Date: MM/DD/YYYY

Memorandum

TO: [***PETL’s Name***]

FROM: [***Regional Director***]

SUBJECT: Delegation of Authority

As of [DATE], I have delegated the authority and responsibility for activities of the Fire Prevention Team to the designated Team Leader during the tour dates of [Start date] to [End date].

1. The following Individuals are designated as Regional contacts for the duration of the Team’s activities under this delegation.
	* [***Blank***] WUI/Prevention Specialist, work phone ( ), cell ( ).
	* [***Blank***], Fire Management Officer, work phone ( ), cell ( ).
	* [***Blank***], Local Contact, work phone ( ), cell ( )
	* Staff Duty Officer, phone ( ).

These individuals will be the primary contacts for assisting the team, including: identifying key public contacts; helping to make arrangements for printing and media contacts; reviewing publications for the Team (including news releases to ensure consistency with Agency requirements) and when needed join the Team in meeting with the public. Other prevention personnel in the [***Blank***] Region or Tribal fire management may be designated to assist the Team, if warranted.

B. 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.

C. In connection with this Delegation, you are directed to:

* Conduct the work of the team with efficiency and effectiveness, and with emphasis on the personal safety of team members.
* To ensure the team is respectful of tribal culture and customs; and that tribal members are treated with courtesy and respect while working in their community.
* To develop a plan of work for your team to achieve specific objectives as identified in the planning meeting. These objectives are listed in “Specific Objectives”, below.
* 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.
* Provide a daily report to [***Blank***] on the team’s activities.
* Maintain an up-to-date expense record. Ensure that all purchases comply with federal laws and that the team’s costs do not exceed what is reasonable and prudent for this assignment.
* Provide a final report that details accomplishments, incomplete projects, unfinished business, contact information, recommendations for follow up and a summary of estimated costs for the team.
* Participate in a close out meeting to discuss the assignment, final report and recommendations.
* Manage the team to ensure that they maintain at least a 1 to 1 rest to work ratio.
* Normal shifts will be limited to 10 hours (excluding meals). Shifts exceeding ten hours must be justified and approved by the Duty Officer. Shifts may not exceed 12 hours. Inclement weather shifts are limited to eight hours, unless justified and approved through the Duty Officer.

D. Delegated authorities:

* Develop Fire Prevention Messages appropriate for use by local fire departments and media.
* Make micro- purchases (under $3,000 each) in accordance with federal purchasing laws and regulations, subject to the approval of [***Blank***].
* To meet with the tribal organizations, schools, local fire departments, local municipal, county or state government agencies, civic groups and home owners associations to promote fire prevention or mitigation on the [***Blank***] reservation.
* To assist local fire departments or the tribe (s) in developing fire prevention or mitigation press releases.
* To meet with interagency partners to ensure consistent messages are delivered.
* To meet with members of the public to promote fire prevention/mitigation throughout the [***Blank***] reservation.

E. Specific Objectives:

Objective #1 – Create increased public awareness of damages and risk being created by repetitive, uncontrolled fires in the [***Blank***] reservation.

Task # 1 – Assist the [***Blank***] Nation in coordinating and staffing a Community Awareness Event.

Task # 2 – Coordinate messages and strategies with interagency partners.

Task # 3 – Make public contacts with people living in the [***Blank***] reservation to discuss their knowledge of the area, a more responsible use of fire, long term resource damage caused by repetitive burning and arson.

Task # 4 - Promote use of the Burn Permitting system.

Objective #2 – Promote awareness of Arson as a crime in the [***Blank***] reservation.

Task # 1 – Coordinate with [***Blank***] Nation to promote WeTIP’s tip reporting number.

Task # 2 - Identify locations for the posting of WeTIP signage.

Objective #3 –

F. Questions regarding procurement and other finances, and requests for assistance:

* Procurement & Finance:
* Contract Specialist

G. The work of the Team shall be conducted with efficiency and effectiveness, and with emphasis on the personal safety of team members.

H. All federal, state, and local laws, regulations and ordinances will be adhered to. These laws include, but are not limited to: state motor vehicle operation regulations, cultural and archaeological protections laws, health and welfare regulations, and environmental protection and hazardous materials laws.

This Delegation of Authority expires at 2000 CST on [End Date]. If you have any questions, please contact: [***Blank***].

Signature and Date