

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## Master Public Information Officer Program (MPIOP) Overview FY22 Application Process

### 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 skillsets. 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;
- 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

# TRAINING OPPORTUNITY

## **Target Audience:**

MPIOP is for Public Information Officers with a minimum of 5 years of 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 1–June 1, 2021):**

The Emergency Management Institute (EMI) Emergency Management Professional Program Branch will start accepting applications for the Master Public Information Officer Program (MPIOP) from **April 6–June 1, 2021** for the Fiscal Year (FY) 2022 Cohort.

A formal selection board will convene to review the application packages with an announcement of the results made to applicants in September.

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:**

The Application Package Document and an E/L0388 completion certificate are the only documents required to be considered for the program. Incomplete application packages will not be considered by the selection panel.

1. Retrieve a copy of your **E/L0388 Completion Certificate** that will be emailed with the Application Package Document.
2. [Click here to access the Applications Package Document](#) ([https://training.fema.gov/programs/pio/\\_assets/mpiop\\_application\\_packet\\_2022.pdf](https://training.fema.gov/programs/pio/_assets/mpiop_application_packet_2022.pdf)). This form needs to be downloaded and saved to your PC prior to filling it out. This document, which is a fillable PDF form, and an E/L0388 completion certificate are all that need to be emailed to [FEMA-MASTER PIO Program@fema.dhs.gov](mailto:FEMA-MASTER PIO Program@fema.dhs.gov) to be considered for this program.

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**
- **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 three 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 Document is complete with signatures, save the document as a PDF file with the following file-naming convention:

**LastnameFirstname.MPIOP.FY22**

**Example: PolitanoPhilip.MPIOP.FY22**

4. Save the E/L0388 certificate with the following file-naming convention:

**LastnameFirstname.FY22.388**

**Example: PolitanoPhilip.FY22.388**

5. Email the Application Package Document and E/L0388 completion certificate to:

**[FEMA-MASTER PIO Program@fema.dhs.gov](mailto:FEMA-MASTER PIO Program@fema.dhs.gov)**

## **Tentative Course Dates:**

- E0389 Master Public Information Officer. The first 4-day session is scheduled:
  - **December 6–9, 2021**
- E0393 Master Public information Officer – Part Two. The second session has three scheduled dates. Participants must choose one session. *Indicate preferred dates in order of priority.* Class size is limited. Dates are:
  - **January 24–28, 2022**
  - **April 25–29, 2022**
  - **August 1–5, 2022**
- E0394 Master Public Information Officer – Part Three. The third session is scheduled:
  - **September 19–22, 2022**

## **Application Selection Criteria:**

Applications will be evaluated based on the following requirements:

- A minimum of 5 years of experience as a full-time PIO
- Basic PIO instructional experience
- Substantial continuing service and commitment to the field

# **TRAINING OPPORTUNITY**

- Sphere of influence to advance whole community external affairs

**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](mailto:FEMA-MASTER PIO Program@fema.dhs.gov)

# TRAINING OPPORTUNITY

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