



FEMA

Dear National Fire Academy Contract Instructor:

On this website, you will find instructional requirements and other informational materials for the U.S. Fire Administration's National Fire Academy's (NFA) course deliveries. We have modified the instructional bidding process, so please read the information below very carefully. In addition, please pay close attention to the Quotation Instructions.

In accordance with the Administration's E-Gov initiatives, the NFA continues to work on streamlining and improving the efficiency of the instructional bidding process. The Academy uses an online submission format.

Here is how it works:

- You will need to go online at <http://www.usfa.dhs.gov/applications/nfacid/> to review the new bid process. There you will find individual links to the Academy's course schedule database and an electronic bid sheet. For your convenience, this bid package contains course code listings as well as the delivery schedules.
- After reviewing the instructions, you will be prompted to submit your course bid(s) online – using one bid form per course bid. We will no longer accept combination bids.
- To document your bid submission, you will have two options: 1) you will be able to print the hard copy form; and/or 2) you will be able to copy/cut/paste the form into an electronic document. **Please note, due to DHS security protocol, the data entered in the Bid Form will clear when you hit the "back" button in the browser or if you open up a new window.**
- Once your bid is submitted, it will be transmitted into the new FEMA-NFA Instructor mail box. You will receive a return receipt.
- NFA purchasing staff (Tonya Long, phone 301-447-1135 or e-mail Tonya.Long@dhs.gov, and Cindy Wivell, phone 301-447-1157 or e-mail Cindy.Wivell@dhs.gov) will review all bids and make the final award based on the best value to the Government.

Also, please note that we have revised the titles of our delivery programs as listed below:

- 10-day and 6-day on-campus programs (formerly known as the Resident courses)
- 10-day and 6-day off campus programs (formerly known as Regional Deliveries)
- 2-day off-campus programs (formerly known as Direct Deliveries)
- 2-day on-campus programs (formerly known as State Weekends)

Approximately one month after the bid due date, the successful bidder information for all courses will be placed on the website. You may access the information by using the following address:

<http://www.usfa.dhs.gov/applications/nfacid/>.

Also on this website are several items you need to be aware of and abide by. These items include:

NFA Human Dignity Statement

Contract Instructor Statement of Work

NETC Instruction 1100.1, Conduct on the NETC Campus

NETC Instruction 3000.4, Contractor Background and Suitability Requirements

Firearms Notice

DUNS/CCR/ORCA Requirement Information

If you have any questions, please contact us at: FEMA-NFAInstructor@dhs.gov or by calling (301) 447-1083.

Sincerely,

Dr. Denis Onieal
Superintendent
National Fire Academy

DO:cw

QUOTATION INSTRUCTIONS
For all National Fire Academy courses

General Instructions:

1. You may only submit quotes for those courses you have been prequalified to teach. Quotes will not be considered if you are not on the approved listing. (For 10-day and 6-day on- and off-campus courses, if you are a support instructor, you may only submit quotes for the “support” role. If you are a lead instructor, you should submit separate quotes for the “lead” role and the “support” role.)
2. When submitting a quote, please be sure to include your DUNS number. If you have a change in address, phone number(s), or e-mail, please notify us by sending an e-mail to FEMA-NFAInstructor@dhs.gov with INFORMATION UPDATE in the subject line. All changes will be made in our Procurement Database and also the National Fire Academy Contract Instructor Database which displays the information on our website. Please note: the information you provide should match what you have entered into the Central Contractor Registration database.
3. Your firm-fixed price quote should include your total fee, per diem, travel costs, and miscellaneous expenses (include any fees for luggage by the airline and grading of papers where applicable). For the following courses, please break out your fixed-price quote for the one-day review of student papers/projects: Fire Service Course Design, Management of Fire Prevention Programs, and Organizational Theory in Practice. This is treated as a second line item on your purchase order.
4. In accordance with the Administration’s E-Gov initiatives, the NFA continues to work on streamlining and improving the efficiency of the instructional bidding process. The Academy uses an online submission format. Here is how it works:
 - You will need to go online at <http://usfa.dhs.gov/applications/nfacid> to review the new bid process. There you will find individual links to the Academy’s course schedule database and an electronic bid sheet. The bid package contains course code listings as well as the delivery schedules.
 - After reviewing the instructions, you will be prompted to submit your course bid(s) online – using one bid form per course bid.
 - To document your bid submission, you will have two options: 1) you will be able to print the hard copy form; and/or 2) you will be able to copy/cut/paste the form into an electronic document. **Please note, due to DHS security protocol, the data entered in the Bid Form will clear when you hit the back button in the browser or if you open up a new window.**
 - Once your bid is submitted, it will be transmitted into the new FEMA-NFAInstructor mail box. You will receive a return receipt.
5. Bids must be submitted by the dates listed below. No late bids can be accepted. Bids will be due on a quarterly basis in the months listed below.

Bids will be due:

July 1

October 1

January 1

April 1

For the courses to be held in the months of:

October, November, and December

January, February, and March

April, May, and June

July, August, and September

6. If your quotation is found to be the most “price reasonable,” or “best value to the Government,” a purchase order will be issued 30-45 days in advance of the course start date. However, you will be notified of course awards as soon as possible. Please note: based on the submission of your quote(s), it is assumed that you will be available to teach the course(s). If, for any reason, you find that you are not available to teach prior to the quotation submission deadline, please notify us immediately. Likewise, if you find that you cannot teach a course delivery after the award has been made and a purchase order issued, you must notify us immediately in writing at FEMA-NFAInstructor@dhs.gov. The NFA reserves the right to reject any bid that is not determined to be price reasonable or the best value to the Government.
7. The 10-day on-campus course awards will take precedence over any other award. Specifically, an instructor who has received a 10-day on-campus course award and is in line for a 10-day or 6-day off-campus course, a 2-day on- or off-campus course delivery will automatically be awarded the 10-day on-campus delivery.

Special Instructions for the Planning and Information Management (PIM) Curriculum:

The Scope of Work for this contract includes eight (8) hours of in classroom preparation time to be completed in the classroom on the day prior to the start date of the class. Preparation efforts may include but are not limited to small course content IG and SM revisions, changes to PowerPoint materials, adjustments in student handouts and/or activities based on recently available publications and minor revision to class specific IT workbooks resulting from software changes/additions available at the time of the class offering.

The inclusion of this addendum to the National Fire Academy (NFA) Contract Instructor Scope of Work increases the Government provided lodging requirement by one (1) additional night. This additional night’s lodging is in the best interest of the Government and supports PL 93-498 and the mission of the NFA in the delivery of emerging issues, specialized application of technology, and Leadership training.

Specific On-Campus Instructions

1. Airport pick-ups to NETC will be made only as indicated on the NETC Airport Transportation Schedule. Special runs or pick-ups by the NETC Transportation Office shall not be provided. If you cannot make flight arrangements that coincide with the NETC transportation system, you should include the cost of a rental car/limo in your quote(s). There is no transportation to/from the airport for the 2-day on-campus courses. You should include the cost of a rental car or limo when providing your quote.
2. On-campus housing will be provided at no cost. If you request on-campus housing, it will be approved for one night prior to the course delivery start date. You will be required to check out of your room the day the course delivery ends; unless you are teaching a course that ends at 4:00 p.m. In this instance, you will be provided housing for that night and check out by 9:00 a.m. the next morning. Housing will not be provided for weekends between consecutive 10-day/6-day offerings unless a cost savings to the Government can be demonstrated. If you are awarded consecutive courses and you desire lodging for the weekend between the courses, you must deduct the cost of one round trip (minimum reduction of \$250.00) from one of your two bids provided such lodging is available. This must be coordinated with NFA purchasing staff (Tonya Long, phone 301-447-1135 or e-mail Tonya.Long@dhs.gov and/or Cindy Wivell, phone 301-447-1157 or e-mail Cindy.Wivell@dhs.gov) well in advance of your arrival; preferably upon receipt of your award letter. NETC reserves the right to assign rooms and will not consider special requests, unless required to accommodate a disability. If you have a need for special housing accommodations, please mark the appropriate box on the quote form. FEMA policy states that all persons staying on campus for more than one night are required to purchase a meal ticket from the campus cafeteria for each day they are on campus.
3. Parking permits for contract instructors will now be issued by the personnel in the Housing Office in Building C. You no longer need to go to Security to obtain your parking permit.

IMPORTANT INFORMATION

Cancellation policy: A contract instructor shall not be penalized for the cancellation of a course delivery as a result of an emergency situation beyond their control (i.e., severe illness and/or death of an immediate family member, acts of God or the public enemy, fires, floods, unusually severe weather, strikes and acts of the Government). A contract instructor shall be penalized for the cancellation of more than one course delivery within any 12-month period as a result of a nonemergency situation if a purchase order has been issued. The penalty shall include removal of the contract instructor from the bidders list for the applicable course of a period not to exceed 12 months beginning on the date of the second nonemergency cancellation.

If a course is cancelled by NFA and the instructor has a non-refundable airline ticket, to receive a full refund, the instructor **must** submit the original airline ticket with his/her voucher. If an instructor can change the date of his/her ticket and is charged a “change fee,” he/she must submit a receipt along with the voucher for the amount of the change fee. If requesting reimbursement for non-refundable airline tickets or change fee, the instructor **must** submit the required information **within 30 days** of the course start date.

Consecutive Deliveries: A contract instructor will not be allowed to teach consecutive deliveries in different locations regardless if he/she is the lowest qualified bidder for both deliveries. A contract instructor must have at least 1 full calendar day for travel purposes prior to the course start date. The full day would be the day after a scheduled class ends and the day before a scheduled class begins. NFA reserves the right to make exceptions on a case-by-case basis if it is in the best interest of the Government.

Best Value to the Government: When making a contract award based on “best value to the Government,” the Government reserves the right to award to other than the lowest priced quotation. The “best value to the Government” for NFA instructional delivery contract awards includes consideration of:

- price reasonableness;
- technical merit;
- curriculum requirements;
- instructor experience; and
- past performance.

CONTRACT INSTRUCTOR WEBSITE INFORMATION

The U.S. Fire Administration's National Fire Academy (NFA) recently enhanced the Contract Instructor area of the NFA web site to provide timely and up-to-date information in a "user friendly" way. Provided below are explanations of the area layout and helpful hints on how to better use the search capabilities.

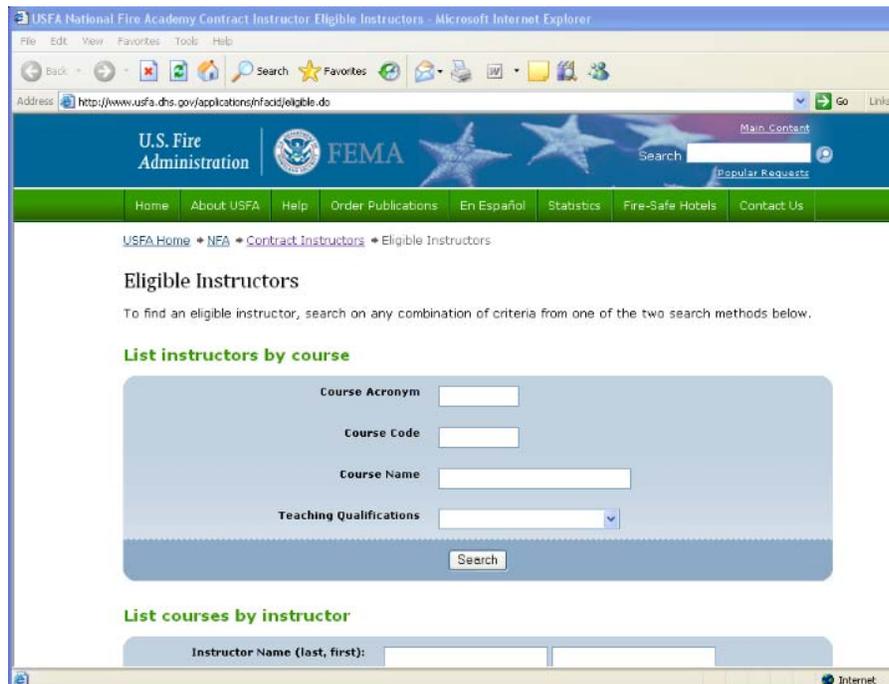
You can directly access this information at <http://www.usfa.dhs.gov/applications/nfacid/> or from the NFA home page by clicking on the Contract Instructor link contained on the sidebar.

How to Become a National Fire Academy Contract Instructor – This link contains the most up-to-date information for NFA resident courses and the instructor selection criteria for these courses. Instructions for applying to be a contract instructor are also included. You can review the material online by clicking on the appropriate link, or materials can be downloaded in an Adobe Acrobat PDF or Microsoft Word file. If you have specific content-related questions regarding NFA courses, please contact the appropriate Training Specialist at the phone number provided in the package.

Eligible Instructors – This link contains the names, addresses, phone numbers, e-mail addresses, etc., for all NFA Contract Instructors unless NFA has been advised by the instructor not to publish his/her information. The purpose of posting this information is to assist the State Training Directors when soliciting NFA instructors to teach NFA courses within their own states. The list will also assist each of you, should you need to contact a co-instructor for any reason. Using the built-in search function, you can search either by course or by instructor by entering the following criteria into the search area:

1. List by Course – course acronym, course code, and/or course title
2. List by Instructor – instructor's last name and/or first name.

After entering the search criteria then click on search and you should be provided the information below the search box. See Figure 1 below.



The screenshot shows a Microsoft Internet Explorer browser window displaying the USFA National Fire Academy website. The address bar shows the URL: <http://www.usfa.dhs.gov/applications/nfacid/eligible.do>. The page header includes the U.S. Fire Administration logo and the FEMA logo. A search bar is visible in the top right corner. The main content area is titled "Eligible Instructors" and provides instructions: "To find an eligible instructor, search on any combination of criteria from one of the two search methods below." There are two search methods: "List instructors by course" and "List courses by instructor". The "List instructors by course" method includes a search form with the following fields: "Course Acronym", "Course Code", "Course Name", and "Teaching Qualifications" (a dropdown menu). A "Search" button is located below these fields. The "List courses by instructor" method includes a search form with the field "Instructor Name (last, first):" and a "Search" button.

Figure 1

Successful Bid Awards – This area provides the listing of successfully awarded NFA Contract Instructors bids for the upcoming quarter. Again, using the built-in search function you can search for information in various ways. Listed below are several examples for entering search criteria: See Figure 2 below.

- Blocks 1-3: Course acronym/Course code/Course title - *(list any or all three of the items requested)*
- Block 4: Course date range *(request the date range for the courses. If you want the entire quarter, you would enter 10/1/2008 to 12/31/2008).*
- Blocks 5-6: City/State *(enter the location of the course)*
- Block 7: Instructor's last name/first name *(list the instructor's last and/or first name).*

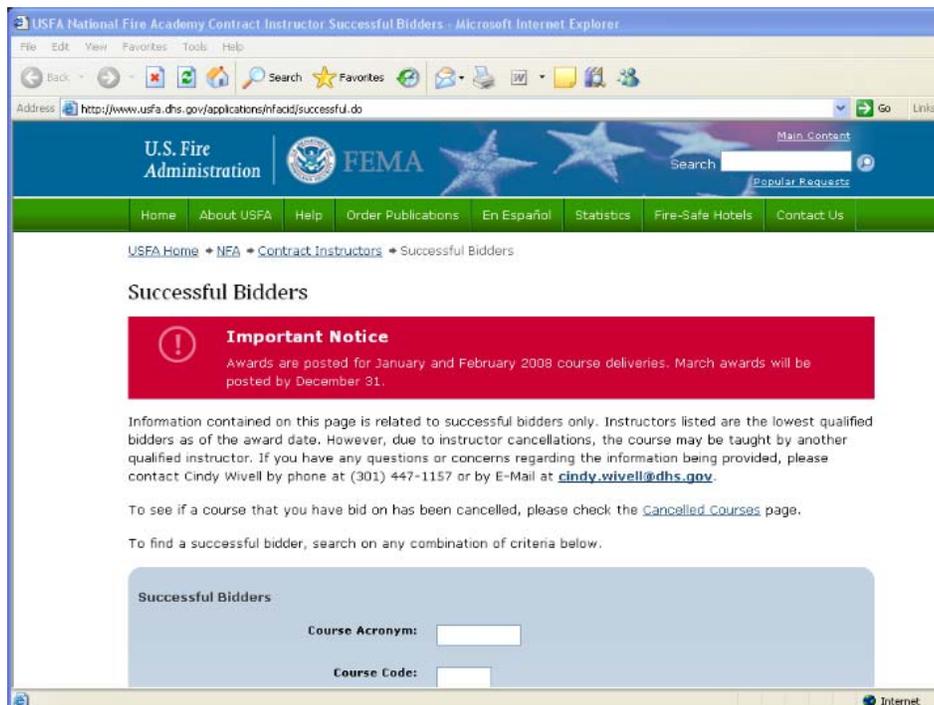


Figure 2

After entering the search criteria then click on search and you should be provided the information below the search box. A list of all the NFA courses, with course codes and acronyms, is enclosed for your use.

Bid Package – The bid package is advertised on the NFA home page when quotes are being accepted for all NFA courses. This package may be viewed by individual pages or downloaded in an Adobe Acrobat PDF or Microsoft Word file.

HUMAN DIGNITY STATEMENT

As cultural diversity increases among the American people, that change is being reflected in the composition of our Nation's fire and emergency services personnel. The U.S. Fire Administration's National Fire Academy recognizes the uniqueness of each individual and support human dignity by:

- Ensuring equal opportunity to all students, employees, and contractors;
- Prohibiting all discrimination and harassment;
- Supporting affirmative employment policies and practices on behalf of minorities, women, and persons with disabilities;
- Committing to resolve all human dignity issues;
- Encouraging students, staff, and contractors to communicate and behave in a manner which is sensitive to, and acknowledges the viewpoints of, others;
- Regarding diversity of a resource that enriches the learning environment through the hearing of differing perspectives, experiences, and ideas;
- Removing barriers to teamwork through collaboration, problem solving, and the constructive resolution of conflicts; and
- Continuing to identify and eliminate barriers to training, employment, and advancement of minorities, women, and persons with disabilities.

IMPORTANT NOTICE!!!

Policy changes have occurred at the National Emergency Training Center that require your immediate attention. Please read the following carefully and completely because you are responsible for the information it contains.

Firearms are prohibited on campus!

Due to heightened security requirements, please understand that **you, your vehicle or your luggage may be searched by security and law enforcement personnel.** Maryland law is very narrow in its definition of Law Enforcement Officers who may carry firearms. For your own protection, and to expedite your processing into the National Emergency Training Center, do not bring any firearms to campus.

Sworn and state POST certified officers and Federal officers or local officers with concurrent jurisdiction **who require a firearm for the performance of required official duties must obtain an exception from the Director of Support Services or the NETC Security Specialist prior to arrival on campus.** You may call (301) 447-1422 for more information.

All personnel arriving at NETC must present photo identification.

You shall be required to carry photo identification on you at all times. Entry to the campus will be denied without this form of identification.

If you have any questions or concerns, please contact the Security Specialist as noted, or the Admissions Office at (301) 447-1035.

CENTRAL CONTRACTOR REGISTRATION (CCR)

Effective October 1, 2003, all contractors/vendors must be registered in the Central Contractor Registration (CCR) database www.ccr.gov in order to be issued a purchase order. If a contractor/vendor is not registered in CCR, a purchase order cannot be issued. If a contractor/vendor refuses to register in CCR, the next bidder who complies with the CCR requirements will be contacted to teach the course.

Attached is FAR clause 52.204-7, Central Contractor Registration (Oct 2003) in full text.

It is your responsibility as the contract instructor to keep the information in CCR current. This includes your address and banking information (for direct deposit reasons). If your address changes, please continue to notify us in writing as well as changing the information in the registry.

If you do not comply and register, the National Fire Academy has the right to refuse your bid and go to the next bidder.

FAC 2001-16 OCTOBER 1, 2003

SUBPART 52.2 – TEXT OF PROVISIONS AND CLAUSES

52.204-7 Central Contractor Registration.

As prescribed in 4.1104, use the following clause:

CENTRAL CONTRACTING REGISTRATION (Oct 2003)

(a) Definitions. As used in this clause—

“Central Contractor Registration (CCR) database” means the primary Government repository for Contractor information required for the conduct of business with the Government.

“Data Universal Numbering System (DUNS) number” means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

“Data Universal Number System +4 (DUNS +4) number” means the DUNS numbers assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same parent concern.

“Registered in the CCR database” means that –

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS +4 number, into the CCR database; and

(2) The Government has validated all mandatory data fields and has marked the record “Active”.

(b) (1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “DUNS” or “DUNS +4” followed by the DUNS or DUNS +4 number that identifies the offeror’s name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number –

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet Office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and Zip Code.

(iv) Company Mailing Address, City, State and Zip Code (if separate from physical).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate, and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g) (1) (i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of Subpart 42.12 of the FAR; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirement of paragraph (g)(1)(i) of this clause, or fails to perform the agreement of paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.

(End of clause)

Alternate 1 (Oct 2003). As prescribed in 4.1104(a), substitute the following paragraph (b) for paragraph (b) of the basic clause:

(b) (1) The Contractor shall be registered in the CCR database by _____ [*Contracting Officer shall insert a date no later than December 31, 2003*]. The Contractor shall maintain registration during performance and through final payment of this contract.

(2) The Contractor shall enter, in the block with its name and address on the cover page of the SF 30, Amendment of solicitation/Modification of Contract, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the Contractor's name and address exactly as stated in this contract. The DUNS number will be used by the Contracting Officer to verify that the Contractor is registered in the CCR database.

52.205 [Reserved] 52.206 [Reserved]

ONLINE REPRESENTATIONS AND CERTIFICATIONS (ORCA)

In addition to the Central Contractor Registration (CCR), all vendors (not just instructors) must now do their official certifications in Online Representations and Certifications Application (ORCA), which is accessible through www.ccr.gov.

Once you log into this website, you will see the ORCA area, in the gray box, to click on and from there you just need to follow instructions on how to register. ORCA is an e-Government initiative that was designed by the Integrated Acquisition Environment (IAE) to replace the paper based Representations and Certifications (Reps and Certs) process. **Please Note:** Your certification must be completed before you can submit a bid.

Contract Instructor Statement of Work

May 2008

BACKGROUND

The Federal Fire Prevention and Control Act of 1974, Public Law 93-498, authorizes the National Fire Academy (NFA) to function as the national focal point for fire prevention and control training. The NFA provides volunteer, combination and career fire service and allied professionals access to advanced training through on- and off-campus programs. The U.S. Fire Administration's NFA is located at the National Emergency Training Center (NETC) in Emmitsburg, Maryland.

OBJECTIVE

The objective of this contract is to obtain the services of a qualified contract instructor who will deliver NFA courses following the Instructor Guide and Student Manual in a manner which reflects the highest standards of the adult education profession. Prior to, during and after delivery of the course, the contract instructor represents NFA and should therefore present him/herself accordingly. To ensure the highest quality of instruction, the NFA evaluates the performance of the instructor in accordance with this Statement of Work and evaluation instruments used in each training program.

APPLICABLE DOCUMENTS

The contractor (hereafter called "Instructor") shall perform classroom instruction and administration in conformance with the instructions and guidance provided in the following documents, as appropriate, for the program under which this contract is awarded. The contractor is responsible for being knowledgeable of and adhering to the following documents:

- NFA Course Instructor Guide and Student Manual
- Appropriate NFA Evaluation instruments
- All related DHS/FEMA/USFA policies and instructions
- Course Roster
- Conduct on the NETC Campus (NETC Instruction 1100.1)
- NFA Human Dignity Statement
- NETC Vehicle Registration and Parking Policy (NETC Instruction 6250.1)
- NETC Contractor Background and Suitability Requirements (NETC Instruction 3000.4)
- NFA Graduation Procedures
- NFA Student Dress Code
- Stipend Forms
- Course Sponsor Coordination Plan
- NETC IT Security Policies

These documents **are available upon request.**

DEFINITIONS

For the purposes of the Statement of Work, the following definitions will be used:

On-Campus Course: refers to all NFA courses delivered on the NETC campus including 10-day, 6-day, and 2-day courses.

Off-Campus: refers to all NFA courses delivered at a location other than the NETC campus including 10-day, 6-day, and 2-day courses as well as enfranchised courses.

Training Specialist: refers to the individual responsible for courses within a specific curriculum area such as arson, public education, incident management, etc.

Program Manager: refers to the individual responsible for a specific program area where NFA courses serve as components of the program.

Training Technician: refers to the individual(s) responsible for purchasing for NFA.

SCOPE OF WORK

(All Courses: On-Campus or Off-Campus)

Under this contract, the instructor shall deliver NFA courses as described in the tasks below. This scope of work applies to any course taught in the on-or-off campus mode. Program-specific requirements follow this scope of work.

Courses may be delivered on the NETC campus in Emmitsburg, Maryland, or at selected sites throughout the United States. All required instructional materials, classroom keys and audiovisual and laboratory equipment will be furnished by the Government or host facility and made available by the start of the course delivery.

The instructor shall:

1. Meet and/or electronically communicate with the Training Specialist and/or Program Manager (whichever is applicable) prior to and upon completion of courses to discuss arrival times and any other essential course administrative information;
2. Ensure that all audiovisual equipment, laboratory equipment (when applicable) is in proper working condition and instructional materials/aids, e.g., student handouts, etc., are available before class begins;
3. Prepare for and deliver the course materials as prescribed in the Instructor Guide, including content, sequence, timing, audiovisual presentation and instructional methodology;

4. Administer, correct and review quizzes, tests, final exams and assignments and papers as required for the program and maintain security over all teaching materials; e.g., tests, answer keys, answer sheets, and student grades. These materials shall not be improperly reproduced or distributed;
5. Report student discipline problems to the Training Specialist and/or Program Manager (whichever is applicable) or local site representative as soon as possible;
6. Keep an accurate student attendance record (course roster) for the entire length of the class and submit that report to the Training Specialist or Program Manager (whichever is applicable) upon completion of the course;
7. Brief students on the NFA end-of-course and long-term evaluation processes and facilitate the process either electronically online or by using paper questionnaires;
8. Present student certificates in accordance with established program procedures;
9. Return all reusable course materials for which the instructor has responsibility, and report equipment damage, loss or inoperability to the Training Specialist or Program Manager (whichever is applicable) and local site representative for field courses;
10. Remove excess papers, used easel pad chart paper and tape on walls or boards and ensure classrooms are left in a neat and orderly condition;
11. Meet or discuss (telephone) with the Training Specialist and/or Program Manager (whichever is applicable) after the delivery and provide specific recommendations concerning the course, materials, equipment, facilities, etc., as appropriate;
12. Ensure that all equipment is used properly and is not removed from classrooms or laboratories;
13. Ensure that the Instructor's ability to evaluate and treat students fairly and equitably is not compromised;
14. Ensure against hostile environment incidents while conducting any class for the NFA. This includes (but is not limited to) admonishing students who make any comment that could be construed as offensive, and remaining alert for drifts in classroom atmosphere that could lead to inappropriate comments. Instructors will participate in Hostile Environment briefings during In-Service Training sessions and when requested;
15. Be familiar and in compliance with the DHS/FEMA/USFA policies and instructions that deal with: equal opportunity in Federal education and training programs, civil rights, equal opportunity and affirmative employment, accessible electronic and information technology, equal opportunity for persons with disabilities, sexual harassment, and harassment and retaliation, Internet security, and physical security;
16. Be familiar with and abide by the NFA Human Dignity Statement;
17. Provide instructor assessment, student assessment instrument, and voucher forms within seven days of completion of the class to the appropriate Training Specialist and/or Program Manager (whichever is applicable).

INSTRUCTORS RESPONSIBILITY

All Instructors shall:

1. Be responsible for general oversight of classroom activities during the course. The instructor(s) shall be prepared to deliver any of the units of instruction. The instructors shall contact each other to discuss and mutually agree upon which modules each instructor shall teach. The teaching responsibilities shall be as evenly distributed as possible, however, each instructor may be required to teach all of the modules should it become necessary.
2. Correct student papers and projects, as appropriate;
3. When not actually performing classroom instruction, use such time solely in support of the contracted course delivery to prepare and complete course-related educational developmental tasks. All instructors shall be available in the classroom during the entire teaching day, except during scheduled meal periods. Exceptions to this policy must be approved by the Training Specialist or Program Manager (whichever is applicable);
4. Be present the entire period of performance stated on the contract instructor's purchase order. Failure to fulfill this requirement in its entirety (including graduation) will result in a deduction (equitable adjustment) to the purchase order. Instructors must propose, in writing, an amount to be deducted from his/her purchase order to the NFA Training Specialist for approval who in turn will notify the Training Technician to process a modification to the instructor's purchase order;
5. Dress in a professional manner and present themselves as professionals and in accordance with the NFA student dress code.

Expected Work Activity of Instructors On or Off Campus When Not Actually Teaching

NON "ON-THE-PLATFORM" TEACHING RESPONSIBILITIES

1. Research current issues and prepare items to augment and supplement existing materials with recent lessons learned or late-breaking events;
2. Accomplish on-going review of course content and recommend improvements in editorial, format, pagination and content tracking of educational materials and supporting visuals;
3. Undertake necessary interaction with related USFA program office activities;
4. Plan for upcoming modules/course of instruction and carry-over to upcoming deliveries regarding presentation of new materials;
5. Prepare for "next-up" presentation(s);
6. Coordinate other class support activity (i.e., Learning Resource Center, campus staff and/or contractors, etc.);

7. Grade course-specific papers and projects;
8. Coordinate and plan for required post-course evaluation of student projects (i.e., review of 6-month submissions in selected courses);
9. Undertake assigned changes in computer support such as transferring selected materials to software graphics;
10. Maintain all course teaching materials and in consultation with staff to ensure proper labeling of support items, storage and security of materials following use, etc;
11. Accomplish routine maintenance specific to courses presented in labs (i.e., Fire Protection Systems Lab, etc. plus reference materials, books, handouts, charts, etc.);
12. Individual tutoring and counseling, both during and sometimes after the normal class day, for students having difficulties with class materials;
13. Provide “customer service” and technical assistance support to students, both in and outside of the classroom;
14. Assist individual and groups of students with class projects;
15. Serve as NFA’s “first point of contact” ascertaining and recommending action on special student needs such as a minor injury, illness, or an unexpected need to depart early for a back home emergency, etc;
16. Assist other instructor(s) with such things as group activities, usually occurring on an hourly basis;
17. On a limited basis, serve as a guest lecturer in other classes;
18. Assist in the development of other instructor(s) and team-teach to mentor new instructors;
19. Participate in appropriate and related miscellaneous activities on campus (i.e., PREPnet, Focus Group sessions, sharing of subject matter expertise with campus staff and contractors, etc.);
20. On occasion, operate without support of any kind during periods when the facility is in a weather emergency shut-down phase or delayed opening status but while classes remain in session;
21. In the rare event of a classroom or building emergency, instructors should take a student roster with them and assist in the safe evacuation of and accounting of students.

ON-CAMPUS COURSE DELIVERY

Instructors delivering NFA courses on campus shall:

1. Acquire a key for their classrooms from Security, Building V prior to class start-up;
2. Obtain cabinet and closets keys from the individual Training Specialist;
3. Complete the classroom inventory form found on the podium when reporting to the classroom. If you note some item missing (except tables and chairs as these fluctuate), please report it to Security (ext. 1111) at once. You are not responsible for the missing property; you are responsible for reporting the missing property;
4. Secure at all times classrooms and assigned breakout rooms when they are not occupied;
5. On the first morning of class, correct the course roster, note “no shows” and return marked up rosters to the NETC staff representative present;
6. Pre-set the door lock if you leave a student (on computer, doing a project, etc.) in the classroom or breakout room to ensure that the door will lock when the student closes it as he or she leaves;
7. Refrain from using the copier in the administrative staff area. J-246 Instructor Work Room has a photocopier for instructor and student use;
8. Do not connect or allow students to connect personal computer equipment to Government computer equipment at any time; including laptops, thumb-drives, USB peripherals, etc;
9. Notify students that a “classroom assistant,” located in J-Lobby, is available to unlock classrooms for student use weekday evenings and weekends. A schedule of times is listed on the lobby desk (subject to change);
10. Secure the instructor work rooms (J-112A and J-246) when leaving for the day;
11. Return to Security, Building V, the completed classroom inventory form and classroom key(s) upon class completion and before departing campus;
12. Report classroom property and equipment issues to staff promptly;
13. Maintain a current knowledge of and abide by NETC Emergency Plans including those for medical and fire incidents;
14. Park only in designated areas assigned to contractor instructors.

ON- CAMPUS “PROGRAM” SPECIFIC REQUIREMENTS

Planning and Information Management (PIM) Curriculum:

The Scope of Work for this contract includes eight (8) hours of in classroom preparation time to be completed in the classroom on the day prior to the start date of the class. Preparation efforts may include but are not limited to small course content IG and SM revisions, changes to PowerPoint materials, adjustments in student handouts and/or activities based on recently available publications and minor revision to class specific IT workbooks resulting from software changes/additions available at the time of the class offering.

The inclusion of this addendum to the National Fire Academy (NFA) Contract Instructor Scope of Work increases the Government provided lodging requirement by one (1) additional night.

This additional night’s lodging is in the best interest of the Government and supports PL 93-498 and the mission of the NFA and the National Fire Programs Division the in the delivery of emerging issues, specialized application of technology, and Leadership training.

Volunteer Incentive Program (VIP):

The Volunteer Incentive Program and the component courses of the program along with VIP Week’s are coordinated by the Volunteer Incentive Program Manager (VIPM).

In addition to the above listed requirements, instructors shall:

1. Participate in a brief introduction and information meeting with other VIP instructors on the first day of class at 7:30 a.m. in J-124;
2. Keep the VIP Program Manager and respective Training Specialist aware of any issues arising during delivery of VIP courses;
3. Advise the respective Training Specialist and VIP Program Manager of a student needing to leave early;
4. First-time VIP instructors shall participate in a meeting with the VIPM to learn the proper use of audiovisual equipment.

2-Day On-Campus Courses:

The 2-day on-campus courses are coordinated by the State Weekend Program Manager (SWPM).

In addition to the above listed requirements, Instructors shall:

1. Participate in a brief introduction meeting with other instructors, the SWPM and State staff members at 7:30 a.m. on the Saturday morning of the program in the State Weekend Operations Center in Building J, Room 124;
2. Administer and review the examinations at the conclusion of the course. If the State requires the exam, the instructor shall collect the exams and answer key and give them to the State sponsor. The instructor shall review the exam with the class as a teaching aid. In those States without an examination requirement, exams shall be administered and used as a tool to reinforce the learning objectives of the course. The instructor shall collect the exam and answer keys and turn them over to the SWPM.

OFF-CAMPUS “PROGRAM” SPECIFIC REQUIREMENTS

10-Day and 6-Day Off-Campus Courses:

The 10-day and 6-day off-campus courses are coordinated by the Regional Delivery Program Manager (RDPM).

In addition to the above listed requirements, Instructors shall:

1. Provide the RDPM and the local site contact with their travel itineraries at least 10 days in advance of the start of the delivery date;
2. Ensure that the course roster is corrected and provided to the site host within the first hour of the first day of class and that all exam records, graded tests, and stipend forms are submitted to the local site representative upon completion of the course;
3. Submit a signed Inventory and Accountability Record and post-course assessment to the RDPM within 7 days after completion of the course.

2-Day Off-Campus Courses:

The 2-day off-campus courses and the component courses of the program along with scheduling are coordinated by the Direct Delivery Program Manager (DDPM).

In addition to the above requirements, Instructors shall:

1. Contact at least 30 days before the delivery 1) the State and local representative (listed on the course coordination plan) to discuss travel itinerary, lodging, classroom setup, etc.; and 2) the DDPM to confirm receipt of instructional materials and discuss any other essential course/administrative information;
2. Inspect NFA-provided visuals for completeness and accuracy prior to arriving at the course site and call the DDPM if problems arise;
3. Administer the examinations at the conclusion of the course. If the State requires the exam, the instructor shall collect the exams and answer key and turn them over to the State/local sponsor, then review the exam with the class as a teaching aid. In those States without an examination requirement, exams shall be administered and used as a tool to reinforce the learning objectives of the course;
4. Return instructional visuals within 24 hours upon completion of the course by 4th Class Special Handling mail (label is provided). Note: In some cases, the DDPM will request the instructor to retain the visuals for assigned upcoming deliveries.

Expected Work Activity of NFA Instructors When Not Actually Teaching

NON “ON-THE-PLATFORM” TEACHING RESPONSIBILITIES

1. Research current issues and prepare items to augment and supplement existing materials with recent lessons learned or late-breaking events.
2. Accomplish on-going review of course content and recommend improvements in editorial, format, pagination and content tracking of educational materials and supporting visuals.
3. Undertake necessary interaction with related USFA program office activities.
4. Plan for upcoming modules/course of instruction and carry-over to upcoming deliveries regarding presentation of new materials.
5. Prepare for next-up presentation(s).
6. Coordinate other class support activity (i.e., Learning Resource Center, campus staff and/or contractors, etc.)
7. Grade course-specific papers and projects.
8. Coordinate and plan for required post-course evaluation of student projects (i.e., review of 6-month submissions in selected courses).
9. Advise appropriate NFA staff on equipment or facilities in need of repair or replacement.
10. Undertake assigned changes in computer support such as transferring selected slides/OHT's to Power Point™ software graphics.
11. Maintain all course teaching materials and in consultation with staff make minor routine classroom repairs of OHT's, slide trays, videotape containers, and ensure proper labeling of support items, storage and security of materials following use, etc.
12. Accomplish routine maintenance specific to courses presented in labs (i.e., Fire Protection Systems Lab, etc. plus reference materials, books, handouts, charts, etc.)
13. Individual tutoring and counseling, both during and sometimes after the normal class day, for students having difficulties with class materials.
14. Provide “customer service” and technical assistance support to students, both in and outside of the classroom.
15. Assist individual and groups of students with class projects.
16. Serve as NFA's “first point of contact” ascertaining and recommending action on special student needs such as a minor injury, illness, or an unexpected need to depart early for a back home emergency, etc.
17. Assist other instructor(s) with such things as group activities, usually occurring on an hourly basis.
18. On a limited basis, serve as a guest lecturer in other classes.
19. Assist in the development of other instructor(s) and team-teach to mentor new support instructors.
20. Participate in appropriate and related miscellaneous activities on campus (i.e., PREPnet, Focus Group sessions, sharing of subject matter expertise with campus staff and contractors, etc.)
21. On occasion, operate without support of any kind during periods when the facility is in a weather emergency shut-down phase or delayed opening status but while classes remain in session.
22. In the rare event of a classroom or building emergency, assist in the orderly safe evacuation of and accounting of students.

10-DAY and 6-DAY COURSE CODES

COURSE TITLE	ACRONYM	CODE	VIP	TRNG SPEC
Administration of Public Assistance for Community Recovery	APACR	335		Clark
Advanced Analysis for Decision Making	AADM	493		Heilig
Advanced Leadership Issues in Emergency Medical Services	ALIEMS	151		Williams (Acting)
Advanced Life Support Response to Hazardous Materials Incidents (Regional N247)	ALSHM	247		Yoder
Advanced Safety Operations & Management & VIP (Regional N822)	ASOM	154	822	Williams (Acting)
Analysis of Arson Management	AAM	213		Williams
Challenges for Local Training Officers (Regional N815)	CLTO		815	Bassett
Changing the American Family at Risk	CAFR	348		Bassett
Chemistry for Emergency Response (Regional N233)	CER	233		Yoder
Code Management: A Systems Approach	CODES	101		Stratton (Acting)
Command and Control Decision Making at Multiple Alarm Incidents	CCDM	297		Bennett
Command and Control of Fire Dept Ops at Natural and Manmade Disasters	CCNM	308		Bennett
Command and Control of Fire Dept Ops at Target Hazards & VIP Regional N825)	CCTH	314	825	Bennett
Command and Control of Incident Operations VIP (Regional N831)	CCIO	312	831	Bennett
Command and General Staff for Local IMTs (Regional only)	CGSIMT	337		Bennett
Community Education Leadership - One Week	CEL	353	816	Bassett
Developing Fire and Life Safety Strategies - One Week	DFLSS	362		Bassett
Discovering the Road to High Risk Audiences - One Week	DRHRA	359		Bassett
Emergency Medical Services: Management of Community Health Risk (Regional N149)	EMS:MCHR	149		Williams (Acting)
Emergency Medical Services: Special Operations (Regional N152)	EMS:SO	152		Williams (Acting)
Evaluating Performance-Based Designs (Regional N108)	EPBD	108		Neale
Executive Analysis of Fire Service Operations in Emergency Management	EAFSOEM	306		Bennett
Executive Development	ED	123		Burkell
Executive Leadership	EL	125		Burkell
Executive Planning	EP	506		Heilig
Fire and Life Safety Plans Review (Regional N132)	FLSPR	132		Neale
Fire Cause Determination for Company Officers (VIP) (Regional N811)	FCDCO		811	Williams
Fire Dynamics - Fire Modeling	DFDM	203		Williams
Fire Inspection Principles (Regional N220)	FIP	220		Neale
Fire Protection for the Built Environment	FPBE	135		Neale
Fire Protection Systems for Emergency Operations (Regional N227)	FPSEO	227	827	Neale/Bennett
Fire Service Communications	FSC	107		Clark
Fire Service Course Design-One Week	FSCD	129		Bassett
Fire Service Financial Management	FSFM	333		Heilig
Fire/Arson Origin and Cause Investigations	FAOCI	206		Williams
Hazardous Materials Incident Management & VIP (Regional N814)	HMIM	243	814	Yoder
Hazardous Materials Operating Site Practices (Regional N229)	HMOSP	229		Yoder
Interpersonal Dynamics in Fire Service Organizations	IDFSO	332		Clark
Interviewing -Interrogation Techniques for Courtroom Testimony	IITCT	208		Williams
Juvenile Firesetter Intervention Specialist I & II	JFIS-I & II	628	828	O'Dowd/Bassett
Leadership & Administration	L&A		810	Burkell
Leading Community Fire Prevention (Regional N823)	LCFP		823	Stratton (Acting)
Long Term Recovery Planning	LTRP	526		Heilig
Management of Emergency Medical Services	MEMS	150		Williams (Acting)
Management of Fire Prevention Programs	MFPP	225		Stratton (Acting)

Management Strategies for Success	MSS		824	Clark
National Fire Incident Report System Program Management	NFIRSPM	491		Heilig
Organizational Theory in Practice	OTP	331		Clark
Partnering for Fire Defense and Emergency Services Planning-One Week	PFDESP	508		Heilig
Presenting Effective Public Education Programs & VIP (Regional N826)	PEPEP	116	826	Bassett
Principles of Fire Protection: Structures and Systems	PFP:SS	222		Neale
Standards of Cover: Fire Prevention & Risk Mitigation	SOCFPRM	492		Heilig
Strategies for Community Risk Reduction	SCRR	274		Stratton (Acting)
Training Program Management	TPM	342		Bassett

2-DAY ON- and OFF-CAMPUS COURSE CODES				
COURSE TITLE	ACRONYM	CODE	T-t-T	TRNG SPEC
Cmd/Ctl of Wildland/Urban Interface Fire Ops for the Structural Chief Officer	CCWUIFOSCO	612	622	Bennett
Community Risk Issues and Prevention Interventions	CRPI	347		Bassett
Cooperative Leadership Issues in Wildland/Urban Interface Operations	CLIWUIO	613	623	Bennett
Courtroom Preparation and Testimony for the First Responder	CPTFR	209		Williams
Emergency Response to Terrorism: Strategic and Tactical Considerations for Supervisors	ERT: STCS	549		Yoder
Executive Skills Series: Influencing	ESS:I	518	528	Burkell
Executive Skills Series: Leading Diverse Communities Beyond Conflict	ESS:LDCBC	516		Burkell
Executive Skills Series: Managing and Leading Change	ESS:MLC	517	529	Burkell
Fire Behavior in a Single Family Residence	FBSFR	366		Neale
Fire Prevention for First Responders in Small Departments	FPSD	271	281	Stratton (Acting)
Fire Prevention for High Risk Populations: Age and Disability Factors	FPHRP:ADF	275		Bassett
Fire Testing for Code Enforcement	FTCE	365		Neale
Health and Safety Officer (Revised)	HSO	730	731	Williams (Acting)
Incident Command System for Highrise Operations	ICHO	321	319	Bennett
Incident Command System for Structural Collapse Incidents	ICSSCI	322	323	Bennett
Incident Safety Officer (Revised)	ISO	729	728	Williams (Acting)
Initial Response to Hazardous Materials: Basic Concepts	IRHMI:BC	809		Yoder
Initial Response to Hazardous Materials Incidents: Concept Implementation	IRHMI:CI	808		Yoder
Introduction to Fire Modeling	IFM	367		Neale
Intro. to Unified Command for Multi-Agency Catastrophic Incidents	IUCMCI	315	415	Bennett
Intro to Wildland/Urban Interface Firefighting for the Structural Co. Officer	IWUIFSCO	610	620	Bennett
Juvenile Firesetter Intervention Specialist I	JFIS-I	626	631	O'Dowd/Bassett
Juvenile Firesetter Intervention Specialist II	JFIS-II	627	632	O'Dowd/Bassett
Leadership I	LS-I	803	733	Clark
Leadership II	LS-II	804	734	Clark
Leadership III	LS-III	805	735	Clark
Managing in a Changing Environment	MCE	604		Clark
Marketing Fire Prevention in Your Community	MFPC	273	283	Stratton (Acting)
Methods for Enhancing Safety Education	MESE	344		Bassett
NFIRS 5.0, Introduction to	Intro to NFIRS	497	496	Heilig
NFIRS: Data Analysis and Problem Solving Techniques	NFIRS:DAPST	495		Heilig
NIMS Incident Command System for Emergency Medical Services	NFIRS:ICSEMS	163		Williams (Acting)
NIMS Incident Command System for the Fire Service	NIMS ICSFS	806	796	Bennett
Preparation for Initial Company Operations	PICO	458	459	Bennett
Prev. Fire Risk Based on Socioeconomic Factors: Rural and Urban Settings	PFRBSF:RUS	276		Bassett
Prevention and Mitigation Advocacy for Small Department Responders	PMSD	272	282	Stratton (Acting)
Shaping the Future	STF	602		Clark
Strategy and Tactics for Initial Company Operations	STICO	455	755	Bennett
Training Operations in Small Department	TOSD	290	291	Bassett

NATIONAL FIRE ACADEMY – 10-DAY and 6-DAY ON-CAMPUS COURSES
(formerly known as Resident courses)
October 1, 2008, through March 31, 2009

Executive Development Curriculum (Charles J. Burkell)

R123 Executive Development (2 co-instructors per delivery)

December 8-19, 2008
January 5-16, 2009
February 2-13, 2009
March 9-20, 2009
March 23 - April 3, 2009

R125 Executive Leadership (2 co-instructors per delivery)

October 6-17, 2008
March 23 - April 3, 2009

R810 Leadership and Administration (VIP) (2 co-instructors per delivery)

February 15-20, 2009

Management Science Curriculum (Burton A. Clark)

R107 Fire Service Communications (1 lead, 1 support per delivery)

October 6-17, 2008
March 9-20, 2009

R331 Organizational Theory in Practice (1 lead, 1 support per delivery)

December 8-19, 2008
January 5-16, 2009
February 23 - March 6, 2009

R332 Interpersonal Dynamics in Fire Service Organizations (1 lead, 1 support per delivery)

November 10-21, 2008
January 19-30, 2009
February 23 - March 6, 2009

R335 Administration of Public Assistance for Community Recovery (2 co-instructors per delivery)

October 26-31, 2008
January 25-30, 2009

R824 Management Strategies for Success (VIP) (1 lead, 1 support per delivery)

February 15-20, 2009

Emergency Medical Services Curriculum (Doug Williams, Acting)

R149 Emergency Medical Services: Management of Community Health Risks (2 co-instructors per delivery)

October 6-17, 2008
February 2-13, 2009

R150 Management of Emergency Medical Services (2 co-instructors per delivery)

November 10-21, 2008
January 5-16, 2009
March 9-20, 2009

R151 Advanced Leadership Issues in Emergency Medical Services (2 co-instructors per delivery)

January 19-30, 2009
February 23-March 6, 2009

R152 Emergency Medical Services: Special Operations (2 co-instructors per delivery)

November 10-21, 2008
March 9-20, 2009

R154/R822 Advanced Safety Operations and Management (2 co-instructors per delivery)

October 26-31, 2008
February 8-13, 2009
February 15-20, 2009 (R822 VIP)

Incident Management Curriculum (Robert Bennett)

R227 Fire Protection Systems for Emergency Operations

Please refer to the Fire Prevention: Technical curriculum area for the listing of dates for this course

R297 Command and Control of Decision Making at Multiple Alarm Incidents (1 lead, 1 support per delivery)

October 19-24, 2008
November 30 - December 5, 2008
January 18-23, 2009
January 25-30, 2009
February 1-6, 2009

R306 Executive Analysis of Fire Service Operations in Emergency Management (1 lead, 1 support, 3 exercise controllers 1st Friday – 2nd Thursday per delivery)

November 10-21, 2008	1 Lead, 1 Support, Exercise Controllers (11/14-20/08)
January 5-16, 2009	1 Lead, 1 Support, Exercise Controllers (1/9-15/09)
February 2-13, 2009	1 Lead, 1 Support, Exercise Controllers (2/6-12/09)
February 23 - March 6, 2009	1 Lead, 1 Support, Exercise Controllers (2/27-3/5/09)
March 23 - April 3, 2009	1 Lead, 1 Support, Exercise Controllers (3/27-4/2/09)

R308 Command and Control of Fire Department Operations at Natural and Manmade Disasters (1 lead, 1 support, and 3 exercise controllers 2nd Monday – Thursday)

October 6-17, 2008 1 Lead, 1 Support, Exercise Controllers (10/13-16/08)
December 8-19, 2008 1 Lead, 1 Support, Exercise Controllers (12/15-18/08)
March 9-20, 2009 1 Lead, 1 Support, Exercise Controllers (3/16-19/09)

R312/R831 Command and Control of Incident Operations (2 co-instructors per delivery)

October 26-31, 2008
January 18-23, 2009
February 15-20, 2009 (R831 VIP)

R314/R825 Command and Control of Fire Department Operations at Target Hazards (2 co-instructors per delivery)

October 26-31, 2008
February 8-13, 2009

Planning and Information Management Curriculum (Colleen Heilig)

R333 Fire Service Financial Management (1 lead, 1 support per delivery)

October 6-17, 2008
January 5-16, 2009
March 9-20, 2009

R491 NFIRS: Program Management (2 co-instructors per delivery)

November 30-December 5, 2008
February 1-6, 2009

R506 Executive Planning (1 lead, 1 support per delivery)

November 10-21, 2008
February 23 - March 6, 2009

R508 Partnering for Fire Defense & Emergency Services Planning – One Week (2 co-instructors per delivery)

October 26-31, 2008
January 18-23, 2009

R526 Long Term Recovery Planning (2 co-instructors per delivery)

October 19-24, 2008
January 25-30, 2009

Hazardous Materials Curriculum (Wayne Yoder)

R229 Hazardous Materials Operating Site Practices (2 co-instructors per delivery)

October 6-17, 2008
January 19-30, 2009

R233 Chemistry for Emergency Response (2 co-instructors per delivery)

February 23 - March 6, 2009

R243 Hazardous Materials Incident Management (2 co-instructors per delivery)

October 26-31, 2008
January 25-30, 2009

R247 Advanced Life Support Response to Hazardous Materials Incidents (2 co-instructors per delivery)

January 19-30, 2009
March 23 – April 3, 2009

Arson Curriculum (Douglas R. Williams)

R203 Fire Dynamics – Fire Modeling (2 co-instructors per delivery)

December 8-19, 2008
February 23-March 6, 2009
March 23 – April 3, 2009

R206 Fire/Arson Origin and Cause Investigations (2 co-instructors, 1 legal on 2nd Tuesday per delivery)

November 10-21, 2008	2 co-instructors, 1 legal (11/18/08)
December 8-19, 2008	2 co-instructors 1 legal (12/16/08)
January 5-16, 2009	2 co-instructors, 1 legal (1/13/09)
February 23-March 6, 2009	2 co-instructors, 1 legal (3/3/09)
March 23 – April 3, 2009	2 co-instructors, 1 legal (3/31/09)

R208 Interviewing and Interrogation Techniques for Courtroom Testimony (2 co-instructors, 3 legal 2nd Monday – Thursday per delivery)

October 6-17, 2008	2 co-instructors. legal – 3 needed (10/13-16/08)
November 10-21, 2008	2 co-instructors. legal – 3 needed (11/17-20/08)
January 5-16, 2009	2 co-instructors, legal – 3 needed (1/12-15/09)
March 9-20, 2009	2 co-instructors, legal – 3 needed (3/16-19/09)

R213 Analysis of Arson Management (2 co-instructors per delivery)

October 19-24, 2008
January 18-23, 2009
February 1-6, 2009

R811 Fire Cause Determination for Company Officers (2 co-instructors per delivery)

February 15-20, 2009

Fire Prevention: Management Curriculum (Woody Stratton, Acting)

R101 Code Management: A Systems Approach (1 lead, 1 support per delivery)

October 6-17, 2008

January 5-16, 2009

R225 Management of Fire Prevention Programs (1 lead, 1 support, 1 legal 2nd Tuesday)

December 8-19, 2008 1 Lead, 1 Support, 1 Legal (12/16/08)

February 2-23, 2009 1 Lead, 1 Support, 1 Legal (1/10/09)

R274 Strategies for Community Risk Reduction (1 lead, 1 practitioner per delivery)

October 6-17, 2008

November 10-21, 2008

December 8-19, 2008

January 5-16, 2009

February 23-March 6, 2009

March 9-20, 2009

R823 Leading Community Fire Prevention (1 lead, 1 support per delivery)

No offerings during this timeframe.

Fire Prevention: Technical Curriculum (Robert Neale)

R108 Evaluating Performance-Based Designs (1 lead, 1 support per delivery)

February 1-6, 2009

R135 Fire Protection for the Built Environment (1 lead, 1 support per delivery)

October 19-24, 2008

January 18-23, 2009

February 8-13, 2009

R220 Fire Inspection Principles (1 lead, 1 support per delivery)

November 10-21, 2008

December 8-19, 2008

February 2-13, 2009

March 9-20, 2009

March 23 – April 3, 2009

R222 Principles of Fire Protection: Structures and Systems (2 co-instructors, 1 support per delivery)

October 6-17, 2008

January 5-16, 2009

February 23 - March 6, 2009

R227 Fire Protection Systems for Emergency Operations (1 fire protection engineer/1 incident commander per delivery)

October 26-31, 2008

Fire Prevention: Public Education Curriculum (Gerry Bassett)

R116/R826 Presenting Effective Public Education Programs (1 lead, 1 support per delivery)

No offerings during this timeframe.

R353/R816 Community Education Leadership – One Week (2 co-instructors per delivery)

February 8-13, 2009

February 15-20, 2009 (R816 VIP)

R348 Changing American Family at Risk (1 lead, 1 support per delivery)

November 30 – December 5, 2008 – need 1 instructor only (support role)

R359 Discovering the Road to High-Risk Audiences – One Week (1 lead, 1 support per delivery)

February 1-6, 2009

R362 Developing Fire & Life Safety Strategies – One Week (2 co-instructors per delivery)

No offerings during this timeframe.

R628 Juvenile Firesetter Specialist (1 lead, 1 support per delivery)

November 30 – December 5, 2008

Training Programs Curriculum (Gerry Bassett)

R129 Fire Service Course Design – One Week (1 lead, 1 support per delivery)

October 19-24, 2008

January 25-30, 2009

R342 Training Program Management (1 lead, 1 support per delivery)

November 10-21, 2008

March 9-20, 2009

R815 Challenges for Local Training Officers VIP (1 lead, 1 support per delivery)

No offerings during this timeframe.

**NATIONAL FIRE ACADEMY – 10-DAY and 6-DAY OFF CAMPUS COURSES
(formerly known as Regional Deliveries)
October 1, 2008 through March 31, 2009**

COURSE MENU:

Advanced Life Support Response to Hazardous Materials Incidents (ALSRHMI) – N247
 Advanced Safety Operations & Management (ASOM) – N822
 Challenges for Local Training Officers (CLTO) ---N815
 Command and Control of Incident Operations (CCIO) – N831
 Fire Cause Determination for Company Officers (FCDCO) – N811
 Hazardous Materials Incident Management (HMIM) – N814
 Hazardous Materials Operating Site Practices (HMOSP) – N229
 Partnering for Fire Defense and Emergency Services Planning (PFDESP) – N508

<u>Course</u>	<u>Date</u>	<u>Location</u>
ALSRHMI	1/26-2/6/09	Bell Buckle, TN
ASOM	1/26-31/09 3/9-14/09 3/23-28/09 3/23-28/09	Columbia, SC Salem, OR Wichita, KS Las Vegas, NV
CLTO	1/5-10/09 2/9-14/09 3/9-14/09	Pewaukee, WI Ames, IA Fairbanks, AK
CCIO	1/12-17/09 1/12-17/09 3/16-21/09 3/23-28/09	Concord, NH Mishawaka, IN South Portland, ME Greensboro, NC
FCDCO	11/17-22/08 2/2-7/09	St. Louis, MO Nampa, ID
HMIM	1/12-17/09	Racine, WI
HMOSP	3/9-20/09	Millersville, MD
PFDESP	1/12-17/09	Syracuse, NY

Once course awards are made, the Regional Delivery Program Manager will forward the necessary information to you--such as the point-of-contact, location of course, etc.

Per diem rates can be found on the website at [www. policyworks.gov/perdiem](http://www.policyworks.gov/perdiem).

NATIONAL FIRE ACADEMY 2-DAY ON-CAMPUS COURSES
(formerly known as State Weekends)
October 1, 2008, through March 31, 2009

One instructor is needed for each 2-day on-campus offering unless the State prefers to offer a course twice in the same weekend.

Command and Control of Wildland/Urban Interface Fire Operations for the Structural Chief Officer (CCWUIFSCO)
Community Risk Issues & Prevention Interventions (CRIPI)
Cooperative Leadership Issues in Wildland/Urban Interface (CLIWUIO)
Courtroom Preparation and Testimony for First Responders (CPTFR)
Emergency Response to Terrorism: Strategic and Tactical Considerations for Supervisors (ERT:STCS)
Executive Skills Series: Influencing (ESS:I)
Executive Skills Series: Leading Diverse Communities Beyond Conflict (ESS:LDCBC)
Executive Skills Series: Managing and Leading Change (ESS:MLC)
Fire Behavior in a Single-Family Residence (FBSFR) - **NEW**
Fire Prevention for First Responders and Small Departments (FPSD)
Fire Prevention for High Risk Populations: Age and Disability Factors (FPHRP:ADF)
Fire Testing for Code Enforcement (FTCE) - **NEW**
Health and Safety Officer (Revised)(HSO)
Incident Command System for Highrise Operations (ICHO)
Incident Command System for Structural Collapse Incidents (ICSSCI)
Incident Safety Officer (Revised) (ISO)
Initial Response to Hazardous Materials Incidents: Basic Concepts (IRHMI:BC)
Initial Response to Hazardous Materials Incidents: Concept Implementation (IRHMI:CI)
Introduction to Fire Modeling (IFM) - **NEW**
Introduction to National Fire Incident Reporting System 5.0 (Intro to NFIRS 5.0)
Introduction to Unified Command for Multi-Agency and Catastrophic Incidents (IUCMCI)
Introduction to Wildland/Urban Interface Firefighting for the Structural Company Officer (IWUIFSCO)
Juvenile Firesetter Intervention Specialist I (JFIS-I)
Juvenile Firesetter Intervention Specialist II (JFIS-II)
Leadership I (LSI)
Leadership II (LSII)
Leadership III (LSIII)
Managing in a Changing Environment (MCE)
Marketing Fire Prevention in Your Community (MFPC)
Methods for Enhancing Safety Education (MESE)
National Fire Incident Reporting System: Data Analysis and Problem-Solving (NFIRS:DAPS)
NIMS Incident Command System for Emergency Medical Services (NIMS--ICS/EMS)
NIMS Incident Command System for the Fire Service (NIMS--ICSFS)
Preparation for Initial Company Operations (PICO)
Preventing Fire Risk Based on Socio-Economic Factors: Rural and Urban Settings (PFRBSEF:RUS)
Prevention and Mitigation Advocacy for Small Department Responders (PMSD)
Shaping the Future (STF)
Strategy and Tactics for Initial Company Operations (STICO)
Training Operations in Small Departments (TOSD)

*****NEW COURSES HAVE BEEN INCLUDED IN THIS PACKAGE.**
INSTRUCTORS WILL BE NOTIFIED SEPARATELY OF ELIGIBILITY
AND OF SUBMISSION DATES FOR QUOTES.

Massachusetts State Weekend

October 11-12, 2008

- Incident Safety Officer (Revised) (W729)
- Leadership II (W804)
- Managing in a Changing Environment (W604)
- Shaping the Future (W602)
- Strategy and Tactics for Initial Company Operations (2 sessions) (W455)

Delaware/Wisconsin State Weekend

November 8-9, 2008

- Command and Control of Wildland/Urban Interface Fire Operations for the Structural Chief Officer (W612)
- Courtroom Preparation and Testimony for First Responders (W209)
- Executive Skills Series: Managing and Leading Change (W517)
- Health and Safety Officer (Revised) (W730)
- Incident Safety Officer (Revised) (W729)
- Juvenile Firesetter Intervention Specialist I (W626)
- Marketing Fire Prevention in Your Community (W273)
- Preparation for Initial Company Operations (W458)
- Strategy and Tactics for Initial Company Operations (W455)

Tennessee State Weekend

November 15-16, 2008

- Health and Safety Officer (Revised) (W730)
- Incident Safety Officer (Revised) (W729)
- Introduction to Wildland/Urban Interface Firefighting for the Structural Company Officer (W610)
- Methods for Enhancing Safety Education (W344)
- Prevention and Mitigation Advocacy for Small Department Responders (W272)
- Shaping the Future (W602)

North Carolina State Weekend

November 22-23, 2008

- Courtroom Preparation and Testimony for First Responders (W209)
- Incident Command System for Highrise Operations (W321)
- Incident Safety Officer (Revised) (W729)
- Juvenile Firesetter Intervention Specialist I (W626)
- Managing in a Changing Environment (W604)
- NIMS Incident Command System for the Fire Service (W806)
- Preparation for Initial Company Operations (W458)
- Shaping the Future (W602)

West Virginia State Weekend

December 6-7, 2008

- Community Risk Issues and Prevention Interventions (W347)
- Executive Skills Series: Influencing (W518)
- Executive Skills Series: Managing and Leading Change (W517)
- Initial Response to Hazardous Materials Incidents: Concept Implementation (W808)
- Incident Safety Officer (Revised) (W729)
- Leadership II (W804)
- Strategy and Tactics for Initial Company Operations (W455)

Maryland State Weekend

February 21-22, 2009

- Fire Behavior in a Single Family Residence (W366)
- Fire Prevention for High Risk Populations: Age and Disability Factors (W275)
- Fire Testing for Code Enforcement (W365)
- Health and Safety Officer (Revised) (W730)
- Incident Safety Officer (Revised) (W729)
- Leadership I (W803)
- Strategy and Tactics for Initial Company Operations (W455)

New York State Weekend

March 7-8, 2009

- Executive Skills Series: Influencing (W518)
- Fire Behavior in a Single Family Residence (2 sessions) (W366)
- Fire Prevention for High Risk Populations: Age and Disability Factors (W275)
- Health and Safety Officer (Revised) (W730)
- Leadership III (W805)
- Shaping the Future (W602)
- Training Operations in Small Departments (W290)

Indiana State Weekend

March 14-15, 2009

- Command and Control of Wildland/Urban Interface Fire Operations for the Structural Chief Officer Train-the-Trainer (W622)
- Courtroom Preparation and Testimony for First Responders (W209)
- Fire Behavior in a Single Family Residence (W366)
- Fire Testing for Code Enforcement (W365)
- Leadership I (W803)
- Methods for Enhancing Safety Education (W344)

Georgia/Maine State Weekend

March 21-22, 2009

Emergency Response to Terrorism: Strategic and Tactical Considerations for Supervisors (W549)

Executive Skills Series: Leading Diverse Communities Beyond Conflict (W516)

Fire Behavior in a Single Family Residence (W366)

Fire Prevention for First Responders in Small Departments (W271)

Introduction to Fire Modeling (W367)

Leadership II (W804)

Preparation for Initial Company Operations (W458)

Shaping the Future (W602)

Connecticut State Weekend

March 28-29, 2009

Courtroom Preparation and Testimony for First Responders (W209)

Fire Behavior in a Single Family Residence (W366)

Introduction to Fire Modeling (W367)

Juvenile Firesetter Intervention Specialist II (W627)

Marketing Fire Prevention in Your Community (W273)

Strategy and Tactics for Initial Company Operations (W455)

NATIONAL FIRE ACADEMY 2-DAY OFF CAMPUS COURSES
(formerly known as Direct Deliveries)
October 1, 2008, through March 31, 2009

Command and Control of Wildland/Urban Interface Fire Operations for the Structural Chief Officer (CCWUIFSCO)
Community Risk Issues & Prevention Interventions (CRIPI)
Cooperative Leadership Issues in Wildland/Urban Interface (CLIWUIO)
Courtroom Preparation and Testimony for First Responders (CPTFR)
Emergency Response to Terrorism: Strategic and Tactical Considerations for Supervisors (ERT:STCS)
Executive Skills Series: Influencing (ESS:I)
Executive Skills Series: Leading Diverse Communities Beyond Conflict (ESS:LDCBC)
Executive Skills Series: Managing and Leading Change (ESS:MLC)
Fire Behavior in a Single-Family Residence (FBSFR) - **NEW**
Fire Prevention for First Responders and Small Departments (FPSD)
Fire Prevention for High Risk Populations: Age and Disability Factors (FPHRP:ADF)
Fire Testing for Code Enforcement (FTCE) - **NEW**
Health and Safety Officer (HSO)
Incident Command System for Highrise Operations (ICHO)
Incident Command System for Structural Collapse Incidents (ICSSCI)
Incident Safety Officer (ISO)
Initial Response to Hazardous Materials Incidents: Basic Concepts (IRHMI:BC)
Initial Response to Hazardous Materials Incidents: Concept Implementation (IRHMI:CI)
Introduction to Fire Modeling (IFM) - **NEW**
Introduction to National Fire Incident Reporting System 5.0 (Intro to NFIRS 5.0)
Introduction to Unified Command for Multi-Agency and Catastrophic Incidents (IUCMCI)
Introduction to Wildland/Urban Interface Firefighting for the Structural Company Officer (IWUIFSCO)
Juvenile Firesetter Intervention Specialist I (JFIS-I)
Juvenile Firesetter Intervention Specialist II (JFIS-II)
Leadership I (LSI)
Leadership II (LSII)
Leadership III (LSIII)
Managing in a Changing Environment (MCE)
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National Fire Incident Reporting System: Data Analysis and Problem-Solving (NFIRS:DAPS)
NIMS Incident Command System for Emergency Medical Services (NIMS--ICS/EMS)
NIMS Incident Command System for the Fire Service (NIMS--ICSFS)
Preparation for Initial Company Operations (PICO)
Preventing Fire Risk Based on Socio-Economic Factors: Rural and Urban Settings (PFRBSEF:RUS)
Prevention and Mitigation Advocacy for Small Department Responders (PMSD)
Shaping the Future (STF)
Strategy and Tactics for Initial Company Operations (STICO)
Training Operations in Small Departments (TOSD)

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<u>Course</u>	<u>Date</u>	<u>Location</u>	<u>Nearest Airport</u>
CCWUIFSCO (F612)	1/24-25/09	Idaho Falls, ID	Idaho Falls, ID (IDA)
	2/21-22/09	Minden, LA	Shreveport Airport
	2/28-3/1/09	Yakima, WA	Yakima Air Terminal
CRIPI (F347)	12/9-10/08	Concord, NH	Manchester (MHT)
	1/7-8/09	Missouri City, TX	Houston Hobby
	1/24-25/09	Champaign, IL	Willard Airport
	2/11-12/09	Tuscaloosa, AL	Birmingham International Airport
	3/5-6/09	Ocala, FL	Gainesville, Tampa, Orlando
CLIWUIO (F613)	2/21-22/09	Kalispell, MT	Kalispell-Glacier Airport
	3/7-8/09	Tulsa, OK	Tulsa International, OK
CPTFR (F209)	10/7-8/08	Del Rio, TX	Del Rio International Airport
	10/28-29/08	Columbia, SC	Columbia Metropolitan Airport
	11/20-21/08	Ocala, FL	Gainesville, Tampa, Orlando
	2/7-8/09	Concord, NH	Manchester (MHT)
	2/28-3/1/09	Meridian, ID	Boise, ID (BOI)
ERT:STCS (F549)	1/12-13/09	St. Louis, MO	St. Louis International Airport (STL)
	1/24-25/09	Albuquerque, NM	Albuquerque
ESS:I (F518)	11/18-19/08	Gulfport, MS	Gulfport International Airport
	1/13-14/09	Columbia, SC	Columbia Metropolitan Airport
	1/21-22/09	Forsyth, GA	Atlanta/Hartsfield/Jackson International
	2/26-27/09	Topeka, KS	Kansas City, MO
ESS:LDCBC (F516)	1/17-18/09	Kenai, AK	Kenai, AK
	2/28-3/1/09	Cheyenne, WY	Cheyenne Regional Airport
	3/17-18/09	Alexandria, LA	Alexandria Airport
ESS:MLC (F517)	10/4-5/08	Lawrence, KS	Kansas City, MO
	10/8-9/08	Lihue, HI	Lihue Airport (LIH)
	10/18-19/08	Aberdeen, WA	Seatac International or PDX
	1/12-13/09	Meridian, MS	Jackson-Evers International Airport
	2/21-22/09	Salem, OR	Portland International (PDX)
	2/21-22/09	Poultney, VT	Burlington, VT; Albany, NY
	2/24-25/09	Wichita, KS	Wichita, KS
	3/7-8/09	Spirit Lake, ID	Spokane, WA (GEG)
	3/21-22/09	Port Arthur, TX	Southeast Texas Regional
3/31-4/1/09	Forsyth, GA	Atlanta/Hartsfield/Jackson International	

FBSFR (F366)	1/10-11/09	Eureka Springs, AR	Northwest Arkansas Regional
	1/10-11/09	Hot Springs, AR	Hot Springs Airport
	1/22-23/09	Boise, ID	Boise, ID (BOI)
	1/24-25/09	Champaign, IL	Willard Airport
	1/24-25/09	St. Cloud, MN	St. Cloud Regional Airport
	2/4-5/09	Canfield, OH	Canton, OH
	2/7-8/09	Susanville, CA	Reno-Tahoe International Airport
	2/14-15/09	Weston, WV	Clarksburg, WV, or Charleston, WV
	2/21-22/09	Crossett, AR	Little Rock, AR
	2/28-3/1/09	Owensboro, KY	Evansville Regional
3/20-22/09*	Worley, ID	Spokane, WA (GEG)	
3/28-29/09	White River, VT	Lebanon; Manchester, NH; Burlington IAP, Burlington, VT	
FPHRP:ADF (F275)	10/25-26/08	El Paso, TX	El Paso International Airport
	11/11-12/08	Concord, NH	Manchester (MHT)
	2/17-18/09	Las Vegas, NV	McCarran International Airport
FPSD (F271)	1/24-25/09	Ames, IA	Des Moines
FTCE (F365)	1/27-28/09	Sparks, NV	Reno-Tahoe International
	2/12-13/09	Jackson, MS	Jackson-Evers International Airport
	2/14-15/09	Weston, WV	Clarksburg, WV, or Charleston, WV
HSO (F730)	2/21-22/09	Salem, OR	Portland International (PDX)
	3/11-12/09	Tuscaloosa, AL	Birmingham International Airport
HSO TtT (F731)	11/12-13/08	College Park, MD	BWI Airport
	1/10-11/09	Ames, IA	Des Moines
ICHO (F321)	11/14-15/08	Ogden, UT	Salt Lake City, UT
	11/20-21/08	Wichita, KS	Wichita, KS
	1/28-29/09	Odessa, TX	Midland International Airport
	2/7-8/09	Hampton, VA	Norfolk International
ICSSCI (F322)	11/4-5/08	Farmersville, CA	Fresno Yosemite International (FYI)
	11/8-9/08	Fayetteville, AR	Northwest Arkansas Regional (XNA)
	11/8-9/08	Roscommon, MI	Tri-City Airport
	12/9-10/08	St. Louis, MO	St. Louis International Airport (STL)
	1/7-8/09	Tuscaloosa, AL	Birmingham International Airport
	2/21-22/09	Glendive, MT	Glendive Airport
	2/21-22/09	Salem, OR	Portland International (PDX)
	2/23-24/09	West Jordan, UT	Salt Lake City, UT
	3/3-4/09	Casper, WY	CPR
IFM (F367)	2/7-8/09	Durango, CO	LaPlata County Airport
	3/7-8/09	Wasilla, AK	Anchorage, AK
	3/14-15/09	St. Albans, VT	Burlington IAP, Burlington, VT
Intro to NFIRS 5.0 (F497)	1/10-11/09	Great Falls, MT	Great Falls International Airport

IRHMI:BC (F809)	1/24-25/09	Champaign, IL	Willard Airport
IRHMI:BC TtT (course code being assigned)	10/17-18/08	Traverse City, MI	Cherry Capital Airport
IRHMI:CI (F808)	1/10-11/09	Mt. Pleasant, MI	Tri-City Airport
ISO (F729)	11/22-23/08	Fairbanks, AK	Fairbanks International
	12/6-7/08	Benton, AR	Little Rock, AR
	12/13-14/08	Billings, MT	Billings International Airport
	1/16-17/09	St. George, UT	Las Vegas, NV
	1/26-27/09	Springfield, MO	Springfield/Branson National Airport
	2/14-15/09	Butte, MT	Butte Airport
	2/21-22/09	Salem, OR	Portland International (PDX)
	2/24-25/09	Everett, WA	Seatac International
	2/28-3/1/09	Owensboro, KY	Evansville Regional
	2/28-3/1/09	Missoula, MT	Missoula Airport
	3/19-20/09	Stevens Point, WI	Central, Wisconsin Airport, Mosinee, WI
	3/20-21/09	Ogden, UT	Salt Lake City, UT
3/21-22/09	Colstrip, MT	Billings International Airport	
ISO T-t-T (F728)	10/11-12/08	Salem, OR	Portland International (PDX)
	12/6-7/08	Ames, IA	Des Moines
IUCMCI (F315)	10/27-28/08	Kahului, HI	Kahului Airport
	12/13-14/08	Cheyenne, WY	Cheyenne Regional Airport
	2/7-8/09	Maryville, TN	McGhee Tyson Airport
	2/21-22/09	Gallup, NM	Gallup
	3/7-8/09	Jackson, TN	Jackson Mckeller Field
IWUIFSCO (F610)	1/10-11/09	Tulsa, OK	Tulsa International, OK
	1/17-18/09	Pioneer, LA	Monroe Airport
	2/28-3/1/09	Bismarck, ND	Bismarck
	3/28-29/09	Cheyenne, WY	Cheyenne Regional Airport
JFIS-I (F626)	11/11-12/08	Sparks, NV	Reno-Tahoe International
	11/12-13/08	Anchorage, AK	Anchorage, AK
	1/13-14/09	Henderson, NV	McCarren International Airport
	2/9-10/09	Overland Park, KS	Kansas City, MO
	3/17-18/09	Henderson, NV	McCarren International Airport
JFIS-II (F627)	11/14-15/08	Anchorage, AK	Anchorage, AK

LS I (F803)	10/11-12/08	Stillwater, OK	Oklahoma City, OK
	10/21-22/08	Lake Charles, LA	Lake Charles
	10/25-26/08	Rio Rancho, NM	Albuquerque
	11/5-6/08	Bremerton, WA	Seatac International
	11/15-16/08	Windsor Locks, CT	BDL
	2/7-8/09	Durango, CO	LaPlata County Airport
	2/7-8/09	Columbia, MO	Columbia (COU)
	2/14-15/09	Rapid City, SD	Rapid City Regional Airport (RAP)
	2/19-20/09	Hilo, HI	Hilo International Airport
	2/28-3/1/09	Owensboro, KY	Evansville Regional
	2/28-3/1/09	Acton, ME	Portland
3/21-22/09	Silver City, NM	Grant County Airport (Silver City)	
LSI T-t-T (F733)	10/23-24/08	Ocala, FL	Gainesville, Tampa, Orlando
LS II (F804)	10/25-26/08	Centralia, WA	Seatac International
	11/8-9/08	Stillwater, OK	Oklahoma City, OK
	11/10-11/08	Lake Charles, LA	Lake Charles
	12/6-7/08	LaVista, NE	Omaha
	1/24-25/09	Ames, IA	Des Moines
	1/24-25/09	Champaign, IL	Willard Airport
	1/24-25/09	Greenfield, MA	BDL
	2/7-8/09	Columbia, MO	Columbia (COU)
2/28-3/1/09	Owensboro, KY	Evansville Regional	
LSII T-t-T (F734)	12/4-5/08	Ocala, FL	Gainesville, Tampa, Orlando
LSIII (F805)	10/18-19/08	Coeur d'Alene, ID	Spokane, WA (GEG)
	12/6-7/08	Stillwater, OK	Oklahoma City, OK
	12/9-10/08	Lake Charles, LA	Lake Charles
	1/17-18/09	Eagle, ID	Boise, ID (BOI)
	1/17-18/09	Brattleboro, VT	Bradley Field, Harford, CT
	1/24-25/09	Chattaroy, WA	Seatac International
	2/7-8/09	Columbia, MO	Columbia (COU)
	2/21-22/09	Salem, OR	Portland International (PDX)
	3/21-22/09	Fairbanks, AK	Fairbanks International
3/28-29/09	Pierre, SD	Pierre Airport (PIR)	
MESE (F344)	10/21-22/08	Las Vegas, NV	McCarran International Airport
MFPC (F273)	2/7-8/09	Hampton, VA	Norfolk International
	3/7-8/09	Everett, WA	Seatac International
NIMS ICSEMS (F163)	10/14-15/08	Gulfport, MS	Gulfport International Airport
NIMS ICSFS (F806)	12/13-14/08	Pine Bluff, AR	Little Rock, AR

PFRBSF:RUS (R276)	10/22-23/08 10/28-29/08 3/11-12/09	Reynoldsburg, OH Reno, NV College Park, MD	Columbus, OH Reno-Tahoe International BWI Airport
PICO (F458)	10/8-9/08 10/15-16/08 11/8-9/08 1/13-14/09 1/17-18/09 1/24-25/09 2/21-22/09 2/28-3/1/09	Lubbock, TX Artestia, NM Arcata, CA Casper, WY Fairbanks, AK Augusta, ME Salem, OR Owensboro, KY	Lubbock International Airport Roswell Arcata-Eureka Airport (in McKinleyville, CA) Natrona County International Airport Fairbanks International Portland Portland International (PDX) Evansville Regional
PICO TrT (F459)	3/14-15/09	Calais, ME	Bangor
STF (F602)	12/11-12/08 1/17-18/09	Montour Falls, NY Watertown, SD	Elmira, NY Watertown (ATY)
STICO (F455)	10/4-5/08 10/4-5/08 10/11-12/08 10/18-19/08 10/22-23/08 10/22-23/08 11/1-2/08 11/8-9/08 11/13-14/08 11/19-20/08 12/4-5/08 12/6-7/08 12/8-13/08 1/10-11/09 1/10-11/09 1/10-11/09 1/24-25/09 1/24-25/09 2/7-8/09 2/7-8/09 2/10-11/09 2/21-22/09 2/26-27/09 2/28-3/1/09 3/28-29/09	Susanville, CA Edinburg, TX Helena, AR Freeland, WA Lihue, HI St. Louis, MO Papillion, NE Bellevue, ID Great Bend, KS Vacaville, CA Red Bluff, CA St. Johnsbury, VT Honolulu, HI Riverside, CA Farmersville, CA Farmington, NM Greenfield, MA Sioux Falls, SD Durango, CO Los Ranchos de A, NM Casper, WY Salem, OR Bismarck, ND Owensboro, KY Fremont, NE	Reno Tahoe International Airport McAllen, TX Memphis Airport Seatac International Lihue Airport (LIH) St. Louis International Airport (STL) Omaha Hailey, ID (SUN) Wichita, KS Sacramento Redding Airport Manchester, NH, or Burlington, VT Honolulu International (NOTE: There are 3 sessions of STICO being offered during this timeframe for shift staff; however, only one instructor is needed; travel days 12/7 and 14) Ontario International Airport Fresno Yosemite International (FYI) San Juan Regional BDL Sioux Falls Regional Airport (FSD) LaPlata County Airport Albuquerque Natrona County International Airport Portland International (PDX) Bismarck Evansville Regional Omaha

TOSD (F290)	10/18-19/08	Crescent City, CA	Crescent City-Jack McNamara Field CEC
	1/10-11/09	Shelby, MT	Great Falls International Airport
	1/16-17/09	St. George, UT	Las Vegas, NV
	1/17-18/09	Wolf Point, MT	Wolf Point Airport
	1/24-25/09	Ames, IA	Des Moines
	1/24-25/09	Greenfield, MA	BDL
	2/7-8/09	Harlan, IA	Omaha, NE
	2/28-3/1/09	Bismarck, ND	Bismarck
	3/21-22/09	Rhineland, WI	Rhineland/Oneida County Airport, Rhineland, WI

* State has requested that the course will be held over a 3-day period.