



National Emergency Training Center
16825 S. Seton Avenue
Emmitsburg, MD 21727-8998

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 attending this course.

This is a six-day class that 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 course materials are now available in a Bring Your Own Device (BYOD) format that will function on any electronic device. 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 Emmitsburg** and bring the preloaded device with you. Please see the page following this letter for complete instructions on successfully downloading your course materials. 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.

The NFA classroom environment is computer based. 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.

If you need additional information related to your course's content or course requirements, please contact Mr. Dan Newland, Training Program Management and Planning, and Information Management training specialist, at 301-447-1157, or by email at daniel.newland@fema.dhs.gov. Good luck, and I hope to see you on campus.

Sincerely,

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

Enclosures

August 2024

National Fire Academy Bring Your Own Device 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 the links into your web browser.

https://apps.usfa.fema.gov/ax/sm/sm_0445.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.

Pre-course Assignment Instructions

Training Needs Assessment

1. This pre-course needs assessment paper will identify, describe, and justify a training need in your organization. This assignment is the foundation for assignments throughout the class.
2. In this paper, you will address:
 - a. Summary of the performance problem and a brief possible solution.
 - The solution will be further defined in class assignments.
 - b. Detailed description of the performance problem.
 - Supported by at least two forms of data (may include quality assurance/improvement reports, run data, after action reports, or other departmental/jurisdictional information).
 - c. Justification of why the problem needs to be solved.
 - d. Description of the proposed training solution.
 - e. Identify and describe at least three barriers (internal and/or external) to implementation and successful outcomes for the training solution.
3. Format:
 - a. Cover page.

Training Needs Assessment
One sentence description of the need
Student Name
Date
 - b. Paper length.
 - Four or five pages.
 - c. Citations.
 - Quantity as appropriate for the problem.
 - APA format.
4. Is it a training Problem?
 - a. Performance is the key.
 - b. The problem needs to be centered on performance that can be improved through education and/or training — not a policy, procedure, or resources.

- c. For example, the training necessary to improve a pump operator's performance is a training problem. Developing a task boof for driver/operators is a policy or procedure need, not a training problem.
- 5. 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.
- 6. You will submit your printed (hard copy) paper at the beginning of class, morning of the first day.

Who do I contact with questions?

If you have questions regarding the class, contact Dan Newland at daniel.newland@fema.dhs.gov or 301-447-1157.