

Enterprise Coordination and Approvals Processing System (eCAPS)

Preparing an Electronic Mission Assignment (MA)

Quick Reference Guide

eCAPS Version 3.00

April, 2007

This

page

intentionally

left

blank.

Table of Contents

Chapters

1. Introduction	5
2. Start eCAPS	7
3. Prepare a new Mission Assignment (MA)	10
4. Approvals	22
5. Search for an Existing Task	26
6. Amending a Mission Assignment	29
7. Preferences	31
8. Reports	32

This page intentionally left blank.

Enterprise Coordination and Approvals Processing System
(eCAPS)
Version 3.00

Introduction

eCAPS provides electronic coordination and approval of the Requisition and Commitment for Services And Supplies (FEMA Form 40-1) and Mission Assignments (MA). This electronic processing has been built as a Web-based service and will support all disaster-related 40-1s and MAs. Data is entered directly into screen forms.

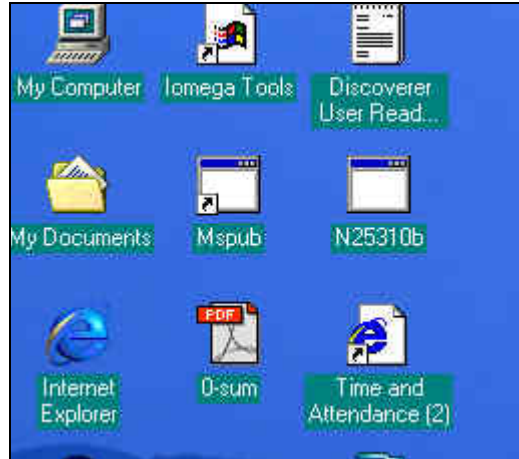
This guide will explain the electronic process and provide screen shots for visual clarity. It is not intended to instruct the programmatic process involved with either of these forms. It is divided into chapters to provide easy and quick access to the portion of the process you need. It serves as a quick reference to address entry and processing of an MA form and the amendment of an MA. A separate guide is available to address the entry, processing, and amendment of a FF 40-1.

This page intentionally left blank.

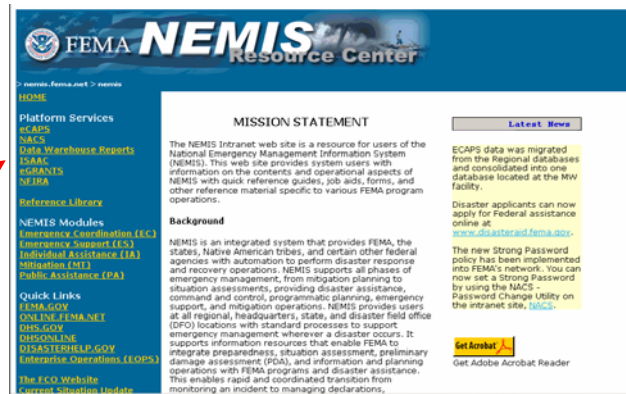
Start eCAPS

This process is the same for a 40-1 or an MA.

1. Double-click on the **Internet Explorer** shortcut on the desktop.



2. Type the following on the Address line :
<http://nemis.fema.net>



3. Click on the **eCAPS** button on the left hand side of the screen.

4. Supply your NEMIS User ID and Password on the Login screen.

The Release Notes, listed below the Login box, contain information about changes to eCAPS since the last update.

Click on the date to read the specific Release Notes.

Click Login.



5. Your Inbox will display. Click on the menu item on the left side of the screen to proceed with:

<p>a. Inbox</p> <p>See Approval on page 15.</p>	<p>List of items routed to you for approval/processing. The list may be sorted by clicking on a column title.</p>
<p>b. Drafts</p> <p>See page 12.</p>	<p>View tasks still in Draft status that have been created by you.</p>
<p>c. Search for an existing task.</p> <p>See Search on page 18.</p>	<p>Select filters to narrow the search and print results.</p>
<p>d. Blank Forms</p>	<p>Allows you to print a blank 40-1 form or Mission Assignment (MA).</p>
<p>e. Reports</p> <p>See Reports on page 23.</p>	<p>Select various reports to view on the screen or print.</p>
<p>f. Create a New FF40-1, Mission Assignment (MA)</p>	<p>MAs are explained in this Quick Reference Guide. Creating FF40-1 is explained in a separate Quick Reference Guide.</p>
<p>g. Check Notifications</p>	<p>Alerts you that items have been routed to you for processing/ approval.</p>
<p>h. Set user Preferences.</p>	<p>See Preferences section on page 22.</p>



i. Quick Reference	Link to this Quick Reference Guide. It is a large document and may take a while to download.
---------------------------	--

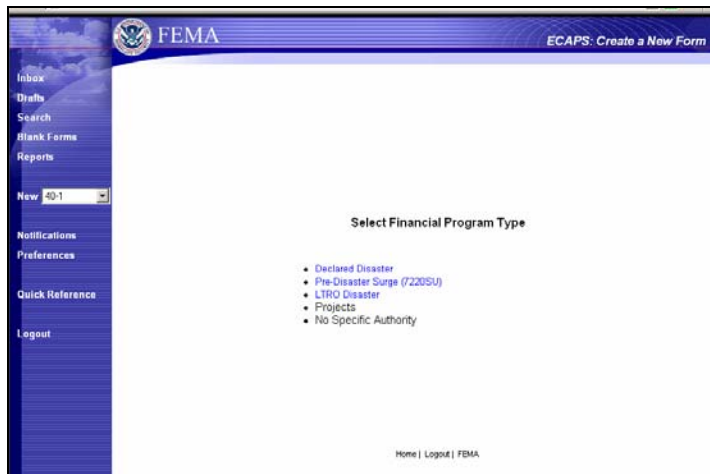
Prepare a New Mission Assignment (MA)

1. Locate the **New** option on the left side of the screen. Select **MA/RFA** from the drop-down list. Click on **New**.

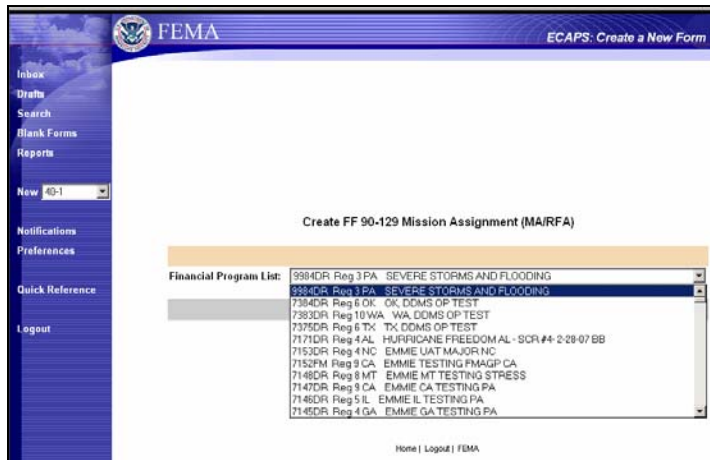


2. Select the **Financial Program Type** (Declared Disaster or Pre-Disaster Surge) for the MA.

LTRO Disaster, Projects, and No Specific Authority are not functional at this time.



3. Scroll down the list OR type the first number of the disaster and then scroll, if necessary, to the appropriate number. Click on the number. Then click **Continue**.



Using Surge Account

NOTE:

If you need to create a MA using the surge account, select Pre-Disaster Surge instead of Declared Disaster from the Financial Program Type list.

Since the surge account applies to all incidents, you must select the appropriate incident before creating the new MA so the funds will be applied correctly.

Select Financial Program Type

- Declared Disaster
- Pre-Disaster Surge (720SU)
- LTRO Disaster
- Projects
- No Specific Authority

The list defaults to all incidents within the last 30 days and displays 10 to a page. If you need an incident that is not displaying on this screen and it's within the last 30 days, select Show All (just above the list). If the desired incident is still not displayed, select one or more of the 5 criteria options on the top of the screen. Then click **Retrieve**.

Create Pre-Disaster Surge FF 90-129

Select Incident search criteria:

Region: -All- State: -All- Type: -All- Status: -All- Date Began (mm/dd/yyyy): from 03/12/2007 to

Retrieve

Select an incident to create a task; click on a column title to sort by that column; click again to reverse the sort.

1 - 10 Show All Next | showing 1 - 10 of 20

Select	St	Reg	Type	Incident ID	Incident Name	Status	Bgn Date
select	GA	4	Hurricane	2007040601	PFM EDV Training Incident	0	04/04/2007
select	CT	1	Chemical	2007032701	DET TDL load test_kernet	0	03/27/2007
select	MD	3	Fire	2007032901	PFM - EDV Test PMAO	0	03/27/2007
select	WV	3	Fire	2007032901	PFM - EDV Test PMAO	0	03/27/2007
select	VA	3	Fire	2007032901	PFM - EDV Test PMAO	0	03/27/2007
select	VA	3	Fishing Losses	2007032524	Hurricane MCAD	0	03/25/2007
select	VA	3	Fishing Losses	2007032505	Hurricane MCAD	0	03/25/2007
select	VA	3	Fishing Losses	2007032507	Hurricane MCAD	0	03/25/2007
select	VA	3	Fishing Losses	2007032519	Hurricane MCAD	0	03/25/2007
select	VA	3	Fishing Losses	2007032521	Hurricane MCAD	0	03/25/2007

Next | showing 1 - 10 of 20

To ensure you have the correct incident, check the Incident ID #. That number is assigned by NEMIS at the time tracking of the incident begins in NEMIS. The first 4 digits are the year, the next 2 are the month, the next 2 are the day of the month and the last 2 are the consecutive numbers of the incident(s) on that date. For instance, the first one on the list to the right is 2007040601. This is the first incident to be tracked in NEMIS on April 6, 2007.

Using Surge Account

NOTE: (Cont.) Click **Select** in the far left column when you find the incident. A new MA will be created. Follow the rest of the steps in this section to finish creating the MA.

Prepare a New Mission Assignment (MA) (cont.)

4. Select **Yes** to create a new task.

5. A Mission Assignment (MA) form will display with Section I, **Tracking Information** autofilled:

- State
- Action Request # - this is the system generated consecutive task ID number
- Program Code/Event #
- Date/Time Rec'd

This form is now in Draft status. It can be edited or deleted by you until you submit it to the approval process.

NOTE: The task ID# will be displayed at the top center of the screen as well as just above the left side menu. Make a note of it for future reference.

All fields designated with a red asterisk are required fields.

If you need additional instructions for completing the form, there is a link at the top center of the form to the instructions that are printed on the back of the OMB form.

6. Click on Section II, **Assistance Requested**. Fill out the information on the data entry window. Enter a short description of the assistance being requested in the Assistance Requested field. The Statement of Work will be entered later. Enter the Quantity (defaults to 1), Unit of Measure (defaults to Each), and Unit Price. Type in the **Date Required**. Use the format shown including the slashes. The Internal Control Number is used if cross-referencing this request with another tracking system.

The screenshot shows a web browser window with the URL http://166.112.208.22:8896/ecaps/mainervlet?actionType=D15PLAY_RFA_IIR;TaskID=106938;DBServID=12.... The page title is "II. ASSISTANCE REQUESTED (Asterisk indicates required fields)". The form contains the following fields and values:

- Assistance Requested: (You may enter up to 4,000 characters) [3986 characters left] - Text area containing "Activate ESF 3"
- * Quantity: 1 - Text input
- * Unit of Measure: Each - Dropdown menu
- * Unit Price: 25000.0 - Text input
- Date/Time Required: 02/09/2007 - Text input (with example "e.g. mm/dd/yyyy")
- Internal Control #: - Text input
- Delivery Location: Name: Linda - Text input
- Address: 509 - Text input
- City: Chicago - Text input
- State: IL - Dropdown menu
- Zip: 60604 - Text input
- Contact: - Text input
- Phone #: - Text input
- Ext: - Text input
- * Requestor: Linda Choha - Text input
- Phone #: 123-2876 - Text input
- Ext: - Text input
- * POC (Project Officer): ADAMCIK, CAROL ANN - Text input
- Change Project Officer: Select Scope - Dropdown menu
- Phone #: - Text input
- Ext: - Text input

Buttons at the bottom: Save/Cont., Reset, Close.

7. Complete the Delivery Location information by entering the address where the work will be performed and the Contact data (usually the Agency POC on site). The zip code must be a valid zip code for that state or enter five zeroes.
8. The Requestor is the person who made the request.

Before selecting the POC, the FEMA Project Officer, use the **Change Project Officer** field drop-down list to choose HQ,

Region, or Disaster. Then select the name from the drop-down list. The list contains the names of those people rostered at HQ, at the Region, or in that disaster with a role of Project Officer. Notice that their phone # populates automatically.

- If this is an activation MA you can select **ACT Letters** from the menu on the left to generate a template Activation Letter which may be edited and printed.

To attach the edited letter to the MA, save it to your computer and then attach it using the Attachment menu option.

- Click on
 - Save /Cont.** to save your entries and return to the form,
 - Reset** to erase the entries in the window but keep the window open, or
 - Close** to close the window without saving the data.

- Click on Section III, **Initial Federal Coordination**. The entry window contains only the assigned priority radio buttons. Select the Priority level for this task. The system will default to Normal.

12. You will note, in addition to the Priority, Section III of the form contains fields for Action to: and Date/Time, even though they do not display in the entry window. Date/Time is autofilled. There are two check boxes for Action to: one for ESF # and one for Other.

III. INITIAL FEDERAL COORDINATION (Operations Section)			
Action to:	<input type="checkbox"/> ESF#: <input checked="" type="checkbox"/> Other:	Date/Time: 01/24/2007 15:26	Priority: <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 3 High <input checked="" type="checkbox"/> 5 Normal <input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 4 Medium
IV. DESCRIPTION (Assigned Agency Action Officer)			
<p>Mission Statement: Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing. The Mission Assignment Monthly Progress Report can be accessed and submitted on-line at http://www.fema.gov/maprogress. The new ALC number can also be accessed at the web address.</p>			
Assigned Agency:	Projected Start Date:	Projected End Date:	

NOTE: The system defaults to Other. To “check” the ESF # box, an entry must be made in the Agency POC field in Section IV, Description, beginning with the letters ESF.

13. Section IV, Description is for entry of the Mission Statement, the dates, Assigned Agency selected from the drop-down list, and the Action Officer (Agency POC) name and phone. If the SOW is too long for the 4,000-character field, it can be provided as an attachment.

The Mission Statement field has a character counter just above the field so you will know when you’ve reached the character limit.

Note that the End Date is a required field.

If needed, select **Attachments** from the menu options on the left side of the screen and follow the directions on the entry window. A list of attachments for the task will be listed by Description at the bottom of the screen below the form.

Open	Download	File Name	Description	Entered By	Edit	Delete
		MA Attachment.doc	SOW document	Linda Choha		

- The Mission Assignment Coordinator (MAC) usually completes Section V. Begin by selecting the Type of Mission Assignment. The standard State Cost Share percentages are shown in parentheses after each mission type. Once the Type is chosen, the Object Class will autofill.

V. COORDINATION (FEMA Use Only)

Type of Mission Assignment: Direct Federal Assistance (State Cost Share: 0%, 10%, 25%)
 Technical Assistance (State Cost Share: 0%)
 Federal Operations Support (State Cost Share: 0%)

State Cost Share Percent: 0 %

*Commodity/Activity Category: Administrative Support

Fiscal Year	Fund Code	Fin Pgm	Organization	Project	Fund Function
2007	06	9984DR	90340000-RESPONSE & RECOVERY DIVISION	XXXX	D

Object Class: 2501-MA - Federal operations administrative & management support

Mission Assignment - Federal Operations Administrative and Management Support - Disaster-related. Obligations incurred for a mission assignment to an OFA to provide administrative and logistical support, including personnel, equipment, and supplies, to begin and maintain

Appropriation Code: 70X0702

Buttons: Save/Cont, Reset, Close

- Next, enter the State Cost Share if this is a Direct Federal Assistance mission.



When entering the State Cost Share, be sure the decimal point is in the correct place.

- Enter the Commodity/Activity Category, Fiscal Year. The Organization code defaults to the Response and Recovery Division for the Region where the disaster is located.
- Select **Section VI Approval** or **Route** from the menu options on the left side of the screen to choose the names and positions of those who must approve this MA.

18. The Initiator and the Project Officer are entered on the routing list automatically. Add the names of others who will approve this mission in Section VI Approvals. Select the **Level of approval** needed and the **Scope** from the drop-down lists.

The screenshot shows the 'Route' form with the following fields: Level (Mission Assignment Coordinator), Scope (Region), and Financial Program (9984DR). The 'Append Name' dropdown is open, showing a list of names. Below the dropdown is an 'Append' button. At the bottom of the form is a table with columns: Move, Order, Name/Position, Action, Processed, Remarks, and Delete.

Move	Order	Name/Position	Action	Processed	Remarks	Delete
	0	Linda Choha INITIATOR	Submit	4/11/2007 6:50 PM		
	1	Christina Bowman PROJECT OFFICER				
	2	Pamela Wade Mission Assignment Coordinator				

Note: The Initiator on the Route is the person who entered the MA and will not necessarily be the same as the requester of the action entered previously on the form.

19. Select the name of the person and then click **Append** to add the person to the list at the bottom of the entry window.

The screenshot shows the 'Route' form with the following fields: Level (Mission Assignment Coordinator), Scope (Region), and Financial Program (9984DR). The 'Append Name' dropdown is open, showing a list of names. Below the dropdown is an 'Append' button.

Notice that clicking on the **Move** arrows to the left of the list can change the order of the names. Since the MAC should be first on the route, click on the up arrow next to their name so they will be listed before the Project Officer.

A name can be deleted by using the **Delete** button at the right side of the list. These features are only available for those whose "signatures" have not been obtained.

The screenshot shows the 'Route' form with the following fields: Level (Federal Approving Officer), Scope (Region), and Financial Program (9984DR). The 'Append Name' dropdown is open, showing a list of names. Below the dropdown is an 'Append' button. At the bottom of the form is a table with columns: Move, Order, Name/Position, Action, Processed, Remarks, and Delete.

Move	Order	Name/Position	Action	Processed	Remarks	Delete
	0	Linda Choha INITIATOR	Submit	1/24/2007 10:26 AM		
	1	Betty Ritchie PROJECT OFFICER				
	2	Reo Alexander Mission Assignment Coordinator				
	3	Karen Armes Federal Approving Officer				

As the task is processed through Approval, each signature will display on the form.

All MAs require the signatures of a Mission Assignment Coordinator (MAC), a Project Officer, and a Federal Approving Officer (FAO). If the MA is for Technical Assistance (TA) or Direct Federal Assistance (DFA), a State Approving Official (SAO) must also approve.

Other coordinating officials may be added to the route. If 2 approvers in the same capacity, such as Project Officer/ Branch Chief, are added to the route, only the last signature is displayed on the form.

A print option is available so that the entire approval chain can be printed and attached to the form in the MA file.

20. When all the names have been added, click **Close**.

NOTE: The Federal Approving Official (FAO) should always be the last person on the routing list. You must designate only one FAO on the routing.

21. Section VII, Obligation displays the entry screen for the Mission Assignment #, Amendment #, Amount this Action, Cumulative Amount, Date/Time Obligated, and Initials. The first field, which is the MA Sequence #, defaults to the first available number for that organization. It may be edited here if necessary.

The screenshot shows a web browser window with the URL <http://web3:8896/ecaps/mainervlet?actionTyp...>. The page title is "VII. OBLIGATION (FEMA Use Only)". The form contains the following fields and values:

- Mission Assignment #: 9984DR-PA-COE-NAD-1 (dropdown menu)
- Amendment #: 00
- Amount this Action: \$2,000.00
- Cumulative Amount:
- Date/Time Obligated:
- Initials:

At the bottom of the form, there are three buttons: "Save/Cont.", "Reset", and "Close". Below the form, the text "Coordinator (Preparer): Ren Alexander" is visible.

22. The Amount This Action field autofills from Section IV. The Cumulative Amount displays the total funding for this mission once the funds have been obligated.

23. Once all the information is entered and you are ready to process the Mission Assignment (MA) through the approval system, click **Validate**. A list of missing information will be displayed at the top of the screen above the form. If there is any missing information listed, except the approvals, add it by selecting that section on the form and adding/editing the information.

The form failed validation testing. The following parts of the form are incomplete or incorrect:
 The specified Project Officer or the Alternate Project Officer must approve on the route.
 FAO approval is missing.

Region 3, State PA, 9984DR, MA#1255-10844 (Draft) -click a section heading to edit-

FEDERAL EMERGENCY MANAGEMENT AGENCY MISSION ASSIGNMENT (MA)		Click here for MA Form Instructions	OMB NO. 3667-0278 Expires November 30, 2007
I. TRACKING INFORMATION (FEMA Use Only)			
State: PA (Pennsylvania) Incident 1999080301-Test - Pennsylvania (9904)		Action Request #: 1255-10844	
Program Code/Event #: 9984DR-SEVERE STORMS AND FLOODING		Date/Time Rec'd: 04/11/2007 18:50	
II. ASSISTANCE REQUESTED			
Enter a brief description of the request.			
Quantity: 1 (Each)	Date/Time Required: 04/12/2007	Internal Control#:	
Delivery Location: FEMA, 23 Main St, Anytown, MD 21727			
Initiator/Requestor Name: Robert Townsend		24-hour Ph #: (555) 222-8877	Date: 04/11/2007
POC Name: BOWMAN, CHRISTINA M		24-hour Ph #: (703) 292-9540	Date: 04/11/2007
*State Approving Official (Required for DFA and TA):			
III. INITIAL FEDERAL COORDINATION (Operations Section)			
Action to:	<input type="checkbox"/> ESF#: <input checked="" type="checkbox"/> Other:	Date/Time: 04/11/2007 18:44	Priority: <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 3 High <input checked="" type="checkbox"/> 5 Normal <input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 4 Medium

24. After the form has been completed and validated, and it is ready to begin the Approval process, click **Submit**.

It is recommended that you print a copy for your file. Selecting the **Print** button will generate the OMB MA form in PDF format. If the SOW is longer than the space provided on the OMB form, the remainder will print on an additional page(s).

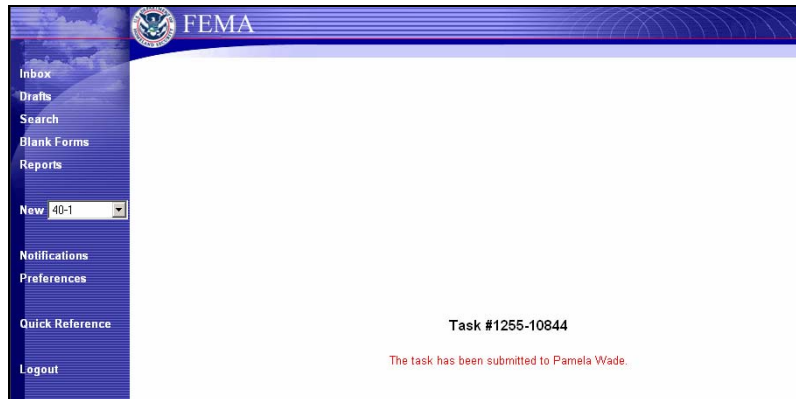
25. You will be prompted to Confirm Action. Click **Yes**.

This will move the task from a Draft status to Open.

NOTE: Once a task has been submitted, the information may be edited by the MAC if the task is in their Inbox and they're first on the route, or by a user that has ATOPS authority, but only when the task is in an Open status.



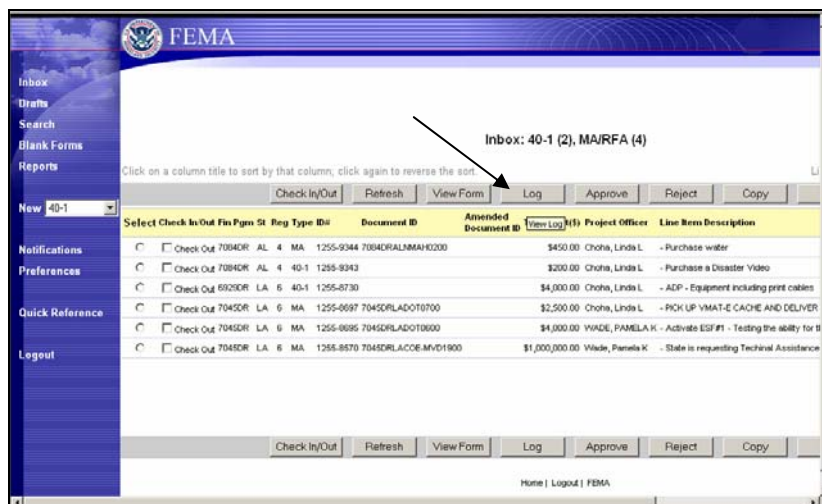
26. You will be notified that the action has been sent to the Project Officer (or whoever is next on the routing list).



27. Once the MA has been submitted, it can be accessed through the Search screen.

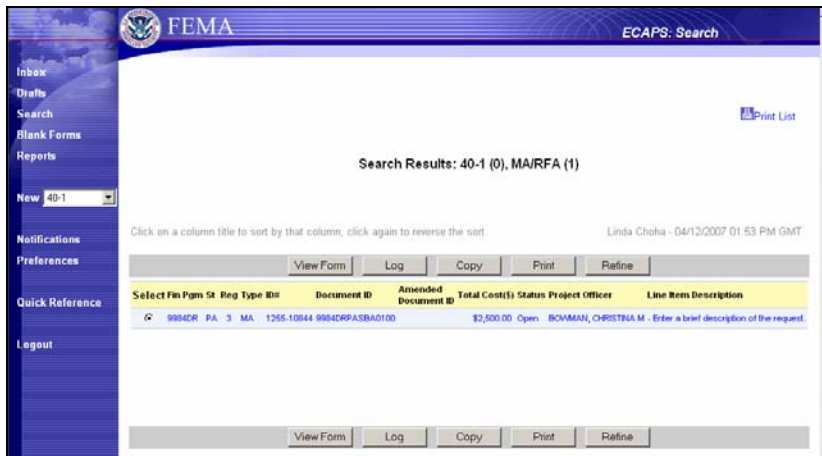
See page 27 for detailed instructions.

28. A Log will be available, once the task is created, to enter pertinent information regarding this task. The **Log** button is available for all tasks. Highlight the task by clicking the radio button to the left of the task and then click **Log**. The **Log** is available for the life of the task. If you have selected View Form, the **Log** is a menu option on the left side of the screen.



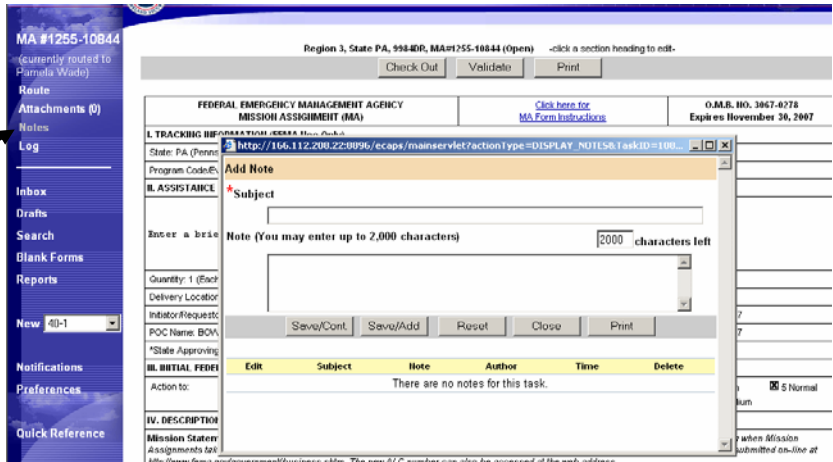
If the task is not in your Inbox, locate it by using the Search option. Select the appropriate task by clicking on the radio button to highlight the task. Click on the **Log** button at the top of the list.

If the search brings back too large a list, you can narrow your search by clicking the **Refine** button to be more specific with your search criteria.



29. Notes can be added to a task at any time by selecting the task and clicking **View Form**. Select the **Notes** option on the left side of the screen.

You may have view only rights to the form depending on your role, but will still be able to add Notes.



30. Any notes added to a task will be displayed below the form at the bottom of the screen.

V. COORDINATION (FEMA Use Only)		
Type of MA: <input type="checkbox"/> Direct Federal Assistance State Cost Share (0%, 10%, 25%)	<input type="checkbox"/> Technical Assistance State Cost Share (0%)	<input type="checkbox"/> Federal Operations Support State Cost Share (0%)
State Cost Share Percent: 0.0%	State Cost Share Amount: \$0.00	
Fund Citation: -06-8793DR- -XXXX- -D	Appropriation Code: 70X0702	
Mission Assignment Coordinator (Preparer):	Date:	
**FEMA Project Officer/Branch Chief (Program Approval):	Date:	
**Comptroller/Funds Control (Funds Review):	Date:	
VI. APPROVAL		
*State Approving Official (required for DFA and TA):	Date:	
*Federal Approving Official (required for all):	Date:	
VII. OBLIGATION (FEMA Use Only)		
Mission Assignment #: 6793DR-AR-DOT-15	Amount This Action: \$6,250.00	Date/Time Obligated:
Amendment #: 00	Cumulative Amount: \$6,250.00	Initials:
NOTES:		
Test Notes - Linda Chohe 11/21/2003		
This is a test to show where the Notes will be displayed once they are entered for a Mission Assignment.		

Approvals

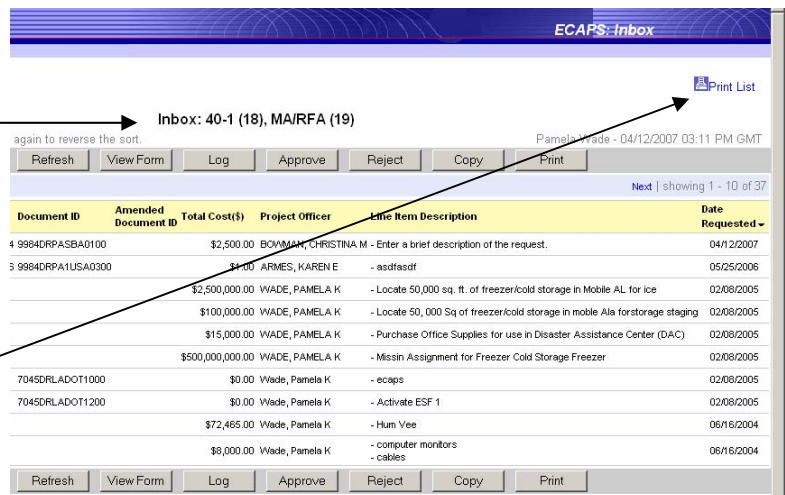
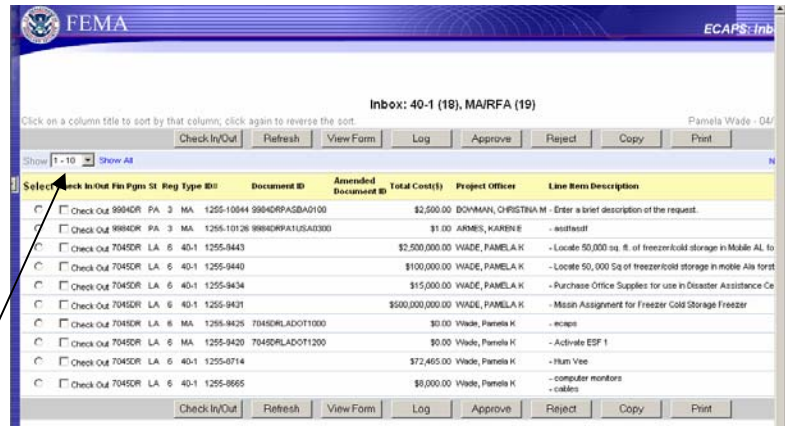
1. Log in to eCAPS. Your Inbox will display.

If new tasks are sent to you while you are working in eCAPS, they will not automatically display in your Inbox. The Inbox can be refreshed at anytime by clicking on the **Refresh** button.

The Inbox will display 10 tasks at a time. If your Inbox contains more than that, you may use the drop down list to select a range or select Show All.

At the top of the Inbox there are totals for the number of 40-1's and the number of MA's in your box.

If you wish to print a list of all of the tasks in your Inbox, scroll all the way to the right and there is a **Print List** option at the top of the screen.



2. Highlight the appropriate task by clicking the radio button next to it and selecting **View Form**.

You may Approve a task directly from your Inbox by clicking the radio button next to the task and clicking **Approve**, however it is recommended that you view the task before approving it.

- The task will display. The **Approve** button is located at the top of the screen.

Once the task has been reviewed, and any additions or corrections have been made, click on:

Validate – correct any items necessary if you have sufficient authority. If not, reject it back to the MAC with comments on the corrections needed.

Approve – you will be prompted to Confirm Approval and enter Remarks.

Reject – you will be prompted to Confirm Rejection and enter Remarks. Please enter a reason for the rejection.

Cancel – this button will cancel the task and remove it from the routing. It will no longer be visible in eCAPS after 30 minutes. (To restore see Step 8)

Print – to generate a copy of the OMB form for printing.

The screenshot shows the FEMA eCAPS interface for a Mission Assignment (MA) form. The header includes the FEMA logo and the text 'ECAPS: MA/RFA'. The form is titled 'Region 3, State PA, 99846, MA#1255-10844 (Open)'. Below the title are buttons for 'Check In', 'Approve', 'Reject', 'Cancel Task', 'Validate', and 'Print'. The form is divided into several sections:

- FEDERAL EMERGENCY MANAGEMENT AGENCY MISSION ASSIGNMENT (MA)**: Includes a 'Click here for MA Form Instructions' link and 'OMB No. 3902-0718 Expiration November 30, 2007'.
- I. TRACKING INFORMATION (FEMA Use Only)**: Fields for State (PA), Incident (199090001-Test - Pennsylvania (0984)), Action Request # (155-10844), Program Code/Event # (99846-SEVERE STORMS AND FLOODING), and Date/Time Rec'd (04/12/2007 13:22).
- II. ASSISTANCE REQUESTED**: A text area for 'Enter a brief description of the request.' and a 'Quantity: 1 (Each)' field.
- III. INITIAL FEDERAL COORDINATION (Operations Section)**: Fields for Delivery Location (FEMA, 23 Main St, Annapolis, MD 21727), Initiator/Requestor Name (Robert Townsend), POC Name (BOWMAN, CHRISTINA M), and Date/Time Required (04/12/2007).
- IV. DESCRIPTION (Assigned Agency Action Officer)**: A 'Mission Statement' field with a note: 'Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing. The Mission Assignment Monthly Progress Report can be accessed and submitted on-line at http://www.fema.gov/government/business.stm. The new ALC number can also be accessed at the web address.'

 The left sidebar contains navigation options like 'Inbox', 'Drafts', 'Search', 'Blank Forms', 'Reports', 'New', 'Notifications', and 'Preferences'.

- When you select **Approve**, a validation check is run by the system and you are asked to Confirm Approval. You may enter Remarks before approving.

The screenshot shows the 'Confirm Approval' dialog box in the FEMA eCAPS system. The dialog has a title bar 'ECAPS: Confirm Approve/Reject' and buttons for 'Check In', 'View Form', 'Cancel Task', 'Validate', and 'Print'. The main text reads: 'Confirm Approval' and 'You have selected to approve MA #1255-10844, continue?'. Below this is a red warning message: 'Please Note: This form has not passed validation. The specified Project Officer or the Alternate Project Officer must approve on the route. FAO approval is missing.' There is a 'Remarks (You may enter up to 2,000 characters):' field with a '2000 characters left' indicator. At the bottom are 'Yes' and 'No' buttons. A red warning at the bottom states: 'ATTENTION! Please, click Yes/No button only once otherwise it will cause erroneous results! The task will be checked in automatically immediately after you confirm the action.'

- Once you select **Yes**, the task is forwarded to the next person on the routing.

The screenshot shows the FEMA ECAPS interface for approving a task. The page title is "Approve (Region 3, State PA, 9984DR, MA#1255-10583 (Open))". A message states: "Acceptance successfully processed. The task (1255-10583) has been forwarded to Mission Assignment Coordinator user RALEXAND. Transactions committed. MANAR Notifications successfully processed. Click here to return to the form." Below the message is a table with the following data:

Order	Name Position	Action	Processed	Remarks
0	Linda Chohra INITIATOR	Submit	1/24/2007 9:05 PM	
1	Diana Altia Project Officer	Approve	1/25/2007 2:53 PM	
2	Reo Alexander Mission Assignment Coordinator			
3	Karen Armes Federal Approving Officer			
4	Betty Ritchie PROJECT OFFICER			

- Once the FAO approves the task moves to ES for the Comptroller to certify funds.

The status changes to Closed (C). Once the Comptroller certifies funds, the status changes to IFMIS Closed (I).

The screenshot shows the FEMA ECAPS interface for approving a task. The page title is "Approve (Region 3, State PA, 9984DR, MA#1255-10579 (Open))". A message states: "Acceptance successfully processed. The task (1255-10579), MA 9984DRPACOE-NA00100, has been forwarded to ES for comptroller certification of funds. Transactions committed. The task was successfully transferred to ES as Support Request ID 752195. MANAR Notifications successfully processed. Click here to return to the form." Below the message is a table with the following data:

Order	Name Position	Action	Processed	Remarks
0	Linda Chohra INITIATOR	Submit	1/23/2007 5:42 PM	
1	Johanna Harris PROJECT OFFICER	Approve	1/23/2007 7:41 PM	
2	Reo Alexander Mission Assignment Coordinator	Approve	1/23/2007 7:43 PM	
3	Karen Armes Federal Approving Officer	Approve	1/25/2007 12:40 PM	

Cancelled Task

- To restore a cancelled task within 30 minutes of the cancellation, the Project officer will Search for and highlight the task.

When a task is cancelled, the status changes to "X".

The screenshot shows the FEMA ECAPS search interface. The page title is "ECAPS: Search". The search results are: "Search Results: 40-1 (0), MA/RFA (1)". A message states: "Click on a column title to sort by that column; click again to reverse the sort. Pamela Wade - 01/25/2007 03:38 PM GMT". Below the message is a table with the following data:

Select	Fin Pgm	St	Reg	Type	ID#	Document ID	Amended Document ID	Total Cost(\$)	Status	Project Officer	Line Rem Description
<input checked="" type="checkbox"/>	9984DR	PA	3	MA	1255-10126	9984DRPA1USA0300		\$1.00	Cancelled	ARMES, KAREN E	- asdfasf

- Click on the **Restore** button at the top or bottom of the list.

The screenshot shows the FEMA eCAPS interface. At the top, it says 'FEMA' and 'ECAPS: MARFA'. Below that, there's a header for 'Region 1, State PA, 9940R, MA#1255-10126 (Cancelled)'. There are 'Restore' and 'Print' buttons. The main content area is titled 'FEDERAL EMERGENCY MANAGEMENT AGENCY MISSION ASSIGNMENT (MA)'. It includes fields for 'State: PA (Pennsylvania) Incident: 1399000207-Test - Pennsylvania (9994)', 'Action Request #: 1255-10126', and 'Program Code/Event #: 9940R-SEVERE STORMS AND FLOODING'. There are also sections for 'ASSISTANCE REQUESTED' and 'INITIAL FEDERAL COORDINATION (Operational Section)'. A 'Mission Statement' is provided at the bottom.

- You will be asked to confirm your action. Click Yes and Add Notes as needed.

The screenshot shows the 'Confirm Action' dialog box. It asks 'Are you sure that you want to restore MA #1255-10126 and bring it back to the approval process?'. There are 'Add Note', 'Subject', and 'Note' fields. The 'Note' field has a character count of '2000 characters left'. There are 'Yes' and 'No' buttons at the bottom.

10. Reject

When a task is rejected by someone on the route, they are asked to confirm the rejection. Enter a reason for the rejection. The task will then be routed back to the MAC.

The screenshot shows the 'Confirm Rejection' dialog box. It asks 'You have selected to reject MA #1255-10126, continue?'. There is a red error message: 'Please Note: This form has not passed validation. FAD approval is missing.' There is a 'Remarks' field with a character count of '2000 characters left'. There are 'Yes' and 'No' buttons at the bottom. A red warning message at the bottom says: 'ATTENTION! Please, click Yes/No button only once otherwise it will cause erroneous results! The task will be checked in automatically immediately after you confirm the action.'

- At this point, you may go back to the form, print a copy of the form, go back to the Inbox by clicking **Home**, or **Logout** of eCAPS.

Search for an Existing Task

- From the main **eCAPS** screen, click on **Search** from the menu on the left side of the screen.

The screenshot shows the FEMA eCAPS main screen. The left sidebar contains navigation options: Inbox, Drafts, Search, Blank Forms, Reports, and a 'New' dropdown menu set to '40-1'. The main content area displays a table of tasks with columns for 'Select', 'Check In/Out', 'Fin Pgm', 'St', 'Reg Type', 'ID#', 'Document ID', 'Amended Document ID', 'View Log (1)', 'Project Officer', and 'Line Item Description'. The table lists several tasks, including 'Purchase water', 'Purchase a Disaster Video', 'Equipment including print cables', 'PICK UP YMAT, E CACHE AND DELIVER', and 'State is requesting Technical Assistance'. At the top right, it says 'Inbox: 40-1 (2), MA/RFA (4)'. Below the table are buttons for 'Check In/Out', 'Refresh', 'View Form', 'Log', 'Approve', 'Reject', and 'Copy'.

- Select the criteria for the search. If you know the task ID#, enter it and click on **Search** at the bottom of the screen. If not, then select the criteria from the drop-down lists. It is not necessary to select something from every list, but be as specific as possible. Narrow down the search so the system will not slow down trying to return large amounts of data. Click on **Search**.

The screenshot shows the 'Search Existing Tasks' screen in FEMA eCAPS. The left sidebar is the same as the previous screenshot. The main content area is titled 'Search Existing Tasks' and contains various search criteria fields: 'Task ID', 'Document Control or Mission Assignment No.', 'Line Item Key Words', 'Dates' (Submitted, POP Start/End), 'Protia' (Yes/No), 'Commodity/Activity Category', 'Total Cost (\$)' (larger/smaller/between), 'Region', 'State', 'Agency', 'Disaster', 'Type', 'Status', 'Tasks', and 'Position Type'. There are 'Search' and 'Reset' buttons at the bottom.



If you need to locate a task that has not started the approval process, do not narrow the search by selecting a specific status. The resulting list will include Drafts entered by others but not submitted yet.

- The resulting list may be sorted by clicking on a column title. Click again to sort in reverse order.

Search Results: 40-1 (0), MA/RFA (41)

Select Fin Pgm	ST	Reg	Type	ID#	Document ID	Amended Document ID	Total Cost(\$)	Status	Project Officer	Line Item Description
<input type="radio"/>	9994DR	PA	3	MA	1255-10779	9994DRPACOE-NAD1400	\$100.00	Closed	Becker Greenfield, Donald	- This is to test capability of user logins for class.
<input type="radio"/>	9994DR	PA	3	MA	1255-10738	9994DRPACOE-NAD0801	\$100,000.00	Closed	ARNOLD, DONNA J	- Amendment #1 to increase funding and extend end-
<input type="radio"/>	9994DR	PA	3	MA	1255-10746	9994DRPADCO0401	\$400,000.00	Closed	FARLEY, M W	- Amendment to increase funding and extend projects
<input type="radio"/>	9994DR	PA	3	MA	1255-10747	9994DRPACOE-NAD2701	\$5,000.00	Closed	BUNNER, BRANDI B	- Amend MA to add \$5000.00 to procure coffee and
<input type="radio"/>	9994DR	PA	3	MA	1255-10713	9994DRPASUS40300	\$20,000.00	Closed	Ward, Cassandra	- Defense Coordinating Officer & Staff Element (DCO
<input type="radio"/>	9994DR	PA	3	MA	1255-10702	9994DRPACOE-SPD0100	\$200,000.00	Closed	BAKER, TERRY F	- To activate ESF#3
<input type="radio"/>	9994DR	PA	3	MA	1255-10717	9994DRPACOE-NAD3100	\$35,000.00	Closed	Arnold, Donna J	- Activate ESF #3
<input type="radio"/>	9994DR	PA	3	MA	1255-10726	9994DRPACOE-SAD0800	\$35,000.00	Closed	CARR, BERNICE P	- Activate ESF 3 to the RRCC Region IV due to Hurricane
<input type="radio"/>	9994DR	PA	3	MA	1255-10716	9994DRPACOE-SAD0200	\$250,000.00	Closed	Hackett, John M	- Activate and deploy ERT-N and Emergency Support
<input type="radio"/>	9994DR	PA	3	MA	1255-10708	9994DRPADCO0500	\$100,000.00	Closed	ARMES, KAREN E	- Activate ESF #3 to support the Region and/or Joint F

- Highlight the appropriate task by clicking the radio button at the left side of the Task. You may select:
 - View Form** to View the task.
 - Log** to record pertinent information for the processing of the task.
 - Copy** is not applicable to MA's.
 - Print** a copy of the MA.
 - Refine** takes you back to the Search screen.

Inbox: 40-1 (2), MA/RFA (4)

St Reg Type ID#	Document ID	Amended Document ID	Total Cost(\$)	Project Officer	Line Item Description	Date Requested
AL 4 MA	1255-9344	7084DRALNMAH0200	\$450.00	CHOHA, LINDA L	- Purchase water	01/03/2000
AL 4	40-1	1255-9343	\$200.00	Choja, Linda L	- Purchase a Disaster Video	01/03/2000
LA 6 MA	1255-8570	7045DRLACOE-MVD1900	\$1,000,000.00	Wade, Pamela K	- State is requesting Technical Assistance to aid them in accomplishing pr...	04/28/2000
LA 6 MA	1255-8697	7045DRLADOT0700	\$2,500.00	Choja, Linda L	- PICK UP VMAT-E CACHE AND DELIVER TO DFO IN MISSISSIPPI.	06/16/2000
LA 6 MA	1255-8695	7045DRLADOT0600	\$4,000.00	WADE, PAMELA K	- Activate ESF #1 - Testing the ability for the MAC to re-enter data on a ...	06/16/2000
LA 6	40-1	1255-8730	\$4,000.00	Choja, Linda L	- ADP- Equipment including print cables	06/17/2000

- Print List** – at the top far right of the Results screen will print the search results in a report format. This makes the Search option an effective ad hoc reporting tool. You can specify parameters and

INBOX TASKS

As of Date: 04/12/2007 06:11 PM GMT

40-1 (19), MA/RFA (19)

Check In/Out	Fin Pgm	ST	Reg	Type	Task ID	Document ID	Amended Document ID	Total Cost	Project Officer	Line Item Description	Date Requested
Check Out	9994DR	PA	3	MA	1255-10126	9994DRPAT1USA0300		\$1,101.00	ARMES, KAREN E	- outfit	05/25/2006
Check Out	7045DR	LA	6	40-1	1255-9443			\$2,500,000.00	WADE, PAMELA K	- Locate 50,000 sq. ft. of freezer/cold storage in Mobile AL for ice	02/08/2005
Check Out	7045DR	LA	6	40-1	1255-9440			\$100,000.00	WADE, PAMELA K	- Locate 50,000 Sq of freezer/cold storage in mobile Ala for storage staging	02/08/2005
Check Out	7045DR	LA	6	40-1	1255-9434			\$15,000.00	WADE, PAMELA K	- Purchase Office Supplies for use in Disaster Assistance Center (DAC)	02/08/2005
Check Out	7045DR	LA	6	40-1	1255-9431			\$500,000.00	WADE, PAMELA K	- Mission Assignment for Freezer Cold Storage Freezer	02/08/2005
Check Out	7045DR	LA	6	MA	1255-9425	7045DRLADOT1000		\$0.00	Wade, Pamela K	- ecaps	02/08/2005
Check Out	7045DR	LA	6	MA	1255-9420	7045DRLADOT1200		\$0.00	Wade, Pamela K	- Activate ESF 1	02/08/2005
Check Out	7045DR	LA	6	40-1	1255-8714			\$72,465.00	Wade, Pamela K	- Hum Vee	06/16/2004
Check Out	7045DR	LA	6	40-1	1255-8665			\$8,000.00	Wade, Pamela K	- computer monitors - cables	06/16/2004

return a subset of tasks matching the criteria you specified.

5. When finished, click on:

- **Home** (located at the bottom of the screen) – to return to the main eCAPS screen.
- **Logout** (located on the left and bottom of the screen) – to log out of eCAPS.
- Any of the options on the left side of the screen to process other tasks.

Amending a Mission Assignment

- To amend a Mission Assignment, use the Search option to locate the MA to be amended. Highlight the task and click **View Form**.

NOTE: An amendment cannot be created until the status of the original MA and all previous amendments to this task are Closed or IFMIS Closed.

- Click on the **Amend** button. There is one at the top of the form. The screen will confirm creation of an amendment MA. Jot down the new task ID# and verify that the original task ID# is the one you want to amend. Click **OK** then **View Form** to view the amendment.

- The amendment form will display with all the original MA information. The MA number(s) for the original and all existing amendments will display above it. The original MA will be designated with a . To view the original or one of the amendments, click on the task ID.

The new amendment form will display with all the original information minus the approval signatures. However, the original approval list will be attached so that the same people can approve the amendment. The list may be edited if changes are needed.

Number	Task ID	Task Sts	Description	Type	Due Date	Funding	Balance
✓ 9984DR-PA-DOO-01-00	1255-10581	Closed	testing	FOS	01/30/2007	\$100.00	\$100.00
9984DR-PA-DOO-01-01	1255-10845	Draft	testing	FOS	04/12/2007	\$100.00	\$200.00

-
4. Edit the fields required to reflect the changes; i.e. additional funds, change of Project Officer, de-obligation of funds, etc. Verify dates to ensure they are correct.
 5. When all changes have been completed, click **Validate**. If no further changes are required by the validation procedure, click **Submit** to begin the approval process.

Preferences

1. You can set the method of notification and frequency of notification updates by using the **Preferences** option on the menu at the left side of the screen.



2. Enter your email address and/or your pager number, then click the appropriate box(es). Set the frequency for notification by selecting from the drop-down list.

The image shows the 'ECAPS: Preferences' page for Linda Choha. The page has a header with the FEMA logo and the text 'ECAPS: Preferences'. The main content area is titled 'Preferences - Linda Choha'. Below the title, there are several input fields and checkboxes:

- Email Address: |choha@dhs.gov
- Voice Phone Number: (555) 223-8798
- Pager PIN: |
- Pager Service: SkyTel
- Notify me by email when I have a new notification.
- Notify me with a page when I have a new notification.
- Update my notifications every 15 minutes.

At the bottom of the form, there are two buttons: 'Save' and 'Reset'.

Reports

1. Select **Reports** from the menu on the left side of the screen.

2. Highlight the Financial Program, then the desired Report Type. Click the **Display** button.

Caution: The reports will take some time to load and it may appear as though nothing is happening. Be patient.

3. Here is a list of the Reports available in this version.

The following are sample displays of each of the reports.

2. Select Report Type

4. The Activities Log will list everything in eCAPS for that disaster. You can sort columns by clicking 4 on the column header.

ACTIVITIES LOG
PA-9984DR

As of Date: 04/12/07 02:38 PM GMT

Task ID	Due Date	Site	Priority	Action	Type	Sits	Assigned Agency	Comments
1255-10305	2008-12-01		Normal	eCAPS	MA	D	ARC	
1255-10267	2007-11-02		Normal	eCAPS	MA	O	SUSA	
1255-10095	2007-08-20		Normal	eCAPS	MA	C	COE-NAD	
1255-10044	2007-05-12		Normal	eCAPS	MA	O	SBA	
1255-10045	2007-04-12		Medium	eCAPS	MA	D	DDD	Action #1: => Resolution #1: <=>
1255-10043	2007-04-12		Normal	eCAPS	MA	O	COE-NAD	
1255-10042	2007-04-10		Normal	eCAPS	MA	D		
1255-10706	2007-04-08		High	eCAPS	MA	O	COE-NAD	
1255-10711	2007-04-07		Lifesaving	eCAPS	MA	C	COE-NAD	
1255-10748	2007-04-06		Lifesustaining	eCAPS	MA	O	COE-NAD	Action #1: => Resolution #1: <=>
1255-10712	2007-04-06		Lifesustaining	eCAPS	MA	C	COE-NAD	
1255-10751	2007-03-31		High	eCAPS	MA	O	COE-NAD	Action #1: => Resolution #1: <=>

9. The MA Amend Log

MISSION ASSIGNMENT AMENDMENTS LOG PA-9984DR										
As of Date: 01/23/2007 07:29 PM GMT										
ID	Number	Task ID	Task Sls	Description	Type	Due Date	Funding	Balance		
1	9984R-PA-1USA-01-00	1255-0961	D	escops		06/24/2004	\$1,000.00	\$1,000.00		
1	9984R-PA-1USA-02-00	1255-0962	D	test	DFA	06/25/2004	\$1,000.00	\$1,000.00		
1	9984R-PA-SUSA-01-00	1255-9341	D	escops		12/01/2004	\$0.00	\$0.00		
1	9984R-PA-SUSA-02-00	1255-10347	D	escops		09/13/2006	\$0.00	\$0.00		
1	9984R-PA-AD-01-00	1255-10251	O	description		10/30/2006	\$30.00	\$30.00		
1	9984R-PA-COE-MVD-01-00	1255-8493	D	Provide water to city of Edmond	DFA	04/29/2004	\$25,000.00	\$25,000.00		
1	9984R-PA-COE-NAD-01-00	1255-10579	O	Testing an MA	TA	01/06/2007	\$2,000.00	\$2,000.00		
1	9984R-PA-CHUD-01-00	1255-9807	D	test	FOS	09/23/2005	(\$10.00)	(\$10.00)		
1	9984R-PA-DOO-01-00	1255-10581	D	testing	FOS	01/06/2007	\$100.00	\$100.00		
1	9984R-PA-DOT-01-00	1255-10146	D	escops	DFA	06/14/2006	\$0.00	\$0.00		
1	9984R-PA-TOM00000-01-00	1255-9921	D	escops		01/05/2006	\$0.00	\$0.00		
1	9984R-PA-XXXXXXXXXX-00	1255-10350	O	escops		09/13/2006	\$0.00	\$0.00		
1	9984R-PA-XXXXXXXXXX-00	1255-10345	D	escops		09/13/2006	\$0.00	\$0.00		
1	9984R-PA-XXXXXXXXXX-00	1255-8462	D	escops		04/26/2004	\$0.00	\$0.00		
1	9984R-PA-XXXXXXXXXX-00	1255-9251	D	escops		10/04/2004	\$0.00	\$0.00		
1	9984R-PA-XXXXXXXXXX-00	1255-10127	D	escops		05/25/2006	\$0.00	\$0.00		
1	9984R-PA-XXXXXXXXXX-00	1255-10126	O	asofastf		05/25/2006	\$1.00	\$0.00		
1	9984R-PA-XXXXXXXXXX-00	1255-10125	D	escops		05/25/2006	\$0.00	\$0.00		
1	9984R-PA-XXXXXXXXXX-00	1255-10124	D	escops		05/22/2006	\$0.00	\$0.00		
1	9984R-PA-XXXXXXXXXX-00	1255-10119	D	escops		05/05/2006	\$0.00	\$0.00		

10. The MA Expired List

MISSION ASSIGNMENT EXPIRED LIST PA-9984DR										
As of Date: 01/23/2007 07:29 PM GMT										
ID	Number	Task ID	Task Sls	Description	Type	Start Date	End Date	Funding	Balance	
1	9984R-PA-SUSA-01-00	1255-9341	D	escops		12/01/2004	12/01/2004	\$0.00	\$0.00	
1	9984R-PA-AD-01-00	1255-10251	O	description		07/29/2006	10/30/2006	\$30.00	\$30.00	
1	9984R-PA-COE-MVD-01-00	1255-8493	D	Provide water to city of Edmond	DFA	04/27/2004	04/29/2004	\$25,000.00	\$25,000.00	

11. The MA Amend Log with State Cost

MISSION ASSIGNMENT AMENDMENTS STATE COST PA-9984DR										
As of Date: 01/23/2007 07:29 PM GMT										
ID	Number	Task ID	Task Sls	Description	Type	Start Date	End Date	St Share	Funding	Balance
1	9984R-PA-1USA-01-00	1255-0961	D	escops		n/A	06/24/2004	\$0.00	\$1,000.00	\$1,000.00
1	9984R-PA-1USA-02-00	1255-0962	D	test	DFA	n/A	06/25/2004	\$0.00	\$1,000.00	\$1,000.00
1	9984R-PA-SUSA-01-00	1255-9341	D	escops		12/01/2004	12/01/2004	\$0.00	\$0.00	\$0.00
1	9984R-PA-SUSA-02-00	1255-10347	D	escops		n/A	09/13/2006	\$0.00	\$0.00	\$0.00
1	9984R-PA-AD-01-00	1255-10251	O	description		07/29/2006	10/30/2006	\$0.00	\$30.00	\$30.00
1	9984R-PA-COE-MVD-01-00	1255-8493	D	Provide water to city of Edmond	DFA	04/27/2004	04/29/2004	\$6,250.00	\$25,000.00	\$25,000.00
1	9984R-PA-COE-NAD-01-00	1255-10579	O	Testing an MA	TA	01/19/2007	01/06/2007	\$0.00	\$2,000.00	\$2,000.00
1	9984R-PA-CHUD-01-00	1255-9807	D	test	FOS	n/A	09/23/2005	\$0.00	(\$10.00)	(\$10.00)
1	9984R-PA-DOO-01-00	1255-10581	D	testing	FOS	01/23/2007	01/06/2007	\$0.00	\$100.00	\$100.00
1	9984R-PA-DOT-01-00	1255-10146	D	escops	DFA	n/A	06/14/2006	\$0.00	\$0.00	\$0.00
1	9984R-PA-TOM00000-01-00	1255-9921	D	escops		n/A	01/05/2006	\$0.00	\$0.00	\$0.00
1	9984R-PA-XXXXXXXXXX-00	1255-10350	O	escops		n/A	09/13/2006	\$0.00	\$0.00	\$0.00
1	9984R-PA-XXXXXXXXXX-00	1255-10345	D	escops		n/A	09/13/2006	\$0.00	\$0.00	\$0.00
1	9984R-PA-XXXXXXXXXX-00	1255-8462	D	escops		n/A	04/26/2004	\$0.00	\$0.00	\$0.00
1	9984R-PA-XXXXXXXXXX-00	1255-9251	D	escops		n/A	10/04/2004	\$0.00	\$0.00	\$0.00
1	9984R-PA-XXXXXXXXXX-00	1255-10127	D	escops		n/A	05/25/2006	\$0.00	\$0.00	\$0.00
1	9984R-PA-XXXXXXXXXX-00	1255-10126	O	asofastf		n/A	05/25/2006	\$0.00	\$1.00	\$0.00
1	9984R-PA-XXXXXXXXXX-00	1255-10125	D	escops		n/A	05/25/2006	\$0.00	\$0.00	\$0.00
1	9984R-PA-XXXXXXXXXX-00	1255-10124	D	escops		n/A	05/22/2006	\$0.00	\$0.00	\$0.00
1	9984R-PA-XXXXXXXXXX-00	1255-10119	D	escops		n/A	05/05/2006	\$0.00	\$0.00	\$0.00
1	9984R-PA-XXXXXXXXXX-00	1255-10267	O	escops		n/A	06/01/2006	\$0.00	\$0.00	\$0.00