



## National Emergency Management Advanced Academy (NEMAA) Overview / FY21 Application Process

### Purpose:

To provide an overview of the National Emergency Management Advanced Academy (NEMAA) program and the Federal Fiscal Year (FY) 21 application process.

### Program Description:

The National Emergency Management Advanced Academy is a component of the Emergency Management Professional Program (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 minimum of five (5) years' 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 National Emergency Management [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 minimum of five years' experience directly with an Emergency Management (EM) organization or five years' experience with a significant role directly connected to the Profession of Emergency Management or a recognized EM organization; to include, but are not limited to Public Health, Higher Education, Medical, and Private Sector organizations or companies with a role in Emergencies and Disasters. To include:

- 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 6 – May 31, 2020):

Completed application packets will be reviewed by a formal selection board. The application window is **April 6 – May 31, 2020**, with selections and announcements in July.

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

### Cohort I (tentative dates):

- E0451 – October 26-30, 2020
- E0452 – February 1-5, 2021

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- E0453 – April 19-23, 2021
- E0454 – August 2-6, 2021

### Cohort II (tentative dates):

- E0451 – November 2-6, 2020
- E0452 – February 8-12, 2021
- E0453 – April 26-30, 2021
- E0454 – August 9-13, 2021

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:

- At least five (5) years' 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 (4) resident courses, each **five (5) days** in length. Attendance at each course is required and **must** be attended in sequential order (listed below) during FY21. An updated list of course dates will be sent to applicants accepted into the Program. The courses are not offered individually.

- E0451 Advanced I – Application of Advanced Individual Concepts in EM
- E0452 Advanced II – Assessment of Teams in Professional Emergency Management
- E0453 Advanced III – Contemporary Issues in the Emergency Management Organization
- E0454 Advanced IV - Advanced Concepts and Policy in the Emergency Management Profession

### How to Apply On-Line:

Applications must be submitted through the online registration system and must have the Application Package document attached to the online registration. Any attachments other than the

required Application Package documents will not be considered. Incomplete application packages will not be considered by the selection panel.

1. Complete the following two documents to be uploaded into the Application Package:

- A **cover letter** requesting consideration for admission to the program and specifying the applicant's qualifications and expectations of the program.
- A **Letter of Recommendation** from a Supervisor.

2. [Complete the Application Package](https://training.fema.gov/empp/docs/nemaa%20application%20packet.pdf)

(<https://training.fema.gov/empp/docs/nemaa%20application%20packet.pdf>). This one document which is a fillable PDF Form needs to be attached to your online application.

This form includes:

- **Candidate Information** (must be signed) – Insert the cover letter in this section
- **Supervisor Recommendation** (must be signed) – insert the Supervisor's Letter of Recommendation in this section
- **Resume**
- **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. (must be signed by candidate and supervisor)
- **Academy Questionnaire**

3. Once the Application Package is complete with attachments and signatures, save the document as a PDF file with the following file naming convention:

- **LastnameFirstname.AA.FY21**
- **Example: JonesRobert.AA.FY21**

4. The final step is to apply through the online admissions system. Attach the completed Application Package within the online application.

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[Access instructions for filling out the online applications form.](#)

([https://training.fema.gov/empp/docs/JOB-AID-EMERGENCY%20MANAGEMENT%20INSTITUTE%20\(EMI\)%20AA%20EA%20MPIOP%20ON-LINE%20APPLICATION%20Instructions.docx](https://training.fema.gov/empp/docs/JOB-AID-EMERGENCY%20MANAGEMENT%20INSTITUTE%20(EMI)%20AA%20EA%20MPIOP%20ON-LINE%20APPLICATION%20Instructions.docx))

**Reminder:**

All forms are located at the [NEMAA website](#)  
(<https://training.fema.gov/empp/applytoadvancedacademy.aspx>).

Incomplete packages will not be accepted.

**EMI NEMAA Point of Contact:**

For questions, please email Doug Kuhn at:  
[fema-empp-advanced-academy@fema.dhs.gov](mailto:fema-empp-advanced-academy@fema.dhs.gov)

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