



FEMA

December 1, 2018

Dear National Fire Academy Contract Instructor:

Welcome to the Instructor section of the National Fire Academy's (NFA) Courses, Schedules, and Instructor web page. With the implementation of this system, we have attempted to streamline much of the contract instructor bidding and award information. The course schedules are fully integrated into the Instructor Dashboard feature that allows eligible instructors to place their bids and monitor their award status on-line. Instructors teaching 2- and 6-day off campus courses have access to course coordination plans (CCPs) within their dashboards. In addition, the dashboard functionality provides instructors with the ability to download course materials and access their course evaluation reports.

This web page provides informational materials that will assist you in placing your bid(s), including general information on how to submit a bid (bids must now meet the minimum bid requirement of \$1.00), the bid schedule, additional information concerning on-campus residential courses, special bidding instructions concerning specific curriculum area(s) and/or courses, and a host of policies and procedures that you need to be familiar with. Information referencing contract instructor observation and evaluation has been added; this can be found within the policies and procedures section.

Please see the administrative requirements section for information concerning the new requirement for existing entities within the *System for Awards Management (SAM)* that became **effective April 27, 2018**, *Background Suitability Process* that became **effective September 8, 2017** and the *Important NETC Policy Information* for the new NETC Firearm Policy **effective August 30, 2017**.

Effective October 1, 2016, in addition to maintaining the administrative requirements, instructors must remain active in the bidding process. Failure to submit a bid for a qualified course within a two-year period will result in an inactive status.

NFA will continue with pilot-testing of the new award approach for its instructional requirements. In order to ensure the highest caliber of instruction, awards will be made based on what is in the Government's best interest. Awards will be made to the lowest priced offerors, however, the Government reserves the right to award to other than the lowest priced offeror for reasons such as, but not limited to:

- Mentoring a new instructor;
- Observing/evaluating an instructor;
- Ensuring/maintaining instructor currency;
- Obtaining the services of an instructor with a particular skill set; or
- Obtaining the services of an instructor that possesses special attributes that will enhance the course delivery.

Please note the NFA reserves the right to make changes to the course delivery schedules and the competitive bid requirements. As a result, courses you previously bid on may no longer be offered for delivery and/or available for competitive bid. Additionally, bids that are not considered to be fair and reasonable will be rejected.

If you have any questions regarding the NFA's bidding and/or award process, please contact us at: FEMA-NFAInstructor@fema.dhs.gov or by calling (301) 447-2197. Thank you in advance for your continued support and dedication to the professionalism of the Nation's fire service.

Sincerely,



Tonya L. Hoover
Superintendent
National Fire Academy

Attachments

BIDDING INSTRUCTIONS

For all National Fire Academy courses

General Instructions

Although the Government is not required to award instructor micro-purchase orders based on competition, NFA is accepting quotes for instructional delivery of the courses identified in this bid package. Awards will be made based on what is in the Government's best interest. Awards will be made to the lowest priced offerors; however, the Government reserves the right to award to other than the lowest priced offeror for reasons such as, but not limited to, the following:

- To mentor a new instructor;
 - To observe/evaluate an instructor;
 - To ensure/maintain instructor currency;
 - To obtain services of an instructor with a particular skill set; or
 - To obtain services of an instructor that possesses special attributes that will enhance the delivery.
1. You may only submit bids for those courses you have been prequalified to teach. Bids will not be considered if you are not on the approved listing. Please note: Effective October 1, 2016, in addition to maintaining the administrative requirements, instructors must also remain active in the bidding process. Failure to submit a bid for a qualified course will result in deactivation after a two-year period.
 2. When submitting a bid, you will be required to include your DUNS number. You are also required to keep your personal profile information current within your Instructor Dashboard – *this includes your Biography which must be completed and kept up-to-date*. Please note: the information you provide should match what you have entered into the System for Award Management (SAM) (formerly Central Contractor Registration (CCR)).
 3. Your firm-fixed price bid 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). Bids must meet the minimum bid requirement of \$1.00. Please refer to the “Specific On-Campus Instructions” for additional information regarding on-campus lodging and airport transportation. Lodging is available for on-campus instructors. For 2-day off-campus offerings, local ground transportation is provided by the state/local host; please refer to the Course Coordination Plan (CCP). For 6-day off-campus offerings, the state/local host is responsible for providing ground transportation for the instructor from the airport to the lodging facility, to the class site, and return to the airport. The airport listed on the CCP will be where the state/local host should plan to pick up the instructor.
 4. When submitting a bid, it must be done independently and in accordance with Federal Acquisition Regulations (FAR); specifically, FAR clause - 52.203-2
https://www.acquisition.gov/far/html/52_200_206.html

Independent Price Determination

The offeror certifies that –

- (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor related to –
 - (i) Those prices;
 - (ii) The intention to submit an offer; or
 - (iii) The methods or factors used to calculate the prices offered.
 - (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a seated bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law.
5. To submit a bid, you will need to log in to your Instructor Dashboard from the National Fire Academy Contract Instructor and State Officials Page. The link is: http://www.usfa.fema.gov/training/nfa/instructors_officials. Scroll down until you see the contract instructor log in.
 6. Next, you will be asked to enter your username and password. If you have forgotten your username and/or password, there is a “Forgot Your Username or Password?” option. You must reset your password every 90 days. If longer than 90 days, your account will need to be reset. Please send a message to the instructor mailbox @ FEMA-NFAInstructor@fema.dhs.gov .
 7. After signing in, your personal Instructor Dashboard will be displayed where you may view course offerings that are available for bid. From this list of eligible courses, you can select the Bid Now option. (You will be asked to review and confirm your profile information each time you create a new log on session to place a bid – this includes reviewing and updating your Biography.)
 8. After your bid(s) have been placed, you will receive a confirmation email message.
 9. The National Fire Academy reserves the right to make changes to the course delivery schedules and the competitive bid requirements. As a result, courses you previously bid on may no longer be offered for delivery and/or available for competitive bid.
 10. Bids that are not considered to be fair and reasonable will be rejected.

For additional assistance, please email FEMA-NFAInstructor@fema.dhs.gov or call (301) 447-2197.

National Fire Academy Bid Schedule

All bids must be submitted in accordance with the following schedule. Instructors will only be able to place bids during open bidding periods.

Open Bidding Period	For the Courses to be Held in the Months of:	Approximate Date Instructional Awards Will Be Posted
June 1 – July 1	October, November, December	August 1
September 1 – October 1	January, February, March	November 1
December 1 – January 1	April, May, June	February 1
March 1 – April 1	July, August, September	May 1

If your bid/quotation is found to be in the best interest of the Government, a purchase order will be issued 30-45 days in advance of the course start date and sent to you electronically. At that time, you will be authorized to purchase your airline ticket(s). If you purchase your ticket(s) prior to receiving a purchase order, you are doing so at your own risk!

Please Note:

In most cases, awards for on-campus courses will take precedence over any other award. However, the NFA reserves the right to award courses in a manner that is in the best interest of the Government.

NFA reserves the right to make changes to the course delivery schedules and the competitive bid requirements. As a result, courses/roles you previously bid on may no longer be offered for delivery and/or available for competitive bid.

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

The Statement 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.

Special Instructions for Battlefield Guide for Executive Leadership Course

Using the general details of the curriculum for Executive Leadership (R0125) Unit 14 curriculum (Capstone: A Visit to Gettysburg) facilitate a student staff ride of the Gettysburg National Military Park.

Coordinate with R0125 contract instructors and the R0125 Training Specialist at least 48 hours prior to assigned staff ride day to verify times and pick-up/drop-off points, number of students, and any potential modifications based on weather, special student needs, park logistics, etc.

Review and make recommendations to the R0125 Training Specialist for any modifications/replacement of related curriculum.

Assist R0125 contract instructors with evaluation of any required student assessment tools.

Requirements for Module Instructors (Housing will be approved for one night prior to, and through the, last day of the period of performance.)

Curriculum	Course	Module	Period of Performance
Fire/Arson and Explosion Investigation	Fire Investigation Essentials	Legal	2nd Wednesday of Offering
Fire/Arson and Explosion Investigation	Fire Investigation: Interview and Testimony	Instructor	1st Monday through 2nd Friday of Offering
	Fire Investigation: Interview and Testimony	Instructor (1st week)	1st Monday through 1st Friday of Offering
	Fire Investigation: Interview and Testimony	Legal	2nd Monday through 2nd Thursday of Offering
Fire/Arson and Explosion Investigation	Fire Investigation: Electrical Systems	Student Activity Technician: Electrical	Tuesday through Thursday
Emergency Medical Services	Emergency Medical Services Incident Operations	Exercise Controller	Tuesday through Friday
Incident Management	Executive Analysis of Fire Service Operations in Emergency Management	Mentor	1st Thursday through 2nd Thursday of Offering
Incident Management	Command and Control of Natural and Man-Made Disasters	Exercise Controller	1st Thursday through 2nd Thursday of Offering
Leadership and Executive Development	Executive Leadership	Battlefield Guide	2nd Monday of Offering
Planning and Information Management	Emergency Resource Deployment Planning: Standards of Cover	Instructor (Primary)	Prep day Saturday; Instruction Sunday through Friday
	Emergency Resource Deployment Planning: Standards of Cover	Instructor (Standards of Cover)	Prep day Saturday; Instruction Sunday through Wednesday
	Emergency Resource Deployment Planning: Standards of Cover	Instructor (Geographic Information Systems)	Prep day Tuesday (PM); Instruction Wednesday through Thursday
Planning and Information Management	Analytical Tools for Decision-Making	Instructor (Primary)	Prep day Saturday; Instruction Sunday through Friday
		Instructor (Data)	Prep day Saturday; Instruction Sunday through Friday

Specific On-Campus Instructions

1. Airport Transportation: Airport transportation to the National Emergency Training Center (NETC) is only as indicated on the NETC Airport Transportation Schedule: https://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf. Please contact the Transportation Office before scheduling flights, as the schedule varies. Special runs/pick-ups will not be provided. If you cannot make flight arrangements that coincide with the NETC transportation schedule, 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; so you should include the cost of a rental car/limo in your quote. If you plan to use the NETC shuttle, you **MUST** contact the Transportation Office 2 weeks prior to your arrival to reserve a seat. If you do not do so, a seat may NOT be available. For more information, please contact the Transportation Office at (301) 447-1113 or FEMA-NETC-Housing@fema.dhs.gov .

2. On-campus Housing: 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. Check-in time is 2:00 p.m., on the day of arrival. 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 p.m. In this instance, you will be provided housing for that night and check out by 9 a.m. the next morning. For 2-day, on-campus offerings, you may arrive on Friday and you must depart campus on Sunday. 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, (301) 447-1135 or email Tonya.Long@fema.dhs.gov and/or Lee Ann Benamati, (301) 447-1411 or email LeeAnn.Benamati@fema.dhs.gov) well in advance of your arrival; preferably upon receipt of your award notification. 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. Please advise whether you have any special allergies or medical disabilities that would require special housing accommodation(s) while you are staying on the NETC campus. Your accommodation(s) must be specified in writing by your physician or medical attendant on their stationery. This can be mailed to the following address or faxed:

National Emergency Training Center
ATTN: Smiley White
16825 South Seton Avenue
Emmitsburg, MD 21727
(301) 447-1052 (fax)

The request, along with your physician's documentation, must be sent to the NETC prior to your arrival on campus. No special accommodations can be made without prior approval. Please do not contact the Housing Office directly to request special accommodations.

While we make every attempt to accommodate your request for special housing, we cannot guarantee specific dormitory rooms.

If you have special dietary needs you should contact the cafeteria at (301) 447-1551 prior to arrival on campus.

Security is responsible for providing emergency medical services at NETC and the Noble Training Center (NTC). Any instructor, who may have special needs in the event of an emergency, should consider notifying Security upon arrival to the campus.

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. If a meal ticket is not purchased, the individual will be asked to leave campus and acquire housing at his/her own expense.

PLEASE NOTE: NETC has instituted a new process for purchasing meal tickets. You must now purchase your meal ticket within two weeks prior to your arrival on the campus. You should go to <http://netcmealtickets.com/> to order your meal ticket. The cost of the meals will obviously be based on the length of the stay on campus. If you have questions regarding your meal ticket, please call 301-447-1551.

3. Issuance of Badges/Parking Permits: Only instructors staying on campus will be issued badges/parking permits at the Housing Office in Building C. Any instructor commuting to/from campus daily will be issued a badge and parking permit at the front gate. The badge will be effective for the entire period the instructor is teaching. The photo for the badge for a commuting instructor will be scanned from the individual's driver's license.
4. Adherence to the following clause:

HSAR 3052.204-71

CONTRACTOR EMPLOYEE ACCESS (SEP 2012)

ALTERNATE I (SEP 2012)

(a) *Sensitive Information*, as used in this clause, means any information, which if lost, misused, disclosed, or, without authorization is accessed, or modified, could adversely affect the national or homeland security interest, the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense, homeland security or foreign policy. This definition includes the following categories of information:

(1) Protected Critical Infrastructure Information (PCII) as set out in the Critical Infrastructure Information Act of 2002 (Title II, Subtitle B, of the Homeland Security Act, Public Law 107-296, 196 Stat. 2135), as amended, the implementing regulations thereto (Title 6, Code of Federal Regulations, Part 29) as amended, the applicable PCII Procedures Manual, as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the PCII Program Manager or his/her designee);

(2) Sensitive Security Information (SSI), as defined in Title 49, Code of Federal Regulations, Part 1520, as amended, "Policies and Procedures of Safeguarding and Control of SSI," as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the Assistant Secretary for the Transportation Security Administration or his/her designee);

(3) Information designated as "For Official Use Only," which is unclassified information of a sensitive nature and the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national or homeland security interest; and

(4) Any information that is designated "sensitive" or subject to other controls, safeguards or protections in accordance with subsequently adopted homeland security information handling procedures.

(b) "Information Technology Resources" include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.

(c) Contractor employees working on this contract must complete such forms as may be necessary for security or other reasons, including the conduct of background investigations to determine suitability. Completed forms shall be submitted as directed by the Contracting Officer. Upon the Contracting Officer's request, the Contractor's employees shall be fingerprinted, or subject to other investigations as required. All Contractor employees requiring recurring access to Government facilities or access to sensitive information or IT resources are required to have a favorably adjudicated background investigation prior to commencing work on this contract unless this requirement is waived under Departmental procedures.

(d) The Contracting Officer may require the Contractor to prohibit individuals from working on the contract if the Government deems their initial or continued employment contrary to the public interest for any reason, including, but not limited to, carelessness, insubordination, incompetence, or security concerns.

(e) Work under this contract may involve access to sensitive information. Therefore, the Contractor shall not disclose, orally or in writing, any sensitive information to any person unless authorized in writing by the Contracting Officer. For those Contractor employees authorized access to sensitive information, the Contractor shall ensure that these persons receive training concerning the protection and disclosure of sensitive information both during and after contract performance.

(f) The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

(g) Before receiving access to IT resources under this contract the individual must receive a security briefing, which the Contracting Officer's Technical Representative (COTR) will arrange, and complete any nondisclosure agreement furnished by DHS.

(h) The Contractor shall have access only to those areas of DHS information technology resources explicitly stated in this contract or approved by the COTR in writing as necessary for performance of the work under this contract. Any attempts by Contractor personnel to gain access to any information technology resources not expressly authorized by the statement of work, other terms and conditions in this contract, or as approved in writing by the COTR, is strictly prohibited. In the event of violation of this provision, DHS will take appropriate actions with regard to the contract and the individual(s) involved.

(i) Contractor access to DHS networks from a remote location is a temporary privilege for mutual convenience while the Contractor performs business for the DHS Component. It is not a right, a guarantee of access, a condition of the contract, or Government Furnished Equipment (GFE).

(j) Contractor access will be terminated for unauthorized use. The Contractor agrees to hold and save DHS harmless from any unauthorized use and agrees not to request additional time or money under the contract for any delays resulting from unauthorized use or access.

(k) Non-U.S. citizens shall not be authorized to access or assist in the development, operation, management or maintenance of Department IT systems under the contract, unless a waiver has been granted by the Head of the Component or designee, with the concurrence of both the Department's Chief Security Officer (CSO) and the Chief Information Officer (CIO) or their designees. Within DHS Headquarters, the waiver may be granted only with the approval of both the CSO and the CIO or their designees. In order for a waiver to be granted:

(1) There must be a compelling reason for using this individual as opposed to a U. S. citizen; and

(2) The waiver must be in the best interest of the Government.

(l) Contractors shall identify in their proposals the names and citizenship of all non-U.S. citizens proposed to work under the contract. Any additions or deletions of non-U.S. citizens after contract award shall also be reported to the contracting officer.

(End of clause)

Specific Off-Campus Instructions

You now have access to individual Course Coordination Plans (CCP) for off-campus course deliveries. The CCP contains specific information regarding the course delivery location, course sponsor name and contact information, lodging information, and the nearest airport to the delivery location.

In the past, the nearest airport was listed separately in the bid package. Now you will need to view the CCP for the specific delivery you are bidding on to get that information. You can access the CCP through your dashboard by clicking on “View CCP” under Course/Delivery. (See screen shot below.)

For 2-day off-campus offerings, ground transportation is provided by the State/local host; please refer to the CCP. For 6-day off-campus offerings, ground transportation is provided by the State/local host; please refer to the CCP.

Beginning in FY2014 – states can offer any 2-day NFA course as a train-the-trainer delivery. As a result, your audience may include other fire service instructors and educators. You will need to work closely with the state to determine audience needs.

USFA NFA Courses, Schedules and Instructors Eligible Courses - Microsoft Internet Explorer provided by NETC Te...

http://www.usfa.dhs.gov/applications/nfacourses/main/eligible

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USFA Home → NFA → Courses, Schedules and Instructors → Instructor Dashboard → Eligible Courses 5/26/11 9:14 AM EST

Course You're Eligible To Bid

Return to your dashboard to submit and manage live bids.

Page 1 of 1 (1 result) Filter Eligible Courses

Second Semester (2011 - 2012)

Code	Course / Delivery	Role(s)	Dates	Location	Deadline
F166	Emergency Medical Services: Functions in the Incident Command System 2-Day Off-Campus View CCP	Instructor Bid Now	4/10/12–4/11/12	Forsyth, GA	1 Day(s)

Done Trusted sites 100%

Start U. 9:14 AM

3052.209 - 72 - Disclosure of conflicts of interest.

As prescribed in (HSAR) 48 CFR 3009.507, insert the following provision: Disclosure of Conflicts of Interest (DED 2003) The Department of Homeland Security (DHS) will award contracts only to those offerors whose objectivity is not impaired by conflicting interests. Based on this policy (a) The offeror shall provide a statement in its proposal which describes in a concise manner all past, present or planned organizational, financial, contractual or other interest(s) with an organization whose interests may be substantially affected by Departmental activities, and which is related to the work under this solicitation. The interest(s) described shall include those of the proposer, its affiliates, proposed consultants, proposed subcontractors for more than 20% of the work and key personnel of the offeror and any subcontractor accounting for more than 20% of the contract. Past interest shall be limited to within one year of the date of the offeror's technical proposal. Key personnel, for purposes of this clause, shall include any person owning more than 20% interest in the company, and the company's corporate officers, its senior managers and any employees responsible for making a decision or taking an action on this contract where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

(b) The offeror shall describe in detail why it believes, in light of the interest(s) identified in (a) above, that performance of the proposed contract can be accomplished in an impartial and objective manner.

(c) In the absence of any relevant interest identified in (a) above, the offeror shall submit in its proposal a statement certifying that to its best knowledge and belief no affiliation exists relevant to possible conflicts of interest. The offeror must obtain the same information from potential subcontractors prior to award of a subcontract.

(d) The Contracting Officer will review the statement submitted and may require additional relevant information from the offeror. All such information, and any other relevant information known to DHS, will be used to determine whether an award to the offeror may create a conflict of interest. If any such conflict of interest is found to exist, the Contracting Officer may (1) disqualify the offeror, or (2) determine that it is otherwise in the best interest of the United States to contract with the offeror and include appropriate provisions to mitigate or avoid such conflict in the contract awarded.

(e) The refusal to provide the disclosure or representation, or any additional information required, may result in disqualification of the offeror for award. If nondisclosure or misrepresentation is discovered after award, the resulting contract may be terminated. If, after award, the Contractor discovers a conflict of interest with respect to the contract awarded as a result of this solicitation, which could not reasonably have been known prior to award, an immediate and full disclosure shall be made in writing to the Contracting Officer. The disclosure shall include a full description of the conflict, a description of the action the contractor has taken, or proposes to take, to avoid or mitigate such conflict. The Contracting Officer may, however, terminate the contract for convenience if he or she deems that termination is in the best interest of the Government.

(End of clause)

Important Policy 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 may 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 resulting penalty is as follows: For the applicable course, the instructor will be deemed ineligible to teach for 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 nonrefundable airline ticket, to receive a full refund, the instructor **must** submit a copy of the ticket to the Program Manager and Micropurchase Staff. A modification to the original purchase order will be processed. You may voucher separately. If an instructor can change the date of his/her ticket and is charged a “change fee,” he/she must submit a copy of the receipt to the Program Manager and Micropurchase Staff for the amount of the change fee. A modification to the original purchase order will be processed. You may voucher separately. If requesting reimbursement for nonrefundable 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 priced offeror 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.

In most cases, awards for on-campus courses will take precedence over any other award. However, the NFA reserves the right to award courses in a manner that is in the best interest of the Government.

The National Fire Academy reserves the right to make changes to the course delivery schedules and the competitive bid requirements. As a result, courses you previously bid on may no longer be offered for delivery and/or available for competitive bid.

Purchasing Airline Tickets: Instructors are not authorized to purchase airline tickets until they receive an approved purchase order (typically 30-45 days in advance of the course start date). The exception being unusual or mitigating circumstances that require verbal authorization from the micropurchasing/simplified acquisition staff. Examples include:

- 1) last minute/emergency instructor recruitment/replacement, and/or
- 2) need to quickly purchase an airline ticket because due to the remote location of the course delivery, reasonably priced airfare is limited.

In the event an instructor purchases a ticket without an approved purchase order or verbal authorization from the micropurchasing/simplified acquisition staff, he or she will be held liable for the full cost of the airline ticket.

Contract Instructor Observation and Evaluation: In accordance with NFA-specific Standard Operating Procedure 500.3 “Contract Instructor Observation and Evaluation,” by accepting an instructional contract with the NFA, instructors are automatically subject to the provisions of this observation and evaluation program, and shall uphold and support them without compromise or exception.

Important NETC Policy Information

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

FIREARMS: Prohibited on Campus! Due to heightened security requirements, please understand security and law enforcement personnel may search you, your vehicle or your luggage. 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 NETC, **do not bring weapons of any kind to campus.** Weapons includes knives with blades longer than 3 inches, machetes, bow and arrows, ammunition, rifles, shotguns, pistols, etc. Sworn/Commissioned and State Peace Officer Standards, and Training-Certified Officers, Federal Officers, or local officers with concurrent jurisdiction who require a firearm for the performance of required official duties must declare at the point of entrance to the campus and store the firearm with security for the duration of the stay.

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.

Human Dignity Statement

The uniqueness of all individuals attending U. S. Department of Homeland Security conducted or sponsored training is recognized, as well as their diversity, which can be a resource that enriches the learning environment through sharing of differing perspectives. An equal learning opportunity is provided to all course participants. This is supported 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;
- 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 sharing of differing perspectives, experiences, and ideas;
- Removing barriers to teamwork through collaboration, problem-solving, and the constructive resolution of conflicts.
- Continuing to identify and eliminate barriers to training, employment, and advancement of minorities, women, and persons with disabilities.

Participants, instructors and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from campus.

Administrative Requirements for Instructors

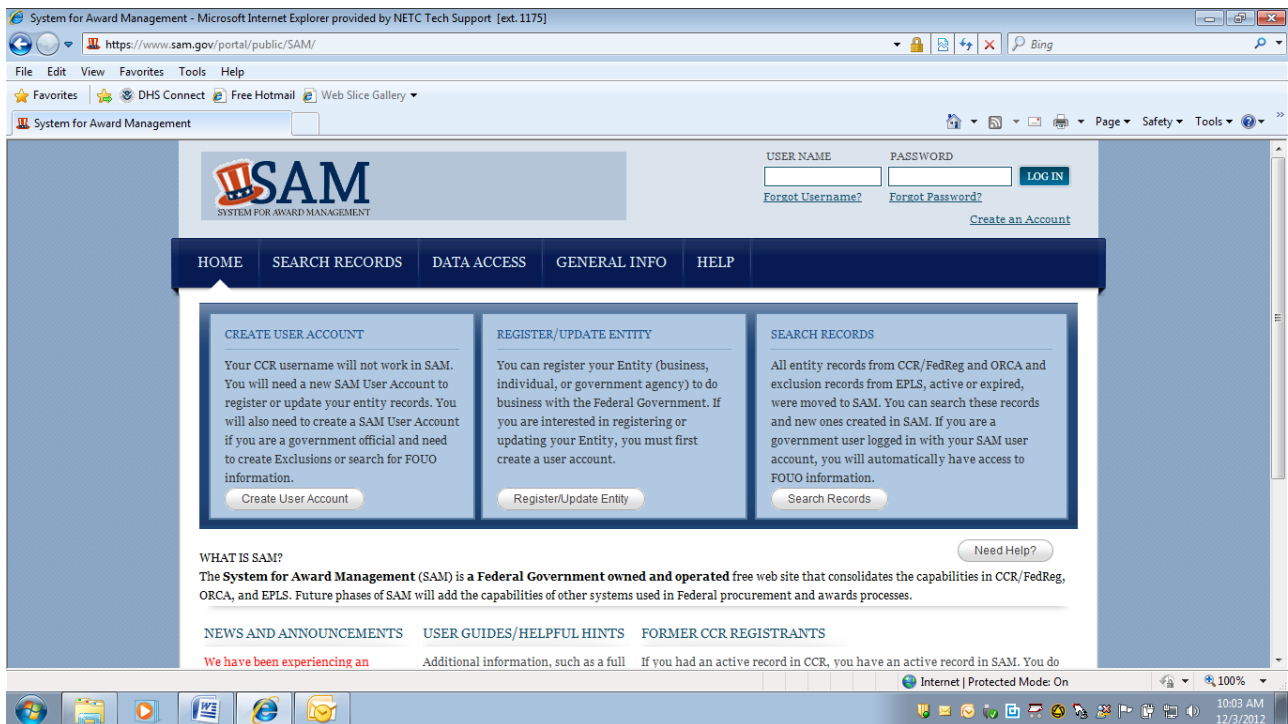
Registration in System for Award Management (SAM) (Formerly Central Contractor Registration (CCR))

ALERT: You must submit a [notarized letter](#) appointing the authorized Entity Administrator before your registration will be activated. This requirement now applies to both new and existing entities. Read [our FAQs](#) to learn more about this process change.

It is your responsibility as a contract instructor to maintain and keep your SAM registration current. This includes your address (physical, as well as, e-mail) and banking/direct deposit information. If your address changes, please notify us in writing, as well as, changing the information in Dun and Bradstreet (D&B) and SAM. The website for D&B is www.dnb.com and the website for SAM is: www.sam.gov

If you make changes in your banking information, e.g., direct deposit information, you will need to make the change directly within your SAM record; and you will also need to provide this information to the FEMA Finance Center in Winchester, Virginia, at (540) 504-1831, to avoid any delay in payment. In addition, we strongly advise that you annotate your invoice (if submitting an electronic invoice- use the Additional Details Block) with a note to indicate your banking information has changed. For example, if you have relocated to another state and as a result changed banks, you will need to make notification so that payment can be made to the correct account.

NOTE: The National Fire Academy has the right to refuse your bid and go to the next bidder to issue an award if your registration in SAM is not current.



Background Suitability Process

Background Suitability Process: Effective October 1, 2015, the Federal Emergency Management Agency (FEMA) instituted a change in policy for its background suitability process wherein original Enter on Duty (EOD) dates that were calculated for a 10-year period, now are set to expire after a 5-year period. This means that your EOD may be set to expire and, if it is, needs to be renewed as soon as possible so that your access to the National Emergency Training Center campus/National Fire Academy facilities will not be adversely affected. Along with the change in policy, **effective September 8, 2017**, NFA instructors are required to only submit the FEMA-Form 121-2-1 (Fingerprint Request Form) to update their fingerprint record every two years. Note: *Repeat fingerprinting is no longer required.*

In addition, fingerprint checks are valid for two years and must be followed by a National Crime Information Center (NCIC) computer check on the one year anniversary of the fingerprint check. Full name, date of birth, place of birth, and Social Security number are needed in order to complete an NCIC check.

Contract Instructor Statement of Work December 1, 2018

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 and the American Council on Education College Credit Recommendation Service. 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 (available upon request):

- NFA Course Instructor Guide and Student Manual (located within [Instructor Dashboard](#))
- Appropriate NFA [Evaluation](#) instruments
- Course Sponsor Coordination Plan (located within [Instructor Dashboard](#))
- Course Roster
- NETC Contractor Background and Suitability Requirements ([Instructor FAQs](#))
- NFA [Human Dignity Statement](#)
- All related DHS/FEMA/USFA [policies and instructions](#)
- Academic Code of Conduct and Ethics (Series 700.1)
- Conduct on the NETC Campus (Series 700.1a, NETC Instruction 119-22)
- NETC Vehicle Registration and Parking Policy ([NETC Instruction 119-4](#))
- Student Performance Measures: Grades Policy and Table (Series 700.4 & 700.4.1)
- Student Performance Measures: Assessment and Course Retake Policy (Series 700.5)
- Student Performance Measures: Maintaining Student Grades (Series 700.7)
- Academic Grievances and Grade Appeals (Series 700.6)
- NFA Graduation Procedures
- NFA Student Dress Code (Series 700.1a, NETC Instruction 119-22, VII. Section F)
- NETC IT Security Policies (Series 700.8)

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 6-day and 2-day courses as well as State sponsored 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 (Micropurchase staff).

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. Obtain the permission of the Training Specialist before making any changes to the established/printed curriculum for the course that is being taught. Some examples of this include: changes to PowerPoint slides, use of outside print-based, audio and/or video materials and invitation of guest speakers/lecturers. While contract instructors are encouraged to provide current and innovative methods to improve the quality of the course delivery, Training Specialist approval is required. In addition, any alterations or deviations from content become the property of the NFA and must be provided to the Training Specialist at the end of the course delivery.
3. 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.
4. Prepare for and deliver the course materials as prescribed in the Instructor Guide (IG), including content, sequence, timing, audiovisual presentation and instructional methodology; this may include the use of bring your own device (BYOD) technology – student use of laptop computers, tablets and other hand-held devices to read and view electronic course materials.
5. Ensure that your instructional materials are the most current version of the course. NFA IGs can be located in the Instructor Dashboard for the courses that you are eligible to teach.
6. Grade course-specific papers, projects, tests, final exams, written assignments, etc., using established/government furnished grading rubrics. Maintain security over all teaching materials; e.g., tests, answer keys, graded answer sheets, and letter recorded student grades; submitting the recorded scores/grades the above items to the Training Specialist and/or Program Manager at the end of the course delivery in accordance with the form and procedures developed for each course. For off-campus courses please submit the above items to the state/local host. If a blank grade sheet is not provided in the IG, the instructor must prepare a grade sheet, which lists the student's name and a letter grade for each student. NOTE: These materials shall not be reproduced or distributed without written permission of the Training Specialist or Deputy Superintendent.

7. Meet with students who wish to appeal their end-of-course grade, and notify the NFA Training Specialist before the meeting is conducted with the student. Notify the local host representative of this meeting. Notify the state/local host and NFA immediately if a student fails the course. A student who receives an incomplete or failure for a course shall be allowed the opportunity to remediate the grade to a passing score.
8. At the conclusion of the course delivery, the instructor will submit all course delivery materials (student evaluations (unless using online evaluations), student roster with letter grades recorded, projects, and graded exam sheets) to the Training Specialist and/or Program Manager. Test documents and any extra materials that were not used shall be returned to the Training Specialist and/or Program Manager to ensure security and integrity of the course assessment process. For off-campus courses please submit the above items to the state/local host. Note: Graded exam answer sheets shall be given to the students for their review, but they must be collected and returned to the NFA with the course delivery materials.
9. Report student discipline problems to the Training Specialist and/or Program Manager (whichever is applicable) or local site representative as soon as possible.
10. 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) or local site representative upon completion of the course.
11. 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 per the instructions in #22.
12. Present student certificates in accordance with established program procedures.
13. 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 off-campus courses.
14. 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.
15. 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.
16. Ensure that all equipment is used properly and is not removed from classrooms or laboratories.
17. Ensure that the Instructor's ability to evaluate and treat students fairly and equitably is not compromised.
18. 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.

19. 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.
20. Be familiar with and abide by the NFA [Human Dignity Statement](#).
21. Brief students on the Academic Code of Conduct and Ethics policy.
22. The NFA is in the process of transitioning to a paperless/online evaluation for its off-campus course deliveries. As a result, instructors will receive log-on cards with directions for completing the online evaluation. Therefore, the information below pertaining to the distribution/collection and return of paper evaluation forms may not apply. For off-campus course deliveries, distribute the end-of-course paper evaluation forms to the students on the last day of class. The instructor should then excuse himself/herself from the classroom while the students complete the forms. The forms should be collected by the State/Local Host, and the "End of Course Evaluation Sheet" should be completed and attached to the forms. The package should be placed in the postage-paid, pre-addressed envelope and mailed by the State/Local Host.
23. 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.
24. 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).
25. Be present the entire period of performance stated on the contract instructor's purchase order. Failure to fulfill this requirement in its entirety 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.
26. 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" 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., Library, campus staff and/or contractors, etc.).
7. Grade course-specific papers, projects, tests, final exams, written assignments, etc., using established/government furnished grading rubrics. Maintain security over all teaching materials; e.g., tests, answer keys, graded answer sheets, and letter recorded student grades; submitting the above items to the Training Specialist and/or Program Manager at the end of the course delivery in accordance with the form and procedures developed for each course. For off-campus courses please submit the above items to the state/local host. If a blank grade sheet is not provided in the IG, the instructor must prepare a grade sheet, which lists the student’s name and a letter grade for each student. NOTE: These materials shall not be reproduced or distributed without written permission of the Training Specialist or Deputy Superintendent.
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. Provide routine maintenance specific to courses presented in a laboratory environment.
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., Focus Group sessions, sharing of subject matter expertise with campus staff and contractors, developing “Coffee Break Bulletins” vignettes*, etc.).

*[Coffee Break Bulletins](#): This task entails gathering, researching or otherwise acquiring technical information and then formatting it so that a third party can impart it to others (or so that third party can inform him/herself). The idea of “Coffee Break Training” is that the information is delivered in a very short (5 minute) snippets that the readers can absorb, digest, discuss and share. EXAMPLES ARE: how to check the gauges on a sprinkler system; things to look for when inspecting sprinkler installations, how to identify hazardous materials, leadership and management techniques, 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.

GOVERNMENT FURNISHED MATERIALS

The following materials will be provided by the Government:

- Instructor Guide materials (available electronically on [Instructor Dashboard](#));
- Electronic access and/or hard copy of all applicable DHS/FEMA/USFA/NFA policies, instructions, directives; and
- Course grading rubrics and/or written instructions and procedures for grading and recordation of student assessments.

DELIVERABLES

Upon period of performance, contract instructor shall provide:

- Completed grade sheet with student name and letter grade.
- Oral and/or written recommendations concerning the course, materials, equipment, facilities, etc.

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. Note: Updated campus security protocol now requires a daily check-out/check-in of classroom key(s) from Building V.
2. Obtain cabinet and closets keys from the individual Training Specialist.
3. Review the “Property Accountability 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 the IT Technician or COTR as outlined on the inventory form. If it is “after hours” and staff is not available, contact Security at extension 1111. You are not responsible for the missing property; you are only responsible for reporting the missing property.
4. Secure at all times classrooms and assigned breakout rooms when they are not occupied; instructors should lock the classroom when the students are dismissed for lunch, and unlock it when they return.
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. Refrain from using the copier in the administrative staff area. Building J, Room 246 Instructor Work Room has a photocopier for instructor and student use.
7. 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.
8. Secure the instructor work rooms (Building J, Rooms 112A and 246) when leaving for the day.
9. Return to Security, Building V, the classroom key(s) upon class completion and before departing campus.
10. Report classroom property and equipment issues to staff promptly, as outlined on the “Property Accountability Form” located in the classroom.
11. Maintain a current knowledge of and abide by NETC Emergency Plans including those for medical and fire incidents. (NETC Occupant Emergency Plan Instructor/Student Guide)
12. Park only in designated areas assigned to contract instructors.

ON-CAMPUS "PROGRAM" SPECIFIC REQUIREMENTS

Planning and Information Management (PIM) Curriculum:

The Statement 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 Instructor Guide and Student Manual revisions, changes to PowerPoint materials, adjustments in student handouts and/or activities based on recently available publications and minor revision to class specific Information Technology workbooks resulting from software changes/additions available at the time of the class offering.

Volunteer Incentive Program (VIP):

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

In addition to the above listed requirements, instructors shall:

1. Keep the VIPM and the respective Training Specialist aware of any issues arising during delivery of VIP courses.
2. Advise the respective Training Specialist and VIPM of a student needing to leave early.

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. Direct all questions concerning the course delivery, student application requirements, course cancellations, and payment/invoicing directly to the Program Manager.
2. Direct all questions concerning curriculum content directly to the appropriate NFA Training Specialist (Curriculum Manager).
3. Provide their own transportation to and from NETC.
4. Housing is provided on campus per the instructor purchase order.
5. Check out their classrooms to ensure that everything required for the course is available. Classrooms and equipment are set up in advance for the two-day on-campus programs.
6. Participate in a brief introduction meeting with other instructors, the SWPM, and state staff members at 7:30 a.m. on the Saturday of the program. The meeting is held in the State Weekend Operations Center in Building J, Room 124.
7. Administer, review, correct and provide feedback on quizzes, tests, final exams, written assignments, papers, etc. using established government-furnished grading rubrics

8. Maintain security over all teaching materials (e.g., tests, answer keys, answer sheets and student grades; submitting the above items to the Training Specialist and/or Program Manager at the end of the course delivery in accordance with the form and procedures developed for each course. Note: These materials must not be reproduced or distributed without written permission of the NFA Training Specialist or Deputy Superintendent.
9. Meet with students who wish to appeal their end-of-course grade, and notify the NFA Training Specialist and/or Program Manager before the meeting is conducted with the student. Notify the state representative of this meeting. Notify the state/local host and NFA immediately if a student fails for the course.
10. At the conclusion of the course delivery, the instructor will submit all course delivery materials, student evaluations (unless using online evaluations), signed student roster with letter grades recorded, projects, and exam grade sheets to the SWPM. Test documents and any extra materials that were not used shall be returned to the SWPM to ensure security and integrity of the course assessment process. **Note:** Graded exam answer sheets shall be given to the students for their review, but they must be collected and returned to the NFA with the course delivery materials.
11. Per instructions, assist the students with the online course evaluation process.
12. Certificates will be emailed to the students by the NETC Admissions Office upon successful completion of the course. Note: If a student does not receive a final letter grade of C or higher (score of 70 percent or above), then the student will not receive a certificate. A student who receives an incomplete or failure for a course shall be allowed the opportunity to remediate the grade to a passing score.
13. After the class, a follow-up email will be sent to the instructor requesting comments/feedback on the course delivery. The instructor's response must be sent to FEMA-NFA-OutreachTraining@fema.dhs.gov and it should contain the course title, date of delivery, and location.

OFF-CAMPUS “PROGRAM” SPECIFIC REQUIREMENTS

6-Day Off-Campus Courses:

The 6-day, off-campus courses are coordinated by the Program Manager (PM).

In addition to the above listed requirements, Instructors shall:

1. Communicate course delivery requirements and travel arrangements with the PM and local site contact at least 25 days in advance of the start date of the course.
2. Ensure that the course roster is corrected and provided to the site host within the first hour of the first day of class, so that it can be forwarded to NFA for certificate preparation.
3. At the conclusion of the course delivery, the instructor will submit all course delivery materials student evaluations (unless using online evaluations), student roster with letter grades recorded, projects, and exam grade sheets to the state/local site representative. The state/local host will complete the Student Evaluation Cover Sheet and place all the course delivery materials in the NFA-supplied preaddressed, postage-paid envelope and return to the NFA. Test documents and any extra materials that were not used must be either returned or disposed of properly (e.g. shredded/ destroyed) to ensure security and integrity of the course assessment process. Note: Graded exam answer sheets shall be given to the students for their review, but they must be collected and returned to the NFA with the course delivery materials in the postage-paid pre-addressed envelope.
4. Certificates will be emailed to the students by the NETC Admissions Office upon successful completion of the course. Note: If a student does not receive a final letter grade of C or higher (score of 70 percent or above), then the student will not receive a certificate. A student who receives an incomplete or failure for a course shall be allowed the opportunity to remediate the grade to a passing score.
5. If an NFA course delivery kit was provided, it must be inventoried at the conclusion of the course, and the packing slip must be signed off on by the instructor to ensure that everything is accounted for, prior to mailing back to NFA.
6. A follow-up email will be sent to the instructor after the class requesting comments/feedback on the course delivery. The instructor’s response must be sent to: FEMA-NFA-OutreachTraining@fema.dhs.gov and should contain the course title, date of delivery and location.

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 Program Manager (PM) who is responsible for managing course deliveries.

In addition to the above requirements, Instructors shall:

1. Contact at least 25 days before the delivery 1) the state and local representative (listed on the Course Coordination Plan (CCP) to discuss travel itinerary, lodging, classroom setup, etc.; and 2) the PM to discuss any other essential course/administrative information.
2. Administer, review, correct and provide feedback on quizzes, tests, final exams, written assignments, papers, etc., using established/government furnished grading rubrics. Maintain security over all teaching materials; e.g., tests, answer keys, graded answer sheets, and letter recorded; submitting the above items to the local site representative at the end of the course delivery, in accordance with the form and procedures developed for each course. If a blank grade sheet is not provided in the IG, the instructor must prepare a grade sheet, which lists the student's name and a letter grade for each student. NOTE: These materials shall not be reproduced or distributed without written permission of the Training Specialist or Deputy Superintendent.
3. Meet with students who wish to appeal their end-of-course grade, and notify the NFA Training Specialist and/or Program Manager before the meeting is conducted with the student. Notify the local host representative of this meeting. Notify the state/local host and NFA immediately if a student fails the course. A student who receives an incomplete or failure for a course shall be allowed the opportunity to remediate the grade to a passing score.
4. Certificates will be emailed to the students by the NETC Admissions Office upon successful completion of the course. Note: If a student does not receive a final letter grade of C or higher (score of 70 percent or above), then the student will not receive a certificate. A student who receives an incomplete or failure for a course shall be allowed the opportunity to remediate the grade to a passing score
5. At the conclusion of the course delivery, the instructor will submit all course delivery materials (student evaluations (unless using online evaluations), students' application forms, student roster with letter grades recorded, projects, and graded exam sheets) to the state/local site representative. The state/local host will complete the Student Evaluation Cover Sheet and place all the course delivery materials in the NFA-supplied preaddressed, postage-paid envelope and return to the NFA. Test documents and any extra materials that were not used must be either returned or disposed of properly (e.g. shredded/ destroyed) to ensure security and integrity of the course assessment process. Note: Graded exam answer sheets shall be given to the students for their review, but they must be collected and returned to the NFA with the course delivery materials in the postage-paid pre-addressed envelope.
6. A follow-up email will be sent to the instructor after the class requesting comments/feedback on the course delivery. The instructor's response must be sent to: FEMA-NFA-OutreachTraining@fema.dhs.gov and should contain the course title, date of delivery and location.