

TAB 1 CANDIDATE INFORMATION

PRIVACY ACT INFORMATION

The information contained on this page is subject to the Privacy Act of 1974.

Application for the Master Public Information Officer Program

Instructions: Before completing this form packet, you must download it and save it to your PC ("Save As Other" → "Reduced Size PDF"). Name the file in this format: "LastnameFirstname.MPIOP.FY23". Complete the packet in its entirety, saving your progress periodically. Follow instructions carefully and do not add any attachments. Enter the Candidate's Information below, and then type a cover letter in the space provided, requesting consideration for admission to the program and specifying your qualifications, accomplishments, and expectations of the program.

Candidate's Information

First and Last Name		Phone #
Organization	Position/Title	Location (city & state)
Email Address		Date completed E/L0388 APIO <small>*Submit cert w/application</small>
Have you applied to this program before?	Are you a Basic PIO Instructor?	If so, Instructor Cert Date?
Yes No	Yes No	

Cover Letter

TAB 2 – MPIOP RESUME

Name _____

Use only the space provided to provide your most important and relevant experience, associations, education, training, and anything else you believe should be considered. Do not add attachments.

Public Information Officer Experience

Employed or Directly Connected (ex. volunteer) with Emergency Management or Public Information: (Examples: Federal, State, Tribal, Local, Consortium EM Agencies, Public Health, NGO, or Private Sector Agencies) **PROVIDE SPECIFIC EXAMPLES LIKE: Feb 2007-Mar 2009; 2 yrs; Director, Florida EMA**

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Boards, Commission, Associations

(Some examples of service and community commitment include associations, non- profits, community organizations, boards, committees, and charitable organizations or community events, such as NIOA, NAGC, PRSA, FAPIO)

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Education

(**MUST** Provide: Degree Awarded, Field of Study, Name of Institution, Years Attended)

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Training & Certifications

(Title of Course, Code-if applicable, Training Location, Date Attended/Completed)

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Other

(Instructors: Include course #s, Number of Years Active, and Total # of Students Taught)

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TAB 3 - Commitment Statement

Federal Emergency Management Agency Emergency Management Institute Master Public Information Officer Program Commitment Statement

The Master Public Information Officer Program (MPIOP) consists of three (3) resident courses, each either four (4) days or five (5) days, held at the Emergency Management Institute over a period of one (1) fiscal year. All three (3) courses (E0389, E0393, and E0394) must be attended in sequence. The series also includes pre-course reading assignments, classroom activities, and a final project/paper within the assigned deadlines.

By signing the last tab of this package, I commit to participate fully in the program's in-class three (3) courses over one (1) fiscal year by completing each course in sequence. I commit to completing all pre-course reading assignments, participating in classroom activities, and completing the final paper.

The course schedule, with tentative dates, includes the following courses. More information can be found at <https://training.fema.gov/programs/pio/masterpio.aspx>.

1. E0389 – Master Public Information Officer-) Communications Strategies for Whole Community Leadership -- (4 days) -- One Session: December 5-8, 2022
2. E0393 – Master Public Information Officer-Applying Advanced Concepts in Public Information and Communications -- (5 days) -- Choice of Three Sessions (list in order of preference):
January 23-27, 2023 April 24-28, 2023 July 31-August 3, 2023
3. E0394 – Master Public Information Officer-Mastering Public Advocacy Plans to Create an Effective Community of Stakeholders (4 days) -- One Session: September 18-21, 2023

I,

(Name)

understand and agree to the requirements of completing
all activities of the **Master Public Information Officer Program**.

You and your supervisor will endorse this Commitment Statement at Tab 5.
Please do not add a signature field to this tab. To sign Tab 5, click once in the
signature field, then either select your ID, or create a new one by clicking
"Configure a new Digital ID" then "Create a New Digital ID".

TAB 4 - QUESTIONNAIRE

Federal Emergency Management Agency Master Public Information Officer Program

Name (Last, First):

Your answers will be reviewed by the selection committee to determine the most qualified candidates. ***Use only the space provided for each question. Do not add attachments.***

1. What led you to apply to this program?

(Max 1700 characters; about 300 words) Current word count:

2. Describe your community-based social media presence (if applicable).

(Max 1000 characters; about 200 words) Current word count:

3. What do you know about our program and how does it align with your goals?

(Max 1700 characters; about 300 words) Current word count:

4. If selected, how will you use what you learn to serve your community and the profession?

(Max 1700 characters; about 300 words) Current word count:

5. How will your professional and leadership experience help you contribute to the program?

(Max 1700 characters; about 300 words) Current word count:

6. Describe your most challenging public communication issue and how it affects reaching your organization's goals.

(Max 1700 characters; about 300 words) Current word count:

7. Outline the steps of the strategic communications wheel that you have applied to a recent incident, event or campaign.

(Max 1700 characters; about 300 words) Current word count:

8. Please submit three ideas for the final MPIOP paper requirement.

(Max 1700 characters; about 300 words) Current word count:

TAB 5 – ENDORSEMENT AND SIGNATURES

Supervisor: The selection panel finds candid recommendations helpful in choosing from among highly qualified candidates. Please use the space provided to help us get a better understanding of this candidate.

Recommendation Letter

Signatures

My signature below acknowledges that I am applying to the Master Public Information Officer Program, and that I am committed to completing the program requirements as defined in the commitment statement. I understand that my attendance is subject to selection by the approving authority. I agree to submit to inquiries for additional information, and I understand that any false statement or misrepresentation made in the course of these proceedings may result in the revocation of this application. I give permission for verification of information contained herein.

Candidate's Signature:

My signature below acknowledges that I fully support and endorse this candidate's application to the Master Public Information Officer Program. I understand the attendance requirements and agree to release the candidate from work to attend and fully participate in the program as defined in the commitment statement.

Supervisor's Signature: