



## LETTER OF AGREEMENT FOR DoD F&ES ACCREDITATION CANDIDATE

The \_\_\_\_\_ hereby agrees, in changing to Applicant fire department status, to conduct and complete the self-assessment process in the pursuit of accreditation through the Commission on Fire Accreditation International, Inc. (CFAI).

### I. Policies and Procedures

The Agency also agrees to abide by the policies and procedures of the Center for Public Safety Excellence, Inc. and return to the CPSE any and all, documentation and information pertinent to the self-assessment and accreditation process.

### II. Payment of Fees

The Navy Fire & Emergency Services office, acting as the DoD executive agent for accreditation, is the contract representative for the Navy to the CFAI for all DoD fire department accreditation matters. The contract includes all fees (registered, applicant, accredited department, and annual compliance) required for transitioning each DoD fire department from a registered fire department to an applicant fire department, and finally to an accredited fire department. The contract also covers all fees for the on-site peer assessment visit, as well as costs associated with future team leader travel.

### III. Training and Participation

The Agency also agrees that it shall adhere to the following training and participation standards:

- a. An Accreditation Manager shall be required during the period that the Agency seeks and is accredited by the Commission.



The Accreditation Manager shall, at a minimum, have taken the Self-Assessment; Standards of Response Coverage and Peer Assessor classes offered by the Commission.

- b. The Agency shall also agree to participate in the accreditation process by registering with CFAI at least one individual for site visits and who has taken the classes in IV (A) along with the Peer Assessor classes.
- c. The Agency agrees that it has read, understood, and will comply with all policies and procedures as promulgated by the Commission and its parent Corporation.

Chief, CEO or Chief Administrative Officer of Fire Department

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Print Name	Signature	Date
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Commanding Officer or Representative of Authority Having Jurisdiction

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Print Name	Signature	Date
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CFAI Program Manager, Commission on Fire Accreditation International, Inc.

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Print Name	Signature	Date
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