

Forms Revision Chart
FEMA Form 010-0-8, Mission Assignment (MA)
03/19/2014

LOCATION	CURRENT TEXT	REVISED TEXT
Page 1 I. TRACKING INFORMATION (FEMA Use Only).	NEMIS Number	Resource Request Number
Page 1 II. Assistance Required	*State Approving Official (Required for DFA) Date:	This wording is now removed.
Page 1 IV. DESCRIPTION (Assigned Agency Action Officer)	Detailed billing instructions and accounting guidance may be found at http://www.fema.gov/government/business.shtm . Your agency must validate the unliquidated MA balance at least annually as stipulated by FEMA to maintain reimbursable authority. Accrual data must also be provided to FEMA no later than the third business day after fiscal quarter end close. Information can be submitted to FEMA-Disaster-MA-ULO@dhs.gov."	"Your agency must validate the unliquidated MA balance at least annually as stipulated by FEMA to maintain reimbursable authority. Accrual data must also be provided to FEMA no later than the third business day after fiscal quarter end close. Information can be submitted to FEMA-Disaster-MA-ULO@dhs.gov. For MA billing and reimbursement information, please visit http://www.fema.gov/federal-agencies-providing-disaster-assistance ."
Page 1 III. INITIAL FEDERAL COORDINATION (Operations Section)	Action to: ESF#: Other	Action to: ESF#: Other: RSF
Page 1 IV. DESCRIPTION (Assigned Agency Action Officer)	"Projected End Date"	"Projected Operational End Date"
Page 1 IV. DESCRIPTION (Assigned Agency Action Officer)	Projected Operational End Date	Estimated Projected End Date:
Page 1 IV. DESCRIPTION (Assigned Agency Action Officer)	Total Cost Estimated	Total Cost Estimated Total Required this Obligation Cycle
Page 1 IV. DESCRIPTION (Assigned Agency Action Officer)	ESF/OFA Action Officer:	ESF/OFA/RSF Action Officer:
Page 1	Technical Assistance State Share (0%)	This wording is now removed.

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V. Coordination (FEMA Use Only) Type of MA:		
Page 1 VI. APPROVAL	*State Approving Official (Required for DFA and TA)	*State Approving Official (Required for DFA)
Page 1 VII. OBLIGATION (FEMA Use Only)	* Signature required for Direct Federal Assistance and Technical Assistance MAs.	This wording is now removed.
Page 2 INSTRUCTIONS I. TRACKING INFORMATION.	Completed by Action Tracker or other Operations staff. Required for all request.	Completed by Operations Section staff.
Page 2 INSTRUCTIONS I. TRACKING INFORMATION.	Completed by Operations Section staff.	Completed by Resource Support Section or Operations staff. Required for all requests.
Page 2 INSTRUCTIONS Section I. TRACKING INFORMATION. Action Request No:	Action Request No:	Resource Request No:
Page 2 INSTRUCTIONS Section I. TRACKING INFORMATION. Program Code/Event No.:	Examples: 7220-SU, 4220-AD, 3130-EM, 1248-DR.	Examples: 7220-SU, 3130-EM, 1248-DR.
Page 2 INSTRUCTIONS Section II. ASSISTANCE REQUESTED. Assistance Requested	Detail of resource shortfalls, give specific deliverables or simply state the problem.	Details from the Resource Request Form will provide the Assistance requested.
Page 2 INSTRUCTIONS Section II. ASSISTANCE REQUESTED. Assistance Requested	Details from the Resource Request Form will provide the Assistance requested	Details from the Resource Request Form will provide information concerning the assistance requested.
Page 2 INSTRUCTIONS Section II. INITIAL FEDERAL COORDINATION.	Completed by the Operations Section Chief.	Completed by FEMA Personnel with Delegated Authority.

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Page 2 INSTRUCTIONS Section II. INITIAL FEDERAL COORDINATION. Action to:	Operations Chief notes assigned organization. May be Emergency Support Function (ESF), internal FEMA organization, or other organization, which assigns the Action Officer.	Assigned organization. May be Emergency Support Function (ESF), internal FEMA organization, or other organization, which assigns the OFA Action Officer.
Page 2 INSTRUCTIONS Section II. State Approving Official:	State Approving Official: Signature certifies that State and local government cannot perform, nor contract for the performance, of the requested work and agrees to pay cost share if any.	This wording is now removed.
Page 2 INSTRUCTIONS Section II. INITIAL FEDERAL COORDINATION. Action to:	Best solution may be internal resources or commercial vendor. Deliberate evaluation must occur before MA is completed and MA is issued.	Deliberate validation and verification of information must occur before MA is funded and MA is issued.
Page 2 INSTRUCTIONS III. INITIAL FEDERAL COORDINATION. Action to:	Assigned organization. May be Emergency Support Function (ESF), internal FEMA organization, or other organization, which assigns the OFA Action Officer. Rest of MA used only if solution to request Federal agency to perform reimbursable work under (MA). Deliberate validation and verification of information must occur before MA is completed and MA is issued.	May be Emergency Support Function (ESF), Recovery Support Function (RSF), internal FEMA organization, or other organization, which assigns the Action Officer. Remainder of MA used only if solution is to request Federal agency to perform reimbursable work under (MA). Deliberate validation and verification of information must occur before MA is completed and issued.
Page 2 INSTRUCTIONS IV. DESCRIPTION.	Completed by assigned OFA Action Officer.	Completed by assigned agency Action Officer.
Page 2 INSTRUCTIONS IV. DESCRIPTION Statement of Work:	Description steps to complete the request. Include discussion of personnel, equipment; sub tasked agencies, contracts and other resources required. This can be provided as an attachment.	Detailed description of work to be performed that includes: Overview of MA, objectives, tasks, resources, personnel, deliverable, location, period of performance and comprehensive cost estimate for period of performance. Statement of Work may be attached. Additional guidance concerning the writing of a Statement of Work can be found in the Mission Assignment Guide and FAR.
Page 2 INSTRUCTIONS IV. DESCRIPTION Assigned Agency	Agency receiving the MA from FEMA. Activities within the scope of an ESF result in an MA to the primary agency. Cite subordinate organization if	Agency receiving the MA from FEMA. Activities within the scope of an ESF/REF result in an MA to primary agency. Cite subordinate organization if applicable.

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	applicable. Example; DOT-FAA, COE-SAD.	Example DOT-FAA, COE-SAD.
Page 2 INSTRUCTIONS IV. DESCRIPTION	Project Completion Date/End Date: If end date is not clear, estimate and budget for 30 or 60 days, then re-evaluate. TBD is not acceptable; some date must be entered into this field.	Projected Start/End Date: If end date is not clear, estimate and budget for 30, 60, or 90 days, then reevaluate. TBD is not acceptable; a date must be entered.
Page 2 INSTRUCTIONS IV. DESCRIPTION Total Cost Estimate:	A budget can be attached outlining personnel, equipment, contract, sub-tasked agency, travel, and other costs.	Enter dollar value and attach a detailed budget outlining personnel, equipment, contract, sub-tasked agency, travel and other costs. The cost estimate should include the total cost projection for the MA across the entire length of the MA. The 90 day obligation cycle is used to obligate funding in 90 day increments when completion period is expected to exceed 90 days.
Page 2 INSTRUCTIONS V. COORDINATION. Appropriation Code:	Appropriation Code: Static data. Do not change. This is for information only, should not be used to report internal agency finances to Treasury.	<u>Appropriation Code:</u> Static data. Do not change. This is for information only, should not be used to report internal agency finances to Treasury. <u>Reporting:</u> MA agencies are required to provide reporting as determined by the Program Manager.
Page 2 INSTRUCTIONS IV. DESCRIPTION Assigned Agency:	Activities within the scope of an ESF/REF result in an MA to primary agency.	Activities within the scope of an ESF/RSF result in an MA to primary agency.