

SAMPLE DELEGATION OF AUTHORITY

File Code (if necessary)

Date: _____

Subject: Delegation of Authority for the _____ Team Assignment

To: _____, Team Leader

_____, you are hereby assigned as the Fire

Prevention Education Team Leader for the _____ Team on the _____
_____ (Unit)

This team will be fully functional as of _____ at _____ hours.

You have full authority and responsibility for managing the Fire Prevention Education Team operations within the framework of legal stature, current policy, and the broad direction provided in both your verbal and written briefing materials. You are accountable to me. A formal evaluation of your performance will be conducted prior to your departure from the unit.

Safety

Accountable for safety is one of your top priorities and responsibility. All members of your team must observe a “Zero Tolerance” for any careless or unsafe action. As Team Leader, please take appropriate actions to insure that everyone involved in this assignment knows and follows established safety procedures.

All federal, state and local laws and regulations and ordinance will be adhered to. These laws include, but are not limited to: state motor vehicle operation (including agency driver’s license requirements) cultural and archeological protection laws, health and welfare regulations, and environmental protection and hazardous materials laws.

Cost Accountability

You are to provide the necessary capability to meet the assigned Fire Prevention Education Team objectives.

- Emphasize good accountability for supplies ordered
- Provide a daily cost accounting system
- Maintain agency procurement requirements and authorities
- Funding (cost) codes for this assignment are: _____

The estimated cost for this Fire Prevention Education Team is \$ _____. This amount has been set based on the assumption that every effort will be made to stay within the allocated budget. Any deviation from this amount must be approved by me or my designee.

Wildfire Prevention activities in multiple jurisdictions must be covered by appropriate agreements.

Team Business Advisor

A business advisor (TBA) for the Fire Prevention Education Team activity will be _____. Work closely with the IBA to stay fully informed on fiscal issues, expenditures and limitations. Be concerned about property accountability and potential damage claims. Be efficient in team operations.

Team Liaison

The following individual _____, is assigned as the Team Liaison and will be available on a daily basis to ensure that the needs of the team are met.

Public Information

Work closely with Agency Public Affairs Officer, _____, and representatives of other agencies and jurisdictions. Keep them informed and work closely with them, proactively. Coordinate all media releases through the unit PAO.

Your team is to handle local and national media contacts in coordination with this agency and team activities. All political contacts are to be forwarded to _____. Keep me informed regarding all political aspects.

Local and Social issues

All team members must be sensitive to local and social issues related to public land management and use.

Procurement

The central procurement will be handled by _____ at the following location: _____

Base of Operations

The Fire Prevention Education will work at the following location:

Office Work Center

Lodging:

Communication Systems

Team Reporting

The Team Leader will be responsible for the following:

Preparing a daily activity report, this will be submitted to individuals to be determined at a later date.

Preparing a schedule and conduct periodic management briefings.

Development of the final or transition report of actions and accomplishments.

Fire Prevention Education Team Objectives:

(List the assigned objectives assigned to this Delegation of Authority)

- 1.
- 2.
- 3.
- 4.

Key Contact List

Should any problems or concerns arise, please contact me. I am prepared to discuss any needs to revise or revisit this delegation. Agency personnel can be reached at the following numbers:

Name	Title	Office	Cell	Home
	Agency Administrator			
	Team Liaison			
	Fire Management Officer			
	Public Affairs Officer			
	Business Advisor			
	Procurement Specialist			
	Dispatch Center			
	Law Enforcement Coordinator			

Other unit contact lists will be provided.

Approved:

Agency Administrator

Date _____

Fire Prevention Education Team Leader

Date _____