

Service Requirement

At the time of application, you must be in a rank/position that meets either the training or experience requirements below. Your emergency services agency director or head (chief of department, etc.) verifies this training and experience through his or her signature on the application. The service requirement addresses one of these ranks or positions within an agency.

1. Training

You should have a strong course completion background and have received training that has exposed you to more than just local requirements, such as regional and state training with responders from other jurisdictions. This training can be demonstrated in one of many forms, which may include, but not be limited to, the following:

- Certification at the Fire Officer I level (per National Fire Protection Association 1021, *Standard for Fire Officer Professional Qualifications*).
- Credentialed at the Fire Officer designation through the Center for Public Safety Excellence.
- Training at the fire or EMS leadership, management and supervisory level that includes state/regional symposiums, conferences and workshops supporting leadership, management and supervision.
- Other training that supports the competencies identified for the Managing Officer in the International Association of Fire Chiefs Officer Development Handbook, second edition.

2. Experience

You must have experience as a supervising officer (such as fire/EMS operations, prevention, technical rescue, training or administration), which could include equivalent time as an “acting officer.” Your emergency services agency director’s or head’s (chief of department’s, etc.) signature on the application attests that you have supervised others.

Academic Requirement

To be considered for the Managing Officer Program, you must have:

- Earned an associate degree from an accredited institution of higher education.
- Or earned a minimum of 60 college credit hours (or equivalent quarter-hours) toward the completion of a bachelor’s degree at an accredited institution of higher education.

If you are in the final quarter or semester of work toward your associate degree, you may apply. Submit an unofficial transcript with your package that indicates your history and steady progress toward the degree. The application process is competitive, however, and you may not be selected.

How to Apply to the Managing Officer Program

You may submit an application package at any time during the year, but not later than April 15 for consideration in the next available session. To apply, submit the following:

1. Federal Emergency Management Agency (FEMA) Form 119-25-1 General Admissions Application Form. In Block 9a, please specify “Managing Officer Program.”
2. The Managing Officer Program checklist and the documentation it lists, including (but not limited to):
 - Your letter requesting admission to the program.
 - A letter from your chief supporting your admission.
 - A copy of your transcript from an accredited degree-granting college or university.
 - A list of your professional certifications.
 - A list of management and leadership courses completed.

Send your application package to:

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

U.S. Fire Administration

Managing Officer Program

March 2016



FEMA





The National Fire Academy's (NFA's) Managing Officer Program is a multiyear curriculum that introduces emerging emergency services leaders to personal and professional skills in change management, risk reduction and adaptive leadership. Acceptance into the program is the first step in your professional development as a career or volunteer fire/Emergency Medical Services (EMS) manager and includes all four elements of professional development: education, training, experience and continuing education.

How the Managing Officer Program Benefits You

The Managing Officer Program can help you, as a first-level or midlevel officer/supervisor, jump-start professional development early on in your career or volunteer service. You will build on foundational management and technical competencies, learning to address issues of interpersonal and cultural sensitivity, professional ethics, and outcome-based performance. On completion of the program, you will:

- Be better prepared to grow professionally, improve your skills, and meet emerging professional challenges.
- Be able to embrace professional growth and development in your career.
- Enjoy a national perspective on professional development.
- Understand and appreciate the importance of professional development.
- Have a network of fire service professionals who support career development.

What the Managing Officer Program Consists Of

- Five prerequisite courses that must be passed before applying for the Managing Officer Program (online and classroom deliveries in your state).
 - “Introduction to Emergency Response to Terrorism” (Q0890).
 - ICS-100, “Introduction to ICS for Operational First Responders” (Q0462).
 - ICS-200, “Basic NIMS ICS for Operational First Responders” (Q0463).
 - IS-700.a, “National Incident Management System (NIMS) An Introduction.”
 - IS-800.b, “National Response Framework, An Introduction.”

Before Oct. 1, 2017, the following prerequisite courses can be taken before, during or after the first and second years of the NFA on-campus program. If you complete the on-campus program but not the prerequisites, you won't receive a certificate until you complete them.

- “Leadership I for Fire and EMS: Strategies for Company Success” (F/W/D/H/O0803) (dated November 2011 or later).
- “Leadership II for Fire and EMS: Strategies for Personal Success” (F/W/D/H/O0804) (dated November 2011 or later).
- “Leadership III for Fire and EMS: Strategies for Supervisory Success” (F/W/D/H/O0805) (dated November 2011 or later).
- “Shaping the Future” (F/W/D/H/O0602) (dated June 2011 or later).

Starting Oct. 1, 2017, **all** prerequisite courses must be completed before beginning the on-campus program.

- Four courses (**four, six-day back-to-back resident courses**) conducted at the NFA in Emmitsburg, Maryland, and a community-based capstone project are required. The courses are:

- **First year: “Applications of Community Risk Reduction” (R0385).**

This course is designed to inspire Managing Officers to lead and conduct risk-reduction activities within the service area of their community. The course is both for the Managing Officer who is currently engaged in risk-reduction activities and the Managing Officer who desires to lay the foundation to start community risk reduction.

- **First year: “Transitional Safety Leadership” (R0384).**

This course is designed to allow students to analyze and adapt tactics to implement the identification, mitigation, control and protection measures from risks. They will focus on using the risk management model in the health and safety aspects of emergency services operations, and they will use current regulations, standards and policies in order to demonstrate leadership instilling a culture of personnel safety in both day-to-day and emergency response operations.

- **Second year: “Contemporary Training Concepts for Fire and EMS” (R0386).**

This course is designed to introduce the Managing Officer to contemporary training methods, including training for safety and instructional technology. Students will formulate a plan to integrate innovative methods, technologies and safety measures into their fire and EMS training programs, including delivery.

- **Second year: “Analytical Tools for Decision-Making” (R0387).**

This course will enable Managing Officers to leverage technology and data to support community risk reduction and make data-driven decisions.

Visit https://www.usfa.fema.gov/training/nfa/programs/mo_program.html for more information.

What Is a Capstone Project?

The scope of the capstone project should be appropriate to the Managing Officer Program and the candidate's duties/responsibilities in his or her organization. These projects may be based on but not limited to one of the following:

- Lessons learned from one of the four courses required in the Managing Officer Program.
- Taken from the listed experiences of the Managing Officer as identified in the International Association of Fire Chiefs (IAFC) Officer Development Handbook, second edition, August 2010 (http://www.dftc.org/pdf/IAFC_Officer_Development_Handbook_Second_Edition_11-Oct-11_1.pdf).
- Equivalent issue/problem identified by the student's emergency services agency director or head (chief of department, etc.) or in the agency's served area/jurisdiction.

The capstone project in the Managing Officer Program is designed to allow students to investigate a key issue or problem that has been identified as being important to their emergency service organization. Upon completing the investigation, students will be able to reach conclusions and offer recommendations that contribute to the improvement of their organization.

A certificate of completion for the Managing Officer Program is awarded after the successful completion of all courses and the capstone project.

Selection Criteria for the Managing Officer Program

The selection criteria for the Managing Officer Program are based on service and academic requirements.