

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
**MISSION ASSIGNMENT (MA)**

**O.M.B. No. 1660-0047**  
**Expires June 30, 2024**

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting this form. This collection of information is required to obtain or retain benefits. 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 this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0047). **NOTE: Do not send your completed form to this address.**

**I. TRACKING INFORMATION (FEMA Use Only)**

State NM (New Mexico) Incident:2022050302-New Mexico Wildfires 2022	Resource Request Number 3251-907132
Program Code/Event Number 4652DR-NM: WILDFIRES, STRAIGHT-LINE WINDS, FLOODING, MUDFLOWS, AND DEBRIS FLOWS	Date/Time Received 06/30/2024 02:37

**II. ASSISTANCE REQUIRED**

☐ See Attached

Assistance Requested Type-3 Incident Management Team - Flood Response in the City of Las Vegas NM			
Delivery Location Las Vegas EM, 1700 North Grand Las Vegas, NM 87701	Internal Control Number	Date/Time Required 06/29/2024	
Initiator/Requestor Name 505-454-1402	24 Hour Phone Number (540) 470-9913	Email Address ali.rye@dhsem.nm.gov	Date 06/30/2024
Site POC Name Tim Montgomery	24 Hour Phone Number (505) 454-1402	Email Address	Date 06/30/2024

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

Action to:	<input checked="" type="checkbox"/> ESF # : 3	<input type="checkbox"/> Other : _____	Date/Time 06/30/2024 02:20	Priority	<input type="checkbox"/> 1. Lifesaving	<input checked="" type="checkbox"/> 3. High
	<input type="checkbox"/> RSF: _____				<input type="checkbox"/> 2. Life sustaining	<input type="checkbox"/> 4. Normal

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

☒ See Attached


<u>Statement of Work</u> As requested by the State of New Mexico and in coordination with FEMA, US Forest Service (USFS) will provide command, control, and coordination resources, to include command and general staff members or personnel with other specialized qualifications, to assist NM State with emergency operations in support of FEMA response operations.	
Your agency must validate the unliquidated MA balance at least annually as stipulated by FEMA to maintain reimbursable authority. Accrual data must also be provided to FEMA no later than the third business day after fiscal quarter end close. Information can be submitted to FEMA-Disaster-MA-ULO@dhs.gov. For MA billing and reimbursement information, please visit <a href="http://www.fema.gov/federal-agencies-providing-disaster-assistance">http://www.fema.gov/federal-agencies-providing-disaster-assistance</a> .	

Assigned Agency USDA-FS (USDA-FS (STATE/PRIV FORESTRY))	Projected Start Date 06/29/2024	Estimated Projected End Date 07/12/2024
<input checked="" type="checkbox"/> New or <input type="checkbox"/> Amendment to MA # : _____	Total Cost Estimated \$1,684,811.38	Total Required this Obligation Cycle
ESF/OFA/RSF Action Officer HAROLD RIGGS	Phone # (505) 235-8950	Email harold.riggs@usda.gov

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

Type of MA:	Direct Federal Assistance <input checked="" type="checkbox"/> State Cost Share (0%, 10%, 25%)	Federal Operations Support <input type="checkbox"/> State Share (0%)
State Cost Share Percent 0 %	State Cost Share Amount: \$0.00	
Fund Citation: 2024-06-4652DR-9064-XXXX-2508-D	Appropriation code: 70X0702	
Mission Assignment Manager (Preparer) LORRAINE PAGAN	Date 06/30/2024	
**FEMA Project Manager/Branch Director (Program Approval) JAMES RHODES	Date 06/30/2024	
**Comptroller/Funds Control (Funds Review)	Date	

## MISSION ASSIGNMENT (MA)

<b>VI. APPROVAL</b>		
*State Approving Official (Required for DFA)		Date
**Federal Approving Official (Required for all) <i>CHRISTINE FOX</i> 		Date 06/30/2024
<b>VII. OBLIGATION (FEMA Use Only)</b>		
Mission Assignment Number <u>4652DR-NM-USDA-FS-03</u>	Amount This Action \$ <u>1,684,811.38</u>	Date/Time Obligated :
Amendment Number <u>00</u>	Cumulative Amount \$ <u>1,684,811.38</u>	Initials:
<b>** Signature required for all MAs.</b>		
<b>INSTRUCTIONS</b>		
Items on the Mission Assignment (MA) form that are not listed are self-explanatory.		
<b>I. TRACKING INFORMATION.</b> Completed by Resource Support Section or Operations staff. Required for all requests.		
<u>State:</u> If multi-State, choose State most likely to receive resource(s), (i.e., when using 7220-SU Program Code)		
<u>Resource Request No.:</u> Based on chronological log number. Used for tracking.		
<u>Program Code/Event No.:</u> The pre-declaration, emergency, or major disaster number assigned for funding the event. Examples: 7220-SU, 3130-EM, 1248-DR.		
<b>II. ASSISTANCE REQUESTED.</b> Completed by requestor.		
<u>Assistance Requested:</u> Details from the Resource Request Form will provide information concerning the assistance requested.		
<u>Internal Control No.:</u> Internal requestor reference, log, or control number, if applicable.		
<u>Initiator/Requestor:</u> The initiator may be an individual filling out the mission assignment and making a request on behalf of the POC.		
<u>POC Name:</u> The person coordinating reception and utilization of the requested resources. 24-hour contact information required.		
<b>III. INITIAL FEDERAL COORDINATION.</b> Completed by FEMA Personnel with Delegated Authority.		
<u>Action to:</u> May be Emergency Support Function (ESF), Recovery Support Function (RSF), internal FEMA organization, or other organization, which assigns the Action Officer.		
Remainder of MA used only if solution is to request Federal agency to perform reimbursable work under (MA). Deliberate validation and verification of information must occur before MA is completed and issued.		
<b>IV. DESCRIPTION.</b> Completed by assigned agency Action Officer.		
<u>Statement of Work:</u> Detailed description of work to be performed that includes: Overview of MA, objectives, tasks, resources, personnel, deliverable, location, period of performance and comprehensive cost estimate for period of performance. Statement of Work may be attached. Additional guidance concerning the writing of a Statement of Work can be found in the Mission Assignment Guide and FAR.		
<u>Assigned Agency:</u> Agency receiving the MA from FEMA. Activities within the scope of an ESF/RSF result in an MA to primary agency. Cite subordinate organization if applicable. Example; DOT-FAA, COE-SAD.		
<u>Projected Start/End Date:</u> If end date is not clear, estimate and budget for 30, 60, or 90 days, then reevaluate. TBD is not acceptable; a date must be entered.		
<u>Total Cost Estimate:</u> Enter dollar value and attach a detailed budget outlining personnel, equipment, contract, sub-tasked agency, travel and other costs. The cost estimate should include the total cost projection for the MA across the entire length of the MA. The 90 day obligation cycle is used to obligate funding in 90 day increments when completion period is expected to exceed 90 days.		
<b>V. COORDINATION.</b> Completed by MAM, except for Project Manager and Comptroller signatures.		
Type of MA: Select only one.		
<u>Appropriation Code:</u> Static data. Do not change. This is for information only, should not be used to report internal agency finances to Treasury.		
<u>Reporting:</u> MA agencies are required to provide reporting as determined by the Program Manager.		
<b>VI. APPROVAL.</b> Completed by State Approving Official and Federal Approving Official.		
<b>VII. OBLIGATION.</b> Completed by Financial Specialist		
<u>Mission Assignment No.:</u> Assigned in FEMA financial system chronologically using assigned agency acronym and two digit number.		
<u>Amendment No.:</u> Note supplement number. For example: COE: SAD-01, Supp. 1, or DOR-08, Supp. 3.		
<u>Amount this Action:</u> Taken from total cost estimate above.		
<u>Cumulative Amount:</u> Cumulative amount for this MA, including amendments.		

### **Additional Statement of Work**

-USFS, DOI, other Federal agency and State/local resources under existing agreement may be utilized as appropriate.

-USFS will pre-position resources and/or provide assistance.

-USFS is responsible for providing personnel and/or equipment necessary to accomplish the mission.

All purchases and expenditures must be coordinated with FEMA. Prior approval, from the Federal Approving Official (FAO), is necessary to ensure reimbursement. Agencies will be reimbursed for all eligible expenses pursuant to 44 CFR 206.8, Reimbursement of Other Federal Agencies.

Mission Assignment Task Orders (MATOs) may be issued for specific personnel, requirements, locations, dates, and duration of assignments.

The mission-assigned agency is responsible for ensuring that all activity is properly authorized, goods are received, services are provided, and that costs are reasonable and supported by documentation maintained by the respective agencies.

USFS will activate and deploy an Incident Management Team to provide command, control, and coordination of resources to assist with emergency operations in support of a disaster response. Support operations may include but is not limited to: A) Coordination of RSA/POD operations (but does not include staffing of PODs). B) Providing coordination and support of saw crews engaged in emergency road clearing. C) Providing coordination and support for sandbag operations, in the event of flooding.

Requirements from FEMA:

1. MA task orders (MATOs) may be issued by FEMA for specific requirements, personnel, location(s), date(s), and duration of assignment(s).

2. Agencies may be reimbursed for all eligible expenses pursuant to 44 CFR. Supporting documentation is required for reimbursement. Work that falls within the statutory authority of the performing Federal agency is not eligible for FEMA reimbursement.

3. All equipment and supply purchases must be coordinated with FEMA. If approved, documentation is necessary to ensure reimbursement.

4. Activation of agency command center(s), if required, must be coordinated with FEMA as a separate MA.

5. The mission-assigned agency is responsible for ensuring that all activity is properly authorized, goods are received, services are provided, and that costs are reasonable and supported by documentation maintained by the respective agency.

6. MAs shall be considered for fiscal closure or reduction of obligations 180 days after the projected end date in accordance with the FEMA Policy 104-010-3. For MAs still operationally open, requests for additional obligations may be withheld if no invoicing, ULO Validation, or additional justification has been provided.

7. Prior to departing disaster operations, provide FEMA with details on status of any ongoing actions, property disposition (if applicable), and Financial/Program points of contact.

8. Sharing of Personally Identifiable Information (PII) between the agencies is not authorized by this MA. The agencies must complete an Information Sharing Access Agreement (ISAA), an Interconnection Security Agreement (ISA) and/or a Privacy Threshold Analysis (PTA), if required by either Agency, before data is transferred between the agencies.