



**FEMA**

August 9, 2012

Melanie J Manville  
1206 Wiedner Dr  
Katy, TX 77494

Dear Ms. Manville:

Congratulations on your acceptance as a candidate in the Emergency Management Institute's (EMI) Master Exercise Practitioner Program (MEPP) in Series # (22). The MEPP requires completion of 3 resident training courses and related proficiency demonstrations in residence at the National Emergency Training Center (NETC) in Emmitsburg, MD to be awarded the MEPP Certificate of Achievement and MEP title.

***FY 13: FEMA MEP Program Series 22***

<b>Course</b>	<b>Dates</b>	<b>Location</b>
E132 Exercise Design and Evaluation	<b>October 15-18, 2012</b>	Emmitsburg, MD
E133 Exercise Control Simulation	<b>January 14-17, 2013</b>	Emmitsburg, MD
E136 Exercise Development	<b>May 20-23, 2013</b>	Emmitsburg, MD

For general information about NETC or NTC such as travel planning, attendance, dress policy, food service, registration, etc., please access the website <http://training.fema.gov>.

Questions regarding acceptance, travel, etc., should be directed to Admissions Office, United States Fire Administration (USFA), (301) 447-1035.

We are confident that your MEPP participation will benefit you, your sponsoring organization or agency, and the emergency management exercise community. I look forward to seeing you in the first offering of the MEPP series.

If you have additional questions or concerns about the MEPP, please contact Richard Sexton, (301) 447-7687, [Richard.sexton@dhs.gov](mailto:Richard.sexton@dhs.gov).

Sincerely,

Richard Sexton  
Master Exercise Practitioner  
Program Manager  
Emergency Management Institute  
Training Division  
Federal Emergency Management Agency





FEMA

August 15, 2012

Melanie J Manville  
1206 Wiedner Dr  
Katy, TX 77494

Dear Ms. Manville:

Welcome to the Department of Homeland Security–United States Fire Administration’s National Emergency Training Center (NETC) – home of the National Fire Academy and Emergency Management Institute. We are pleased to inform you that you have been accepted for:

**E0132: Discussion-Based Exercise Design and Evaluation**  
**10/15/2012 To 10/18/2012**

Enclosed is a travel insert that will assist you in planning for your travel and training. Please read it carefully. Your travel dates for the above-mentioned course are October 14, 2012 and October 19, 2012.

Our NETC Welcome Package contains important information, including contact numbers pertaining to your transportation, lodging, reimbursement, food service and our on-campus services. **Please read the NETC Welcome Package prior to making your travel arrangements.** It can be found at [http://www.usfa.fema.gov/downloads/pdf/NETC\\_Welcome\\_Package.pdf](http://www.usfa.fema.gov/downloads/pdf/NETC_Welcome_Package.pdf). All students who stay on campus must purchase a meal ticket. If you have questions pertaining to meal tickets and/or food service, please feel free to contact the on-site food service contractor directly.

Since you have been accepted into a class at NETC, lodging has been reserved for you unless you previously notified us that housing would not be required. If you do not require lodging and have not yet notified us, please contact the Housing Office upon receipt of this letter. NETC accepts credit card payment (VISA, MasterCard, Discover, or American Express) for lodging.

If you are not able to attend this course, please notify us in writing at least 1 month prior to your course start date. We have a waiting list of your colleagues who will take your place. Failure to notify us in writing may result in your restriction from NETC and NTF classes. In addition, if your responsibilities or organization change, please notify us in writing immediately. It may affect your eligibility to attend the course.

If you have any questions, please call (301) 447-1035 or [NETC-Admissions@fema.dhs.gov](mailto:NETC-Admissions@fema.dhs.gov).

Sincerely,

A handwritten signature in cursive script that reads "Jo Ann Boyd".

Jo Ann Boyd  
Admissions Specialist  
NETC Management Operations and Support Services

Enclosures



## EMI TRAVEL COURSE SPECIFIC INFORMATION

**CANCELLATIONS:** Fax to the Admissions Office, (301) 447-1441, or email to [netc-admissions@dhs.gov](mailto:netc-admissions@dhs.gov). If you do not notify Admissions in writing at least 30 days prior to the course start date, you may be restricted from attending EMI- or NFA- sponsored classes for 2 years.

**"NETC Welcome Packet":** As the applicant, **you are responsible for reading the NETC Welcome Packet** and other information contained on the website below **before** you make any travel plans. Otherwise, you may incur additional expenses which may not be reimbursable. This website also includes important security information that you should review before your arrival at the National Emergency Training Center (NETC). To access this and other required information, click on the file by your course code/name on the following web site page: <http://training.fema.gov/emiweb/welcomepkg.asp>

If you have any problems getting the materials from this site or you do not have access to a computer, please call Admissions at (301) 447-1035 and we will fax the materials to you.

Travel days are **SUNDAY** and **FRIDAY** for this course.

**ARRIVAL:** NETC provides a bus shuttle from each of the following airports and departs, (See below box for further guidance for arrivals.)

- **Ronald Reagan National (DCA) Airport promptly at 6:00 p.m.**  
Pick up is near the Travelers' Aid Desk in Terminal 'B' (Lower Level, between Baggage Claim areas 5 & 6). Buses and vans depart from the outside lane. If you arrive in Terminal 'A' please take the Economy/Rental Car airport bus shuttle to Terminal 'B', lower level, or walk across the terminal connector and go downstairs to exit door number 5, on your left.
- **Baltimore Washington International (BWI) Airport promptly at 3:00 p.m. and 7:00 p.m.**  
Pickup is near the Lower Level Baggage Areas 13 & 14. There is not a Travelers' Aid Desk in this location. Buses and vans depart from the outside lane.

**DEPARTURE:** Transportation departs NETC at 9:30 a.m. on Friday to either airport. **DO NOT SCHEDULE RETURN FLIGHTS BEFORE 1:30 p.m.**

If you need bus transportation to NETC from the airports, **plan to arrive at least 1 hour before bus departure time.** Provide the bus reservations guidelines on the reverse side of this page to ensure a seat on the shuttle bus. **If you do not follow the guidelines, transportation to NETC may be at your own expense.**

Our transportation will be either a motor coach/charter bus identified with NETC signage in the front window/door, or a white passenger van with the DHS logo on the side doors. You may contact the NETC Transportation Office 1 day before your arrival to inquire as to which vehicle will be used. For security reasons, our drivers cannot leave their vehicles so **YOU WILL NEED TO LOOK FOR THE BUS OR VAN.** *If you do not see the carrier 5 minutes prior to the pickup time, please call the NETC Transportation Office for guidance.*

If you are scheduled to use NETC transportation and your flight is delayed for any reason, please call the Transportation Office (301) 447-1113 IMMEDIATELY. The airline may be responsible for your transportation to NETC for unrelated weather delays; if they will not transport you, please contact the Transportation Office upon arrival at the airport after speaking with the airline.

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# !!! NOTICE !!!

You must notify the NETC Transportation Office  
(24/7 Operation) at (301) 447-1113 or fax the  
required information to (301) 447-1324  
at least 2 weeks or before

your scheduled arrival to reserve a seat on the bus/van  
to/from the Emmitsburg/airport.

*IF YOU DO NOT CALL OR FAX AT LEAST 2 WEEKS PRIOR TO YOUR ARRIVAL  
TO RESERVE A SEAT, A SEAT MAY NOT BE AVAILABLE FOR YOU AND  
TRANSPORTATION TO NETC MAY BE AT YOUR OWN EXPENSE!*

*Plan to arrive at least 1 hour before bus departure time.*

Please have the following *required* information available  
when contacting the transportation office.

Student's Name	_____
Student Identification Number (SID)	_____
Contact Telephone #	_____
Cellular Phone #	_____
Course Code	E0132
Course Date	October 15 – October 18, 2012
Arrival Airport	BWI or DCA (CIRCLE ONE)
Arrival Date	Sunday, October 14 <sup>th</sup>
Arrival Time	_____
Airline and Flight #	_____
Departing Airport	BWI or DCA (CIRCLE ONE)
Departure Date	Friday, October 19 <sup>th</sup>
Departure Time	_____
Airline and Flight #	_____