**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 Respon-dents** | **No. of Respon-ses per Respon-dent** | **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 |
| **Total** |  | **10** |  | **9,620** |  | **2,453** |  | **$139,060.57** |

* 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 |
| **Total(s)** |  |  |  | **2,453** | **2,453** | **0** |

***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.