agency, NETC, EMI or Course Manager Standards of Conduct is a basis for removal from the Qualified Bidder’s List.