



**FEMA**

## PROGRAM NOTICE

### **FHWA/NFA National Traffic Incident Management Training Program Train-the-Trainer, T0690**

The Federal Highway Administration (FHWA) and National Fire Academy (NFA), are pleased to announce an educational opportunity to provide information and training necessary for State Fire Training Agencies, Metropolitan Fire Departments/State EMS Training Agencies, Law Enforcement Agencies, non-fire based EMS organizations, State Department of Transportation Agencies and State Towing and Recovery Organizations to participate in Strategic Highway Research Program 2 (SHRP) National Traffic Incident Management (TIM) Responder Training Train-the-Trainer (T-t-T) training and compliance program within their respective organizations and for further implementation of TIM training within their training networks.

Attendees will participate in this Train-the-Trainer (T-t-T) program, FHWA/NFA National Traffic Incident Management Training Program, T0690. Each T-t-T Agency may select one representative meeting the selection criteria to attend the Program. If additional space becomes available, a second representative may attend the Program on a first-come, first-serve basis, at the participant's expense. If you are submitting more than one application, please indicate which application is primary. Each attendee should bring their own personal computer.

The program is scheduled for June 27-29, 2014. (Class will be conducted Saturday and part of Sunday.) Arrival will be Friday, June 27. Bus transportation will be provided from Baltimore-Washington International (BWI) and Washington Ronald Reagan Airports at the times identified in your acceptance notice. Departures will be Sunday afternoon, June 29 at 2:00 p.m. Bus transportation will be provided back to both airports.

Participants will be provided a travel stipend to offset the transportation expense and housing. Classroom facilities will be provided at the National Emergency Training Center (NETC) in Emmitsburg, Maryland (more information will be forthcoming with your acceptance notice). Meals and breaks during the T-t-T Program will be the responsibility of the participant or sponsoring agency (cost is \$50.08 which covers dinner on Friday evening, all three meals on Saturday, breakfast and lunch on Sunday, and breaks while class is in session. All attendees are required to purchase a meal ticket if they are using campus lodging. Additional information about travel arrangements will be provided with the confirmation notice from the NETC Admissions Office.

**Applicants must not make any TRAVEL plans to attend the program until the NETC Admissions Office notifies them in writing of their acceptance.**

Application forms (FEMA Form 119-25-2) can be downloaded from [www.usfa.fema.gov/nfa/about/attend/apply.shtm](http://www.usfa.fema.gov/nfa/about/attend/apply.shtm). Completed applications with required signatures must be received by Friday, May 23, 2014. Please mail completed applications to NETC Admissions Office, 16825 South Seton Avenue, Emmitsburg MD 21727. Applications can also be emailed to [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov) or faxed to 301-447-1441. You will receive a notification of the disposition of your application within seven days following the application closing period. Please make sure your application includes the FEMA Student Identification (SID) Number as your student identifier. If you do not already have a FEMA SID, you can obtain one by going to <https://cdp.dhs.gov/femasid>. Click on the “Need a FEMA SID” box on the right side of the screen. Follow the instructions and provide the necessary information to create your account. You will receive an email with your SID number. You should save this number in a secure location.

**In addition to providing applications from State and Metro Fire Service Training Agency nominees, TRADE members are encouraged to reach out to their counterparts in Law Enforcement to ask that they, too, submit an application for their nominee. The DOT has set aside 80 seats for State and Metro Law Enforcement Training personnel.**

For questions or further information regarding the NETC admissions process or NETC campus logistics, contact Jo Ann Boyd at [joann.boyd@fema.dhs.gov](mailto:joann.boyd@fema.dhs.gov) or by calling 301-447-1415. Information on the curriculum or course content can be directed to James Austrich at [James.austrich@dot.gov](mailto:James.austrich@dot.gov) or by calling 202-366-0731.

Thank you for your interest and we look forward to your participation in this important educational opportunity.

FEMA prepares the nation for all hazards and manages federal response and recovery efforts following any national incident. FEMA also initiates mitigation activities, trains first responders, works with state and local emergency managers, and manages the National Flood Insurance Program and the U.S. Fire Administration. FEMA became part of the U.S. Department of Homeland Security on March 1, 2003.