

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 NY (New York) Incident:2011082201-Hurricane Irene	NEMIS Number ARF 52
Program Code/Event Number 3328EM-NY: HURRICANE IRENE	Date/Time Received 08/28/2011 03:05

**II. ASSISTANCE REQUIRED**

See Attached

Assistance Requested  
AMENDMENT: Increase funding by \$15,000.00. New total: \$25,000.00

Activate United States Forest Service (USFS) to the FEMA Region 2 Regional Response Coordination Center (RRCC) to perform duties of Emergency Support Function (ESF) #4 in support of Post-Declaration disaster operations in response to Hurricane Irene in the State of New York.

Delivery Location FEMA Region II RRCC, 26 Federal Plaza, 13th Floor New York, NY 10278	Internal Control Number Amendment of Task: 1509-143172	Date/Time Required 08/27/2011	
Initiator/Requestor Name Dug Salley	24 Hour Phone Number (917) 455-6836	Email Address Dug.Salley@dhs.gov	Date 08/28/2011
Site POC Name TANG, NEWTON	24 Hour Phone Number (212) 680-8501	Email Address newton.tang@dhs.gov	Date 08/28/2011
* State Approving Official (Required for DFA and TA)			Date

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

<b>Action to:</b>	<input type="checkbox"/> ESF #: _____	Date/Time 08/28/2011 03:03	<b>Priority</b>	<input type="checkbox"/> 1. Lifesaving	<input type="checkbox"/> 3. High
	<input checked="" type="checkbox"/> Other: _____			<input type="checkbox"/> 2. Life sustaining	<input checked="" type="checkbox"/> 4. Medium

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

See Attached

Statement of Work  
Post-Declaration activation for appropriate USFS personnel and, as appropriate, DOI personnel, to perform the functions of ESF #4 in the RRCC, Emergency Response Team (ERT-A), Preliminary Damage Assessment (PDA) Team, Rapid Needs Assessment (RNA) Team, or other teams and locations, at the direction and coordination of FEMA; beginning 08/27/2011. This activation may include overtime and administrative costs.

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 08/27/2011	Projected End Date 09/26/2011
<input type="checkbox"/> New or <input checked="" type="checkbox"/> Amendment to MA #: 3328EMNYUSFS0200	Total Cost Estimate \$15,000.00	
ESF/OFA Action Officer JAN POLASKY	Phone No. (610) 557-4144	Email jpolasky@fs.fed.us

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

<b>Type of MA:</b>	<input type="checkbox"/> Direct Federal Assistance State Cost Share (0%, 10%, 25%)	<input type="checkbox"/> Technical Assistance State Share (0%)	<input checked="" type="checkbox"/> Federal Operations Support State Share (0%)
State Cost Share Percent	0.0 %	State Cost Share Amount:	\$ 0.00
Fund Citation:	2011-06-3328EM-9024-XXXX-2501-D	Appropriation code:	70X702

Mission Assignment Manager (Preparer) BRICE ACOSTA	Date 08/28/2011
** FEMA Project Manager/Branch Director (Program Approval) NEWTON TANG	Date 08/28/2011
** Comptroller/Funds Control (Funds Review) HICKS, CATHERINE B.	Date 08/29/2011

**VI. APPROVAL**

*State Approving Official (required for DFA and TA):	Date
**Federal Approving Official (required for all): ALAN NEIDERMEYER	Date 08/28/2011

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

Mission Assignment Number 3328EM-NY-USFS-02	Amount This Action \$ 15,000.00	Date/Time Obligated 08/29/2011
Amendment Number 01	Cumulative Amount \$ 25,000.00	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 Mission Statement**

Equipment purchases are not authorized under this Mission Assignment.  
MA task orders will be issued for specific personnel requirements, location(s), dates, and duration of assignment(s).