

FINAL RECOMMENDATION

Recommendation of the Action Plan Team: CORE Mission

State of Issue #: 5-11

Recommendation #: R-23

Summary:

Continue and expand the use of camera-ready, downloadable materials, and CD-ROMs for distribution, to reduce shipping and printing costs.

Recommendation:

Strongly recommend continuing to post all hand-off text (student) material for instructional documents in a downloadable format from the Internet if available and technologically feasible. In order to adopt specific target dates, a more comprehensive study will be required and, at least in the short run, dedicated resources to undertake conversions of existing and newly developed materials from here forward. Special concern – by shifting away from pre-printed materials, NFA will have to accept that all such materials can be easily modified with the potential to lose the “national” model packages. Benefits and risks have to be weighed and accepted/rejected. Easy modification is also a plus for those customer agencies that need to adapt to specific needs. An example of such a need is for the world wide use by the fire protection training units of the armed services where regulations and geographic differences U.S. civilian/military personnel or foreign nationals are involved in emergency services delivery beyond the U.S. borders, i.e., a military base in Italy or Guam or Iceland, etc. Note – by uploading texts the burden of reproduction is shifted to the users and no longer borne by NFA – a 2-edged sword because many state/local users depend on student manuals being available at no charge deliveries become a shared cost between Feds, the States and the Locals under our current approach. By uploading, the bulk printing cost for NFA goes away, except NFA has indicated we may follow both tracks thus allowing users the option.

Background:

Approximately 85% of USFA publications are posted on the Internet and available for downloading. Approximately 90% of the Technical Reports are on a CD-rom. A CD-rom is now available with various analytical reports including firefighters fatalities and various emergency incidents.

The following NFA courses are:

- Downloadable formats:
 - *Emergency Response to Terrorism: Self-Study*
 - *Fire Service Supervision: Self-Study*

- *Self-Study Course for Community Safety Education*
- *Emergency Response to Terrorism, Job Aid*

- CD-rom format:
 - *Fire Safe Building Design for Architects and Designers (Project Impact)*
 - *Incident Command System*
 - *Testing and Evaluating Water Supply for Fire Protection (available 1st Qtr FY2001)*

- Computer Conferencing Course format:
 - *EMS Administration for Volunteers*

The USFA staff makes frequent use of the EENET for training and informational programming.

1. Step(s) to Achieve: Continue to expand the use of camera-ready, downloadable materials and CD-roms for distribution of USFA publications and products. Current policy is to provide new material in these formats when possible.
2. Estimated Time Frame: One year
3. Estimated Cost: Minimal staff time.
4. Outcome: Reduction in printing and shipping cost. Having the publications and products available in those formats enables the USFA to provide better customer service.

Conclusion:

The Core Mission Team supports the recommendation. The more accessible USFA publications and products are the better their more active use.

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Action Plan Team: Core Mission

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APPROVED/Date

DISAPPROVED/Date