

Senior Interagency Liaison

Version: April 2018

Position Task Book Assigned To:

Individual's Name:
Home Unit Agency:
Phone Number:

Position Task Book Initiated By:

Official's Name:
Title:
Home Unit Agency:
Phone Number:

Date Position Task Book Was Initiated: _____

Senior Interagency Liaison

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

VERIFICATION/CERTIFICATION OF COMPLETED POSITION TASK BOOK FOR THE POSITION OF SENIOR INTERAGENCY LIAISON:

FINAL EVALUATOR'S VERIFICATION

I verify all tasks have been performed and are documented with appropriate initials.
I also verify _____
has performed as a trainee and should therefore be considered for certification in this position.

FINAL EVALUATOR'S SIGNATURE: _____

DATE: _____

Evaluator's Printed Name:
Title:
Home Unit Agency:
Phone Number:

AGENCY HEAD RECOMMENDATION FOR CERTIFICATION

I certify _____
has met all requirements for qualification in this position and I recommend he/she be certified for the position.

OFFICIAL'S SIGNATURE: _____

DATE: _____

Official's Name:
Title:
Home Unit Agency:
Phone Number:

Senior Interagency Liaison

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) INCIDENT COMMAND SYSTEM (ICS) POSITION TASK BOOKS (PTBs)

Position Task Books (PTBs) are designed to be used by any individual (trainee) interested in becoming certified under the National Incident Management System (NIMS). The PTBs are intended to be used to document experiences that indicate successful completion of tasks specific to an Incident Command System (ICS) position. The performance requirements for each position are associated with core ICS competencies, behaviors, and tasks as suggested to the Federal Emergency Management Agency (FEMA) by a multi-disciplined, highly-experienced expert panel.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the Authority Having Jurisdiction (AHJ) of the trainee, that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks will normally require more than one training assignment and several different evaluators. Incidents lasting several days may involve multiple evaluators. Tasks may be evaluated on incidents, in a classroom simulation, in training and exercises, and in other work situations as long as there is a qualified evaluator.

It is important performances be critically evaluated and accurately recorded by each evaluator. All tasks should be evaluated.

The NIMS Qualification Process Guide lists the definitions for trainee, evaluator, training officer, and AHJ.

Responsibilities:

1. Authority Having Jurisdiction (AHJ):

- Selecting trainees based on the needs of their organization or to fulfill their obligations to contribute to Incident Management Teams (IMTs) or other Mutual Aid agreements
- Providing opportunities for evaluation and/or making the trainee available for evaluation

2. Trainee:

- Reviewing and understanding instructions in the PTB
- Identifying desired objectives/goals whenever an opportunity for evaluation is recognized
- Providing background information to an evaluator
- Assuring the evaluation record is complete

Senior Interagency Liaison

- Completing all tasks for an assigned position within the timeframe allowed for that position (all tasks with an approval older than the allowed timeframe should be reevaluated)
- Notifying the local AHJ/training officer when the PTB is completed, and obtaining a signature recommending certification
- Retaining the original PTB and providing a copy of the PTB to the appropriate individual/department to obtain a qualification from your agency

3. Evaluator(s):

- Observe the tasks being performed and documents successful performance in the PTB
- An Evaluator must be qualified in the Trainee position they are evaluating or qualified in a position that would supervise the Trainee
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals
- Reviewing tasks with the trainee
- Explaining to the trainee the evaluation procedures that will be utilized and which tasks may be performed during the evaluation period
- Accurately evaluating and recording demonstrated performance of tasks
- Dating and initialing completion of the task to indicate satisfactory performance
- Documenting unsatisfactory performance
- Completing the Evaluation Form found at the end of each PTB
- Completing an Incident Personnel Performance Rating (ICS 225) form

4. Final Evaluator:

- Being qualified and proficient in the position being evaluated
- Reviewing the trainee's record to ensure completeness
- Signing the verification statement on Page 2 of the PTB when all tasks have been initialed
- Ensuring all tasks have been completed within the three years prior to submission for final approval
- Reevaluating any task with an approval older than three years and bringing up to date

5. Training Officer:

- Providing the correct version of the PTB to the individual in order to document performance
- Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities
- Tracking progress of the trainee
- Identifying incidents or situations where the trainee may have evaluation opportunities
- Identifying and assigning an evaluator who can provide a positive experience for the trainee, when the evaluation opportunity is within the AHJ's jurisdiction
- Receiving and filing documentation from the assignment

6. AHJ Designee

- Issuing the PTB to document task performance

Senior Interagency Liaison

- Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities
- Tracking progress of the trainee
- Identifying incident evaluation opportunities
- Identifying and assigning an evaluator who can provide a positive experience for the trainee and make an accurate and honest appraisal of the trainee's performance
- Documenting the assignment
- Conducting progress reviews
- Conducting a closeout interview with the trainee and evaluator and assuring documentation is proper and complete

Competencies, Behaviors and Tasks:

Each PTB lists the performance requirements (tasks) for specific positions set by the ICS competencies and behaviors recognized by FEMA's National Integration Center and posted to the NIMS Resource Center Web site, <http://www.fema.gov/emergency/nims/>.

There are numerous bullet statements listed under each task. The bullet statements are listed as guidelines/examples for the evaluator to follow to ensure the intent of the task has been completed. Not all bullet statements for a task are required to be completed if the overall intent of the task has been satisfied.

Each task has a code associated with the type of training assignment where the task may be completed. These include: O = other, I = incident/event and R = rare event. Definitions for these codes may be found below*, except for Qualifying Exercises, which can be found in the NIMS ICS Qualifications Guide. While tasks can be performed in any situation, they should be evaluated on the specific type of incident/event for which they are coded. Tasks coded "I" should be evaluated on an incident/event, and so on. Performance of any task other than the designated assignment is not valid for qualification.

***Code:**

- O = Task can be completed in a variety of situations, such as in a classroom, Qualifying Exercise, or simulation, incident or event, or daily job.
- I = Task should be performed on an incident or event which is managed under the ICS.
- R = Rare events seldom occur and opportunities to evaluate trainee performance in real settings are limited. Examples of rare events include accidents, injuries, vehicle and aircraft crashes. Through interviews, the evaluator may be able to determine if the trainee could perform the task in a real situation.

Senior Interagency Liaison

Competency: Assume position responsibilities

Description: Successfully assume role of Incident Commander (IC) and initiate position activities at the appropriate time according to the following behaviors.

Behavior: Ensure readiness for assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
<p>1. Obtain and assemble information and materials needed for kit. Kit assembled and prepared prior to receiving an assignment. Kit contains critical items needed for the assignment. Kit is easily transportable. The basic information and materials needed <u>may include</u>, but are not limited to, any of the following:</p> <p>Reference Materials</p> <ul style="list-style-type: none"> • DOI Senior Interagency Liaison Cadre (SILC) Handbook • SILC Reference Files (Digital) • Interagency Incident Business Management Handbook/DOI All-Hazards Supplement to the Interagency Business Management Handbook (Digital) 	O		
<p>2. Develop personal/family preparedness plan for short notice deployment.</p>	O		

Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
3. Obtain ability to remotely access the DOI network, email, and Safetalk.	O		
4. Obtain user level access to FEMA WebEOC	O		
5. Obtain security access to FEMA HQ and Alternate site.	O		

Behavior: Gather, update, and apply situational information relevant to the assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
<p>6. Obtain initial briefing from DOI Office of Emergency Management on expectations, concerns, and constraints.</p> <ul style="list-style-type: none"> • Incident name • Incident order number • Request number 	O		

Senior Interagency Liaison

<ul style="list-style-type: none"> • Reporting location • Reporting time • Transportation arrangements/travel routes • Contact procedures during travel (e.g. telephone/radio) 			
<p>7. Gather information necessary to assess incident assignment and determine immediate needs and actions.</p> <ul style="list-style-type: none"> • Type of incident • Priorities or values to be protected (e.g. life, property, infrastructure, environment, etc.) • Acquire current status of incident situation, current and anticipated DOI missions, and sensitive issues and concerns • Current situation • Expected duration of assignment • Acquire current organizational structure, reporting requirements and processes, and meeting/briefing schedule and locations. 	O		
<p>8. Obtain briefing from:</p> <ul style="list-style-type: none"> • Initial Activation: NRCS Chief or NRCS Deputy, FCO, JFO Chief of Staff, or Situation Lead in the NRCC, RRCC, or JFO to acquire essential information required for activation. • Continuing Activation: OEM or off going SILC watchstander. 	O		

Behavior: Establish effective relationships with relevant personnel.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
<p>9. Establish and maintain positive interpersonal and interagency working relationships.</p> <ul style="list-style-type: none"> • Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to incident. • Recognize functional capabilities of cooperating entities. • Understand applicable policies and agreements affecting the jurisdictions involved. 	O		
<p>10. Manage multi-agency, multi-jurisdictional stakeholder relationships.</p>	O		
<p>11. Coordinate with key team members inside and outside the Organization to ensure all aspects</p>	O		

Senior Interagency Liaison

of the incident support and coordination requirements are addressed.			
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Behavior: Understand and comply with NIMS concepts and principles.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
12. Recognize jurisdictional boundaries. <ul style="list-style-type: none"> • Describe the FEMA Stafford Act mission to coordinate the federal response in support of a State/Tribe/Territory • Describe the DOI mission to respond to incidents impacting DOI lands and personnel. • Describe DOI-USGS's role and responsibility to provide scientific data and expertise during an incident. • Describe DOI-BIA's role and responsibilities when an incident impacts a federally recognized Tribe. • Describe DOI's role and responsibilities when an incident impacts an Insular Area. 	O		
13. Describe the NRCC and JFO structure, principles, positions, forms, and funding mechanisms.	O		

Competency: Fulfill Position Responsibilities

Description: Successfully assumes assigned role and fulfills responsibilities at the appropriate time, performing assigned tasks with a high level of competence.

Behavior: Comply with policies, plans, and procedures

TASK	CODE	EVALUATION RECORD #	EVALUATOR
14. Describe the National Response Framework (NRF) and Federal Interagency Operational Plan (FIOP).	O		
15. Demonstrate the ability to find, access, and locate DOI responsibilities in at least 3 different annexes of the NRF related to the incident.	O		
16. Demonstrate the ability to locate the execution checklist for the incident.	O		
17. Demonstrate the ability to locate the associated DOI responsibility in DOI Baseline Operational Plan.	O		
18. Describe the role and responsibility of the	O		

Senior Interagency Liaison

Interior Operations Center.			
19. Describe the DOI Emergency Management Council and DOI Principal Planner roles and responsibilities.	O		
20. Describe which DOI Office or Bureau, and primary POC serves as the DOI Principal Planner for each Emergency Support Function and the Natural Cultural Resource Recovery Support Function.			
21. Identify the appropriate pay and time codes to use for your deployment to the FEMA NRCC or JFO in the Interagency Incident Business Management Handbook/DOI All-Hazards Supplement to the Interagency Business Management Handbook.	O		

Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

Behavior: Gather, organize, and convey information

TASK	CODE	EVALUATION RECORD #	EVALUATOR
22. Receive a shift change briefing.	O		
23. Provide a shift change briefing.	O		
24. Obtain and distill a situation briefing from the Interior Operations Center to inform the FEMA Senior Leadership Brief.	O		
25. Attend a 1230 FEMA Interagency VTC in person.	I		
26. Brief and provide complete and accurate records to relief.	O		

Behavior: Gather, produce, and distribute information as required by established guidelines and ensure understanding by recipient.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
27. Initiate and/or maintain the DOI Mission Assignment (MA) tracking table	I		
28. Develop and provide essential information to the Interior Operations Center (IOC). <ul style="list-style-type: none"> Provide the IOC up to date information that deals with DOI resources and situation on Stafford Act incidents 	I		

Senior Interagency Liaison

<p>29. Develop and provide appropriate essential information to the FEMA Situation Unit.</p> <ul style="list-style-type: none"> • Impact of the incident, event, or threat to DOI personnel, lands, facilities, infrastructure, and resources. • Status of DOI personnel (number of personnel in the affected area, number accounted for, number outstanding) • Status of DOI lands, facilities (open, partially open, delayed, closed), infrastructure, and resources (including usage, needs, and/or shortfalls). • DOI statutory actions that either support or hinder the larger federal response and recovery activities. • Status of DOI bureau and office response and recovery activities performed under existing authorities. • Status of DOI bureau and office response and or recovery activities executed through FEMA mission assignments. • Degradation of any DOI Mission Essential Functions. • Impacts to oil and gas production, including the status of platforms and personnel. • DOI personnel, lands, facilities, infrastructure, and resources available for response and recovery activities, if requested by federal partners. • Any known gaps or shortfalls that can't be filled or corrected by DOI and require support from FEMA or other agencies. • Impacted or potentially impacted Federally recognized Tribes. • Bureau of Indian Affairs (BIA) activities to support impacted Federally recognized Tribes. • Establishment of a BIA incident specific Tribal Assistance Coordination Group call. 	I		
<p>30. Initiate and/or maintain the position passdown log</p>	I		
<p>31. Manage and file e-mail using standard SILC folder management practices as described in the SILC Handbook.</p>	I		

Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.

Senior Interagency Liaison

TASK	CODE	EVALUATION RECORD #	EVALUATOR
32. Review the National Support Plan or other strategic incident specific plan during an incident, event, or exercise.	O		
33. Identify, develop, and provide DOI tasks that support the objectives to the National Support Plan, during an incident, event, or exercise.	O		
34. Attend the FEMA Task and Objectives Meeting.	O		
35. Provide the finalized National Support Plan to the Interior Operations Center.	O		

Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

Behavior: Administer and/or apply agency policy, contracts, and agreements.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
36. Ensure all applicable agencies' policies, contracts, and agreements are followed. <ul style="list-style-type: none"> • Federal/State/tribal/territorial/regional/local relationships (as appropriate) • Roles and responsibilities of potential responder agencies • Scope, jurisdiction, and authority of potential responder agencies 	I		

Behavior: Use technology effectively

TASK	CODE	EVALUATION RECORD #	EVALUATOR
37. Complete the following WebEOC board demonstration modules: <ul style="list-style-type: none"> • WebEOC General Demonstration • Situation Report (Edit View) • Movement Coordination Operations (List View) • Execution Checklist (OPS Task List) • Geospatial Library (GIS Incident Library View) 	O		
38. Complete the following WebEOC	O		

Senior Interagency Liaison

Microlearning Modules <ul style="list-style-type: none"> • Mission Assignment Overview Process • Mission Assignment Process • Requesting Federal Assistance-Resource Request Process • Unit 1 Mission Assignment Guidance 			
39. Describe and demonstrate WebEOC incident sign in/sign out requirements and processes.	O		
40. Demonstrate the ability to identify all mission assignments currently issued to DOI and bureaus in the WebEOC Resource Request Tracker for a specific incident, event, or exercise.	O		
41. Demonstrate the ability to create a resource request from a PSMA and without a PSMA in the WebEOC Resource Request Tracker.	O		
42. Demonstrate the ability to input DOI situation data into the WebEOC NRCC Situation Report – DOI Section.	O		
43. Demonstrate the ability to review the WebEOC Execution Checklist for DOI or bureau required actions.	O		
44. Demonstrate the ability to view the WebEOC NRCC Ops Tempo	O		
45. Demonstrate the ability to open the appropriate plan through the WebEOC Plans Library for the given incident, event, or exercise scenario.	O		

Behavior: Follow established procedures and/or health and safety procedures relevant to given assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
46. Describe health and safety risks and mitigation options for the SILC position.	O		

Behavior: Plan for demobilization and ensure demobilization procedures are followed.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
47. Review and describe the SILC demobilization plan, processes, and policies located in the SILC handbook.	O		
48. Describe your personal demobilization requirements and plan.	O		
49. Provide after action information to OEM.	I		
50. Describe close out procedures for deactivation of the SILC position and transfer to the Interior Operations Center.	O		

Senior Interagency Liaison

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulations in classroom, or in daily duties, depending on what the PTB indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's Name, Incident/Office Title, and Agency: List the name of the evaluator, his/her incident position or office title, and agency.

Evaluator's Home Unit Address and Phone: Self-explanatory

Incident Number: The number next to the evaluator's name in the upper left corner of the evaluation record identifies a particular incident or group of incidents. This number should be placed in the column labeled "Evaluation Record #" on the PTB for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the qualifications of the different evaluators prior to making the appropriate sign-off on the PTB.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Kind: Enter kind of incident.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Type of Resources: Enter the number and type of resources assigned to the incident pertinent to the trainee's position.

Duration: Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis.

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate recommendations and to allow for comparison with initials in the PTB.

Evaluator's Relevant Certification: List *your* certification relevant to the trainee position you supervised.

Senior Interagency Liaison

Evaluation Record

TRAINEE NAME		TRAINEE POSITION	
#1	Evaluator's name: Incident/office title & agency:		
Evaluator's home unit address & phone:			
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)
<p>The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p style="padding-left: 40px;">The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p style="padding-left: 40px;">The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p style="padding-left: 40px;">Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p style="padding-left: 40px;">The individual is severely deficient in the performance of tasks for the position and needs further training in both required knowledge and skills prior to additional assignment(s) as a trainee.</p> <p>Recommendations:</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>			
#2	Evaluator's name: Incident/office title & agency:		
Evaluator's home unit address & phone:			
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)
<p>The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p style="padding-left: 40px;">The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p style="padding-left: 40px;">The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p>			

Senior Interagency Liaison

<p>Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>The individual is severely deficient in the performance of tasks for the position and needs further training in both required knowledge and skills prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p>
<p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>

Evaluation Record
(Continuation Sheet)

TRAINEE NAME	TRAINEE POSITION		
#3	<p>Evaluator's name: Incident/office title & agency:</p>		
<p>Evaluator's home unit address & phone:</p>			
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)
<p>The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>The individual is severely deficient in the performance of tasks for the position and needs further training in both required knowledge and skills prior to additional assignment(s) as a trainee.</p> <p>Recommendations:</p> <p>_____</p> <p>_____</p>			
<p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>			
#4	<p>Evaluator's name: Incident/office title & agency:</p>		
<p>Evaluator's home unit address & phone:</p>			

Senior Interagency Liaison

Name and Location of Incident or situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)
<p>The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>The individual is severely deficient in the performance of tasks for the position and needs further training in both required knowledge and skills prior to additional assignment(s) as a trainee.</p> <p>Recommendations:</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>			

