



R0335

Dear National Fire Academy Student:

By now you should have received an email notification from the National Emergency Training Center (NETC) Admissions Office. This notification indicates your acceptance into the U.S. Fire Administration (USFA), National Fire Academy (NFA) "Administration of Public Assistance for Community Recovery" (APACR) course.

Congratulations on your upcoming attendance at the USFA's/NFA's APACR course.

This 6-day course helps students increase the administrative alignment of their organizations, people, process, and paperwork to meet federal fiduciary standards for public assistance recovery. Instructional methodologies include case study analysis, group discussions, and major simulation exercises.

This class is a six day class which starts on Sunday at 8 a.m. Subsequent classes will meet daily from 8 a.m. to 5 p.m., with evening classes possible. The class graduation ceremony is an important part of the course. You are expected to attend this event. All departing travel arrangements should be made so that you do not leave campus prior to the class graduation.

The NFA classroom environment is computer based. Increased numbers of students and instructors are bringing laptop computers or other electronic devices to campus; you are responsible for the security and maintenance of your equipment. The NFA cannot provide computer software, hardware (which includes disks, printers, scanners, monitors, etc.), or technical support for your device. For your convenience, we do provide surge protector power strips at each classroom table.

Your course may require you to bring reports or projects that may be shared with the class. It is advised that you bring this information in an electronic format. Please discuss this with your course's training specialist before attending class; contact information is located in the last paragraph of this letter.

Should you need to access the Student Computer Lab, it is located in Building D and is available for all students to use. The lab is open daily with a technician available Monday through Thursday from 1700 to 2100 (5 p.m. to 9 p.m.) and on Saturdays from 0800 to 1200 (8 a.m. to noon). The lab uses Windows 7 and Office 2013 as the software standard.

If you need additional information related to your course's content or requirements, please contact Mr. Kevin Brame, Executive Development Curriculum Training Specialist, at (301) 447-1069, or by email at [kevin.brame@fema.dhs.gov](mailto:kevin.brame@fema.dhs.gov). Good luck, and I hope to see you on campus.

Sincerely,

A handwritten signature in blue ink that reads "Tonya L. Hoover".

Tonya L. Hoover, Superintendent  
National Fire Academy  
U.S. Fire Administration