



FEMA POLICY: Mission Assignments FEMA Policy #104-010-3

BACKGROUND

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) authorizes the President to “direct any federal agency, with or without reimbursement, to utilize its authorities and the resources granted to it under federal law” in support of state, tribal, and territorial (STT) government emergency and major disaster assistance efforts. This tasking authority, delegated to the Federal Emergency Management Agency (FEMA) Administrator through the Secretary of Homeland Security, is carried out through a mission assignment (MA).

This policy applies to all federal, state, tribal, and territorial governments that request, issue, or receive an MA from FEMA to support emergency response and recovery efforts under the Stafford Act.

This document supersedes FEMA Policy 104-010-2: *Mission Assignments*, dated August 17, 2018. This policy is supplemented by the *FEMA Mission Assignment Guide*, which outlines the operational processes for the MA program, and the *FEMA Mission Assignment Project Manager Standard Operating Procedure*.

PURPOSE

This policy establishes FEMA’s approach to implementing mission assignments as authorized by the Stafford Act. The policy establishes the fiscal and administrative requirements and business standards associated with MAs including the development, approval, issuance, execution, reimbursement, and closeout of an MA.

PRINCIPLES

- A. FEMA is delegated the authority to issue mission assignments to other federal agencies that cite funding, managerial controls, and other guidance directing an agency to complete a specific task (44 C.F.R. § 206.2(a)(18)).
- B. The proper execution and management of MAs is essential to supporting the coordination of federal emergency management.
- C. MAs enable deployment and assistance from the full range of federal resources to support incident needs.
- D. MAs enable FEMA to meet mission requirements either in anticipation of, or in response to, a Presidential declaration of an emergency (EM) or a major disaster (DR) under the Stafford Act.



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- E. MAs enable Other Federal Agencies (OFAs) to support FEMA to meet mission requirements either in anticipation of, or in response to, an EM) or DR under the Stafford Act.
- F. The MA program is guided by FEMA’s Core Values of Compassion, Fairness, Integrity, and Respect, and will be applied to interactions with everyone, including survivors, colleagues, and partners.

REQUIREMENTS

A. SECTION 1: MISSION ASSIGNMENT CATEGORIES

Outcome: FEMA is able to distinguish the Federal Operations Support (FOS) provided to other federal agencies from the Direct Federal Assistance (DFA) provided to STT governments through MAs and their associated cost shares.

1. **Federal Operations Support (FOS):** FEMA may task federal agencies to provide federal-to-federal support, while allowing FEMA to coordinate the Federal Government’s response and recovery missions (44 C.F.R. §§ 206.5, 206.7, 206.8). FEMA may issue FOS MAs pre- and post-declaration to allow for the movement of resources in anticipation of future requests from an STT. Pre- and post-declaration MAs facilitate operational activity across the federal government necessary to execute disaster response and recovery activities.
 - a. **Cost Share:** There is no STT cost share for FOS missions.
 - b. **Pre-Declaration FOS MAs:** Prior to a Stafford Act declaration, FEMA may issue regional or national FOS MAs for pre-declaration activities required to prepare for an incident for which a “declaration is reasonably likely and imminent” (See FEMA Directive 125-7: Financial Management of the Disaster Relief Fund [DRF]). This is executed through the use of Surge Funding, which is specifically designated for use during pre-declaration activities.
 - c. **Fire Management Assistance Grant (FMAG) Declarations:** FOS MAs are not authorized for FMAG declarations. If an uncontrolled fire under an FMAG declaration is reasonably likely and imminent to result in an EM or DR, FEMA may issue FOS MAs prior to an EM or DR using Surge Funding.
2. **Direct Federal Assistance (DFA):** DFA MAs allow for support from the federal government to the requesting STTs during incident operations following a declaration of an EM or DR. DFA MAs provide goods and services for eligible emergency work when an STT government lacks the capability to perform or contract for the work. Once an EM or DR is declared, DFA MAs may be issued following a request from an STT government for federal assistance (44 C.F.R. § 206.208(a)). DFA MAs must be signed by the STT Approving Official¹ and are

¹ Please reference the *Mission Assignment Guide (2017)* for additional information on STT signature requirements.



subject to the eligibility criteria of 44 C.F.R. Part 206, Subpart H – Public Assistance Eligibility (44 C.F.R. §§ 206.220-228) and supporting policies (e.g., Public Assistance Program and Policy Guide and other disaster-specific policy).

- a. **Cost Share:** The Stafford Act requires an STT government to share in the costs associated with requests for federal assistance pursuant to the terms provided in the President’s declaration. Pursuant to the Stafford Act, the federal share of DFA MAs shall be not less than 75 percent of the cost of eligible work (42 U.S.C. §§ 5170b(b), 5193(a); 44 C.F.R. § 206.208(a)).² Upon completion of a DFA mission, the requesting STT government will be responsible for the cost share of only the actual costs incurred.
- b. **Pre-Declaration DFA MAs:** FEMA may not issue DFA MAs prior to an EM or DR.³
- c. **FMAG Declarations:** DFA is not authorized for FMAG declarations, and therefore DFA MAs may not be issued in support of an FMAG declaration.⁴
- d. **DFA MA Mission Completion:** For all DFA missions, a final inspection report must be completed upon termination of the mission⁵ to confirm the work requested has been completed and responsibility has been turned back over to the requesting STT. Final inspection reports shall be signed by a representative of the performing OFA and the requesting STT.

B. SECTION 2: CREATION OF MISSION ASSIGNMENTS

Outcome: MAs are properly created with a statement of work, an associated cost estimate, and a defined period of performance.

1. The FEMA Project Manager, OFA Action Officer, and many others coordinate to develop the statement of work, cost estimate, and period of performance.
 - a. **Statement of Work (SOW):** An SOW for an MA must identify the required task, but be general enough to allow an assigned agency flexibility to accomplish the task. An SOW should not include specific dates, quantifiable numbers, or a cost estimate breakdown.
 - b. **Cost Estimate:** The cost estimate for an MA must be developed based on the scope of the mission as outlined in the SOW and the resources needed to complete the required mission tasks within the period of performance.

² The Stafford Act authorizes the President to increase the federal cost share at their discretion and as conditions warrant. FEMA may recommend a cost share adjustment as prescribed in 44 C.F.R. § 206.47.

³ 42 U.S.C. § 5170b(c)(1) allows for limited pre-declaration DFA MAs to be issued to the Department of Defense. This is in specific, rare scenarios.

⁴ FEMA Policy FP-104-21-0002, *Fire Management Assistance Grant Program and Policy Guide* (June 2021), p. 14.

⁵ 44 C.F.R. § 206.208(e)(1)



Cost estimates may only include eligible reimbursable costs as identified in 44 C.F.R. § 206.8(c), including, but not limited to⁶:

- i. Labor, travel, and per diem costs;
 - ii. Contract costs to provide work, services, and materials; and
 - iii. Materials, equipment, and supplies costs from regular stocks used in providing directed assistance.
- c. **Period of Performance (POP):** The POP for an MA varies depending on its category, operational purpose, and incident conditions to ensure completion of tasked activities.
- i. Under a DR, the POP for FOS MAs will be issued to meet the expected mission duration. This may include long duration missions, such as recovery actions.
 - If the mission is completed prior to the end date of the POP, the MA must be amended to align the POP end date to the last day eligible work was completed, to include any required demobilization activities.
 - ii. The POP for DFA MAs will not exceed 60 days from the President's declaration unless approved by the Regional Administrator or Federal Approving Official (FAO)⁷ due to extenuating circumstances or unusual project requirements as described in 44 C.F.R. § 206.208(d).
 - Conditions for approval beyond 60 days may include:
 - Life-saving/life-sustaining missions that are unable to be completed within 60 days, such as debris removal, temporary emergency power, sheltering and donations requirements, or response to hazardous materials release;
 - State/Local/Tribal/Territorial (SLTT) resources are not available to initiate or continue response and recovery missions;
 - Recovery Support Function (RSF) or long-term recovery missions that require initial execution and scoping for development of an interagency agreement (IAA), Inter/Intra Agency Reimbursable Work

⁶ Please reference the *Mission Assignment Project Manager Standard Operating Procedures* for more details.

⁷ The FAO may extend the time limitation for the completion of work by a federal agency under a mission assignment within the limits of their delegated authority.



Agreement (IRWA), or other funding mechanism;
and/or

- When required to complete eligible demobilization activities from an existing mission.
 - Conditions shall be continually assessed by the Federal Approving Official (FAO) and FEMA Project Manager to determine if additional extensions are warranted.
 - The FAO and the FEMA Project Manager shall coordinate with the STT Approving Official and involved agencies to develop a plan to transition mission responsibilities back to STT resources.
 - The FEMA Project Manager may assist the STT in identifying and evaluating alternatives to complete the task with existing STT resources or contract support.
- iii. For MAs that extend beyond a year from the date of the declaration, FEMA will initiate coordination with the OFA as soon as reasonably possible to convert the MA to an IAA, IRWA, or other funding mechanism.
- iv. MAs may not extend beyond two years from the date of the declaration. Consultation is required with the FEMA HQ MA Program Office and RSF leadership if a mission is still required beyond two years and another funding mechanism is not available.
2. **Pre-Scripted Mission Assignment (PSMA):** PSMA's are jointly developed by FEMA and an OFA prior to an incident in order to expedite the processing of an MA once it is required. PSMA's include a preliminary SOW and cost estimate developed and coordinated prior to an incident between FEMA and an OFA. PSMA's are not automatically issued or self-executing documents. An MA developed from a PSMA must be completed in accordance with all MA processing requirements.

C. SECTION 3: ISSUANCE OF MISSION ASSIGNMENTS

Outcome: MAs are issued or confirmed in writing by the FAO to an OFA, identifying the specific task to be performed and the requirements or criteria to be followed.

1. **Written and Verbal MAs:** "All directives, known as mission assignments, to other federal agencies shall be in writing, or shall be confirmed in writing if made [verbally]" (44 C.F.R. § 206.7). The MA shall identify the specific task to be performed and the requirements or criteria to be followed. There are limited urgent circumstances during an incident where immediate life-saving or life-



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sustaining action is imperative and verbal requests from an STT government are made and/or verbal taskings are given to an OFA. Only FEMA personnel with FAO authority can issue a verbal MA.

- a. A verbal MA issued by the FAO directly to the OFA is sufficient to begin the tasking. A verbal MA must be documented in writing via written MA as soon as possible. However, a written MA is not required to begin immediate movement for life-saving and life-sustaining missions.
2. **MA Approvals:** In order for an MA to be actionable by the tasked OFA, the MA must be approved by the FAO. Upon receipt of FAO approval, the tasked OFA shall begin immediate movement of resources to support the tasking.
3. For MAs authorized to provide reimbursement of eligible activities to the tasked OFA, the comptroller will review and certify fund availability before reimbursement can be requested and processed. The comptroller signature is sufficient to validate that funding is available.
 - a. Following FAO and comptroller certifying funds availability, financially processed MAs will bear the initials “IFMIS”, indicating they have been accepted by the FEMA Integrated Financial Management Information System (IFMIS). The “IFMIS” initials are not required to initiate immediate OFA resource and capability deployment activities. The “IFMIS” initials are a FEMA-only accounting identifier and are not required for an agency to act on an MA.

D. SECTION 4: MANAGEMENT OF SURGE AND EMERGENCY MISSION ASSIGNMENTS

Outcome: MA funding obligated to the Pre-Declaration Surge or account within the Disaster Relief Fund (DRF) Base may be transferred to the applicable EM or DR accounts when declared through coordination with the FEMA Project Manager and OFA.

1. Initial Surge MA funding and POP can be issued for up to 30 days. The MA will be amended if an extension to the POP and/or additional funding is necessary and a DR or EM has not been declared.
2. Initial EM MA funding and POP can be issued for up to 30 days. The MA will be amended if an extension to the POP and/or additional funding is necessary and a DR has not been declared.
3. Upon issuance of an EM or DR, all active and eligible MAs will be re-issued under the declaration as soon as reasonably possible and all subsequent costs will be incurred and billed under the new MA.
 - a. MAs that are not eligible to transition between declarations will remain on the Surge or EM.



- i. Surge or EM MAs that are not eligible to transition between declarations will be subject to the MA closeout requirements as outlined in Section 8 of this policy upon completion of the mission.
- b. When a DR is reasonably likely and imminent after an EM, FOS MAs may remain on Surge funding and be transitioned directly to the DR to reduce the administrative burden on FEMA and OFA partners.
- c. For any re-issued MAs, the subsequent DR MA will reference the Surge and EM MAs and all associated costs will be transferred to the DR MA from the Surge or EM. The statement of work must match when re-issuing MAs between declarations. FEMA will communicate with the OFA on any requirements for this transfer.
 - i. Once the Surge or EM MA is closed, the OFA must bill expenses to the reissued DR MA, in accordance with closeout timelines in Section 8.
- d. MAs cannot change from FOS to DFA when transitioned between Surge/EM/DR.

E. SECTION 5: EXECUTION OF MISSION ASSIGNMENTS

Outcome: As dictated by evolving incident requirements, MAs may be adjusted to define work requirements more clearly or to support key modifications such as a change in the POP, funding needs, or cost share requirements.

1. **Mission Assignment Task Orders (MATOs):** MATOs direct specific activities within the scope of an approved and obligated MA. MATO activities must be within the existing parameters of the SOW. Additional tasks assigned to an OFA must be reviewed by the FEMA Project Manager for potential changes in funding or extension of the POP in order to ensure appropriate amendments are processed in a timely manner. MATO cost estimates should be calculated for the specific task generated to support the MA. The sum of all MATO cost estimates should not exceed the MA cost estimate. A MATO does not obligate additional funds; it details expenditures against the cost estimate listed on the MA. A MATO cannot exceed the POP on the MA. A MATO is issued for the following:
 - a. To prevent the issuance of multiple MAs for the same SOW (when the work falls under an existing SOW); and/or
 - b. To provide more detailed direction for a broad SOW (e.g. delivery sites for resources).
2. **Amendments:** MAs may be amended or altered throughout the duration of the mission for specific purposes and in limited circumstances.
 - a. Circumstances that require amending an MA include:



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- i. The obligation of additional funds or de-obligation of excess funds, including a change in the Disaster Emergency Fund Code (DEFC);
 - ii. A change in the POP start or end date;
 - iii. A modification of the STT cost share when the cost share change is for the duration of the MA;
 - iv. A change in project manager (only if the change is permanent).
 - b. Circumstances that require the issuance of a new MA include:
 - i. A change to the SOW;
 - ii. A change to the program code/Budget Object Class;
 - iii. A change to the type of assistance provided between FOS and DFA;
 - iv. A modification of the STT cost share that occurs within the POP on an existing MA.
 - a. An MA may only have one cost share. A cost share adjustment within the POP of an existing mission requires the issuance of a new MA for the adjusted cost share, and amendment of the existing MA to prevent overlap of the POP.
 - c. Conditions of the mission will be continually assessed by the FAO and FEMA Project Manager to determine if additional POP extensions are warranted.
 - d. The FAO and the FEMA Project Manager will coordinate with the STT Approving Official and involved agencies to develop a plan to transition mission responsibilities back to the STT.
 - i. The FEMA Project Manager may assist the STT in identifying and evaluating alternatives to complete the task with organic resources, such as existing STT resources or contract support.
- 3. Sub-taskings:** Subtasking may be considered when the mission assigned federal agency will be overseeing the majority of the mission assigned tasking, but may need additional resources or technical expertise from a supporting agency.
 - a. When FEMA issues an MA to another federal agency, FEMA's tasking authority is not passed to the mission assigned federal agency. An OFA may subtask pursuant to their processes, mechanisms, and procedures.



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- b. The mission assigned OFA maintains responsibility for all billing, reimbursement, and reporting requirements from all subtasked agencies.

4. **Mission Assignment Project Management:** The FEMA Project Manager plays a critical role in monitoring the progress of an MA and ensuring that the assigned work is properly completed. Active administrative engagement by the FEMA Project Manager spans the entire life of the MA, from creation to closeout. The FEMA Project Manager is required to coordinate with the OFA Action Officer throughout the MA process to manage and oversee the work being performed by the OFA.⁸

F. SECTION 6: FINANCIAL ACCOUNTABILITY OF MISSION ASSIGNMENTS

Outcome: FEMA manages the financial reporting requirements associated with the execution of an MA and directs OFAs on the requirements to provide financial status information.

1. OFAs must provide cost expenditure rates or other financial data at the direction of FEMA. Further details can be found in the *FEMA Mission Assignment Guide*.
2. MA staff must coordinate with the OFA to close out MAs per FEMA Directive 125-3, *Review and Certification of Open Obligations*.
3. Spend Plans are required on all disaster declarations regardless of the dollar value, as described in FEMA Directive 125-7, Financial Management of the DRF. MA Staff, FEMA Project Managers, and OFAs must provide required inputs to support spend plan development.
4. MAs may be subject to incremental funding periods as approved and determined by the FAO in conjunction with the Office of the Chief Financial Officer (OCFO).
5. MAs may be terminated when the specified activity outlined in the SOW is no longer required. FEMA has the authority to discontinue an MA at any time by notification to the assigned agency. The notification will explain in writing why FEMA is discontinuing the MA and include the termination date and a request for final billing. FEMA will coordinate with the OFA prior to termination of the mission to ensure all mission requirements have been completed or are no longer needed.
6. If the primary OFA subtasks any mission requirements to another federal agency, the primary OFA tasked under the MA maintains responsibility for all billing, reimbursement, and reporting requirements from all subtasked agencies.

G. SECTION 7: REIMBURSEMENT TO OTHER FEDERAL AGENCIES

⁸ Please reference the *Mission Assignment Project Manager Standard Operating Procedures* for more details.



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Outcome: FEMA reimburses an OFA for tasks performed under an MA that do not fall within the statutory authority of that federal agency.

1. **Discretionary Use of the DRF:** The Stafford Act, at 42 U.S.C. §§ 5170a and 5192, provides that FEMA may direct any federal agency, with or without reimbursement, to utilize its authorities and resources in support of STT disaster relief efforts; and at 42 U.S.C. § 5147 authorizes an OFA to deposit any reimbursement received.
2. **OFA Eligibility for Reimbursement under an MA:** FEMA may not mission assign nor reimburse an OFA to conduct a task that falls within the statutory authority of that federal agency (44 C.F.R. §§ 206.208(c)(2) and 206.8(b)). Memorandums of Understanding and Memorandums of Agreement with OFAs provide guidance as to what work performed by an OFA may be reimbursed.
3. **Expenditures Eligible for Reimbursement:** Expenses that are eligible for reimbursement under an MA are listed in 44 C.F.R. § 206.8(c) and supporting policies.
 - a. In accordance with 44 C.F.R § 206.8(d), the OFA must submit specific required documentation when requesting reimbursement to support eligible work completed within the authorized time period. The MA reimbursement documentation requirements are separate and distinct from other FEMA reimbursement programs, such as providing reimbursement to STTs for eligible costs through Public Assistance grants.
 - b. OFAs who self-deploy under their own authority or without FEMA approval by the FAO will not be reimbursed for work performed.
 - c. Eligible costs incurred outside of the POP or in excess of the MA will not be reimbursed, unless coordinated with FEMA (e.g. administrative costs, cache rehabilitation, etc.).
4. For DFA MAs, the OFA must indicate the location where the work was performed in the billing documentation. This is necessary for the proper billing of the STT cost share associated with DFA MAs.
5. Un-liquidated obligations shall be managed by the OFA until the MA is fiscally closed, to ensure that funds are being expended in a timely manner. FEMA may request documentation of charges incurred but not paid from OFAs to support un-liquidated obligations over 90 days old without any financial activity. Excess funds will be de-obligated as identified prior to closeout.
 - a. OFAs will submit to FEMA OCFO all incurred costs to be collected via the Treasury Department's Intra-Governmental Payment and Collection system and include all supporting documentation in accordance with 44 C.F.R. § 206.8.



- b. All OFAs tasked through an MA must provide financial reports of MA obligations and expenditures on a quarterly basis until fiscal closeout (Public Law 109-295 § 528(b)). The status will include all costs incurred in support of the MA, including those costs that have yet to be billed, and identify excess funds that can be deobligated. The status will be submitted through the Office of Management and Budget. Quarterly reporting must be completed in accordance with the instructions provided by FEMA.

H. SECTION 8: CLOSEOUT OF MISSION ASSIGNMENTS

Outcome: The closeout of MAs is properly managed after the tasks have been completed and all reimbursements have been received by the OFA.

1. FEMA Regional Offices, Joint Field Offices (JFOs), and FEMA Headquarters components are responsible for ensuring that MAs generated at their respective levels are closed out. JFOs with operational control of MAs are responsible for closeout of MAs until transitioned back to the region.
2. The OFA has 180 days from the last day of the POP to submit a bill marked "FINAL" to FEMA.
 - a. The last day of the POP will align with the operational completion of the mission, to include demobilization of personnel and resources.
 - b. If the OFA fails to submit a final bill to FEMA within 180 days of the last day of the POP, FEMA will initiate the deobligation of the unliquidated obligations (ULO) to \$100 and reduce the total amount on the MA to the total amount already expended plus \$100.
 - c. During the final billing and closeout process, OFAs may experience challenges outside of their control to submit a final bill within 180 days from the end of the POP. OFAs should begin communicating closeout challenges to FEMA as soon as they are identified. If the challenges cannot be overcome and a final bill cannot be submitted within the 180-day timeline, an OFA may submit a one-time request to FEMA to extend the ULO de-obligation deadline for an MA.
 - i. OFA must submit an extension request in writing within 120 days from the end of the POP to the FEMA HQ MA Program Office. The extension request must be signed by the agency's Chief Financial Officer or Deputy Chief Financial Officer.
 - ii. The extension request may not exceed an additional 60 days from the current ULO deobligation deadline. Any subsequent requests for extensions will not be considered.



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- d. The OFA must provide justification as to why an extension is being requested, including the specific challenges they are facing and what actions they are taking to address them.
 - i. The FAO, in coordination with the FEMA HQ MA Program office, will issue a determination on the extension request within 30 days from the receipt of the request. The FEMA HQ MA Program office will notify the OFA and the issuing FEMA component in writing of the decision.
 - ii. If an extension is granted, the OFA must continue to submit required reporting during the extension period and, where possible, submit any billing.
 - iii. If an extension is not granted, the OFA will be requested to provide final billing prior to the ULO deobligation deadline. If final billing is not provided by this deadline, the ULO will be deobligated as outlined in bullet 2(b) above.
 - iv. If quarterly billing, ULO validation, and OFA communication with FEMA do not occur during the extension timeframe, then FEMA will initiate ULO deobligation.
 - e. If the OFA has failed to submit any billing to FEMA within 180 days of the last day of the POP, has not communicated any challenges it is facing related to billing, or has not submitted a timely request for extension of the ULO deobligation deadline, FEMA will fiscally close the MA and deobligate all funds.
3. In order to reobligate funds following the reduction of the ULO or deobligation of the MA, the OFA must provide justification explaining the cause of any delayed billing, provide an anticipated billing date, and identify whether this is the final bill.
 4. The OFA must submit all reimbursement requests, including final bills and expenditures, to FEMA no later than three years from the end of the POP.
 5. FEMA will initiate fiscal closeout under the following circumstances:
 - a. With the receipt of a bill marked "FINAL" along with confirmation from the OFA that no further reimbursement requests will be made against the MA;
 - b. With correspondence from the OFA that billing is complete and the MA may be closed and all remaining funds de-obligated;
 - c. In accordance with Section 8 (2); or



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- d. Three years from the end of the POP.
6. After an MA has been fiscally closed and three years have passed from the end of the POP, FEMA will only process reimbursement requests and reobligation of funds when legally required, such as through litigation, audits, or other legal proceedings.
7. Should an OFA experience litigation or an audit requirement that will directly impact its ability to submit a final bill, they must notify the responsible FEMA office in writing immediately of the pending litigation or audit related to the MA.
 - a. Litigation and audits alone will not prevent fiscal closure of a mission assignment. Prior to fiscal closure, FEMA will coordinate with the OFA to coordinate any future actions to ensure compliance with federal statutes or rules and regulations. Any eligible costs that are identified through litigation will be coordinated between the responsible FEMA office and the OFA to determine next steps for reimbursement.
 - b. Litigation costs incurred by the OFA are not eligible for reimbursement under the MA and must be paid through other funding mechanisms.

John Rabin
Assistant Administrator
Response Directorate

Date



ADDITIONAL INFORMATION

REVIEW CYCLE

FEMA Policy #104-010-2 will be reviewed, reissued, revised, or rescinded within four years of the date of issuance.

AUTHORITIES

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Pub. L. No. 93-288, as amended, 42 U.S.C. §§ 5122, 5147, 5170a, 5192 . (Stafford Act).
- B. 44 C.F.R. Part 206, Federal Disaster Assistance.

REFERENCES

- A. FEMA Delegation Number 0106-1, Delegation of Authority to the Regional Administrators
- B. FEMA Delegation Number 112-002a-1, Delegations to Senior Leadership Officials and Related Authority
- C. FEMA Directive 125-3, Review and Certification of Open Obligations (Rev. 2).
- D. FEMA Directive 125-7, Financial Management of the Disaster Relief Fund (Rev. 1).
- E. FEMA *Mission Assignment Guide* (2017).
- F. FEMA *Mission Assignment Project Manager Standard Operating Procedures* (2022).
- G. FEMA Policy FP 104-21-0002, *Fire Management Assistance Grant Program and Policy Guide* (June 2021).
- H. FEMA Policy FP 104-009-2, *Public Assistance Program and Policy Guide* (June 2020).
- I. National Disaster Recovery Framework, Second Edition, June 2016.
- J. National Response Framework, Fourth Edition, October 2019.

DEFINITIONS

- A. **Budget Object Class (BOC):** Provides a method for recording the financial transactions of the Agency in terms of the nature of the services or purchases for which obligations are incurred, rather than in terms of the program served. Mission Assignment (MA) budget object class codes include 2501 and 2508.
- B. **Closeout:** The process of fiscal closure of a mission assignment.
- C. **Declaration:** A Presidential declaration of an emergency or major disaster under the Stafford Act.
- D. **Deobligation:** The cancellation or downward adjustment of previously recorded obligations.



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- E. **Direct Federal Assistance (DFA):** DFA is a type of MA, which consists of goods and services provided to the affected state, local, tribal, or territorial jurisdictions when they lack the capability to perform or contract for eligible emergency work. Eligibility criteria for DFA are set forth in the CFR, Title 44, Part 206, Subpart H, Public Assistance Eligibility. The Presidential declaration of a major disaster or emergency must take place prior to the provision of DFA. DFA is subject to the applicable state cost share, usually 25 percent, but the President may adjust the cost share for a specific period.
- F. **Disaster Relief Fund (DRF):** The DRF is the congressional appropriation and source of funding for the *Robert T. Stafford Emergency Relief and Disaster Assistance Act* response and recovery programs. Congress appropriates money to the DRF to ensure that funding for disaster relief is available to help individuals and communities impacted by emergencies and major disasters. The DRF funds the following Stafford Act declarations and activities: pre-disaster declaration (surge), emergency, major disaster, fire management, and disaster readiness and support activities.
- G. **Emergency (EM) Declaration:** Any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state, tribal, and territorial (STT) efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States (42 U.S.C. § 5122 (1)).
- H. **Emergency Work:** Emergency work is work which must be performed immediately to save lives, to protect improved property, to protect public health and safety, or to avert or lessen the threat of a major disaster.
- I. **Federal Approving Official (FAO):** The FAO is the Associate Administrator or the designated FEMA official with delegated authority to sign MAs and authorize the obligation of federal funds for an MA. The FAO is a collateral duty responsibility and is a functional title for those assigned. The title appears on MA forms but is not identified in any organization chart and is not certifiable in the FEMA Qualification System or any other systems.
- J. **Federal Operations Support (FOS):** FOS is a type of MA that allows another federal agency to support federal operations.
- K. **FEMA Project Manager (PM):** The FEMA Project Manager is the FEMA staff member assigned by the Operations Section Chief (OSC) / Resource Capabilities Branch Director (RCBD) to oversee the mission assignment. The FEMA PM coordinates with the OFA Action Officer (AO) and is responsible for ensuring the OFA completes the assigned tasks within the POP and approved funding limit.
- L. **Fiscal Closure:** Fiscal closure of an MA occurs when all work has been completed, reimbursements have been received by the OFA, and any unliquidated funds have been de-obligated.
- M. **Interagency Agreement (IAA):** An IAA is an agreement between federal agencies whereby one agency needing supplies or services (the “Requesting Agency”) places an order against another agency’s contract (the “Servicing Agency”) or requests the



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provision of acquisition services from that agency.

- N. **Inter/Intra-agency Reimbursable Work Agreement (IRWA):** An agreement between federal agencies where the services or supplies provided come from the servicing agency's own resources, and where supplies or services from a third-party contractor are either unnecessary or incidental.
- O. **Major Disaster (DR) Declaration:** Any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of STT governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby (42 U.S.C. § 5122 (2)).
- P. **Mission Assignment (MA):** An MA is a work order issued by FEMA, with or without reimbursement, which directs another federal agency to utilize its authorities and the resources granted to it under federal law in support of STT government assistance.
- Q. **Mission Assignment Task Order (MATO):** A MATO directs specific tasks within the parameters of the original statement of work (SOW).
- R. **Other Federal Agency (OFA):** Another federal agency or department, including components within the Department of Homeland Security, that FEMA may mission assign to provide emergency and recovery assistance authorized in the Stafford Act.
- S. **Period of performance (POP):** The POP is the time during which a mission assigned agency is to complete specified activities and incur and expend approved funds.
- T. **Pre-Declaration Activity:** Actions taken to prepare and pre-position federal resources necessary for an effective response to an incident where a declaration is reasonably likely and imminent (FEMA Directive 125-7: Financial Management of the Disaster Relief Fund [DRF]).
- U. **Pre-scripted Mission Assignment (PSMA):** A preliminary SOW and cost estimate developed prior to an incident by FEMA and an OFA.
- V. **Recovery:** The capabilities necessary to assist communities affected by an incident to recover effectively. Recovery includes the restoration and strengthening of key systems and resource assets that are critical to the economic stability, vitality, and long-term sustainability of the communities themselves.
- W. **Recovery Support Function (RSF):** The RSFs comprise the National Disaster Recovery Framework (NDRF) coordinating structure for key functional areas of assistance to local, state, tribal, territorial, and insular area jurisdictions, the private sector, nonprofit agencies, voluntary agencies, and individuals in addressing recovery issues. The six RSFs provide structure to facilitate issues and promote coordination among state and federal agencies, nongovernmental partners, and other interested



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parties.

- X. **Response:** A response is an activity that addresses the short-term, direct effects of an incident. Responses include immediate actions to save lives, protect property, and meet basic human needs and the execution of emergency operations plans and incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.
- Y. **Surge Funding:** Funds from the DRF used for pre-declaration mobilization and readiness activities including National Response Coordination Center (NRCC) and Regional Response Coordination Center (RRCC) activations, ESF activations, deployments, preliminary damage assessment activities, and certain pre-declaration staging activities.
- Z. **Unliquidated Obligation (ULO):** A financial obligation that has been incurred but has not yet been paid.

MONITORING AND EVALUATION

Lessons learned, questions, and concerns raised by partners and interested parties related to the implementation of this policy will be used to inform future revisions.

QUESTIONS

Direct questions to FEMA Response Directorate, Policy Section, at FEMA-ActionOffice-ORR-Response@fema.dhs.gov.