

FEMA National Advisory Committee (NAC)

Membership Application FAQs

January 2016

About the NAC

What is the function and purpose of the FEMA National Advisory Council (NAC)?

The NAC is an advisory committee established by the Post Katrina Emergency Management Reform Act (PKEMRA) in 2006 to advise the FEMA Administrator on all aspects of emergency management.

What entities are incorporated in the NAC?

The NAC incorporates state, local, and tribal government, private sector, and non-profit input into the development and revision of FEMA plans and strategies.

How many individuals serve on the NAC?

The NAC consists of up to 35 members, all of whom are experts and leaders in their respective fields.

Who appoints the NAC members?

The members of the NAC are appointed by the FEMA Administrator.

How long do members serve on the NAC?

NAC members are appointed for three-year terms. The Administrator may appoint a member to serve more than one term. However, members will not serve in excess of two terms or six years, unless specifically authorized by the Administrator.

What are the discipline areas?

PKEMRA outlined specific areas of membership on the NAC, such as emergency management, emergency response providers, and public health. The complete list of disciplines on the NAC can be found in Section 12 of the [NAC Charter](#). FEMA seeks applications in the following disciplines:

- Emergency Management (one representative appointment)
- Emergency Medical Providers* (one SGE appointment)
- Functional and Access Needs (one representative appointment)
- Non-Elected Local Government Officials (one representative appointment)
- Non-Elected State Government Officials (one representative appointment)
- Public Health* (one SGE appointment)
- Standards Setting and Accrediting* (one SGE appointment)
- Administrator Selections* (up to four SGE appointments)

Individuals appointed for positions marked with an asterisk will serve as Special Government Employees. For more information on requirements, please visit www.oge.gov/Topics/Selected-Employee-Categories/Advisory-Committee-Members/.

What are the NAC subcommittees?

The NAC has three standing subcommittees: the Response and Recovery Subcommittee, the Preparedness and Protection Subcommittee, and the Federal Insurance and Mitigation Subcommittee.

Eligibility

Am I eligible to apply for a NAC member appointment?

Federal advisory committees are established to provide the Federal government the benefit of external perspectives, input, and advice independent from its employees. For this reason, DHS and FEMA staff and contractors are not eligible for appointment to the NAC. The FEMA Administrator is authorized to designate one or more officers of the Federal government, from agencies outside DHS or FEMA, to serve on the NAC as *ex officio* members.

Federally registered lobbyists may apply for positions designated as representative appointments but are not eligible for positions that are designated as Special Government Employee (SGE) appointments.

Am I qualified to serve on the NAC?

All applications will be reviewed on three criteria: 1) leadership attributes, 2) emergency management experience, and 3) strategy and policy experience.

I know someone who should be considered for membership. May I nominate them?

Yes! Nominations may be made for qualified candidates. However, a complete application package must be submitted by the nominator or nominee.

What if my discipline area of interest is not listed?

The terms of the NAC members are staggered so that about a third of the membership is up for selection each year. This means that not all disciplines as outlined by Post Katrina Emergency Management Reform Act (PKEMRA) are available each year. If your discipline area of interest is not listed this year, consider applying in the next year or two. Alternatively, you may apply for consideration this year to serve as a FEMA Administrator Selection. In 2016, the Administrator may appoint up to four (4) additional members, outside the listed disciplines, to serve as FEMA Administrator Selections. FEMA Administrator Selections are appointments at the Administrator's discretion.

For one of the FEMA Administrator Selection Positions, FEMA seeks to appoint an individual to represent emerging leaders in emergency management. This position is for an individual who has academic experience in emergency management, served in the FEMACorps program, is an alumni of FEMA's Youth Preparedness Council, or has otherwise contributed to the field of emergency management as an emerging leader.

Application Instructions

How do I apply to be considered for appointment to the NAC?

Individuals interested in serving on the NAC are invited to apply to be considered for appointment by submitting a Cover Letter, Resume or Curriculum Vitae (CV), and one Recommendation Letter to the Office of the NAC by email, fax, or mail. For complete application instructions, please see the Application Instruction sheet.

What must be included in the Cover Letter?

The Cover Letter must indicate why you are interested in serving on the NAC, and include the following information; the discipline area(s) being applied for; current position title and organization; mailing address; a current telephone number; and email address.

Does my application require a Letter of Recommendation?

Yes, each applicant must include one Letter of Recommendation. Only one letter of recommendation per application, please.

To whom should my Cover Letter and Letter of Recommendation be addressed?

Letters may be addressed to the Office of the NAC; there is no specific individual to which letters of recommendation or cover letters should be addressed.

Must the Letter of Recommendation be sent with my application, or may I send it separately?

The letter of recommendation may be sent separately, as long as it is received by the application deadline.

How will I know that my application has been received successfully?

All applicants will receive a confirmation email that their application was received.

How will I know the status of my application?

All applicants will receive a letter indicating the status of their application by September 2016.

When is the deadline for application submission?

Applications will be accepted until 11:59 p.m. EDT on Wednesday, March 24, 2016.

NAC Member Responsibilities

What is the time commitment for serving on the NAC? How often do NAC members meet?

Individuals interested in applying for a position on the NAC should note the time commitment required prior to submitting an application. NAC members are required to attend in-person meeting and fully participate on one of the three subcommittees. The NAC meets in person approximately two times a year. In 2016, the NAC will meet three times. The NAC subcommittees meet regularly (i.e., about twice a month) by teleconference in between the in-person NAC meetings.

Do I receive compensation from FEMA for being a NAC member?

No, NAC members serve without direct compensation. However, consistent with the NAC Charter, members may receive travel reimbursement and per diem under applicable federal travel regulations.

If selected as a NAC member, when will my appointment begin?

Those selected for NAC membership will serve for a three-year term that begins in September 2016.

My question is not answered on the webpage or this FAQ. What should I do?

If you do not find answers to your questions on the NAC website or in this FAQ guide, please contact the Office of the NAC by email at FEMA-NAC@fema.dhs.gov.