



Managing Officer Program

Effective April 2018



FEMA



U.S. Fire Administration
National Fire Academy



What is the Managing Officer Program?

The National Fire Academy's (NFA's) Managing Officer Program is a multiyear curriculum that introduces emerging emergency services leaders to personal and professional skills in change management, risk reduction and adaptive leadership. Acceptance into the program is the first step in your professional development as a career or volunteer fire/Emergency Medical Services (EMS) manager and includes all four elements of professional development: education, training, experience and continuing education.

How the Managing Officer Program Benefits You

The Managing Officer Program can help you, as a first-level or midlevel officer/supervisor, jump-start professional development early on in your career or volunteer service. You will build on foundational management and technical competencies, learning to address issues of interpersonal and cultural sensitivity, professional ethics, and outcome-based performance. On completion of the program, you will:

- ▶ Be better prepared to grow professionally, improve your skills, and meet emerging professional challenges.
- ▶ Be able to embrace professional growth and development in your career.
- ▶ Enjoy a national perspective on professional development.
- ▶ Understand and appreciate the importance of professional development.
- ▶ Have a network of fire service professionals who support career development.
- ▶ Enhance your existing supervisory role with the knowledge, skills and abilities associated within the managing officer position.

What the Managing Officer Program Consists of

- ▶ Five prerequisite courses that must be passed before applying for the Managing Officer Program (online and classroom deliveries in your state).
 - ▶ **“Introduction to Emergency Response to Terrorism” (Q0890).**
 - ▶ **ICS-100, “Introduction to ICS for Operational First Responders” (Q0462).**
 - ▶ **ICS-200, “Basic NIMS ICS for Operational First Responders” (Q0463).**
 - ▶ **IS-700.a, “National Incident Management System (NIMS) An Introduction.”**
 - ▶ **IS-800.c, “National Response Framework, An Introduction.”**

➤ Additional co-requisite requirements (Available at the state and local level).

➤ **“Leadership in Supervision — (6-Day)” (R/N0645).**

OR

➤ **“Leadership in Supervision: Creating Environments for Professional Growth” (F/W0646)** (dated May 2016 or later).

➤ **“Leadership in Supervision: Perspectives in Thinking” (F/W0647)** (dated May 2016 or later).

➤ **“Leadership in Supervision: Frameworks to Success” (F/W0648)** (dated May 2016 or later).

AND

➤ **“Shaping the Future” (F/W/O0602)** (dated June 2011 or later).

Note: The current prerequisite courses (i.e., Leadership I, II, III) are being phased out as of April 1, 2018. The new Leadership series will be available beginning fiscal year 2018. The on-campus six-day course titled “Leadership in Supervision — (6-Day)” (R/N0645) also satisfies this prerequisite.

➤ Four courses (four, six-day back-to-back resident courses) conducted at the NFA in Emmitsburg, Maryland, and a community-based capstone project are required. The courses are:

➤ **First year: “Applications of Community Risk Reduction” (R0385).**

➤ **First year: “Applications of Leadership in the Culture of Safety” (R0388).**

➤ **Second year: “Analytical Tools for Decision-Making” (R0387).**

➤ **Second year: “Training and Professional Development Challenges for Fire and Emergency Services Leaders” (R0389).**

What is a Capstone Project?

The capstone project in the Managing Officer Program is designed to allow students to investigate a key issue or problem that has been identified as being important to their emergency service organization. Upon completing the investigation, students will be able to reach conclusions and offer recommendations that contribute to the improvement of their organization.

A certificate of completion for the Managing Officer Program is awarded after the successful completion of all courses and the capstone project.



Selection Criteria for the Managing Officer Program

The selection criteria for the Managing Officer Program are based on service and academic requirements.

Service Requirement

At the time of application, you must be in a rank/position that meets either the training or experience requirements. Your emergency services agency director or head (chief of department, etc.) verifies this training and experience through his or her signature on the application. The service requirement address addresses one of these ranks or positions within an agency.

Academic Requirement

To be considered for the Managing Officer Program, you must have one of the following:

- ▶ Earned an associate degree from an accredited institution of higher education.
- ▶ Earned a minimum of 60 college credit hours (or equivalent quarter-hours) toward the completion of a bachelor's degree at an accredited institution of higher education.

If you are in the final quarter or semester of work toward your associate degree, you may apply. Submit an unofficial transcript with your package that indicates your history and steady progress toward the degree. The application process is competitive, however, and you may not be selected.



Visit https://www.usfa.fema.gov/training/nfa/programs/mo_program.html for course descriptions and more detailed information about the Managing Officer Program.

How to Apply to the Managing Officer Program

You may submit an application package at any time during the year, but not later than April 15 for consideration in the next available session. To apply, submit the following:

1. Federal Emergency Management Agency (FEMA) Form 119-25-1 General Admissions Application Form (https://www.usfa.fema.gov/downloads/pdf/ff_119_25_1_75_5.pdf). In Block 9a, please specify "Managing Officer Program."
2. The Managing Officer Program checklist and the documentation it lists, including (but not limited to):
 - ▶ Your letter requesting admission to the program.
 - ▶ A letter from your chief supporting your admission.
 - ▶ A copy of your transcript from an accredited degree-granting college or university.
 - ▶ A list of your professional certifications.
 - ▶ A list of management and leadership courses completed.

The checklist can be found in the Managing Officer Program Handbook (https://www.usfa.fema.gov/downloads/pdf/nfa/mo_guidelines.pdf).

Send your application package to:

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