



FORT RILEY

FIRE & EMERGENCY SERVICES

APPLICANT GUIDE

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A MESSAGE FROM FORT RILEY FIRE CHIEF WES HILL



Dear Applicant,

Welcome and thank you for taking the first step towards becoming a member of the Fort Riley Fire & Emergency Services family. Over the years, we have come to learn that starting a career within the federal fire service can be a challenging process. Our team has created this Applicant Guide to assist you with navigating these unfamiliar waters. We hope this guide provides clarity to our application process, job requirements, and work environment.

Working with our team means being a part of a family that values integrity, continuous learning, and a proactive approach in providing risk-related services. If you are passionate about serving your community, dedicated to personal and professional growth, and ready to embrace the challenges and rewards of a career in the federal fire service, we encourage you to explore the opportunities available within our department.

All of our careers started with the same unknowns, fears, and challenges you are facing. I encourage you to reach out and ask more about our Mentorship Program. This excellent opportunity connects you with a member of our department to increase your institutional knowledge and understanding of our organization.

We thank you for considering a career with us.

Sincerely,

Wesley Hill
Fire Chief





FORT RILEY HISTORY

Fort Riley covers an area of over 100k acres of Kansas Flint Hills. Home of the historic & legendary 1st Infantry Division “The Big Red One.” Serving a population of over 50k, FRFES responds to a diverse territory that includes urban and rural areas of Geary and Riley Counties.

America’s most storied division, The Big Red One has a distinguished history of “firsts” The proud history of the 1st Infantry Division shaped its legendary motto: “No Mission too Difficult, No Sacrifice too Great, Duty First.”

FRFES is no different, we consistently look forward and find ways to establish “firsts” within the Department of Army Fire & Emergency Services. Setting numerous “Best Business Practices,” we set the standards that other Fire Services adopt. Most recently, partnering with Columbia Southern University for Tuition Discounts towards Undergraduate, Graduate and Doctoral Courses.



JOIN THE FRFES FAMILY



Mission Statement

Strives to deliver exceptional risk-related services to meet the ever-evolving needs of our Soldiers, Families, and Civilians of Fort Riley.

Vision Statement

To create a culture of continuous improvement, inspiring authenticity in tomorrow's leaders.

IDEAL Values

Integrity **D**iversity **E**xcellence **A**ccountability **L**eadership

FRFES Branches & Overview



Operations Branch is responsible for command and control, structural firefighting, urban interface protection, wildland fire protection, HAZMAT/CBRNE, pre-hospital emergency medical services, and technical rescue responses.

5 Fire Stations | 58 Personnel | 2 Battalions

Fire Prevention Branch is responsible for fire/life safety inspections, fire investigations, plans review, public education and displays, fire drills, and emergency on scene support.

5 personnel | 6 Fire Investigators

Training Branch is responsible for professional development and annual training plan development. Provides logistical support to companies and individuals to meet specified training needs.

Health & Safety Branch is responsible for the management and safety practices for FRFES and the Directorate of Emergency Services.

Fire Management is responsible for strategic planning and coordinating of staffing actions. Responsible for program management and developing management controls.





Considering a Career as a Firefighter?

Explore the opportunities with Fort Riley Fire & Emergency Services
for a fulfilling career.

Becoming a dedicated leader and role model in your community!

Working for the Department of the Army is exciting and always different. Each day brings a new situation, new people, and new missions. Choosing a career with the Fort Riley Fire & Emergency Services is not only rewarding but is something that has a direct impact on the lives of others. **As a Fort Riley Firefighter, YOU make a difference.**

Fort Riley Fire & Emergency Services (FRFES) 2023 Stats:

FRFES responded to over 3200 calls for service. These included:

50 Fires (Structure, Vehicle etc.)

112 Wildland Fires

1465 Fire Alarm Activations

537 Medical Responses

74 Rescue Responses (Vehicle Accidents, Elevator Entrapments, Etc.)

118 Hazardous Material Responses (Gas Leaks, Fuel Spills Etc.)

FRFES Employment Benefits:

- ◇ Salary starting at over 52k
- ◇ Health, Dental, Vision Insurance Plans
- ◇ Paid Vacation & Sick Leave
- ◇ Federal Employee Retirement
- ◇ Thrift Saving Plan (401k Type Plan)
- ◇ Professional Certification Training Provided in most cases.
- ◇ Tuition Discount with Columbia Southern University (self, spouse & children)

Follow us on our social media to stay informed on our recruitment information and upcoming position openings.



www.facebook.com/FRFES

SCAN HERE FOR MORE INFO!



FRFES CAREER PATH TO FULL PERFORMANCE FIREFIGHTER



Firefighter GS-0081-03 or 04 is our normal entry level position that you are hired at.

All Firefighter, Driver, & Hazmat certifications must be IFSAC or ProBoard in order to meet COE requirements.

Salary: (\$GS Base Pay / \$ FF Annual Pay w/ Special FF Calculations Factored In)

52 weeks minimum between Grade Increases.

Basic Entry Level Requirements:

Must be 18 years of age and less than 37 years of age on official date of employment.

U.S. Citizenship

Obtain and Maintain a valid Driver's License

Heavy physical effort required. Must be able to lift 45 pounds or more.

Firefighter GS-0081-03

- Salary: \$33.9K / \$52.1K (Equivalent to a 40hr GS-07 Step 3 employee)
- Experience: Ability to follow directions; read, understand, & retain; ability to perform or learn to perform.
- Certificate of Eligibility (COE): NO DoD Certification Requirements

Firefighter GS-0081-04

- Salary: \$34.5K / \$53.2K (Equivalent to 40hr GS-07 Step 4 employee)
- Experience: One year Firefighter experience.
- COE: Firefighter I & II, Hazmat Awareness & Operations

Firefighter GS-0081-05

- Salary: \$37.6K / \$57.9K (Equivalent to 40hr GS-08 Step 3 employee)
- COE: Firefighter I & II, Hazmat Awareness & Operations, Airport Firefighter, CPR

Firefighter GS-0081-06

- Salary: \$42K / \$64.6K (Equivalent to 40hr GS-09 Step 3 employee)
- COE: Firefighter I & II, Hazmat Awareness & Operations, Airport Firefighter, CPR, Driver Operator Pumper, ARFF, Wildland Firefighter Type II (S130/190)

Firefighter GS-0081-07

- Salary: \$46.7K / \$71.7K (Equivalent to 40hr GS-09 Step 7 employee)
- COE: Firefighter I & II, Hazmat Awareness & Operations, Airport Firefighter, CPR, Driver Operator Pumper, ARFF, Wildland Firefighter Type II (S130/190), Driver Operator Mobile Water Supply, Aerial, EMT

OPERATIONS WORK SCHEDULE



48 hour Shifts = 144hr (2 Week Pay Period)

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

Employees work a 48hrs on - 48hrs off schedule.

Every two weeks you get 4 days off known as a Kelly Day. This is rotating throughout the calendar year and every three months aligns to provide 8 days off.

Each year this creates 104 scheduled days off, without using your personal leave.

The calendar to the left displays a normal three month work cycle.

The Red Dates are 48hrs on-duty

The White Dates are 48 hrs. off-duty.

The Yellow Dates are your Kelly Days off.



LIFE AT THE FIRE STATION



As an FRFES Firefighter, you will report to work for a 48-hour shift at your assigned Fire Station. Each FRFES Fire Station includes the following features for employees to enjoy:

Shared Living Spaces

Private Sleeping Quarters

Restrooms & Showers

Fitness Equipment

Cable Television

Full Kitchen with Pantry Storage

Employee Parking

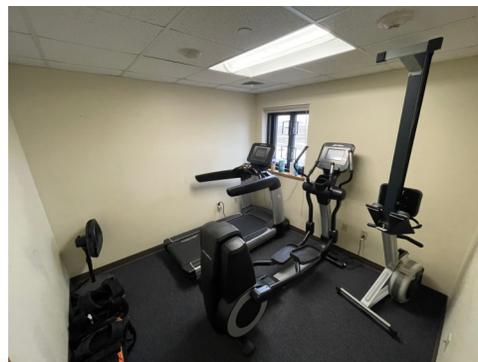
Outdoor Space

Bunker Gear Storage

Wi-Fi

Station life is a unique and dynamic experience that you will only experience as a member of the fire service. It is an environment where dedication, support, and professionalism thrive, making station life an unforgettable experience for those who choose this profession. **The fire station becomes more than just a workplace; it transforms into a second home and a tight-knit community.**

Firefighters share a camaraderie like no other, forged through shared experiences and the trust they place in each other during life-threatening situations. While on shift, firefighters perform various tasks, including training, cleaning + equipment maintenance, and emergency response preparedness. Meals can be shared together, fostering a sense of family and teamwork. During quieter moments, firefighters engage in continuous learning, studying protocols, honing skills, and staying updated on the latest techniques and equipment.





APPLICATION PROCESS FOR NON-VETERANS

- ◇ Job Announcement published on www.USAJOBS.gov
- ◇ Applicants must create an account on USAJOBS.gov in order to apply
- ◇ Search USAJOBS using the Search feature, type **0081** (0081-Fire Protection and Prevention) in the Keywords and **Fort Riley** in Location. This will show any Fire related jobs that are open to apply for.
- ◇ Click Apply. (Upload Resume (No More than 5 Pages) and other required documents that may be required. Read the job announcement very carefully.
- ◇ Human Resources produces a list of names to the Hiring Official
- ◇ Hiring Official (Asst. Chief of Operations) makes a selection on the list.
- ◇ Human Resources makes Tentative Job Offer
- ◇ Human Resources required Pre-Employment Checks
 - ◇ Medical Physical
 - ◇ Drug Screening
 - ◇ Background Checks
- ◇ Official Job Offer & Acceptance of Offer
 - ◇ Estimated Start Date is provided
 - ◇ FRFES Welcome Letter and On-Boarding Packet is Emailed
- ◇ First Day of your New Career starts with being Sworn In.

Note: This entire process could take up to 180 days.

 An official website of the United States government

USAJOBS

[→ Sign in](#)

 Keywords

Job title, dept., agency, series or occupation

 Location or Remote

City, state, zip, country or type remote



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APPLICATION PROCESS FOR VETERANS



DoD authorizes agencies to make non-competitive appointments for eligible veterans, known as **Veterans Recruitment Appointment (VRA)**

Eligibility applies to the following potential candidates:

- Disabled veterans;
- Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized;
- Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal (AFSM) was awarded, to include the Global War on Terrorism Service Medal;
- Veterans separated from active duty within the past 3 years

****Candidates must be able to pass pre-employment screening and physical capabilities**

****Eligible Candidates shall submit their DD-214, Resume, and VA Disability Letter (if applicable) to the FRFES management team by emailing FRFESrecruitment@gmail.com**

FRFES have partnered with *Fort Riley Educational Services* and the *Transition Assistance Program* to help potential candidates navigate this career transition. Contact appropriate points of contacts for additional information.

Fort Riley Transition Assistance Program

Provides career transition assistance to potential candidates and one-on-one counselor guidance.

Contact the TAP Office at 785-239-2278, 785-239-2248 or usarmy.riley.imcom.mbx.tap@army.mil

POC: Debra Shelkey, Transition Service Manager, 785-239-2193, debra.k.shelkey.civ@army.mil

Fort Riley Education Services

Provides education and financial guidance for potential candidates achieving necessary firefighter training, prior to leaving the Army.

Contact the Fort Riley Education Services at 785-239-6481 or usarmy.riley.imcom.mbx.education-



OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT



All sworn FRFES personnel receive ongoing training throughout their careers to ensure they are prepared for any emergency incident they may encounter while on the job.

Our Training Branch works diligently to provide relevant, ongoing training and education opportunities. Ample opportunities for professional growth and development are available to all of our employees throughout their careers (based on career progression and approval).

Department of Defense Career Development Course (IFSAC & ProBoard)

- Driver Operator (Pumper, Aerial, Mobile Water Supply, Airport Rescue Firefighter)
- Hazardous Materials Technician
- Airport Rescue Firefighter
- Fire Officer I & II, Fire Inspector I & II, Fire Instructor I & II

Partners in Professional Development and Education

- Kansas Fire & Rescue Training Institute
- Hutchinson Community College
- Kansas Forest Service
- Manhattan Area Technical College
- Barton County Community College
- United States Army Command and General Staff College
- Alabama Fire College
- Goodfellow Airforce Base (DoD Fire Academy)
- Kansas State Fire Marshal's Office



WELCOME TO THE FAMILY!!!



For more information contact:

(785) 239-4543



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