

1 Memorandum

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3 To: LLR Facilitator; Title of Person/Office This is Meant For

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5 From: Delegating Official

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7 Subject: Delegation of Authority - (Incident Name) LLR

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10 Situation Summary:

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12 You are hereby designated the authority to lead and conduct an LLR for  
13 (Incident Name). The review process will begin at (Identify LLR start time,  
14 date, and location). The Fire Staff and Fire Management Office have identified  
15 the group of employees who will also be participating. That information will be  
16 provided to you upon your arrival.

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

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

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33 If you need any assistance, your primary contact will be:

34

35 Thank you for your time and assistance.