The following information has been collected from NA graduates, the Academy staff, and other sources to give you some idea as to what to expect at the Academy. Hopefully, this information will help better prepare you for the NA experience.

ABOUT THE FBINA

You are about to join over 250 fellow law enforcement officers from around the country and around the world at the FBI National Academy. Approximately 10% of the officers attending the NA come from law enforcement agencies outside the United States. Current statistics indicate the average NA student is 41 years old and has 16 years law enforcement experience. It is estimated that one out of every seven NA graduates is the head of a department. Since its establishment in 1935, over 37,000 law enforcement officers have attended the NA.

The NA is held at the FBI Academy located on the U.S. Marine Corps Base at Quantico, Virginia, some 35 miles south of Washington, D.C. The Academy consists of a self-contained building complex that includes dormitories, classrooms, a cafeteria, a library, computer laboratories, an auditorium, a gymnasium and work out facilities, indoor firearms range, laundry facilities, a post office, bank, and offices.

There are 4 NA sessions each year, roughly corresponding to the seasons, Spring, Summer, Fall, and Winter. Winter in Virginia (January through March) is generally characterized by lots of rain and some snow. Summers (June through August) are hot and extremely humid.

The NA course is 10 to 11 weeks in length, depending upon the number of holidays falling within the course period. The curriculum, taught by FBI teaching staff and other professional educators, focuses on leadership development and emphasizes critical thinking. Course offerings include legal issues, leadership, behavioral science, forensic science, law enforcement communication, fitness/health, and a specialized instruction program in the law enforcement arts. Courses are accredited through the University of Virginia and students have the opportunity of earning up to 19 units of college credit.

NA students are not charged for tuition, books, laundry, or equipment used. Meals and
lodging at the Academy are also furnished to all students at no cost. 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 and military/federal students is paid for by their department.) Incidental personal expenses are paid for by each officer and/or their department.

Each FBINA session of approximately 250 students is divided into 5 Sections. Each section is assisted by a Field Counselor -- an experienced FBI Agent who has volunteered for this assignment -- who lives in the dorm with the students during the session.

**PREPARING FOR THE NA**

Vehicle: If at all possible, drive to Quantico. Having a car allows you to bring everything you'll need and gives you some freedom while you are there. An estimated 75% to 80% of the students in each NA session bring their own vehicles. If you don't bring your own car, you will quickly make friends with other classmates who brought theirs. Car rental agencies in the area are also a convenient way to get temporary and relatively cheap transportation.

Computer/Communications: The Academy has 2 computer labs available between certain hours. The labs have 50 or so computer terminals (using WordPerfect 8 and Microsoft Word) with total Internet access. Printers are also available in the labs. There are additional computer terminals in the Library; about half of them have Internet access.

Bringing your own computer is a good idea since you can use it at your convenience in your dorm room. Some 75% of the students bring their own computers. A lap top or notebook computer is preferable because of the limited desk space in your room. Some students bring their own printers, but only the most compact printers will fit on the desks and the printers in the labs are probably sufficient for your needs.

**STUDENT TELEPHONES IN THE DORMITORIES ARE DIGITAL CIRCUITS; STUDENTS MAY NOT CONNECT LAPTOP COMPUTERS OR ANY OTHER ANALOG DEVICES TO THESE OR ANY OTHER TELEPHONE OUTLETS.**

Other equipment you may consider bringing with your computer are an external mouse and keyboard (makes typing easier since it is a full-size keyboard).

If you do not already have one, getting an E-mail address for you and your family is a great way to stay in touch while you are away.

You may also want to obtain pre-paid calling cards or establish an 800 number to facilitate telephone calls home.

One final reminder for your own protection -- **BE SURE TO RUN VIRUS SCAN WHEN USING DISKS IN VARIOUS COMPUTERS.**

Clothing: Don't over pack! You will be wearing the required uniform - NA shirt, khaki
pants, and black/brown athletic shoes -- most of the time during the week. After work hours and on weekends you can wear jeans. You will need a suit for a dinner reception honoring your arrival, for particular classes such as the Media course, photographs, and for graduation. You will NOT need a lot of dress clothes.

Although not required, you may consider bringing your department uniform to wear at the IACP Dinner.

What to take to Quantico:

- suit, dress shirts, ties, socks, shoes (extra set if taking the Media Class)
- warm jacket or windbreaker, preferably water repellent (recommended for Winter Session)
- black/brown walking or tennis shoes
- jeans and shirts to wear after hours and on weekends
- warm-up or running suit (water repellent for Winter session)
- running shoes (2 pairs for Winter session) and socks
- gloves to wear while running (recommended for Winter session)
- fitted sheets for an extended twin bed (flannel recommended for Winter session)
- earplugs and eye mask (if you are sensitive to noise or light)
- business cards (200 to 300 minimum), patches, pins, caps, etc. for trading
- insurance information and claim forms, Workmen's Comp forms
- medicines and vitamins
- camera and lots of film (unless you are taking the Photography class)
- 800 number, long-distance telephone credit card, or prepaid telephone card

What you will be buying at the Academy:

- 2-3 NA shirts
- 2-3 khaki pants
- 1 NA sweater
- 1 NA rugby shirt (optional)
- 2 NA gym shorts
- 2 NA gym shirts
- warm up suit (Winter and Spring sessions)

Miscellaneous items that you may need but can get at the Academy PX or nearby stores:

- surge protector (with at least a 6-8 foot cord) for computer
- clock radio with alarm
- small clip-on reading lamp
- combination locks for your desk drawer and gym locker
- soap and other toiletry items

Office supplies such as 3-hole punch, tabbed dividers for notebooks, 3-hole notebooks, stapler, staples, staple remover, scotch tape, paper clips, assorted colored highlighters, 3X5
cards, post-its, note pads, and term paper/report covers will be available to you at the Academy.

TRAVEL

Arrival at the Academy: No academy rooms are available on Friday, those arriving that early must secure their own lodging elsewhere. You may check into the Academy on Saturday after 12:00 noon. Check-in on Saturday is recommended because the first person who gets into the dorm room gets to choose which side of the room they want and may be able to purchase the required Academy dress items from the PX. Official registration is from 12:00 noon to 5:00 pm on Saturday and Sunday in the lobby of Jefferson Dormitory.

Driving: The FBI Academy is located on the U.S. Marine Corps Base at Quantico, Virginia. Take exit 148 off I-95. At the end of the exit ramp are signs directing you west to the Academy, which is approximately 5 miles from I-95.

A note of caution: As soon as you exit I-95 you are on Marine Corps property. The Marine Corps maintain road blocks on their property. Please be courteous and cooperative when responding to their requests for identification and other instructions. Please observe posted speed limits, and don't even think about drinking and driving. The Marines patrolling the roads have been ordered to ticket anyone traveling above the speed limit -NO EXCEPTIONS. If you are arrested for drunk driving, you will be dismissed from the FBINA.

You will also be asked to stop and identify yourself at the main gate at the FBI Academy. The FBI Police will direct you to the main entrance at the Jefferson Dorm. If it is not crowded, you can pull into the circular drive in front of Jefferson and unload. If the driveway is filled, you will have to park in the parking lot and walk to the entrance. If your arrive on Sunday, FBI New Agents-in-training will be available to assist you.

Air travel: Your official airline reservations will be handled by the National Academy coordinator or training technician who will advise you of the appropriate flight and ground transportation requirements to and from the FBI Academy.

CHECK IN PROCEDURES AT THE ACADEMY

Registration: As previously mentioned, you may check into the Academy on Saturday or Sunday after 12:00 noon. The reception desk is located in the Jefferson Dorm. National Academy Staff will verify your name and give you an introduction package which includes the schedule for the next day (Monday). When you have your photo identification taken you will receive a clip-on student identification badge that allows you to eat in the cafeteria, and opens the doors. You will also be able to sign for a parking pass if needed. Parking for all students is in the middle of the parking lot in front of the Jefferson Dorm. The first and last rows are reserved.

During registration: YOU MUST CHECK IN YOUR WEAPONS AT THE ACADEMY OR SECURE THEM IN YOUR VEHICLE. YOU ARE NOT AUTHORIZED TO POSSESS A WEAPON OF ANY TYPE IN THE ACADEMY OR CARRY A FIREARM INTO
WASHINGTON, D.C.

You may purchase your NA uniform (NA shirt, khaki pants, etc.) at the Marine corps PX located in the Academy, on Sunday afternoon after registration.

Living quarters and roommates: The NA FBI New Agents, FBI Agents and other law enforcement professionals attending in-service training are housed in twin 7-story dormitory buildings at the Academy. The Washington Dorm houses FBI New Agents, while the Madison Dorm houses the NA. Floors are co-ed; rooms are not. There are laundry facilities located throughout the dorm buildings, as well as ironing boards and irons. Smoking is not permitted indoors and only in designated areas outdoors.

You will be sharing a room with another student. Your room is connected to another bedroom through a common bathroom. Each room is furnished with two extra long twin beds, two small closets, two tall (but narrow) chests of drawers, two small desks with 3 drawers, two chairs, and electrical outlets capable of handing a computer set-up. There is a telephone in each room for receiving incoming calls and from which you can make 800 number or credit card long distance outgoing calls.

The bathroom contains 2 sinks, 2 mirrored medicine cabinets, a toilet, and a shower. Toilet paper, towels, and wash cloths are provided. A pillow case, unfitted sheets and a light blanket is provided for your bed. A pillow is also provided but you may want to bring your own or buy one locally. You may exchange linen during specific hours during the week.

As previously mentioned, NA students are divided into 5 sections. The students in each section will have been grouped together based upon course schedules accommodating the physical fitness block of instruction. You and another student will share a dorm room. Roommates will be members of the same section, while suite-mates may be from another section.

Please make every effort to get along with your roommate and suite-mates because the FBINA cannot change room assignments.

ACADEMY ORIENTATION:

Upon your arrival at Quantico, you will be given a packet of information that includes:
- your dorm room number and location.
- telephone number in your room
- mailing address that should be used to receive mail
- your section number, the identity of your section counselor, and his/her dorm room number and telephone extension
- an abbreviated organizational chart to acquaint you with the National Academy permanent staff and field counselors
- an initial itinerary to get you through the first day at the Academy

On Monday, you will have an opportunity to change the classes assigned to you. You will also be briefed regarding the rules and regulations of the Academy and about the alumni association known as the FBI National Academy Associates (FBINAA).

**MONEY**

Travel Reimbursement: While at the Academy everyone except federal employees and international students will attend a meeting regarding travel vouchers. SAVE ALL TRAVEL-RELATED RECEIPTS, such as shuttle bus fee, gas receipts, etc., as you will need them to complete your voucher. Please note that if you are driving to Quantico, the FBI will reimburse your mileage only up to the cost of the cheapest mode of transportation (i.e., the cost of an airline ticket). Before graduating from the Academy, you will receive a check in your name for the amount you claimed. If your agency paid for or advanced your travel expenses, you should endorse the check to them. If you paid your own expenses, the check is yours. DISCUSS THESE FINANCIAL ARRANGEMENTS AHEAD OF TIME WITH YOUR AGENCY.

Costs: Although items such as airfare, lodging, meals, etc. at the Academy are provided by the FBI, you will still be spending some of your own money. Upon arrival at the Academy, a mandatory assessment fee of $115 is collected from each student. This fee covers class registration, photocopying, photography supplies, and yearbook. A membership fee in the amount of $105, will be collected by the FBINA Associates.

You can anticipate buying NA clothing and souvenirs. Other expenses you can expect are meals outside the Academy, entertainment, sightseeing, and field trips.

Banking/ATM machines: Bank of America has a branch in the Academy facility that will accept personal checks using your FBINA ID card as identification. There is also an ATM machine on the premises to offset the bank's limited hours. This ATM machine, however, charges a fee per transaction. There is an ATM Machine on the Marine Base (1/4 mile east of the Academy on the main road) that also charges a transaction fee.

Stores: There is a small PX at the Academy and a large PX on the Marine Base main side. Your FBINA ID card will allow you to shop at both PXS and get you through the main side gate. The PXS will accept cash, check, or credit cards.

Barber shops for haircuts are also on the main base and costs range from $5 to $8. Other
hair cutting shops are in nearby towns where costs may range a bit higher.

In time you will find other stores and malls in the area such as Potomac Mills, Tyson's Corner, Pentagon City, and so on.

POST OFFICE

The Academy has a small post office on site, although its services and hours are very limited. Any mail received for your will be delivered outside of the Counselors Office Room 213 in Building 5. You can also send and receive packages through the post office.

MAILING ADDRESS FOR SHIPPING ITEMS TO THE ACADEMY:
(Your Name)
FBI Academy
FBI National Academy Session #__________, Section #_________
Quantico, VA 22135

Please note that due to security screening of every parcel entering the Academy, receipt of mail can be delayed by as much as a week to 10 days, even when 2-day shipment is used.

LAUNDRY AND DRY-CLEANING FACILITIES

There is a free linen exchange at the Academy. Washers and dryers located in the dormitories are available for your use at no charge but you must provide your own detergent and other laundry products. Dry cleaning services are also available at the Academy at reasonable prices.

PHYSICAL FITNESS

In both your first and final weeks at the Academy, you will be tested on the following physical elements:

- Weight
- Blood Pressure
- Heart Rate
- Body Fat
- Flexibility
- Sit-ups (Bent-leg, maximum in 1 minute)
- Push-ups (no time limit)
- 1.5 mile run, timed

Your course schedule at the NA will include 2-hour physical training classes held three times during the week. The first hour consists of classroom instruction regarding nutrition and health, followed by an hour of physical activity.

One of your goals at the NA may be to improve your physical fitness, but be sure to ease into the physical activities. There are many different activities you can join after class hours,
including running, softball, soccer, basketball, volleyball, and swimming. Give yourself time to adjust not only to an increase in physical activity but also to differences in climate and terrain.

In addition to your physical training class, the Challenge is a voluntary weekly run/walk by all the students in the session. You run and/or walk progressively longer distances, from 1.8 miles to over 6 miles, in a group of your session-mates of similar ability. For completing the series, which concludes with the Yellow Brick Road obstacle course, you earn a "yellow brick" to take home. Competition in the Challenge is not the point--participation and camaraderie are the keys to the Challenge.

There is also a 34 mile swimming challenge in addition to the run/walk challenge. The Academy's indoor swimming pool is an often overlooked opportunity. Hours of operation are limited.

COURSE WORK

Schedule: Weekdays are divided into two two hour and one one hour block of instruction starting at 8:00 am, with 10-minute breaks between classes. Your class schedule will vary from day to day.

The Academy is very serious about NA class attendance and achieving minimum grade requirements. when your classes are not in session, however, your time is your own.

How to succeed: Attend classes, listen, TAKE GOOD NOTES, and join study groups if you can. A review of good notes will ensure success on tests.

Tests: Most courses have both mid-term and final exams. These exams are usually True/False or multiple-choice tests. Most instructor will conduct a final review session to go over material that will be tested. Some instructors give take-home essay exams, which generally take more time and effort to complete.

Term papers: Most of the courses -- both undergraduate and graduate level -- require the completion of term papers and journals. Students have been averaging approximately 20 papers and projects during the session.

If it has been a while since you wrote a term paper, you might want to attend the class held during Week 2 featuring research tips and easy-to-follow instructions on how to write term papers. Whatever you do, GET STARTED ON TERM PAPERS EARLY so you will have time to study for your other final exams and still enjoy the many social events offered at the end of your session.

NA FIELD COUNSELORS
In addition to FBI Agents and Support Personnel who comprise the permanent National Academy staff, each NA Session includes 5 FBI Agents from around the country who have volunteered to assist your session. These NA field counselors will guide you through the initial registration process and act as points of contact throughout your stay. The field counselors live in the dormitories with you and participate in the NA activities. They are prepared to facilitate requests, provide valuable information, and assist with any problems that may arise during your session.

**FBINA EVENTS**

Some of the activities you will enjoy during the NA session may include:

- National Sheriffs' Association Dinner, usually held during Week 2
- Rededication and placement of a wreath at the National Law Enforcement Officers Memorial in Washington, D.C.
- Flag Night: all the states' flags are displayed in the dining hall. New Agents and NA students congregate under the flag representing their state
- International Night: hosted by the international students in your session, sharing their native hospitality, customs, and food
- Tours: White House, Pentagon, Memorials, etc.
- New York field trip: hosted by the New York Chapter of the NA Associates. During week 4 or 5, about 100 students will enjoy a weekend bus tour of the Big apple. Cost is approximately $275 per student. This is so popular that a lottery is held early in the session to determine who gets to go.
- Enrichment Nights: feature distinguished speakers from government and the private sector
- FBINA Graduation Ceremony: hosted by the FBI Director and heavily attended by friends, associates, and family members. Every effort is made to accommodate seating for the immediate family members of each graduate in the Auditorium. Overflow seating is available.

**FAMILY VISITS**

If possible, plan to go home sometime during the session or have your family visit you. There are federal holidays observed during each session -- Martin Luther King and Presidents' Day during the Winter session, Memorial Day in Spring, Labor Day in the Summer, and Columbus Day, Veteran's Day and Thanksgiving in the Fall -- that will give your extra time with your family. These same holidays, however, are busy travel periods so make your plans and reservation well ahead of time.
If your family will be attending your NA graduation, make those plans as soon as possible. You will still be taking exams and finishing your course work through Tuesday and there is a mandatory graduation rehearsal on Wednesday of graduation week, so consider bringing in your family that Tuesday night or Wednesday afternoon. There are a series of social events and activities at the Academy leading up to the Graduation Ceremony on Friday that your family will enjoy. These events include a family picnic, firearms demonstrations, a semi-formal dress dance, and so on.

There are a number of hotels/motels between Quantico and Washington, D.C., and some are better than others. Find one which suits your needs and pocketbook and make reservations as early as you can. (Remember--especially at graduation, your classmates will be looking for hotel rooms for their families too.) Your Section Hotel Representative, NA Field counselor, and the Academy staff will help point you in the right direction.

SIGHTSEEING

Local sights: Within a few miles of the Academy you'll find numerous historical sights, especially Civil War battlefields, museums, and monuments.

Washington, D.C.: If you're driving into D.C., you can park at the Springfield/Franconia Metro Station or at the Pentagon and you can take the Metro into town in order to avoid the traffic. You can ride the Tourmobile (for a one-day fee) to all major attractions. Some favorites: Arlington National Cemetery and the changing of the guard; the National Law Enforcement Officers Memorial; the Smithsonian American History; Air and Space; and National History Museums; the Holocaust Museum; and the Vietnam Memorial Wall.

FINAL THOUGHTS

We hope you will consider your time at the National Academy as the ideal opportunity to challenge yourself physically, academically, and socially. Broadening your understanding of different ways of doing things, different perspectives, organizations, and systems of government, and expanding the fellowship between law enforcement professionals are the main goals and most lasting achievements you can gain from the NA.