



National Emergency Management Advanced Academy (NEMAA) FEMA Region II (State Host: New York)/FY24 Application Process

Purpose:

To provide an overview of the National Emergency Management Advanced Academy (NEMAA) program and the Federal Fiscal Year (FY) 24 application process for FEMA RII (State Host: New York).

Program Description:

The [National Emergency Management Advanced Academy](https://training.fema.gov/empp/advanced.aspx) (<https://training.fema.gov/empp/advanced.aspx>) 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 by exploring 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 careers. Participants gain the knowledge critical to 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 experiences, challenges within their organizations, and within their own contemporary community environments.

For more information, visit the NEMAA website at: [National Emergency Management Advanced Academy](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 organization or significant role directly connected to the Profession of Emergency Management or an organization in an associated field, such as: Public Health, Higher Education, Medical, and Private Sector organizations 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

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Application Process (April 1–June 1, 2023):

Completed application packets will be reviewed by a formal selection board. The application window is **April 1–June 1, 2023**, with selections and announcements in August.

The selected participants will be placed in the FEMA RII (State Host: New York) cohort by the selection panel.

Region II dates:

- L0451 – December 4–8, 2023
- L0452 – March 18–22, 2024
- L0453 – June 10–14, 2024
- L0454 – September 9–13, 2024

Class Location:

New York State Preparedness Training Center
5900 Airport Road
Oriskany, NY 13424

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
- Whole community representation

NOTE: Completion of the Basic Academy is **NOT** a prerequisite 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 FY24. An updated list of course dates will be sent to applicants accepted into the Program. The courses are not offered individually.

- L0451 Advanced I – Application of Advanced Individual Concepts in EM
- L0452 Advanced II – Assessment of Teams in Professional Emergency Management
- L0453 Advanced III – Contemporary Issues in the Emergency Management Organization
- L0454 Advanced IV - Advanced Concepts and Policy in the Emergency Management Profession

Cost/Reimbursement Information:

EMI does not provide stipend reimbursement for off-campus course deliveries.

There is no fee for the course. Food and transportation costs are the responsibility of the participant. Students are eligible for lodging if your residence and official work station are more than 50 miles from the SPTC and you are public sector personnel from New York State. Lodging is not available for Federal employees, private industry, or out-of- state participants. You must be enrolled in the course and have received a course confirmation for your lodging to be covered by New York State.

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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. Download a copy of the application package for this delivery at: [FY24 New York NEMAA Application Package](https://training.fema.gov/empp/docs/nemaa-application-packet-fy24-new-york.pdf) (https://training.fema.gov/empp/docs/nemaa-application-packet-fy24-new-york.pdf). This one document, which is a fillable PDF form, needs to be completed and attached to your training request in LMS.

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** - space is provided for:
 - **Emergency Management Experience:** (Example: Feb 2020-present; 3 years Director, Maryland EMA)
 - **Boards, Commission, Associations:** (Example: Committee Chair, International Association of Emergency Managers, 2018–present or Hugh O'Brian Youth Leadership (HOBY) Chairperson, 2018–2020)
 - **Education:** (Example: University of Maryland University College, M.S. Emergency Management, August 2017)
 - **Training & Certifications:** (Example: National Emergency Management Basic Academy, Emergency Management Institute, Emmitsburg, MD, September 2017)
 - **Other:** In the event you need more space from an area above or have additional information you feel the selection panel should take into consideration when reviewing your package.
 - **Advanced Academy Commitment Statement** - This indicates commitment to complete the entire program, which consists of the four resident courses held in FEMA RII (State Host: New York) and the NEMAA Paper.
 - **Academy Questionnaire** - consists of five questions reviewed by the selection committee to assist in determining the most qualified candidates.
 - A **Recommendation** letter from your immediate Supervisor. If you are self-employed and do not have an immediate supervisor, then please use your most recent supervisor.
 - **Signatures** - This page has a location for the electronic signatures of both the applicant and the applicant's supervisor. If you are self-employed and do not have an immediate supervisor, then please use your most recent supervisor.
2. Once the Application Package is complete with signatures, save the document as a PDF file with the following naming convention: **LastnameFirstname.AA.NY.FY24**
Example: JonesRobert.AA.NY.FY24
 3. The final step is to attach your completed Application Package to your registration request in the New York State LMS. Request enrollment in the program at: [NYS Division of Homeland Security and Emergency Services \(DHSES\) Learning Management System \(LMS\)](https://lmsportal-dhSES.ny.gov/acadisviewer/login.aspx) (https://lmsportal-dhSES.ny.gov/acadisviewer/login.aspx).

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Useful resources including the DHSES LMS Student Guide and FAQs can be found on the website at: [NYS Division of Homeland Security and Emergency Services](https://www.dhses.ny.gov) (<https://www.dhses.ny.gov>).

Once State registration is complete, all applications will be reviewed, and you will be notified of your acceptance. For problems registering, please send an email to: oem.training@dhSES.ny.gov.

For this course delivery, all travel-related stipends will be the responsibility of the applicant's responding agency and/or the individual applicants.

Host State Point of Contact: John Thomsen at: john.thomsen@dhSES.ny.gov

Region II Point of Contact: Todd Liebig at: todd.liebig@fema.dhs.gov

EMI Point of Contact: Doug Kuhn at: FEMA-EMPP-Advanced-Academy@fema.dhs.gov

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