



R815

Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration's National Fire Academy Volunteer Incentive Program's *Challenges for Local Training Officers* (CLTO) course. This 6-day course is designed for you to provide skills to effectively operate the training function in your volunteer or combination fire department. A variety of training issues will be discussed. Specifically, it will teach you to better plan, implement, and evaluate your training responsibilities.

**If possible**, you are asked to bring the following items to class:

- Your departmental mission statement.
- Your training division mission or goal statement (if you have one).
- A sample of any unique alternative training technologies your organization may be currently using. During the class, you will have an opportunity to either speak to or demonstrate some of these programs. These items may include, but not be limited to the following:
  - Disks or other examples using the computer in training
  - Programs you use in your local training
  - Any other programs that you feel are worthy of sharing or demonstrating to a group of volunteer trainers


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. just after orientation. Orientation will normally commence at 8 a.m.; however, make sure you confirm this when you check in. Normally, classes 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 following the class. 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 or have any questions pertaining to course content or requirements, please contact Mr. Gerry Bassett, Training Programs Curriculum Training Specialist, at (301) 447-1094 or email at [gerry.bassett@fema.dhs.gov](mailto:gerry.bassett@fema.dhs.gov)

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Denis Onieal". The signature is written in a cursive style with a large initial "D" and "O".

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