

## Comparison Table with Descriptions for Proposed NWCG PIO Positions

To better respond to the increasing demands for information in incident management, the NWCG PIO Subcommittee is proposing adding a PIO3 position and changing PIOF to PIO4. This change would align with FEMA's current PIO3 and newly created PIO4 positions. The table outlines the position roles and responsibilities for all four PIO positions. We are soliciting feedback on the addition of the new position as well as the roles and responsibilities of all four positions. Please provide feedback through your agency PIO Subcommittee member by May 31, 2020. Your PIO Subcommittee representative is available to answer questions, address concerns, and provide additional reference materials about this proposal if needed.

<p><b>Type 4</b>  <i>Perform PIO4 duties commensurate with Type 4/5 incident complexity as per Interagency Standards for Fire and Fire Aviation Operations (Red Book - Indicators of Incident Complexity.)</i></p>	<p><b>Type 3</b>  <i>Perform PIO3 duties commensurate with Type 3 incident complexity as per Interagency Standards for Fire and Fire Aviation Operations (Red Book - Indicators of Incident Complexity.)</i></p>	<p><b>Type 2</b>  <i>Perform PIO2 duties commensurate with Type 2 incident complexity as per Interagency Standards for Fire and Fire Aviation Operations (Red Book - Indicators of Incident Complexity.)</i></p>	<p><b>Type 1</b>  <i>Perform PIO1 duties commensurate with Type 1 incident complexity as per Interagency Standards for Fire and Fire Aviation Operations (Red Book - Indicators of Incident Complexity.)</i></p>
<p><b>Prepare and Mobilize</b></p> <ul style="list-style-type: none"> <li>• Ensure individual readiness, recognizing the conditions of a fast-paced and challenging environment.</li> <li>• Gather critical information pertinent to the assignment.</li> <li>• Travel to and check in at assignment.</li> <li>• Check in with incident supervisor and/ or dispatch when arriving at the incident.</li> </ul>	<p><b>Prepare and Mobilize</b>                  Same as PIO4</p>	<p><b>Prepare and Mobilize</b>                  Same as PIO3</p>	<p><b>Prepare and Mobilize</b>                  Same as PIO3</p>

<ul style="list-style-type: none"> <li>Obtain briefing from current PIO and/or agency staff regarding the incident situation.</li> </ul>			
<p><b>Build the Team</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>	<p><b>Build the Team</b> Same as PIO4, plus:</p> <ul style="list-style-type: none"> <li>Assemble and validate readiness of assigned personnel and equipment.</li> <li>Establish and communicate chain of command, reporting procedures, and risk management processes.</li> <li>Establish a common operating picture with supervisor and subordinates.</li> <li>Identify assigned resources and maintain accountability.</li> <li>Assess the ability of assigned resources and place appropriately.</li> <li>Mentor and train assigned resources. Provide training opportunities for self and others where available, depending on incident opportunities and span of control.</li> <li>Assess needs and maintain appropriate staffing levels for successful performance and transition.</li> </ul>	<p><b>Build the Team</b> Same as PIO3, plus:</p> <ul style="list-style-type: none"> <li>Establish and maintain PIO Roster and pre-order resources.</li> </ul>	<p><b>Build the Team</b> Same as PIO2</p>
<p><b>Lead, Supervise, and Direct</b></p>	<p><b>Lead, Supervise, and Direct</b> Same as PIO4, plus:</p>	<p><b>Lead, Supervise, and Direct</b> Same as PIO3, plus:</p>	<p><b>Lead, Supervise, and Direct</b> Same as PIO2, plus:</p>

<ul style="list-style-type: none"> <li>● Model leadership values and principles. Provide positive influence. Emphasize teamwork.</li> <li>● Identify, analyze and use relevant situational information to make informed decisions and take appropriate actions.</li> <li>● Adjust actions based on changing information and evolving situational awareness.</li> <li>● Implement contingency plans as directed.</li> <li>● Communicate changing conditions.</li> <li>● Provide immediate and regular feedback to supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>● Provide clear and direct leader's intent.</li> <li>● Establish a work schedule and ensure accurate timekeeping.</li> <li>● Accept full responsibility for section performance.</li> <li>● Establish and communicate objectives, priorities, work assignments, and performance expectations.</li> <li>● Delegate duties to staff as needed.</li> <li>● Establish and maintain appropriate span of control.</li> <li>● Develop and implement contingency plans.</li> <li>● Ensure applicable incident objectives are met.</li> <li>● Monitor performance and provide immediate and regular feedback to assigned personnel and supervisor.</li> <li>● Complete incident performance evaluations and evaluate task books.</li> <li>● Perform supervisory tasks in accordance with policy and guidance.</li> <li>● Timely address human resource concerns and issues.</li> </ul>	<ul style="list-style-type: none"> <li>● Create an effective command climate.</li> <li>● Develop and/or lead functional units/sections</li> <li>● Hold staff individually accountable for decisions and actions, and for interactions and coordination with other functional areas.</li> <li>● Continually evaluate resource status and tactical needs to determine if resource assignments are appropriate.</li> <li>● Interface with PIO/PAOs from other agencies and jurisdictions to ensure the release of accurate information.</li> <li>● Demonstrate an understanding of incident business management practices.</li> <li>● Coordinate with Human Resource Specialist or designee to timely address human resource issues and concerns.</li> </ul>	<ul style="list-style-type: none"> <li>● Devise strategic level of leadership utilizing unit managers within the information center.</li> </ul>
<p><b>Perform Command and General Staff (C&amp;G) Responsibilities</b></p>	<p><b>Perform Command and General Staff (C&amp;G) Responsibilities</b></p>	<p><b>Perform Command and General Staff (C&amp;G) Responsibilities</b> Same as PIO3, plus:</p>	<p><b>Perform Command and General Staff (C&amp;G) Responsibilities</b> Same as PIO2</p>

<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Establish cohesiveness with ICS / Command and General Staff personnel.</li> <li>• Represent the information function at C&amp;G, planning, and other key meetings; attend briefing and participate in production and approval of the plan.</li> <li>• Determine roles and responsibilities with agency personnel, partners, and stakeholders. Clarify these as needed.</li> <li>• Work with C&amp;G staff to determine roles/ responsibilities for elected officials, stakeholders and cooperators.</li> <li>• Establish and maintain positive relationships with media and stakeholders.</li> <li>• Develop information action points that correspond to changing incident needs.</li> <li>• Recognize jurisdictional boundaries and which authorities/ agencies should be involved; coordinate activities appropriately.</li> <li>• Participate in Incident Management Team in-brief and close-out.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in a strategic approach to team decision making.</li> </ul>	
<b>Public Information Officer Responsibilities</b>	<b>Public Information Officer Responsibilities</b>	<b>Public Information Officer Responsibilities</b>	<b>Public Information Officer Responsibilities</b>

<ul style="list-style-type: none"> <li>● Provide current, accurate and timely information to appropriate audiences.</li> <li>● Be familiar with and review available documents/sources and obtain briefing, objectives, and intent from supervisor.</li> <li>● Communicate incident objectives.</li> <li>● Use Incident Command System (ICS) terminology, organization, and command structure.</li> <li>● Stay apprised of technology and communication advancements.</li> <li>● Use designated protocols for communicating with incident personnel.</li> <li>● Establish and maintain positive interpersonal and interagency relationships.</li> </ul>	<p>Same as PIO4, plus:</p> <ul style="list-style-type: none"> <li>● Establish and maintain appropriate span of control.</li> <li>● Keep incident management team members informed of any potential issues involving the general public, news media, or other sources.</li> <li>● Ensure information function is adequately staffed with qualified resources.</li> <li>● Develop a communication strategy (audiences, key messages, tactics); implement accordingly.</li> <li>● Establish, evaluate, and adjust outreach strategies to meet diverse audience and demographic needs.</li> <li>● Establish accountability and contact procedures for assigned resources during incident travel and when off-duty.</li> </ul>	<p>Same as PIO3, plus:</p> <ul style="list-style-type: none"> <li>● Become informed and apply laws, policy, and procedures for the represented jurisdiction(s).</li> </ul>	<p>Same as PIO2, plus:</p> <ul style="list-style-type: none"> <li>● Ensure span of control is commensurate with the level of complexity.</li> </ul>
<p><b>Perform Public Information Officer Specific Duties</b></p> <ul style="list-style-type: none"> <li>● Follow supervisor’s direction regarding the dissemination of information through appropriate channels.</li> <li>● Use effective written and verbal communication skills for a variety of audiences.</li> </ul>	<p><b>Perform Public Information Officer Specific Duties</b> Same as PIO4, plus:</p> <ul style="list-style-type: none"> <li>● Determine supervisor’s expectations regarding the dissemination of information, and establish expectations for subordinates.</li> <li>● Obtain copies of pertinent incident documents (WFDSS,</li> </ul>	<p><b>Perform Public Information Officer Specific Duties</b> Same as PIO3, plus:</p> <ul style="list-style-type: none"> <li>● Conduct unit/section briefings on a regular basis, covering incident updates and staff assignments.</li> <li>● Supervise and plan for effective community relations in coordination with local jurisdiction(s).</li> </ul>	<p><b>Perform Public Information Officer Specific Duties</b> Same as PIO2, plus:</p> <ul style="list-style-type: none"> <li>● Strategic and long term planning.</li> <li>● Coordinate with Agency Administrator to provide for a large scale public meeting.</li> </ul>

<ul style="list-style-type: none"> <li>● Use ICS forms and procedures.</li> <li>● Apply knowledge of fuels, terrain, weather, and fire behavior to communication techniques.</li> <li>● Follow Standard Operating Procedures (SOPs).</li> <li>● Ensure proper refurbishing and resupply of equipment, vehicles, food, water, and supplies.</li> <li>● Ensure public is aware of incident specific hazards and safety procedures.</li> <li>● May conduct media interviews as assigned.</li> <li>● Identify and / or investigate rumors and take appropriate action as directed.</li> <li>● Check in / check out with appropriate incident staff on traplines, media escorts, etc.</li> <li>● Assist with special situations as directed (incident within an incident).</li> <li>● Use appropriate tools, communication devices, and equipment to complete job duties.</li> <li>● Assist with effective community relations in coordination with local jurisdiction.</li> <li>● Maintain contact lists.</li> <li>● Support public meetings as appropriate.</li> </ul>	<p>Delegation of Authority, Agency documents, etc.) Assure compliance and understanding for subordinates.</p> <ul style="list-style-type: none"> <li>● Submit orders for personnel and supplies to meet immediate and long-term needs.</li> <li>● Coordinate with local unit and/or incoming staff for transition needs.</li> <li>● Identify and / or investigate rumors and take appropriate actions.</li> <li>● Conduct and/ or supervise interviews, press conferences, and manage media access.</li> <li>● Conduct public meetings as appropriate.</li> <li>● Assume the role of information lead for special situations (incident within an incident).</li> <li>● Maintain effective community relations in coordination with local jurisdiction(s).</li> <li>● Establish and supervise the Information Center and daily schedule.</li> <li>● Establish a system for maintaining incident contacts.</li> </ul>	<ul style="list-style-type: none"> <li>● Anticipate and create strategies to address issues and concerns, assessing social, political, economic, and cultural factors.</li> </ul>	
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<p><b>Communicate and Coordinate</b></p> <ul style="list-style-type: none"> <li>● Obtain and support group goals.</li> <li>● Ensure continuity of duties when changing roles.</li> <li>● Ensure clear understanding of expectations and timely communication within and across ICS functional areas and chain of command.</li> <li>● Provide and receive updated intelligence throughout the operational period.</li> <li>● Clarify assigned tasks and deadlines.</li> </ul>	<p><b>Communicate and Coordinate</b> Same as PIO4, plus:</p> <ul style="list-style-type: none"> <li>● Identify and emphasize group goals.</li> <li>● Ensure subordinates have clear understanding of expectations and have timely communication within and across ICS functional areas and chain of command.</li> <li>● Communicate updated intelligence throughout the operational period to subordinates.</li> <li>● Ensure continuity of duties when changing roles, including potential resource needs and incident complexities.</li> <li>● Report any changes in information strategy/situation</li> </ul>	<p><b>Communicate and Coordinate</b> Same as PIO3, plus:</p> <ul style="list-style-type: none"> <li>● Communicate and coordinate with appropriate legislative affairs and agency / organizational representatives to meet the social, political, economic, and cultural factors of the evolving incident.</li> </ul>	<p><b>Communicate and Coordinate</b> Same as PIO2</p>
<p><b>Manage Risk</b></p> <ul style="list-style-type: none"> <li>● Know your skill level and limitations.</li> <li>● Apply the Risk Management Process as stated in the <u>IRPG</u>: <ul style="list-style-type: none"> <li>○ Identify hazards</li> <li>○ Assess hazards</li> <li>○ Develop controls and make risk decisions</li> <li>○ Implement controls</li> </ul> </li> </ul>	<p><b>Manage Risk</b> Same as PIO4, plus:</p> <ul style="list-style-type: none"> <li>● Ensure compliance with all safety practices and procedures.</li> <li>● Ensure work/rest guidelines are met.</li> </ul>	<p><b>Manage Risk</b> Same as PIO3</p>	<p><b>Manage Risk</b> Same as PIO2</p>

<ul style="list-style-type: none"> <li>○ Supervise and evaluate</li> <li>● Report all accidents or injuries to supervisor.</li> <li>● Ensure Lookouts, Communications, Escape Routes, and Safety Zones (LCES) are identified before they are needed. Refer to guidelines stated in the <u>IRPG</u>.</li> <li>● Apply the Standard Firefighting Orders and Watch Out Situations to your assignment, as stated in the <u>IRPG</u>.</li> <li>● Use Look Up, Down and Around in the <u>IRPG</u> to help maintain situational awareness. Adjust actions accordingly.</li> <li>● Comply with all safety practices and procedures.</li> <li>● Account for health, safety, and welfare for self and those around you.</li> <li>● Follow work/rest guidelines</li> <li>● Use and maintain Personal Protective Equipment (PPE).</li> </ul>			
<p><b>Document</b></p> <ul style="list-style-type: none"> <li>● Maintain and/ or assist in maintaining incident documentation specific to the</li> </ul>	<p><b>Document</b> Same as PIO4, plus:</p> <ul style="list-style-type: none"> <li>● Establish protocols for incident documentation</li> </ul>	<p><b>Document</b> Same as PIO3</p>	<p><b>Document</b> Same as PIO2</p>

<p>Information Section of the incident</p> <ul style="list-style-type: none"> <li>● Complete, and route as required: <ul style="list-style-type: none"> <li>○ Crew Time Report (SF-261)</li> <li>○ Incident Performance Evaluation (<u>ICS 225 WF</u>)</li> <li>○ General Message (<u>ICS 213</u>)</li> <li>○ Activity Log (<u>ICS 214</u>)</li> <li>○ Agency-specific forms</li> </ul> </li> </ul>			
<p><b>Demobilize</b></p> <ul style="list-style-type: none"> <li>● Plan for demobilization. Receive and follow demobilization instructions from the supervisor.</li> <li>● Breakdown and return equipment and supplies to appropriate unit.</li> <li>● Complete demobilization checkout process before being released from the incident.</li> <li>● Report status to home unit and dispatch office of reassignment or ETA to home unit.</li> </ul>	<p><b>Demobilize</b> Same as PIO4, plus:</p> <ul style="list-style-type: none"> <li>● Prepare demobilization schedule and communicate with supervisor and subordinates.</li> </ul>	<p><b>Demobilize</b> Same as PIO3</p>	<p><b>Demobilize</b> Same as PIO2</p>