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To: All MFA Program & Assistant Coordinators
From: Director Jeffrey Winn
Effective Date: July 1, 2023

Purpose: To outline the responsibilities for Instructional Program Coordinators & Assistant Coordinators working outside their respective program area.

The Massachusetts Firefighting Academy's (MFA) Instructional Program Coordinators (PC) and Assistant Coordinators (AC) will prioritize supporting their respective program areas in order to maintain proper development schedules, certification requirements, budget considerations, as well as any timely updates to maintain the quality of their programs. As such, PC & ACs shall not teach outside of their respective programs without obtaining prior approval from their supervising PC III.

The overall mission of the MFA must be maintained for the firefighters of the Commonwealth. To support the delivery of an MFA program or certification exam, the following exceptions may be granted for PC & ACs to work outside of their programs area:

- The requesting program PC/AC will seek prior approval from their supervising PC III to work in another program area
- If the PC III cannot be contacted in a timely manner, the requesting PC/AC will coordinate with the MFA Deputy Director of Training (or the MFA Director in the Deputy's absence)

It is expected that all Program and Assistant Program Coordinators will exercise due diligence to prevent or limit the amount of crossover into another training programs.