



*U.S. Fire Administration*

# **Executive Fire Officer Program**

National Fire Academy

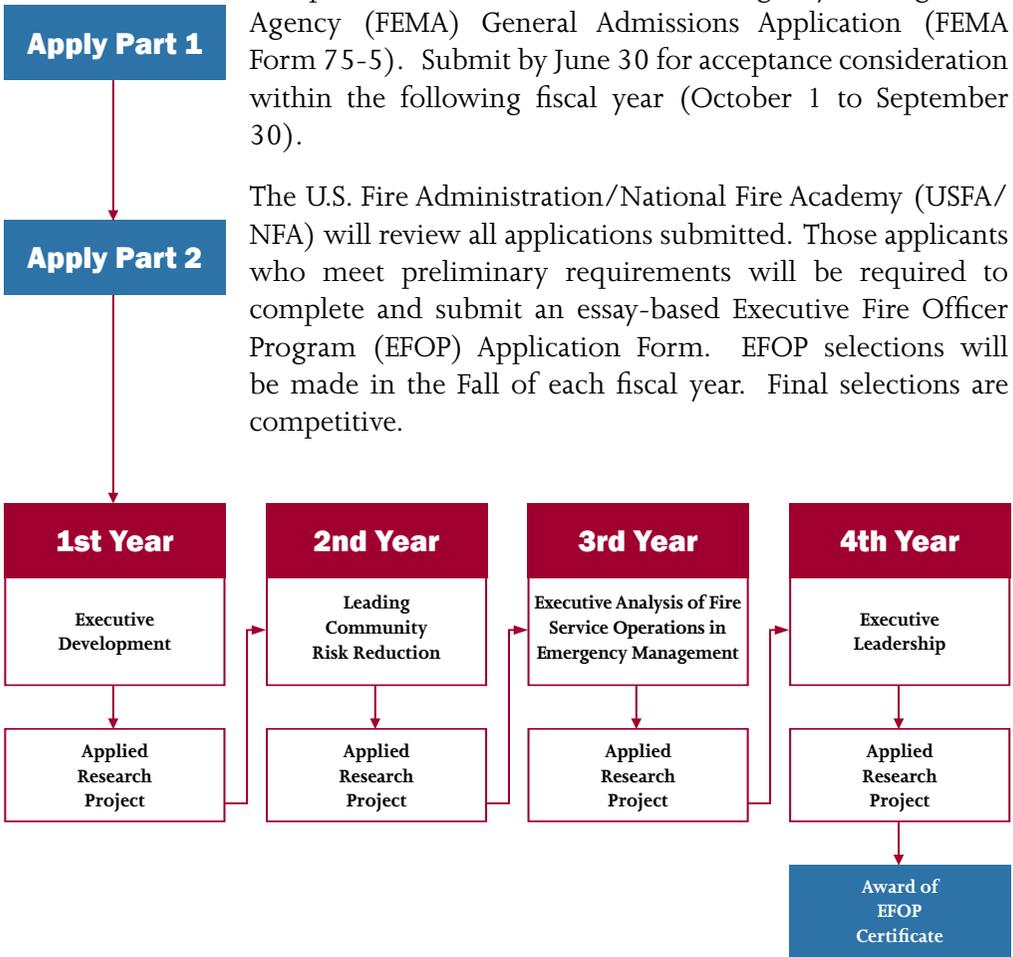


**FEMA**

## APPLICATION PROCESS

Complete and submit a Federal Emergency Management Agency (FEMA) General Admissions Application (FEMA Form 75-5). Submit by June 30 for acceptance consideration within the following fiscal year (October 1 to September 30).

The U.S. Fire Administration/National Fire Academy (USFA/NFA) will review all applications submitted. Those applicants who meet preliminary requirements will be required to complete and submit an essay-based Executive Fire Officer Program (EFOP) Application Form. EFOP selections will be made in the Fall of each fiscal year. Final selections are competitive.



The EFOP is an initiative of the USFA/NFA designed to provide senior officers with a broad perspective on various facets of fire and emergency services administration.

EFOP participants enhance their professional development through a unique series of four graduate- and upper-level college-equivalent courses, and the completion of an Applied Research Project (ARP) for each course. The EFOP spans a 4-year period and consists of four “core” courses. Each course is 2 weeks in length.

A certificate of completion for the entire EFOP is awarded only after the successful completion of the final ARP.

## **APPLIED RESEARCH PROJECTS**

As a postcourse requirement, EFOP participants must complete an ARP for each EFOP course. Successful completion of the ARP according to guidelines established by the USFA/NFA is required within 6 months of completing the course. Once the ARP is completed, the participant will be admitted to the next phase of the program.

## **SELECTION CRITERIA FOR THE EXECUTIVE FIRE OFFICER PROGRAM**

Admission to the EFOP is limited to the following individuals:

### **Service Requirement:**

- Chiefs of department or equivalent.
- Chief officers or equivalent who head major bureaus or divisions within a fire department, e.g., suppression, prevention, training, emergency medical services (EMS), etc.
- Chief officers and senior deputies of State governmental fire organizations, e.g., State Fire Marshals and State Directors of Fire Training.
- Battalion-level chief officers from “IAFC metro-size” fire organizations also will be considered. (By current definition, this includes organizations with a minimum of 400 paid personnel.)
- Other individuals who are serving in “key leadership” positions. (The Key Leaders Program focuses on people who are not yet senior officers, but are serving in key leadership positions within their fire or emergency services organization.)

### **Academic Requirement:**

- Applicants must have attained an associate’s degree or greater from a regionally accredited institution of higher learning. Verification must be submitted at time of application (See item 5 below.)
- Beginning October 1, 2009 (Fiscal Year 2010), applicants must have attained a minimum of a bachelor’s degree.

## **How To Apply:**

NOTE: Qualified applicants may submit an application at any time during the year. However, there is a cutoff date of June 30 for each fiscal year. Applications postmarked after June 30 will be held until the following June 30 for consideration. Application packages will be reviewed on an individual basis and require six separate items:

1. A General Admissions Application (FEMA Form 75-5). In Block #9a, please specify “Executive Fire Officer Program.”
2. A letter from the applicant requesting admission to the Executive Fire Officer Program. The letter should specify the applicant’s qualifications (see eligibility section), commitment to complete the entire program, including the Applied Research Projects, and the applicant’s perceived expectation(s) of the program.
3. A résumé of the applicant.
4. A letter of recommendation from the applicant’s immediate supervisor (Chief of Department, Mayor, City Manager, etc.), indicating the organization’s commitment to allow the applicant to complete the required courses and research.
5. A photocopy of the applicant’s terminal academic diploma or transcript.
6. An organizational chart that shows the applicant’s position.

The application package must be sent to:

**National Emergency Training Center**

16825 South Seton Avenue  
Office of Admissions, Building I  
Emmitsburg, Maryland 21727  
800-561-3356  
[www.usfa.fema.gov](http://www.usfa.fema.gov)

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For additional information on the EFOP, please visit the USFA/NFA Web site at [www.usfa.fema.gov/fire-service/nfa/courses/oncampus/nfa-on2.shtml](http://www.usfa.fema.gov/fire-service/nfa/courses/oncampus/nfa-on2.shtml)



**Fire Chief W. David Bunce, Salt River (Arizona) Fire Department--Salt River Pima - Maricopa Indian Community**

“EFOP provided the strategic studies in critical areas of the fire service which enabled me to make improvements in two different fire departments. Currently, our fire department utilizes the tenets of strategic education to guide us through service enhancements and planning for the future. Whether as a career, combination, or volunteer fire chief this program will benefit you and your department.”



**Deputy Chief of Operations Hugo R. Esparza, Fort Worth (Texas) Fire Department**

“The EFOP has also given me one of the best experiences of my life--the opportunity to compete for and then attend the Program for Senior Executives in State and Local Government at the John F. Kennedy School of Government at Harvard University. A privilege that I still cherish even after four years of completing the program.”



**Fire Chief Peter J. Finley, City of Vineland (New Jersey) Fire Department**

“All of the knowledge, skills, abilities and relationships that I developed during the EFO program will assist me for the remainder of my career, and, I am a better fire officer because of it.... The recognition of winning an Outstanding Research Award has also been personally satisfying. It is very nice to have fellow fire service personnel, whom I do not even know, recognize me for winning the award when introduced to them.”



**Assistant Region Chief Candace Gregory, California Department of Forestry & Fire Protection**

“Where else can you go to one place and interface with such diverse fire department personnel? I have met the leaders of many fire departments across the United States and other countries, learning the creative ways that they are addressing their challenges and developing contacts for future sharing of ideas. I have also been able to incorporate many of their solutions into our organization’s tool-box of ideas to help us solve our own challenges.”



**Deputy Fire Chief LeCostel Hailey, Kern County (California) Fire Department**

“Our challenge is to provide superior customer service, operational effectiveness, reduce death and injury to firefighters, and be guardians of life and property in our community. The EFOP enhanced my ability to accomplish these and several other personal and professional tasks. I highly recommend any Chief Officer complete the EFOP and apply the appropriate lessons learned within his/her department and community.”



**Deputy Chief and Fire Marshal Michael Love, Montgomery County (Maryland) Fire & Rescue Service**

“My first Applied Research Project received a passing grade but was not up to my standards. After additional study and review of the guidelines, I was very proud to complete three good projects that I could use in my own organization to address some critical issues. The EFOP has played a critical role in helping me to mold my advancement and prepare for the difficult work in being an executive level chief.”



**Fire Chief Cecil V. "Buddy" Martinette Jr., Lynchburg (Virginia) Fire & EMS Department**

"It occurs to me that if enough of my fire service peers are as fortunate as me to have this opportunity to learn and network at the National Fire Academy, we will surely be successful in changing our service from a craft to a profession."



**Director Randall W. Napoli, Florida Division of State Fire Marshal**

"EFOP helped me to refine and improve my executive level skills, providing a foundation for administrative and operational management positions in a major fire service agency, and now in an agency with statewide response and regulatory responsibilities."



**Battalion Chief Manuel P. Neves, Honolulu (Hawaii) Fire Department**

"Since entering the EFOP, I started utilizing the knowledge and skills gained. Incrementally, I began seeing an improvement in both my subordinates as well as myself. This became vividly apparent when I was awarded the Honolulu Fire Department Manager of the Year for 2003. I was also awarded the Chief Fire Officer Designation in part due to the personal and professional improvements resulting from the EFOP."



**Assistant Fire Chief Leeanna Raw, Seminole County (Florida) EMS/Fire/Rescue**

"EFOP has provided a solid understanding of the importance of change, how to manage its obstacles, and lead it in a positive direction. My involvement with EFOP and the leadership dynamics of working with chief officers from all over the country has produced a very important network for me, both personally and professionally."



**Deputy Chief Sandra K. Schiess, Independence (Missouri) Fire Department**

"Though not one of the very first women in the fire service, I was one of the first wave. The learning curve was tremendous for me, and for the world of the fire service I entered. The toll was equally as large. I was prepared to retire and move to a different profession when I was accepted to the EFOP. The information and contacts I made were wonderful, but more than that, the support from NFA staff and my chief officer classmates convinced me to continue my career. Retirement did occur, but instead of leaving the fire service I moved to a larger department. EFOP is about more than networking and learning. It is about supporting a foundation of leaders, building a body of knowledge, and establishing a commitment to the future of life safety."



**Fire Chief Doug Trussler, West Vancouver (British Columbia, Canada) Fire & Rescue**

"Abraham Lincoln once said 'I will prepare myself and my time will come.' For me, EFOP was a building block for further development. It prepared me to respond to and capitalize on opportunities brought about by changes in the fire service, and along the way, develop friendships with some very inspiring people."