**OMB Control# 1660-0047**

 **Expiration Date: 1/31/2011**

 **PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472, Paperwork Reduction Project *(*1660-0047*).* **NOTE: Do not send your completed form to this address.**

ACTION REQUEST FOR ASSISTANCE TRAINING AGENDA

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| --- | --- | --- |
| 8:00 a.m. | Sign In |  |
| 8:45 a.m. | Course Overview and Introductions |  |

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| --- | --- | --- |
| 9:00 a.m. | Action Request Process |  |
|  |  |  |
|  | * Request Form (ARF) Form Completion
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|  |  |  |
|  | *Activity*: Action Request Form (ARF) |  |
|  |  |  |
| 10:30 a.m. | MA Issuance  |  |
|  |  |  |
| 10:45 a.m. | * Other Federal Agencies (OFA) Activation and Pre-Scripted MAs
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|  |  |  |
| 11:00 a.m. | MA eCAPS Data  |  |
|  |  |  |
| **11:45 a.m.** | **Lunch** |  |
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| 1:00 p.m. | *Activity:* MA Toolbox Review (Computer Lab) |  |
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|  | *Activity:* ARF Exercise |  |
|  |  |  |
|  | *Activity:* PSMA Listing |  |
|  |  |  |
| 2:15 | Break |  |
|  |  |  |
| 2:30 | *Activity:*  Complete ARF/MA in eCAPS  |  |
|  |  |  |
| 3:30 p.m. | *Activity*: ARF/MA eCAPS (Computer Laboratory) |  |
|  |  |  |
| 4:30  | Adjourn |  |
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