

Mission Assignment Types



1. Federal Operations Support (FOS)

- Staffing the ESF-11 desk

2. Technical Assistance (TA)

- "Clean Hands = Brain Power"

3. Direct Federal Assistance (DFA)

- "Dirty Hands = we do the work"

Federal Operations Support (FOS) is requested by the Federal Government to support the Federal Government, and consists of any resource provided to FEMA or responding Federal agencies when logistical or technical support is needed for their operations. The FOS is:

- For any type of support to Federal responders
- 100% federally funded
- Eligible before or after a declaration

Example:

- The Activation MA to APHIS – Provide coverage to the RRCC/JFO ESF-11 desks at H-72.

Technical Assistance (TA) is expertise provided to State and local jurisdictions when they have the resources but lack the knowledge and skills needed to perform the required activity. The TA is:

- For expert advice to the State. TA Mission Assignments only consist of people providing information and expert advice.
- Requested by the State
- 100% federally funded
- Eligible after declaration

Example:

- USDA veterinarian subject matter experts to provide technical assistance for State to accomplish shelter assessment, veterinarian assessment, animal health assessment and program guidance.

Direct Federal Assistance (DFA) is goods and services provided to the affected State and local jurisdictions when they lack the resources to provide specific types of disaster assistance, either because of the specialized nature of the assistance, or because of resource shortfalls. The DFA is:

- For goods and services beyond the State's capacity to provide.
- Requested by the State
- Subject to cost share. DFA MA's are subject to cost-share provisions of the declaration, normally 75% Federal share, 25% State share, though the President may waive the cost share.
- FEMA can direct an agency to perform duties that typically fall under DFA but will be FOS if directed by FEMA.
- Eligible after declaration

Example:

- Assistance with the removal and disposal of dead animal, killed as a result of Hurricane Katrina.

Statutory Authorities vs. “Mission Assignment” under ESF-11 Activation



- **USDA Debris Removal Authorities**
 - **Natural Resources Conservation Service (NRCS)**
 - **Farm Service Agency (FSA)**
 - **Animal, Plant and Health Inspection Service (APHIS)**
- **Remember 44 CFR 206.208(c)**

Natural Resources Conservation Service (NRCS) Debris Removal Authorities

NRCS' Emergency Watershed Protection Program (EWP) is authorized by Section 216 of the Flood Control Act of 1950, PL 81-516, 33 U.S.C. 701b-1; and Section 403 of the Agricultural Credit Act of 1978, PL 95-334, as amended by Section 382, of the Federal Agriculture Improvement and Reform Act of 1996, PL 104-127, 16 U.S.C. 2203.

Debris clean up must be for either runoff retardation or soil erosion prevention that is causing a sudden impairment in the watershed creating an imminent threat to life or property. Typically, this includes debris within channels but could also include debris in close proximity to a channel or situated where the next event could create an imminent threat to life or property. There is no size limit to the watershed except that EWP assistance is not eligible for coastal erosion restoration.

(Hurricane Katrina Mission Assignment to USDA-NRCS) *“Natural Resources Conservation Service (NRCS), a component of USDA, requires a specific Mission Assignment (MA) to address the collection and disposal of animal carcasses on public and private properties in rural and non-rural areas that fall outside of their statutory authority. This mission is required to mitigate threats to public health, water safety, and potential for the spread of diseases to other viable animals.”*

Animal, Plant and Health Inspection Service (APHIS)

APHIS has two programs under which it can provide debris removal assistance:

Veterinary Services (VS) program authorized by Animal Health Protection Act (7 U.S.C. 8301-8317) which provides for removal and burial of diseased animal carcasses.

Plant Protection and Quarantine (PPQ) program authorized by Plant Protection Act (Title IV, Pub. L. 106-224, 114 Stat. 438, 7 U.S.C. 7701-7772). This program manages issues related to the health of plant resources. Primary objective is to regulate and monitor in order to reduce the risk of introduction and spread of invasive species, including planning, surveillance, quick detection, containment, and eradication.

The Request Process for States via ARF



Action Request Form (ARF)

- All official requests should be made to FEMA using the ARF
- Can be submitted by OFA or State
 - If TA or DFA, state signature required
- Request may not result in an MA
- Statement of work should be team effort (OFA & FEMA)
- OFA – critical and has signature authority
- All requests do not result in MA
 - Covered under an Agency's Statutory authorities (e.g. FNS and food commodities)
 - Contracted, procured, existing supplies, etc.
 - Request may be denied.

The requestor needs to answer the following questions:

- Who needs it?
- Where are they from (i.e., what agency do they represent)?
- What do they need?
- How much do they need?
- What is the priority?
- Where do they need it to be delivered?
- When do they need it?
- Who does it get delivered to?

If a DFA or TA is requested, the most important box in Section II is the State Approving Official (SAO)'s signature. This verifies the State has made this request a priority and is willing to be responsible for the State's cost share, if there is any.

A request will not always result in a MA. If the request can be met in-house, FEMA logistics may use:

- Existing FEMA assets
- Procurement

If the request cannot be met in-house, FEMA Operations may use:

- Public Assistance
- An MA

FEMA's Project Manager and OFA's Action officer develop the Statement of Work

- Task Specific – Provide ice to a specific location for distribution.
- Task General – Provide ice to locations to be determined at a later date.

Time limit stated in 44 CFR for the completion of a DFA MA is 60 days after the declaration date. FEMA may extend the 60-day limit.

“State Assurances”

- Requests for TA and DFA cannot be provided by an MA until the FEMA/State Agreement with State Assurances is signed.
- Included in Governor’s request.

The State Will (in part):

- Hold and save the US free from damages because of the requested work and indemnify the Federal Government against any claims arising from such work.

44 CFR 206.208 (d) Sets time limits for completion of Mission Assignments:

(d) Time limitation. The time limitation for completion of work by a Federal agency under a mission assignment is 60 days after the President’s declaration. Based on extenuating circumstances or unusual project requirements, the RD may extend this time limitation.

In order to issue MA’s for TA and DFA, the State must agree to hold the Federal Government “harmless” in work performed at their request. This and other stipulations are called “State Assurances” and must be included in the FEMA-State Agreement.

Requesting Assistance - Considerations



- Do you have it somewhere and forgot it?
- Maybe another OFA has the legal authority to do it.
- Define the need, not the asset
 - "We don't have any gas"
- Where and how long will it be needed?

FEMA Considerations when receiving requests for assistance:

Is the request beyond State and local capabilities? Has the State exhausted EMAC assistance?

Is the request for permanent restorative work? MA's are issued only for emergency work, not permanent restorative work or long-term studies.

Is the request under an existing Other Federal Agency (OFA) authority? Some agencies have their own authority to provide emergency assistance. Examples include FNS' food stamps and food commodities; SBA's small business loans; EPA to clean up oil spills.

Is the requestor appropriate? Determine whether the request came from an authorized State and/or Federal representative.

Is the request clear? The request should clearly identify the need and not necessarily the solution. For example, the request may state a need for transportation, not a helicopter.

When does it need to be there? Can it wait, or is it life-threatening.

Where is the resource needed? Specific physical address

How long? The request should include an estimate of how long the assistance will be needed.

MA Task Order



- Are used when the request already falls within the Statement of work on an existing MA
- Prevent the issuance of multiple MA's for the same Statement of Work
- Generated by FEMA Operations

MA Task Order Forms are issued to further clarify broad mission statements provided in the MA (for example, when the Statement of Work (SOW) is Task General and needs further definition to execute). A general SOW allows task orders to be issued for each location, amount, etc.

Examples:

Under an existing MA to deliver water to Georgina, a request comes in for additional delivery locations. FEMA issues a Task Order to deliver water to additional counties. Also used for dispersal and placement of water, ice, generators, and personnel.

The Project Manager and Action Officer must both sign the MA Task Order Form for it to be official.

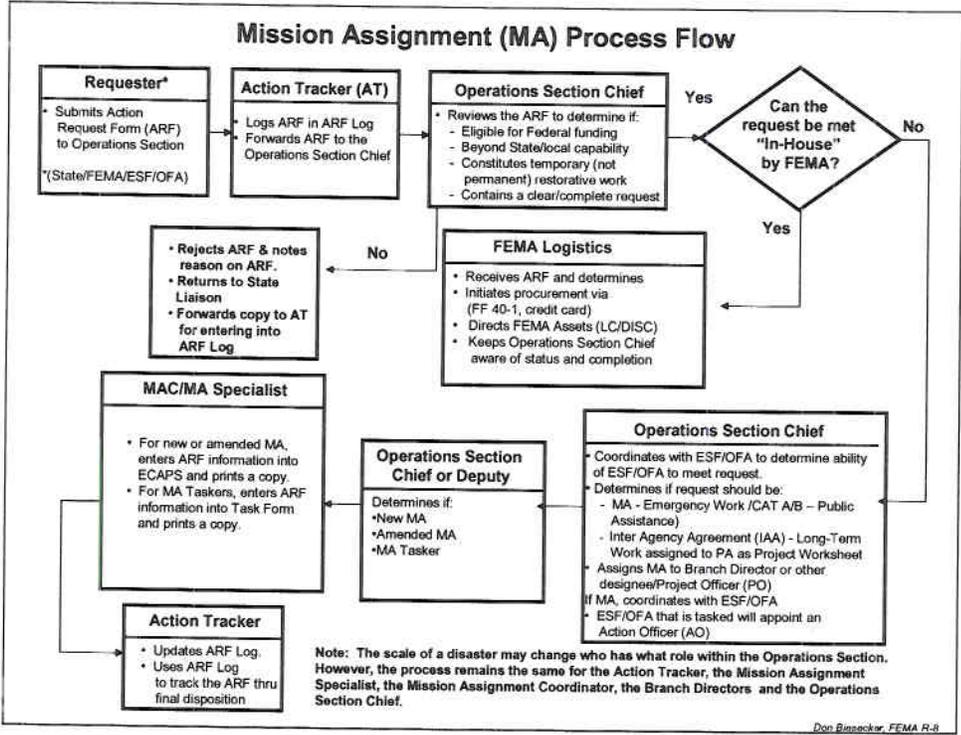
APHIS MA 1731DR-CA-USDA-03 (10/28/07):

Three veterinarian subject matter experts from USDA to provide technical assistance to accomplish shelter assessment, veterinarian assessment, animal health assessment and program guidance. A task order will be prepared to direct specific activities within the scope of this mission assignment. (Task orders may include personnel, resource movement, locations for delivery and stations).



MA Subtask Request

- Intended use for primary agency to subtask a support agency
- Majority of work under MA should be performed by primary agency
- APHIS will subtask FNS and FSIS to activate those agencies (at request of FEMA)
- DOI will receive own MAs from FEMA



APHIS Procedures for Mission Assignments



- Need concurrence from Regional and/or HQ before beginning any work (advise FEMA official of this requirement)
- Single APHIS Accounting Code for each MA.
- Any APHIS person who is tasked under a MA should use the designated accounting code for expenses made
 - Expenses accepted and reimbursable under the accounting code are:
 - Overtime, travel, per diem (Federal Personnel)
 - Wages, travel, overtime, per diem (Temporary Personnel)
 - Costs paid from trusts, revolving funds, etc.
 - Costs of contracts and materials, equipment from Agency's regular stock

•FEMA may inadvertently assign APHIS an MA that belongs with another Federal Agency. These need to be correctly assigned as soon as possible.

•Any MA handed to an APHIS employee at the JFO, RRCC or elsewhere should be immediately alert the Regional APHIS EPS and indicate to FEMA that internal concurrence is needed before we can proceed with any work.