



Master Public Information Officer Program (MPIOP) Overview/FY21 Application Process – DEADLINE EXTENDED

Program Description:

The Master Public Information Officer Program is a three-course series that prepares public information officers for an expanded role in delivering public information and warning using a strategic whole community approach.

The program reinforces the qualities needed to lead whole community public information/external affairs programs, provides relevant management theories and concepts, and uses case studies to enhance public information/external affairs skill sets. MPIOP participants work within a collaborative environment on projects and establish a network of peers.

MPIOP participants will contribute to the body of knowledge for emergency management related public information. This includes evaluation of leadership, group dynamics and functional best practices of joint information centers (JICs) by monitoring student activity during advanced public information officer course offerings.

E0389 Course Objectives:

- Demonstrate how to use networking to influence programs, organizations and environments by conducting a networking activity;
- Describe how to explain to stakeholders the importance of engaging community executives in communications planning by applying the whole community concept to an analytical activity;
- Assess science-based research methods available to grow the Public Information body of knowledge by drafting initial ideas for the individual capstone project;

- Examine leadership lessons by participating in a group Executive Reading session;
- Apply the basic concepts of Disaster Behavioral Health by analyzing a case study;
- Promote public information training and exercises in the organization and community by developing a community or agency specific training and exercises plan;
- Contrast strategic and executive concepts for a public information case study; and
- Implement the next steps of the Master Public Information Officer program.

E0393 Course Objectives:

- Discuss organizational analysis in preparation for analysis of a joint information center functional exercise;
- Discuss techniques for analyzing interpersonal relationships within a Joint Information Center during a functional exercise;
- Design a process for analyzing a joint information center functional exercise;
- Analyze a functional exercise for personnel management trends, best practices leadership practice;
- Evaluate interpersonal relationships as they pertain to joint information center practice during a functional exercise;
- Design a report outlining results of the functional exercise analysis that will contribute to the public information body of knowledge.

E0394 Course Objectives:

- Develop body of knowledge report through consolidated review of multiple joint information center functional exercise analysis reports;

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- Propose how strategic PIO leaders coordinate the actions of stakeholders and emergency management agencies to achieve a common purpose; and
- Design, develop and implement a research project to contribute to the public information body of knowledge

Prerequisite:

E/L0388 Advanced Public Information Officer

Target Audience:

MPIOP is for public information officers with a minimum of five (5) years' experience as a full-time public information officer with a demonstrated sphere of influence capable of advancing the relevance of whole community external affairs.

Application Process (April 6 – June 26, 2020):

The National Emergency Training Center (NETC) Admissions Branch will start accepting applications for the Master Public Information Officer Program (MPIOP) from **April 6 – June 26, 2020** for the Fiscal Year (FY) 2021 Cohort. A formal selection board will convene to review the application packages with an announcement of the results made to applicants in July.

There are a limited number of spaces for the Cohort and applications are expected to be very competitive in nature. Applicants are encouraged to review all selection and application requirements before submitting their application package.

How to Apply On-Line:

Applications must be submitted through the online registration system and must have the Application Package document attached to the online registration. Any attachments other than the required Application Package documents will not be considered. Incomplete application packages will not be considered by the selection panel.

1. Retrieve a copy of your **E/L0388 Completion Certificate** that will be uploaded into the Application Package:
2. [Click here to access the Applications Package document.](#) This one document

which is a fillable PDF Form needs to be attached to your online application.

This form includes:

- A **cover letter** requesting consideration for admission to the program and specifying the applicant's qualifications and expectations of the program.
 - **Candidate Information** Insert the E/L0388 completion certificate in this section
 - **Supervisor Recommendation**
 - **Resume**
 - **Master Public Information Officer Program Commitment Statement.** This indicates commitment to complete the entire program, which consists of the three resident courses at EMI and the MPIOP Paper. There are 3 date options for the E0393 course in this section. Please indicate which date you prefer for this course if selected into the Program.
 - **Master Public Information Officer Program Questionnaire**
3. Once the Application Package is complete with signatures, save the document as a PDF file with the following file naming convention:
LastnameFirstname.MPIOP.FY21
Example: PolitanoPhilip.MPIOP.FY21
 4. The final step is to apply through the online admissions system. Attach the completed Application Package within the online application.

[Instructions on filling out the online applications form.](#)

([https://training.fema.gov/programs/pio/_assets/JOB-AID-EMERGENCY%20MANAGEMENT%20INSTITUT E%20\(EMI\)%20AA%20EA%20MPIOP%20ON-LINE%20APPLICATION%20Instructions.docx](https://training.fema.gov/programs/pio/_assets/JOB-AID-EMERGENCY%20MANAGEMENT%20INSTITUT E%20(EMI)%20AA%20EA%20MPIOP%20ON-LINE%20APPLICATION%20Instructions.docx))

Course Dates:

1. E0389 Master Public Information Officer. The first four-day session is scheduled: **December 7-10, 2020**

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2. E0393 Master Public information Officer – Part Two. The second session has three (3) scheduled dates. Participants must choose one session. *Indicate preferred dates in order of priority.* Class size is limited.
 - Dates are:
 - **January 25-29, 2021**
 - **April 26-30, 2021**
 - **August 2-6, 2021**
3. E0394 Master Public Information Officer – Part Three. The third session is scheduled: **September 20-23, 2021**

Application Selection Criteria:

Applications will be evaluated based on the following requirements:

- A minimum of five (5) years' experience as a full-time PIO
- Basic PIO instructional experience
- Substantial continuing service and commitment to the field
- Sphere of influence to advance whole community external affairs

Incomplete packages will not be accepted.

Location:

All classes are held on campus at:
Emergency Management Institute (EMI)
National Emergency Training Center (NETC)
Emmitsburg, Maryland

Reminder:

[All forms and information are located at the MPIOP website:](#)

(<https://training.fema.gov/programs/pio/masterpio.aspx>)

Incomplete packages will not be accepted.

EMI MPIOP Point of Contact:

For questions, please email Nicole Shutts at:
FEMA-MASTER_PIO_Program@fema.dhs.gov

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