

Date:

To: Incident Commander – Name of IC

From: list Agency Administrator(s)

Subject: Delegation of Authority for Incident Number and Incident Name

Effective at XXXX hours on provide the date, you are delegated authority for the management of the XXXX incident that began on the XXXX Jurisdictional unit include protecting unit at point of origin if different than jurisdictional (e.g., if the jurisdictional unit is Sheldon National Wildlife Refuge, then you would include “protected by the US Wildland Fire Service”) – include other agencies (jurisdictional or protecting) involved.

This delegation carries with it the full authority for the management of the resources (personnel and equipment) and expenditure of funds directly associated with this incident(s). Your primary responsibility is to organize, manage, and direct your assigned resources for safe, efficient and effective management of the incident. You are accountable to the Agency Administrator(s) or designated representative(s).

Agency Administrator
Name and Agency

Date/Time

Agency Administrator
Name and Agency

Date/Time

I accept this delegation:

Incident Commander

Date/Time