

# Incident Management Team (IMT) Feedback for Agency Administrator (AA)

**Purpose:** This evaluation provides constructive feedback to AAs and/or their representatives on an incident assignment. It evaluates consistency with the Delegation of Authority and Letter of Expectations/Leader's Intent, provides a summary of AA's strengths and weaknesses, and suggests areas of possible improvement for AAs as individuals as well as for the host unit(s) staff.

**Who is responsible:** This evaluation should be completed by the IMT Incident Commander (IC). It should be delivered to and discussed with the AA prior to the IMT's demobilization. One evaluation may be done for each agency in the delegation.

**How should it be delivered?** Written comments and the evaluation discussion are the most important parts of the process. Honesty, clarity, and thoroughness are essential. Discussion should be performed as part of the IMT evaluation process and include how well we did as a team, the AAs and the IMT together.

**What happens with this evaluation?** The AA is responsible for utilizing this evaluation for continuous learning and improvement.

IC Name(s) / IMT:

IC Contact information:

|                              |  |                        |  |
|------------------------------|--|------------------------|--|
| AA Name(s)                   |  | AA Agency / Unit       |  |
| AA Name(s)                   |  | AA Agency / Unit       |  |
| AA Name(s)                   |  | AA Agency / Unit       |  |
| Incident Name                |  | Incident Type          |  |
| Assignment Dates             |  | Total Acres            |  |
| Administrative Unit/Sub-Unit |  | Participating Agencies |  |

Please rate on a scale of 1 to 3 and provide comments for each question.

**1 = Does not meet expectations.** Any rating of 1 must have comments supporting *why* the AA did not meet expectations.

**2 = Meets expectations.** A comment is encouraged but not required.

**3 = Exceeds expectations.** Any rating of 3 should have comments supporting *how* the AA exceeded expectations.

| Rating | Category                                                                                                                                                                                                                                                                                                                   | Comments |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|        | 1. The AA's leader's intent described in the Wildland Fire Decision Support System (WFDSS) decision, Delegation of Authority, Leader's Intent document, and/or AA in-briefing was sufficient and clear. As the incident progressed, these documents were updated to reflect increased fire size, planning area, and costs. |          |
|        | 2. The AA(s) worked effectively with the IC to align expectations to resources regarding respect and a positive work environment.                                                                                                                                                                                          |          |

| Rating | Category                                                                                                                                                                                                                                                                                                                                                             | Comments |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|        | 3. The AA was available and responsive.<br><i>Consider: consistently clear who the lead AA was at any given time; if multiple AAs, effective coordination and communication; roles and schedules of rotating AAs, fill ins, trainees, and/or agency representatives clearly communicated; interface with agency representatives was effective to support the IMT</i> |          |
|        | 4. The AA effectively communicated concerns with risk and participated in the risk/benefit discussions or assessments.                                                                                                                                                                                                                                               |          |
|        | 5. Overall rating of the AA's fulfillment of their responsibilities.<br><i>This should equal an average of the scores of each element unless one element was so significant as to result in a diversion from the average.</i>                                                                                                                                        |          |

**Additional Comments:**

**Signatures**

|                      |      |
|----------------------|------|
| Incident Commander   | Date |
| Agency Administrator | Date |
| Agency Administrator | Date |
| Agency Administrator | Date |