

Agency Liaison Officer Checklist

AGENCY LIAISON OFFICER:

The Agency Liaison Officer is assigned directly to the IC and is the initial point of contact for all outside agencies, dignitaries and VIPs. The Agency Liaison Officer is responsible for:

- Facilitating the attendance of such persons and have them contact him/her upon arrival
- Document the attendance of such persons and the size of their delegations
- With prior clearance from the Family Liaison Officer, allow VIPs to personally express their condolences to the decedent's family on the day of the funeral
- Submit all records of the attendance of such persons and delegations to the planning and Intelligence Section prior to the incident debriefing (follow-up letters of thanks are expected)