

ATTENDING THE NATIONAL FIRE ACADEMY

See also: Expense Statements and Services Rendered and Reimbursement of Expenses

The following guidelines are to be used by PFD members attending the National Fire Academy (NFA). Abuse of these privileges may result in disciplinary actions as prescribed by the Command Staff. The subjects are as follows:

- A. Overview - The NFA application process must be approved by the Fire Chief. Personnel must be qualified to attend particular classes and must be high performance members of the PFD.
- B. Expenses - A total of \$250.00 expense advance will be provided by the PFD to cover NFA cafeteria meals and miscellaneous expenses. The meal cost amount is included in the above. This expense advance is considered a per diem amount and will not require a PFD expense statement. Other housing or transportation costs must be pre-approved for each attendee by the Fire Chief and either personal credit card use or advance expenses provided.
- C. Transportation - All transportation arrangements will be approved in advance by the Fire Chief to verify proper schedule requirements and minimizing costs.
 1. Personal transportation to and from Houston airports are the responsibility of the student(s) and are not reimbursable. Long-term parking is not reimbursable from the PFD.
 2. NFA provides bus transportation to and from the airports.
 3. A rental car may be provided to the student(s) and costs reimbursed if approved in advance. The primary decision factor is that more than one PFD student will be in attendance, or the student carpools with another student under prearranged conditions. **A personal credit card must be used** to secure and pay for the automobile, and any gasoline purchases will be paid by a PFD expense statement. **Personal full coverage insurance is required** for rentals as per rental car company policy; the PFD insurance is secondary coverage. **DO NOT PURCHASE THE OPTIONAL RENTAL INSURANCE AT THE TIME OF THE RENTAL – THIS IS NOT A PFD REIMBURSABLE EXPENSE!**
 - a. Maps are provided in the NFA student information package, and rental car companies may provide them if needed.
 4. Travel Reimbursement – Upon arrival at the NFA, the student must supply a personal check or other information that will describe the proper way to have automatic deposit into the student's personal checking account for airfare reimbursement. Approximately 4-6 weeks after NFA attendance, an electronic deposit is provided to the student(s), and student must reimburse the PFD. A

personal check is to be immediately provided to the PFD as reimbursement. The student may opt to reimburse the PFD prior to receiving the electronic deposit.

- D. Food - The PFD provides expense monies to pay for food and miscellaneous costs. The student is required to purchase the campus cafeteria food coupon. The food is plentiful and acceptable. Class break times are provided with snacks/coffee/sodas. Thursday night is the traditional steak roast, the class chooses where to have it, and costs are primarily covered by the meal ticket.
- E. Housing – Each student is housed on campus in recently remodeled and new dormitories. The NFA student information package contains further information. The student(s) should take an alarm clock since some dorms may not be equipped.
- F. Entertainment - There is a Pub on campus and within is ping-pong tables, television, pool tables, etc. The famous Ott House Tavern/Restaurant is within walking distance (and they provide van transportation). The Emmitsburg VFD is next door to the Ott House.
- G. Telephone and FAX - The NFA phone number is 800-238-3358 and the FAX number is 301-447-1324. Student voice mail is 301-447-1048, an operator will transfer your call to the student's room. Use of the student's personal cell phone should be the primary method.
- H. Code of Conduct - The PFD maintains a highly respected reputation by NFA staff and other fire departments' members. Students shall follow the code and conduct of regular members (see Rules and Regulations) as well as the following:
 - 1. PFD students are to be clean-shaven, dress in attractive and appropriate clothing and set the highest standards of performance.
 - 2. Students are expected to actively participate in classes and set a good example for other students.
 - 3. Sleeping in class, disrespectful actions/words, or non-attendance will not be tolerated.
 - 4. Students who do not follow common sense rules and the codes of conduct for becoming a member of the PFD will be subject to strict disciplinary actions including suspension and termination.
 - 5. The senior PFD officer on site has the authority to fully reprimand and discipline a violating PFD member, and is expected to provide a report to the senior PFD officer in district as soon as possible.
 - 6. The NFA dress code is to be followed, which usually includes collared shirts, decent pants, and shoes.
- I. Graduation - The NFA takes a serious approach to graduation ceremonies including pictures, protocols and student dress. The PFD dress recommendation for graduation is the Class A uniform. However, some classes may vote to wear the class shirt (obtained at the NFA during the week) for graduation. It is also suggested that the

class gift to the NFA should go to the Fallen Firefighters Memorial. Instructor gifts are considered the norm.

- J. Lunch With The Administrator - Lunch with the NFA Administrator and other top NFA/United States Fire Administration staff occurs on Wednesday. At some point prior to Wednesday, the class will select a spokesperson to represent the class. The purpose of the luncheon is to communicate future wants and problem solving. Be a leader and be the spokesperson.
- K. Miscellaneous - Any personal items purchased are the responsibility of the student (caps, shirts, etc.) Any driving/parking violations or other infractions are the responsibility of the student. The student may ship additional NFA materials via on site shipping via UPS and be reimbursed by expense statement. If time is available, Gettysburg Civil War Battlefield tours are available and highly recommended.