
From: Derek Freckleton
Sent: Thursday, April 24, 2025 2:14 PM
To:
Subject: [EXTERNAL] Application Results Notice: NTSB Initial Response Phase Airport Investigation and Family Assistance Operations Overview Course
Attachments: L'Enfant Plaza Maps.pdf
Importance: High

Congratulations, you have been selected to attend the National Transportation Safety Board (NTSB) Transportation Disaster Assistance (TDA) Division's **Initial Response Phase Airport Investigation and Family Assistance Operations Overview Course**, specifically designed for airport audiences. As a reminder, the course is scheduled to be provided in-person at the following location and time (remote/virtual participation will not be available):

Thursday, June 26, 2025 from 8:00 AM - 5:00 PM

**NTSB Boardroom and Conference Center
429 L'Enfant Plaza, SW
Washington, DC 20024**

We look forward to your attendance and participation!

Your Attendance

This is an in-person only course. As such, we would like to verify your intent to attend and participate, and ask that you confirm your acceptance of this invitation via the following link no later than 5:00 PM (Eastern Time), Friday, May 9, 2025:

- <https://forms.office.com/r/wXG26yJzzd>

If we do not receive confirmation of your intention to attend the course, your seat will be offered to a waitlisted applicant.

Course Materials and Familiarization

This course will provide a brief overview of the NTSB, our mission and legislated mandates, interagency coordination efforts between the NTSB, various airport response agencies and local jurisdictional stakeholders, and family assistance operations. We are confident you will gain a better understanding of how stakeholders involved in an airport accident response can work together to meet their objectives, identify and utilize available resources, and better support those affected by transportation mass casualty incidents.

We would like this course to be interactive. To gain the most out of the course, please come prepared to share your thoughts and professional experience. We highly recommend that you familiarize yourself with the following documents, prior to the course:

- [Federal Family Assistance Framework for Aviation Disasters \(revised 2023\)](#);

Photography/ Videography Policy

Please note that audio recording, photographing and/or videotaping class materials and presentations is prohibited.

Accommodations

We will consider requests for reasonable accommodations to ensure meaningful participation in the course. We ask for your cooperation in alerting us to any functional needs prior to the start of the course. Should you wish to request a reasonable accommodation, please contact us as early as possible.

Cancelling Your Registration

If needed, please contact us as soon as possible regarding cancelling your attendance in the course. Your seat will be offered to an applicant who is on the waitlist.

Transferring Your Registration

Unfortunately, registrations cannot be transferred. If you are unable to attend the course, please contact us to cancel your registration. Your seat will be offered to an applicant who is on the waitlist.

We welcome you to the course and look forward to your participation. If you have questions or concerns, please contact me at Derek.Freckleton@ntsb.gov.

Sincerely,

Derek Freckleton

Emergency Operations Coordinator
National Transportation Safety Board
Transportation Disaster Assistance Division

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