

**MA TASK ORDER FORM \***  
**Federal Emergency Management Agency**  
**Region (XX)**  
**(Location)**

MA & Task # RCC-0020AL  
 Other Tracking # \_\_\_\_\_

DR/EM/SU #: \_\_\_\_\_  
 Date & Time Received: \_\_\_\_\_

Requestor: Jan Polasky, ESF#4, RRCC

Telephone: 610-742-7619

Supporting Documentation Attached \_\_\_\_\_

PRIORITY LEVEL		SCHEDULE		Cost Estimate **
<input type="checkbox"/> Urgent	<input checked="" type="checkbox"/> Immediate	<input type="checkbox"/> Routine	Beginning Date	Completion Date
				\$500,000
<b>Description of Task:</b>				
This request is to have the ability to pre-position USFS and DOI personnel and equipment in locations throughout the FEMA R-4 region where necessary prior to storm landfall. This prepositioning may be in multiple states due to meet future mission assignments				
<b>Accepting Official (Federal Agency Action Officer):</b> Jan Polasky			ESF#: 4	
<b>Site Point of Contact (if different from AO):</b> RRCC				
<b>Address:</b>				
<b>Phone:</b> x5597 or cell: 610-742-7619			<b>Fax:</b> RRCC	
<b>E-Mail:</b> FEMA-RRCC-ESF04				
<b>COMMENTS: (use back or separate page for additional space):</b>				
This Request is to help clarify future billing on this MA as personnel may be prepositioned in several locations prior to event in preparation of future mission assignments.				
<b>*** Project Officer's Name:</b> JAN Polasky			<b>Phone #:</b> 610-742-7619	
<b>Project Officer Signature:</b> Jan Polasky			<b>Date:</b> 8/30/08	
* Not to be used for subtasking to another (supporting) Federal Agency ** The tasking form does not obligate further funds. It details expenditures of existing obligation *** Following signatures please provide information copy to FEMA MAC				

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
<b>I. TRACKING INFORMATION (FEMA Use Only)</b>			
State: AL (Alabama) Incident:2008082602-Hurricane Gustav		Action Request #: 1509-107024	
Program Code/Event #: 7220SU-Pre-Declaration Disaster Surge Account		Date/Time Rec'd: 08/30/2008 05:38	
<b>II. ASSISTANCE REQUESTED</b> <span style="float:right"><input type="checkbox"/> See Attached</span>			
Assistance Requested: Pre-declaration activation for appropriate USFS personnel and, as appropriate, DOI personnel to perform the functions of ESF #4 in the RRCC or other teams and locations as directed by FEMA. Preliminary Damage Assessment (PDA) team, base camp management, saw crews for clearing roadways, etc. beginning 9/2/08. This activation may include overtime and administrative cost. Pre-dec MA's that exceed 7-10 days will require FEMA approval.  Equipment purchases are not authorized under this Mission Assignment. Mission Assignment Task orders will be issued to direct specific activities within the scope of this mission assignment, to include personnel, resource movement, duty locations and dates.			
Quantity: 1 (Each)	Date/Time Required: 09/01/2008	Internal Control #: RRCC-0019	
Delivery Location: Various locations throughout reg's affected areas,			
Initiator/Requestor Name: Jan Polasky		24-hour Ph #s:(610) 742-7619	Date: 08/30/2008
POC Name: SOUTHERLAND, JOHN A		24-hour Ph #s:(404) 909-1943	Date: 08/30/2008
* State Approving Official (Required for DFA and TA):			Date:
<b>III. INITIAL FEDERAL COORDINATION (Operations Section)</b>			
Action to:	<input checked="" type="checkbox"/> ESF #: 4 <input type="checkbox"/> Other:	Date/Time: 08/30/2008 04:53	Priority: <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 2 Life sustaining <input checked="" type="checkbox"/> 3 High <input type="checkbox"/> 4 Medium <input type="checkbox"/> 5 Normal
<b>IV. DESCRIPTION (Assigned Agency Action Officer)</b> <span style="float:right"><input checked="" type="checkbox"/> See Attached</span>			
<u>Mission Statement:</u> 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 <a href="http://www.fema.gov/government/business.shtm">http://www.fema.gov/government/business.shtm</a> The new ALC number can also be accessed at the web address. Due to the time it takes to mobilize personnel, it is necessary to pre-position many resources ahead time. This mission assignment will ensure that needed resources are within close proximity of anticipated missions. Resources would be pre-positioned within R-4 for easy access and rapid deployment.  Activation of USFS personnel and DOI personnel needed to perform ESF-4 functions relating to teams and commodity movement. Preliminary Damage			
Assigned Agency: USFS (U.S. FOREST SERVICE)		Projected Start Date: 09/01/2008	Projected End Date: 09/10/2008
<input checked="" type="checkbox"/> New or <input type="checkbox"/> Amendment to MA #:		Total Cost Estimate: \$500,000.00	
Assigned Agency POC Name: ESF-#4		Phone and fax #s: (610) 742-7619	
<b>V. COORDINATION (FEMA Use Only)</b>			
Type of MA: Federal Operation Support State Cost Share (0%)		Commodity/Activity Category: Unspecified	
State Cost Share Percent: 0.0%		State Cost Share Amount: \$0.00	
Fund Citation: 2008-06-7220SU-9044-XXXX-2501-D		Appropriation code: 70X0702	
Mission Assignment Coordinator (Preparer): VALERIE RODNEY			Date: 08/30/2008
** FEMA Project Officer/Branch Chief (Program Approval): JOHN SOUTHERLAND			Date: 08/30/2008
** Comptroller/Funds Control (Funds Review): <i>Shirley Buterbaugh</i>			Date: <i>8/30/08</i>
<b>VI. APPROVAL</b>			
* State Approving Official (Required for DFA and TA):			Date:
** Federal Approving Official (Required for all): GINGER EDWARDS			Date: 08/30/2008
<b>VII. OBLIGATION (FEMA Use Only)</b>			
Mission Assignment #:7220SU-AL-USFS-09	Amt. This Action: \$500,000.00	Date/Time Obligated: <i>8/30/08</i>	
Amendment #: 00	Cumulative Amt. \$500,000.00	Initials: <i>slb</i>	
* Signature required for Direct Federal Assistance and Technical Assistance Mission Assignments. ** Signature required for all Mission Assignments.			

## **Additional Mission Statement**

Assessment (PDA) team, base camp management, saw crews for clearing roadways, etc beginning 9/2/08. This activation may include overtime and administrative costs. Pre-dec MAs that exceed 7-10 days will require FEMA approval.

Any purchases made must be pre-approved and documented by FEMA.