

## **Additional Mission Statement**

EPA will coordinate activities involving contaminated debris with USACE as appropriate. Actions may include support by any special teams requested by the FOSC as well as special technical assets of all ESF #10 support agencies, in coordination with and approval by FEMA. 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).

## 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.

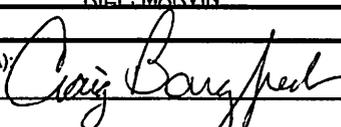
**VII. OBLIGATION.** Completed by Financial Specialist

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.

| DEPARTMENT OF HOMELAND SECURITY<br>FEDERAL EMERGENCY MANAGEMENT AGENCY<br>MISSION ASSIGNMENT (MA)  |  | See Reverse for Paperwork<br>Burden Disclosure Notice             | O.M.B. NO. 1660-0047<br>Expires January 31, 2011  |
|--|--|---|---|
| <b>I. TRACKING INFORMATION (FEMA Use Only)</b>   |  |   |   |
| State<br>IA (Iowa) Incident:2011060401-Flooding  |  | NEMIS Number  |   |
| Program Code/Event Number<br>1998DR-IA: FLOODING   |  | Date/Time Received<br>09/22/2011 12:39                            |   |
| <b>II. ASSISTANCE REQUIRED</b> <input type="checkbox"/> See Attached   |  |   |   |
| Assistance Requested<br>Request EPA conduct oil and hazardous materials field operations in support of disaster operations in response to 1998DR-IA.<br>9/22/2011 AMENDMENT #1- Extend P.E.D to 10/31/2011. There is no request for additional funding at this time.   |  |   |   |
| Delivery Location<br>FEMA/State Joint Field Office, 1240 Office Plaza Drive<br>West Des Moines, IA 50266   |  | Internal Control Number<br>Amendment of Task: 1509-142532         | Date/Time Required<br>09/22/2011  |
| Initiator/Requestor Name<br>Pat Hall   | 24 Hour Phone Number<br>(515) 979-1835   | Email Address<br>patrick.hall@iowa.gov                            | Date<br>09/22/2011  |
| Site POC Name<br>VAN ALSTYNE, CHRISTIAN M  | 24 Hour Phone Number<br>(816) 728-3324   | Email Address<br>Christian.VanAlstyne@dhs.gov                     | Date<br>09/22/2011  |
| * State Approving Official (Required for DFA and TA)   |  |   | Date  |
| <b>III. INITIAL FEDERAL COORDINATION (Operations Section)</b>  |  |   |   |
| Action to:   | <input type="checkbox"/> ESF #: _____<br><input checked="" type="checkbox"/> Other: _____        | Date/Time<br>09/22/2011 12:35                                     | Priority <input type="checkbox"/> 1. Lifesaving <input checked="" type="checkbox"/> 3. High<br><input type="checkbox"/> 2. Life sustaining <input type="checkbox"/> 4. Medium |
| <b>IV. DESCRIPTION (Assigned Agency Action Officer)</b> <input checked="" type="checkbox"/> See Attached   |  |   |   |
| <u>Statement of Work</u><br>As directed by and in coordination with FEMA, EPA will conduct oil and hazardous materials field operations, including cleanup and disposal of hazardous materials and oil and response to orphaned containers. These necessary actions will mitigate actual and potential threats to public health and safety. EPA response may also include "monitoring of immediate public health and safety threats resulting from debris removal operations."<br>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. |  |   |   |
| Assigned Agency<br>EPA (ENVIRONMENTAL PROTECTION AGENCY)   |  | Projected Start Date<br>08/19/2011                                | Projected End Date<br>10/31/2011  |
| <input type="checkbox"/> New or <input checked="" type="checkbox"/> Amendment to MA #: 1998DRIAEP0200  |  | Total Cost Estimate<br>\$0.00                                     |   |
| ESF/OFA Action Officer<br>DAVE WILLIAMS  |  | Phone No.<br>(913) 551-7625                                       | Email<br>williams.dave@epamail.epa.gov  |
| <b>V. COORDINATION (FEMA Use Only)</b>   |  |   |   |
| Type of MA:  | <input checked="" type="checkbox"/> Direct Federal Assistance<br>State Cost Share (0%, 10%, 25%) | <input type="checkbox"/> Technical Assistance<br>State Share (0%) | <input type="checkbox"/> Federal Operations Support<br>State Share (0%)   |
| State Cost Share Percent   | 25.0 %   | State Cost Share Amount: \$ 0.00                                  |   |
| Fund Citation: 2011-06-1998DR-9074-XXXX-2508-D   |  | Appropriation code: 70X702  |   |
| Mission Assignment Manager (Preparer)<br>BRUCE LAGER   |  | Date<br>09/22/2011  |   |
| ** FEMA Project Manager/Branch Director (Program Approval)<br>CHRISTIAN VAN ALSTYNE  |  | Date<br>09/22/2011  |   |
| ** Comptroller/Funds Control (Funds Review)<br>RIEF, MARVIN  |  | Date<br>09/22/2011  |   |
| <b>VI. APPROVAL</b>  |  |   |   |
| *State Approving Official (required for DFA and TA):    |  | Date<br>22 Sept 11  |   |
| **Federal Approving Official (required for all):<br>DANIEL BEST  |  | Date<br>09/22/2011  |   |
| <b>VII. OBLIGATION (FEMA Use Only)</b>   |  |   |   |
| Mission Assignment Number<br>1998DR-IA-EPA-02  | Amount This Action \$ 0.00   | Date/Time Obligated 09/22/2011                                    |   |
| Amendment Number<br>01   | Cumulative Amount \$ 80,000.00   | Initials IFMIS  |   |
| * Signature required for Direct Federal Assistance and Technical Assistance MAs.<br>** Signature required for all MAs.   |  |   |   |