

# NATIONAL FIRE ACADEMY

## Managing Officer Program

Thank you for your interest in the National Fire Academy's (NFA's) new Managing Officer Program. We are excited that this effort will assist America's first responders in improving their critical thinking skills, self-evaluation and professional self-discipline.

Acceptance to the program is competitive: Simply meeting the minimum qualifications does not guarantee you will be accepted. You should use this checklist to help you meet the minimum application requirements.

If you are accepted into the program, you are expected to complete all 11 of the following items before you are granted the Managing Officer Program certificate.

	Item	Completed	My Initials
1.	I have completed and attached FEMA Form 119-25-1 General Admissions Application Form (PDF, 337KB). In Block 9a, I have specified "Managing Officer Program."	<input type="checkbox"/>	_____
2.	I have attached a letter requesting admission to the Managing Officer Program. The letter describes: <ul style="list-style-type: none"><li>• My specific duties and responsibilities in the organization.</li><li>• A description of my most substantial professional achievement.</li><li>• What I expect to achieve by participating in the program.</li><li>• How my background and experience will contribute to the program and to fellow participants.</li><li>• A description of a challenging management topic in my organization.</li></ul>	<input type="checkbox"/>	_____
3.	I have attached a letter from the chief of the department (or equivalent in nonfire organizations) supporting my participation in the Managing Officer Program. The letter certifies that I have supervisory responsibilities and that all of the information in the application packet is true and correct.	<input type="checkbox"/>	_____
4.	I have attached a list of my professional certifications including the date I earned them and the certifying organization.	<input type="checkbox"/>	_____
5.	I have attached a list of my conventional and online management and leadership courses I have completed, including the course title, date, location and host of the training.	<input type="checkbox"/>	_____
6.	I have attached a copy of my associate degree transcript or a transcript showing at least 60 credit hours toward a bachelor's degree.	<input type="checkbox"/>	_____
7.	I have completed and attached the certificates from the following online courses: <ul style="list-style-type: none"><li>• "Introduction to Emergency Response to Terrorism" (Q0890).</li><li>• ICS-100, "Introduction to ICS for Operational First Responders" (Q0462).</li><li>• ICS-200, "Basic NIMS ICS for Operational First Responders" (Q0463).</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ _____ _____
	<b>Note:</b> You can obtain more information and register for these three courses at <a href="http://www.usfa.fema.gov/nfa/nfaonline/">http://www.usfa.fema.gov/nfa/nfaonline/</a> . If you have already taken Q0462 and Q0463, you only need to show evidence of completion.		
8.	I have completed and attached the certificates from the following online courses: <ul style="list-style-type: none"><li>• IS-700.a, "National Incident Management System (NIMS) An Introduction."</li><li>• IS-800.b, "National Response Framework, An Introduction."</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	_____ _____
	<b>Note:</b> You can obtain more information and register for these two courses at <a href="http://training.fema.gov/IS/NIMS.aspx">http://training.fema.gov/IS/NIMS.aspx</a> .		

	<b>Item</b>	<b>Completed</b>	<b>My Initials</b>
9.	I have completed and attached the certificates from the following courses:  <b>Note:</b> These two-day courses are available in your state through your state fire training systems; you should contact them for dates and locations. <b>You must work with your state fire training system office to arrange to obtain the classes.</b> The NFA cannot tell the states to schedule these courses.		
	• “Leadership I for Fire and EMS: Strategies for Company Success” (F/W/D/H/O0803) (dated November 2011 or later).	<input type="checkbox"/>	_____
	• “Leadership II for Fire and EMS: Strategies for Personal Success” (F/W/D/H/O0804) (dated November 2011 or later).	<input type="checkbox"/>	_____
	• “Leadership III for Fire and EMS: Strategies for Supervisory Success” (F/W/D/H/O0805) (dated November 2011 or later).	<input type="checkbox"/>	_____
	• “Shaping the Future” (F/W/D/H/O0602) (dated June 2011 or later).	<input type="checkbox"/>	_____

### Special Note on Prerequisites

Until Sept. 30, 2017, you are required to complete items 1-8 above **before** you apply for the Managing Officer Program and submit all the documentation with your application. You may take the two-day courses (item 9) before, during or after the NFA on-campus courses.

Starting Oct. 1, 2017, applicants must complete all items (1-9) **before** applying for admission to the program.

### Upon Program Acceptance

	<b>Item</b>	<b>Acknowledge</b>	<b>My Initials</b>
10.	I acknowledge that I must complete four on-campus classes at the NFA:		
	• “Applications of Community Risk Reduction” (R0385).	<input type="checkbox"/>	_____
	• “Transitional Safety Leadership” (R0384).	<input type="checkbox"/>	_____
	• “Contemporary Training Concepts for Fire and EMS” (R0386).	<input type="checkbox"/>	_____
	• “Analytical Tools for Decision-Making” (R0387).	<input type="checkbox"/>	_____
11.	I acknowledge that I must complete a capstone project.	<input type="checkbox"/>	_____
	Before initiating the project, I will submit a letter from my chief (or equivalent in nonfire organizations) indicating the title of the project, projected outcomes, how it will be evaluated or measured, and approval for the project to go forward. When the project is completed, the chief must submit a letter to the NFA indicating that it was completed successfully.		

Please submit a signed copy of this checklist with your application. Additional details and application processes can be found at [http://www.usfa.fema.gov/nfa/managing\\_officer\\_program/index.shtm](http://www.usfa.fema.gov/nfa/managing_officer_program/index.shtm).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send your application package with this checklist to:**

National Emergency Training Center  
Admissions Office  
16825 South Seton Ave.  
Emmitsburg, MD 21727