

# PHOENIX FIRE DEPARTMENT

## VOLUME 1 – Operations Manual

### NATIONAL FIRE ACADEMY

#### MP111.02 11/08 – R

The purpose of this procedure is to provide a guide for Phoenix Fire Department personnel who desire to attend the National Fire Academy.

Applications to attend the National Fire Academy may be obtained from the Fire Department Training Liaison. Applications will be completed by the employee and returned to the Fire Department Training Liaison. All applications requesting attendance to the National Fire Academy will be reviewed by the Director of Training.

The purpose is to review each application and determine the amount of appreciable impact the Department would experience from an employee attending the seminar in question. The Director of Training or the Training Liaison will also review leave time and funding alternatives for all employees requesting application to the National Fire Academy.

The Fire Department Training Liaison will assume the role of liaison with the National Fire Academy. All applications for attendance must be processed by the Fire Department Training Liaison.

Applicants accepted by the National Fire Academy will be notified by the Fire Department Training Liaison. Under direction of the Director of Training, the Fire Department Training Liaison will make arrangements for each applicant. Any questions regarding these arrangements should be directed to the Fire Department Training Liaison. Travel paperwork will then be forwarded to Fiscal Management for processing.

Approximately forty-five (45) days prior to the starting date of class, the Fire Department Training Liaison will notify the employee to respond to the Phoenix Fire Training Academy for class information. At this time the following forms must be completed.

Travel Plan Card/Travel Authorization	Payment Control Document
City Business & Training	Letter of Acceptance
Authorization Form	Course Information Sheet
Compensation Waiver	Travel Itinerary

The Fire Department Training Liaison will advertise National Fire Academy course information in the buckslip twice a year.