

# Mission Assignments Overview



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# Who Can Request Federal Assistance?

## Disaster Assistance Needs Identified

Tribal  
Government

State  
Government

Local & County  
Government

Voluntary  
Organizations

Private Sector  
(businesses  
& citizens)

State Assistance

Federal Assistance

- A variety of sources may identify disaster assistance needs.

### The State . . .

- Validates needs.
- Provides assistance.
- Requests Federal assistance, as needed.

Federal to Federal →



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# How is Federal Assistance Requested?

## Action Request Form (ARF)

- All official requests should be made to FEMA via the Action Request Form (ARF), Sections I and II.

DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
**ACTION REQUEST FORM (ARF)**

See Reverse for Paperwork Disclosure Notice O.M.B No. 1660-0047 Expires March 31, 2014

I. REQUESTING ASSISTANCE (To be completed by Requestor)			
1. Requestor's Name (Please print)	2. Title	3. Phone No.	
4. Requestor's Organization	5. Fax No.	6. E-Mail Address	

II. REQUESTING ASSISTANCE (To be completed by Requestor)			
1. Description of Requested Assistance:			
2. Quantity	3. Priority	<input type="checkbox"/> Lifesaving <input type="checkbox"/> Life-Sustaining <input type="checkbox"/> Normal	4. Date and Time Needed
		<input type="checkbox"/> High	
5. Delivery Site Location		6. Site Point of Contact (POC)	
		7. 24 Hour Phone No.	8. Fax No.
9. State Approving Official Signature			10. Date and Time

III. SOURCING THE REQUEST - REVIEW/COORDINATION (Operations Section Only)		
1.	2. Source:	3. Assigned to:
<input type="checkbox"/> OPS Review by: _____	<input type="checkbox"/> Donations	ESF/OFA: _____
<input type="checkbox"/> LOG Review by: _____	<input type="checkbox"/> Other (Explain)	Other: _____
<input type="checkbox"/> Other Coordination: _____	<input type="checkbox"/> Requisitions	Date/Time: _____
<input type="checkbox"/> Other Coordination: _____	<input type="checkbox"/> Procurement	
<input type="checkbox"/> Other Coordination: _____	<input type="checkbox"/> Interagency Agreement	
	<input type="checkbox"/> Mission Assignment	
4. Immediate Action Required <input type="checkbox"/> Yes <input type="checkbox"/> No		

IV. STATEMENT OF WORK (Operations Section Only)		
1. OFA Action Officer	2. 24 Hour Phone No.	3. Fax No.
4. FEMA Project Manager	5. 24 Hour Phone No.	6. Fax No.
7. Statement of Work		<input type="checkbox"/> See Attached
8. Estimated Completion Date	9. Estimated Cost	

V. ACTION TAKEN (Operations Section Only)		
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Requestor Notified		
Reason / Disposition		

TRACKING INFORMATION (FEMA Use Only)			
ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event No.	<input type="checkbox"/> Originated as verbal
Received by (Name and Organization)	State	Date/Time Received	

FEMA Form 010-0-7, (3/2011) PREVIOUSLY FF 90-136



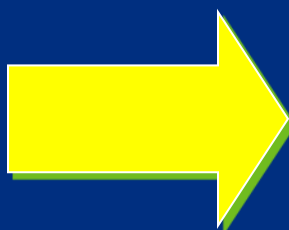
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# Request Process



**Requestor**

- **Submits ARF to Operations Section.**



**FEMA Action Tracker and/or MA Manager**

- **Logs the ARF.**
- **Forwards to Operations Section Chief for review.**



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# Operations Section Chief Reviews ARF



- ✓ Is the request eligible?
- ✓ Beyond State and local capabilities?
- ✓ Permanent restorative work?
- ✓ Another Federal agency authority?
- ✓ Appropriate requestor?
- ✓ Clarity of request?



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# MA Determination



- **Operations Section Chief assigns MA to appropriate Branch Director.**
  - Branch Director is usually assigned as FEMA Project Manager (PM).

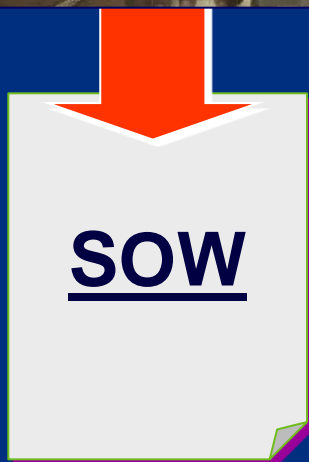


- **MA (Work Order) assigned to OFA.**
  - OFA appoints an Action Officer (AO).



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# Developing a Statement of Work (SOW)



- The FEMA Project Manager and OFA Action Officer develop the:
  - Statement of Work (SOW)
  - Timelines
  - Estimated costs
  - May use Pre-Scripted Mission Assignments (PSMA)
    - Statement of Work, dollar amount, and timeline serve as a general guideline or template.
    - PSMA's are NOT pre-approved missions



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# What is a Mission Assignment ?

- A mission assignment is issued by FEMA to direct other federal agencies and components of DHS to complete specified tasks in response to a Stafford Act event under the NRF
- Mission Assignments are provided in anticipation of, or in response to, a Presidential declaration
- Agencies can be directed to perform work under mission assignments, with or without reimbursement in accordance with the Stafford Act



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# Mission Assignment (MA)

- Form used to mission assign other federal agencies is the MA form. (FEMA form 010-0-8)
- Identifies statement of work, fund citation, points of contact, projected completion “end” date, state cost share information, MA type, authorized signatures, date issued and authorized funding amount
- Once mission is approved, the MA form is used as FEMA’s obligating document.



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# MA Classifications

## Type #1: Federal Operations Support (FOS)

- FEMA Object Class Code 2501
- Pre or Post Declaration
- 100 % Federal funding, No State Cost Share
- Fed-to-Fed support – Assigned federal agency to provide administrative support

Example: Activation, Logistical Support



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# MA Classifications

## Type #2: Technical Assistance (TA)

- FEMA object class code 2507
- Post Declaration
- Federal Agency provides expertise to State
- 100% Federal funding, No State Cost Share
- State signature required on MA

Example: Assistance writing debris removal contract



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# MA Classifications

## Type #3: Direct Federal Assistance (DFA)

- FEMA object class code 2508
- Post Declaration
- Requested by State; subject to State cost share as designated by the President (in the Federal Register and FEMA/State Agreement)
- State signature required on MA
- Goods *and* services provided to the State to save the lives and protect property – i.e. emergency power, water, cots



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# TA vs. DFA

## TA

- Advise on test results conducted by the state
- Assist in plan development
- Assist in course of action development
- Usually small deployment (1 - 4 people)

## DFA

- Conducting the tests
- Field operations
- Lab operations
- Monitoring
- Surveillance
- Detection



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# Phase I – MA Issuance

- MA reviewed by Operations Section Chief (in eCaps) for content.
- MA is signed (eCaps) by:
  - MA Manager
  - Project Manager
  - State Approving Official (SAO)—(TA or DFA)
  - Federal Approving Official (e.g., FCO or Operations Section Chief)
- Comptroller certifies and obligates funds
- MA Manager provides a copy of the approved and obligated MA to the OFA



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# Phase II – MA Execution

- Assigned agencies may only perform activities that are clearly within the SOW cited in the MA.
- Primary agency may subtask support agency (MA Subtask Form).
- Primary key staff involved in MA execution are the FEMA Project Manager (PM) and the OFA Action Officer (AO).
- Agency AO coordinates with FEMA PM
  - Work progress report
  - Financial status report



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# Phase III – MA Billing, Reimbursement & Closeout

- Mission assigned agencies bill FEMA
- Lead agency reviews subtasked agency bills. Bills paid by FEMA from lead agency's obligation
- FEMA Finance Center (FFC) conducts financial review
- PM/MA Manager/FAO conducts program review  
Remaining funds deobligated, MA file closed
- State billed for cost share



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# Questions???



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# Thank You

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