Appendix D:
Mission Assignment Process

Appendix D: Mission Assignment Process

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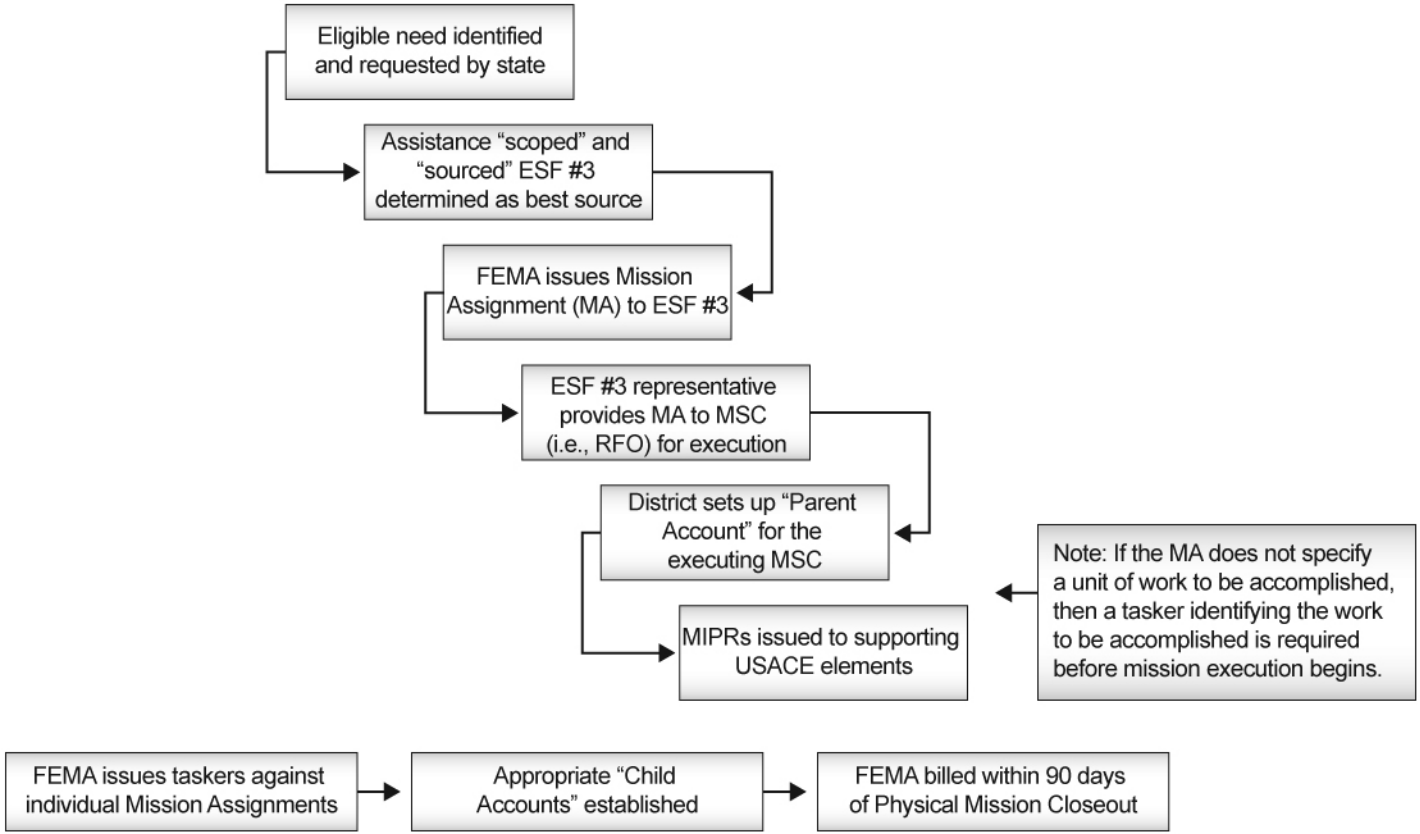
The Overall Process



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 taskings 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 a 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:

- Mission
- FEMA Program Code (For Pre-Declaration MAs the program code will be 7220-SU, for Post-Declaration MAs the code will be either 3XXX-EM for Emergency Declaration MAs or 4XXX-DR for Disaster Declaration MAs)
- 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:

- The state sends their request to FEMA using a signed Action Request Form (ARF). FEMA reviews the ARF and coordinates the requirement with ESF #3. All ARFs are processed through the Regional Resource Coordination Center (RRCC) or the 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 ARF to ESF #3. The ESF #3 validates the request, develops cost and time estimates, and returns the ARF 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 ARF, 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 ARF, MIPR, and Reimbursable Work Order. These actions will have to be coordinated with the supported district for implementation.

Sample Action Request Form (ARF)

Requestor.
NOTE: Typically the initial ARFs for ESF #3 resources are “requested” by FEMA. USACE is typically only the requestor for ARFs 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 ARF.

Action Requested

Print Form

U.S. Department of Homeland Security
Federal Emergency Management Agency

ACTION REQUEST

See Reverse for Paperwork Disclosure Notice

OMB No. 1660-0047
Expires November 30, 2007

I. REQUESTING ASSISTANCE (To be completed by Requestor)

1. Requestor's Name (Please Print) Peter Navesky	2. Title ESF-3 Team Leader	3. Phone No. 202-341-0537
4. Requestor's Organization ESF-3 US Army Corps of Engineers	5. Fax No.	6. Email Address Peter.Navesky@us.army.mil

II. Requested Assistance (Completed by Requestor)

1. Description of Requested Assistance:
Request Amd 1 to 3327EM-NC-COE-SAD-01 for additional $15,000.00 for labor & travel costs associated with the 5 Debris SMEs deployed to North Carolina, for a new MA amount of $65,000.00. Projected End date remains as 9 Sep 11 with no additional time requested

2. Quantity 15,000.00	3. Priority: ☐ Lifesaving ☐ High ☐ Life sustaining ☐ Medium ☐ Normal	4. Date and Time Needed 2 Sep 2011 1500
5. Delivery Site Location: IOF	6. Site Point of Contact (POC) Peter Navesky 7. 24 Hour Phone No. 202-341-0537	8. Fax No.
9. State Approving Official Signature		10. Date

III. Sourcing the Request - Review/Coordination (Operations Section Only)

1
☐ OPS Review by: _____
☐ Leg Review by: _____
☐ Other Coordination by: _____
☐ Other Coordination by: _____
☐ Other Coordination by: _____

2
☐ Donations
☐ Other (explain)
☐ Requisitions
☐ Procurement
☐ Interagency Agreement
☐ Mission Assignment

3. Immediate Action Required: ☐ Yes ☐ No	4. Date	5. Time Assigned
6. Action Request ☐ ESF# ☐ Other	7. Assigned to	

IV. STATEMENT OF WORK (Operations Section Only)

1. OPA Action Officer:	2. 24 Hour Phone No.	3. Fax No.
4. FEMA Project Officer:	5. 24 Hour Phone No.	6. Fax No.

7. Justification / Statement of Work:

8. Estimated Completion Date:	9. Cost Estimate:

V. Action Taken (Operations Section Only)

☐ Accepted ☐ Rejected ☐ Accountable Property Coordinated with APO

Disposition:

TRACKING INFORMATION (FEMA USE ONLY)

ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event #:	☐ Originated as verbal
Received by (Name and Organization):	State:	Date/Time Submitted:	

FEMA Form 90-136, NOV 04 (This particular form has been updated for compatibility with DART)

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.

Samle Pre-Dec Mission Assignment

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 ARF.

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

FEDERAL EMERGENCY MANAGEMENT AGENCY
MISSION ASSIGNMENT (MA)

See reverse side for Paperwork Burden Disclosure Notice

O.M.B. NO. 3067-0278
Expires November 30, 2007

I. TRACKING INFORMATION (FEMA Use Only)

State: NY (New York) Incident 2007041601-NJ & NY Nor'easter Storm — Action Request #: 1509-66270

Program Code/Event #: 7220SU-Pre-Declaration Disaster Surge Account — Date/Time Rec'd: 04/17/2007 13:00

II. ASSISTANCE REQUESTED ☐ See Attached

Assistance Requested:
PRE-DEC REGIONAL ACTIVATION (FEDERAL OPERATIONS SUPPORT)

Quantity: 1 (Each) | Date/Time Required: 04/17/2007 | Internal Control #:

Delivery Location: FEMA Reg II, 26 FederalPlaza, 13th Floor, New York, NY 10278-0002

Initiator/Requestor Name: Alan Neidermeyer | 24-hour Ph #s: (212) 680-8614 | Date: 04/17/2007

POC Name: TANG, NEWTON | 24-hour Ph #s: (212) 680-8501 | Date: 04/17/2007

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

III. INITIAL FEDERAL COORDINATION (Operations Section)

Action to: ☒ ESF # 3 ☐ Other: | Date/Time: 04/17/2007 12:59 | Priority: ☐ 1 Lifesaving ☐ 2 Life sustaining ☒ 3 High ☐ 4 Medium ☐ 5 Normal

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

Mission Statement: *Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing. The Mission Assignment Monthly Progress Report can be accessed and submitted on-line at www.fema.gov/missionprogress. The new ALC number can also be accessed at the web address.*
Activate to perform functions of Emergency Support Function (ESF) #3, as directed by FEMA. This may include support to the FEMA Region II Regional Operations Center (ROC), Emergency Response Team-Advance Element, and other teams (which may include support to ESF#5) Information and Planning. ESF#3 Team Leader and support staff may be used, to include Prime Power, site-specific administrative support and Forward Coordinating Team (FCT) representative(s) as directed by FEMA. A subsequent mission assignment may be issued for post-declaration activation if necessary.

Assigned Agency: COE-NAD (COE NORTH ATLANTIC DIVISION) | Projected Start Date: 04/15/2007 | Projected End Date: 04/21/2007

☒ New or ☐ Amendment to MA #: | Total Cost Estimate: $45,000.00

Assigned Agency POC Name: MIKE GANLEY ESF #3 | Phone and fax #s: (917) 790-8501

V. COORDINATION (FEMA Use Only)

Type of MA: Federal Operation Support, State Cost Share (0%) | Commodity/Activity Category: Protective Measures

State Cost Share Percent: 0.0% | State Cost Share Amount: $0.00

Fund Citation: 2007-06-7220SU-9024-XXXX-2501-O | Appropriation code: 70X0702

Mission Assignment Coordinator (Preparer): LEILA BABB | Date: 04/17/2007

** FEMA Project Officer/Branch Chief (Program Approval): NEWTON TANG | Date: 04/17/2007

** Comptroller/Funds Control (Funds Review): | Date: 4/18/07

VI. APPROVAL

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

** Federal Approving Official (Required for all): MATTHEW MATIA | Date: 04/18/2007

VII. OBLIGATION (FEMA Use Only)

Mission Assignment #: 7220SU-NY-COE-NAD-02 | Amt. This Action: $45,000.00 | Date/Time Obligated:

Amendment #: 00 | Cumulative Amt: $45,000.00 | Initials:

* Signature required for Direct Federal Assistance and Technical Assistance Mission Assignments.
** Signature required for all Mission Assignments.

FEMA Form 90-129, Oct 02 — REPLACES ALL PREVIOUS EDITIONS

OBLIGATED BY MS
DATE 4/18/07 AMT $45,000

Section IV wording is typically from FEMAs official PSM/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 ARF.

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

All Pre-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: Various Locations as directed by FEMA, 00000-0000		Internal Control Number: Amendment of Task: 1509-143053	Date/Time Required: 09/02/2011
Initiator/Requestor Name: Peter Navesky	24 Hour Phone Number: (202) 341-0537	Email Address: peter.navesky@us.army.mil	Date: 09/02/2011
Site POC Name: JOHNSON, DAVID J	24 Hour Phone Number: (404) 693-1806	Email Address: David.Johnson3@dhs.gov	Date: 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 ARF.

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	Internal Control Number	Date/Time Required
Columbia JFO, 1512 Hertford Road Columbia, MO 65202		06/01/2011

Initiator/Requestor Name	24 Hour Phone Number	Email Address	Date
Jennifer Chang	(971) 219-7575	jennifer.c.chang@usace.army.mil	06/01/2011
Site POC Name	24 Hour Phone Number	Email Address	Date
BOSKO, GREGORY M	(573) 814-4873	Gregory.Bosko@dhs.gov	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	Projected Start Date	Projected End Date
COE-NPD (COE NORTH PACIFIC DIVISION)	06/01/2011	08/07/2011
☒ New or ☐ Amendment to MA #	Total Cost Estimate: $30,000,000.00	
ESF/OFA Action Officer: JENNEFIER 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

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

VI. APPROVAL

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

VII. OBLIGATION (FEMA Use Only)

Mission Assignment No.: 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, 1980DR, 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 ARF.

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.