



FEMA

June 29, 2011

<Supervisor Name>  
<Street Address>  
<City, ST Zip>

Dear <Supervisor Name>,

Recently, you were listed as a supervisor of <Student Name> who completed the National Fire Academy (NFA) course **R214 — Forensic Evidence Collection, 2/13/2011 - 2/18/2011**.

To help guide the NFA in the continuous improvement of its training programs, we would like to ask you to please 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 can complete the LTE on the U.S. Fire Administration's Web site. It will ask you to evaluate the benefits of your employee's training to your department/organization and community.

To complete the evaluation, please visit the following page on our Web site:  
<http://www.usfa.dhs.gov/applications/nfaeval/lte>

Your user name to access the survey is: <XXXXXXX>  
Your password to access the survey is: <xxxxxxx>

Evaluations are confidential and contain no names. Please know that we appreciate you taking the time to complete this important evaluation.

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

Sincerely,

A handwritten signature in black ink that reads "Denis Onieal".

Dr. Denis Onieal  
Superintendent  
National Fire Academy