FEDERAL EMERGENCY
MANAGEMENT AGENCY

**INSTRUCTION**

| Date | Number |
|------|--------|
| January 7, 2000 | NETC 1500.2 |

### NETC Standardized Reporting Definitions and Work Measurement

1.   Purpose.  The purpose of this instruction is to enhance uniformity in terms used to report training program information within and outside the United States Fire Administration (USFA) and the Emergency Management Institute (EMI).  Also incorporated in this instruction are terms used to measure program activity such as student days or average stipend paid.

2.   Background.  There are many instances where information is requested regarding National Fire Academy (NFA) and EMI educational program activities.  Questions range from the stipend amount paid to each student to statistics regarding the number of students/graduates in each program organization.  It is important that there be consistency in the method of recording information at the two institutions.

3.   Applicability and Scope.  This instruction applies to all USFA and EMI program offices and activities.

4.   Supersession.  NETC Instruction "NETC Standardized Reporting Definitions and Work Measurement" dated January 7, 2000.

5.   Authorities.

   a.   Federal Fire Prevention and Control Act of 1974, PL 93-498, as amended.

   b.   Superfund Amendment and Reauthorization Act (SARA) of 1986, PL 99-499.

   c.   Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, as amended.

   d.   Defense Production Act of 1950, PL 81-774, as amended.

   e.   National Security Act of 1947, 61 Stat. 495, as amended.

   f.   National Flood Insurance Act of 1968, PL 90-448, as amended.

g.  Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended.

6.  Procedures.

a.   In order to achieve uniformity in program management and analysis, data reporting and descriptive program information, the following units of output measurement will be used:

(1)  Graduates categorized by "on-campus" and "off-campus" designations and the method of training delivery.

(2)  Student Days grouped by "on-campus" and "off-campus" designations and the method of training delivery.

(3)  Student hours grouped by "on-campus" and "off-campus" designations and the method of training delivery.

(4)  Deliveries grouped by "on-campus" and "off-campus" designations and method of delivery.

(5)  Course development categorized by "on-campus" and "off-campus" designations.

(6)  Major course revision categorized by "on-campus" and "off-campus" designations.

(7)  Student applications processed broken down:

(a)  Total number of applications received and qualified, grouped by state.

(b)  Total number of applications rejected, grouped by state.

(c)  Total number of applications received and qualified but not accommodated for lack of space sorted by state.

(d)  Total number of students received in each course.

(e)  Total number of course participants, broken down by paid full-time, paid part-time, volunteer, disaster reservist by state, gender and ethnic group.

(f)  For the NFA Executive Fire Officer Program, student applications processed by:

(i)      Total number of applications received, by state.

(ii)      Total number of applications rejected, by state.

(iii)      Total number of EFOP students received in each fiscal year, broken down by course.

(iv)      Number of EFOP certificates awarded.

(v)      Number of Applied Research Projects processed.

The above information is vital/critical to future program success and accountability to various constituency groups.

NOTE:  Exercises which are conducted as part of the training course should be identified in the appropriate offering area.

(g)  For the EMI Master Trainer Program (MTP), Career Enhancement Program (CEP), Leadership Excellence Program (LEP), and Professional Excellence Program (PEP), student applications processed by:

(i)      Total number of applications received, by fiscal year and broken down by region and State;

(ii)      Total number of applications approved, by fiscal year broken down by region and State;

(iii)      Number of MTP, CEP, LEP, and PEP certificates awarded;

(iv)      Number of MTP Practicums completed;

b.    In addition to the above-cited units of output measurement, the following criteria will be used to measure cost effectiveness of the various program activities:

(1)    Number and cost of contract instructional services off-campus and on-campus.

(2)    Lodging capacity used.

(3)    Average Stipend Paid off-campus and on-campus.

(4)    Cost Per Student Day.

Coupled with the use of uniform definitions and standards of measurement is the need to have accurate and timely reporting of data.  Data should reflect the last complete fiscal year.

7.  Responsibilities.  The following organizational components are responsible for maintaining and providing the data identified in paragraph 6.

a.  The Educational and Academic Support Team, NETC Management and Operations Division, maintains data on numbers of graduates, student days for on-campus offerings for both NFA and EMI, NFA direct and regional deliveries, and offerings for NFA local training system deliveries and selected other EMI and NFA off-campus offerings.

b.  NFA and EMI maintain data on projected graduates, student days, and offerings for both on-campus and off-campus activities at each institution.

c.  EMI and NFA maintain data on actual and projected course development and revision at each institution.

d.  The Training Division, Preparedness, Training and Exercise Directorate, maintains data on actual and projected videoconference activity.

e.  The NETC Management and Operations Division maintains data on the cost per student day.

f.  The Educational and Academic Support Team maintains data on lodging use, and the average stipend paid.

g.  EMI and NFA maintain data necessary to project the number and cost of contract instructors at each institution.


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Attachment
Definition of Terms

## Definitions of Terms

**Applied Research Project** - a written research project that applies an element of a completed Executive Fire Officer Program course to the participant's organization/jurisdiction. Projects must be completed according to "National Fire Academy Executive Fire Officer Program Applied Research Project Guidelines." Projects are formally evaluated, with a 2.0 on a 4.0 scale considered successful completion.

**Average Stipend Paid** - total stipend outlay divided by the number of individuals receiving stipends.

**Career Enhancement Program (CEP)** - to provide FEMA's para-professionals and administrative support staff through the GS8 level skills to enhance career.

**College Delivery** - courses developed by EMI or NFA and delivered by and through a college or university.

**Computer-Based Training (CBT)** - training in which the entire course is sent to the student in software, either through downloading from the Internet, CD-ROM disk, or other software media (floppy disk).

**Conference** - a structured meeting for consultation, discussion, or exchange of ideas on a particular subject. Conferences do not result in the award of certificates to participants.

**Continuing Education Unit (CEU)** - hours of continuing educational credit granted for participation in a course.

**Contract Developer** - an individual or firm that works under contract to develop a training course or module of instruction.

**Contract Instructor** - an individual or firm that works under contract to deliver a training course or module of instruction.

**Cost Per Student Day** - the cost to the government for providing training to an on-campus student. This includes all the costs of course development as well as the costs of delivery and administrative and educational program support. The State Weekend Program and off-campus activities and costs are not included.

**Course** - a structured block or module of instruction. Courses follow Plans of Instruction (POIs) and/or Instructor Guides (IGs), and Student Manual (SMs).

**Course Year** - the fiscal year in which the course begins.  It is the course year, or fiscal year, in which the number of students is measured and the total stipend outlay determined.

**Curriculum** - a group of related courses.

**Degrees at a Distance Program (DDP)** - (formerly the Open Learning for the Fire Service Program) a program of college courses that can be used towards a bachelor's degree with concentration in the areas of fire administration or fire prevention technology.  The program is sponsored by NFA and offered through a national network of seven 4-year colleges and universities.  It is an independent study program.

**Degrees at a Distance Program Certificate** - a certificate awarded to students who complete six DDP courses.

**Degrees at a Distance Program Enrollment** - a duplicated head count of students who enroll into a DDP course, e.g., a student who enrolls in three courses in a semester is counted as three enrollments.

**Degrees at a Distance Program Graduate** - an individual who completes the DDP courses and earns a baccalaureate degree from an institution participating in the DDP.

**Degree Seeking Students** - students admitted to and seeking a baccalaureate degree from the Degrees at a Distance Program of a participating institution.

**Direct Field Delivery** - an NFA course generally 2 days in duration designed for delivery off-campus by NFA contract instructors

**EENET (Emergency Education NETwork)** - satellite network used to broadcast educational and information programs to state and local receive sites.

**Executive Fire Officer Program (EFOP)** - an established program of four on-campus courses over a 4-ear period for senior fire executives.  A written applied research project is required for each course completed as a post-course requirement.

**Executive Fire Officer Program Certificate** - awarded to participants of the National Fire Academy's Executive Fire Officer Program who have successfully completed all course and applied research project requirements.

**Exercise** - a specific activity either conducted as part of a regularly scheduled training course, or as a separate activity.  Exercises fall into three categories:  tabletop, functional, or full-scale exercises.

**Graduate** - an individual who successfully completes a training course offered directly or indirectly by EMI or NFA.

**Guest Faculty** - an individual who delivers a training course or module of instruction on behalf of his or her employer.  This is a temporary assignment or detail and the individual is a Federal, state, or local employee rather than a contractor or an employee of a contractor.  Unlike contractors, guest faculty provides services at no cost to NFA or EMI.

**Hand-Off Delivery** - see Local Training System.

**Home Study Program** - see Independent Self-Study.

**Independent Study** - delivery of an educational program through a correspondence mode where the student is provided a copy of the instructional materials and an evaluation instrument.  The evaluation instrument is returned for grading.

**Instructor In-Service** - a program designed to indoctrinate potential contract instructors in the delivery of new NFA courses prior to placement on the bid list.

**Internet Delivery** - delivery of training whereby the instructor communicates electronically with students over the Internet, using the worldwide web.  This communication may include real time and asynchronous discussions between the instructor and student, and between students.  Training assignments are sent electronically to the instructor who reviews the assignments and returns them to student with feedback.

**Leadership Excellence Program (LEP) -** to prepare FEMA employees at the GS13-15 levels with the skills necessary to be effective leaders in a rapidly changing federal environment.

**Local Training System** - the system of training facilities and staff responsible for delivering EMI or NFA course materials which have been handed off for delivery at the local level.

**Lodging** - the capacity of residential lodging facility based on single occupancy of each room.  The bed capacity or the total number of beds available should not be considered in calculating dormitory capacity.

**Master Trainer Program (MTP)** - a major initiative of EMI, which includes an established series of six courses dealing with all phases of the Instructional Systems Design process.  The program is intended for people who are involved in determining training needs, designing training, developing training materials and delivering and evaluating training.   A practicum project which accomplishes all these tasks is required, along with completion of all six courses, in order to complete the Master Trainer Program.

**Method of Delivery** - the specific method of course delivery such as college, computer-based training, direct, EENET, independent self-study, instructor in-service, internet, local training system, pilot, regional, resident, state training system, state weekend program, televideoconference, train-the-trainer, or videoconference.

**Module** - a block of instruction which may be delivered independently or as part of a training course.

**Non-duplicated Head Count** - the total number of students registered in the DDP regardless of the number of courses each student takes.

**Off-Campus Delivery** - delivery of an EMI or NFA course outside the National Emergency Training Center (NETC) or Mt. Weather Emergency Assistance Center (MWEAC) facilities by staff or contract instructors.

**Offering** - one delivery of a training course. There may be several offerings of a specific training course.

**On-Campus Delivery** - delivery of an EMI or NFA course at NETC or MWEAC by staff or contract instructors.

**Pilot** - a part of the development process consisting of delivery and evaluation of a training course or module prior to its incorporation into the training delivery system.

**Plan of Instruction (POI)** - an outline for a course, workshop, or other training activity. Guidance regarding POI content and format for EMI is provided in FEMA Instruction 9500.1. A POI is required for all training activities.

**Professional Excellence Program (PEP) -** to provide FEMA employees at the GS9-12 levels training to enhance individual leadership skills and abilities that foster an environment which supports the vision and mission of the agency.

**Regional Delivery** - off-campus delivery of a 6-day or 2-week course by NFA contract instructors.

**Revision** - a change to a currently developed training course or module. A major revision involves substantive changes while a minor revision involves editorial or non-substantive content.

**Seminar** - the same as a conference.

**Special Group** - a group sponsored by USFA or EMI and authorized to use the facility. Special groups do not receive training and no stipends or certificates are awarded by EMI or NFA.

**State Training System** - the training system which coordinates the state and local delivery of EMI or NFA courses, either through the direct or indirect delivery mode.

**State Weekend Program** - delivery of 2-day NFA courses for emergency services personnel from a particular state at the NETC campus.

**Stipend** - a grant given by EMI or NFA to eligible students to offset a portion of the expense of attendance at certain training courses.  The stipend includes lodging at NETC or MWEAC, ground transportation between NETC or MWEAC and common carrier terminals in the Baltimore-Washington metropolitan area (and in some cases, Harrisburg, Pennsylvania), classroom supplies, and reimbursement for transportation within established guidelines.

**Student** - an individual who is enrolled by application in a training course offered directly or indirectly by EMI or NFA.

**Student Day** - one day of a training course including instruction or structured laboratory time that consists of at least 8 hours.  Any decrease from this 8-hour block is a fraction of a student day rounded to the nearest whole hour.  This is a standard unit of measure for external reporting purposes.

**Student Expense Program (SEP)** - see stipend definition.

**Student Hour** - a period of instruction consisting of at least 50 minutes of instruction or structured laboratory time.  Increments will be rounded off to the nearest hour.  Student hours are maintained for internal purposes only and are not to be used for external reporting.

**Student Week** - 5 student days or 40 student hours.  The "student week" is a unit of measurement for internal purposes only and should not be used for reporting of information outside the Agency.

**Teleconference** - The use of telecommunications to hold meetings.  Usually individuals are connected by speaker telephones with two-way audio communications.

**Televideoconferencing** - two-way broadcasting featuring both audio and video capability.

**Train-the-Trainer** - a training course designed to train the instructor attendee to deliver a course.  The graduate would train others at the State and/or local level.

**Videoconference** - an educational program delivered through an electronic medium such as satellite broadcasting where there is no continual direct contact between instructors and students.  This may also be called a telecast, telecourse, teleconference, or video journal depending upon the format and length of the presentation.  A videoconference is the addition of one-way or two-way video to teleconferencing.

**Workshop** - a structured or unstructured activity, with or without formal instruction, for the purpose of exchanging ideas.  Depending on the content and structure, workshops may have a plan of instruction and result in the award of a certificate and payment of a stipend.