

## Sample Delegation of Authority for Fire Prevention Education Teams

(or Letter of Expectations)

*[The following document is provided as a sample or basic template for Federal Agencies. Prevention actions may require many different approaches and delegations may take as many forms. This sample template is provided as a basic guide to developing a delegation, with the intent that the user edits the text to fit their local needs.]*

You, \_\_\_\_\_ are hereby delegated authority to serve as a Fire Prevention Education Team Leader for the \_\_\_\_\_ [Agency], starting on \_\_\_\_\_ and terminating on \_\_\_\_\_.

The following conditions and expectations apply to this delegation.

### General Team Management

1. All operations are to be conducted in a manner that prioritizes the safety of yourself and your team. All members of your team must observe a "Zero Tolerance" for any careless or unsafe action. As Team Leader, please take appropriate actions to insure that everyone involved in this assignment knows and follows established safety procedures.
2. You are to ensure the team adheres to all federal, state and local laws, regulation and ordinances. These laws include, but are not limited to: state motor vehicle operations regulations, cultural and archaeological protection laws, health and welfare regulations, and environmental protection and hazardous materials laws.
3. You will provide for a harassment-free work environment that treats all team members and contacts with respect.
4. Your team is authorized to make necessary micro - purchases to support the team's work. All purchases must be in accordance with applicable purchasing laws and agency regulations. All purchases must be within the established team budget and are subject to pre- approval by \_\_\_\_\_. Purchases beyond the micro purchase threshold must be made through the designated procurement officer.
5. Team members must be sensitive to local political and social issues related to public land management and use. It is imperative that relations with the public be maintained or improved by the Team and that all actions of the team have positive public relations as an underlying theme. Your team must be sensitive to and respectful of any Tribal customs, issues or concerns.
6. You are authorized to incur expenses for travel, per diem, salary, support, supplies, products, and, prevention materials for your team up to \$ \_\_\_\_\_. Expenses are to be charge to: \_\_\_\_\_ [Accounting Code].
7. The established supervisor for your assignment is \_\_\_\_\_. All reports, team products, and unused supplies are to be left with the assigned supervisor.

### Logistics

1. Your team will work out of the \_\_\_\_\_ office. The on-site supervisor is \_\_\_\_\_. He/she will assist your team with phones, access to printers and copiers, computer connections, and facility access. Lodging is available at \_\_\_\_\_.
2. Established work hours are from \_\_\_\_\_ to \_\_\_\_\_. Longer shifts may be authorized by your assigned supervisor as needed. You are to provide the opportunity for a minimum of 1-hour of rest for every 2-hours of work or travel. *[Established work hours should be negotiated with the PETL.]*

## Documentation

1. Establish and maintain a record-keeping process to provide an account of the team's activities, including: contacts made; information distributed; recommendations for future needs; lessons learned; and, daily activity logs.
2. Track expenses for the team's operations, including: lodging costs; salary estimates; transportation costs; rental vehicle expenses; operational expenditures; and, purchases. Establish and maintain a file for copies of receipts and any other documentation for all expenses.

## Public Information

1. Work closely with Agency Public Affairs Officers and representatives of other agencies and jurisdictions. Keep them informed and work closely and proactively with them. Coordinate all media releases through \_\_\_\_\_.
2. Your team is to handle local and national media contacts in coordination with \_\_\_\_\_. Political contacts and congressional inquiries are to be referred to \_\_\_\_\_; \_\_\_\_\_ will identify who will respond to these requests based on the issue(s).
3. Social media accounts for your team [*are or are not*] authorized. If used, all posts to social media must be coordinated with your assignment supervisor and/or the Agency Public Affairs Office.

## Liaisons and Contacts

1. The following individuals are designated as Agency contacts for this assignment. [*include phone numbers and e-mail addresses*].

Daily supervision:

On-site needs:

Procurement:

Public Affairs:

Tribal Liaison:

Local Agency Contacts:

## Expectations and Objectives

*[This is where the host agency spells out what they want the team to accomplish. The following are some common prevention activities. The objectives used will need to be written clearly and concisely. These should be developed with the Prevention Education Team Leader, keeping in mind the assignment lasts only 14 days. ]*

1. Special events.
2. Printed products.
3. Action plans, Prevention plans.
4. Media campaigns.

5. Risk assessments.
6. Working with local trainees.
7. Many other activities.

**Close out and Follow up**

1. You are to provide performance evaluations for your team members and any trainees assigned to your team. For trainees, you are to document satisfactorily completed tasks in their position task books.
2. You are to provide your assigned supervisor with a closeout report and copies of any records described under Section C. Documentation, upon demobilization.
3. Your team will conduct a closeout briefing with the assigned supervisor prior to demobilization.

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| [Authorizing Official's<br>signature] | [Title] | [Date] |
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| [Add as many other signatures<br>as needed] | [Title] | [Date] |
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The terms of this Delegation of Authority are accepted by:

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|                           |         |        |
|---------------------------|---------|--------|
| [Team Leader's Signature] | [Title] | [Date] |
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