



## National Emergency Management Advanced Academy (NEMAA) Overview/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.

### 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) skillsets. 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 one of the two cohorts by the selection panel.

#### Cohort I (tentative dates):

- E0451 – October 23–27, 2023
- E0452 – January 29–February 2, 2024
- E0453 – April 22–25, 2024
- E0454 – August 12–16, 2024

#### Cohort II (tentative dates):

- E0451 – October 30–November 3, 2023
- E0452 – February 5–9, 2024
- E0453 – April 29–May 3, 2024
- E0454 – August 19–23, 2024

### **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 pre-requisite 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.

- E/K0451 Advanced I – Application of Advanced Individual Concepts in EM
- E/K0452 Advanced II – Assessment of Teams in Professional Emergency Management
- E/K0453 Advanced III – Contemporary Issues in the Emergency Management Organization
- EK/0454 Advanced IV – Advanced Concepts and Policy in the Emergency Management Profession

### **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. The [NEMAA Application Package Document](https://training.fema.gov/empp/docs/nemaa_application_packet_2024.pdf) ([https://training.fema.gov/empp/docs/nemaa\\_application\\_packet\\_2024.pdf](https://training.fema.gov/empp/docs/nemaa_application_packet_2024.pdf)) needs to be downloaded and saved to your PC prior to filling it out. This one document, which is a fillable PDF form, is all you need to email to: [FEMA-EMPP-Advanced-Academy@fema.dhs.gov](mailto:FEMA-EMPP-Advanced-Academy@fema.dhs.gov) to be considered for this program.

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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 at EMI 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.FY24**  
**Example: JonesRobert.AA.FY24**
  3. The final step is to email your completed Application Package to: [FEMA-EMPP-Advanced-Academy@fema.dhs.gov](mailto:FEMA-EMPP-Advanced-Academy@fema.dhs.gov).

**Request for Accommodation:** If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act No. 1749 Page 2 Thursday, October 20, 2022 (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please indicate any requests as part of your admissions application. Any additional questions should be directed by email to NETC Admissions at: [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov).

**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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