



FEMA

R0445

Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration (USFA), National Fire Academy (NFA) "Fire and Emergency Services Training Program Management" (FESTPM) course.

In order for the course to be meaningful, you will need to complete the pre-course assignment described on the enclosure before coming to Emmitsburg, Maryland.

This class is a six-day class which starts on Sunday at 8 a.m.

The NFA classroom environment is computer based. You are responsible for the security and maintenance of your electronic equipment. The NFA cannot provide computer software, hardware, or technical support for your device.

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 5 p.m. to 9 p.m. and on Saturdays from 9 a.m. to noon.

If you need additional information related to course content or requirements, please contact NFA Training Specialist Dave Donohue at david.donohue@fema.dhs.gov or 301-447-1094.

Sincerely,

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

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

Enclosure

Pre-course Assignment Instructions

Pre-course expectations

1. You will need to conduct an analysis of a performance issue that is correctable through training. Remember that not all performance issues lead to training solutions. The analysis should describe how the issue is training related and tied to one of the initiators of a training need (performance problems, staff development, new system/technology or habitual/annual training).
2. The analysis is based on and supported by data and information.
3. You will develop a report using at least three credible sources to support your report. Utilize American Psychological Association (APA) format (6th ed.) to cite resources. Write the paper in Times New Roman font, size 12, with 1-inch margins.
4. This is **not** an Applied Research Paper nor is it an opinion paper. The paper is a technical report that utilizes APA citation style. The paper is evidence-based and written in the third person. The paper identifies and describes the performance gap in your organization, describes how the issue is tied to training, and the impact of the performance gap on the organization and community.
5. There is no minimum or maximum length required for the paper, but it likely will be somewhere between five and 20 pages, depending on the issue (not including the title page and references).
6. You are not developing or presenting solutions to the issue. The paper is simply documenting a performance issue that is correctable through training.
7. During the course, you will develop a training management plan, have your proposal and presentation reviewed by your peers, and make a presentation requesting support for your plan.
8. You will submit your paper in the NFA's Learning Management System (LMS). You will receive an email granting you access to the LMS a few weeks before class begins.
9. There will also be questions in the LMS for you to answer prior to arriving on campus.

Who do I contact with questions?

If you have questions regarding the class, contact Dave Donohue at david.donohue@fema.dhs.gov or 301-447-1094.