

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency

OMB Control No. 1660-0047  
Expiration Date: 06/30/2024

**MISSION ASSIGNMENT TASK ORDER (MATO)**

MA #	MATO #		
RRF #	Date		
Requester	Phone		
Priority Level <input type="checkbox"/> Lifesaving <input type="checkbox"/> Life Sustaining <input type="checkbox"/> High <input type="checkbox"/> Normal	Beginning Date	Completion Date	Cost Estimate**
Description of Task <span style="float: right;"><input type="checkbox"/> See Attached</span>			
DRAFT			
OFA Action Officer	Phone	Email Address	
Site Point of Contact	Phone	Email Address	
Delivery Site Location			
FEMA Project Manager	Phone	Email Address	
FEMA Project Manager's Signature		Date	
Comments <span style="float: right;"><input type="checkbox"/> See Attached Comments/Supporting Documents</span>			
* This form is not to be used for sub-tasking another (supporting) Federal Agency ** This tasking form does not obligate additional funds. It details costs from existing MA obligation. *** Following signature, please provide information copy to FEMA MA Staff			

## PRIVACY NOTICE

FEMA collects, uses, maintains, retrieves, and disseminates the records within this form according to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq) and 44 CFR Part 206.5. FEMA is authorized to provide assistance to States based on needs before, during, and after a disaster has impacted the state. FEMA collects personally identifiable information from the points of contact at the state, local, tribal, and territorial governments; site delivery point of contact; FEMA program manager; and the other Federal agency point of contact, in order to reach these individuals regarding the associated assistance that results from this request form. The non-PII that is collected explains which state(s), tribal, or territorial government(s) require assistance, what needs to be accomplished, details any resource shortfalls, and explains what assistance is required to meet these needs. FEMA may share the personal information of U.S. citizens and lawful permanent residents contained in their disaster assistance files outside of FEMA as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended, including pursuant to routine uses published in DHS/ALL-002 - Department of Homeland Security (DHS) Mailing and Other Lists System, 73 Fed. Reg. 71,659 (Nov. 25, 2008), and upon written request, by agreement or as required by law. FEMA may share the personal information of non-citizens, as described in the following Privacy Impact Assessment: DHS/FEMA/PIA-023 Enterprise Coordination and Approval Processing System (eCAPS).

## PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0047).

**NOTE: Do not send your completed form to this address.**

## INSTRUCTIONS

Items on the Mission Assignment Task Order (MATO) that are not specifically listed are self-explanatory. Indicate "see attached" in any field for which additional space or more information is required.

When it's determined that a requirement or a request falls within the Statement of Work (SOW) of an existing Mission Assignment (MA), then the FEMA Project Manager (PM) or Other Federal Agency (OFA) Action Officer (AO) prepares a MATO to direct specific activities within the scope of the existing MA. MATOs must be approved and signed by the FEMA Project Manager.

- **MA #:** The Mission Assignment (MA) under which the MATO is tasked.
- **MATO #:** Sequential number assigned in chronological order for each MATO issued under an individual MA.
- **RRF #:** If applicable, when MATO was initiated through a resource request form (RRF).
- **Date:** The date the MATO is created.
- **Beginning Date:** The projected beginning date of the MATO cannot begin earlier than the projected start date on the mission assignment.
- **Completion Date:** The projected completion date of the MATO cannot end after the projected end date on the mission assignment.
- **Cost Estimate:** Estimated cost to complete the specific tasking. The MATO does not obligate additional funds. MATOs provide estimated costs for specific taskings under an existing MA within the MA's obligation. If additional funding is required for the tasking, an RRF and MA Amendment must be completed to request and obligate the funding.
- **Description of Task:** Describes the specific tasking and/or resources required. This description provides more detail than what is contained in the MA Statement of Work (SOW). The tasking must clearly fall within the SOW on the MA.
- **Comments:** Provide additional or clarifying information. May be used to document completion of the task.