



FEMA

R831

Dear National Fire Academy Student:

Congratulations on being selected to attend the U.S. Fire Administration's National Fire Academy's Volunteer Incentive Program's *Command and Control of Incident Operations* course.

This course helps the volunteer fire officer develop additional skills in implementation of an incident management system, and in tactical operations on the fire ground. Other areas covered include problem identification, preplanning, mutual aid, interagency coordination, and strategy considerations.

Because much of the material has been condensed into one week, the course is intensive and requires some night classes. Three days are spent working on fire problems utilizing a fireground simulator.

It is important to note that this is a 6-day course, and the first day of class will begin on Sunday at approximately 8 a.m. Subsequent classes will meet daily from 8 a.m. to 5 p.m., with graduation occurring on Friday at 4 p.m. Because of this schedule, lodging will be provided Friday night.

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.

Increasing numbers of students and instructors are bringing laptop computers 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. There is a limited number of 120 Volt AC outlets in the classrooms. 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 XP and Office 2007 as the software standard.

Should you need additional information related to course content or requirements, please feel free to contact Mr. Robert Bennett, Incident Policy and Analysis Curriculum Training Specialist at (301) 447-1483 or email at robertj.bennett@fema.dhs.gov

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Onieal".

Dr. Denis Onieal, Superintendent
National Fire Academy
U.S. Fire Administration