

DELEGATION OF AUTHORITY

A. DELEGATION OF APPROPRIATE AUTHORITY

A letter delegating authority and assigning responsibility should be issued whenever a Type I or II Incident Command team is assigned to manage an incident.

As situations change, it may become necessary to reissue or update the letter of delegation.

B. TIMING OF ISSUING LETTERS OF DELEGATION.

Normally the letter of delegation is issued prior to the Incident Commander taking over the responsibility of management for an incident and should identify the date and time the team will assume command of the incident.

C. APPROPRIATE LEVEL OF CONSTRAINTS AND LATITUDE IN LETTERS OF DELEGATION TO INCIDENT COMMANDERS.

Letters of delegation should be specific enough to ensure the Agency Administrator gets the desired results but broad enough to let the Incident Team perform their management duties.

Any constraints that are necessary for the team to meet land management objectives, avoid political problems, create an acceptable public concern, avoid unacceptable environmental impacts, or jeopardize personnel safety should be included in enough detail for a good understanding by the Incident Commander.

Where the Incident Team can be given latitude to the Agency Administrator's direction, further constraints only inhibit and reduce the team's management effectiveness.

D. WHO SIGNS AND ISSUES THE LETTER DELEGATING AUTHORITY?

The delegation will be jointly developed and signed by the protecting agency and affected jurisdictional agencies. A written delegation will be prepared when incident complexity is a Type 3 or above.

If the Agency Administrator delegates authority to someone other than the Incident Commander; for example, to an Area Commander under Area Command Authority, then the Area Commander may be responsible to issue letters of delegation to Incident Commanders.

E. ELEMENTS TO CONSIDER IN LETTERS OF DELEGATION OF AUTHORITY TO INCIDENT COMMANDERS.

1. Identification of the Agency Administrator's Representative in the Agency Administrator's absence.
2. Identification of management objectives in priority.
3. Identification and explanation of the Initial Attack responsibilities.
4. Identification of Resource Advisor and their role.
5. Identification of appropriate tactics in wilderness that require Agency Administrator approval and which have been delegated to Incident Commander.
6. Identification of the basic documents that should guide the management of the incident.
7. Identification of cost constraints and guidelines as identified in the WFSS.
8. Incident information operating guidelines and constraints, and relationship between incident information organization and the protecting agency information organization.
9. Identification of constraints or guidelines on tactics and resources.
10. Identification of procedures in dealing with threats to other jurisdictional property.
11. Identification of any "Special Management Areas" legal or policy constraints that may be applicable.
12. Any local logistical considerations, including procurement and supply procedures.