File Code: 1230/5100 Date: [insert date]

Route to:

Subject: Delegation of Authority

To: [insert name of IBA]

You are hereby delegated authority as Incident Business Advisor (IBA) for the Fishlake National Forest for the [insert incident name], [insert incident number, P-Code].

As the IBA, you will be the primary contact for all incident business related issues as well as cost containment efforts in accordance with Agency, NWCG and Great Basin guidelines.

Specific responsibilities will include:

* Maintain close communication with the Agency Administrators (AA), functional units within the incident management team as well as other administrative section within the host agencies.
* Coordinate with the Finance Section for a daily flow of information. This will include reports on the current progress of incident business administration operations, injury/illness and claims cases as well as current cost projections.
* Attend daily incident planning meetings assisting the Incident Management Team (IMT) with strategic planning, transitions, or significant changes in status as they may relate to incident business practices.
* Represent the Forest Service in cost management activities coordinating with the IMT to ensure cost and other fiscal control measures are in place. This will include monitoring the Wildland Fire Decision Support System (WFDSS) and participation in cost share negotiations.
* Provide supervision and guidance to the Buying Team. Review questionable orders and hold them until clarification is made with the IMT. Questionable items that cannot be resolved will be elevated to the AA for resolution.
* Verify that IMT has a process in place to track, recover and/or dispose of all accountable property on the incident.
* Work with the Forest FMO to review all non-cache incident replacement orders.
* Provide briefings to the Agency Administrator, Regional Incident Business Coordinator and Agency Representative, as needed.
* Review incident business administration practices to ensure compliance with approved practices and obtains necessary information or interpretations of laws, regulations, and agreements as needed to efficiently and effectively accomplish administrative practices.
* Monitor business administration activities at ICP and other sites (i.e. buying team, expanded dispatch) that support the incident. The IBA will have full access to any administrative functions of the incident and is expected to make frequent site visits to all support locations.
* Advise the Incident Commander, Agency Administrator, and interagency coordinating groups of the need for special support units such as Payment Teams, Claims, or other support as needed.
* Provide advice to the agency and the Incident Management Team concerning local, regional, and national incident business management policies.
* [insert any applicable incident specific responsibilities]
* Participate in initial briefing and close out meetings, and provide incident business narrative to AA and IMT upon close out or transition to next IBA. The narrative should include:
  + Procedures and processes that worked well
  + Areas that need improvement and recommendations
  + Documentation of decisions, policy established or changed
  + Incident Agency follow-up as needed
  + Post incident contact information

If you need further clarification on incident business practices you may contact [insert contact name], Incident Business Specialist, at [insert contact number].

Please coordinate your release from the incident with the Agency Representative. We appreciate your willingness to provide your skill on this incident.

[Insert AA or AR name]

[Insert title]