



DEC 2 2008

TO: Area Directors

FROM: Deputy Director for Management Operations

SUBJECT: New Procedure for Requests to the Director's Emergency Fund

The Director's Emergency Fund provides the Office of the Director with a limited reserve to address some of the emergencies and disaster relief efforts involving Indian Health Service (IHS) facilities and IHS/Tribal health service delivery. The funds are solely dedicated to emergencies and disaster relief and recovery, and as such are not intended for administration, maintenance, construction, or for any other purpose.

Requests made to the Director's Emergency Fund have been submitted in a variety of ways this past fiscal year. To better manage fund allocation for this resource, I am establishing standard procedures for all submissions. This action is effective as of December 1, 2008.

Director's Emergency Fund Request Procedure

1. Area Directors will review and evaluate all fund request submissions.
2. Area Directors will submit all funding recommendations to the Director in a formal memorandum routed through the Headquarters Executive Secretariat Staff (ESS). (See attached sample memorandum.)
3. The ESS will forward the request to my attention and I will take the necessary action to determine a decision.
4. Director's Emergency Fund decisions will be provided to the Area Director in writing within 30 days of receipt. If a request is approved, the funding will be sent directly to the requesting Area Office for distribution as appropriate.

Any funds that have not been distributed by August 30, 2009, will be allocated directly to Tribes based on the Tribal Shares Adjustment formula. Accordingly, it is essential that any unused funds be returned to Headquarters as soon as possible, but no later than August 29, 2009.

If you have any questions, please contact Mrs. Regina Barnett by phone at (301) 443-1270 or by e-mail at regina.barnett@ihs.gov.

A handwritten signature in black ink, appearing to read "Randy Grinnell".

Randy Grinnell

Attachment

SAMPLE MEMORANDUM – Director’s Emergency Fund Request

TO: Director

FROM: Director (*specify Area Office*)
Through: ESS _____

SUBJECT: Director’s Emergency Fund Request -- ACTION

ISSUE

Briefly explain the purpose and requested amount.

BACKGROUND

Provide a detailed justification and any information about the request, including the following:

- *How the funds will be used.*
- *Specify if funds will be used for Federal and/or Tribal activities.*
- *Provide a contact name, phone number, and e-mail address if available.*

RECOMMENDATION

I hereby certify that this request meets the criteria for fund approval and is factual. I recommend that you approve this request in the amount of (*enter dollar amount requested*).

DECISION

Approved _____ Disapproved _____ Date _____

(signature)
Requestor’s name

Attachment (*attach any supporting documentation*)