

## **Elements of a Delegation of Authority Letter to an Incident Commander**

Agency Administrator's Representative

Suppression of Incident Objectives

Initial Attack responsibilities

Resource Advisor

Basic guidance documents

Cost constraints and guidelines

Incident information guidelines

Firefighting methods and resources

Jurisdictional guidelines

Special management areas or concerns

Human resource management

**Delegation of Authority  
For  
\_\_\_\_\_ Incident**

\_\_\_\_\_ is assigned as Incident Commander. You have full authority and responsibility for managing the fire suppression activities within the framework of laws, Agency policy, and direction provided in the Wildland Fire Situation Analysis (WFSA) and the Agency Administrator Briefing.

Your primary responsibility is to organize and direct your assigned resources for efficient and effective suppression of the fire. You are accountable to the Agency Administrator or the representatives designated below.

Specific direction for this incident covering management and environmental concerns are:

1. Protection of life and private property is your highest priority task.
2. Give special consideration to firefighter safety, especially with respect to aviation operations, working around dozers, snags, and entrapments. When in doubt, sacrifices acres are not people in your strategic and tactical decisions.
3. You are authorized to utilize helicopters, chainsaws, portable pumps, fireline explosives, and retardant in the \_\_\_\_\_ wilderness. You are not authorized to use dozers within this area. The tactical application of these resources within the wilderness should be consistent with the enclosed "Guidelines for Mitigating the Effects of Fire Suppression".
4. Manage the human resources assigned to the fire in a manner that promotes mutual respect and is consistent with the enclosed "Harassment-Free Workplace" Policy.
5. Be cost effective; Final costs should be no more than 120% of the preferred WFSA alternative.
6. Manage equipment and supplies to ensure losses are within the agency "Guidelines for Acceptable Fire Loss/Use Rates".

You should takeover management of the incident on or before \_\_\_\_\_, \_\_\_\_\_, District Ranger of the \_\_\_\_\_ RD or \_\_\_\_\_, Fire Staff Officer, will represent me on any occasion I am not immediately available.

\_\_\_\_\_  
Agency Administrative Officer

\_\_\_\_\_  
Date