



FEMA National Advisory Council Membership Application Instructions

You may use these instructions as a checklist for completing your FEMA National Advisory Council (NAC) Membership application package. Please note that the bracketed sections of the file naming convention should be replaced with your information. **The deadline for the application submission is March 24, 2016, 11:59 p.m. EDT. Applications received after this deadline will not be considered. Only complete applications will be considered.**

Application Package:

- Cover letter, addressed to the Office of the NAC, that indicates why you are interested in serving on the NAC and includes the following information:
 - The discipline areas(s) being applied for;
 - Current position title and organization;
 - Home and work addresses; and
 - Current telephone number and email address.
- Resume or Curriculum Vitae (CV)
- One Letter of Recommendation, addressed to the Office of the NAC.

Note: If submitting your application by email, please save all documents in one file and ensure that your attachments use the following file naming convention:

“[Applicant’s First Name]_[Applicant’s Last Name]_NAC Application”

Submitting Your Application

Please double-check that you have included all required application materials. The Letter of Recommendation may be submitted separately. All other application materials must be submitted as **one (1)** email. The application package must be sent to the Office of the NAC by:

- Email at FEMA-NAC@fema.dhs.gov;
- Fax at (540) 504-2331, or
- U.S. Mail at:

Office of the National Advisory Council
Federal Emergency Management Agency
500 C Street SW
Washington, DC 20472-3184

Note: Email is preferred; please send your application by only one method.

Submission Confirmation

A confirmation receipt will be emailed to each applicant when the Office of the NAC receives your submission. FEMA will provide periodic updates to all applicants during the process. The anticipated appointment date is September 2016 for a term of three years. All applicants will be notified of their selection status by September 2016. For more information, please visit the NAC website at www.fema.gov/national-advisory-council.