

3.2 APIO/JIC MANAGER

Position Description

The APIO/JIC Manager is selected by the PIO to supervise the daily operations of the JIC; execute plans and policies, as directed by the PIO; and provide direction to the APIOs to ensure that all functions are well organized and operating efficiently. The APIO/JIC Manager should possess public affairs, crisis response, JIC and management or leadership experience. Personnel are assigned to this position based on training, experience, skills and ability, not rank or employer. The APIO/JIC Manager should have the same training as the PIO.

Position Qualifications

In addition to agency training requirements, the APIO/JIC Manager should complete:

- IS-100 (ICS 100) Introduction to Incident Command System.
- IS-200 (ICS 200) Introduction for Single Resources and Initial Action Incidents.
- IS-700 National Incident Management System.
- IS-800.B National Response Framework, An Introduction.
- ICS-300 Intermediate Incident Command System for Expanding Incidents.
- ICS-400 Advanced Incident Command System, Command and General Staff-Complex Incidents.

The APIO/JIC Manager is also recommended to be trained in:

- IS-250 Emergency Support Function #15.
- IS-702 National Incident Management System Public Information Systems.
- ICS-203 Introduction to Public Information.
- ICS-403 Incident Management Team Public Information Officer.
- ICS-420 Command and General Staff.
- E-388 Advanced Public Information Officer.
- G-290 Basic Public Information Officer.
- Risk Communications.

Responsibilities

- Assume all responsibilities of the PIO, as needed. (See *Information Exchange Matrix 1*, Appendix C)
- Be familiar with all forms in Appendix D: *Forms* and Appendix E: *References, Worksheets, and Samples* and oversee all JIC administrative activities.
- Oversee all operations of the JIC. (See *Job Aids 2, 3, and 4*, Appendix B)
- Ensure proper organization of JIC. (See *Daily Checklist*, Appendix E)
- Coordinate internal JIC information flow. (See *Job Aids*, Appendix B and *Information Exchanges Matrices*, Appendix C)
- Set JIC staff work hours, daily operating schedule and conduct morning and evening briefings. (See *Job Aid 4*, Appendix B)
- Maintain unit log. (See *ICS Form 214*, Appendix D)
- Assess and assign JIC staff to appropriate roles. (See *JIC Staff Self-Assessment Survey*, Appendix E)
- Provide training or coaching to JIC staff as needed.

- Coordinate with Logistics Section Chief (LSC) to obtain equipment, supplies and other resources for the JIC. (See *ICS Form 213 RR-CG*, Appendix D)

Position Specific Functions

Developing the Operating Schedule

The APIO/JIC Manager manages the JIC staff by developing an operating schedule. To assist the APIO/JIC Manager in developing an operating schedule, *Job Aid 4 –Developing the Operating Schedule* can be found in Appendix B. The *Daily Brief Worksheet*, Appendix E is a useful tool when developing the operating schedule as well as *ICS Form 204*, Appendix D.