

TAB 1 – CANDIDATE INFORMATION

PRIVACY ACT INFORMATION

The information contained on this page is subject to the Privacy Act of 1974

Application for the National Emergency Management Executive Academy

Instructions: Before completing this form packet, you must download it and save it to your PC ("Save As Other → Reduced Size PDF"). Name the file in this format: "LastnameFirstname.EA.FY21". Complete the packet in its entirety, saving your progress periodically. Follow instructions carefully and do not add any attachments. Enter the Candidate's Information below, and then type a cover letter in the space provided, requesting consideration for admission to the program and specifying your qualifications and expectations of the program.

Candidate's Information

First and Last Name		Position/Title	
EM Credential(s)	Organization	Location (city & state)	
Email Address		Phone #	
Graduate of National Emergency Management Basic Academy?	Advanced Academy?	Have you applied to NEMEA before?	

Cover Letter

TAB 2 – EMPP RESUME

Name _____

Use only the space provided to provide your most important and relevant experience, associations, education, training, and anything else you believe should be considered. Do not add attachments.

Emergency Management Experience

(Employed or Directly Connected (ex. volunteer) with Emergency Management (EM) Examples: Federal, State, Tribal, Local, Consortium EM Agencies, Public Health, Higher Education, School Systems, NGO, or Private Sector Business Continuity/EM)

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Boards, Commission, Associations

(Some examples of service and community commitment include volunteering for associations, non-profits, community organizations, boards, committees, and charitable organizations or community events, including Boy/Girl Scouts, Civil Air Patrol, Homeowner's Associations, etc.)

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Education

(Degree Awarded, Field of Study, Name of Institution, Years Attended)

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Training & Certifications

(Title of Course, Code-if applicable, Training Location, Date Attended/Completed)

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Other

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TAB 3 – COMMITMENT STATEMENT

Federal Emergency Management Agency Emergency Management Institute National Emergency Management Executive Academy Commitment Statement

The National Emergency Management Executive Academy (NEMEA) consists of four 4-day resident courses held at the Emergency Management Institute over a period of one (1) fiscal year. All four (4) courses (E0680, E0682, E0684 and E0686) must be attended in sequence. The series also includes pre-course reading assignments, classroom activities, and a collaborative Executive Capstone Project.

By signing the last tab of this package, I commit to participate fully in the program's in-class four (4) courses over one (1) fiscal year by attending one course per quarter and completing each course in sequence. I commit to completing all pre-course reading assignments, participating in classroom activities, and contributing to/presenting a collaborative Executive Capstone Project.

The class schedule is as follows: (you can find the course schedule once approved at <https://training.fema.gov/empp/executive.aspx>)

1. E0680 – Examining Emergency Management Policy and Doctrine
(delivered 1st Quarter: October - December)
2. E0682 – Leading Complex Systems
(delivered 2nd Quarter: January - March)
3. E0684 – Interpreting the Contemporary Emergency Management Environment
(delivered 3rd Quarter: April - June)
4. E0686 – Creating the Emergency Management Stakeholder Community
(delivered 4th Quarter: July - September)

I,

(name)

understand and agree to the requirements of completing all activities of the
National Emergency Management Executive Academy.

**You and your supervisor will endorse this Commitment Statement at Tab 5. Please do not add a signature field to this tab. To sign Tab 5, click once in the signature field, then either select your ID, or create a new one by clicking "Configure a new Digital ID" then "Create a New Digital ID".*

TAB 4 – QUESTIONNAIRE

Federal Emergency Management Agency Emergency Management Professional Program

Name (Last, First): _____

Your answers will be reviewed by the selection committee to determine the most qualified candidates.

Use only the space provided for each question. Do not add attachments.

1. What led you to apply to this Academy?

(Max 2000 characters; about 350 words) Current word count:

2. What do you know about our program and how does it align with your goals?

(Max 2000 characters; about 350 words) Current word count:

3. If selected, how will you use what you learn to serve your community and the profession?

(Max 1700 characters; about 300 words) Current word count:

4. How will your professional and leadership experience help you contribute to the Academy?

(Max 1700 characters; about 300 words) Current word count:

5. Describe your most challenging issue and how it affects reaching your organization's goals.

(Max 1700 characters; about 300 words) Current word count:

TAB 5 – ENDORSEMENT AND SIGNATURES

Supervisor: The selection panel finds candid recommendations helpful in choosing from among highly qualified candidates. Please use the space provided to help us get a better understanding of this candidate.

Recommendation Letter

Signatures

My signature below acknowledges that I am applying to the National Emergency Management Executive Academy and that I am committed to completing the program requirements as defined in the commitment statement. I understand that my attendance is subject to selection by the approving authority. I agree to submit to inquiries for additional information, and I understand that any false statement or misrepresentation made in the course of these proceedings may result in the revocation of this application. I give permission for verification of information contained herein.

Candidate's Signature:

My signature below acknowledges that I fully support and endorse this candidate's application to the National Emergency Management Executive Academy. I understand the attendance requirements and agree to release the candidate from work to attend and fully participate as defined in the commitment statement.

Supervisor's Signature: