



## *National Emergency Management Advanced Academy (NEMAA) Overview/FY18 Application Process*

**Purpose:** To provide an overview of the National Emergency Management Advanced Academy (NEMAA) program and the Federal Fiscal Year (FY) 18 application process.

**Program Description:** The National Emergency Management Advanced Academy is a component of the Emergency Management Professional Program (EMPP).

NEMAA reinforces the qualities needed to lead emergency management programs, provides relevant management theories and concepts, and uses case studies to enhance emergency management (EM) skill sets. NEMAA participants work within a collaborative environment on projects and establish a network of peers.

NEMAA is designed for mid-level managers/professionals with a minimum of three (3) years' experience in an Emergency Management (EM) position who want to advance their skills. Participants learn skills critical to performing EM responsibilities, such as program management and oversight, effective communication at all levels, integrated collaboration, and strategic thinking.

NEMAA provides participants the opportunity to demonstrate their critical thinking ability through a guided Research/Project Paper. Students apply the key learning concepts from the NEMAA curriculum relative to their own strengths and weaknesses, their organizations, and their own performance environments.

For more information, visit our website at:  
<http://training.fema.gov/empp/advanced.aspx>

**Target Audience:** The target audience includes government, non-profit voluntary organizations, and private sector leaders responsible for emergency management or homeland security, including:

- State, local, tribal, and territorial emergency management or homeland security program Directors or Deputies.
- Federal department heads or branch chiefs of emergency management or homeland security offices or programs.
- University Emergency Management Directors or Deputies.
- Deputy Directors and managers of non-profit voluntary organizations.
- Private sector managers leading emergency management offices and related programs.
- Emergency management program directors from all organizations listed above with significant authority and responsibilities.

### **Application Process (March 1-May 31, 2017):**

Completed application packets will be reviewed by a formal selection board. The application window is March 1<sup>st</sup> to May 31<sup>st</sup>, with selections in June and announcements in July. Classes begin during the 1<sup>st</sup> quarter of FY18 (October-December), with follow-on classes being completed during each quarter of FY18.

### **Application Selection Criteria:**

Applications will be evaluated based on recommended prerequisites to include:

- At least three (3) years' experience in an EM position;
- Project and working group leadership;

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- Substantial continuing service commitment; and
- Whole community representation.

**NOTE:** Completion of the Basic Academy is **NOT** a pre-requisite to apply for the NEMAA.

**Classroom Requirements:** The NEMAA Program consists of four (4) resident courses, each **five (5) days** in length. Attendance at each course is required and must be attended in sequential order (listed below) during FY 18. An updated list of course dates will be sent to applicants accepted into the Program. The courses are not offered individually. The four courses and the FY18 quarter/month(s) being delivered are:

**E0451** Advanced I – A Survey of Advanced Concepts in Emergency Management (delivered during the 1<sup>st</sup> quarter of FY18: October, November, and/or December);

**E0452** Advanced II – Assessment and Application of Professional Style in Emergency Management (delivered during the 2nd quarter of FY18: January, February, and/or March);

**E0453** Advanced III – Advanced Concepts and Issues in the Emergency Management Organization (delivered during the 3rd quarter of FY18: April, May, and/or June); and

**E0454** Advanced IV - Advanced Concepts and Issues in the Emergency Management Community and Profession (delivered during the 4<sup>th</sup> quarter of FY18: July, August, and/or September).

**How to Apply:** Each application must include the following five items submitted in order 1-5:

1. A cover letter from the applicant requesting admission to the program and specifying the applicant's qualifications and perceived expectations of the program (no required format).
2. A General Admissions Application Form or FEMA Form 119-25-1. Item 9.a. on the form should state "Emergency Management Institute (EMI) Advanced Academy."

3. The Advanced Academy questionnaire.
4. The applicant's signed commitment statement indicating their commitment to complete the entire program to include the four resident courses at EMI and the Project/Research Paper.
5. A resume not to exceed two (2) pages (no required format).

Note: All forms and the application process are located at the EMPP website:

<http://training.fema.gov/empp/advanced.aspx>

**Completed applications should be packaged in the order described above and emailed to:**

[netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)

Although not the preferred method, packages may also be mailed or faxed to:

NETC Admissions Office (Room I-216)  
National Emergency Training Center  
ATTN: National Emergency Management  
Advanced Academy  
16825 S. Seton Ave.  
Emmitsburg, MD 21727  
FAX#: 301-447-1658

Incomplete packages will not be accepted.

**EMI NEMAA Point of Contact:**

For questions, please email Doug Kuhn at:  
[fema-empp-advanced-academy@fema.dhs.gov](mailto:fema-empp-advanced-academy@fema.dhs.gov)

If you are not currently eligible for NEMAA (at least three years' experience in an EM position), then you should consider the National Emergency Management Basic Academy.

**The National Emergency Management Basic Academy:**

The Basic Academy was established to support the professionalization of the field of emergency management with a structured and progressive framework for acquiring the knowledge, skills, and abilities to enter the field and grow to meet the challenges of an unpredictable and complex environment. For more information, visit our website at:  
<http://training.fema.gov/empp/basic.aspx>.

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