



THE NATIONAL ACADEMY

Orientation Guide

Policies, Procedures, and Expectations





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The National Academy

The FBI National Academy (FBINA or NA) has dedicated itself to improving the standards of law enforcement. This training has long been a benchmark for professional law enforcement continuing education. Officers worldwide attend these sessions to be better pre-pared to meet the challenges within their communities.

The overall goal of the FBI NA is to support, promote, and enhance the personal and professional development of law enforcement leaders. More specifically, the Objectives of the National Academy are to:

- Develop purpose-driven law enforcement leaders who address emerging trends through innovative and data-driven policing in cooperation with their communities
- Prepare law enforcement partners for positions of greater responsibility within their organizations;



Our History

A 1930 study by the Wickersham Commission recommended the standardization and professionalization of law enforcement departments across the U.S. through centralized training. In response to the study, with strong support from the International Association of Chiefs of Police, and with the authority of Congress and the Department of Justice, the FBI Police Training School was born. On July 29, 1935, the first class had 23 students in attendance. Courses at that time included scientific aids in crime detection, preparation, and organization. With World War II came courses in espionage and sabotage. Over the years, this training program later called the FBI National Academy has expanded both in enrollment and instructional scope.

In 1962, at the specific request of President John F. Kennedy, officers from foreign countries began attending the National Academy. In June 1972, nearly 38 years after its formation, the FBI National Academy marked a significant milestone in its development when the 90th Session began training in newly expanded facilities at Quantico, Virginia. During the following year, more officers graduated than had attended the National Academy in the previous five years combined.

Participation is by invitation only, through a nomination process. Participants are drawn from every state in the union, from U.S. territories, and from over 150 international partner nations. Invitation is extended to leaders and managers of state and local police departments, sheriffs' departments, military police organizations, and federal and international law enforcement agencies.



FBI NA Operations

Session Times: The FBI National Academy (FBINA) is a 10- to 11-week residential educational program comprised of law enforcement executives at the federal, state, and local level, as well as international partners. The FBINA is offered four times a year, typically aligning with the seasons: Spring (March – June), Summer (July – September), Fall (October – December), and Winter (January – March). Each session typically has between 230 and 265 students.

Cost: Students are not charged for tuition, books, lodging, or meals. Travel expenses between place of assignment and the Academy are paid for or reimbursed for all domestic, municipal, county, and state officers. Travel for international, military, and federal students is paid for by their respective department or agency. Incidental personal expenses are paid for by each officer or his department.

Location: The NA is typically held at the FBI Academy, which is located on the U.S. Marine Corps Base in Quantico, Virginia, approximately 40 miles south of Washington, D.C.



Our Staff

Counselors: Each NA Session is broken down into sections. Each section is assisted by a section counselor. The section counselor is an experienced FBI Special Agent who lives in the dorm during the session and participates in the NA activities. The counselors will guide you through the initial registration process and act as points of contact throughout your stay. They are prepared to facilitate requests, provide valuable information, and assist with any problems that may arise during your session. Counselors meet with the NA staff regularly and address any issues that arise. They also facilitate the flow of information back to the students. Section counselors are available in the Counselors' Office during working hours (9:00AM - 5:00PM).

FBINA Instructors: The NA's instructional staff is primarily composed of experienced FBI Special Agents holding graduate degrees. These highly qualified instructors bring advanced knowledge and expertise from a practical law enforcement perspective.

NA Staff: They are here to assist students with your registration, arrival, planning events, and anything else students could need.

University Accreditation

The NA offers courses in the following topics: Leadership, Legal Issues, Behavioral Science, Cyber Threats, Law Enforcement Communication, and Health and Fitness.

Courses are accredited through the University of Virginia (UVA). Students have the opportunity to earn up to 17 units of college credit. In addition to taking five accredited classes, students participate in the FBINA Enrichment Program and several special events.

The FBI National Academy's affiliation with UVA involves more than course accreditation by the University's School of Continuing Education. The research and instructional resources of the various schools at the University provide academic support to the National Academy Program.

A full-time liaison representative of the University maintains an office at the Academy facility and is available for candidate consultation regarding transfer of credits and other academic matters of an administrative nature. To further enhance the National Academy program, lecturers from UVA and other educational institutions, together with speakers and experts from the criminal justice field and related areas, are involved in Enrichment events.



Know Before You Go

Physical Fitness: All applicants to the FBI National Academy must be approved by an appropriate medical authority to participate in strenuous physical activities. The guidelines used are defined in the Physical Fitness Performance Assessment (PFPA) form and the FD-164b form, "Report of Medical Examination – FBI National Academy Applicant." The physician certifies the applicant is in good health/physical condition and can withstand strenuous physical exertion during physical training. Training coordinators have the option to either certify the PFPA themselves or delegate this responsibility to the applicant's supervisor for certification. The current fitness test is a timed 1-mile run: 9:59 min. for males and 11:29 min. for Females.

Dress Code: Students will wear NA uniforms Monday through Friday from 7:00AM - 5:35PM. Students are encouraged not to overpack since they will be in a uniform the majority of the time during the week. The daily uniform consists of a National Academy Green Polo, 5.11 Cargo Pants, a black tactical belt, and black or brown shoes. The fitness uniform consists of a green national academy t-shirt and black shorts. The cost of uniforms is usually paid for by the student's department.

Attire other than Uniform: Casual attire; (e.g., jeans, shorts, t-shirts, flip-flops, shower shoes) is prohibited during business hours (7:00AM - 5:30PM) Monday through Friday. Students will wear a suit and tie for Section and yearbook photographs, as well as for graduation .

The following clothing items are prohibited during business hours 7:00AM - 5:35PM: T-shirts, spaghetti straps, shorts, yoga pants or leggings, tennis shoes, jeans, spandex, capris, and flip flops or sandals.



Required	Quantity	Price
Green Polo Shirt (Purchase at the Academy)	2 to 3	\$30.00 each
Khaki Cargo Pants (Tactical or similar; required - purchase or bring from home)	2 to 3	\$44.99 each
Black/Brown Shoe (required - purchase or bring from home)		\$109.99 - \$114.99 each
Uniform Belt (black/brown/ tan; required - purchase or bring from home)		\$14.99 or \$36.99 each
NA Gym Shirts	2 to 3	\$21.99 each
NA Gym Shorts	2 to 3	\$20.00 each
Spandex Shorts	1 (recommended)	\$17.00 each
Optional		Price
NA Jacket (During the session a jacket may be worn to classes, but it must be the NA jacket)		\$54.99 each

Packing List

- Department Uniform to wear at Patch, Pin, and Coin Night (Highly encouraged but optional)
- Suit, dress shirts, ties, socks, shoes (Graduation)
- Trousers and a button-down or polo shirt for a few events
- (Business casual attire) Black or brown walking boots or shoes Casual attire to wear after hours and on weekends
- Running shoes (two pairs recommended for Winter Session) and socks
- Extra blanket (Optional)
- Laundry bag Earplugs
- Eye mask (Optional)
- Warm jacket or windbreaker, preferably water repellent (recommended for Winter Session) (Optional)
- Business cards (200 to 300 minimum), patches, pins, caps, coins, etc. for trading (Optional)
- Insurance information and claim forms
- Worker's Comp forms
- Medicines and vitamins
- Phone or camera (Optional)
- Swim gear (Optional)
- Silent Auction items to raise funds for charities
- Extra money for field trips and class gift. Field trips can be expensive check the Outside of the classroom guide for more info.

Preparing for Expenses

NAA Assessment Fee: Students and graduates of the NA program are eligible to join the FBI National Academy Associates, Inc., a 501(c) (3) non-profit membership association. Members are fellow NA graduates that represent the top 1% of all senior-level law enforcement. Members have access to the strongest law enforcement leadership network in the world through the online NAA Network, plus opportunities to attend chapter and national training events.

A voluntary fee of \$315 covers both NA student activities and NAA membership dues. This fee is paid to the NAA, **NOT** the FBI National Academy. The NAA supports several social events during the Session.

Students may call the NAA membership coordinator at 703-632-1944, to pay this assessment prior to arrival. If electing to make payment during NA Registration, make any checks for the assessment fee payable to the FBINAA. Additionally, the NAA will accept credit cards.

Certain services will only be provided to those paying the assessment fee. The following is a list of services which will be provided to you with the payment of this fee:

- Personal publicity and group photographs
- Session yearbook
- Challenge shirt
- Session patch
- Session lapel pin
- Session coin



Other Expenses: Although items such as airfare to/from and lodging/meals while at the Academy are provided by the FBI, students can anticipate spending some of their own money on NA clothing and souvenirs. There are also many student led trips taken during the session that students might like to attend. These will be paid for by the students themselves. To check out what type of trips and the estimated pricing for those trips look at the *NA Outside of the Classroom Guide*.



Getting to the NA

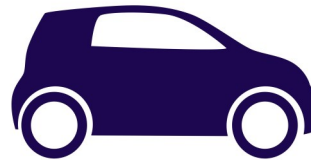
Public transportation is not available to and from the Academy. Local car rental agencies are also a convenient way to get temporary and relatively inexpensive transportation. Students who choose to drive will be able to park their vehicle on-site.

Day 1 is for in-processing and moving into residential rooms at the FBI Academy. NA Staff are available the main lobby, as well as room 5-201 to assist arriving students throughout the day. This allows students a full day of travel. Specific start date and in-processing hours are noted in the student's welcome letter from NA Admissions.

Early arrivals must be approved by NA Admissions. Generally, other approvals will only be granted to students flying in from the West Coast who are not able to find a flight that will get them to the Academy during regular hours on in-processing day. Students who are driving will not be allowed to arrive early and should plan their drive, regardless of distance, to arrive on in-processing day. Students should not arrive early without prior approval. If students arrive early without approval, since they are within 50 miles of the Academy they will not be reimbursed for their hotel stay that night.



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Flying – Official airline reservations will be handled by the sponsoring FBI Field Office, who will advise the student of the appropriate flight and ground transportation requirements to and from the FBI Academy.

- Students shall not seek reimbursement for airline tickets charged to the sponsoring FBI Field Office's GTA.
- Mileage rates to and from the airport are based on current GSA schedules to include government and personal vehicles. (See www.gsa.gov.)
- NA candidates can seek reimbursement for 1st and 2nd bag; however, no reimbursement on excess or overweight baggage will be honored.

Driving – A cost comparison must be done between driving and flying and the lesser of the two amounts will be claimed.

- Students will be reimbursed based on the most direct route.
- Students electing to drive their personal vehicle must log 300 miles or more daily under the FTR to claim per diem and lodging reimbursements.
- The FBI Academy is located at 57 Bureau Pkwy, Stafford, VA 22556. You can take I-95 and get off at exit 148.

Travel Reimbursement

Before travel, students must contact their sponsoring FBI Field Office to complete travel arrangements and set up electronic payment account. All non-government travelers who are traveling on official FBI business are required to submit a Vendor Request Form (see information below).

According to the Federal Travel Regulation (FTR), government agencies may reimburse travel expenses up to the cost of the GSA Contract Airfare and related local expenses. NA students choosing to drive their agency's vehicle will not be reimbursed for fuel or mileage. Those driving a personally owned vehicle (POV) will be required to complete a cost comparison form (i.e., comparing the cost of an airline ticket). Because the FBI reimburses students, students must pay their agencies themselves once reimbursement has been received, if their agencies expect compensation.

Receipts are required and will be collected at the FBI Academy for reimbursement of the following expenses:

- Airfare/Rail tickets (only if not previously charged to the sponsoring Field Office's Government Travel Account [GTA])
- Lodging and lodging taxes (only reimbursed if 50 miles or farther from FBI Academy and student's residence)
- Baggage fees (1st and 2nd bag only; excess/overweight baggage fee not authorized)
- Taxis/shuttle service
- Any single expense over \$35

Receipts are NOT required for the following expenses:

- Meals and Incidentals (3/4 of the GSA rate for first and last day of travel. Meals provided at the FBI Academy will be deducted from that day's M&IE calculation.)
- Tolls

***Mileage on Agency vehicles are not reimbursed. Students driving POVs may be paid per mile according to the current rate, but all fuel costs are included in this allowance. Students do not need to provide fuel receipts.**



Students who are seeking travel reimbursement will be required to fill out a reimbursement form. If students require assistance filling out this form, they will be able to attend a meeting via MS Teams to discuss with the Financial Resources Unit at the FBI Training Division.

Students must bring all receipts (or copies of all receipts) with them to the FBI Academy. All required receipts will be collected and subsequently provided, on the participants' behalf, to the sponsoring FBI Field Office for processing. Students are reminded that they are responsible for reimbursing their agency, if required.

Before graduating from the Academy, students receive an electronic deposit for the authorized reimbursement amount. The final (return) travel voucher will be processed by the student's sponsoring FBI field office. Students are required to fax or email all receipts to the field office. According to the FTR, the final travel voucher **MUST** be completed within five business days of returning from the Academy. Any requests for travel reimbursement outside of those described or requests for an extension must be referred to NA Unit Chief (UC) for review. For additional reference, see www.gsa.gov, Federal Travel Regulation (FTR).



Arriving At Quantico

National Academy staff will greet students in the lobby of the FBI Academy and provide an introduction packet. Students will go through the various check-in stations. Students will be led to purchase NA uniform (NA shirt, khaki trousers, etc.).

National Academy students will be in single occupancy rooms with two twin beds at the Academy. Floors are co-ed, but rooms are not. Each room is furnished with a television, a queen bed with storage space underneath, a small armoire, a small desk, chair, and electrical outlets capable of handling a computer set-up. There is a telephone in each room. Students may receive calls and make calls.

The bathroom contains one toilet and one shower. Toilet paper, towels, and wash cloths are provided. A pillow, pillowcase, unfitted sheets, and a bedspread will be provided for you.

Laundry facilities are located on the lower level of the Jefferson building. Students are responsible for paying to use the laundry facility. Payment can be made via credit card.



During Your Stay

Wireless Internet connection is available at the Academy. A laptop or notebook computer is preferable because of the limited desk space in the room. Students are encouraged to bring their own computers, as there are no loaners available.

Each student should have Microsoft Teams downloaded on their devices for their initial meet and greet with their instructors, as well as during their quarantine period. Students are advised to contact their health care provider to determine if and how their healthcare coverage works while at the Academy. Several pharmacies are a short drive from the FBI Academy.

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Academy policy

Alcohol and Tobacco: The FBI Academy residential rooms, classrooms, and common areas are **TOBACCO-FREE**—no tobacco or electronic cigarettes in any form. Smoking is only permitted in designated areas outdoors, away from the building. Alcohol is NOT permitted in the Dorm Rooms. Alcoholic beverages are only permitted in the designated board room area, outdoor patio, and in the Atrium during official events.

Photography: Please make sure you ask before taking photos. Please ensure that FBI personnel are not in any photos without their consent.

Dress Code: All students must wear the specified uniform or professional business clothes (i.e., suits) during normal business hours (7:00AM to 5:30PM) and classes. Students may wear casual clothes, such as jeans and t-shirts, after 5:30PM Monday through Friday, and on weekends and holidays. Gym attire (to include the NA PT uniform) may be worn during PT class or during workout hours only.

Parking: Students may park on-site at the FBI Academy.

Laundry Facilities: ONLY high Efficiency (HE) laundry detergent can be used in the HE washing machines in the dorms at no cost.

Gym/Weight Room/Pool/Cardio Room- Workout facilities are open 24/7 unless a class is present or maintenance is scheduled.

Food and Beverage: Each student will receive three meals (Breakfast, Lunch, and Dinner). Additional food may be purchased at the FBI Academy.

Weapons Policy: Students may bring their weapons if they prefer. If you are bringing a firearm, you must store it in your vehicle accordingly or take it to the FBI vault for storage. The Law Enforcement Officers Safety Act permits the nationwide carrying of concealed handguns by off-duty, qualified, current and retired law enforcement officers between states as well as into Washington, D.C. If a student carries a weapon, he/she will be subject to use of force laws of that state. The laws of arrest, self-defense, and firearms in states other than the state in which the student is sworn may be different and will govern any actions taken. Subsection (d) of H.R. 218, states the law enforcement officer **must** also carry photographic identification issued by the governmental agency for which the individual is employed as a law enforcement officer. Those who choose to carry a firearm are required to provide photographic identification and are subject to the rules and the laws of the state(s) in which they carry.

