

MISSION ASSIGNMENT PROCESS OVERVIEW



FEMA

Mission Assignment Process Overview

Overview

- **Authorities**
- **Types of Mission Assignments**
- **Mission Assignment Process**



Authorities

- Homeland Security Act 6 U.S.C. 741
 - Homeland Security Act 6 U.S.C. 753
 - Stafford Act Section 402 (42 U.S.C. 5170a)
 - Stafford Act Section 403 (42 U.S.C. 5170b)
 - Stafford Act Section 502 (42 U.S.C. 5192)
- 44 CFR 206.5
- 44 CFR 206.7
- 44 CFR 206.8
- 44 CFR 206.208



What Is a Mission Assignment (MA)?

- A Mission Assignment is a work order issued to a Federal agency by FEMA, directing completion by that agency of a specified task and setting forth funding, other managerial controls, and guidance
- A Mission Assignment is a work order issued by FEMA to another Federal agency, with or without reimbursement, directing completion of a specific task, and citing funding, other managerial controls, and guidance

References: 6 U.S.C. 741
42 U.S.C. 5170a
Stafford Act Section 402



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Ways to Mission Assign

- Operational
 - Verbal
 - PSMA
- Operational mission assignments are created during an event between FEMA and a supporting agency
 - Verbal mission assignments are initiated anytime and anywhere by those with FEMA Delegated signatory authority
 - PSMA are pre-planned statements of work that have been discussed and agreed upon prior to an event.



2 Types of Mission Assignments

1. Federal Operations Support (FOS)
2. Direct Federal Assistance (DFA)



Types of Mission Assignments

- Federal Operations Support (FOS):
 - For any type of support to Federal responders
 - Requested by the Federal government
 - 100% federally funded
 - Eligible *before* or *after* declaration
 - Term FOS only found in FEMA policies



EXAMPLE: Mission Assignment to transport DHS/FEMA assets to X Location

References: 42 U.S.C. 5170a
Stafford Act Section 402
42 U.S.C. 5192
Stafford Act Section 502



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Types of Mission Assignments

- Direct Federal Assistance (DFA)
 - For goods and services beyond the State's capability to provide
 - Requested by the State
 - Subject to State cost share
 - Eligible *after* declaration



EXAMPLE: Mission Assignment to U.S. Army Corp of Engineers to perform debris removal

References: 42 U.S.C. 5170a
Stafford Act Section 402
42 U.S.C. 5170b
Stafford Act Section 403
42 U.S.C. 5192
Stafford Act Section 502



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Criteria for MA Issuance

- DFA must be completed within 60 days of the declaration in absence of extenuating circumstances
- There is no specified time limitation to complete work for FOS mission assignments
- Involves ONLY non-permanent work
- Cannot be work that falls under the mission assigned agency's inherent authorities



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Who Can Request Assistance?

Disaster Assistance Needs Identified

Tribal
Government

State
Government

Local & County
Government

Voluntary
Organizations

Private Sector
(businesses
& citizens)

State Assistance

Federal Assistance

The State . . .

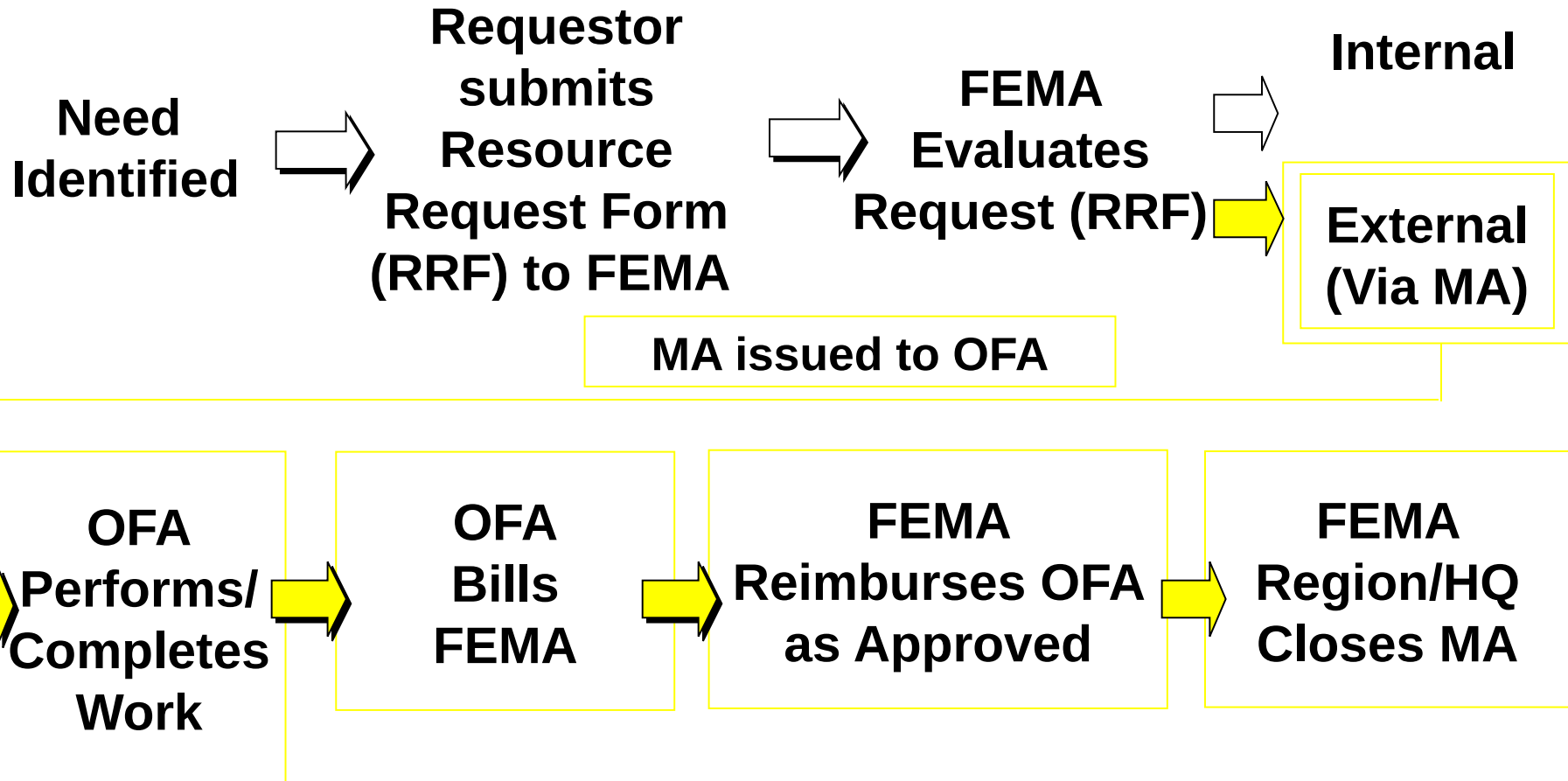
- Validates needs.
- Provides assistance.
- Requests Federal assistance, as needed.



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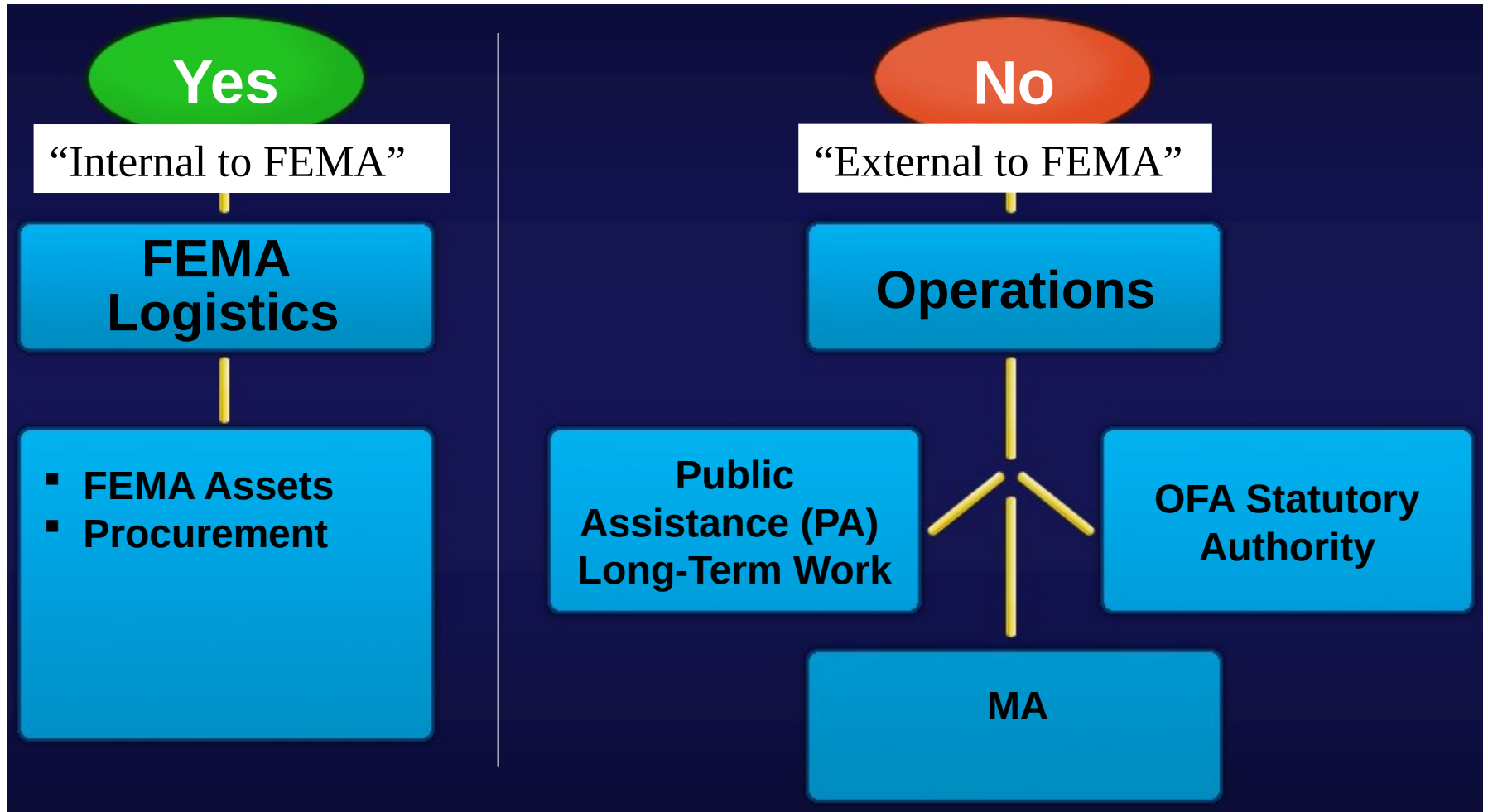
Mission Assignment Process Overview

Mission Assignment Process Flowchart



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Can the Request Be Met by FEMA?



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Where Mission Assignments Can Be Issued?

**National Response
Coordination Center (NRCC)**

**Regional Response
Coordination Center (RRCC)**

IMAT Teams

Joint Field Office (JFO)



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Resource Request Form (RRF)

- All official requests should be made to FEMA via the Resource Request Form (RRF)
- FEMA Form 010-0-7

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY ACTION REQUEST FORM (ARF)		See Reverse for Paperwork Disclosure Notice	O.M.B. No. 1660-0047 Expires January 31, 2011
I. REQUESTING ASSISTANCE (To be completed by Requestor)			
1. Requestor's Name (Please print)	2. Title	3. Phone No.	
4. Requestor's Organization	5. Fax No.	6. E-Mail Address	
II. REQUESTING ASSISTANCE (To be completed by Requestor)			
1. Description of Requested Assistance:			
2. Quantity	3. Priority	<input type="checkbox"/> Lifesaving <input type="checkbox"/> Life Sustaining <input type="checkbox"/> Normal <input type="checkbox"/> High	4. Date and Time Needed
5. Delivery Site Location		6. Site Point of Contact (POC)	
		7. 24 Hour Phone No.	8. Fax No.
9. State Approving Official Signature			10. Date and Time
III. SOURCING THE REQUEST - REVIEW/COORDINATION (Operations Section Only)			
1.		2. Source:	3. Assigned to:
<input type="checkbox"/> OPS Review by: _____ <input type="checkbox"/> LOG Review by: _____ <input type="checkbox"/> Other Coordination: _____ <input type="checkbox"/> Other Coordination: _____ <input type="checkbox"/> Other Coordination: _____		<input type="checkbox"/> Donations <input type="checkbox"/> Other (Explain) _____ <input type="checkbox"/> Requisitions <input type="checkbox"/> Procurement <input type="checkbox"/> Interagency Agreement <input type="checkbox"/> Mission Assignment	ESF/OFA: _____ Other: _____ Date/Time: _____
4. Immediate Action Required <input type="checkbox"/> Yes <input type="checkbox"/> No			
IV. STATEMENT OF WORK (Operations Section Only)			
1. OFA Action Officer	2. 24 Hour Phone No.	3. Fax No.	
4. FEMA Project Manager	5. 24 Hour Phone No.	6. Fax No.	
7. Statement of Work			<input type="checkbox"/> See Attached
8. Estimated Completion Date			9. Estimated Cost
V. ACTION TAKEN (Operations Section Only)			
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Requestor Notified			
Reason / Disposition			
TRACKING INFORMATION (FEMA Use Only)			
ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event No.	
Received by (Name and Organization)	State	Date/Time Received	<input type="checkbox"/> Originated as verbal

FEMA Form 90-136, JAN 08

PREVIOUS EDITION OBSOLETE



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WebEOC – Resource Request Board

Within WebEOC there are two methods by which a request can be submitted.

- Create Request – which is a request that does not have a pre-scripted mission assignment.
- Create Request from PSMA – which is a request that has a pre-scripted mission assignment already defined.



Create Request

From the Resource Request page, you can create a request from Pre-Scripted Mission Assignments (PSMA) or create a request that is not covered under PSMA.

Resource Request

Incident: Resource Request Test
IM OPS Operations Section Chief I (OSC1) View



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Legend

Submitted/Updated within the last 2 hours

Submitted/Updated more than 2 hours ago

State:

Region:

Request Number	Assigned To	Position contact #	Request	Status	Submitted / Last Updated	Details
ARF#: AL-Resource Request Test-20137318-689 State: AL	IM FIN ACQ Contracting Manager (CRMG)	Log Chief 123-456-5678	JFO kits for JFO Build Out Estimated Total Cost: Not Provided	Forwarded for Action (accepted)	07/03/2013 15:14:02 07/05/2013 08:00:40	<input type="button" value="View"/> <input type="button" value="Request History"/> <input type="button" value="Copy Request"/>



Mission Assignment Form (MA)

- Signature block for State for MAs that include a State cost share such as DFA
- Scope of Work broadly lays out work order to the mission assigned agency
- Task Orders, issued under the MA, are generally used to provide specific taskings
- FEMA Form 010-0-8

Financial Management Support Annex

Attachment I
Mission Assignment Form (Stafford Act Declarations)
FEMA Form 90-129

U.S. DEPARTMENT OF HOMELAND SECURITY EMERGENCY PREPAREDNESS AND RESPONSE DIRECTORATE MISSION ASSIGNMENT (MA)		See reverse side for Paperwork Burden Reduction Notice		O.M.B. No. 1660-0047 Expires February 29, 2004	
STATE		TRACKING INFORMATION (FEMA Use Only)		DATE/TIME RECEIVED	
ACTION REQUEST NO.		PROGRAM COORDINATOR NO.			
II. ASSISTANCE REQUESTED <input type="checkbox"/> See Attached					
QUANTITY		DATE/TIME REQUIRED		INTERNAL CONTROL NO.	
DELIVERY LOCATION					
INITIATOR/REQUESTOR NAME		24 HOUR PHONE NO.	24 HOUR FAX NO.	DATE	
POC NAME		24 HOUR PHONE NO.	24 HOUR FAX NO.	DATE	
* State Approving Official (Required for DFA and T&A)					
III. INITIAL FEDERAL COORDINATION (Operations Section) <input type="checkbox"/> See Attached					
Action To: <input type="checkbox"/> ERF NO. / <input type="checkbox"/> Other:		DATE/TIME	PRECEDENCE	<input type="checkbox"/> 1 Leaving / <input type="checkbox"/> 2 High / <input type="checkbox"/> 3 Normal / <input type="checkbox"/> 4 Medium	
IV. DESCRIPTION (Assigned Agency Action Only) <input type="checkbox"/> See Attached					
MISSION STATEMENT:					
<small>(Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 90 days to complete, including billing.)</small>					
ASSIGNED AGENCY		PROJECTED START DATE		PROJECTED END DATE	
<input type="checkbox"/> NEW or <input type="checkbox"/> AMENDMENT TO MA NO.:		TOTAL COST ESTIMATE: \$			
ASSIGNED AGENCY POC NAME		PHONE NO.	FAX NO.		
V. COORDINATION (FEMA Use Only)					
TYPE OF MA: <input type="checkbox"/> Direct Federal Assistance / <input type="checkbox"/> State Cost Share (DFR, TDR, TFR)		<input type="checkbox"/> Technical Assistance / <input type="checkbox"/> Federal Operations Support		<input type="checkbox"/> State Cost Share (DFR)	
STATE COST SHARE PERCENT %		STATE COST SHARE AMOUNT \$		APPROPRIATION CODE 70X0702	
FUND CITATION 20 - 00		-350 -D			
MISSION ASSIGNMENT COORDINATOR (Preparer)					
**FEMA PROJECT OFFICER/BRANCH CHIEF (Program Approval)				DATE	
**COMPTROLLER/FUNDS CONTROL (Funds Review)				DATE	
VI. APPROVAL					
*STATE APPROVING OFFICIAL (Required for DFA and T&A)				DATE	
**FEDERAL APPROVING OFFICIAL (Required for all)				DATE	
VII. OBLIGATION (FEMA Use Only)					
MISSION ASSIGNMENT NO.		AMOUNT THIS ACTION \$	DATE OBLIGATED	TIME OBLIGATED	
AMENDMENT NO.		CUMULATIVE AMOUNT \$	INITIALS		

FEMA Form 90-129, MAY 03

REPLACES ALL PREVIOUS EDITIONS.

FIN-6

Financial Management Support Annex

January 2008



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Pre-Scripted Mission Assignments (PSMAs)

“To expedite the provision of assistance under the National Response Plan ... the Administrator, in coordination with Federal agencies with responsibilities under the National Response Plan, develops prescribed mission assignments, including logistics, communications, mass care, health services, and public safety”

- **Developed to:**
 - **Facilitate rapid response.**
 - **Standardize Mission Assignments.**
 - **Statement of Work, dollar amount, and timeline serve as a general guideline or template**

Reference: 6 U.S.C. 753(c)



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Eligible Expenditures for Mission Assignments

- Overtime, travel, and per diem of PFTs
- Wages, travel, and per diem of temporary workers
- Travel and per diem of military personnel
- Cost of work, services, and materials procured
- Cost of materials, equipment, and supplies from regular stock
- Costs from trust or revolving funds
- Other costs with justification or by agreement

Reference: 44 CFR 206.8



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Questions



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Mission Assignment Process Overview