**Date:**

**Subject: Center Manager, (Insert) Interagency Dispatch Center**

**To: (Center Manager Name), (Agency)**

You are hereby delegated authority as the Center Manager for the (Dispatch Center Name), serving as our representative and lead of this Interagency Dispatch Center. You are authorized to serve as work leader of all interagency employees or detailers and may delegate responsibilities to others as needed. As the Center Manager, you are authorized to:

* Participate as an ex-officio non-voting member of the Zone Coordinating Group.
* Serve or assist as coordinator of local MAC activities to assure allocation priorities for all firefighting or all-hazard resources within the dispatch area.
* Supervise and manage daily duties all center personnel regardless of agency affiliation This includes the following:
	+ Setting individual performance expectations that lead to overall accomplishment of the goals and objectives of the center, as established by Coordinating Group and in conjunction with the individual’s direct-line supervisor and following the specific performance measurement processes of the individual’s hiring agency.
	+ Assisting with regular performance reviews and completing annual performance evaluations of staff members (in conjunction with the official agency supervisors of record) following agency human resource guidelines.
	+ Ensuring that all interagency staff complete IT computer security training for their respective agency, which may include other agencies’ training if using their IT system(s).
	+ Prioritizing staff work to support Dispatch Center goals and objectives.
	+ Coordinating and tasking staff with agency specific projects requested by agency representatives.
	+ Adjusting staff work schedules and travel to meet customer needs, including pre-approval of any overtime, coordination of any tele-work agreements, as well as arranging for detailers.
	+ Approving all staff attendance and leave, as well as travel documents prior to submission to supervisor of record.
	+ Ensuring that prior to authorizing any fiscal obligations for a specific agency, to work within and follow the financial guidelines and procedures of the agency.
	+ Identifying skill and competency gaps and providing recommendations and training opportunities for staff training plans.

The Dispatch Center goals and objectives are broadly defined as follows:

* Cooperate with the SWCC, State and local Dispatch Centers, federal, state, and cooperating land management agencies to plan, coordinate, and direct activities of the Dispatch Center.
* Assist and coordinate in the mobilization, reassignment, and demobilization of incident resources and cooperate federal and state partners.
* Implement the Annual Operating Plan and associated Standard Operating Procedures and complete annual updates.
* Provide technical information and guidance to cooperating agencies related to the availability and capabilities of resources from federal and state wildland fire agencies.
* Provide fire and resource statistical reporting to participating agencies, cooperators, and as appropriate the media. Provide annual reporting of area activity.
* Resolve issues common to all interagency parties within the scope of this delegation.
* Work with the agency incident financial advisors to monitor expenditures and provide recommendations to agency fire operations personnel concerning cost containment and wildland fire business management actions.
* Monitor participation in response activities and resolve issues concerning operational problems, issues, or concerns. If not able to resolve issues, elevate to the appropriate Coordinating Group member.

In addition, the Dispatch Center and you are to be guided by the following procedures:

* + Provide for employee and public health and safety as your priority.
	+ Recognize the diverse interagency environment of the center, yet provide for and support the unique agency identities each staff member works within.
	+ Work diligently to support incidents, as needed, to quickly and efficiently mobilize, reassign or demobilize resources.
	+ Manage operations in an efficient and cost effective manner.
	+ Ensure funds are utilized and managed in a fiscally correct manner according to agency regulations and policies.
	+ Assess emergency management performance in strengthen future operations.

Base your actions and those of the Center upon guidance and directions provided by the Coordinating Group. Your primary contact for this guidance and direction will be the incumbent Chair of the Coordinating Group along with the input of the signatory agency representatives below.

Agency specific tasks will be coordinated between the Center Manager and the agency representative. Tasks will be communicated to Center staff through the Center Manager.

The Coordinating Group will conduct your performance reviews and evaluations in conjunction with your official agency supervisor of record.

This delegation is effective the date of this document will continue until rescinded, in writing or when you are no longer serving in the Center Manager position.

(Name) (Name)

(Agency) (Agency)

(Name) (Name)

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