



## Course: *National Emergency Management Executive Academy (NEMEA)*

Note: Changes in course dates and program description.

### Course Dates:

February 26-March 1, 2018  
April 23-26, 2018  
June 18-21, 2018  
August 27-30, 2018

### Travel Dates:

February 25 and March 2, 2018  
April 22 and April 27, 2018  
June 17 and June 22, 2018  
August 26 and August 31, 2018

### Course Length:

Each course is 4 days in length.

### Location:

Emergency Management Institute (EMI)  
National Emergency Training Center (NETC)  
Emmitsburg, Maryland

### Course Description:

The National Emergency Management Executive Academy is a component of the Emergency Management Professional Program (EMPP).

In collaboration with academia, renowned practitioners and industry leaders, Emergency Management Institute (EMI) has created the National Emergency Management Executive Academy to produce a comprehensive and cutting-edge curriculum supporting the advancement of strategic and policy level executive leadership.

The National Emergency Management Executive Academy provides an ideal setting for a diverse

representation of senior emergency management executives to come together and explore contemporary and emerging 21<sup>st</sup> century challenges. The program hones strategic leadership and critical thinking for senior executives involved with multi-jurisdictional, national, and international homeland security and emergency management policy development and decision making responsibilities. Participants work collaboratively on capstone projects. These projects are the cohort's opportunity to leave a lasting impact, leveraging the wealth of knowledge they bring to the academy and applying the new knowledge they are acquiring to forge a path toward improving the processes, practice and profession of emergency management.

If you have a suggestion for a specific emergency management challenge that you would like an executive cohort team to consider for their Academy capstone project, please email [FEMA-EMPP-ExecutiveAcademy@fema.dhs.gov](mailto:FEMA-EMPP-ExecutiveAcademy@fema.dhs.gov).

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

**Classroom Requirements:** The NEMEA Program consists of four resident courses, each four days in length. Attendance at each course is required and must be attended in sequential order (listed below) during Federal Fiscal Year (FY) 18. Tentative course dates are in parenthesis below and an updated list of course dates will be sent to applicants accepted into the Program. The courses are not offered individually. The four

# TRAINING BULLETIN

courses and the Federal FY18 month(s) being delivered are:

**E0680 Systems Thinking & Research Methods:**

Systems thinking for EM, Leading Complex Systems, Innovative Methodologies, Net-centric Visioning & Designing, and Presenting for Impact;

**E0682 Individual Executive EM Core**

**Competencies I:** Critical Thinking, Applying Decision Making Processes, Continuous Learning, EM Ethics, Conflict Management, Leadership & Collaboration, and Social Intelligence;

**E0684 Technical Executive EM Core**

**Competencies II:** Disaster Risk Management, Scientific Considerations, Geographic Considerations, Sociocultural Considerations, and Evolving Technology Application & Adoption; and

**E0686 Stakeholder Executive EM Core**

**Competencies III:** Facilitating Community Risk Ownership, Civics/Governance Considerations, Political Skills, and Influence Skills.

**Course Goal:**

Upon completion of this course, participants should be able to:

1. Enhance the knowledge base of our Nation's executive emergency managers to achieve a well-rounded understanding and ability to apply the emergency management executive leadership core competencies through the creation of a collaborative open learning environment.
2. Extract a meaningful contribution from the emergency management executive to build an emergency management body of knowledge that results in improvements to policy & practice throughout the discipline.
3. Build and sustain a network of executive-level emergency managers to ensure continual improvement of the discipline.
4. Research, discuss and share contemporary issues in the emergency management community as a means for shaping the body of knowledge for the profession.

**Prerequisites:**

Required: 10 years' experience in an EM position or applicable work experience will be considered for exceptional candidates.

**Target Audience:**

The Executive Academy is designed for emergency management executives in State, Local, Tribal, and Territorial; non-governmental organizations (NGOs), academic institutions, and private sector entities. Ideal candidates will serve on major commissions and task forces and/or be responsible for decisions that have a significant effect on policy. The audience may include, but is not limited to:

- Emergency management and homeland security directors or advisors leading in local, state, multijurisdictional, or large metropolitan areas;
- Emergency management leaders from allied disciplines in the public sector, such as public utilities, K-12 education, higher education, public transportation, and military/DSCA roles;
- Administrators, such as members of the Governor's Cabinet or chief/director of an agency;
- Federal administrators, at the Appointed or Senior Executive Service (SES)/GS15 level; and
- Directors of voluntary organizations.

EMI will select up to 40 emergency management executives to participate in the Executive Academy per year. Each Cohort will reflect a Whole Community composition.

**To Apply:**

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. In block 9a enter course code and title, please specify by entering "2018 Executive Academy". In block 9b course location, enter EMI. Also include The National Emergency Management Executive Academy Application, which includes a Commitment Statement (use FY 17 application). A letter of recommendation from a direct supervisor or head of the applicant's

# TRAINING BULLETIN

sponsoring organization and a resume. Submit the application through the State Emergency Management Training Office. FEMA Regional employees should submit their application to their Regional Training Manager (RTM). Tribal representatives can submit their application directly to NETC Admission Office. Tribal government representatives or Federal government employees DO NOT need to submit applications through the State Emergency Management Training office or FEMA Regional Office. Mail, scan and e-mail, or fax the signed Application to:

NETC Admissions Office (Room I-216)  
National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, MD 21727-8998  
Phone: (301) 447-1035  
Fax: (301) 447-1658  
Email: [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

Note to RTMs and RPMs and STOs: The FEMA Form 119-25-1 must be received by NETC Admissions – no later than August 15, 2017.

#### **Application Review:**

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the Target Audience above and indicate how you meet the requirements based upon your position and experience. Completed application packets will be reviewed by a selection committee.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code below, or click the link for a PDF copy of the NETC Welcome Package online:



[http://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email [FEMA-netc-housing@fema.dhs.gov](mailto:FEMA-netc-housing@fema.dhs.gov).

#### **Travel Authorizations:**

PFT and CORE employees must ensure their travel authorization (TA) is completed through Concur Government Edition (CGE) Travel System for course offerings.

#### **Notice to Applicants for EMI courses:**

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required.**

#### **How do I obtain my FEMA SID number?**

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>
- Step 2: Click on the "Register for a FEMA SID" button on screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an email with your SID number. You should save this number in a secure location.

#### **NATIONAL EMERGENCY TRAINING CENTER (NETC) CAMPUS ACCESS – REAL ID ACT STANDARDS**

Does your ID meet the Real ID Act standards? Anyone entering the National Emergency Training Center (NETC) campus is required to show valid photo identification that meets [REAL ID Act standards](#). The purpose of the REAL ID Act is to stop terrorists from evading detection by using

# TRAINING BULLETIN

false identification. Check to see if your state is compliant at <https://www.dhs.gov/current-status-states-territories>.

If your driver's license does not meet the requirements of the REAL ID Act, you will need to bring one of the following acceptable forms of identification:

- A valid U.S. passport or passport card.
- A valid federal employee, military, or veteran ID card.
- A valid state-enhanced driver's license (Contact your state's motor vehicle department for availability).

Students from non-compliant states (a regular driver's license from these states will not be accepted) who do not possess any acceptable form of identification may request a National Crime Information Center (NCIC) check from the NETC Security Office. Note: This is a one-time NCIC check; a successful NCIC check is valid for 180 days; within the 180 day time-frame a student is expected to obtain a compliant form of identification).

Submit the following information to [Michael.Wells@fema.dhs.gov](mailto:Michael.Wells@fema.dhs.gov) in a password-protected document at least three weeks before your class:

- Your full name
- Date and place of birth
- Social Security Number

Students arriving at the NETC campus without a compliant ID or a successful NCIC criminal history check will be sent home at their own expense without receiving a stipend reimbursement.

Questions related to NETC campus access identification should be directed to [Jane.Sentz@fema.dhs.gov](mailto:Jane.Sentz@fema.dhs.gov) or 301-447-7207.

**EMI Point of Contact:**

For additional information contact the course manager, Kelly Garrett at (301) 447-1535 or by email at [kelly.garrett@fema.dhs.gov](mailto:kelly.garrett@fema.dhs.gov).

# TRAINING BULLETIN