

Delegation of Authority

In Reply Refer To:

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To: XXXX XXXXX, National Fire Prevention and Education Team Leader
XXXXX XXXX, Fire Prevention and Education Team Trainee

From: XXXX XXXXX, Chief, Office of Fire and Aviation

Subject: Delegation of Authority

As the designated team leader, you will work for the Bureau of Land Management (BLM) – Nevada State Officer.

Your primary point of contact will for the BLM Nevada State Office will be XXXX XXXXX, XXXXXX@blm.gov (702) 515-1212. All products (PSA's, graphic designs, social media, etc.) must be approved by XXXX XXXXX and BLM Nevada State Office Public Affairs Office.

Effective on or about August 3rd, 2016, you are assigned the leadership role and as the Prevention Education Team Leader and trainee for the “2016 National Severity” prevention team effort in Reno, NV. As a designated team leader you will work for the Bureau of Land Management – Nevada Fire and Aviation Program. You have full authority and responsibility for managing team operations within the framework of legal statute, current policy, and the broad direction provided in your oral briefings by XXXX XXXXX. This memorandum documents our agreement and your assignment.

The expectation is for you to do a complete and efficient job, while providing for the safety of those working under your authority and to the public. The intent is for this prevention team mobilization to be an interagency collaborative “all lands – all voices” wildfire prevention effort”. Effective planning and guidance will be essential to promote this wildfire awareness program through the development of uniform fire prevention products and messages that can be made available for dissemination throughout the interagency community.

Safety

Being accountable for safety is one of your top priorities and responsibility. All members of your team must observe a “Zero Tolerance” for any careless or unsafe action including alcohol and drug abuse. As Team Leader/Trainee, please take appropriate actions to insure that everyone involved in this assignment knows and follows established safety procedures.

All federal, state, local laws and regulations, and ordinances will be adhered to. These laws include, but are not limited to: State motor vehicle operation (including agency driver's license requirements), cultural and archeological protection laws, health and welfare regulations, and environmental protection and hazardous materials laws.

Cost Accountability

You are to provide the necessary capability to meet the assigned Fire Prevention Education Team objectives.

- Emphasize good accountability for supplies ordered
- Provide a daily cost accounting system
- Maintain agency procurement requirements and authorities
- Funding (cost) codes for this assignment are: LLNVXXX000 LFXXX0000.XX0000
XXXXXX90000

The estimated cost for this Fire Prevention Education Team is \$70,000. An additional \$14,000 is authorized for product purchasing of individual districts. This amount has been set based on the assumption that every effort will be made to stay within the allocated budget. Any deviation from this amount must be approved by me or my designee.

Local and Social issues

All team members must be sensitive to local and social issues related to public land management and use.

Procurement

The central procurement will be handled by XXXX XXXX at the BLM Nevada State Office.

Base of Operations

The Fire Prevention Education Team will work at the following location:

Courtyard Marriott Board Room Conference Room
6855 S. Virginia St
Reno, NV 89511

Team Reporting

The Team Leader/Trainee will be responsible for the following:

- Preparing a daily activity report, that will be submitted to individuals to be determined at a later date.
- Preparing a schedule and conducting periodic management briefings.
- Develop the final or transition report of actions and accomplishments.
- Reporting and documenting hours of work.

Fire Prevention Education Team Objectives:

- Contact all Fire Mitigation & Education Specialists in Nevada BLM to research needs and how team can be of assistance, with a focus on the Reno – Carson City area. Obtain intelligence on their fire prevention programs, along with the type of human-caused fires they are experiencing.
- Develop safe shooting guidelines, finalize target shooting postcard and build a communication plan to distribute to retailers statewide for emphasis on the Reno-Carson area.

- Develop messaging, graphics and products to emphasize increased fuel loading.
- Pre-load a BLM Nevada Facebook page with 4-6 posts to be utilized over the next month.
- Update the Nevada fire information BlogSpot at nevadafireinfo.blogspot.com, to reflect any new messaging or products.
- Establish a record keeping process and budget spreadsheet to ensure adequate information and records are passed on once the team assignment is complete including:
 - A digital record of all products developed during team mobilization
 - Contacts made
 - Lessons learned
 - Sound financial records including a budget spreadsheet
 - The disposition of procured prevention materials
- Facilitate training opportunities that support succession planning and employee development as you deem appropriate in meeting the end state.

Key Contact List

Team Liaison:

State Fire Management Officer:

Public Affairs Officer:

Procurement Specialist:

Carson City Mitigation & Education Specialist:

Winnemucca Mitigation & Education Specialist: