Appendix D:
Mission Assignment Process

Appendix D: Mission Assignment Process

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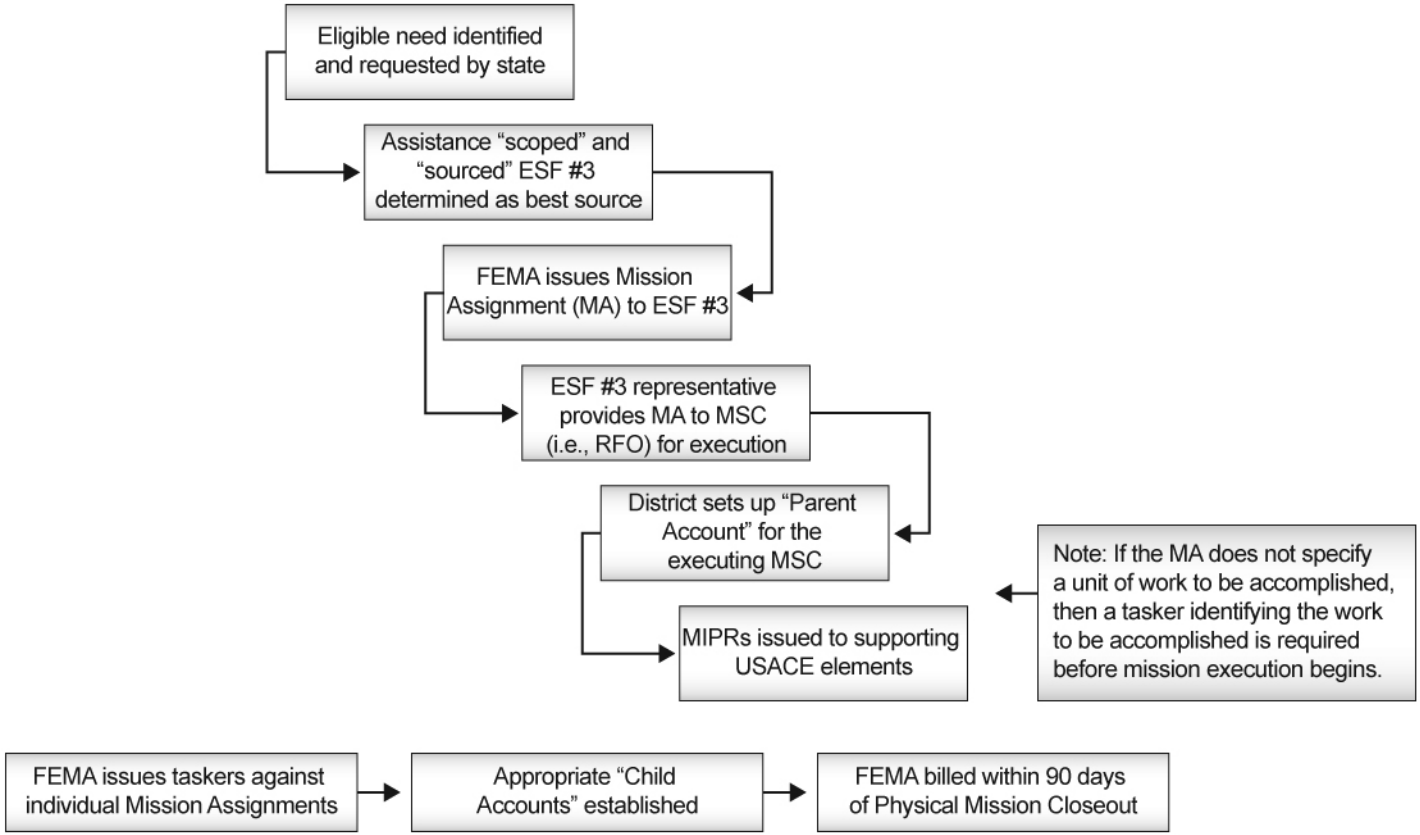
The Overall Process



Requests for Federal Assistance

Initial need and damage assessment information may be scarce or inaccurate. FEMA and the State will coordinate to identify actual or anticipated needs for Federal supplement of State resources. States submit formal requests to FEMA.

The FEMA Operations Section Chief makes the determination that State requests for Direct Federal Assistance and Technical Assistance are eligible and beyond the State's capability to perform or contract.

The action is assigned to a tasked organization for scoping, frequently an ESF.

Using a deliberative sourcing process, Operations, the tasked organization, and Logistics identify possible solutions to meet the identified needs. This includes determining whether the ability to receive and account for the resources exists, if internal FEMA resources are sufficient, if the private sector is the best source, and/or whether a Mission Assignment may be needed.

The FEMA Federal Approving Official, usually the FEMA Operations Section Chief, always decides when, whether, and to which agency a Mission Assignment is issued. No Mission Assignment is "automatic." If the determination is made that the use of ESF #3 on a reimbursable basis is appropriate, the USACE ESF #3 Team Leader/Assistant Team Leader and the FEMA Operations Section Chief will jointly agree to the scope of the Mission Assignment.

A Mission Assignment is issued to USACE (as the lead agency for ESF #3) on a Mission Assignment (MA) form.

The FEMA Project Officer and USACE Action Officer work together to direct and monitor work performance from both a financial and programmatic standpoint. The MA itself and/or the work performed (e.g., delivery quantities, schedules, and locations) must be adjusted as the environment rapidly changes and more accurate assessment data becomes available. Requirements will also change as State and Local jurisdictions regain the capability to perform the work on their own.

USACE funds all activities within its statutory authority. For example, in virtually all cases the activation and staffing of a USACE MSC or District Emergency Operations Center is funded from USACE appropriations. However, when FEMA requests the USACE to perform any activity to plan, prepare for, or execute specific missions, it is under the authority of the Stafford Act, and eligible costs will be reimbursed from FEMA's Disaster Relief Fund under a Mission Assignment (MA).

Verbal Request for Assistance

The ESF #3 Team Leader must be prepared to accept Verbal Mission Assignments from authorized FEMA personnel. Verbal Mission Assignments will be followed up with a written Mission Assignment. Specific work items executed under Mission Assignments are accomplished through Task Orders if the tasking is not included in the actual Mission Assignment wording. The ESF #3 PRT Action Officer is responsible for coordinating the taskings with the District/RFO for mission execution.

When an authorized verbal request is received from FEMA, the ESF #3 Team Leader or Assistant Team Leader will prepare a written summary of the conversation using the “MFR for Verbal Mission Assignment” form. The MFR for Verbal Mission Assignment will be forwarded to the UOC, MSC, and District/RFO. The MFR contains the following information:

- A very brief mission description
- FEMA Program Code (For Pre-Declaration MAs the program code will be generated and assigned when the first MA is issued by FEMA for that Pre-Dec event. The Pre-Dec Fund citation will still use “7220-SU”, but the MA number will use an 8-digit number generated out of NEMIS. For Post-Declaration MAs the code will be either be 3XXX-EM for Emergency Declaration MAs or 4XXX-DR for Presidential Disaster Declaration MAs (Post Declarations)
- Mission Assignment number (e.g., COE-NWD-01)
- Event and name description
- Disaster state (2 letter designation)
- Estimated physical completion date
- Amount authorized
- Total amount authorized for the Mission
- Federal approving official
- FEMA fund citation

Written Request for Assistance

Mission Assignment (MA): An MA from FEMA, which includes the “funding authorization” and an authorized FEMA representative signature, is considered valid for reimbursable work. The following is a sequence of events covering the tasking process using MA forms:

NOTE: See the WebEOC Appendix in this Field Guide for the actual routing process the RRF will go through in WebEOC at the NRCC, RRCC, and at the IOF/JFO prior to the actual issuance of a MA.

- The state sends their request to FEMA using a Resource Request Form (RRF). This RRF could be a hard copy or most likely will be entered in WebEOC. FEMA reviews the RRF and coordinates the requirement with ESF #3. All RRFs are processed through the Regional Resource Coordination Center (RRCC) or the Initial Operating Facility (IOF)/Joint Field Office (JFO). The FEMA Operation’s element and the FEMA Project Officer are responsible for coordinating with the state and provides a copy of the RRF to ESF #3. The ESF #3 validates the request, develops cost and time estimates, and returns the RRF to FEMA for final approval. FEMA and the State approve the estimate and FEMA generates a MA in the National Emergency Management Information System (NEMIS) and provides to ESF #3. ESF #3 then forwards the MA and tasker to the MSC/District/RFO for execution.

- For direct Mission Assignments from FEMA, the same steps apply with the exception that the State is not involved. For mission execution support requirements from other ESFs, other Federal agencies, or other USACE entities, the use of an RRF, a Military Interdepartmental Purchases Request (MIPR), and a Reimbursable Work Order can be used for tasking and tracking purposes.

- ESF #3 has procedures for tasking and tracking other ESFs using the RRF, MIPR, and Reimbursable Work Order. These actions will have to be coordinated with the supported district for implementation.

Types of Assistance

USACE may be Mission Assigned (MA) to supply 2 basic types of support to FEMA and/or the supported State:

- Federal Operations Support (FOS) MA
  - Typically - USACE personnel supporting FEMA directly
  - All Pre-Dec deployments are FOS

- Direct Federal Assistance (DFA) MA
  - Typically - USACE providing assets/resources directly to state
    - Emergency Power, Temporary Roofing, Debris Clearance / Removal

- NOTE: Technical Assistance (TA) is NO LONGER a specific type of MA (Since 2013)
  - If USACE is tasked to provide technical support directly to FEMA it will be FOS
    - Ex: Debris SMEs supporting the FEMA Public Assistance (PA) program
  - If USACE is tasked to provide technical support directly to the State it will be DFA
    - Ex: Debris SMEs reviewing local contracts

FEMA Pre-Declaration Incident Numbers

* In 2012 FEMA implemented a new method of assigning an “Incident Number” to any Pre-Declaration activities related to a pending incident. The Incident Number is generated automatically by FEMA's National Emergency Management Information System (NEMIS) system. The Incident Number format consists of the following segments listed in this order:
    * Calendar Year (YYYY format)
    * Month (MM format)
    * Day (DD format)
    * Event number for that day entered into the NEMIS system (NN format).
        Note: If that incident was the third one entered into NEMIS on that particular day, the event number would be “03”
    * The resulting Incident Number format is “YYYYMMDDNN”

* Example - the Pre-Declaration Incident number FEMA Region used for Hurricane Sandy Pre-Declaration for the State of Massachusetts was 2012102506.
    * The incident was entered into FEMA’s systems on October 25, 2012, resulting in the “20121025” component of the Incident Number, and
    * It was the sixth incident entered into NEMIS that day, hence the “06” component of the Incident Number.

* That Incident Number then becomes a component in any FEMA Integrated Financial Management Information System (IFMIS) issued Mission Assignment number for that incident.
    * NOTE however, the Incident Number format that is then used in the MA number only contains the last two digits of the year (YY format)
    * Example 1: The Pre-Declaration Regional Activation Mission Assignment issued to USACE for Hurricane Sandy for Region I RRCC support was MA-12102506-COE-NAD-01.
    * Example 2: The Pre-Declaration Temporary Emergency Power Mission Assignment number issued to USACE by the Region I RRCC was MA-2012102506-COE-NAD-02.

* As mentioned on page D-3, please note that the component of the Funds Citation Number which is related to the “Declaration Type” remains “7220SU,” designating that the funds are “Pre-Declaration” and come from FEMA’s “Surge Account.” Emergency Declaration (EM) or Presidential Disaster Declaration (DR) numbers are incorporated into the Funds Citation numbers displayed on the Mission Assignment in Block 5 of the MA form. Some examples of those can be seen in this Appendix. However, please note the Pre-Declaration Incident Number does NOT become a component of the Funds Citation number. It only becomes a component of the issued Mission Assignment number.

Sample Resource Request Form (RRF)

Requestor.
NOTE: Typically the initial RRFs for ESF #3 resources are “requested” by FEMA. USACE is typically only the requestor for RRFs which amend an existing MA.

The requestor only fills out Blocks I (Items 1-6) and II (Items 1-8).

FEMA staff completes the balance of the RRF.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
RESOURCE REQUEST FORM (RRF)

O.M.B. No. 1660-0002
Expires May 31, 2017

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, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0047). **NOTE: Do not send your completed form to this address.**

I. REQUESTING ASSISTANCE (To be completed by Requestor)

Action Requested

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 ☐ Lifesaving ☐ Life Sustaining ☐ Normal ☐ 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.
- ☐ OPS Review by: _____
- ☐ LOG Review by: _____
- ☐ Other Coordination: _____
- ☐ Other Coordination: _____
- ☐ Other Coordination: _____

4. Immediate Action Required ☐ Yes ☐ No

2. Source:
- ☐ Donations
- ☐ Other (Explain)
- ☐ Requisitions
- ☐ Procurement
- ☐ Interagency Agreement
- ☐ Mission Assignment

3. Assigned to:
- ESF/OFA: _____
- RSF/OFA: _____
- Other: _____
- Date/Time: _____

IV. STATEMENT OF WORK (Operations Section Only)

1. OFA Action Officer	2. 24 Hour Phone #	3. Fax #
4. FEMA Project Manager	5. 24 Hour Phone #	6. Fax #

7. Statement of Work ☐ See Attached

8. Estimated Completion Date	9. Estimated Cost

V. ACTION TAKEN (Operations Section Only)

☐ Accepted ☐ Rejected ☐ Requestor Notified

Reason / Disposition

FEMA FORM 010-0-7 PREVIOUSLY FF 90-136 Page 1 of 2

Sample MFR for Verbal Mission Assignment

Identify who gave you the verbal MA and from which FEMA location.

ALWAYS add a "V" to the end of the anticipated MA number. Only after the official MA is issued from NEMIS will you know the correct MA number.

However, if this is to amend an existing MA then use the issued MA number.

The signature of the FEMA official is not required, however, it is recommended.

MFR for Verbal Mission Assignment

Memorandum for Record

SUBJECT: FEMA Verbal Mission Assignment for Temporary Roofing – Federal Operations Support

1. On 10 September 2008, verbal funding authority for the following mission assignment has been issued by James Day at the FEMA IOF in Austin, TX for the U.S. Army Corps of Engineers.

Mission: Temporary Roofing - Federal Operations Support. Deploy the management element of the Temporary Roofing PRT to the IOF Austin, TX other locations as directed by FEMA.

Scope to Read:

FEMA Program Code: 3294-EM-TX

Mission Assignment Number: COE-SWD-02V

Event and Name Description: Hurricane Ike

Disaster State (2 letter designation): TX

Estimated Completion Date: 10 October 2008

Amount Authorized: $50,000.00

Total Amount Authorized for the Mission: $50,000.00

Federal Approving Official: James Day

2. Funding for this mission assignment may be entered into the accounting system based upon a verbal authority. The funding citation is 2008-06-3294EM-9064-2501-D. The source appropriation is 70X0702. A written Mission Assignment (MA) will follow up this verbal mission assignment within 2-3 days.

James Day
Infrastructure Branch Chief
FEMA Region VI, Austin IOF

Peter Navesky
ESF #3 Team Leader/3294-EM-TX
U.S. Army Corps of Engineers

See the following page for the formatting of this number.

FEMA Fund Citation Format

Fund Citation Explanation

2001 - 06 - 1355DR - 9064 - 250X - D

Fiscal Year	Fund Code (always 06 for disaster)*	Program (disaster Number)	Organization (identified specific Region or HQ)**	Object Class ***	D/R (always D for direct programs)

* Designates disaster funds from Disaster Relief Fund (DRF)

** Org code will identify specific Region (third digit) or HQ:

90140 for Region I	90640 for Region VI	44000 for FEMA HQ
90240 for Region II	90740 for Region VII	
90340 for Region III	90840 for Region VIII	
90440 for Region IV	90940 for Region IX	
90540 for Region V	91040 for Region X	

*** Three object classes are used for MAs:

2501 for Federal Ops Support (FOS)
2507 for Technical Assistance (TA)
2508 for Direct Federal Assistance (DFA)

MA Number Explanation

1355 - DR - OK - COE-SWD - 01 - 01

Disaster Number	Type	State	ESF/OFA	MA Number	Amendment Number

The MA number appears on MA from NEMIS with no hyphens in lower left corner as:
1355DROKCOESWD01
The Amendment is noted in lower left corner as: 01

In Section II Description it would appear as: 1355DR-OK-COE-SWD-01-01

Sample Pre-Declaration (SU) Mission Assignment

This Item in Block II should repeat the same info as Block II, Item 1, of the RRF.

All Pre-Dec MAs use the "7220-SU" Program Code in the Fund Citation number. When the MA is issued, verify this number agrees with what was entered in the Verbal MR, Paragraph 2. If they are different, use this number!

The official MA number

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

I. TRACKING INFORMATION (FEMA Use Only)

State: MA (Massachusetts) Incident:2012102506-Region I 10-27-2012 TS-Sandy
NEMIS Number: 1509-157328
Program Code/Event Number: 7220SU-Pre-Declaration Disaster Surge Account
Date/Time Received: 10/26/2012 13:03

II. ASSISTANCE REQUIRED ☐ See Attached

Assistance Requested
Activate Corps of Engrs, ESF-3, and IMAT

Delivery Location: Various Locations, MA 01754
Internal Control Number:
Date/Time Required: 10/28/2012

Initiator/Requestor Name	24 Hour Phone Number	Email Address	Date
Lauren McLane	(978) 461-5400	lauren.mclane@fema.dhs.gov	10/26/2012
Site POC Name: MCLANE, LAUREN	(617) 223-9575	lauren.mclane@fema.dhs.gov	10/26/2012
* State Approving Official (Required for DFA and TA)			Date

III. INITIAL FEDERAL COORDINATION (Operations Section)

Action to: ☒ ESF #: 3 ☐ Other:
Date/Time: 10/26/2012 10:40
Priority: ☐ 1. Lifesaving ☐ 2. Life sustaining ☒ 3. High ☐ 4. Medium

IV. DESCRIPTION (Assigned Agency Action Officer) ☐ See Attached

Statement of Work
Activate U.S. Army Corps of Engineers (USACE) to the FEMA Region 1 Regional Response Coordination Center (RRCC), IMATs and or IOF to perform duties of Emergency Support Function (ESF) #3, in support of Pre-Declaration disaster operations in response to Tropical Storm Sandy

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 FEMA-Disaster-MA-ULO@DHS.gov

Assigned Agency: COE-NAD (COE NORTH ATLANTIC DIVISION)
Projected Start Date: 10/28/2012
Projected End Date: 11/05/2012
☒ New or ☐ Amendment to MA #:
Total Cost Estimate: $50,000.00
ESF/OFA Action Officer: DAVID SCHAFER
Phone No.: (978) 318-8274
Email: david.w.schafer@usace.army.mil

V. COORDINATION (FEMA Use Only)

Type of MA: ☐ Direct Federal Assistance State Cost Share (0%, 10%, 25%) ☐ Technical Assistance State Share (0%) ☒ Federal Operations Support State Share (0%)

State Cost Share Percent: 0.0 %
State Cost Share Amount: $ 0.00
Fund Citation: 2013-06-7220SU-9014-XXXX-2501-D
Appropriation code: 70X0702

Mission Assignment Manager (Preparer): WANDA GAUDET	Date: 10/26/2012
** FEMA Project Manager/Branch Director (Program Approval): LAUREN MCLANE	Date: 10/26/2012
** Comptroller/Funds Control (Funds Review): ALVES, MARCIA L.	Date: 10/26/2012

VI. APPROVAL

*State Approving Official (required for DFA and TA):	Date
**Federal Approving Official (required for all): MARK GALLAGHER	Date: 10/26/2012

VII. OBLIGATION (FEMA Use Only)

Mission Assignment Number MA-12102506-COE-NAD-01	Amount This Action $ 50,000.00	Date/Time Obligated
Amendment Number 00	Cumulative Amount $ 50,000.00	Initials

* Signature required for Direct Federal Assistance and Technical Assistance MAs.
** Signature required for all MAs.

FEMA Form 010-0-8, (3/2011) **PREVIOUSLY FF 90-129**
Region 1, State MA, 7220SU, MA#1509-157328 (Closed) as of 10/26/2012
Print Time: 10/26/2012 16:11

Section IV wording is typically from FEMAs official PSMA/PSOW file. An extra page will be generated if that wording exceeds the physical space available in this block.

Projected Start and End Dates. Pre-Dec MAs are typically written for 10 days or less.

Cost Estimate

Pre-Dec MAs will typically contain a mix of electronic and manually signed approval signature.

Sample Emergency Declaration (EM) Mission Assignment

This Item in Block II should repeat the same info as Block II, Item 1, of the RRF.

ALWAYS, ALWAYS, ALWAYS verify the correct Type of MA is indicated!

All EM Dec MAs use the "3XXX-EM" Program Code specifically assigned to this event in the Fund Citation number.

The official MA number. Note that this example documents an amendment to the original MA.

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 January 31, 2011

I. TRACKING INFORMATION (FEMA Use Only)

State: NC (North Carolina) Incident:2011082201-Hurricane Irene

NEMIS Number:

Program Code/Event Number: 3327EM-NC: HURRICANE IRENE

Date/Time Received: 09/02/2011 11:54

II. ASSISTANCE REQUIRED ☐ See Attached

Assistance Requested
Amendment #1 to increase funding in the amount of $15,000.00.

Activate the U.S. Army Corps of Engineers (USACE)to the FEMA Region IV Regional Response Coordination Center (RRCC), JFO, IOF or others to perform duties of Emergency Support Function (ESD) #3 in support of disaster operations in response to Hurricane Irene.

Delivery Location	Internal Control Number	Date/Time Required
Various Locations as directed by FEMA, 00000-0000	Amendment of Task: 1509-143053	09/02/2011

Initiator/Requestor Name	24 Hour Phone Number	Email Address	Date
Peter Navesky	(202) 341-0537	peter.navesky@us.army.mil	09/02/2011
Site POC Name	**24 Hour Phone Number**	**Email Address**	**Date**
JOHNSON, DAVID J	(404) 693-1806	David.Johnson3@dhs.gov	09/02/2011

* State Approving Official (Required for DFA and TA) — Date

III. INITIAL FEDERAL COORDINATION (Operations Section)

Action to: ☐ ESF #: ☒ Other:

Date/Time: 09/02/2011 11:49

Priority: ☐ 1. Lifesaving ☐ 2. Life sustaining ☐ 3. High ☒ 4. Medium

IV. DESCRIPTION (Assigned Agency Action Officer) ☒ See Attached

Statement of Work

Activation for appropriate USACE personnel to perform the functions of ESF #3 at the direction and coordination of FEMA. This activation may include support to the FEMA Region IV RRCC, Emergency Response Teams, and other teams (which include support of ESF #5, Emergency Management, and Planning Section). ESF #3 Team Leader and support staff may be used, including Prime Power and site-specific administrative support at the

Your agency is responsible for submitting a Mission Assignment Quarterly Progress Report to FEMA to include cost data when Mission Assignment takes more than 60 days to complete, including billing. The Mission Assignment Quarterly Progress Report can be accessed and submitted on-line at www.fema. gov/maprogress.

Assigned Agency: COE-SAD (COE SOUTH ATLANTIC DIVISION)

Projected Start Date: 08/26/2011

Projected End Date: 09/09/2011

☐ New or ☒ Amendment to MA #: 3327EMNCCOE-SAD0600

Total Cost Estimate: $15,000.00

ESF/OFA Action Officer: MARC DUMAS

Phone No.: (404) 606-2358

Email: marc.g.dumas@usace.army.mil

V. COORDINATION (FEMA Use Only)

Type of MA: ☐ Direct Federal Assistance State Cost Share (0%, 10%, 25%) ☒ Technical Assistance State Share (0%) ☒ Federal Operations Support State Share (0%)

State Cost Share Percent: 0.0 %

State Cost Share Amount: $ 0.00

Fund Citation: 2011-06-3327EM-9044-XXXX-2501-D

Appropriation code: 70X702

Mission Assignment Manager (Preparer): CAROLE PETERSON — Date: 09/02/2011

** FEMA Project Manager/Branch Director (Program Approval): DAVID JOHNSON SR — Date: 09/02/2011

** Comptroller/Funds Control (Funds Review): APPLEBEE SR, BRIAN D — Date: 09/02/2011

VI. APPROVAL

*State Approving Official (required for DFA and TA): — Date

**Federal Approving Official (required for all): MICHAEL BOLCH — Date: 09/02/2011

VII. OBLIGATION (FEMA Use Only)

Mission Assignment Number: 3327EM-NC-COE-SAD-06

Amount This Action $ 15,000.00

Date/Time Obligated: 09/02/2011

Amendment Number: 01

Cumulative Amount $ 65,000.00

Initials/IFMIS

* Signature required for Direct Federal Assistance and Technical Assistance MAs.
** Signature required for all MAs.

FEMA Form 90-129, JAN 08 **PREVIOUS EDITIONS OBSOLETE**

Region 4, State NC, 3327EM, MA#1509-143909 (IFMIS Closed), Amendment to MA#1509-143053 as of 09/02/2011 — Print Time: 09/02/2011 16:45

Section IV wording is typically from FEMAs official PSMA/PSOW file. An extra page will be generated if that wording exceeds this block's physical space.

Projected Start and End Dates. EM Dec MAs are typically short in duration, under 30 days.

Cost Estimate

This example documents all electronic approval signatures on the MA.

The amendment amount and the new MA total amount

Sample Post-Declaration (DR) Mission Assignment

This Item in Block II should repeat the same info as Block II, Item 1, of the RRF.

ALWAYS, ALWAYS, ALWAYS verify the correct Type of MA is indicated!

All Post-Dec MAs use the "4XXX-DR" Program Code specifically assigned to this event in the Fund Citation number.

NOTE: FEMA has exhausted the "1XXX-DR" series of Program Code numbers.

The official MA number.

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 January 31, 2011

I. TRACKING INFORMATION (FEMA Use Only)

State: MO (Missouri) Incident:2011042301-Severe Storms, Tornadoes, and Flooding

NEMIS Number:

Program Code/Event Number: 1960DR-MO: SEVERE STORMS, TORNADOES, AND FLOODING

Date/Time Received: 06/01/2011 19:40

II. ASSISTANCE REQUIRED ☒ See Attached

Assistance Requested

Provide Debris Planning and Response Team (PRT), support personnel and contractor resources to coordinate and execute all necessary actions associated with debris clearance and removal.

Expedited Debris Removal under this mission assignment is authorized at a cost share of 90/10 for a period from date of incident through August 7,

Delivery Location: Columbia JFO, 1512 Hertford Road, Columbia, MO 65202		Internal Control Number	Date/Time Required: 06/01/2011
Initiator/Requestor Name: Jennifer Chang	24 Hour Phone Number: (971) 219-7575	Email Address: jennifer.c.chang@usace.army.mil	Date: 06/01/2011
Site POC Name: BOSKO, GREGORY M	24 Hour Phone Number: (573) 814-4873	Email Address: Gregory.Bosko@dhs.gov	Date: 06/01/2011
* State Approving Official (Required for DFA and TA):			Date:

III. INITIAL FEDERAL COORDINATION (Operations Section)

Action to: ☒ ESF #: 3 ☐ Other:

Date/Time: 06/01/2011 19:26

Priority: ☐ 1. Lifesaving ☒ 3. High ☐ 2. Life sustaining ☐ 4. Medium

IV. DESCRIPTION (Assigned Agency Action Officer) ☒ See Attached

Statement of Work

Provide the Debris PRT to coordinate and execute all necessary actions associated with debris clearance, removal, and disposal site management from public property in the affected areas necessary to eliminate or lessen immediate threats to public health and safety, at the direction and coordination of FEMA. In some instances, similar requirements may exist for debris clearance and removal from specified private property necessary

Your agency is responsible for submitting a Mission Assignment Quarterly Progress Report to FEMA to include cost data when Mission Assignment takes more than 60 days to complete, including billing. The Mission Assignment Quarterly Progress Report can be accessed and submitted on-line at www.fema.gov/maprogress.

Assigned Agency: COE-NPD (COE NORTH PACIFIC DIVISION)	Projected Start Date: 06/01/2011	Projected End Date: 06/07/2011
☒ New or ☐ Amendment to MA #:	Total Cost Estimate: $30,000,000.00	
ESF/OFA Action Officer: JENNIFER CHANG	Phone No.: (971) 219-7575	Email: jennefer.c.chang@usace.army.mil

V. COORDINATION (FEMA Use Only)

Type of MA: ☒ Direct Federal Assistance State Cost Share (0%, 10%, 25%) ☐ Technical Assistance State Share (0%) ☐ Federal Operations Support State Share (0%)

State Cost Share Percent: 10.0 %

State Cost Share Amount: $ 3,000,000.00

Fund Citation: 2011-06-1960DR-9074-XXXX-2508-D

Appropriation code: 70X702

Mission Assignment Manager (Preparer): DORSEY HUGHES	Date: 06/02/2011
** FEMA Project Manager/Branch Director (Program Approval): GREGORY BOSKO	Date: 06/01/2011
** Comptroller/Funds Control (Funds Review): CONNER, ARTHUR E.	Date: 06/04/2011

VI. APPROVAL

*State Approving Official (required for DFA and TA):	Date:
**Federal Approving Official (required for all): DONALD KELDSEN	Date: 06/02/2011

VII. OBLIGATION (FEMA Use Only)

Mission Assignment Number: 1960DR-MO-COE-NPD-03	Amount This Action $ 30,000,000.00	Date/Time Obligated 06/04/2011
Amendment Number: 00	Cumulative Amount $ 30,000,000.00	Initials/IFMIS

* Signature required for Direct Federal Assistance and Technical Assistance MAs.
** Signature required for all MAs.

FEMA Form 90-129, JAN 08 **PREVIOUS EDITIONS OBSOLETE**

Region 7, State MO, 1960DR, MA#1509-139425 (IFMIS Closed) as of 06/04/2011

Print Time: 06/04/2011 20:41

This Item in Block II should repeat the same info as Block II, Item 1, of the RRF.

Projected Start and End Dates. Post-Dec MAs can have longer durations in excess of 30 days.

Cost Estimate

This example documents all electronic approval signatures on the MA.

Sample Mission Assignment Tasking Form

MA Number this Tasking is for

The number of this Tasking

Description of the Tasking

Attachment #2

MISSION ASSIGNMENT TASK ORDER

TRACKING INFORMATION (FEMA USE ONLY)			
Mission Assignment #: 1980DR-MO-COE-NPD-06	Entered By:		
Tasking #: 2	SUI/EM/DR #:	Date/Time Entered:	❑ Originated as verbal

A. Requirements/Task Order Description ❑ See Attached

Description of Tasking under Existing Mission Assignment:

NUMBER- ISSUED TO- ESF#3 – US Army Corps of Engineers DATED- 1-Jun-2011

TASKING: Develop Critical Public Facilities plan for City of Joplin School District. Intent is to fully executea mission that includes site selection, site preparation, procurement of temporary bldg units, and furnishings for the requirements that will be developed with the City of Joplin school district

School District POC:

Other task orders will be written by USACE for FEMA concurrence to document major procurement actions for the City of Joplin schools.

Tasking Originator: Jerry Ostendorf (Name/Organization)		24-hour Phone # Fax #:	
Quantity:	Priority: ❑ 1 Lifesaving ❑ 2 Life sustaining ❑ 3 High ❑ 4 Medium ❑ 5 Normal		Date/Time Needed:

Delivery Site Location and/or Instructions:

Joplin, MO

State POC: Chuck.May@SEMA.DPS.MO.GOV	24-hour Phone/ 573.301.3702 fax #s
Site POC: SCHOOL DISTRICT PERSON	24-hour Phone/ Fax #s:
FEMA Project Officer: GARY GLOVER	24-hour Phone/ Fax #s:
Action Officer: Russell Smith or Jennifer Chang	24-hour Phone/ Chang – 971.219.7575 / Smith – 646-825-0541 Fax #s:

B. Approvals

Project Officer for Existing Mission Assignment:	24-hour Phone # Fax #	Date:

C. Disposition

❑ Task Issued:	Date Issued:	Issued By:

Instructions – Originator Complete Section A Only

This form is used when a Mission Assignment (using a Request for Federal Assistance [RFA] form) is issued with a scope of work that will require specific follow-on taskings to effect execution. The tasking may originate at the State or by a federal entity responsible to determine such taskings. If the tasking is against a Mission Assignment that has a State cost share, a State Approving Official must concur and sign the form. This form will not be used to amend the scope of work or change funding levels of a Mission Assignment. A copy of this properly executed form must be attached to the authorizing Mission Assignment RFA. Task orders for each mission assignment will be numbered sequentially, starting with 001.

There are other variations of this MA Tasking Form that you may see. They are still valid for use.

Mission Assignment Distribution

- At an absolute minimum, any issued ESF #3 Verbal Mission Assignment (MA) or actual FEMA NEMIS issued MA should be sent to the CE-UOC, and the supported MSC EOC, e-mail boxes. Certain other MAs will have additional recipient requirements as follows.
  - Distribute ESF #3 MAs issued at the NRCC for coordination and execution. Distribution examples include:
  - National Activation: Provide to CE-UOC at HQ USACE for execution
  - Generator Leasing/Renting to augment FEMA Power Packs: Provide to CELRP-EOC for execution
  - Search & Rescue Structural Specialist support: Provide to CESPD-EOC for execution.
  - Any other “event” level mission: Provide to the MSC EOC who has the lead for that event location State for execution.
  - Any MA – provide copies to the CE-UOC as a “CC” recipient
- Distribute ESF #3 MAs issued at the RRCC for coordination and execution. Distribution examples include:
  - Forward issued any issued MAs or Verbal MA Memorandums to the supported MSC EOC for execution. Provide information copies to the ESF #3 TL at the NRCC and to the UOC as “CC” recipients.
  - Forward any issued Emergency Power MA to the CELRP-EOC mailbox.
- Distribute ESF #3 MAs issued at the IOF/JFO for coordination and execution. Distribution examples include:
  - Forward issued any issued MAs or Verbal MA Memorandums to the supported MSC EOC for execution. Provide information copies to the ESF #3 TL at the RRCC and NRCC, and to the UOC as “CC” recipients.
  - Forward any issued Emergency Power MA to the CELRP-EOC mailbox.
- Lastly: Include the respective USACE/ESF #3 Stafford Act mission Lead SME for that mission type as a “CC” recipient.