

DELEGATION OF AUTHORITY DEVELOPMENT PROCESS

The Delegation of Authority (DOA) is a statement provided to the Incident Commander (IC) or Unified Command (UC) by the Agency Administrator(s)(AA) delegating authority and assigning responsibility. The Delegation of Authority can provide the following:

- objectives
- priorities
- expectations
- constraints
- other considerations or guidelines as needed.

Following notification of mobilization, the Incident Management Team (IMT) will proceed to the impacted jurisdiction(s) and attend two major briefings in the order specified below.

- **Briefing by the AA attended by all members of the Command and General Staff.**

The purpose of the AA briefing is to:

1. Provide a common understanding between the AA and the IMT of the environmental, social, political, economic, and other management issues relevant to the incident and its location.
2. Inform the IMT of the history, current status of the incident, and actions taken to date.
3. Present documents providing intelligence and aids to management of the incident, including maps, photos, GIS products, weather forecasts, phone lists, agreements, plans, and current ICS-209.
4. Discuss and develop the delegation of authority letter from the AA to the IC/UC.
5. Identify key agency personnel who will be involved with the IMT, including the AA representative, resource advisor, and incident business advisor.
6. Establish procedures and schedules for communication between the AA and IC/UC.
7. Establish how news media, public information, and important local and political contacts will be handled on the incident.
8. Establish resource ordering procedures and fiscal considerations, limitations or constraints.
9. Establish standards for return of the incident to local management.
10. Identify special safety awareness concerns and expectations.

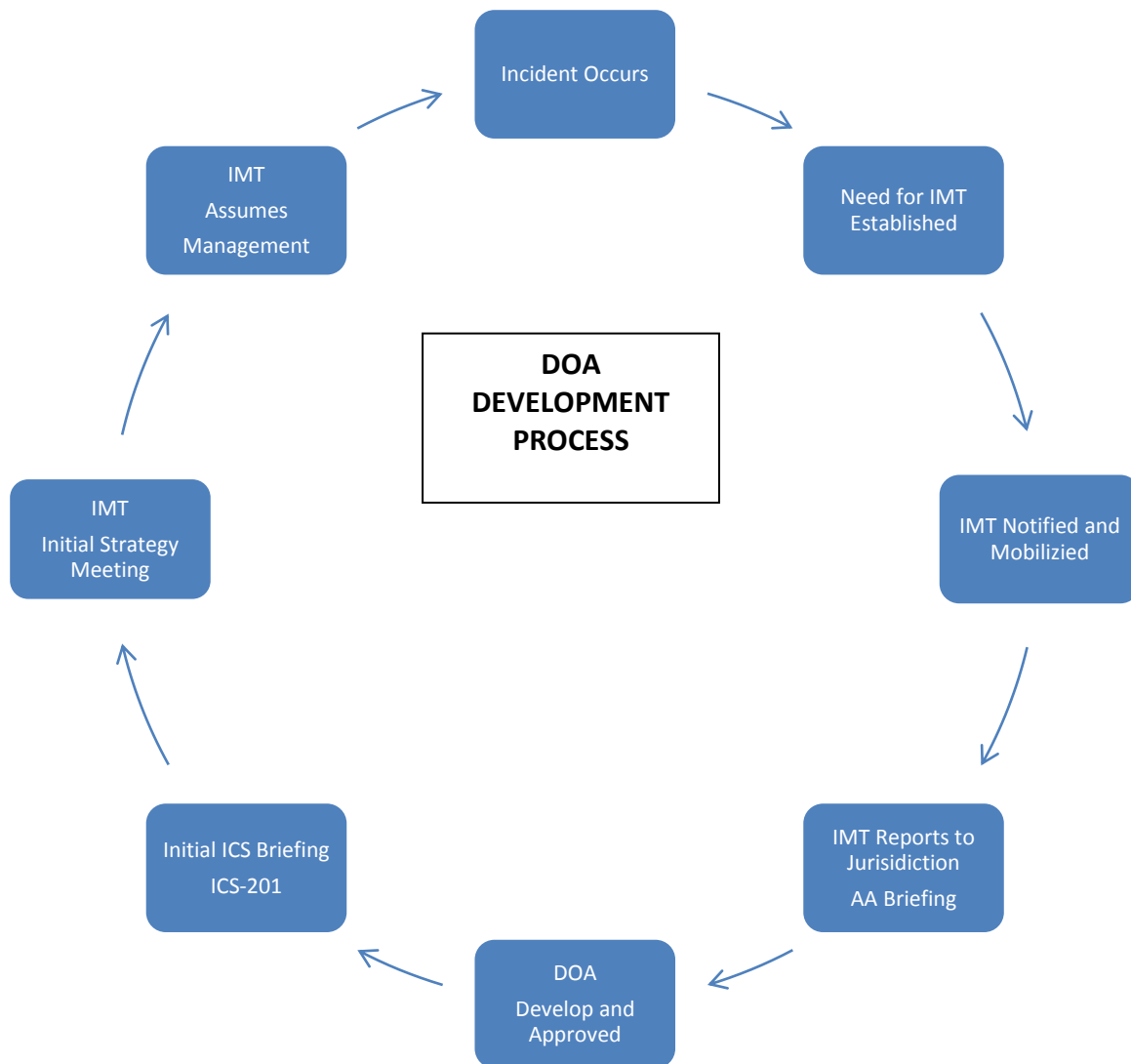
During the AA briefing, the IMT Command and General Staff reviews the AA objectives and intent and directs questions to the AA, jurisdictional staff or current IC and Command and General staff attending the briefing to clarify the objectives and intent presented by the AA.

Following the briefing between the AA and the IMT Command and General Staff, the DOA is prepared by the jurisdiction or by the Plans Section of the IMT. The DOA is signed by all parties. It is essential that this occur prior to the IMT briefing with the current IC so that there is a clear understanding of the role and responsibility of the IMT when assuming management of the incident.

- **Briefing by the current IC attended by all members of the Command and General Staff.**

This briefing follows the AA briefing and focuses on the status and potential of the incident and incident resources. The current IC and Command and General Staff (if possible) attend, present the ICS-201 to the IMT and provide an overview of the current response activities, incident potential, and other relevant information and respond to specific issues and questions.

Typically, the IMT will conduct an initial strategy meeting before assuming management of the incident.



Sources: ICS-200, ICS for Single Resources and Initial Incident Actions
 2010 National Interagency Fire Center Red Book
 PMS 900 NWCG Operating Principles and Guidelines
 PMS 902 Interagency Incident Business Management Handbook
 ICS 420-1 Field Operations Guide
 ICS 410-1 Fireline Handbook