

From: netc-admissnotifications@fema.dhs.gov <netc-admissnotifications@fema.dhs.gov>
Sent: Tuesday, February 11, 2025 4:03 PM
To: Staff, Mary <Mary.Staff@fortbendcountytexas.gov>
Subject: NDEMU Course Acceptance: E0394

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Mary King-Staff
[REDACTED]
[REDACTED]

Dear Student,

Congratulations on your acceptance into the National Disaster & Emergency Management University course:

Executive Public Information Application (E0394)

Course dates: September 15-19, 2025
Travel dates: September 14 and September 20

We're looking forward to training with you!

Read the Welcome Package Linked Below

https://www.usfa.fema.gov/downloads/pdf/NETC_Welcome_Package.pdf

The NETC Welcome Package has been updated with many changes to procedures. Please be sure to read through this important information prior to traveling to campus.

Getting to and from campus

Free airport shuttle service to/from the National Emergency Training Center (NETC) is available from the airport(s) listed below. If you plan to use the bus transportation/shuttle from the airport to NETC and then back to the airport after class, please use the link (if link does not work, copy and paste into browser) below to reserve your shuttle seat. **You must reserve a seat at least 7 days before your course start date.**

Reserve your shuttle to the NETC Transportation Office with your arrival and departure flight information online at
<https://training.fema.gov/netctransportationreservation/Default.aspx?ReservationId=c3c70a22-d37c-4f4a-aaf9-64c7e72ebd14&Purpose=E0394>

Airport pickup times (all times Eastern)

Please arrive at the airport one hour before the times below.

- Baltimore/Washington International (BWI) pickup times: 03:00 PM and 07:00 PM (EST)
 - Pick up Location: Lower Level Door 16, outside of the curb.
- No pickups scheduled for Ronald Reagan National Airport (DCA)

Campus departure times

Make your flight reservation for home at least four hours from the time(s) below. It will take two hours to get to the airport.

- Departing for Baltimore/Washington International (BWI): 08:00 AM (EST)
- No departures are scheduled for Ronald Reagan National Airport (DCA)

Lodging

A room is reserved for you from September 14-20. Check-in time is any time after 2 p.m. on your travel day. If you don't need lodging on the NETC campus, please email the Housing Office at fema-netc-housing@fema.dhs.gov immediately.

Meal tickets

Visit www.netcmealtickets.com to order your meal ticket no earlier than 14 days before the course start date. Base your selection on the length of the course, using the travel dates listed above.

If you can't attend this course

If you are unable to attend this course, please notify Kris Hawkinberry at kristine.hawkinberry@fema.dhs.gov or (301) 447-1525 in writing prior to the course start date.

Have a question?

Please check the Welcome Package first as most questions are answered there. If you have any questions or require additional information, please contact Kris Hawkinberry at kristine.hawkinberry@fema.dhs.gov or (301) 447-1525.

Sincerely,

Jo Ann Boyd
Supervisory Admissions Specialist
Management Operations and Support Services

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