



FEMA

N0645

Dear National Fire Academy Student:

Congratulations on being selected to attend the U.S. Fire Administration (USFA), National Fire Academy (NFA) “Leadership in Supervision” course.

This is a six-day class, with evening classes possible. Check with your host site for the schedule.

The Student Manual (SM) for this course is now available in a Bring Your Own Device (BYOD) format that will function on any electronic device. Please see the page following this letter for complete instructions on successfully downloading your SM. Please note: If you plan to bring/use an iPad, you may experience issues saving/storing/printing course assignments because there is no USB/thumb drive capacity for these devices.

If you need additional information related to your course’s content or requirements, please contact Mr. Edward Kensler Jr., training specialist, Leadership and Partnership Branch, at 301-447-1158, or by email at edward.kenslerjr@fema.dhs.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Eriks J. Gabliks".

Eriks J. Gabliks, Superintendent
National Fire Academy
U.S. Fire Administration

Enclosure

December 2023

National Fire Academy Bring Your Own Device (BYOD) Course Materials/Download Instructions

If you own an electronic device (laptop computer, tablet, etc.) and are familiar with its document reader functions, we are asking you to download the Student Manual (SM) before you travel to class and bring the preloaded device with you.

The **first step** is to download Adobe Acrobat Reader to your device. This will enable you to read and manipulate the course materials. Adobe Acrobat Reader can be used to comment and highlight text in PDF documents. It is an excellent tool for note-taking purposes.

For laptops and computers

Adobe Acrobat Reader can be downloaded from www.adobe.com/downloads/. It is a free download. Please note that depending on your settings, you may have to temporarily disable your antivirus software.

For tablets and other similar hand-held devices

Adobe Acrobat Reader can be downloaded onto devices such as iPads, Android tablets and other hand-held devices. The application can be found in the device's application store using the search function and typing in "Adobe Acrobat Reader." Follow the instructions given. **It is a free application.**

After you have successfully downloaded the Adobe Acrobat Reader, please use the following web link to download your SM. You may copy/paste this link into your web browser.

https://apps.usfa.fema.gov/ax/sm/sm_0645.pdf

Note: In order to have the editing capabilities/toolbar, the SM needs to be opened with Adobe Acrobat Reader. There should be a function on your device to do this.

If you need assistance, please contact nfaonlinetier2@fema.dhs.gov.