

# Team Leader

## Duties and responsibilities-

**The Team Leader receives the delegation of authority and is responsible for all activities to accomplish the objectives of the investigation.**

**Organizes, conducts, and controls the investigation effort with the assistance of the Chief Investigator.**

**Contacts the unit that had the accident to determine the status of the local investigation and to obtain other pertinent information.**

**Provides inbriefings and closeout briefings with affected personnel and agency officials.**

**Conducts investigation team meetings and coordinates information exchange between team members.**

**Maintains liaison with agency field units, State and regional offices, and the Washington Office.**

**Presents the Factual Report and Management Evaluation Reports to the safety manager at the organizational level that authorized the investigation.**

