DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency **MISSION ASSIGNMENT (MA)**

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to ave searching existing data sources, gathering and maintaining obtain or retain benefits. You are not required to respond regarding the accuracy of the burden estimate and any sug Security, Federal Emergency Management Agency, 500 C not send your completed form to this address.	the needed data, and d to this collection o ggestions for reducing	d completin of informat g this burc	ng and submittin ion unless it dis len to: Informatio	ig this form. splays a va on Collectio	This co lid OMB ns Mana	llection of i control n agement, [nformation is required to umber. Send comments Department of Homeland	
I. TRACKING INFORMATION (FEMA Use O	nly)							
State DC (District of Columbia) Incident:2021082601-Hurricane Ida					Resource Request Number 3068-632524			
Program Code/Event Number 7220SU-Pre-Declaration Disaster Surge Account					Date/Time Received 08/31/2021 05:45			
II. ASSISTANCE REQUIRED								
Assistance Requested Amendment #1 to extend the POP and increase funding for activ Daily 24-hour staffing rate is \$1,440.00.	ation of USFS to the NR	RCC per OP	ORD 11-2021 Ame	endment 04 fo	or ESF #4	I staffing.		
Activate USFS to the NRCC per OPORD 11-2021 Amendment 0	4.							
Delivery Location NRCC, 500 C Street SW Washington, DC 20472		Internal Control Number		ər	D	Date/Time Required 08/31/2021		
Initiator/Requestor Name		24 Hour Phone Number Email Address					Date	
Jeremy Greenberg	. ,	(202) 646-2828 fema-nrcc-nrcsd@fe			a.dhs.gov		08/31/2021	
Site POC Name		24 Hour Phone Number Email Address		SS			Date	
	(202) 646-2828					08/31/2021		
III. INITIAL FEDERAL COORDINATION (Operation								
Action to:			Date/Time Priority 08/31/2021 05:38					
						-		
IV. DESCRIPTION (Assigned Agency Action	Officer)							
Statement of Work As directed by and in coordination with FEMA, US Forest Service (USFS) will provide appropriate personnel to the NRCC or other facilities in support of disaster operations.								
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 FEMA-Disaster-MA-ULO@dhs.gov. For MA billing and reimbursement information, please visit http://www.fema.gov/federal-agencies-providing-disaster-assistance.								
Assigned Agency USDA-FS (USDA-FS (STATE/PRIV FORESTRY))			Projected Start Date 08/28/2021			Estimated Projected End Date 09/11/2021		
New or X Amendment to MA # : DC21082601USDA-FS0100		otal Cost Estimated \$10,080.00		080.00	Total Required this Obligation Cycle			
ESF/OFA/RSF Action Officer			Phone #		Email			
GORDON SACHS			(202) 340-8339		gsachs@fs.fed.us			
V. COORDINATION (FEMA Use Only)								
Type of MA:Direct Federal AssistanceFederal Operations SupportImage: State Cost Share (0%, 10%, 25%)Image: State Share (0%)								
State Cost Share Percent 0 % State Cost Share Amount: \$ 0.00								
Fund Citation: 20 <u>2</u> <u>1</u> -06- <u>7</u> 2 <u>2 0 S U- 4 4</u>	0 <u>0</u> XXXX-250	1D_A	ppropriation co	ode: 70X07	702			
Mission Assignment Manager (Preparer) MICHELE MCDONALD SA					Date 08/31/2021			
**FEMA Project Manager/Branch Director (Program Approval) DAVID BURNETT 🗫					Date 08/31/2021			
**Comptroller/Funds Control (Funds Review) SHERRY YATES S							Date 08/31/2021	
FEMA FORM 010-0-8	PREVIOUS		-129				Page 1 of 2	

Region 3, State DC, 7220SU, MA#1509-360209 (IFMIS Closed), Amendment to MA#1509-359680 as of 08/31/2021

MISSION ASSIGNMENT (MA)

VI. APPROVAL								
*State Approving Official (Required for DFA)	Date							
**Federal Approving Official (Required for all) BRIAN APPLEBEE S	Date 08/31/2021							
VII. OBLIGATION (FEMA Use Only)								
Mission Assignment Number DC-21082601-USDA-FS-01 Amount This Action \$_10,080.00 Date/Tim	ne Obligated : 08/31/2021							
endment Number 01 Cumulative Amount \$ 15,080.00 Initials: IFMIS								
** Signature required for all MAs.								
INSTRUCTIONS Items on the Mission Assignment (MA) form that are not listed are self-explanatory.								
I. TRACKING INFORMATION. Completed by Resource Support Section or Operations staff. Required for all requests.								
State: If multi-State, choose State most likely to receive resource(s), (i.e., when using 7220-SU Program Code) Resource 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, 3130-EM, 1248-DR.								
II. ASSISTANCE REQUESTED. Completed by requestor.								
Assistance Requested: Details from the Resource Request Form will provide information concerning the assistance requested. 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. III. INITIAL FEDERAL COORDINATION. Completed by FEMA Personnel with Delegated Authority.								
<u>Action to:</u> May be Emergency Support Function (ESF), Recovery Support Function (RSF), internal FEMA organization, or other organization, which assigns the Action Officer.								
Remainder of MA used only if solution is to request Federal agency to perform reimbursable work under (MA). Deliberate validation and verification of information must occur before MA is completed and issued.								
IV. DESCRIPTION. Completed by assigned agency Action Officer.								
<u>Statement of Work:</u> Detailed description of work to be performed that includes: Overview of MA, objectives, tasks, resources, personnel, deliverable, location, period of performance and comprehensive cost estimate for period of performance. Statement of Work may be attached. Additional guidance concerning the writing of a Statement of Work can be found in the Mission Assignment Guide and FAR. <u>Assigned Agency:</u> Agency receiving the MA from FEMA. Activities within the scope of an ESF/RSF result in an MA to primary agency. Cite subordinate organization if applicable. Example; DOT-FAA, COE-SAD. <u>Projected Start/End Date</u> : If end date is not clear, estimate and budget for 30, 60, or 90 days, then reevaluate. TBD is not acceptable; a date must be entered. <u>Total Cost Estimate</u> : Enter dollar value and attach a detailed budget outlining personnel, equipment, contract, sub-tasked agency, travel and other costs. The cost estimate should include the total cost projection for the MA across the entire length of the MA. The 90 day obligation cycle is used to obligate funding in 90 day increments when completion period is expected to exceed 90 days.								
 V. COORDINATION. Completed by MAM, except for Project Manager and Comptroller signatures. Type of MA: Select only one. <u>Appropriation Code</u>: Static data. Do not change. This is for information only, should not be used to report internal agency finances to Treasury. <u>Reporting</u>: MA agencies are required to provide reporting as determined by the Program Manager. 								
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.

ADDITIONAL NOTES from FEMA:

Additional Statement of Work

--- MA task orders (MATOs) may be issued by FEMA for specific requirements, personnel, location(s), date(s), and duration of assignment(s).

--- Agencies will be reimbursed for all eligible expenses pursuant to 44 CFR. Supporting documentation is required for reimbursement.

--- All equipment and supply purchases must be coordinated with FEMA. If approved, documentation is necessary to ensure reimbursement.

--- Activation of agency command center(s), if required, must be coordinated with FEMA as a separate MA.

--- The mission-assigned agency is responsible for ensuring that all activity is properly authorized, goods are received, services are provided, and that costs are reasonable and supported by documentation maintained by the respective agency

--- MAs shall be considered for closure after 180 days with no financial activity in accordance with FEMA CFO Bulletin #157. For MAs still operationally open, requests for additional obligations may be withheld if no invoicing, ULO Validation, or additional justification has been provided.