**IMT Delegation of Authority**

Appendix A – IMT Operating Guidelines

 Date: MM/DD/YYYY

 To: XXXXXX, YYYYY, Incident Commander

 From: Agency Administrator

 Subject: CA ZZZ YYYYYY Incident Delegation of Authority

Effective at XXXX hours on MM DD, YYYY, you are delegated authority as the Incident Commander for the overall management of the CA ZZZ YYYYYY Incident on the XXXXXXX UNIT. This delegation carries with it the full responsibility for managing the incident. You have full authority and responsibility for managing incident operations within the framework of legal statute, current policy, and the broad direction provided in your oral and written briefing materials. You are expected to do a complete and efficient job, while providing for Safety First. Safety will be the number one priority throughout the incident.

I expect open communication during all phases of management under this delegation. Please ensure the immediate notification of any significant concerns, issues or events as they as they arise.

Incident Commander Agency Administrator

**Attachments:**

Provide your intent and expectations as a part and parcel of the performance elements and review those with the IC after the initial in-brief is concluded. Take the time to review the performance elements and establish communication expectations during the in-briefing, as the incident develops, and in conjunction with the final performance evaluation process.

**How well did the Team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?**

**How well did the Team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues identified and documented for the Agency Administrator ie; invoices, OWCP and vendor issues?**

**How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?**

**How well did the Team deal with sensitive political and social concerns?**

**Was the Team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency?**

**How well did the Team anticipate and respond to changing conditions, was the response timely and effective?**

**How well did the Team place the proper emphasis on safety?**

**Did the Team activate and manage the mobilization/demobilization in a timely and cost effective manner?**

**How well did the Team use local resources, trainees, and closest available forces?**

**How did the Team notify the incident agencies regarding triggers for initiating a cost share agreement or large fire cost review? How were those recommendations implemented?**

**Was the IC engaged and in charge of the Team and the Incident? How well did the IC function and operate as a leader?**

**How timely was the IC in assuming responsibility for the incident and initiating action?**

**How did the IC show sincere concern and empathy for the hosting unit and local conditions?**

**Was the agency administrator or designee made aware that the Time Unit closed out/transitioned per unit operating guidelines? Example: AD time complete per payment center and agency requirements, cooperators given appropriate documents per agreements, OF 288’s complete and returned.**

**Other needs as determined by the Agency Administrator/host unit.**