

ATTACHMENT C – PUBLIC INFORMATION AND EXTERNAL AFFAIRS

Arizona Department of Emergency and Military Affairs Adjunct Instructor Application

Applicant First Name:	Applicant Last Name:	Phone number:
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This attachment is to be completed for those who are interested in teaching, and have experience in Public Information and External Affairs. Successful applicants will be able to instruct the following FEMA courses.

- G-289 – Public Information Officer – Awareness (8-Hour)
- G-290 – Basic Public Information Officer (16-Hour)
- G-291 – Joint Information System/Joint Information Center Planning for PIO (8-Hour)

In addition to the requirements found on Page 1 of the *Adjunct Instructor General Application*, in order to be considered to instruct courses in this track, applicants must provide:

Required Documents (submit in this order, along with the *Adjunct Instructor General Application*).

This Cover Sheet – *Attachment C: Public Information and External Affairs*

Biography describing your **background and experience as a Public Information Officer**. Bio should include:

Public Information Officer responsibilities **spanning the past 2 years**, preferably as related to emergency or disaster events.

Note: *Only those currently serving in emergency response/emergency services disciplines will current Public Information Officer responsibilities will be considered for adjunct instructor positions. All others may be used as secondary or unit instructors at DEMA's discretion. Biography should include a "Statement of Currency" detailing how your responsibilities provide you with the opportunity to remain current as a PIO.*

Recommendation from your employer, vouching for your overall experience and role in Public Information programs as it relates to disasters and other emergency incidents.

Certificates of Completion for the following (at a minimum, must include G289 and G290 certificates):

G-289 – Public Information Officer – Awareness

G-290 – Basic Public Information Officer

G-291 – Joint Information System/Joint Information Center Planning for PIO (required for teaching G291)

Additional Documentation Required

Sample Media Release or link to a video press conference where you served as PIO.

Recommended Additional Documents or Coursework.

Completion Certificates for:

E-388 – Advanced Public Information Officers

E-389 – Master Public Information Officer (FEMA)

E/L-952 – NIMS/ICS All Hazards Position-Specific Public Information Officer (ADEM/FEMA)

IS-42 – Social Media in Emergency Management (FEMA Independent Study)

IS-702 – NIMS Public Information Systems (FEMA Independent Study)

DEMA may send applicants to a Train-the-Trainer program if otherwise qualified and eligible for this track.

Note: DEMA, Training Branch Manager, and DEMA Lead Public Information Officer shall reserve the right to be the final authority of any individual's qualification or abilities, and may waive any of the above if experience and qualifications warrant.

Certificates must be issued by the Federal Emergency Management Agency/Emergency Management Institute, Center for Domestic Preparedness, Texas Engineer Extension Service, National Wildfire Coordinating Group, or the Arizona Department of Emergency and Military Affairs.