

**Mission Assignment (Stafford Act Declarations)
Subtasking Request Form**

Mission Assignment Subtasking Request

FEMA-Assigned MA Number: _____	Primary Agency _____
Subtasked Agency _____	State _____ Disaster No. _____

Tasking Statement/Statement of Work

Project Completion Date: _____ **Authorized Funding:** _____

Reimbursement Procedure: Upon completion of scope of work, the subtasked Federal agency will submit a SF 1081, or other approved Treasury form to request reimbursement, detailing expenditures and activities to:

_____ (Primary Agency)

_____ (Address)

The primary agency will:

- (1) Review the reimbursement request and recommend approval or disapproval within 10 workdays of receipt.
- (2) Return approved reimbursement requests to subtasked agencies that use the Intra-governmental Payment and Collection (IPAC) system for transaction processing and simultaneously forwarding supporting documentation to the DFC.
- (3) Forward approved reimbursement requests from non-IPAC agencies to the Disaster Finance Center. The Disaster Finance Center will send payment directly to the subtasked agency for non-IPAC agencies.

Statutory Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, As amended, 42 U.S.C 5121-5201.

Authorizing Officials:

The work described in the above tasking statement will be completed in support of the Federal Response Plan.

Authorizing Official, Subtasked Agency

Date

Authorizing Official, Primary Agency

Date

Following signatures please provide information copy to FEMA MAC and Project Officer.