

ESF MISSION ASSIGNMENT SUBTASKING REQUEST

FEMA-Assigned MA Number: _____

ESF 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 should submit a SF 1081, or other approved Treasury form to request reimbursement, detailing expenditures and activities to:

_____ (ESF Primary Agency)_____
_____ (Address)

The ESF primary agency should:

- (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 to the Disaster Finance Center.
The Disaster Finance Center will send payment directly to the subtasked agency

FEMA Billing and Reimbursement Guidance can be found at www.fema.gov/government/business.shtml

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 National Response Framework.

Authorizing Official, Subtasked Agency_____
Date_____
Phone #_____
Authorizing Official, ESF Primary Agency_____
Date_____
Phone #

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