

# APPLICATION FOR THE MASTER 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.MPIOP.FY25”. 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 *Submit cert w/application
Have you applied to this program before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Basic PIO Instructor? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, Instructor Cert Date?	

#### Cover Letter

## TAB 2 – MPIO 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 resident courses, each are 5 days, held at the Emergency Management Institute 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 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 courses over 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 [Master Public Information Officer Program](https://training.fema.gov/programs/empp/pio/master/) (<https://training.fema.gov/programs/empp/pio/master/>).

1. E0389 – Master Public Information Officer – Communications Strategies for Whole Community Leadership -- (5 days) -- One Session: December 2–6, 2024
2. E0393 – Master Public Information Officer – Applying Advanced Concepts in Public Information and Communications -- (5 days) -- One Session: April 7–11, 2025
3. E0394 – Master Public Information Officer – Mastering Public Advocacy Plans to Create an Effective Community of Stakeholders (5 days) -- One Session: September 15–19, 2025

I,

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(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)

2. Describe your social media presence (if applicable).

(Max 1000 characters; about 200 words)

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

(Max 1700 characters; about 300 words)

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

(Max 1700 characters; about 300 words)

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

(Max 1700 characters; about 300 words)

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

(Max 1700 characters; about 300 words)

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)

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

(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 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: