Appendix D:
Mission Assignment Process

Appendix D: Mission Assignment Process

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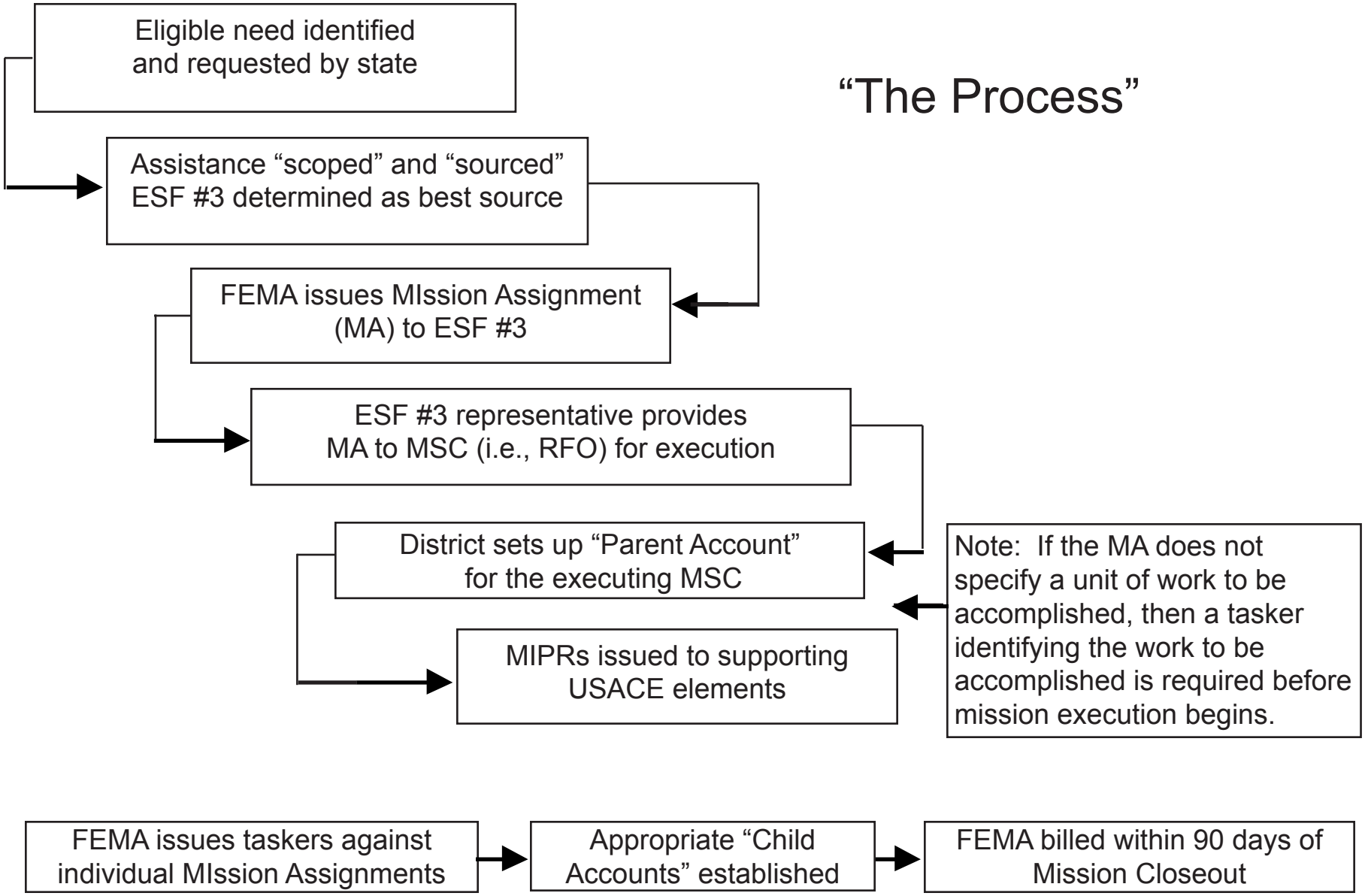
"The Process"


Eligible need identified and requested by state
Assistance "scoped" and "sourced" ESF #3 determined as best source
FEMA issues MIssion Assignment (MA) to ESF #3
ESF #3 representative provides MA to MSC (i.e., RFO) for execution
District sets up "Parent Account" for the executing MSC
MIPRs issued to supporting USACE elements
Note: If the MA does not specify a unit of work to be accomplished, then a tasker identifying the work to be accomplished is required before mission execution begins.
FEMA issues taskers against individual MIssion Assignments
Appropriate "Child Accounts" established
FEMA billed within 90 days of Mission Closeout

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 the Disaster Relief Fund.

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. Mission Assignments are accomplished through taskings if the tasker is not included in the Mission Assignment. The ESF #3 Action Officer is responsible for coordinating the tasker 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 District, Division, or RFO. The MFR contains the following information:

- Mission
- FEMA Program Code (For Pre-Declaration the program code will be 7220-SU, for Post-Declaration the code will be either 3XXX-EM or 1XXX-DR)
- Mission Assignment Number (e.g., COE-NWD-01)
- Event and Name Description
- Disaster State (2 letter designation)
- Estimated Completion Date
- Amount Authorized
- Total Amount Authorized for the Mission
- Federal Approving Official

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.

Requestor

MA Number

Action Requested

FEMA Approval

ACTION REQUEST FORM (Interim draft as of 1/03)

I. Who is Requesting Assistance? (Completed by Requestor)

Requestor Name/Title/State: Kerri Stark, Asst Team Leader, LA — Temporary Phone/Fax #: 225-339-3752

Permanent Phone: 918-645-6429 — FAX #: 225-379-4001

Requestor Organization: ESF #3 — E-mail: kerri.stark@usace.army.mil

II. Requested Assistance (Completed by Requestor) ☑ See Attached

Description of Assistance Requested:

REGIONAL ACTIVATION (Federal Operations Support) - 1603-DA-LA-COE-MVD-01. Amendment 03 to increase by $2,000,000.00 total of $4M.

Quantity: — Priority: ☐ 1 Lifesaving ☐ 2 Life sustaining ☐ 3 High ☐ 4 Medium ☐ 5 Normal — Date/Time Needed:

Delivery/Pick Location:

Site POC: Mickey Fountain — 24 Hour Phone: 225-339-3751 — FAX # 225-379-4001

State Approving Official signature: — Date:

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

☐ OPS Review by:
☐ Log Review by:
☐ Other Coordination by:
☐ Other Coordination by:
☐ Other Coordination by:

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

Immediate Action Required: ☐ Yes ☐ No

Date/Time Assigned:

Action request assigned to: ☐ ESF #: ☐ Other:

IV: Statement of Work (Operations Section Only)

OFA Action Officer: — 24 hour Phone: — FAX#

FEMA Project Officer: — 24 hour Phone: — FAX#

Justification / Statement of Work:

Estimated Completion Date: — Cost Estimate:

V. Action Taken (Operations Section Only)

☐ Accepted ☐ Rejected

Disposition:

☐ Accountable Property Coordinated with APO

TRACKING INFORMATION (FEMA USE ONLY)

NIMIS Task ID:

Action Request # — Received by (Name and Organization):

Program Code/Event #: — State: — Date/Time Submitted: — ☐ Originated as verbal

ARF - Regional Activation increase 4M.xls

MFR for Verbal Mission Assignment

Memorandum for Record

SUBJECT: FEMA Verbal Mission Assignment

1. On 16 September 2004, verbal funding authority for the following mission assignment has been ordered by Ginger Edwards at FEMA Region IV for the U.S. Army Corps of Engineers.

Mission: Deployable Tactical Operations Systems (DTOS)

FEMA Program Code: 1551-DR

Mission Assignment Number: COE -SAD-Not Assigned

Event and Name Description: Hurricane Ivan

Disaster State (2 letter designation): FL

Estimated Completion Date: Friday, October 29, 2004

Amount Authorized: $400,000.00

Total Amount Authorized for the Mission: $400,000.00

2. Funding for this mission assignment may be entered into the accounting system based upon a verbal authority. The funding citation is 06-9094-2501-D. The source appropriation is 70X0702. A written Mission Assignment (MA) will follow up this verbal mission assignment within 2-3 days.

Mickey Fountain
U.S. Army Corps of Engineers

Ginger Edwards
Federal Approving Official

Always show who gave you the verbal MA and FEMA Region

New MA number not entered because it is generated in NEMIS. If funding or completion date, etc. is changed in an existing MA the MA number would be entered.

FOA signature is not required but recommended.

Pre-Dec MA will Always be 7220SU

MA Statement of Work

Projected Start and End Dates. Note that Pre-Dec MA are Written for 10 Days or Less.

Cost Estimate

Mission Assignment Type

MA Number

Not Electronically Signed with IFMIS. Handwritten Date and Initialed.

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: AR (Arkansas) Incident:2006040303-Severe Storms and Tornadoes — Action Request #: 1509-54392

Program Code/Event #: 7220SU-Pre-Declaration Disaster Surge Account — Date/Time Rec'd: 04/10/2006 18:40

II. ASSISTANCE REQUESTED ☐ See Attached

Assistance Requested:
Task ESF-3

Quantity: 1 (Each) — Date/Time Required: 04/07/2006 — Internal Control #:

Delivery Location: Arkansas JFO, 3800 North Rodney Parkam, North Little Rock, AR 72212

Initiator/Requestor Name: Joe Bearden — 24-hour Ph #s: (940) 898-5470 — Date: 04/10/2006

POC Name: LAFON, LORIE M — 24-hour Ph #s: (940) 898-5281 — Date: 04/10/2006

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

III. INITIAL FEDERAL COORDINATION (Operations Section)

Action to: ☒ ESF # 3 ☐ Other: — Date/Time: 04/10/2006 18:26 — Priority: ☐ 1 Lifesaving ☐ 2 Life sustaining ☐ 3 High ☒ 5 Normal ☐ 4 Medium

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/mapprogress. 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 VI Regional Response Coordination Center (RRCC), 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-SWD (COE SOUTHWESTERN DIVISION) — Projected Start Date: 04/07/2006 — Projected End Date: 04/17/2006

☒ New or ☐ Amendment to MA #: — Total Cost Estimate: $5,000.00

Assigned Agency POC Name: ESF-3 MICKEY FOUNTAIN — Phone and fax #s: (501) 221-4040

V. COORDINATION (FEMA Use Only)

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

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

Fund Citation: [illegible] — Appropriation code: 70X0702

Mission Assignment Coordinator (Preparer): JOE BEARDEN — Date: 04/10/2006

** FEMA Project Officer/Branch Chief (Program Approval): LORIE LAFON — Date: 04/10/2006

** Comptroller/Funds Control (Funds Review): — Date:

VI. APPROVAL

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

** Federal Approving Official (Required for all): M FAIRLEY — Date: 04/10/2006

VII. OBLIGATION (FEMA Use Only)

Mission Assignment #: 7220SU-NR-COE-SWD-01 — Amt. This Action: $5,000.00 — Date/Time Obligated: 4/10/06

Amendment #: 00 — Cumulative Amt.: $5,000.00 — Initials: [illegible]

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

FEMA Form 90-126, Oct 02

REPLACES ALL PREVIOUS EDITIONS

Emergency Dec MA Always Starts with a 3

Note Requirement for Monthly Progress Report if MA Takes More Than 60 Days.

New MA

Mission Assignment Type

MA Number

MA Statement of Work

Projected start and end dates. Normally EM declarations are short in duration. Total funding authorization without congressional approval is $5M

Cost Estimate

Electronically Signed with IFMIS

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: TX (Texas) Incident:2005091801-Hurricane Rita | Action Request #: 1509-37223

Program Code/Event #: 3261EM-TX: HURRICANE RITA | Date/Time Rec'd: 09/24/2005 21:25

II. ASSISTANCE REQUESTED ☐ See Attached

Assistance Requested:
Deploy the Debris Planning and Response Team (PRT) in response to Hurricane Rita in the State of Texas.

ARF #136

Quantity: 1 (Each) | Date/Time Required: 09/24/2005 | Internal Control #:

Delivery Location: Austin JFO Northview Business Center, 9001 I-35 E, Austin, TX 78753

Initiator/Requestor Name: Kathy Reimer | 24-hour Ph #s:(940) 898-5149 | Date: 09/24/2005

POC Name: Brewer, Marsha C | 24-hour Ph #s:(940) 898-5149 | Date: 09/24/2005

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

III. INITIAL FEDERAL COORDINATION (Operations Section)

Action to: ☒ ESF #: 3 ☐ Other: | Date/Time: 09/24/2005 21:20 | 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/doh/ncolpd_agencies.shtm. The new ALC number can also be accessed at the web address.*

Activate and deploy the Debris Planning and Response Team (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, as directed by FEMA. In some instances, there may be similar requirements for debris clearance and removal from specified private property to eliminate or lessen immediate threats to public health and safety. Prepare to/implement the Advance Contracting initiative or

Assigned Agency: COE-SWD (COE SOUTHWESTERN DIVISION) | Projected Start Date: 09/24/2005 | Projected End Date: 09/30/2005

☒ New or ☐ Amendment to MA #: | Total Cost Estimate: $5,000,000.00

Assigned Agency POC Name: ESF-3 | Phone and fax #s: (940) 898-5149

V. COORDINATION (FEMA Use Only)

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

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

Fund Citation: 2005-06-3261EM-9064-XXXX-2508-D | Appropriation code: 70X0702

Mission Assignment Coordinator (Preparer): RONALD RILEY | Date: 09/25/2005

** FEMA Project Officer/Branch Chief (Program Approval): MARSHA BREWER | Date: 09/24/2005

** Comptroller/Funds Control (Funds Review): BALDWIN, CHERYL F. | Date: 09/25/2005

VI. APPROVAL

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

** Federal Approving Official (Required for all): SHERRY WAINWRIGHT | Date: 09/25/2005

VII. OBLIGATION (FEMA Use Only)

Mission Assignment #:3261EM-TX-COE-SWD-08 | Amt. This Action: $5,000,000.00 | Date/Time Obligated: 09/25/2005

Amendment #: | Cumulative Amt. $5,000,000.00 | Initials: IFMIS

* 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

Post-Dec MA will always start with a 1.

Note requirement for monthly progress report if MA takes more than 60 days.

Amended MA Increasing Funding

Mission Assignment Type

Amended Funding Amount

MA Number

Amendment Number

MA Statement of Work

Projected Start and End Dates

Cost Estimate

Electronically Signed with IFMIS

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: AR (Arkansas) Incident: 2006040303-Severe Storms and Tornadoes | Action Request #: 1509-54705

Program Code/Event: 1539DR-AR: SEVERE STORMS AND TORNADOES | Date/Time Rec'd: 04/19/2006 21:19

II. ASSISTANCE REQUESTED ☐ See Attached

Assistance Requested:
Amendment #1: Increase funding by $200,000.00

Activate USACE Housing Planning and Response Team (PRT).

Quantity: 1 (Each) | Date/Time Required: 04/19/2006 | Internal Control #: Amendment of Task 1509-54485

Delivery Location: FEMA Joint Field Office, 3800 North Rodney Parham Rd, Little Rock, AR 72212

Initiator/Requestor Name: Annabeth Lee | 24-hour Ph #s: (480) 487-7020 | Date: 04/19/2006

POC Name: BREWER, MARSHA C | 24-hour Ph #s: (940) 696-5149 | Date: 04/19/2006

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

III. INITIAL FEDERAL COORDINATION (Operations Section)

Action to: ☐ ESF #: ☒ Other: | Date/Time: 04/19/2006 21:19 | Priority: ☐ 1 Life-saving ☐ 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/maprogress. The new ACC number can also be accessed at the web address.*
Activate USACE Housing Planning and Response Team (PRT).

Undertake one or more of the following measures as directed by FEMA: Support housing planning and strategy development; provide technical advice or assistance, project and construction management, property management services, perform site analysis and site inspection, design, development, and construction to include infrastructure installation and incorporation of the uniform federal accessibility standards (UFAS); haul and install activities

Assigned Agency: COE-SWD (COE SOUTHWESTERN DIVISION) | Projected Start Date: 04/13/2006 | Projected End Date: 06/13/2006

☐ New or ☒ Amendment to MA # 1539DRARCOE-SWD0100 | Total Cost Estimate: $200,000.00

Assigned Agency POC Name: ROYCE SWAYNE | Phone and fax #s: (480) 487-7018

V. COORDINATION (FEMA Use Only)

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

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

Fund Citation: 2006-05-1539DR-9064-XXXX-2508-D | Appropriation code: 70X0702

Mission Assignment Coordinator (Preparer): YVONNE JUBANG | Date: 04/19/2006

** FEMA Project Officer/Branch Chief (Program Approval): MARSHA BREWER | Date: 04/19/2006

** Comptroller/Funds Control (Funds Review): RILEY, ERNESTINE E. | Date: 04/20/2006

VI. APPROVAL

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

** Federal Approving Official (Required for all): CARLOS MITCHELL | Date: 04/19/2006

VII. OBLIGATION (FEMA Use Only)

Mission Assignment #: 1539DR-AR-COE-SWD-01 | Amt. This Action: $200,000.00 | Date/Time Obligated: 04/20/2006

Amendment #: 01 | Cumulative Amt: $300,000.00 | Initials: IFMIS

* 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

MA Number

Task

FEMA Approval

Disaster Declaration

MISSION ASSIGNMENT TASKING FORM

Federal Emergency Management Agency
REGION VI
ERT-A Baton Rouge, LA

MA # COE-MVD-07
Task # 001

DR/EM/SU #: 1603-DR
Action Tracking Log #:
Other Tracking # :
Date : 4-Sep-05

Requestor: Mickey Fountain
Telephone: 225-925-7553

PRIORITY LEVEL	SCHEDULE		Cost Estimate (this task) *
☐ Urgent ☑ Immediate ☐ Routine	Beginning Date	Completion Date	
	4-Sep-05	3-Mar-06	$1,500,000,000.00

Description of Task**:
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 on public property including critical access routes, roads, bridges, waterways (normally non navigable) and right-of-ways for emergency vehicles, public access and other similar areas. There may be similar requirements for debris clearance and removal from specified private property necessary to eliminate or lessen immediate threats to public health and safety. This includes any or all of the following: pick-up, hauling and dumping of debris; segregating and reducing debris at a landfill or temporary disposal and reduction site (TDRS), hauling from a TDRS to a final disposal site, or managing a TDRS.

Note: The MA Tasking form is not to be used as a subtasking document to another Federal Agency.

☐ ☐ Object Class Code: | Cost of property (provide breakdown):

Description of Property**:

Accepting Official's Name (Federal Agency Action Officer): | ESFA/DFA:

Site Point of Contact (if different from Action Officer):

Address:

Phone: | Fax:

E-Mail:

COMMENTS: (use back or separate page for additional space):

Project Officer's Name: Jim Connolly | Phone #:

Project Officer Signature: | Date: 4 Sept 2005

Following signature, a copy of the form must be [illegible] Contracting Officer [illegible] copy to the FEMA MAC.

* A Tasking document [illegible] Contracts. It details [illegible] actions.
** Prior to the purchase of property under this tasking, approval must be obtained [illegible] Operations Section Chief and/or Project Officer.

Interim Draft As of 01/03