

Appendix J

Sample Delegation – Lessons Learned Review (LLR)

Memorandum

To: LLR Facilitator; [Title of person/office this is meant for]

From: Delegating Official

Subject: Delegation of Authority – [Incident name] LLR

Situation Summary:

You are hereby designated the authority to lead and conduct a LLR for [Incident name]. The review process will begin at [Identify LLR start time, date, and location]. The Fire Staff and Fire Management Office have identified the group of employees who will also be participating. That information will be provided to you upon your arrival.

You have the authority to tailor your team and the LLR process to fit the situation and your style of facilitation. However, I would like you to utilize the guidance outlined in the *Interagency Standards for Fire and Fire Aviation Operations Chapter 18*, while conducting the LLR. This includes:

- convening the participants;
- identifying facts of the event and developing a chronological narrative of the event;
- identifying underlying reasons for success or failure;
- identifying what was learned and what should/could be done differently in the future;
- identify any recommendations that would prevent future similar occurrences; and
- providing a final, written report covering the above items, which is due to me within two weeks of the event occurrence.

If you need any assistance, your primary contact will be [Name of primary contact].

Thank you for your time and assistance.

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