

MEFO APPLICATION PACKET

The deadline for the 2024 Mississippi Executive Fire Officer Program (Fire Officer 1021-III-IV) is February 1, 2024. Please refer to the MSFA online catalog for further information or contact Instructor Barry Burnside if you have any questions.

Note: If you applied last year – You will need to update and resubmit all paperwork to be considered for enrollment in this course.

Application Process: No consideration will be given unless all documents are received.

Application must be received at the Academy by February 1, 2024 (Completed packets may be submitted via e-mail to bburnside@msfa.ms.gov).

All application packages will be reviewed on an individual basis and will require seven separate items:

1. A Mississippi State Fire Academy general admission application.
2. A completed Essay Application Form (see below)
3. A letter from the applicant requesting admission to the MEFO. The letter should specify applicant's qualifications, commitment to complete the entire program, including the applied research, and the applicant's perceived expectation(s) of the program.
4. The applicant's resume.
5. A letter of recommendation from the applicant's immediate supervisor (Chief of Department, Mayor, City Manager, etc.) indicating the organization's commitment to allow the applicant to complete the required courses and research.
6. An organizational chart that depicts the applicant's position.
7. Completion of NFPA 1021-II Fire Officer and NFPA 1041-II Fire Instructor documentation.
8. An official copy of the applicant's high school transcript, diploma, or documentation of GED completion

MISSISSIPPI EXECUTIVE FIRE OFFICER - 2024 SESSION

ESSAY APPLICATION FORM

Please answer the following questions and return with your application packet. All questions must be answered and returned in order to be considered for acceptance into the MEFO Program.

Question 1

Please describe your organization fully in terms of functions or services provided and its annual budget.

Question 2

Please describe your specific duties and responsibilities within the organization at an executive level, the number of employees you supervise, and to whom you report.

Question 3 (Essay Question)

Describe your most substantial professional achievement and explain why you view it as such.

Question 4 (Essay Question)

What goals do you expect to realize by participating in the Mississippi Executive Fire Officer Program and how might achieving those goals enhance your career?

Question 5 (Essay Question)

How do you expect your background, experience, and capabilities will contribute to the Program and to your fellow participants?

Question 6 (Essay Question)

Please describe briefly the two most challenging management problems facing you on your job, explaining how they affect attainment of your organization goals.