



**FEMA**

R824

Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration's National Fire Academy's Volunteer Incentive Program *Management Strategies for Success* course. We look forward to your arrival, and hope to provide you with a rewarding learning experience. Please review and complete the enclosed pre-course materials.

It is important to note that this is a 6-day class, and the first day of class will begin on Sunday at approximately 8 a.m. just after orientation. Orientation will normally commence at 8 a.m.; however, make sure you confirm this when you check in. 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, you will be provided lodging for Friday night. Evening classes may be required.

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 Dr. Burton A. Clark, Management Science Curriculum Training Specialist at (301) 447-1069 or email at [burt.clark@fema.dhs.gov](mailto:burt.clark@fema.dhs.gov).

Sincerely,

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

## **Management Strategies for Success Precourse Questions**

Thank you for taking the time to fill out this survey. Please bring it with you, in a sealed envelope, to the first day of *Management Strategies for Success*. Do not place your name on the survey or envelope to maintain your confidentiality.

Please indicate the number of years of service you have in the fire service. \_\_\_\_\_

1. What type is your department? (Please check the appropriate box.)  

<input type="checkbox"/> Volunteer	<input type="checkbox"/> Combination
<input type="checkbox"/> Paid (career)	<input type="checkbox"/> Paid-On-Call
  
2. What position do you now hold in your department?  

<input type="checkbox"/> Firefighter	<input type="checkbox"/> Battalion Chief, District Chief, Shift Leader
<input type="checkbox"/> Engineer, Sergeant, Driver	<input type="checkbox"/> Department Chief
<input type="checkbox"/> Company Officer (Lt., Capt., etc.)	<input type="checkbox"/> Other, please explain _____ _____
  
3. In your department the Company Officer is primarily a(n) \_\_\_\_\_ position.  

<input type="checkbox"/> Operations (fire scene)	<input type="checkbox"/> All of the above
<input type="checkbox"/> Administration	<input type="checkbox"/> Other, please explain _____ _____
<input type="checkbox"/> Human Resources Management	
  
4. Is Leadership/Management education **required** for your department officers?  
 Yes       No
  
5. If yes, what level of Leadership/Management is **required** for department officers?  
(Check all that apply)  

<input type="checkbox"/> In-house officer training	<input type="checkbox"/> State
<input type="checkbox"/> Department	<input type="checkbox"/> National
<input type="checkbox"/> County	<input type="checkbox"/> College degree
<input type="checkbox"/> Regional	
  
6. Is there an individual in your department you look up to?  
 Yes       No

