

## Appendix D: Survey Cover Letter

February 8, 1997

Dear NFA Contract Instructor:

As you may have heard, I hold an NFA no-cost contract to conduct my doctoral dissertation research. The Academy has used contract instructors for over a decade and a half. However, up to this point there has been no systematic effort to determine how to more effectively support the NFA's resident contract instructors. Essentially, the research involves determining the administrative support and professional development needs of the approximately 550 NFA resident contract instructors.

Enclosed with this letter I am sending you a brief questionnaire to complete. It asks you for some pertinent demographic information (such as age, number of years that you have taught for NFA, etc.) And for the answers to some questions about what you see as your needs as a National Fire Academy resident contract instructor. The questions are non-controversial and the instrument is not coded in any way to determine your identity. You are under no NFA obligation to complete this questionnaire. However, I hope you will complete and return the instrument to me for processing by the closing date, March 8, 1997. If, however, you have never taught at the NFA please disregard the questionnaire.

When the research is complete I will have copies placed in the Learning Resource Center, if you would care to review the resulting information. Also, I will prepare an executive summary that I will mail directly to you on your request. Please allow about four months for me to conduct data analysis.

Thank you very much for your patience in helping me with this project. Perhaps some day I can return the favor. Meanwhile, if you have any questions about the research please call me at your convenience at (703) 450-6097. I travel a lot, so you may have to leave a message for me on my answering machine. However, I will return your call at the earliest opportunity. If you prefer you may call Dr. Burton Clark, the NFA's research coordinator for this project, at (301) 447-1000, for further information. Again, thank you.

Sincerely,

Joseph V. Saitta