

## Sample of Consultants

Knowledge, skills, abilities, and experience qualification requirements will vary depending on each specific task; therefore capabilities will be assessed based on the actual needs of the identified task to determine suitability of consultant. Capabilities listed below are the desired capabilities, but consultants are not required to have 100% of all capabilities if they are determined to be the best fit for a specified task.

Typical consultants have consisted of subject matter experts with skills related to the following:

### **Crisis Communications Consultant**

- Ability to prepare and deliver statements to the media during a crisis event
- Experience as lead negotiator
- Skill to create and use message mapping
- Experience working in small groups to produce training and exercises
- Ability to serve as technical reviewer for training materials
- Ability to make recommended revisions to existing training materials
- Experience instructing crisis communication principles and techniques
- Experience with strategic planning

### **ICS (Incident Command System) Law Enforcement Consultant**

- Served as incident commander during a unified command incident
- Experience instructing the principles and techniques of ICS
- Experience working in small groups to design ICS training and exercises
- Knowledge of HSEEP guidelines for exercise design
- Ability to serve as technical reviewer for training materials
- Ability to make recommended revisions to existing training materials
- Experience with strategic planning
- Experience instructing FEMA ICS courses

### **ICS (Incident Command System) Fire Department Specialist Consultant**

- Served as incident commander during a unified command incident
- Experience instructing FEMA ICS courses
- Experience working in small groups to design ICS training and exercises
- Knowledge of HSEEP guidelines for exercise design
- Ability to serve as technical reviewer for training materials
- Ability to make recommended revisions to existing training materials
- Experience with a systematic approach for instructional design
- Experience instructing FEMA ICS courses

### **Exercise Specialist Consultant**

- Experience designing discussion and operational exercises (tabletop, drills, full-scale, etc) that comply with HSEEP guidelines

- Experience as lead evaluator/ controller
- Experience as facilitator for tabletop exercises
- Ability to serve as technical reviewer for training materials
- Ability to make recommended revisions to existing training materials
- Experience instructing the principles of exercise design, development, delivery, and evaluation
- Experience incorporating strategic planning into exercise development

### **Health Physicist, Radiological Scientist Consultant**

- Degree or equivalent experience in a field related to the physical sciences, engineering, mathematics or environmental management
- Experience with monitoring programs designed to protect plant, laboratory and general public from radiation hazards
- Knowledge of the guidelines and requirements for storing and transporting radiological/nuclear materials
- Experience using radioactive materials in a training environment
- Ability to serve as a technical advisor/designer for training materials
- Ability to serve as technical reviewer for training materials
- Ability to make recommended revisions to existing training materials
- Experience using instrumentation designed to detect and identify radiological/nuclear materials in the general public
- Experience instructing the use of radiation/nuclear materials detection and identification equipment

### **Training Specialist Consultant**

- Conducts the research necessary to develop and revise training courses
- Works with other consultants to coordinate efforts to develop training courses, workshops, and/or seminars for on-line, in resident, or mobile training courses
- Able to conduct Functional, Job, and Task Analysis
- Prepares student materials including handouts, completion certificates, and course critique forms; using course materials, provides training to customers as directed
- Assists others in the conduct of formal classroom courses, workshops, and seminars, as needed (may perform as primary instructor)

### **Analysis Consultant**

- Experience with and the ability to use a systematic approach for training design and development
- Experience with analysis concepts and techniques associated with a systematic approach process
- Ability to compile analysis data and make training recommendations
- Experience interviewing expert performers one on one, in small groups, and/or focus groups

- Experience using analysis information and making recommendations concerning curriculum, hiring qualifications, policy decisions, management of training programs, continuity of training standards
- Experience with developing job aids, checklists, policy/procedure driven documents
- Ability to serve as a reviewer for training materials
- Able to manage, coordinate, and integrate work being done by others

### **RND Analysis Consultant**

- Experience with and the ability to use a systematic approach for training design and development
- Experience with analysis concepts and techniques associated with a systematic approach
- Ability to compile analysis data and make training recommendations
- Experience interviewing expert performers one on one, in small groups, and /or focus groups
- Ability to serve as a reviewer for training materials
- Experience using analysis information and making recommendations concerning curriculum, hiring qualifications, policy decisions, management of training programs, continuity of training standards
- Ability to manage multiple analysis projects and personnel, identify links and connections between projects, and determine/recommend strategies for curriculum and exercise programs

### **Emergency Public Information Consultant**

- Experience with message development and message mapping
- Experience in news writing
- Knowledge of and experience with the various ways messages are distributed
- Experience working collaboratively with other agencies during an emergency incident
- Understanding of crisis communication
- Experience with a systematic approach for instructional design
- Ability to serve as technical reviewer for training materials
- Ability to demonstrate and teach proper techniques for media interaction
- Working knowledge of Department of Energy and National Nuclear Security Administration policies related to emergency public information

### **RND Executive Administrative Assistant Consultant**

- Ability to communicate and coordinate with personnel concerning meeting arrangements and logistics
- Ability to document meeting activities and events as directed
- Ability to perform data entry into specialized software during analysis meetings as well as on a routine basis as directed
- Ability to work with high level federal, state, local, and private industry officials/executives

- Experience securing venues, issuing invitations, coordinating the agenda, drafting and publishing meeting minutes and otherwise assisting as directed with the preparation, conduct, and documentation of conferences and meetings

#### **RND Law Enforcement/Behavioral Training Consultant**

- Experience as law enforcement officer at federal, state or local level
- Experience as a law enforcement trainer at a federal, state or local level
- Awareness of the RND mission and RND's role in the global detection architecture
- Experience in behavioral training as it is used in the law enforcement community
- Experience interviewing and interrogating persons suspected of a crime
- Knowledge of terrorist tactics
- Ability to instruct law enforcement officers on tactics and mindset of terrorists
- Experience instructing law enforcement officers on behavioral aspects of terrorism
- Experience designing, developing and implementing law enforcement specific drills and exercises
- Ability to serve as a reviewer for training materials and making recommendations

#### **RND Technical Consultant**

- Experience with the law enforcement RND mission
- Ability to use equipment associated with the RND mission
- Ability to work in small groups to validate task analysis data
- Experience reviewing training materials and making recommendations

#### **RND Exercise Development and Delivery Specialist Consultant**

- Experience designing discussion and operational exercises (tabletop, drills, full-scale, etc) that comply with HSEEP guidelines
- Experience as lead evaluator/ controller
- Experience as facilitator for tabletop exercises
- Ability to serve as technical reviewer for training materials
- Ability to make recommended revisions to existing training materials
- Experience instructing principles of exercise design, development, delivery & evaluation
- Experience with strategic planning
- Experience in designing, developing and implementing exercises and drills to the law enforcement community
- Experience observing exercises and drills and making recommendations

#### **RND Exercise Controllers/Evaluator Consultant**

- Experience with the law enforcement RND mission
- Ability to use equipment associated with the RND mission
- Experience as a controller/evaluator for exercises and drills
- Experience creating after action reports
- Experience observing exercises and drills and making recommendations