

## Narrative of Changes

*The purpose of the Narrative of Changes is to clearly indicate changes to a collection since the previous approval.*

Collection Title: Request for Federal Assistance Form – How to Process Mission  
 Assignments in Federal Disaster Operations  
 OMB Control Number: 1660-0047  
 Current Expiration Date: 03/31/2014  
 Collection Instruments: FEMA Forms 010-0-7 and 010-0-8

The following are the changes to the collection:

Revisions were made to FEMA Form 010-0-7 and FEMA Form 010-0-8 to improve both forms. FEMA Form 010-0-7 name changed from Action Request Form (ARF) to Resource Request Form (RRF).

Supporting Statement:

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – See explanation below.

Question 14 – Costs to the Federal Government updated.

Estimated Annualized Burden Hours and Costs								
Type of Respondent	Form Name / Form Number	No. of Respondents	No. of Responses per Respondent	Total No. of Responses	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate	Total Annual Respondent Cost
State, local or Tribal Government	FEMA Form 010-0-7 / Resource Request Form	10	640	6,400	20 minutes	2,133	\$56.69	\$120,919.77
State, local or Tribal Government	FEMA Form 010-0-8 / Mission Assignment	10	320	3,200	3 minutes	160	\$56.69	\$9,070.40
State, local or Tribal Government	Training / No Form	10	2	20	8 hours	160	\$56.69	\$9,070.40
<b>Total</b>		<b>10</b>		<b>9,620</b>		<b>2,453</b>		<b>\$139,060.57</b>

• Note: The “Avg. Hourly Wage Rate” for each respondent includes a 1.4 multiplier to reflect a fully-loaded wage rate.

Question 15 – See explanation below.

Itemized Changes in Annual Burden Hours						
Data collection Activity/Instrument	Program Change (hours currently on OMB Inventory)	Program Change (New)	Difference	Adjustment (hours currently on OMB Inventory)	Adjustment (New)	Difference
Resource Request Form / FEMA Form 010-0-7				2,133	2,133	0
FEMA Form 010-0-8 / Mission Assignment				160	160	0
Training / No Form				160	160	0
<b>Total(s)</b>				<b>2,453</b>	<b>2,453</b>	<b>0</b>

***Explain:***

Some revisions were made to improve FEMA Forms 010-0-7 and 010-0-8. However, there have been no changes to the information being collected or to the annual burden for this collection.