



COMDTINST 3006.1

AUGUST 13, 2012

COMMANDANT INSTRUCTION 3006.1

Subj: FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) MISSION ASSIGNMENTS:  
OPERATIONAL ACCEPTANCE AND EXECUTION

- Ref:
- (a) Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, *et seq.*
  - (b) Delegation of Disaster Relief and Emergency Assistance Functions, Executive Order 12673, 54 Federal Register 12571
  - (c) Emergency Management and Assistance, Title 44, Code of Federal Regulations (Section 206)
  - (d) National Response Framework (NRF), January 2008
  - (e) Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)
  - (f) United States Coast Guard Intra-Governmental Reimbursable Agreement Procedural Handbook (series)
  - (g) Disaster Related Pollution Response Activities Under the Federal Response Plan (FRP) and Cost Reimbursement from the Stafford Act, COMDTINST 16451.1(series)
  - (h) USCG Pre-Scripted Mission Assignment Templates
  - (i) Coast Guard Connectivity to the National Response Framework, COMDTINST 16000.22 (series)
  - (j) USCG Emergency Preparedness Liaison Officer (EPLO) Program, COMDTINST 3025.1 (series)

1. PURPOSE. This Instruction provides operational background and policy about Mission Assignments (MA) issued to the Coast Guard from the Federal Emergency Management Agency (FEMA) in accordance with references (a) through (d). It outlines the processes and procedures associated with the issuance, acceptance, execution, and management of MAs from an operational perspective. Coast Guard financial reimbursement processes and procedures are also important aspects associated with MAs, but these topics are addressed in detail in references (e) through (g).

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NON-STANDARD DISTRIBUTION:

The Coast Guard's operational and financial responsibilities associated with MAs are intertwined and this Instruction serves as the operational connectivity to the financial components and processes described in references (e) through (g). All Coast Guard units responding to FEMA MAs must develop familiarity with this document and references (c) through (j).

2. ACTION. Area, District, and Sector Commanders, Commanders of Service and Logistics Centers, Commanding Officers of Headquarters units, Assistant Commandants for Directorates, Judge Advocate General and special staff elements at Headquarters shall ensure compliance with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. DEFINITIONS. See enclosure (1).
5. BACKGROUND
  - a. When an incident is of such magnitude that a State government's resources are overwhelmed, the State may request Federal response assistance to supplement ongoing disaster relief activities. References (a) and (b) provide for the reimbursement of Federal agency expended funds in support of FEMA disaster relief efforts when support is provided under a valid Mission Assignment (MA). As described in reference (c), an MA is a work order issued to a Federal agency by FEMA directing the completion of a specific task, and citing funding, management controls, and guidance. Although most agencies assigned an MA will be reimbursed for their efforts, the possibility exists under the Stafford Act that FEMA can task agencies without expectation of reimbursement.<sup>1</sup> An important point to remember is that MAs are directives issued by FEMA; they are not contracts or Interagency Agreements (IAAs). In most cases, MAs are issued only for assistance under the Stafford Act, not for assistance provided that would normally fall under an agency's independent authorities or responsibilities. For example, the Coast Guard would not receive an MA for search and rescue activities conducted offshore after a hurricane because this would be a mission conducted under the Coast Guard's statutory authority.
  - b. MAs are typically assigned by FEMA to address actions required under one of the 15 different Emergency Support Functions (ESFs) described in the National Response Framework (NRF). Reference (d) establishes a comprehensive all-hazards approach to enhance the ability of the Federal government to manage domestic incidents. Consequently, the ESFs are categorized around the major response and recovery functions associated with an incident, such as ESF 1 – Transportation, ESF 9 – Search and Rescue, and ESF 10 – Oil and Hazardous Materials. The Coast Guard shoulders responsibilities under multiple ESFs. Therefore, the Coast Guard may receive tasking by FEMA under several MAs for different ESFs; e.g. an air station launches a helicopter to provide damage assessments for FEMA (ESF-5 Emergency Management) and launches a second helicopter to provide transportation (ESF-7 Logistics Management and Resource Support) for disaster personnel and supplies.
6. DISCUSSION.

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<sup>1</sup> 44 CFR 206.8(a)

a. Issuance.

- (1) MAs can be issued from three FEMA-managed entities: Joint Field Offices (JFOs), Regional Response Coordination Centers (RRCCs), and the National Response Coordination Center (NRCC). Although most MAs are issued after the President has made an Emergency or Major Disaster Declaration for an impacted area, there may be circumstances where MAs are issued prior to a Presidential Declaration. For example, FEMA may issue MAs from the agency's Surge Account several days before the projected impact of a major hurricane in order to pre-position Federal assets and personnel.
- (2) The MA process begins when a State or Federal agency needing assistance communicates a request to FEMA via FEMA Form 010-0-7 (enclosure (2)), otherwise known as an Action Request Form (ARF). When submitting an ARF, the requestor provides the appropriate information in Sections I and II of the form. In some emergent situations, the State or Federal agency may communicate its needs through a verbal request for assistance and submit the written ARF as quickly as possible thereafter. FEMA processes the ARF as follows:
  - (a) FEMA reviews the ARF to determine if the need is valid and can be satisfied by FEMA resources, vendor contracts, the Emergency Management Assistance Compact (EMAC), or through existing interagency agreements.
  - (b) If the request cannot be satisfied by FEMA's internal resources, FEMA identifies potential ESFs or other Federal agencies that may be able to support the request. If an approached ESF or Federal agency has the capability to support the need and is not already doing so under their statutory authority, then FEMA may request their assistance to address the request through an MA. This coordination is formalized by first completing the ARF with the approached ESF or Federal agency.
  - (c) When completing the ARF, the Federal agency's assigned Action Officer (AO) and the assigned FEMA Project Officer (PO) coordinate to develop a statement of work that identifies the task, articulates how it is to be accomplished, and estimates the time period of performance and cost. The Coast Guard AO can be the Service Liaison Officer at the NRCC or an Emergency Preparedness Liaison Officer (EPLO) or a District LNO Subject Matter Expert (SME) at an RRCC who shall communicate to FEMA if the Coast Guard accepts or declines the MA request. Once completed and approved by the appropriate FEMA official with signatory authority, the ARF's information is transcribed by the Mission Assignment Manager (MA Manager) into the formal MA (FEMA Form 010-0-8, enclosure (3)). The MA is then submitted through an approval chain which concludes with final validation and obligation in FEMA's financial systems by a FEMA comptroller.
- (3) In order to facilitate rapid response and standardize statements of work for ARFs and MAs, FEMA and other Federal agencies have developed Pre-Scripted Mission Assignments (PSMAs) to provide pre-approved template language and estimated costs for work typically performed by a Federal agency under an MA. The existence of a PSMA neither indicates nor obligates the agency to perform a mission. The PSMA merely serves to quickly identify

missions that an agency could perform outside of their statutory authorities. Coast Guard PSMAs are updated by Commandant (CG-CPE-2).

- (4) Once processed, each MA is assigned a unique identification number that is written in a particular sequence that describes the disaster declaration, state being supported, agency tasked, and the mission number assigned. The MA number and the funding associated with it are referenced by the assigned ESF/agency when billing is submitted for reimbursement.
  - (a) The Coast Guard may work under three types of MAs during an incident and are defined in enclosure (1): Federal Operations Support (FOS), Technical Assistance (TA), or Direct Federal Assistance (DFA). Any MA for Technical Assistance (TA) or Direct Federal Assistance (DFA) must have the State Approving Official's (SAO) signature even if the State's cost share is zero percent. This ensures that the State understands and agrees to the work being performed as well as the associated cost share.
- (5) When issued, some FEMA Regions may choose to include a cover letter with their MAs. The most common type of letter is an Activation Letter (sample Activation Letter, enclosure (5)) given to an agency at the onset of a disaster. The absence of a cover letter does not invalidate any issued MA.
- (6) Some MAs may require the use of MA Task Orders. The purpose of an MA Task Order (FEMA MA Task Order Form, enclosure (4)) is to direct specific activities within the scope of an existing MA. For example, FEMA may issue a single MA that charges the Coast Guard to provide aircraft to transport personnel and cargo within a state for a designated period of time. If multiple aircraft sorties will occur during the period for different cargos and to different locations under the MA, then a Task Order can be issued for each sortie to describe the destination, purpose, and specific cost associated with each sortie. This alleviates the need for drafting an MA for each sortie and provides a record of operations that can be used to support reimbursement requests from FEMA under the single MA. An MA Task Order Form should be used to detail specific operational activities, such as task locations, mission requirements, personnel information, etc. The Task Order shall be considered 'supporting documentation' and forwarded for inclusion in the reimbursement package.
- (7) Under some circumstances, Coast Guard units may be tasked under another agency's MA. For example US EPA can accept an MA for hazmat response disaster wide and then Task Order USCG to actually conduct a portion of the operation. Communication of the awareness of all Coast Guard personnel operating within an operational area of responsibility will be the responsibility of the National, AREA and regional Liaison Officers (LNO).

b. Execution.

- (1) When executing an MA, the Coast Guard will adhere to a number of expectations. First, the Coast Guard must use its own funds and resources to procure the goods and services needed to complete the assigned tasking. Second, the AO should closely monitor the implementation of the project ensuring that goods and services are delivered on time and within the budget outlined for the MA. The Coast Guard will only be reimbursed for work performed within the

statement of work and within the projected timeline. If the Coast Guard or FEMA recognizes the need to increase or decrease the obligated funding amount, this issue will be brought to the attention of the AO, FEMA PO and the MA Manager so the MA can be amended.

Completing work outside of the scope of work and/or projected timeline or exceeding obligated funding may prevent reimbursement to the Coast Guard unit assigned to perform the MA. Finally, the Coast Guard must make all payments to government or private vendors used in the event for all incurred costs. In the event that problems arise that prevent or inhibit the Coast Guard from executing the assigned MA as originally intended, the FEMA PO will work with the MA Manager to amend or de-obligate the original MA based on the newly developed plan. MAs may also be cancelled when the activity is no longer required because the need has been met through other means.

- (2) Requests to amend an existing MA must be submitted via an ARF to the FEMA PO or MA Manager. MA amendments are only made for changes in the cost ceiling, period of performance, or the assigned FEMA PO. Under no circumstances should an amendment be done to change the statement of work. If a change in the statement of work is necessary, a new MA must be drafted. Hence, in a large disaster a broad statement of work for an MA is preferred to many small, detailed statements of work.
  - (3) Each distinct source of funding for an MA provided to the Coast Guard must have its own unique accounting string in the Coast Guard accounting system. An amendment that does not change the MA number (or the related FEMA account line) does not require a new Coast Guard accounting string.
- c. Reimbursement. Refer to the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series), Section 5.1.8 FEMA Reimbursable Agreements for reimbursement billing requirements (reference (e)).
- (1) Requests for reimbursement will be submitted to FEMA by the Coast Guard using a Mission Assignment Reimbursement Transmittal Form. The transmittal form must be accompanied by documentation which specifically details personnel services, travel, equipment, and all other expenses by object class and by any sub-object classification used in the Coast Guard's accounting system. If the billing process exceeds 90 days beyond the completion or termination of the mission, then the Coast Guard must submit monthly billing status reports.
  - (2) If the execution of an MA requires the Coast Guard to purchase accountable or personal property (other than identified deliverables) to carry out their work, that purchase must first be coordinated through FEMA's Operations and Logistics Sections, or the NRCC Resource Support Section,<sup>2</sup> in order for the expenditures to be eligible for reimbursement. All accountable property purchased under an MA becomes the property of FEMA and must be returned by the Coast Guard. Otherwise, the Coast Guard cannot bill FEMA for the property.
  - (3) When the Coast Guard is assigned more than one MA, separate invoices must be presented. One MA, including any amendments, can have one or more bills; however, two different MAs cannot be on the same bill.

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<sup>2</sup> The National Response Coordination Center does not have an Operations or Logistics Section.

7. **RESPONSIBILITIES.** For purposes of this Instruction, the responsibilities for Coast Guard units having a role in the operational aspects of MA issuance and execution are outlined below. Responsibilities for units primarily managing the financial aspects of an MA are outlined in reference (e).
- a. Coast Guard Headquarters, Commandant (CG-CPE).
    - (1) Develop, promulgate, and implement Coast Guard policy for the operational acceptance of FEMA Mission Assignments pursuant to references (a) and (b).
    - (2) Provide support, as appropriate, to Areas and Districts that have accepted MAs.
    - (3) Maintain awareness of latest FEMA policies and procedures related to MAs.
    - (4) Oversee the development of Coast Guard PSMAs and their annual review with FEMA.
    - (5) Facilitate Coast Guard personnel assignments for permanent Coast Guard Liaison Officers (LNOs) to FEMA Headquarters, Coast Guard Service Liaison Officer (SLO) and Coast Guard ESF 9 and 10 watchstanders to the NRCC.
  - b. Coast Guard Headquarters, National Command Center (NCC).
    - (1) Monitor activities of all Coast Guard units and participate/facilitate teleconferences as required by operational elements.
    - (2) Prepare and distribute Department of Homeland Security operational reports (Spot reports, daily summaries etc).
  - c. Area Commanders.
    - (1) Serve as the accepting authority for MAs issued from the NRCC or RRCC and coordinate with Coast Guard representatives at FEMA Headquarters, District, RRCC and the NCC
    - (2) Assign MA(s) to appropriate District for execution and then provide coordination and oversight of resources.
    - (3) Release notification messages for new or amended MAs accepted by the Area. Template messages are included in enclosures (6) and (7).
    - (4) Coordinate between the appropriate FEMA and Coast Guard representatives and financial programs when operations for an MA have been completed.
    - (5) As appropriate, obtain additional resources to assist Coast Guard financial programs, including field units, in meeting reimbursement documentation requirements.
    - (6) Support the annual review of the PSMAs by Coast Guard Headquarters.
    - (7) Track all approved MAs and provide appropriate updates accordingly.

d. District Commanders.

- (1) Serve as the accepting authority for MAs issued from the RRCC or JFO and coordinate with Coast Guard AOs at the RRCC or JFO or if applicable, refer requests for Area assets to AREA for consideration.
- (2) Ensure that a Coast Guard AO has been formally identified to coordinate potential MAs at a RRCC or JFO when these organizations require Coast Guard staffing. Pursuant to references (h) and (i), Coast Guard AOs will typically be the liaisons or Emergency Preparedness Liaison Officers (EPLOs) assigned by the District to RRCCs or JFOs, or are members from the Coast Guard JFO Support Teams when deployed.
- (3) Assign MA(s) to appropriate field units for execution.
- (4) Release notification messages for new or amended MAs accepted by the District. Template messages are included in enclosures (6) and (7).
- (5) Ensure coordination with the appropriate FEMA (CG SLO), Coast Guard representatives, and financial programs for scoping operations under MAs.
- (6) As appropriate, obtain additional resources to assist Coast Guard financial programs, including field units, in meeting reimbursement documentation requirements and ensuring reimbursement of unit activities under the Stafford Act.
- (7) Establish responsibilities within the District for managing the following activities related to MAs:
  - (a) Serve as the operational and administrative subject matter experts for MA issues, policies, and procedures for the District and District units.
  - (b) Maintain familiarity with current FEMA MA policies and procedures.
  - (c) Support the annual review of the Coast Guard's PSMA's by Coast Guard Headquarters.
  - (d) Understand and coordinate policy issues unique to the District and overlapping FEMA Regions regarding the issuance and execution of MAs.
  - (e) Attend and evaluate appropriate FEMA MA training courses. Coordinate with overlapping FEMA Regions as appropriate to access MA training opportunities for Coast Guard personnel within the District.
  - (f) Ensure that the District Administrative Target Unit (ATU) Budget Officer and/or National Pollution Funds Center (NPFC) are aware of all MAs accepted by the District. Serve as the operational point of contact between the ATU Budget Officer constructing the financial reimbursement package for the MA and the field units operationally executing the MA.
  - (g) Serve as an MA advisor to Coast Guard liaisons, EPLOs, and Coast Guard JFO Support Teams assigned to RRCCs and JFOs within the District's area of responsibility. Provide guidance to Coast Guard AOs involved in drafting ARFs and MAs during an incident.

(h) Execute other roles and responsibilities regarding MAs as required by the Area Commanders.

e. Field Units.

- (1) Execute MA and Task Order requirements. Report progress of operations as appropriate.
- (2) Monitor use and associated costs of resources to ensure MA funding ceiling is not exceeded.
- (3) Record use of all assigned funds in Financial Desktop Procurement (FPD). Serve as Program Element manager as defined in reference (e).
- (4) Follow standard financial processes as required by reference (e) for budget execution.
- (5) Ensure procedures are taken throughout the emergency response period to maintain logs, formal records, and file copies of all expenditures in order to show clear and reasonable accountability for reimbursement. Reference (e) includes a list of field unit-specific financial requirements in section 5.I.8.e(10).
- (6) All items purchased with FEMA reimbursable funds shall be considered loaned accountable property and, as such, must be recorded and tracked in the Coast Guard property tracking system from its acquisition and use during disaster response through either its transfer to FEMA or its disposition by the Coast Guard. Reference (e) includes the Property Accountability Policy in its entirety in Subsection 5.I.8.g.

8. PROCEDURES.

a. FEMA starts the MA process with an ARF. They will make a mission or resource need known to the potential provider ESF's for consideration. When CG capabilities are needed, the CG AO's must first ensure that the requested assistance is clearly articulated and understood. Once the need is understood and appears reasonable for Coast Guard support, the Coast Guard AO should immediately contact the affected District or Area as outlined below:

- (1) For requests originating at JFOs and RRCCs, the Coast Guard AO shall communicate the request to the affected District. The District will then determine if the request can be fulfilled by the District or require further coordination with Area. Once the determination has been made, the District shall notify the Coast Guard AO if the assistance can be rendered and to informally accept or decline the ARF. For requests originating from the NRCC, the Coast Guard AO (FEMA CG LNO , SLO Watch) shall coordinate the request directly with the operational commander (LANT or PAC), facilitated by the National Command Center (NCC). Area will then notify the impacted District of FEMA's request and determine whether or not the request can be supported. Once the determination has been made, Area will notify the Coast Guard AO in the NRCC to informally accept or decline the ARF and if accepted, initiate the formal MA documentation.
- (2) For accepted ARF's, FEMA will begin the formal MA process. This initiates all the tracking, coordination and notification processes described in paragraph 7.

- (3) If the request cannot be supported, the AO must be prepared to communicate the reason(s) and, if available, potential alternatives.
- b. A MA can be verbally accepted by the Coast Guard if the request requires immediate deployment of Coast Guard resources. However, the Coast Guard AO shall obtain some form of interim written documentation (i.e., email) from the FEMA Operations Section Chief, NRCC Resource Support Section Chief, or higher FEMA authority that indicates that FEMA has formally requested the Coast Guard to provide assistance and that a written MA is forthcoming.
- c. Once the District or Area has verbally expressed a willingness to accept an MA on behalf of the Coast Guard, the Coast Guard AO shall work with FEMA to draft the necessary statements of work and determine a cost estimate. The Coast Guard AO should consult the most recent version of Coast Guard PSMAs and seek guidance from the District or Area as needed when completing the MA. Before the FEMA Comptroller approves the final version of the MA, the Coast Guard AO should review it closely to ensure that it was correctly written and contains no administrative mistakes while it was being forwarded through the FEMA approval chain of command.
- d. Not later than 24 hours after the Coast Guard's acceptance or amendment of an MA, the accepting authority shall draft and release a notification message as illustrated in enclosures (6) and (7) . Messages are not required for the issuance of MA Task Orders. The release of the MA notification message is important as it accomplishes the following:
  - (1) The mission assignment acceptance message provides details to the Coast Guard Senior Leadership of Coast Guard contributions in a likely high visibility national event. This information can then be used to report up Coast Guard activities to the DHS leadership and Executive Branch/POTUS.
  - (2) It provides formal internal documentation that the MA has been accepted by the Coast Guard.
  - (3) Unlike a SITREP, the message provides awareness to the Coast Guard's financial management community and initiates the internal financial processes required to provide funding to field units and laying the groundwork for reimbursing the Coast Guard's costs as outlined in references (e) and (f).
- e. Once the final MA has been issued, the Coast Guard AO shall work with the District or Area as appropriate to ensure that copies of the MA are provided to the appropriate Coast Guard financial programs. The primary Coast Guard finance offices that typically authorize reimbursable funding and then subsequently prepare reimbursement packages for MAs and who should always be contacted once an MA has been accepted include:
  - (1) ATU Budget Officer at the District;
  - (2) Service and Logistics Center for MAs issued under ESFs (except ESF-10) that are accepted by the Area or District; and
  - (3) NPFC for ESF-10 MAs accepted by either District or Area. See reference (f).

- f. The organization accepting an MA shall coordinate with assigned field units to ensure the MA is executed. Once the work for the MA is finished, the District or Area will notify the appropriate Coast Guard financial programs that the MA has been operationally completed. The District or Area should ensure that all field units who execute an MA provide any receipts, records, or other documentation to the appropriate Coast Guard financial program to support the Coast Guard's reimbursement activities as described in references (e) and (f). Without documentation, the Coast Guard cannot request reimbursement from FEMA. In that case, the units that incurred the costs will remain responsible for them.
  - g. Enclosure (8) provides a summary flowchart of the procedures described in this section.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
- a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
  - b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual 2 COMDTINST M5215.6F 3 must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Manual, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.

11. FORMS/REPORTS. The CG forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CGPortal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>. The FEMA forms referenced in this Instruction are available at <http://www.fema.gov/library/index.jsp> and [http://on.fema.net/employee\\_tools/forms/Pages/fema\\_forms.aspx](http://on.fema.net/employee_tools/forms/Pages/fema_forms.aspx).

Ms. Mary E. Landry /s/  
U.S. Coast Guard  
Director of Incident Management & Preparedness Policy

Enclosures: (1) Definitions  
(2) FEMA Form 010-0-7 Action Request Form (ARF)  
(3) FEMA Form 010-0-8 Mission Assignment Form  
(4) FEMA Task Order Form  
(5) Sample Activation Letter  
(6) Message Template MA Acceptance  
(7) Message Template for MA Amendment  
(8) Flowchart of the Mission Assignment Process

Definitions.

- a. **Action Officer (AO):** Federal departments and agencies responsible for the execution of MAs will designate an Action Officer in the NRCC, RRCC, and JFO to represent the agency for MA activities. The AO works with the FEMA PO to draft ARFs and MAs and ensure that the MA is properly executed.
- b. **Action Request Form (ARF):** The form (FEMA Form 90-136) that the State, Federal agencies, and FEMA managers use for requesting Federal assistance that may result in an MA, the amendment of an existing MA, or the issuance of an MA task order. The ARF may be completed and submitted by the State or by another Federal department or Federal agency to the NRCC, RRCC or JFO. The ARF outlines what support or action is needed from the Federal government to support operations. Not all ARFs will result in a mission assignment. For example, some ARFs may be met through internal FEMA resources.
- c. **Direct Federal Assistance (DFA):** A type of direct Federal assistance wherein one or more Federal departments or agencies provide goods and services to State and local governments when the affected jurisdiction lacks the capability needed to perform or to contract for eligible emergency work and/or debris removal during a major disaster or emergency. Direct Federal Assistance is requested by the State. Direct Federal Assistance is authorized and reimbursed by FEMA, and is subject to Federal-State cost sharing. See also Technical Assistance (TA) and Federal Operations Support (FOS) for other types of MAs.
- d. **Emergency:** As defined by the Stafford Act, an emergency is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.” Not to be confused with a Presidential Major Disaster Declaration.
- e. **Emergency Preparedness Liaison Officer (EPLO):** an EPLO is a District Reserve Officer, billeted to provide Coast Guard liaison officer support to FEMA within a particular FEMA region. See EPLO instruction (ref (i)) for further information.
- f. **Federal Approving Official (FAO):** Relevant to mission assignments and financial management, a Federal approving official is a FEMA employee who is delegated the authority to approve and obligate funds for the mission assignment.
- g. **Federal Coordinating Officer (FCO):** The Federal officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector.
- h. **Federal Operations Support (FOS):** A type of Federal assistance wherein one or more Federal departments or agencies provide goods or services to FEMA and/or other Federal agencies to enable them to provide direct Federal assistance and other supplemental Federal assistance. Federal operations support is requested by FEMA or another Federal department or agency. Federal operations support is authorized and reimbursed by FEMA, and is not subject to Federal-

State cost sharing. See also Direct Federal Assistance (DFA) and Technical Assistance (TA) for other types of MAs.

- i. **FEMA Project Officer (PO):** A FEMA PO is assigned to each MA. The FEMA PO is responsible for coordinating with the Federal agency being tasked to prepare the statement of work, timelines, and the initial cost estimate. Once the MA is issued, the FEMA PO monitors the status of the work, conducts site visits as needed to verify the status of work completed, coordinates any amendments to the MA that may be needed, and reviews and approves bills submitted by the performing Federal agency.
- j. **Joint Field Office (JFO):** A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions.
- k. **Major Disaster:** As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
- l. **Mission Assignment (MA):** The vehicle used by FEMA to support Federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work. An MA combines in one document both operational tasking and the obligation of funds to accomplish that tasking by the assigned agency.
- m. **Mission Assignment Amendment:** When there is any change in a mission assignment, such as funding level, extension of time, change of cost share or change of project officer, an amendment is made to the existing mission assignment. An amendment is documented on a mission assignment.
- n. **Mission Assignment Cover Letter:** The initial letter sent by FEMA to an Emergency Support Function (ESF) agency notifying the agency of disaster operations and activating their agency under the National Response Framework (NRF). The letter includes instructions on how the agency requests reimbursement from FEMA. A cover letter is usually accompanied by an activation mission assignment which provides a statement of work and funding limit. Cover letters are not always sent and the absence of one does not invalidate a mission assignment.
- o. **Mission Assignment (MA) Manager:** The MA Manager is the person responsible for the technical processing of mission assignments. The MA Manager assists the RCC Operations Section Chief, the NRCC Resource Support Section Chief, or the JFO Operating Section Chief, in evaluating and approving requests, providing technical assistance and support, and processing

the mission assignment in the Enterprise Coordination & Approval Processing System (eCAPS). The MA Manager also establishes and maintains the mission assignment files.

- p. **Mission Assignment Task Order:** A Task Order directs specific action that is a subset of an MA with a broad mission statement. In some Regions and in some cases, an MA by itself may not be actionable without one or more Task Order(s). A Task Order Form issued to provide specifics to broad mission statements provided in an MA. Like the Mission Assignment, the Task Order combines both the work to be done and the funds associated with that work.
- q. **National Command Center (NCC):** The National Command Center is the Coast Guard's national reporting and coordination level. During crisis events, the NCC is responsible for reporting the Coast Guard's operational and strategic intent to national level departmental and inter-agency leadership. NCC is also charged with documenting the Coast Guard's response efforts and with providing strategic awareness of the Service's contributions and unmet needs to the COMDT and CGHQ programs.
- r. **National Response Coordination Center (NRCC):** The NRCC is the national-level interagency coordination center at FEMA Headquarters. The NRCC issues mission assignments at the national level as needed. The NRCC works closely with the Regional Response Coordination Center(s) (RRCC) or the Joint Field Office(s) (JFO) to ensure that mission assignments are not duplicated. The NRCC is responsible for adjudicating conflicts with requests for national resources.
- s. **NRCC Resource Support Section Chief:** The Resource Support Section Chief manages the mission assignment activities on behalf of the Chief, National Response Coordination Staff. The Resource Support Section Chief is responsible for determining the eligibility of the work to be performed and coordinating with other organizational elements to confirm the need for the mission assignment.
- t. **Pre-Scripted Mission Assignments (PSMAs):** Template language designed to help facilitate rapid response and standardize mission assignments. PSMAs contain basic Statements of Work and projected cost estimates. The PSMA template is pre-approved by FEMA. PSMAs assist the other Federal agency's AO and FEMA's PO in drafting ARFs and MAs. PSMAs also serve as a list of capabilities that an agency or ESF can potentially offer in an incident. PSMAs are intended to avoid "reinventing the wheel" for each event and encourages "thinking ahead." A PSMA must always be finalized and approved by the FEMA PO before it becomes an MA and conveys tasking and funding.
- u. **Regional Response Coordination Center (RRCC):** The RRCC is the regional interagency coordination center and has primary responsibility for operations until a JFO(s) is established and operational. The RRCC may support operations in several of the States in the Region and is directly involved in the coordination and issuing of mission assignments until the JFO becomes operational. Normally, the RRCC issues the mission assignments to activate the ESFs at the regional level, establish logistical and operational support facilities, and to stage teams and resources. Close coordination is maintained with the Emergency Response Team-Advanced Element (ERT-A) to ensure that any needs identified by the State are being addressed.

- v. **Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707:** The Stafford Act establishes the programs and processes for the Federal Government to provide disaster and emergency assistance to States, local governments, tribal nations, individuals, and qualified private nonprofit organizations. The provisions of the Act cover all hazards, including natural disasters and terrorist events. Relevant provisions of the Act also include a process for Governors to request Federal disaster and emergency assistance from the President.
- w. **State Approving Official (SAO):** The SAO is the State equivalent of the FAO. This is a function and not a separate position. The SAO is the person for the State that has budgetary signature authority and can request assistance and approve mission assignments on behalf of the State. This is normally the State Coordinating Official or the Governor's Authorized Representative.
- x. **Technical Assistance (TA):** MA issued to provide coordinated expertise to State and local jurisdictions when those jurisdictions lack the knowledge and/or skills needed to perform a required activity. An example would be the use of Coast Guard Strike Team personnel to advise State hazardous materials responders on clean-up methods for a disaster-related chemical spill. TA MAs are 100 percent federally funded and are issued after a Presidential Emergency or Major Disaster Declaration. See also Direct Federal Assistance (DFA) and Federal Operations Support (FOS) for other types of MA

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 March 31, 2014

<b>I. REQUESTING ASSISTANCE (To be completed by Requestor)</b>			
1. Requestor's Name (Please print)		2. Title	3. Phone No.
4. Requestor's Organization		5. Fax No.	6. E-Mail Address
<b>II. REQUESTING ASSISTANCE (To be completed by Requestor)</b>			
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
<b>III. SOURCING THE REQUEST - REVIEW/COORDINATION (Operations Section Only)</b>			
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		
<b>IV. STATEMENT OF WORK (Operations Section Only)</b>			
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
<b>V. ACTION TAKEN (Operations Section Only)</b>			
<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/> Requestor Notified	
Reason / Disposition			
<b>TRACKING INFORMATION (FEMA Use Only)</b>			
ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event No.	<input type="checkbox"/> Originated as verbal
Received by (Name and Organization)	State	Date/Time Received	

**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 Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0047). **NOTE: Do not send your completed form to this address.**

**INSTRUCTIONS**

Items on the Action Request form that are not specifically listed are self-explanatory. Indicate "see attached" in any field for which additional space or more information is required.

- I. Who is requesting assistance? Completed by requestor.
- II. What needs to be done? Completed by requestor.

Description of Assistance Requested: Detail of resource shortfalls, statement of deliverable, or simply state problem/need.

Priority: The requestor's priority, which may differ from the priority in BOX III.

Site POC: The person at the delivery site coordinating reception and utilization of the requested resources. 24-hour contact information required.

If for DFA or TA, State Approving Official: Signature certifies that:

- (1) State and local governments cannot perform, nor contact for the performance of the requested word;
- (2) Work is required as a result of the event, not a pre-existing condition; and
- (3) The State is providing the required assurances found in 44 CFR, 206, 208.

- III. Action Review/Coordination (OPS Section Use Only): Completed by the Operations Section Chief.

Accept/Reject: Operations Section Chief accepts or rejects the request; provide reason if rejection. If request accepted, coordinates with others, i.e., LOG EST's, begins to determine best means of fulfilling request. All involved in coordination should check appropriate box and initial or print their name.

Assigned to: Operations Section Chief Assigns tasks origination. Operations Section Chief may also indicate the Action Officer if known, or tasked organization may make this assignment. This may be Emergency Support Function, internal FEMA Organization (i.e.; Logistics), or other organization.

Date/Time Assigned: Operations Section Chief provides date and time

Priority: FEMA Operations Section Chief-assigned priority may be different than Section II.

FEMA P.O.: Provided by Operations Section Chief; a Region PFT; 24-hr phone/fax required. Information used in NEMIS.

OFA Action Officer: Ops Section Chief obtains from OFA if request fulfilled by a MA; 24-hr phone/fax required. Information used in NEMIS.

Statement of Work: Description of tasks to be performed. Could be to assess a problem and report back, or could be to proceed with a specific action. If 61-1, 40-1, or MA, this goes in "justification" tab in NEMIS.

- IV. Action Taken (OPS Section Use Only): Completed by Ops Section Chief, MAC, Logistics.

Action Request Results: Ops Section Chief, MAM, or LOG should note what type of document the action resulted in by "checking" the appropriate box i.e., Mutual Aid, Donations, Requisition, Procurement, IA, MA, Other. If "Other" is selected write in appropriate response or state "see below" and give detail description in "Disposition" filed. "Disposition" field should note steps taken to complete the Action, and personnel, sub-tasked agencies, contracts and other resources utilized.

TRACKING INFORMATION. Completed by Action Tracker. Required for all requests.

DEPARTMENT OF HOMELAND SECURITY  
 FEDERAL EMERGENCY MANAGEMENT AGENCY  
**MISSION ASSIGNMENT (MA)**

See Reverse for Paperwork  
 Burden Disclosure Notice

**O.M.B. NO. 1660-0047**  
**Expires March 31, 2014**

<b>I. TRACKING INFORMATION (FEMA Use Only)</b>			
State		NEMIS Number	
Program Code/Event Number		Date/Time Received	
<b>II. ASSISTANCE REQUIRED</b> <input type="checkbox"/> See Attached			
Assistance Requested			
Delivery Location		Internal Control Number	Date/Time Required
Initiator/Requestor Name	24 Hour Phone Number	Email Address	Date
Site POC Name	24 Hour Phone Number	Email Address	Date
* State Approving Official (Required for DFA and TA)			Date
<b>III. INITIAL FEDERAL COORDINATION (Operations Section)</b>			
Action to:	<input type="checkbox"/> ESF #: _____ <input type="checkbox"/> Other: _____	Date/Time	Priority <input type="checkbox"/> 1. Lifesaving <input type="checkbox"/> 3. High <input type="checkbox"/> 2. Life sustaining <input type="checkbox"/> 4. Normal
<b>IV. DESCRIPTION (Assigned Agency Action Officer)</b> <input type="checkbox"/> See Attached			
Statement of Work			
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 <a href="mailto:FEMA-Disaster-MA-ULO@dhs.gov">FEMA-Disaster-MA-ULO@dhs.gov</a> .			
Assigned Agency		Projected Start Date	Projected End Date
<input type="checkbox"/> New or <input type="checkbox"/> Amendment to MA #: _____		Total Cost Estimate	
ESF/OFA Action Officer		Phone No.	Email
<b>V. COORDINATION (FEMA Use Only)</b>			
Type of MA: <input type="checkbox"/> Direct Federal Assistance State Cost Share (0%, 10%, 25%) <input type="checkbox"/> Technical Assistance State Share (0%) <input type="checkbox"/> Federal Operations Support State Share (0%)			
State Cost Share Percent %		State Cost Share Amount: \$	
Fund Citation: 20__ - 06 - _____ - XXXX - 250__ - D Appropriation code: 70X0702			
Mission Assignment Manager (Preparer)			Date
**FEMA Project Manager/Branch Director (Program Approval)			Date
**Comptroller/Funds Control (Funds Review)			Date
<b>VI. APPROVAL</b>			
*State Approving Official (Required for DFA and TA)			Date
**Federal Approving Official (Required for all)			Date
<b>VII. OBLIGATION (FEMA Use Only)</b>			
Mission Assignment Number	Amount This Action \$	Date/Time Obligated	
Amendment Number	Cumulative Amount \$	Initials:	
* Signature required for Direct Federal Assistance and Technical Assistance MAs. ** Signature required for all MAs.			

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 3 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, 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 the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell 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 (MA) form that are not listed are self-explanatory.

I. **TRACKING INFORMATION.** Completed by Action Tracker or other Operations staff. Required for all request.

State: If multi-State, choose State most likely to receive resource(s), (i.e., when using 7220-SU Program Code)

Action Request No.: Based on chronological log number. Used for tracking.

Program Code/Event No.: The pre-declaration, emergency, or major disaster number assigned for funding the event. Examples: 7220-SU, 4220-AD, 3130-EM, 1248-DR.

II. **ASSISTANCE REQUESTED.** Complete by requestor.

Assistance Requested: Detail of resource shortfalls, give specific deliverables or simply state the problem.

Internal Control No.: Internal requestor reference, log, or control number, if applicable.

Initiator/Requestor: The initiator may be an individual filling out the mission assignment and making a request on behalf of the POC.

POC Name: The person coordinating reception and utilization of the requested resources. 24-hour contact information required.

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.

II. **INITIAL FEDERAL COORDINATION.** Completed by the Operations Section Chief.

Action to: Operations Chief notes assigned organization. May be Emergency Support Function (ESF), internal FEMA organization, or other organization, which assigns the Action Officer.

Rest of MA used only if solution to request Federal agency to perform reimbursable work under (MA). Best solution may be internal resources or commercial vendor. Deliberate evaluation must occur before MA is completed and MA is issued.

IV. **DESCRIPTION.** Completed by assigned agency Action Officer.

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.

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 applicable. Example; DOT-FAA, COE-SAD.

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.

Total Cost Estimate: A budget can be attached outlining personnel, equipment, contract, sub-tasked agency, travel, and other costs.

V. **COORDINATION.** Completed by MAM, except for Project Manager and Comptroller signatures.

Type of MA: Select only one.

Appropriation Code: Static data. Do not change. This is for information only, should not be used to report internal agency finances to Treasury.

VI. **APPROVAL.** Completed by State Approving Official and Federal Approving Official.

VII. **OBLIGATION.** Completed by Financial Specialist

Mission Assignment No.: Assigned in FEMA financial system chronologically using assigned agency acronym and two digit number.

Amendment No.: Note supplement number. For example: COE: SAD-01, Supp. 1, or DOR-08, Supp. 3.

Amount this Action: Taken from total cost estimate above.

Cumulative Amount: Cumulative amount for this MA, including amendments.

MA TASK ORDER FORM \*

Federal Emergency Management Agency

Region (XX)

(Location)

MA & Task # \_\_\_\_\_ DR/EMS/USU # \_\_\_\_\_  
 Other Tracking # \_\_\_\_\_ Date & Time Received: \_\_\_\_\_

Requestor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Supporting Documentation Attached \_\_\_\_\_

PRIORITY LEVEL		SCHEDULE		Cost Estimate **
<input type="checkbox"/> Urgent	<input type="checkbox"/> Immediate	<input type="checkbox"/> Routine	Beginning Date	Completion Date
Description of Task:				
Accepting Official (Federal Agency Action Officer):				ESF#:
Site Point of Contact (if different from AO):				
Address:				
Phone:			Fax:	
E-Mail:				
COMMENTS: (use back or separate page for additional space):				
*** Project Officer's Name:			Phone #:	
Project Officer Signature:			Date:	
* Not to be used for subtasking to another (supporting) Federal Agency ** The tasking form does not obligate further funds. It details expenditures of existing obligation *** Following signatures please provide information copy to FEMA MAC				

U.S. Department of Homeland Security  
FEMA Region XX  
(Address)



FEMA

*(Date)*

*(Name/Title)*  
Organization)  
(Address)  
(Address)

Dear *(Name/Title)*,

On *(Date)* the President declared an emergency to exist in the State of *(Name)* due to *(Event Name)*.

*Or if issuing activation letter pre-declaration: On (Date) the Regional Director activated the Region (Region Number) Regional Response Coordination Center in response to (Event Name).*

Pursuant to the Public Law 93-288, as amended by PL 100-707; Executive Order 12148; and Title 44, Code of Federal Regulations (CFR) Subpart 206 (Federal Disaster Assistance), and the National Response Plan, your agency has hereby been activated to receive mission assignment taskings to provide assistance from duly authorized representatives of the Federal Emergency Management Agency (FEMA). All tasks will be supported by a mission assignment that will be furnished to your agency representative.

Mission Assignment execution will begin immediately upon issuance of the Mission Assignment. Pursuant to the above stated authorities, your agency is expected to incur all costs associated with performance of assigned missions including payment of vendors and contractors, unless otherwise specified under separate agreement with FEMA.

Reimbursement for eligible expenses incurred shall be in accordance with the provisions of 44 CFR 206.8, Subpart A, Reimbursement of Other Federal Agencies. In order to receive additional obligating authority above the limitation cited in the Mission Assignment, your agency must, prior to the time the funding limitation is expended; submit a request for additional funds to FEMA for revision of that limitation to include:

- 1) An accounting of actual costs incurred to date under the cited limitation and any amendment thereto,
- 2) An estimate of the revised total cost of the project, and
- 3) Any specific information necessary to support this request.

FEMA officials may not approve reimbursement of costs incurred while performing work pursuant to disaster assistance authorities independent of the Stafford Act. Additionally, expenses incurred in performance of an activity not directed and approved by FEMA or otherwise beyond the statement of work and funding limitation of an approved Mission Assignment will not be eligible for reimbursement.

Requests for reimbursement (SF 1080, SF 1081 and On-Line Payments and Collection (OPAC) system) must be submitted or billed to FEMA ALC 70-07-0002 with support documentation sent to the Berryville Office in

*(Addressee Name)*

*(Date)*

Page 2

accordance with Section 206.8 of the previously cited regulations and contain sufficient detailed information on which to base an approval. The request for reimbursement will be accompanied by documentation which specifically details personnel services, travel, equipment, and all other expenses by object class, as specified in OMB Circular A-11, and by any sub-object classification used in the agency's accounting system. All reimbursement requests should cite the specific letter of activation, Mission Assignment number, and funding limitation under which the mission was performed. Detailed billing instructions may be accessed on-line at <http://www.fema.gov/government/business.shtm>.

Any single item for materials, equipment, or supplies costing \$5,000.00 or more must be specifically identified and referenced to a material requisition number, purchase order number, canceled check, or voucher number. Prior to final billing, non-expendable materials, equipment, and supplies purchased in accomplishment of this mission will be properly accounted for and either turned over to FEMA, or retained by your office with an appropriate reduction indicated in the request for reimbursement. This does not apply to computer and telecommunications equipment that must be turned over to FEMA.

The final billing for this assignment should be received within 90 days of mission issuance unless by prior agreement with FEMA. This bill should be clearly identified as a final bill to facilitate closing of this tasking once final payment has been forwarded to your agency.

All financial records, supporting documents, statistical records, and other documents pertinent to the assignment shall be retained and shall be accessible to duly authorized representatives of FEMA and the U.S. Comptroller General in accordance with the General Services Administration Record Retention Schedules.

If you wish to dispute your agency's claims for reimbursement, please forward a request for resolution to Director, FEMA, 500 C. St. SW, Washington, DC 20472.

In accordance with the provisions of Title 44, CFR, Section 206.11, you shall assure that the activities authorized to be performed by Mission Assignment, associated amendments and Mission Assignment Task Orders are accomplished in an equitable and impartial manner without discrimination.

All reimbursement requests and other communications related to this Mission Assignment must cite the specific Mission Assignment number under which the work was performed, the funding limitation, and the major disaster or emergency declaration number. The FEMA Regional Mission Assignment Coordinator for this Mission Assignment is: *(Name)* *(Phone Number)*. Please forward all bills for payment to: FEMA Disaster Finance Center, P.O. Box 800, Bldg 708, Berryville, VA 22611, phone number (540) 542-7300.

Sincerely,

*(Name)*

*(Title) (Organization)*

cc: Disaster Finance Center

[www.fema.gov](http://www.fema.gov)

**Example of Mission Assignment Acceptance Message**

R 081300Z SEP 11  
FM CCGDEIGHT NEW ORLEANS LA//IMT//  
TO COMDT COGARD WASHINGTON DC//DCMS/CG-01/CG-5R/CG-MER/CG-MLE/CG-CPE/  
CG-SAR/CG-MSR/CG-DOD/CG-711/CG-761/CG-831/CG-832//  
COMLANTAREA COGARD PORTSMOUTH VA//LANT-CC/LANT-3/LANT-5/LANT-8/LANT-3NCC//  
COMPACAREA COGARD ALAMEDA CA//PAC-CC/PAC-3/PAC-5/PAC-8//  
COMCOGARD DOL NORFOLK VA  
COMCOGARD NPFC WASHINGTON DC  
BT

UNCLAS //N03006//

SUBJ: USCG ACCEPTANCE OF FEMA MISSION ASSIGNMENT (MA) IN RESPONSE TO  
HURRICANE IDA: 7220SU-TX-USCG-10

1. THE USCG HAS ACCEPTED AN MA ISSUED FROM FEMA REGION VI REGIONAL RESPONSE  
COORDINATION CENTER (RRCC) TO DEPLOY USCG PERSONNEL TO THE REGION VI RRCC  
AND/OR JOINT FIELD OFFICES ESTABLISHED IN TX.

2. DETAILS:

- A. MA NUMBER: 7220SU-TX-USCG-11
- B. MA ISSUED UNDER ESF-XX
- C. USCG COMMAND ACCEPTING MA: DISTRICT EIGHT
- D. CG COMMAND TO EXECUTE MA: SECTOR HOUSTON-GALVESTON
- E. PROJECTED START AND END DATES: 08SEP11-18SEP11
- F. FEMA PROJECT OFFICER NAME: MS. MARSHA BREWER
- G. USCG ACTION OFFICER NAME: CAPT KEVIN GILLESPIE
- H. TOTAL COST ESTIMATE: \$10,000

3. FOR QUESTIONS REGARDING THIS MISSION ASSIGNMENT, PLEASE CONTACT THE USCG  
ACTION OFFICER AT 555-555-5555 OR THE DISTRICT EIGHT IMT AT 555-555-5555.

BT  
NNNN

LIST OF POTENTIAL ADDRESSEES

CCGDONE BOSTON MA//DX(OFFICES AS NECESSARY)//  
CCGDFIVE PORTSMOUTH VA//(OFFICES AS NECESSARY)//  
CCGDSEVEN MIAMI FL//(OFFICES AS NECESSARY)//  
CCGDNINE CLEVELAND VA//(OFFICES AS NECESSARY)//  
CCGDELEVEN ALAMEDA CA//(OFFICES AS NECESSARY)//  
CCGDTHIRTEEN SEATTLE WA//(OFFICES AS NECESSARY)//  
CCGDFOURTEEN HONOLULU HI//(OFFICES AS NECESSARY)//  
CCGDSEVENTEEN JUNEAU AK//(OFFICES AS NECESSARY)//  
\*COAST GUARD COMMAND EXECUTING MISSION ASSIGNMENT\*

**Example of Mission Assignment Amendment Message**

R 111400Z SEP 11  
FM CCGDEIGHT NEW ORLEANS LA//IMT//  
TO COMDT COGARD WASHINGTON DC//DCMS/CG-01/NCC/ CG-5R/CG-MER/CG-MLE/CG-CPE/  
CG-SAR/CG-MSR/CG-DOD/CG-711/CG-761/CG-831/CG-832//  
COMLANTAREA COGARD PORTSMOUTH VA//LANT-CC/LANT-3/LANT-5/LANT-8/LANT-3NCC //  
COMPACAREA COGARD ALAMEDA CA//PAC-CC/PAC-3/PAC-5/PAC-8//  
COMCOGARD DOL NORFOLK VA  
COMCOGARD NPFC WASHINGTON DC  
BT

UNCLAS //N03006//

SUBJ: AMENDMENT ONE TO MISSION ASSIGNMENT (MA) NUMBER 7220SU-TX-USCG-10 FOR HURRICANE IDA

REF: MY 081300Z SEP 09

1. THE MA DESCRIBED IN REF A HAS BEEN AMENDED WITH THE FOLLOWING CHANGES:

- A. COST CEILING HAS BEEN RAISED TO \$25,000.
- B. NEW FEMA PROJECT OFFICER IS MICHAEL SMITH.

2. DETAILS:

- A. MA NUMBER: 7220SU-TX-USCG-11-01
- B. MA ISSUED UNDER ESF-XX
- C. USCG COMMAND ACCEPTING MA: DISTRICT EIGHT
- D. CG COMMAND TO EXECUTE MA: SECTOR HOUSTON-GALVESTON
- E. PROJECTED START AND END DATES: 08SEP11-18SEP11
- F. FEMA PROJECT OFFICER NAME: MR. MICHAEL SMITH
- G. USCG ACTION OFFICER NAME: CAPT KEVIN GILLESPIE.
- H. TOTAL COST ESTIMATE: \$25,000

3. FOR QUESTIONS REGARDING THIS MA, PLEASE CONTACT THE USCG ACTION OFFICER AT 555-555-5555 OR THE DISTRICT EIGHT IMT AT 555-555-5555.

BT

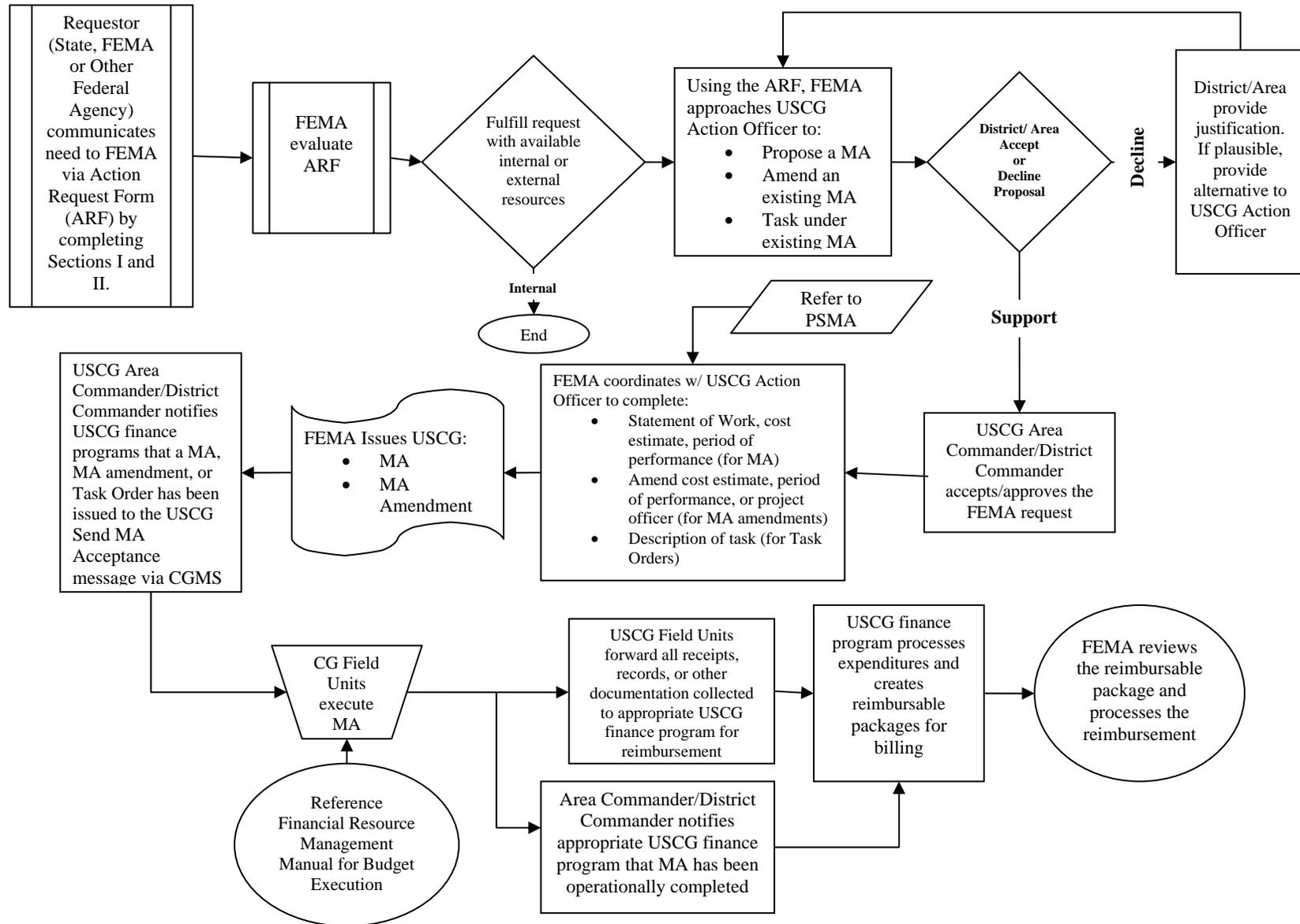
NNNN

LIST OF POTENTIAL ADRESSEES

CCGDONE BOSTON MA//DX(OFFICES AS NECESSARY)//  
CCGDFIVE PORTSMOUTH VA//(OFFICES AS NECESSARY)//  
CCGDSEVEN MIAMI FL//(OFFICES AS NECESSARY)//  
CCGDNINE CLEVELAND VA//(OFFICES AS NECESSARY)//  
CCGDELEVEN ALAMEDA CA//(OFFICES AS NECESSARY)//  
CCGDTHIRTEEN SEATTLE WA//(OFFICES AS NECESSARY)//  
CCGDFOURTEEN HONOLULU HI//(OFFICES AS NECESSARY)//  
CCGDSEVENTEEN JUNEAU AK//(OFFICES AS NECESSARY)//  
\*COAST GUARD COMMAND EXECUTING MISSION ASSIGNMENT\*

# Flow Chart of Mission Assignment (MA) Process

Enclosure (8) to COMDTINST 3006.1



Note: The Mission Assignment process responsibilities performed by FEMA Operations Section Chief At JFOs and RRCC is performed by the Resource Support Section Chief in the NRCC