Mission Assignments Overview
Who Can Request Federal Assistance?

A variety of sources may identify disaster assistance needs.

- Tribal Government
- State Government
- Local & County Government
- Voluntary Organizations
- Private Sector (businesses & citizens)

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

Federal to Federal

Federal Assistance

State Assistance

Disaster Assistance Needs Identified
How is Federal Assistance Requested?

Action Request Form (ARF)

- All official requests should be made to FEMA via the Action Request Form (ARF), Sections I and II.
Request Process

Requestor:
- Submits ARF to Operations Section.

FEMA Action Tracker and/or MA Manager:
- Logs the ARF.
- Forwards to Operations Section Chief for review.
Operations Section Chief Reviews ARF

✓ Is the request eligible?
✓ Beyond State and local capabilities?
✓ Permanent restorative work?
✓ Another Federal agency authority?
✓ Appropriate requestor?
✓ Clarity of request?
MA Determination

- Operations Section Chief assigns MA to appropriate Branch Director.
  - Branch Director is usually assigned as FEMA Project Manager (PM).

- MA (Work Order) assigned to OFA.
  - OFA appoints an Action Officer (AO).
Developing a Statement of Work (SOW)

- The FEMA Project Manager and OFA Action Officer develop the:
  - Statement of Work (SOW)
  - Timelines
  - Estimated costs
  - May use Pre-Scripted Mission Assignments (PSMA)

  - Statement of Work, dollar amount, and timeline serve as a general guideline or template.
  - PSMAs are NOT pre-approved missions
What is a Mission Assignment?

- A mission assignment is issued by FEMA to direct other federal agencies and components of DHS to complete specified tasks in response to a Stafford Act event under the NRF.
- Mission Assignments are provided in anticipation of, or in response to, a Presidential declaration.
- Agencies can be directed to perform work under mission assignments, with or without reimbursement in accordance with the Stafford Act.
Mission Assignment (MA)

- Form used to mission assign other federal agencies is the MA form. (FEMA form 010-0-8)

- Identifies statement of work, fund citation, points of contact, projected completion “end” date, state cost share information, MA type, authorized signatures, date issued and authorized funding amount

- Once mission is approved, the MA form is used as FEMA’s obligating document.
MA Classifications

Type #1: **Federal Operations Support (FOS)**

- FEMA Object Class Code 2501
- Pre or Post Declaration
- 100 % Federal funding, No State Cost Share
- Fed-to-Fed support – Assigned federal agency to provide administrative support

Example: Activation, Logistical Support
MA Classifications

Type #2: **Technical Assistance (TA)**

- FEMA object class code 2507
- Post Declaration
- Federal Agency provides expertise to State
- 100% Federal funding, No State Cost Share
- State signature **required** on MA

Example: Assistance writing debris removal contract
MA Classifications

Type #3: **Direct Federal Assistance (DFA)**

- FEMA object class code 2508
- Post Declaration
- Requested by State; subject to State cost share as designated by the President (in the Federal Register and FEMA/State Agreement)
- State signature **required** on MA
- Goods *and* services provided to the State to save the lives and protect property – i.e. emergency power, water, cots
TA vs. DFA

**TA**
- Advise on test results conducted by the state
- Assist in plan development
- Assist in course of action development
- Usually small deployment (1 - 4 people)

**DFA**
- Conducting the tests
- Field operations
- Lab operations
- Monitoring
- Surveillance
- Detection
Phase I – MA Issuance

- MA reviewed by Operations Section Chief (in eCaps) for content.
- MA is signed (eCaps) by:
  - MA Manager
  - Project Manager
  - State Approving Official (SAO)—(TA or DFA)
  - Federal Approving Official (e.g., FCO or Operations Section Chief)
- Comptroller certifies and obligates funds
- MA Manager provides a copy of the approved and obligated MA to the OFA
Phase II – MA Execution

- Assigned agencies may only perform activities that are clearly within the SOW cited in the MA.
- Primary agency may subtask support agency (MA Subtask Form).
- Primary key staff involved in MA execution are the FEMA Project Manager (PM) and the OFA Action Officer (AO).
- Agency AO coordinates with FEMA PM
  - Work progress report
  - Financial status report
Phase III – MA Billing, Reimbursement & Closeout

- Mission assigned agencies bill FEMA
- Lead agency reviews subtasked agency bills. Bills paid by FEMA from lead agency’s obligation
- FEMA Finance Center (FFC) conducts financial review
- PM/MA Manager/FAO conducts program review
  Remaining funds deobligated, MA file closed
- State billed for cost share
Questions???
Thank You

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