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cc Corbin Newman/R3/USDAFS@FSNOTES, Gilbert Zepeda/R3/USDAFS@FSNOTES, Judy Yandoh/R3/USDAFS@FSNOTES
bcc

Subject Rainbow Financial Management Guidelines

History: This message has been replied to.

Hi All -- Thank you all for the way you've managed things thus far. The meeting yesterday went very well and folks seemed well informed. As I agreed to you yesterday here are some financial management guidelines for the event. The intent is to provide necessary resources for managing the event in a cost effective manner. Both LE and NFS have set budgets for the event and we are going to do our best to manage within these limits.

- Cindy Crawford, Finance Chief has the responsibility for tracking costs and overseeing procurement for both LE&I and NFS.
- The procurement staff on the Incident Management Team will be responsible for all procurement related to the incident.
- The procurement staff will look for the most cost effective and expedient way to get resources. They may question a purchase and ask that the Finance Chief, IC or Agency Administrator authorize a purchase.
- Time will be document on a Crew Time Report and submitted daily to Finance.
- Shifts will be limited to 12 hours unless authorized by the IC and documented on a Crew Time Report.
- All LE&I charges will be charged to the LE&I job code including animal care (dogs/horses) costs.
- RO NFS Staff and Line Officers will charge their base 8 to their regular job code and OT to the Rainbow job code.
- I have attached the organization chart we agreed to during the preplanning. As we transition from the Type 3 team this is the expected organization. If there are positions filled not on this chart the IC needs to approve.

As we staff for this event it is going to be easy to fall into "fire" approach and manage similarly because that is what we know. We want to be aware of this and recognize the difference, we cannot order certain items and do not have the same authorities as we do on fires. Given this good communication with Cindy and procurement is critical. Please contact Cindy if you have questions or need clarification.

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