



Master Public Information Officer Program (MPIOP) Overview

FY25 Application Process

Program Description:

The Master Public Information Officer Program (MPIOP) 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.

E0389: Implementing Communications Strategies for Whole Community Leadership Course Objectives:

- Incorporate executive and strategic leadership competencies in public information decision-making.
- Promote research to grow the body of knowledge on public information issues.
- Advocate for diversity in the public information field.
- Build an active network of public information experts to mentor and support PIOs around the country.

E0393: Applying Advanced Concepts in Public Information and Communications Course Objectives:

- Create an environment that supports behavioral and mental health.

- Support further professionalization and credibility of the public information field.

E0394: Mastering Public Advocacy Plans to Create an Effective Community of Stakeholder Course Objectives:

- Lead public information in an ethical, honest, and proactive manner at an executive level.
- Engage in modernization and evolution of public information.
- Foster an understanding of legal considerations in public information.

MPIO Paper Requirement

The MPIO paper is the culminating experience of all MPIO participants designed to reflect the MPIO participant's commitment to lead the future of public information. The MPIO paper is an original paper, developed and finalized over the course of the 10-month program. Strict deadlines are assigned during key stages, and failure to meet the deadlines will preclude a participant from completing the program.

Prerequisite:

E/L/K0388: Advanced Public Information Officer 2017 or later (no substitute or waiver)

Target Audience:

MPIO is for Public Information Officers with the pertinent background and extensive experience as a Public Information Officer who have demonstrated a sphere of influence capable of advancing the relevance of whole community external affairs.

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Application Process (April 1–June 1, 2024):

The Emergency Management Institute (EMI) Emergency Management Professional Program Branch will start accepting applications for the Master Public Information Officer Program (MPIOP) from **April 1–June 1, 2024**, for the Fiscal Year (FY) 2025 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. 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/L/K0388 Advanced Public Information Officer 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/L/K0388 Advanced Public Information Officer Completion Certificate** (2017 or later) that will be emailed with the Application Package Document. [Click here to access the Application Package Document](#). 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/L/K0388 Advanced Public Information Officer completion certificate is all that needs to be emailed to 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, accomplishments, and expectations of the program.
- **Candidate Information**
- **Supervisor Recommendation**
- **Resumé**
- **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**

2. Once the Application Package Document is complete with signatures, save the document as a PDF file with the following file-naming convention:
LastnameFirstname.MPIOP.FY25
Example: PolitanoPhilip.MPIOP.FY25
3. Save the E/L/K0388 certificate with the following file-naming convention:
LastnameFirstname.FY25.388
Example: PolitanoPhilip.FY25.388
4. Email the Application Package Document and E/L/K0388 completion certificate to: FEMA-MASTER_PIO_Program@fema.dhs.gov

Tentative Course Dates:

- E0389: Master Public Information Officer – Implementing Communications Strategies for Whole Community Leadership. The first 4-day session is scheduled:
 - **December 2–6, 2024**
- E0393: Master Public information Officer – Applying Advanced Concepts in Public Information and Communications.
 - **April 7–11, 2025**
- E0394: Master Public Information Officer – Mastering Public Advocacy Plans to Create an Effective Community of Stakeholders. The third session is scheduled:
 - **September 15–19, 2025**

Application Selection Criteria:

Applications will be evaluated based on the following requirements:

- Pertinent background and extensive experience as a Public Information Officer
- Basic PIO instructional experience (recommended not required)

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- Substantial continuing service and commitment to the field
- Sphere of influence to advance whole community external affairs

Request for Accommodation: If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make your request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act No. 1749 (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please indicate any requests as part of your admissions application. Any additional questions should be directed to NETC Admissions at netcadmissions@fema.dhs.gov

EMI MPIOP Point of Contact:

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

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