

DOI SAMPLE

To: Team Leader

From: Agency Bureau Director

Subject: Large Fire Cost Review (**Name Fire/Incident**) – Delegation of Authority

The National Interagency Large Fire Cost Review Team led by _____ is delegated authority by the (**Agency Bureau Director**) to conduct an interagency review of the (**Name of Incident**) on the (**Host Unit**).

The review team is authorized to conduct interviews and to collect documents in accordance with the process and protocols identified in the Interagency Large Fire Cost Review Guidebook. The review team will examine guidance and direction, social factors, risk management, strategic and tactical decisions that influence incident management effectiveness and cost.

The primary objective of the review is to evaluate decisions and actions taken on the incident and their direct or indirect effect on cost.

Please notify _____ with an expected timeline for the completion of a draft report, comment period, and final report after your team has been convened and on-site visits have been accomplished.

Cc: Agency Administrator (host unit)