

**File Code:** 1200; 1300; 6500; 6700; 6900**Date:** September 8, 2021**Route To:****Subject:** Operation Care and Recovery Transition to a Washington Office Team**To:** Regional Foresters, Station Directors, International Institute Tropical Forestry
Director, Deputy Chiefs, Washington Office Directors

In response to the urgent needs created by wildfires, hurricanes and severe weather events spanning multiple Regions, I am re-engaging a national Operation Care and Recovery Team. We will build on the lessons and practices put into place by the Operation Care and Recovery matrix team established by the Washington Office in September 2020. The team will include employees from multiple Deputy Chief Areas and will work to aid in the care and recovery of employees, administrative units, communities, as well as on short-term and long-term natural resource needs. Tina J. Terrell, Associate Deputy Chief, National Forest System, will be the executive lead for the national Operation Care and Recovery Team.

The Operation Care and Recovery matrix team will include Stephen Wills and other employees from the Chief Financial Officer Organization. The work already completed by the Chief Financial Officer has laid the foundation to establish procedures for: assisting employees who are affected by a natural disaster; creation of a nationwide assessment of management needs; development of a tracking platform for information requests; and sharing information through *Inside the Forest Service* and other communication platforms.

The re-established Operation and Recovery matrix team will begin their work immediately. Tina will be in contact with impacted regions and stations to obtain points of contact and establish communication links.

Please join me in thanking Tina for her leadership of this important work. Our focus on Care and Recovery truly demonstrates our agency values of Service, Safety, and Interdependence being turned into action.

Questions regarding the Operation Care and Recovery matrix team can be directed to Tina Terrell at tina.j.terrell@usda.gov.

X 

Signed by: RANDY MOORE

RANDY MOORE
Chief