

U.S. Fire Administration
National Fire Academy Evaluation Center
16825 South Seton Avenue
Emmitsburg, MD 21727

Dear NFA Graduate or Employee Supervisor,

Recently, you – or an employee under your supervision – completed the National Fire Academy (NFA) course **[insert course name and code]** **[insert course offering date range]**.

To help guide the NFA in the continuous improvement of its training programs, we would like to ask you to complete a Long Term Evaluation (LTE) of this course. Your feedback is critical for the Academy to determine what training elements have been transferred to the job and ultimately are making a difference in helping to reduce the loss of life from fire-related incidents in local communities.

You may complete the LTE on the U.S. Fire Administration's Web site. If evaluating the course as a *Student*, we will ask you questions about how you have used the training since returning to your department. If evaluating the course as the *Supervisor* of the student who completed the course, we will ask you to evaluate the benefits of the training to your department and community.

To complete the evaluation, please visit the following page on our Web site: **[insert specific URL]**

Your user name to access the form is: **[insert user name]**

Your password to access the form is: **[insert password]**

Please know that we appreciate you taking the time to complete this important evaluation. Please know as well: *Evaluations and personal are confidential and contain no names. Nor are individual data shared or reported out apart from aggregate government summaries.*

If you have any questions about the evaluation survey, please contact the NFA Evaluation Center at 800-694-4262 or at NFAEVAL@dhs.gov

Sincerely,

Dr. Denis Onieal
Superintendent
National Fire Academy