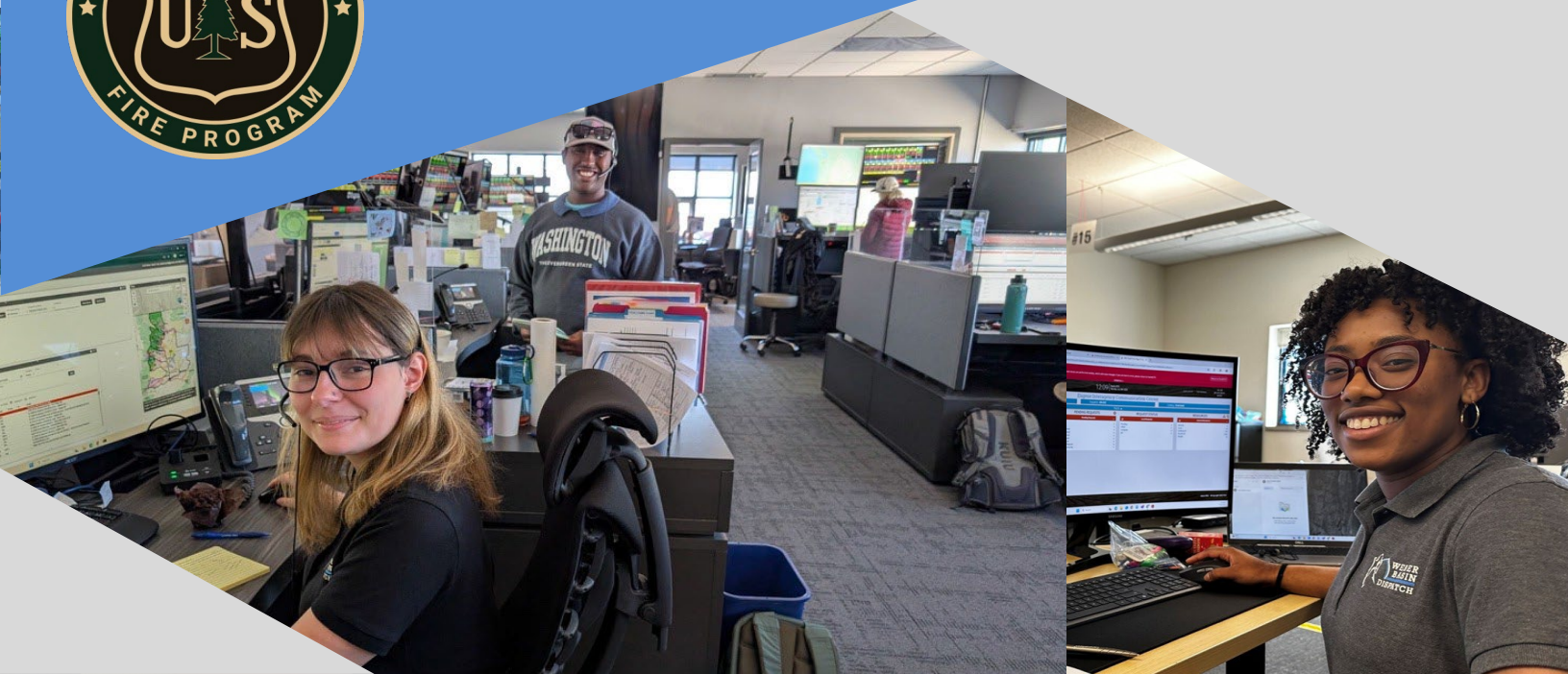




## WEBER BASIN JOB CORPS CIVILIAN CONSERVATION CENTER

# ADVANCED EMERGENCY DISPATCH PROGRAM APPLICATION



Weber Basin Job Corps Civilian Conservation Center  
Advanced Emergency Dispatch Program

## Table of Contents

|                                                                          |    |
|--------------------------------------------------------------------------|----|
| PLEASE READ APPLICATION IN FULL BEFORE APPLYING. ....                    | 3  |
| Application Timeline and Input Agenda .....                              | 3  |
| Your first weeks at the center will include.....                         | 3  |
| Overview .....                                                           | 4  |
| Information for Prospective Advanced Emergency Dispatch Candidates ..... | 5  |
| Fire Management Training Program.....                                    | 7  |
| Physical Preparation – Arriving Fit for Duty.....                        | 7  |
| 90 Days before Arrival.....                                              | 7  |
| Hydration, Nutrition, and Rest.....                                      | 7  |
| Application Instructions .....                                           | 8  |
| Application/Documents Checklist .....                                    | 8  |
| Current Job Corps Center Information .....                               | 9  |
| Prerequisites.....                                                       | 10 |
| Emergency Contact Information .....                                      | 10 |
| Fire Information If Available.....                                       | 10 |
| Applicant’s Autobiographical Sketch .....                                | 11 |
| Career Technical Training Instructor’s Input.....                        | 12 |
| Academic Teacher’s Input.....                                            | 13 |
| Residential Living Advisor’s Input .....                                 | 14 |
| Career Development Counselor’s Input.....                                | 15 |
| Career Technical Training Manager’s Input.....                           | 16 |
| Center Director’s Recommendation .....                                   | 17 |
| JC AFMO’s Recommendation .....                                           | 18 |



Weber Basin Job Corps Civilian Conservation Center  
Advanced Emergency Dispatch Program

**PLEASE READ APPLICATION IN FULL BEFORE APPLYING.**

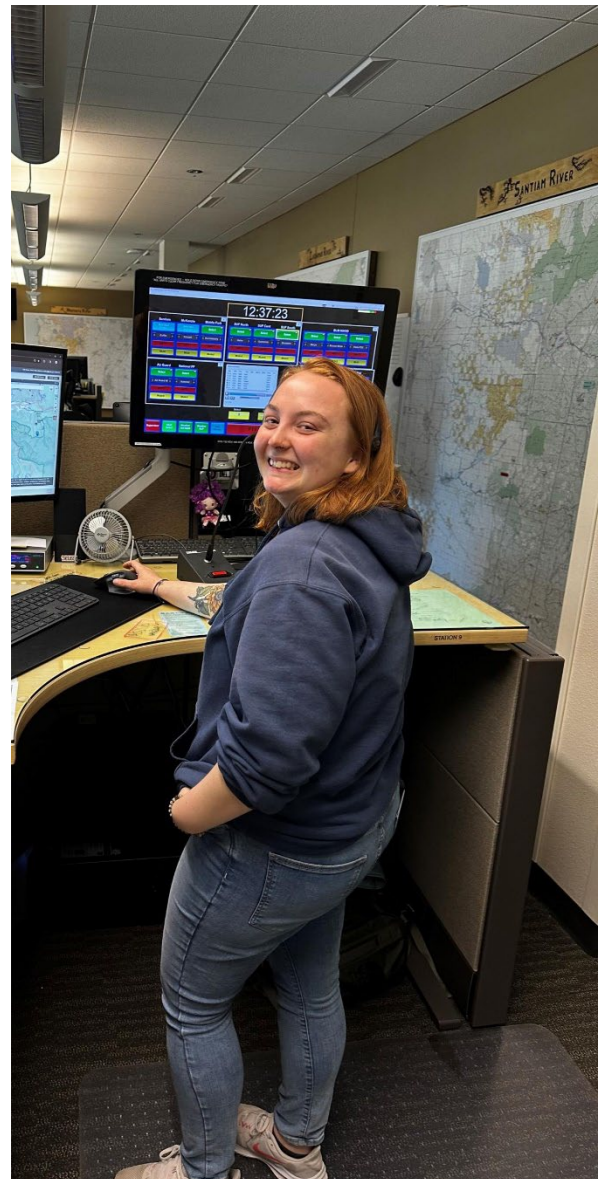
**Application Timeline and Input Agenda: (This timeline is subject to change)**

- Applications **MUST** be received complete and in their entirety by **November 14<sup>th</sup>, 2025**
- Online interviews will be held via Zoom or Teams once the application deadline has closed
- Notification/Acceptance Letters will be sent to individual students and Center Staff no later than **December 9, 2025**
- Students enter the Advanced Dispatch Program in **February 2026**
- Students will be eligible to graduate in **December 2026**

**Your first weeks at the center will include:**

- Introduction to Center Life/Orientation
- Physical Training (PT), Introductions, Ethics and Conduct, Program Expectations, and Standard Operating Procedures (SOPs)
- AD Hiring paperwork that includes I-9, W4, Direct Deposit forms, New Employee form, Incident Behavior, Conditional Offer of FEHB, and e-Medical
- Cohesion and leadership training

\*All training courses will be provided and are not required to apply



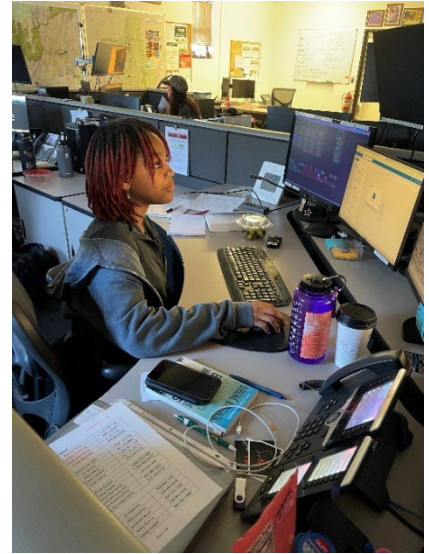
# Weber Basin Job Corps Civilian Conservation Center

## Advanced Emergency Dispatch Program

### Overview

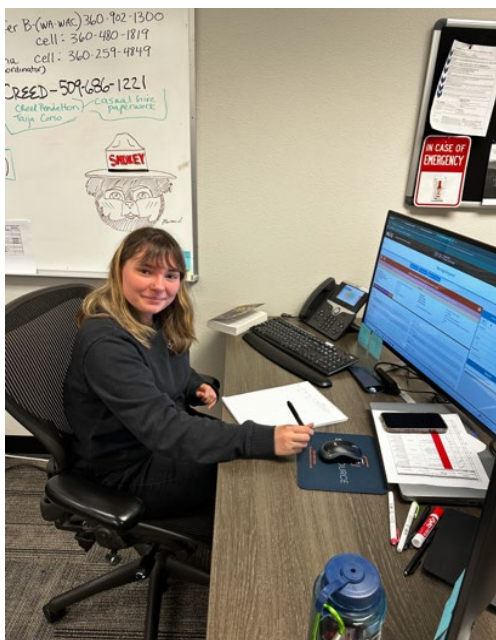
The Advanced Emergency Dispatch Training Program at Weber Basin Job Corps Civilian Conservation Center is an incredible opportunity to build your skills, push your limits, and achieve success like you've never experienced before.

The program is 100% free to participate in, but you will earn every bit of your time in it. You will earn an opportunity for a lifetime while learning new skills in Wildland Fire Management. Students are expected to come into the program in excellent mental and physical condition and be willing to have their limits put to the test daily. Additionally, the programs require students to work independently as well as part of a cohesive team to achieve mutual goals and the mission of the US Forest Service. Applicants need to understand, they are only as good as the people around them 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.



Students who enter the Advanced Dispatch Program are expected to arrive with the drive to maintain a serious focus on their training as they will begin a rigorous curriculum immediately. This program is designed to prepare each student for the mental and emotional challenges faced on dispatch assignments, often working in high stress environments. Building crew cohesion and leadership skills is key for student's continued success in the program and post-graduation. Students will have a short introduction to the program and an orientation to Weber Basin Job Corps Center.

Once orientation is complete, the training and classroom instruction will begin. The training will consist of numerous National Wildfire Coordinating Group (NWCG) fire courses as well as informal training in everything from leadership, team building, computer literacy, communication and public speaking skills, medical emergencies, resume building, navigating the federal hiring process in [USAjobs](https://www.usajobs.gov/), and job interviewing skills.



Upon completion of the classroom training students will be made available for dispatch and fire assignments across the country. This will require you to be away from the center for weeks at a time. While on assignment you will be working in a dispatch center under often highly intense and stressful conditions for 14-21 days at a time. Some of these situations may include 12 to 16 hour days. You are required to ensure that all your personal affairs are in order so that it eliminates any kind of logistical complications while on assignment.

Students in the advanced trades can earn some privileges that basic students do not have, however they are still Job Corps' enrollees and are subject to the same Job Corps rules and regulations including sign in/sign out, 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 Dispatch students should be prepared for another 10 to 11 months in Job Corps and abiding by these rules.

## Weber Basin Job Corps Civilian Conservation Center Advanced Emergency Dispatch Program

### Information for Prospective Advanced Emergency Dispatch Candidates

Students who are selected into the Job Corps CCC Advanced Emergency Dispatch Training Program will gain the knowledge, skills, and abilities to compete for a position as an Initial Attack or Logistics Dispatcher, either as a 1039 seasonal federal employee, a permanent federal employee, or a permanent federal position as a Wildland Fire Apprentice. The [Wildland Firefighter Apprenticeship Program](#) (WFAP) is an optional pathway for students, after completion of the Advanced Emergency Dispatch Career Technical Training (CTT) Program, to begin full-time careers with the United States Forest Service and other Federal Land Management Agencies. The Wildland Firefighter Apprenticeship Program is an accredited educational program designed to enhance and develop students as future Fire and Aviation Managers. The intent of the program is to provide career entry firefighters with higher level education, training, and paid work experience. Upon completion of the Apprenticeship Program, the apprentice will achieve and receive a senior Wildland Firefighter certification.

Students are required to have their Center submit detailed medical information to the Job Corps CCC's Health & Wellness staff for review prior to entry into the program. This is to identify any potential health issues that may pose a health or safety risk for students or other employees. **Applications submitted without proper medical documentation will not be considered.**



While enrolled in the Advanced Fire Management 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.** When you get ordered as a dispatcher or part of a crew in support of a wildland fire or other incident, students will be hired as Administratively Determined (AD) employees and will be paid an hourly wage that varies depending on their qualification. Going out on a fire assignment may or may not happen, therefore, students should be prepared to subsist on the Job Corps stipend or other savings for the duration of their stay. Fire assignments are dependent on the severity and duration of the fire season across the country.

Because of the balance of mental and physical training, it is important that potential applicants come into the program with both of those skills to succeed. 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 the minimum standard.

After completing the initial training along with passing the pack test, each crewmember will earn their Red Card. From this point forward, students will 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, Initial Attack (IA) Module, or as an Expanded Dispatch Recorder or Initial Attack Dispatcher.

**Prospective applicants do not need to possess a Red Card (basic wildland firefighter certification) to apply for this program** since you will be taught the Basic Wildland Firefighting Courses. Every student will go through the Basic Fire Training and have an opportunity to become Red Card certified (FFT2).

If you have any questions regarding this information, you are encouraged to contact the Job Corps Civilian Conservation Center's Advanced Training Point of contact. (See below on page 7)

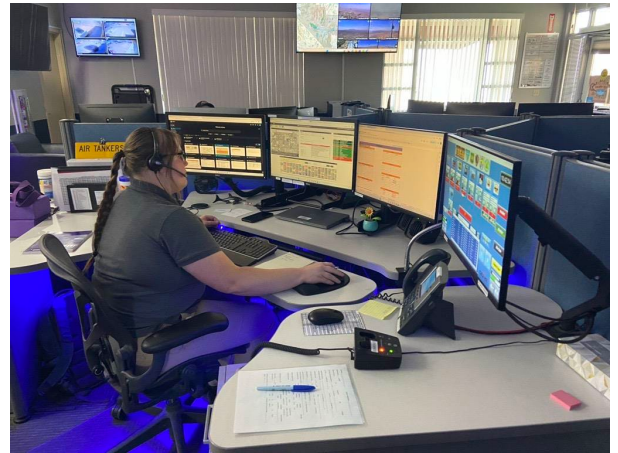
# Weber Basin Job Corps Civilian Conservation Center Advanced Emergency Dispatch Program

## Information for Prospective Advanced Emergency Dispatch Candidates

Students who are accepted into the Weber Basin Job Corps CCC Advanced Emergency Dispatch Program will gain the knowledge, skills, and abilities to compete for a position as a Logistics or Initial Attack Dispatcher.

### Duties of a Logistics Dispatcher may include:

- Processing and filling resource orders in IROC
- Receiving fire location information
- Keeping the floor supervisor advised on fire and logistical support activities
- Maintaining accurate communication logs
- Collecting, processing, and relaying incident information in support of intelligence activities
- Inputting data into various fire-related computer applications
- Interpreting and monitoring weather information



An Initial Attack Dispatcher serves as a critical coordination point with wildland fire resources. They have the capability to assemble or obtain fire suppression resources including helicopters, retardant aircraft, engines, heavy equipment, and fire overhead personnel for the purpose of wildland fire management.



### Duties of an Initial Attack Dispatcher may include:

- Tracking resources in Wildland Computer Aided Dispatching programs (WildCAD-E)
- Serving as a critical communication link to firefighters in the field
- Providing input to be used in fire management planning
- Interpreting and monitoring weather information
- Maintaining communication with floor supervisor on fire activities
- Inputting data into various fire-related computer applications
- Keeping fire managers up to date with current and accurate information

# Weber Basin Job Corps Civilian Conservation Center

## Advanced Emergency Dispatch Program

### Fire Management Training Program

#### Physical Preparation - Arriving Fit for Duty:

The job of a wildland 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 and conditioning 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 Fire Management Training Program. Remember, it takes months of hard work to perform at the level required to be a safe and fit wildland firefighter.



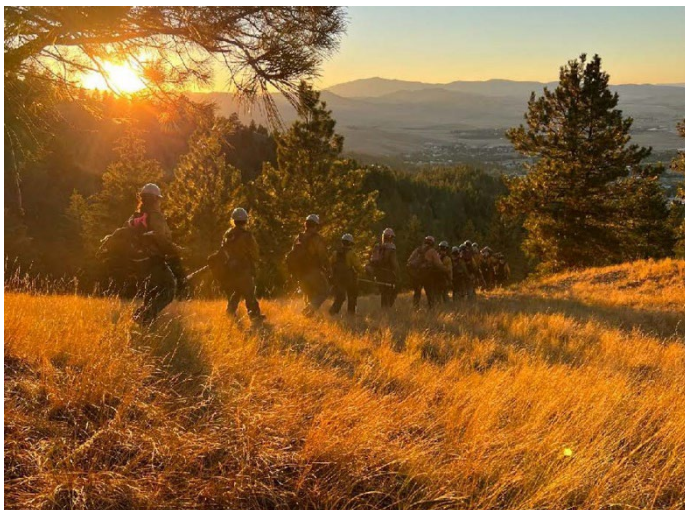
#### 90 Days before Arrival:

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 three times a week and at least three 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 terrain and distance. If you only

run three times a week supplement your program with other aerobic exercise (e.g., biking, swimming, or hiking). If the weather is a restriction factor 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 session with some stretching and a cool down session.

#### Hydration, Nutrition, and Rest:

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



**If the Advanced Emergency Dispatch Program sounds like a challenge that you are up to tackling, submit your application!**

Weber Basin Job Corps Civilian Conservation Center  
Advanced Emergency Dispatch Program

### Application Instructions

Please ensure all fields are completed legibly, and nothing is left blank. Include all documents that are listed on the document's checklist (see below). Electronic applications are preferred.

**Late and incomplete packets will not be considered.**

### Application/Documents Checklist:

|                                                                           |                                                                                                 |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Student Application (Complete)                   | <input type="checkbox"/> Student Conduct Profile                                                |
| <input type="checkbox"/> Professional Resume                              | <input type="checkbox"/> Case Notes (ALL)                                                       |
| <input type="checkbox"/> TABE Diagnostic Sheet                            | <input type="checkbox"/> Copy of High School Diploma or HISET/GED                               |
| <input type="checkbox"/> Copy of State Issued Driver's License or ID card | <input type="checkbox"/> Copy of recent physical (within the last 90 days) in a sealed envelope |
| <input type="checkbox"/> Job Corps Data Sheet, From ETA 652               | <input type="checkbox"/> Health & Wellness Checklist                                            |
| <input type="checkbox"/> Student Profile, From ETA 6-40                   | <input type="checkbox"/> JC AFMO Certification                                                  |

- Ensure that all the following documents are included in the application packet before submitting.
- Submit the completed application packet to your center Vocational Development Specialist (VDS) or Career Transition Specialist (CTS).
- Center VDS, please ensure all parts of the application are completed correctly and legibly prior to sending it to the receiving center's point of contact: **Shannon Boyle**, [shannon.boyle@usda.gov](mailto:shannon.boyle@usda.gov)
- **ADDITIONALLY!** All medical records must be sent by mail to the receiving Center's Medical Facility when applying:

Weber Basin Job Corps Civilian Conservation Center  
ATTN: Advanced Emergency Dispatch Program  
7400 Cornia Dr.  
Ogden, UT 84405

- Students will travel from the sending center to the receiving center prior to the start of the 2026 start date.

For more information please contact:

### Weber Basin Job Corps Staff

**Shannon Boyle** – Advanced Dispatch Trade Instructor, [shannon.boyle@usda.gov](mailto:shannon.boyle@usda.gov), 435-503-4411

**Una Pesata** – Adv. Dispatch Co-Instructor, [una.pesata@usda.gov](mailto:una.pesata@usda.gov), 505-631-2254

**Brandon Everett** – FMO, [brandon.everett@usda.gov](mailto:brandon.everett@usda.gov), 385-239-7399

**Kelly Ryan** – WPO, [kelly.ryan@usda.gov](mailto:kelly.ryan@usda.gov), 801-564-2906

Weber Basin Job Corps Civilian Conservation Center  
Advanced Emergency Dispatch Program

**Student Application Personal Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ U.S. Citizen: Yes ☐ No ☐

Age: \_\_\_\_\_

Valid Driver's License: Yes ☐ No ☐ Other ☐ If other, please explain:

State Issued:

Driver's License Number:

**Current Job Corps Center Information:**

Name of Job Corps Center: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date Enrolled: \_\_\_\_\_

Date Completion (can project out): \_\_\_\_\_

CTT: \_\_\_\_\_

Certifications Earned:

Staff Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Title: \_\_\_\_\_

Weber Basin Job Corps Civilian Conservation Center  
Advanced Emergency Dispatch Program

**Prerequisites:**

**(You should have all of these by the time you begin the program)**

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

Personal savings/checking account: Yes ☐ No ☐

Current physical form current Health and Wellness Center (within 45 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 Nick's, White's, Drew's, LaSportiva, Scarpa, Danner, Lowa, JK, and Kenetreds. 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. Your feet are very important and you must have good solid boots to support your feet through the long strenuous work days. Also, you must have good wool socks. Purchase these boots as soon as possible once you receive our acceptance letter to start breaking them in.

**Emergency Contact Information:**

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Do you have allergies: Yes ☐ No ☐ If yes, please list:

**Fire Information If Available:**

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/1<sup>st</sup> Aid Qualification: Yes ☐ No ☐

Chainsaw Qualification: Yes ☐ No ☐

If yes, expiration date: \_\_\_\_\_

PDOF (Fire Fighting/Emergency Services) days worked: \_\_\_\_\_

**\* If yes to any item above, include all documentation with this application**

Weber Basin Job Corps Civilian Conservation Center  
Advanced Emergency Dispatch Program

**Applicant's Autobiographical Sketch:**

Tell us about yourself, what you can contribute to the Advanced Fire Management Training Program and what you want to gain out of your experience if selected (you may use this page or attach a separate page):

---

Applicant's Signature

---

Date

Weber Basin Job Corps Civilian Conservation Center  
Advanced Emergency Dispatch Program

**Career Technical Training Instructor's Input:**

Student Applying: \_\_\_\_\_ CTT: \_\_\_\_\_

Trade Instructor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

We are requesting your assistance in the selection of students for the Advance Emergency Dispatch Program. This program is designed for students who wish to pursue a career in Wildland Fire Management and Dispatch with the US Forest Service or other federal agencies.

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

|                                      |  |
|--------------------------------------|--|
| Personal Conduct and Professionalism |  |
| Physical Ability                     |  |
| Communication                        |  |
| Attitude                             |  |
| Teamwork                             |  |
| Duties and Responsibilities          |  |
| Productivity                         |  |
| Work Ethic                           |  |
| Initiative                           |  |
| Integrity                            |  |

Detailed Narrative:

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Signature/Date



Weber Basin Job Corps Civilian Conservation Center  
Advanced Emergency Dispatch Program

**Residential Living Advisor's Input:**

Student Applying: \_\_\_\_\_ CTT: \_\_\_\_\_

Residential Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

We are requesting your assistance in the selection of students for the Advanced Emergency Dispatch Training Program. This program is designed for students who wish to pursue a career in Wildland Fire Management and Dispatch with the US Forest Service or other federal agencies.

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

|                                      |  |
|--------------------------------------|--|
| Personal Conduct and Professionalism |  |
| Physical Ability                     |  |
| Communication                        |  |
| Attitude                             |  |
| Teamwork                             |  |
| Duties and Responsibilities          |  |
| Productivity                         |  |
| Work Ethic                           |  |
| Initiative                           |  |
| Integrity                            |  |

Detailed Narrative:

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Signature/Date

Weber Basin Job Corps Civilian Conservation Center  
Advanced Emergency Dispatch Program

**Career Development Counselor's Input:**

Student Applying: \_\_\_\_\_ CTT: \_\_\_\_\_

Counselor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

We are requesting your assistance in the selection of students for the Advanced Emergency Dispatch Training Program. This program is designed for students who wish to pursue a career in Wildland Fire Management and Dispatch with the US Forest Service or other federal agencies.

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

|                                      |  |
|--------------------------------------|--|
| Personal Conduct and Professionalism |  |
| Physical Ability                     |  |
| Communication                        |  |
| Attitude                             |  |
| Teamwork                             |  |
| Duties and Responsibilities          |  |
| Productivity                         |  |
| Work Ethic                           |  |
| Initiative                           |  |
| Integrity                            |  |

Detailed Narrative:

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Signature/Date

Weber Basin Job Corps Civilian Conservation Center  
Advanced Emergency Dispatch Program

**Career Technical Training Manager's Input:**

Student Applying: \_\_\_\_\_ CTT: \_\_\_\_\_

WPO Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

We are requesting your assistance in the selection of students for the Advanced Emergency Dispatch Program. This program is designed for students who wish to pursue a career in Wildland Fire Management and Dispatch with the US Forest Service or other federal agencies.

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

|                                      |  |
|--------------------------------------|--|
| Personal Conduct and Professionalism |  |
| Physical Ability                     |  |
| Communication                        |  |
| Attitude                             |  |
| Teamwork                             |  |
| Duties and Responsibilities          |  |
| Productivity                         |  |
| Work Ethic                           |  |
| Initiative                           |  |
| Integrity                            |  |

Detailed Narrative:

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Signature/Date

Weber Basin Job Corps Civilian Conservation Center  
Advanced Emergency Dispatch Program

**Center Director's Recommendation:**

Please share any thoughts and comments about the individual submitting this application to the Advanced Emergency Dispatch Program:

Signature/Date

Weber Basin Job Corps Civilian Conservation Center  
Advanced Emergency Dispatch Program

**JC AFMO's Recommendation:**

Please share any thoughts and comments about the individual submitting this application to the Advanced Emergency Dispatch Program:

Signature/Date