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.