



FEMA

R0208

Dear National Fire Academy Student:

By now you should have received your acceptance email notification from the National Emergency Training Center (NETC) Admissions Office for this course. If you have not, you are not enrolled in this course.

Congratulations on your acceptance into the U.S. Fire Administration's/National Fire Academy's (USFA's/NFA's) *Fire Investigation: Interview and Testimony* (FI:IT) course. Your assistance is requested in preparation for this educational opportunity.

There are several key issues that you need to be aware of in preparation of your participation. First, you must bring a copy of your most recent resume and/or curriculum vitae. If you do not have one or the other, it is required that you prepare such for the class. Second, you must bring with you examples of your organization's Standard Operating Procedures, Standard Operating Guidelines, or Standing Organization Operations or related policies germane to interview/interrogations. The course fosters a reality-based approach to interviews, interrogations and courtroom activities/testimony through a variety of means including:

- A field trip to a local firesetter treatment facility whereby you and your assigned partner will interview at least two clients.
- Conducting actual interviews/interrogations with witnesses/suspects of your case.
- Mock courtroom testimony (direct and cross-examination) under real conditions.

This course contains an important component of a mock trial. Students are required to present a professional image and dress accordingly during all courtroom periods of the second week of class. Students must wear either your department issued dress uniform (Class A) or professional business attire (jacket and tie/suit) each day of class Monday through Friday of week two.

You should have already completed the following CFI Trainer modules: *Ethics and the Fire Investigator*, *Magnetek — A Case Study in the Daubert Challenge*, *Critical Thinking Solves Cases*, *Fundamentals of Interviewing*, and *Effective Investigation and Testimony*. Access to CFI Trainer is via website at [www.CFITrainer.net](http://www.CFITrainer.net). There are no costs or membership requirements to access these modules.

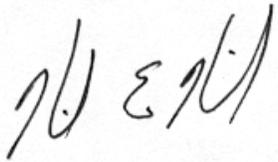
In order to cover the amount of material required for this course, completion of work assignments and studying after classroom hours will be necessary. Also, evening classes may be conducted to complete all course requirements.

End-of-class graduation ceremonies are an important part of the course, and you are expected to attend. Please do not make any travel arrangements to leave campus until after you and your classmates graduate.

For your information, the NFA classroom environment is PC based. As increasing numbers of students and instructors are bringing laptop computers or other electronic devices to campus, you alone are responsible for the security and maintenance of your equipment. The Academy cannot provide you with computer software, hardware, or technical support to include disks, printers, scanners, etc. Classrooms are outfitted with surge protectors at each table for your convenience. Thumb drives or external hard drives used to bring course materials to class cannot be connected to FEMA property without being scanned for viruses. Due to time limitations for scanning, these devices cannot be larger than 8 GB. Anything over this amount will not be scanned and cannot be used. A Student Computer Lab is located in Building D and is available for all students to use. It is open daily with technical support provided in the evenings. This lab uses Windows 7 and Office 2013 as the software standard.

Should you need additional information related to course content or requirements, please feel free to contact Mr. Lester Rich, MIFireE, Certified Fire Investigator, Fire/Arson and Explosion Investigation Training Specialist, at (301) 447-1209 or email at [lester.rich@fema.dhs.gov](mailto:lester.rich@fema.dhs.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Kirby Kiefer". The signature is written in a cursive style with some loops and flourishes.

Dr. Kirby Kiefer, Acting Superintendent  
National Fire Academy  
U.S. Fire Administration