



FEMA

R335

Dear National Fire Academy Student:

Congratulations on your upcoming attendance at the U.S. Fire Administration's National Fire Academy *Administration of Public Assistance for Community Recovery* course. By now you should have received your official acceptance letter from the NETC Admissions Office.

This new 6-day course helps students increase the administrative alignment of their organizations, people, process, and paperwork to meet Federal fiduciary standards for public assistance recovery. Instructional methodologies include case study analysis, group discussions, and major simulation exercises.

It is important to note that this is a 6-day course, and the first day of class will begin on Sunday at approximately 8:00 a.m. Normally, classes meet daily from 8 a.m. to 5 p.m., with graduation occurring on Friday at 4 p.m. Evening sessions may be required. Because of this schedule, students are provided lodging for Friday night.

End-of-class graduation ceremonies are an important part of the course and you are expected to attend. Please do not make any travel arrangements to leave campus until after you and your classmates graduate.

Increasing numbers of students and instructors are bringing laptop computers to campus. You alone are responsible for the security and maintenance of your equipment. The Academy cannot provide you with computer software, hardware, or technical support to include disks, printers, scanners, etc. There is a limited number of 120 Volt AC outlets in the classrooms. A Student Computer Lab is located in Building D and is available for all students to use. It is open daily with technical support provided in the evenings. This lab uses Windows XP and Office 2003 as the software standard.

Should you need additional information or have any questions pertaining to course content or requirements, please contact Dr. Burton A. Clark, Training Specialist for the Management Science Curriculum, at (301) 447-1069 or email at burt.clark@dhs.gov.

Sincerely,

A handwritten signature in black ink that reads "Denis Onieal".

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