

# APPLICATION FOR THE EXECUTIVE PUBLIC INFORMATION OFFICER PROGRAM

## PRIVACY ACT INFORMATION

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

## TAB 1 – CANDIDATE INFORMATION

**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.EPIOP.FY27”. 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
Have you applied to this program before?		Are you a Basic PIO Instructor?			
<div>Yes</div> <div>No</div>		<div>Yes</div> <div>No</div>			

## Cover Letter

(Max 1700 characters; about 300 words)

## TAB 2 – EPIOP 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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### Service & Community Commitment

(List professional or civic associations (NIOA, NAGC, PRSA, FAPIO, Rotary, IABC, etc.), boards, or community service roles. Identify leadership positions if applicable and dates of service.

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### Education & Training/Certification

(List your education, degrees, certifications, and PIO-related training courses completed. **MUST** Provide: Degree Awarded, Field of Study, Name of Institution, Dates Attended/completed)

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### Prior Contributions to the Profession

Describe your past and current contributions to the public information profession. Highlight your initiative, growth mindset, transferable skills, and upward trajectory. Include any instruction you have led in the field of public information (course numbers, institutions, years of instruction, approximate students taught, etc.).

## TAB 3 – COMMITMENT STATEMENT

### Federal Emergency Management Agency National Disaster and Emergency Management University Executive Public Information Officer Program Commitment Statement

The Executive Public Information Officer Program (EPIOP) consists of three resident courses, each are 5 days, held at the National Disaster and Emergency Management University over a period of 1 fiscal year. All three courses (E0389, E0393, and E0394) must be attended in sequence. The series also includes pre-course assignments, classroom activities, and a final 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 courses over 1 fiscal year by completing each course in sequence. I commit to completing all pre-course 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 [Executive Public Information Officer Program](https://training.fema.gov/programs/public-information-officer/executive/) (https://training.fema.gov/programs/public-information-officer/executive/).

1. E0389 – Executive Public Information Officer – (4 days) – December 7–10, 2026
2. E0393 – Executive Public Information Management – (4 days) – June 7–10, 2027
3. E0394 – Executive Public Information Application – (5 days) – September 13–17, 2027

I,

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(Name)

understand and agree to the requirements of completing  
all activities of the **Executive 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 Executive 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. If selected, describe how you will enhance/strengthen your agency and the overall public information profession through drive, innovation, growth mindset, and trajectory toward being an ambassador for the profession?

(Max 1700 characters; about 300 words)

2. Provide examples of how you have influenced executive decision-making, shaped policy, or represented your agency at the highest levels. If you haven't experienced this yet in your career, please suggest an example of how you might in the future after completing this program.

(Max 1800 characters; about 400 words)

3. Describe your personal role in leading through an incident/event/crisis. Include examples of adaptability, decision-making under pressure, and organizational resilience.

(Max 1850 characters; about 450 words)

4. Describe how you applied the 8-Step Model in a recent incident or campaign. Address each step clearly.

(Max 1700 characters; about 300 words)

5. Submit three (3) original ideas for your final research paper. For each, explain its relevance to emerging issues, your agency's mission, and/or the future of the PIO profession.

(Max 1800 characters; about 400 words)

6. Explain how you have used technology, data, AI, or other innovative communication platform(s) to advance your agency's mission and level of community engagement/public information.

(Max 1700 characters; about 300 words)

## 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 Executive 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 during 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 Executive 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: