



U.S. FOREST SERVICE JOB CORPS
ADVANCED
EMERGENCY
DISPATCH
TRAINING PROGRAM

Harpers Ferry Job Corps Civilian Conservation Center
Advanced Emergency Dispatcher Program

Timeline:

Applications are due: **March 3rd, 2023**

Students enter the Advanced Emergency Dispatcher Program: **April 3rd**

Students will graduate by **October 15th, 2023**(possibly sooner if employment is secured)

Application Timeline & Input Agenda: (This timeline is subject to change due to COVID-19)

- Applications must be received by **March 3rd, 2023**
- Virtual interviews will be held the weeks of **March 6th-10th**
- Notification/Acceptance Letters will be sent to individual students and Centers by:
March 17th
- Report date to Harpers Ferry: **April 3rd**

First weeks on center will include: (During quarantine if still required)

- Introduction to Center Life/Orientation
- First day of Physical Training (PT), Introductions, Ethics and Conduct for Crew life, Expectations, and Standard Operating Procedures (S.O. P's)
- Set up I-9, W4 and Direct Deposit forms, New Employee form, E-Medical
- IS-700, ICS 100
- Work Capacity Test (WCT) or "Pack Test" (Post quarantine)

Student Information for Prospective Advanced Emergency Dispatcher Candidates

The Advanced Dispatch Program at Harpers Ferry Job Corps Civilian Conservation Center is an opportunity of a lifetime. This program will push you physically, mentally and emotionally to a limit that you have never experienced before. You will be subjected to very rigorous, high intensity, kinetic and high energy situations and work environments on a regular basis.

The program is 100% free but you will earn every bit of it. Students are expected to come into the program in excellent physical and mental condition and be willing to grow and push themselves toward their potential every day. Additionally, the program requires that students work as part of a team to achieve mutual goals and the mission assigned to the Forest Service. Applicants need to understand, "You are only as good as the



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people around you”, and their success in the program is directly related to their ability to push themselves past their limits, to work as a member of a team, and maintain a positive attitude. Applicants to the program should be exceptionally good at taking criticism.

When students arrive on Center in addition to their required coursework, they will begin a Physical Training (PT) program almost immediately. This PT program is designed to get each student into firefighting condition.

Once the Advanced Emergency Dispatch program is completed dispatch applicants have the opportunity to be fire certified and spend some amount of time out on fire assignments. Students will have a short introduction and orientation to the Center and once orientation is complete, the formal training will commence. The training will consist of:

- Numerous Dispatcher TAR items
- National Wildfire Coordinating Group (NWCG) fire courses, fire ecology, and basic landscape management
- Leadership, team building
- Medical emergencies
- Resume building, navigating through USAjobs, and job interviewing

Perspective applicants need to be proficient in the follow areas:

- Teamwork
- Computer skills with an understanding of various office computer programs
- Multi-tasking skills, Organizational skills, and ability to stay focused in stressful situations.

Perspective applicants do not need to possess a Red Card (basic wildland firefighter certification) or have any wildland firefighting experience to apply for this program. (But it is a bonus if they have prior experience)

After completing this initial training, students will have the opportunity to pass the Work Capacity Test (arduous) prior to earning their wildland firefighting certification. This test requires individuals to complete a walking pace of 3 miles in under 45 minutes while carrying a 45 pounds pack. Once this certification is earned, students may learn how to function as a crewmember on a fully functional Type 2 Initial Attack (IA) Crew, Type 2 Crew, Type 6 Fire Engine Crew and Initial Attack (IA) Module. All crewmembers will be available for Local, Regional and National operational fire and dispatch assignments.

Fire dispatch assignments require weeks on the road working and living with the same small group of people under often times highly intense and stressful conditions. Some of these situations may include camping outdoors, 16 hours of rigorous physical activity, and working in steep and rugged terrain. Crewmembers are required to ensure that all of their personal affairs are in order to illuminate any kind of logistical complications.

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While students in Advanced Trades have the ability to earn some privileges that basic students do not, they are still Job Corps enrollees and are subject to the same Job Corps rules and regulations including sign in/sign out procedures, quiet hours, dorm room inspections, etc. Advanced students are expected to perform at a higher level than basic students due in part to their prior success in the Job Corps program. **Prospective Advanced Emergency Dispatcher students should be prepared for several months in Job Corps and abiding by these rules.**

The minimum TABE score for entry into the program is 580 in both Math and Reading. Students with TABE scores of less than 580 may still apply, but priority is given to students who meet that minimum standard.

Students are required to have their Center submit detailed medical information to Harper's Ferry Job Corp's Health & Wellness staff to review prior to entry. **Applications submitted without the proper medical documentation will not be considered.** A certain level of fitness is critical for wildland firefighters. Students who have never hiked outdoors through steep and uneven terrain are encouraged to try this at a fast, steady pace with a heavy pack prior to applying.

Graduates will be eligible for application to temporary or permanent Wildland Emergency Dispatcher positions. Basic pay ranges from \$15.10 - \$18.84 per hour.

While enrolled in the Advanced Fire Dispatch CTT, students will receive the standard Job Corps stipend every two weeks in addition to a completion payment upon graduation from the course. **No other financial benefits are guaranteed.** If the student is ordered to a wildland fire or other incident, students will be hired on as Administratively Determined (AD) employees and will be paid an hourly wage that varies depending on their qualification. This may or may not happen and is dependent upon local, regional, and national fire activity.

If you have any question regarding this information, you are encouraged to contact the Harpers Ferry Job Corps Civilian Conservation Center's Advanced Fire Dispatch Point of contact, **Erin Clay**, erin.clay@usda.gov.

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Application Instructions:

Please ensure that all fields are completed legibly and nothing is blank. Be sure to include all documents that are listed on the document checklist (located below) and ensure that the completed packet arrives no later than March 3rd 2023. **Late packets will not be considered.**

Application/Document Checklist:

Please ensure that all of the following documents are included in the application packet before submitting.

Click on square to fill

☐ Student Application (Complete)

☐ Professional Resume

☐ TABE Diagnostic Sheet

☐ Copy of Driver's License

☐ Job Corps Data Sheet, From ETA 652

☐ Student Profile, From ETA 6-40

☐ Case Notes (last 120 days)

☐ Copy of High School Diploma or
HISSET/GED

☐ Copy of recent physical (within the
last 90 days) in a sealed envelope

☐ Health & Wellness Checklist

Please submit the completed application packet to:

Erin.Clay@usda.gov

IN ADDITION, ALL MEDICAL RECORDS SHOULD BE SENT TO:

**Harpers Ferry Job Corps Civil Conservation Center
ATTN: Advanced Emergency Dispatcher Program
146 Buffalo Dr
Harpers Ferry, WV 25425**

Thank you for your interest in the Advanced Emergency Dispatcher Program!

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Student Application: [Click or tap here to enter text.](#)

Personal Information:

Last Name:

MI:

First Name:

Home Address:

City:

State:

Zip:

Cell phone:

Email:

Date of Birth:

U.S. Citizen: Yes ☐ No ☐

Age:

Driver's License Number and State:

Current Center Information:

Name of Job Corps Center:

Address:

City:

State:

Zip:

Date Enrolled:

Date Completion:

CTT:

Certifications Earned:

Staff Contact:

Title:

Telephone:

Extension:

Email:

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Prerequisites (You must have all of these by the time you begin the program.):

18 Years of age or older by start of program: Yes ☐ No ☐

TABE Score of 580 or Higher: Yes ☐ No ☐

Personal savings/checking account: Yes ☐ No ☐

Current physical form current Health and Wellness Center (within 90 Days of arrival): Yes ☐ No ☐

NFPA approved fire boots: Yes ☐ No ☐

The boots must be at least 8" tall, all leather construction, with Vibram brand soles and no steel toe. Common brands include Wesco, Hathorn, Nick's, White's, Drew's, LaSportiva, Scarpa, Danner, Lowa, Hiix, Kenetrek, and Georgia'. These boots can be expensive, but they are an investment that will last a season or two at least. It is important not to skimp in this area. Foot support is highly important and you must have good solid boots to support the rigor your feet are going to go through. Also, please have high quality wool socks.

Emergency Contact Information:

Emergency Contact:

Relationship:

Telephone:

Do you have allergies: Yes ☐ No ☐

If yes, please list:

Fire Information: (remember these are not qualifications for application)

Currently Red Carded: Yes ☐ No ☐

If yes, expiration date:

IQCS Profile: Yes ☐ No ☐

If yes, Employee ID (from Red Card):

IQCS Account Manager:

Telephone:

Email:

Local Coordination Center:

CPR/1st Aid Qualification: Yes ☐ No ☐

If yes, expiration date:

Chainsaw Qualification: Yes ☐ No ☐

If yes, expiration date:

Applicant's Autobiographical Sketch:

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper. There are no margins, text, or other markings on the page.

Applicant's Signature/Date

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Career Technical Training Instructor's Input:

Student Applying:

CTT:

CTT Instructor:

Telephone:

We are requesting your assistance in the selection of students for the Harpers Ferry Job Corps Civilian Conservation Center Advanced Emergency Dispatcher Program. This program is designed for students who wish to pursue a career in dispatch with the US Forest Service.

Please rate the applicant on a scale of 1 to 10, 10 being exceptional,

Click on box for # entry

Personal Conduct and Professionalism	
Physical Ability	
Communication	
Attitude	
Team Work	
Duties and Responsibilities	
Productivity	
Work Ethic	
Initiative	
Integrity	

Additional Comments:

Career Technical Training Instructor's Signature/Date

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Academic Teacher's Input:

Student Applying:

CTT:

CTT Instructor:

Telephone:

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Please rate the applicant on a scale of 1 to 10, 10 being exceptional,

Click on box for # entry

Personal Conduct and Professionalism	
Physical Ability	
Communication	
Attitude	
Team Work	
Duties and Responsibilities	
Productivity	
Work Ethic	
Initiative	
Integrity	

Additional Comments:

Academic Teacher's Signature/Date

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Residential Living Advisor's Input:

Student Applying:

CTT:

CTT Instructor:

Telephone:

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Please rate the applicant on a scale of 1 to 10, 10 being exceptional,

Click on box for # entry

Personal Conduct and Professionalism	
Physical Ability	
Communication	
Attitude	
Team Work	
Duties and Responsibilities	
Productivity	
Work Ethic	
Initiative	
Integrity	

Additional Comments:

Residential Living Advisor's Signature/Date

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Career Development Counselor's Input:

Student Applying:

CTT:

CTT Instructor:

Telephone:

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Please rate the applicant on a scale of 1 to 10, 10 being exceptional,

Click on box for # Entry

Personal Conduct and Professionalism	
Physical Ability	
Communication	
Attitude	
Team Work	
Duties and Responsibilities	
Productivity	
Work Ethic	
Initiative	
Integrity	

Additional Comments

Career Development Counselor's Signature/Date

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Career Technical Training Manager's Input:

Student Applying:

CTT:

CTT Instructor:

Telephone:

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Please rate the applicant on a scale of 1 to 10, 10 being exceptional,

Click on box for # entry

Personal Conduct and Professionalism	
Physical Ability	
Communication	
Attitude	
Team Work	
Duties and Responsibilities	
Productivity	
Work Ethic	
Initiative	
Integrity	

Additional Comments:

Career Technical Training Manager's Signature/Date

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Center Director's Recommendation:

Please share any thoughts and comments about the individual submitting this application to the
Harpers Ferry Job Corps Civilian Conservation Center Advanced Emergency Dispatcher Program:

Center Director's Signature/Date

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Center AMFO's Recommendation: (Forest Service Centers only)

Please share any thoughts and comments about the individual submitting this application to the
Harpers Ferry Job Corps Civilian Conservation Center Advanced Emergency Dispatcher Program:

Center AMFO's Signature/Date

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Students selected for the Harpers Ferry Job Corps Civilian Conservation Center Advanced Emergency Dispatcher Program will have the opportunity to participate in the Wildland Firefighting Type 2 crew. Students will be required to pass the Work Capacity Test (WCT) (www.fs.fed.us/fire/safety/wct/wct_index.html) at the arduous level in order to maintain the qualifications required to hold a primary fire management position for the US Forest Service.

While enrolled in the Advanced Emergency Dispatcher Program, students will also be participating in a rigorous physical training program that consists of running, hiking, calisthenics, weight training, and stretching, often in inclement weather conditions. It is the student's responsibility to ensure that he or she arrives prepared for physical training.

All students are required to have received a physical within 45 days of arrival at Harpers Ferry Job Corps CCC and be cleared by the Health and Wellness Manager from the sending center. The Health and Wellness Manager must also complete a Health and Wellness Summary Checklist for each student applying for a position in the Advanced Emergency Dispatcher Program.

Applications submitted without the completed Transfer Summary Checklist included with this communication will not be considered. Please put the checklist in a signed and sealed envelope.

By signing below, you agree that you understand the rigorous nature of this CTT program and are not aware of any physical or mental health conditions that may inhibit the student's ability to perform his or her duties successfully and safely.

X _____
Applicant's Signature/Date

X _____
Health and Wellness Manager's Signature/Date

X _____
Center Director's Signature/Date

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Physical Preparation - Arriving Fit for Duty:

The job of a wildland dispatcher or firefighter is very demanding, both physically and mentally, and it requires stamina and determination. In order to perform the job safely and efficiently, it is essential that you take your physical preparation seriously. The more you prepare, the less likely you are to become injured during the fire season. Our physical training program is designed to enhance your fitness level as well as push you mentally and physically. Here are some simple guidelines to help you begin your preparation for the

Advanced Emergency Dispatch Program. Remember, it takes months of hard work to perform at the level required to be a safe and fit wildland firefighter.

90 Days before Arrival:

Start training aerobically at least 5 days a week. Leave at least one day per week to rest. As you surely know, running is a major part of our training, and the sooner you start, the better off you'll be. At a minimum, run 3 times a week and at least 3 miles each time out. To improve your cardiovascular fitness keep your runs at least 30 minutes in duration. If you are just starting to run, start slowly in order to avoid injury and soreness. Once you are ready, keep your exertion level high during the runs but not exhaustive. All crew runs are considerably hilly and are on varied your runs in distance and terrain. If you only run 3 times a week supplement your program with other aerobic exercise, e.g. biking, swimming, or hiking. If weather is a restriction for your workouts, get into the gym. Training on cardio machines (e.g. treadmill, stair master) is not a perfect substitute for the equivalent exercises outdoors, but nevertheless improves your aerobic capacity. Incorporate push-ups, sit-ups, and pull-ups into your daily plan. Be sure to follow up each Physical Training (PT) session with some stretching and a cool down session.

Sample:

Run 1-3 miles 3 times a week

Push-ups, pull-ups and sit-ups

Power hike 3-5 miles 2 times a week

Stretching and cool down

60 Days before Arrival:

Continue training at least 5 times a week. Extend the duration of each run beyond 30 minutes in order to build endurance. Gauge your progress. If progress is slow, you may find that changing your training a bit will increase your progress. Also, begin to incorporate speed work into your program. Running intervals at a local track or sprinting hills are good examples of aerobic conditioning. This can be done on the same day as anaerobic (muscle strength) conditioning. Being aerobically fit allows your body to continue working even when your muscles can no longer use oxygen. It involves a very high level of exertion (85-95% of max heart rate) over a relatively short period of time. It is also important to start hiking. Get out at least once a week and take a lengthy hike. Keep a swift pace and carry a weighted pack, as hikes on the crew are typically fast and strenuous for those not prepared. Continue with push-ups, sit-ups, and pull-ups, continually increase your repetitions. Be sure to follow up each PT session with some stretching and a cool down process.

Sample:

Run 3-5 miles 3 times a week

Push-ups, pull-ups and sit-ups

Power hike 5-7 miles 2 times a week

Stretching and cool down

30 Days before Arrival:

During the last 30 days before you arrive, you shouldn't have to change your program much. Increasing the distance and duration of your runs can only help your endurance. Take a longer run once or twice a

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week. Continue running 3-4 times a week, with intervals twice a week. If possible, power hike a couple times a week. Hiking distances during the season will vary but can last hours, so prepare yourself accordingly. Any other cross-training will help but be careful not to over train. Continue with push-ups, sit-ups and pull-ups, continually increasing your repetitions. Be sure to follow up each PT session with some stretching and a cool down.

Sample:

Run 5-7 miles 3-4 times per week

Push-ups, pull-ups and sit-ups

Power hike 7-9 miles 2 times a week

Stretching and cool down

Hydration, Nutrition, and Rest:

Remember that physical training is only part of the equation. It is essential that PT is balanced with proper hydration, nutrition and rest.

Proper hydration is one of the most important aspects of healthy physical activity. Drinking the right amount of fluids before, during, and after physical activity is vital to providing your body the fluids it needs to perform properly. Replace fluids during exercise to promote adequate hydration. Drink water rather than pouring it over your head. Drinking is the only way to rehydrate and cool your body from the inside out. Rehydrate after exercise by drinking enough fluid to replace fluid losses during exercise.

Proper nutrition is another major aspects to maintaining proper fitness. Good dietary habits greatly enhance your ability to perform at your maximum potential. Eating a variety of foods and maintaining adequate energy balance are basic guidelines for a healthy diet. In order to get enough energy from the food you eat and to obtain the variety of foods needed for nutritional balance, you should eat three meals a day. Even snacking between meals can contribute to good nutrition if the right foods are eaten.

Getting enough rest after exercise is essential to high-level performance but many still over train and feel guilty when they take a day off. The body repairs and strengthens itself in the time between workouts, and continuous training can actually weaken the strongest athletes. Rest days are critical to performance for a variety of reasons. Some are physiological and some are psychological. Rest is physically necessary so that the muscles can repair, rebuild and strengthen. In the worst-case scenario, too few rest and recovery days can lead to overtraining syndrome - a difficult condition to recover from.

Arrival at the Advanced Emergency Dispatcher Program:

We expect you to arrive physically fit and ready to start training. Failure to train prior to your arrival greatly reduces your chances for success in this program. The fire management training program is fast paced from the very first day. We will only have a short period of time to prepare you for the fire season. PT will be rigorous along with the coursework. So, be prepared.

We also expect you to arrive with a positive attitude and to maintain a serious focus on your training. Firefighting is a serious business and we treat it with the respect that it deserves. We will expect you to do the same. We are looking forward to your arrival. Please stay in touch with us and let us know if there are any changes in your health or situation prior to your arrival.

HEALTH & WELLNESS SUMMARY CHECKLIST

Each summary section must be completed, and mailed with application packet.

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Health Providers Please Read

This student is applying to the Advanced Emergency Dispatcher Program at Harpers Ferry Job Corps. Students in this CTT are highly encouraged to take and pass the Work Capacity Test at the Arduous level. This means walking 3 miles while wearing a 45-pound pack in 45 minutes or less. Additionally, students are expected to hike off-trail in rough and brushy terrain while carrying tools and packs. They participate in daily physical training that includes but is not limited to push-ups, sit-ups, pull-ups, and runs. They will be given the opportunity to work up to 16 hours per day in a tight-knit crew environment where crewmembers are in each other's company for weeks at a time. Wildland firefighting is an inherently dangerous job and it is imperative that we identify any physical or mental health conditions that might pose a hazard to this student or other students before we consider accepting them into the program. Your cooperation in providing a complete and thorough evaluation is appreciated.

By signing the appropriate section below, you acknowledge that, to the best of your knowledge, this student does not have physical or mental health issues that would limit his or her ability to participate in this very physically and mentally demanding program.

GENERAL INFORMATION

Student Name: _____ DOB: _____ ID#: _____

Date of Entry: _____ Transferring Center: _____

Date of Transfer: _____ Receiving Center: Harpers Ferry Job Corps

Insurance: include all that apply

Private Insurance _____

Medicaid (include state) _____

Other _____

Allergies: _____

Current medication(s) and
dosage(s): _____

Upcoming appointments (e.g., orthodontic, off-center healthcare provider):

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ACCOMMODATIONS

Check one:

☐ Accommodation plan is attached ☐ Student does not have an accommodation plan

Accommodation Comments (include any specific additional information that needs to be known in relation to the student's accommodation plan such as the use of specific technologies or other information that was helpful in implementing the plan):

Disability Coordinator Signature: _____ Date: _____

Disability Co-Coordinator Signature: _____ Date: _____

H&W Manager's Signature: _____ Date: _____

MEDICAL

Date of last medical assessment: _____

We require a complete physical examination be completed within 90 days of arrival on the receiving Center

Medical summary (include diagnoses, chronic/acute conditions, and treatments):

Activity/Diet CTT Restrictions: _____

Healthcare Provider Signature: _____ Date: _____

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ORAL HEALTH

Check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Refused elective oral examination | <input type="checkbox"/> Received oral health treatment |
| <input type="checkbox"/> Received elective oral examination | <input type="checkbox"/> Refused oral health treatment |

If student received priority classification, current priority classification: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Does the student have orthodontics? ☐ Yes ☐ No

If yes, is an updated orthodontic treatment plan in place? ☐ Yes ☐ No ☐ N/A

Oral health summary (include diagnoses, chronic/acute conditions, and treatment):

Dentist Signature: _____ *Date:* _____

TEAP

Entry Toxicology: ☐ Negative ☐ Positive

If positive, list drugs): _____

Suspicion testing dates/results (if applicable): _____

TEAP summary (include results of initial assessment, interventions, and dates of all contacts with TEAP Specialist): _____

TEAP Specialist Signature: _____ *Date:* _____

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MENTAL HEALTH

Check one:

- ☐ Student received mental health services
☐ Student did not receive mental health services

Mental health summary (include clinical impressions from initial intake assessment, interventions (on and/or off center) medications, and any other relevant care management contacts with the CMHC):

Center Mental Health Consultant Signature: _____ *Date:* _____