

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 AZ (Arizona) Incident:2010012101-Severe Winter Storm-AZ	NEMIS Number
Program Code/Event Number 3307EM-AZ: SEVERE WINTER STORM	Date/Time Received 01/28/2010 22:24

**II. ASSISTANCE REQUIRED**

See Attached

Assistance Requested  
Amendment#1: Additional transportation resources are required. Increase funding in the amount of \$150,000.00. The period of performance is extended one week to 2/10/2010 to cover the time required for demob the transportation assets.

Provide transportation resources to move cargo and/or passengers in support of operations in response to Winter Severe Storms EM-3307-AZ.

Delivery Location Arizona DEM, 5636 e McDowell Road Phoenix, AZ 85008	Internal Control Number Amendment of Task: 1509-126095	Date/Time Required 01/28/2010	
Initiator/Requestor Name Chuch McHugh	24 Hour Phone Number (602) 464-6242	Email Address chuck,mchugh@azdema.gov	Date 01/28/2010
Site POC Name BRYSON, STEPHEN W	24 Hour Phone Number (510) 627-7119	Email Address Steve.Bryson@dhs.gov	Date 01/28/2010
* State Approving Official (Required for DFA and TA)			Date

**III. INITIAL FEDERAL COORDINATION (Operations Section)**

Action to:	<input type="checkbox"/> ESF #: _____	Date/Time 01/28/2010 22:21	Priority	<input type="checkbox"/> 1. Lifesaving	<input type="checkbox"/> 3. High
	<input checked="" type="checkbox"/> Other: _____			<input checked="" type="checkbox"/> 2. Life sustaining	<input type="checkbox"/> 4. Medium

**IV. DESCRIPTION (Assigned Agency Action Officer)**

See Attached

Statement of Work  
As directed by, and in coordination with FEMA and the State of Arizona, the USFS will provide transportation support for cargo and/or personnel for disaster response activities in the State of AZ associated with 3307-EM-AZ.

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](http://www.fema.gov/maprogress).

Assigned Agency USFS (U.S. FOREST SERVICE)	Projected Start Date 01/24/2010	Projected End Date 02/03/2010
<input type="checkbox"/> New or <input checked="" type="checkbox"/> Amendment to MA #: 3307EMAZUSFS0100	Total Cost Estimate \$150,000.00	
ESF/OFA Action Officer GINGER BRUDEVOLD BLACK	Phone No. (505) 301-0929	Email gbrudevold@fs.fed.us

**V. COORDINATION (FEMA Use Only)**

Type of MA:	<input checked="" type="checkbox"/> Direct Federal Assistance State Cost Share (0%, 10%, 25%)	<input type="checkbox"/> Technical Assistance State Share (0%)	<input type="checkbox"/> Federal Operations Support State Share (0%)
State Cost Share Percent	25.0 %	State Cost Share Amount: \$ 37,500.00	
Fund Citation:	2010-06-3307EM-9094-XXXX-2508-D	Appropriation code: 70X702	

Mission Assignment Manager (Preparer) DORSEY HUGHES	Date 01/28/2010
** FEMA Project Manager/Branch Director (Program Approval) STEPHEN BRYSON	Date 01/29/2010
** Comptroller/Funds Control (Funds Review) ATWOOD, LAWRENCE E.	Date 02/01/2010

**VI. APPROVAL**

*State Approving Official (required for DFA and TA):	Date
**Federal Approving Official (required for all): JACK INGRAHAM	Date 02/01/2010

**VII. OBLIGATION (FEMA Use Only)**

Mission Assignment Number 3307EM-AZ-USFS-01	Amount This Action \$ 150,000.00	Date/Time Obligated 02/01/2010
Amendment Number 01	Cumulative Amount \$ 250,000.00	Initials IFMIS

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

## PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 3 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. 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 the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, and Paperwork Reduction Project (1660-0047). **Note: Do not send your completed form to this address.**

### INSTRUCTIONS

Items on the Mission Assignment (MA) form that are not listed are self-explanatory.

**I. TRACKING INFORMATION.** Completed by Action Tracker or other Operations staff. Required for all request.

State: If multi-State, choose State most likely to receive resource(s), (i.e., when using 7220-SU Program Code)

Action 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, 4220-AD, 3130-EM, 1248-DR.

**II. ASSISTANCE REQUESTED.** Complete by requestor.

Assistance Requested: Detail of resource shortfalls, give specific deliverables or simply state the problem.

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.

State Approving Official: Signature certifies that State and local government cannot perform, nor contract for the performance, of the requested work and agrees to pay cost share if any.

**III. INITIAL FEDERAL COORDINATION.** Completed by the Operations Section Chief.

Action to: Operations Chief notes assigned organization. May be Emergency Support Function (ESF), internal FEMA organization, or other organization, which assigns the Action Officer.

Rest of MA used only if solution to request Federal agency to perform reimbursable work under (MA). Best solution may be internal resources or commercial vendor. Deliberate evaluation must occur before MA is completed and MA is issued.

**IV. DESCRIPTION.** Completed by assigned agency Action Officer.

Statement of Work: Description steps to complete the request. Include discussion of personnel, equipment; sub tasked agencies, contracts and other resources required. This can be provided as an attachment.

Assigned Agency: Agency receiving the MA from FEMA. Activities within the scope of an ESF result in an MA to the primary agency. Cite subordinate organization if applicable. Example; DOT-FAA, COE-SAD.

Project Completion Date/End Date: If end date is not clear, estimate and budget for 30 or 60 days, then re-evaluate. TBD is not acceptable; some date must be entered into this field.

Total Cost Estimate: A budget can be attached outlining personnel, equipment, contract, sub-tasked agency, travel, and other costs.

**V. COORDINATION.** Completed by MAM, except for Project Manager and Comptroller signatures.

Type of MA: Select only one.

Appropriation Code: Static data. Do not change. This is for information only, should not be used to report internal agency finances to Treasury.

**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 Assistance Requested**

Delivery locations to be designated by FEMA and the State of Arizona.

## Additional Mission Statement

USFS will provide requested support within capabilities and will determine most effective means of transportation based on available assets, delivery location, and required delivery timeline. Crews are understood to be able to work a varying number of hours, depending on individual unit policies and aircraft type. Air crews have final decision-making authority for the management of all cargo and/or personnel transported by USFS. Crews and equipment must be able to operate in heavy snow.

Mission Assignment Task Orders will be issued for specific cargo and/or personnel requirements, location(s), dates, and duration of assignment(s) as needed.

All equipment and supply purchases must be coordinated with FEMA. Prior FEMA approval is necessary to ensure reimbursement.

USFS aircrews will indicate fueling and runway requirements.

24 hours support required: Yes

Fuel and maintenance required: Yes, USFS to provide

Beginning Date: 01/24/2010; Completion Date:02/24/2010