

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
NATIONAL FIRE ACADEMY**

**Executive Fire Officer Program  
Application for Admission**

Dear Applicant:

Due to the limited number of available spaces within the program for each fiscal year, your applications will become part of a competitive selection process whereby our admissions committee will select the most qualified applicants for the program.

The information provided on the FEMA Form 119-25-5, along with information provided on the FEMA Form 119-25-1, will be the basis for selection. The FEMA Form 064-0-3 application must be received no later than close of business on June 15. Applications received after this date will not be considered for the selection process.

We look forward to receiving your application.

Sincerely,

Denis Onieal  
Superintendent  
National Fire Academy

Enclosure

## Privacy Act Statement

**General** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals applying for admissions to the National Fire Academy's Executive Fire Officer Program.

**Authority** - Public Law 93-498, 15 U.S.C. 301.44, U.S.C. 3101, 50 U.S.C. App. 2253, E.O. 12127 and E.O. 12148.

**Purposes and Uses** - The principal purpose of the information requested on this form will be used to select candidates to the Executive Fire Officer Program.

**Effects of Nondisclosure** - Personal information provided on this form is given on a voluntary basis as is participation in any training program. Failure to provide this information, however, may result in a delay in processing your application.

### **Information Regarding Disclosure of Your Social Security Number Under PL 93-579, Section 7(b) -**

Solicitation of the SSN is authorized under provision of E.O. 9397, dated November 22, 1943. The disclosure of your SSN is voluntary and is only for recordkeeping purposes. If you do not provide your SSN, a number will be assigned to you for recordkeeping purposes. The SSN is used as an identifier to match the person completing the training with the correct master record in order to better assist you in obtaining certifications of completed courses. The use of the SSN is necessary because of the large number of individuals who have identical names and birth dates, and whose identities can only be distinguished by the SSN.

### **Paperwork Burden Disclosure Notice**

Public reporting burden for this form is estimated to average 1 hour per response. Burden means the time, effort and financial resources that you use to generate, maintain, retain, disclose, or provide information to us. Your response to the collection is required to assist us in the applicant review and selection process. You are not required to respond to this collection of information unless it displays a valid OMB control number. You may send comments regarding this form including suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0021). **Please do not send your completed application form to the above address. Use the return address provided below.**

### **Application Instructions**

1. Please type.
2. Please provide all information requested and be concise in your responses.
3. Mail the application to:

U.S. Fire Administration/National Fire Academy  
National Emergency Training Center  
Office of Admissions, Building I-216  
16825 South Seton Avenue  
Emmitsburg, Maryland 21727

NAME OF APPLICANT

SOCIAL SECURITY NUMBER (Last four digits)

**SECTION I - GENERAL INFORMATION**

1. Please describe your organization fully in terms of functions or services provided and its annual budget.

2. Please describe your specific duties and responsibilities within the organization at an executive level, the number of employees you supervise and to whom you report.

**SECTION II - BRIEF ESSAY QUESTIONS**

3. Describe your most substantial professional achievement and explain why you view it as such.

4. What goals do you expect to realize by participating in the Executive Fire Officer Program and how might achieving those goals enhance your career?

**SECTION II - BRIEF ESSAY QUESTIONS (continued)**

5. How do you expect your background, experience, and capabilities will contribute to the Program and to your fellow participants.

6. Please describe briefly the two most challenging management problems facing you on your job, explaining how they affect attainment of your organization goals.