



National Emergency Management Advanced Academy (NEMAA) Overview – FY23 Application Process

Purpose:

To provide an overview of the National Emergency Management Advanced Academy (NEMAA) Program and the Federal Fiscal Year (FY) 23 application process.

Program Description:

The National Emergency Management Advanced Academy is a component of the [Emergency Management Professional Program \(EMPP\)](https://training.fema.gov/empp/) (<https://training.fema.gov/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 background and experience in an Emergency Management (EM) position who want to advance their skillset. Participants learn knowledge 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 NEMAA 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 the [Advanced Academy website](https://training.fema.gov/empp/advanced.aspx) (<https://training.fema.gov/empp/advanced.aspx>).

Target Audience:

NEMAA is designed for Emergency Management professionals with a background and experience serving in an Emergency Management (EM) organization or in a significant role directly connected to the Profession of Emergency Management or a recognized EM organization, such as: Public Health, Higher Education, Medical, and Private Sector organizations, or companies with a role in emergencies and disasters. This includes:

- Employed or directly connected (ex: Volunteer) with Emergency Management (EM)
Examples: State, Local, Tribal, Territorial, Military, Federal, and Consortium EM Agencies
- Directly Connected with the Profession of Emergency Management (EM) or a Recognized EM Organization
Examples: Public Health, Higher Education, School Systems, NGOs, Private Sector, Business Continuity/EM

Application Process (April 1–June 1, 2022):

Completed application packets will be reviewed by a formal selection board. The application window is **April 1–June 1, 2022**, with selections and announcements in August.

The selected participants will be placed in one of the two cohorts by the selection panel.

Cohort I (tentative dates):

- E0451 – October 24–28, 2022
- E0452 – January 30–February 3, 2023
- E0453 – May 8–12, 2023
- E0454 – July 31–August 4, 2023

Cohort II (tentative dates):

- E0451 – October 31–November 4, 2022
- E0452 – February 6–10, 2023
- E0453 – May 15–19, 2023
- E0454 – August 7–11, 2023

The selection panel will consider your request for a specified cohort if identified in your cover letter as long as the whole community of the cohort is met.

Application Selection Criteria:

Applications will be evaluated based on recommended prerequisites to include:

- Depth and breadth of direct experience in an EM position;
- Project and working group leadership;
- Substantial continuing service commitment;
- Contribution to the field; 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 resident courses, each **5 days** in length. Attendance at each course is required and **must** be attended in sequential order (listed below) during FY23. An updated list of course dates will be sent to applicants accepted into the Program. The courses are not offered individually.

- E/K0451 Advanced I – Application of Advanced Individual Concepts in EM
- E/K0452 Advanced II – Assessment of Teams in Professional Emergency Management
- E/K0453 Advanced III – Contemporary Issues in the Emergency Management Organization
- E/K0454 Advanced IV - Advanced Concepts and Policy in the Emergency Management Profession

How to Apply:

The Application Package Document is the only acceptable form to submit when applying. Incomplete application packages will not be considered by the selection panel.

1. The [NEMAA Application Package document](https://training.fema.gov/empp/docs/nemaa_application_packet_2023.pdf) (https://training.fema.gov/empp/docs/nemaa_application_packet_2023.pdf) needs to be downloaded and saved to your PC prior to filling it out. This one document, which is a fillable PDF form, is all you need to send to FEMA-EMPP-Advanced-Academy@fema.dhs.gov to be considered for this program.

This form includes:

- **Candidate Information**
- A **cover letter** requesting consideration for admission to the Program and specifying the applicant's qualifications and expectations of the Program.
- **Resume**

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- **Advanced Academy Commitment Statement.** This indicates commitment to complete the entire program, which consists of the four resident courses at EMI and the NEMAA Paper.
 - **Academy Questionnaire**
 - A **Recommendation letter** from your Supervisor.
 - **Signatures.** This page has a location for the electronic signatures of both the applicant and the applicant's supervisor.
2. Once the Application Package is complete with signatures, save the document as a PDF file with the following naming convention: **LastnameFirstname.AA.FY23**
Example: JonesRobert.AA.FY23
 3. The final step is to email your completed Application Package to:
FEMA-EMPP-Advanced-Academy@fema.dhs.gov

EMI NEMAA Point of Contact:

For questions, please email Doug Kuhn at: FEMA-EMPP-Advanced-Academy@fema.dhs.gov

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