

APPLICATION FOR THE NATIONAL EMERGENCY MANAGEMENT EXECUTIVE ACADEMY

PRIVACY ACT INFORMATION

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

TAB 1 – CANDIDATE INFORMATION

Instructions: Before completing the application, save the file to your PC using the file save of “Other Reduced Size PDF.” Once saved, complete the entire application (Tabs 1-5) using font/size of **Arial/10**. After completing the application, return the file to fema-empp-executive-academy@fema.dhs.gov using the following file name: **LastnameFirstname.EA.FY26**

Candidate’s Information

First and Last Name:				Position/Title:	
Organization Type (Select One):		Other Organization Type:			
Organization:					
Location (city & state):					
Discipline (Select One):		Other Discipline:			
Email Address:				Phone #:	
EM Credentials (Select all that apply):					Check if graduate of NEMAA
AEM	CEM	PMP	CFM	PEBC	Other
Programs Leading to Credentials (Select all that apply):		MEP	MPIO	Master Trainer	Other

Cover Letter (include connection to and executive level EM contributions)

TAB 2 – 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 (volunteer) with Emergency Management (EM) experience. Examples: Federal, State, Tribal, Local, Consortium EM Agencies, Public Health, Higher Education, School Systems, NGO, or Private Sector Business Continuity/EM). **PROVIDE SPECIFIC EXAMPLES LIKE: Feb 2007-Mar 2009; 2 yrs; Director, Florida EMA**

Dates	# of Years	Position	Organization

Education

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

Degree Awarded	Field of Study	Name of Institution	Years Attended

Emergency Management / Leadership Training

(Please list any EM or Leadership training in the past 3 years you have taken to stay “current” in your profession. Do not list courses from NDEMU or Independent Study (IS) courses.)

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-
-
-
-

Other Certifications or Program Credentials **NOT** already identified on page 1:

-
-

Are you currently in a position where you are directly involved in changing policy?

Yes No

TAB 3 – 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 1 fiscal year. All four courses (E/K0680, E/K0682, E/K0684, and E/K0686) 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 courses over 1 fiscal year by attending 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. I understand that if I am unable to complete the program, for any reason, within 2 years of acceptance to the Academy, I will need to start over and complete the program in its entirety. I also understand that the FIRST course (680) is mandatory and that I will be removed from the program if I am unable to attend.

The class schedule is as follows:

- E/K0680 – Examining Emergency Management Policy and Doctrine (delivered Mar-Apr)
- E/K0682 – Leading Complex Systems (delivered May)
- E/K0684 – Interpreting the Contemporary Emergency Management Environment (delivered Jun)
- E/K0686 – Creating the Emergency Management Stakeholder Community (delivered Aug)

You can find the [National Emergency Management Executive Academy](https://training.fema.gov/programs/emergency-management-professional/executive/) course schedule once approved at <https://training.fema.gov/programs/emergency-management-professional/executive/>.

I,

(name)

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

Additional Instructions:

- *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

Name: _____

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. How will you better serve your community and/or further the profession if selected?

2. How, **specifically**, does the Executive Academy align with your professional goals?

3. The Executive Academy is designed for emergency management senior leaders who serve in key senior leadership positions and are responsible for decisions that have a significant effect on emergency management policies. Please give us examples of your experiences with policy level decision making in your organization.

4. Describe what you believe are the greatest **future policy** challenges to the **field** of Emergency Management as a whole and how, as an emergency management executive, you plan to address them.

Future policy challenges in emergency management include: securing adequate funding for mitigation and preparedness efforts, navigating complex interagency coordination, addressing the political complexities of disaster response, ensuring access to disaster relief, adapting to evolving climate risks, managing public expectations during crises, and developing effective policies for post-disaster recovery and rebuilding; all while considering the unique needs of various communities and potential conflicts between short-term response and long-term resilience strategies.

5. Community and service activity participation helps emergency management leaders to be more effective, compassionate, and prepared when a crisis strikes. It enables them to understand, connect with, and guide their communities in a way that would be impossible through a purely top-down approach. Please explain your roles and involvement in any **community** organizations, boards, committees, and charitable organizations or community events.

6. **Active participation** in professional boards and committees helps emergency management leaders to be more connected with other leaders and enlarge your circle of influence in making positive changes. Please explain your active roles and involvement in any professional organizations, boards, and committees related to your profession.

TAB 5 – ENDORSEMENT AND SIGNATURES

Supervisor: The selection panel finds 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: