

# National Fire Academy Managing Officer Program Checklist



Thank you for your interest in the National Fire Academy’s (NFA’s) new Managing Officer Program. You should use this checklist to help you meet the minimum application requirements. We are excited that this effort will assist America’s first responders in improving their critical thinking skills, self-evaluation, and professional self-discipline. Acceptance to the program is competitive; simply meeting the minimum qualifications does not guarantee that you will be accepted.

If you are accepted into the program, you are expected to complete all 10 of the following items before you are granted the Managing Officer Program certificate.

Item	Completed	My Initials
1. Completed and attached an NFA General Admissions Application form (FEMA Form 119-25-1). In Block 9a, I have specified “Managing Officer Program.”	<input type="checkbox"/>	_____
2. I have attached a letter requesting admission to the Managing Officer Program. The letter describes: <ul style="list-style-type: none"> <li>➤ My specific duties and responsibilities in my organization.</li> <li>➤ My most substantial professional achievement.</li> <li>➤ What I expect to achieve by participating in the program.</li> <li>➤ How my background and experience will contribute to the program and to fellow participants.</li> <li>➤ A challenging management topic in my organization.</li> </ul>	<input type="checkbox"/>	_____
3. I have attached a letter from the chief of the department (or equivalent in nonfire organizations) supporting my participation in the Managing Officer Program. The letter certifies that I have supervisory responsibilities and that all of the information in the application packet is true and correct.	<input type="checkbox"/>	_____
4. I have attached a list of my professional certifications, including the date I earned them and the certifying organization.	<input type="checkbox"/>	_____
5. I have attached a list of the conventional and online management and leadership courses I have completed, including the course title, date, location and host of the training.	<input type="checkbox"/>	_____
6. I have attached a copy of my associate degree transcript or a transcript showing at least 60 credit-hours toward a bachelor’s degree.	<input type="checkbox"/>	_____

Item	Completed	My Initials
7. I have completed and attached the certificates from the following online courses:		
<input type="checkbox"/> "Introduction to Emergency Response to Terrorism" (Q0890).	<input type="checkbox"/>	_____
<input type="checkbox"/> ICS-100, "Introduction to ICS for Operational First Responders" (Q0462).	<input type="checkbox"/>	_____
<input type="checkbox"/> ICS-200, "Basic NIMS ICS for Operational First Responders" (Q0463).	<input type="checkbox"/>	_____
<input type="checkbox"/> IS-700.a, "National Incident Management System (NIMS), An Introduction."	<input type="checkbox"/>	_____
<input type="checkbox"/> IS-800.b (before April 2018) or IS-800.c (after April 2018), "National Response Framework, An Introduction."	<input type="checkbox"/>	_____
<b>Note:</b> You can obtain more information and register for these courses at <a href="http://www.usfa.fema.gov/nfa/nfaonline/">http://www.usfa.fema.gov/nfa/nfaonline/</a> .		
8. I have attached the certificates from the following courses:		
<input type="checkbox"/> "Shaping the Future" (F/W/O0602) (dated June 2011 or later).	<input type="checkbox"/>	_____
<b>AND</b>		
<input type="checkbox"/> "Leadership I for Fire and EMS: Strategies for Company Success" (F/W/O0803) (dated November 2011 or later).	<input type="checkbox"/>	_____
<input type="checkbox"/> "Leadership II for Fire and EMS: Strategies for Personal Success" (F/W/O0804) (dated November 2011 or later).	<input type="checkbox"/>	_____
<input type="checkbox"/> "Leadership III for Fire and EMS: Strategies for Supervisory Success" (F/W/O0805) (dated November 2011 or later).	<input type="checkbox"/>	_____
<b>OR</b>		
<input type="checkbox"/> "Leadership in Supervision: Creating Environments for Professional Growth" (F/W0646) (dated September 2016 or later)	<input type="checkbox"/>	_____
<input type="checkbox"/> "Leadership in Supervision: Perspectives in Thinking" (F/W0647) (dated September 2016 or later)	<input type="checkbox"/>	_____
<input type="checkbox"/> "Leadership in Supervision: Frameworks to Success" (F/W0648) (dated September 2016 or later)	<input type="checkbox"/>	_____
<b>OR</b>		
<input type="checkbox"/> "Leadership in Supervision" (6-day) (R0645)	<input type="checkbox"/>	_____

**Special Notes on Prerequisites**

The two-day courses are available in your state through your state fire training systems; you should contact them for dates and locations. **You must work with your state fire training system office to arrange to obtain the classes.** The NFA cannot tell the states to schedule these courses.

You may take the courses listed in Item 8 before, during or after the NFA on-campus courses.

## Upon Program Acceptance

Item	Acknowledged	My Initials
9. I acknowledge that I must complete four on-campus classes at the NFA:		
➤ "Applications of Community Risk Reduction" (R0385).	<input type="checkbox"/>	_____
➤ "Transitional Safety Leadership" (R0384).	<input type="checkbox"/>	_____
➤ "Contemporary Training Concepts for Fire and EMS" (R0386).	<input type="checkbox"/>	_____
➤ "Analytical Tools for Decision-Making" (R0387).	<input type="checkbox"/>	_____
10. Before initiating the project, I will submit a letter from my chief (or equivalent in nonfire organizations) indicating the title of the project, projected outcomes, how it will be evaluated or measured, and approval for the project to go forward. When the project is completed, the chief must submit a letter to the NFA indicating that it was completed successfully.	<input type="checkbox"/>	_____

Please submit a signed copy of this checklist with your application. Additional details and application processes can be found at [http://www.usfa.fema.gov/training/nfa/programs/mo\\_program.html](http://www.usfa.fema.gov/training/nfa/programs/mo_program.html).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Send your application package with this checklist to:**

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