



United States  
Department of  
Agriculture

Food Safety  
and Inspection  
Service

FSIS Directive  
3410.6

# **Reimbursable Charges Funded by Mission Assignments**

# REIMBURSABLE CHARGES FUNDED BY MISSION ASSIGNMENTS

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**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**FOOD SAFETY AND INSPECTION SERVICE**  
WASHINGTON, DC

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<h1 style="margin:0;">FSIS DIRECTIVE</h1>	3410.6	3/12/09
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**REIMBURSABLE CHARGES FUNDED BY MISSION ASSIGNMENTS**

**PART ONE—BASIC PROVISIONS**

**I. PURPOSE**

This directive establishes policy and prescribes procedures for reimbursements to the Agency for supporting Emergency Support Function (ESF) #11 – Agriculture and Natural Resources Annex, when the Federal Emergency Management Agency (FEMA), Department of Homeland Security activates ESF #11.

**II. (RESERVED)**

**III. (RESERVED)**

**IV. REFERENCES**

44 CFR, Part 206

Public Law (PL) 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act  
(42 U.S.C. 5121 et seq)

FSIS Directive 3530.4, Time and Attendance Reporting

FSIS Directive 3800.1, Temporary Duty Travel Within CONUS

FSIS Directive 3800.2, Reimbursement for Use of Privately Owned Vehicles

FSIS Directive 3805.1, Travel Authorizations

FSIS Directive 3810.3, Travel Vouchers

FSIS Directive 3830.2, Government Travel Charge Card Program

FSIS Directive 4550.1, Travel Time Pay Entitlements Under Title 5, U.S. Code

FSIS Directive 4550.4, Premium Pay Under Title 5, U.S. Code

Federal Travel Regulation

National Incident Management Systems

National Response Framework

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**DISTRIBUTION:**

All Offices

**OPI:**

ODIFP – Emergency Response Staff

## V. **ABBREVIATIONS AND FORMS**

The following appear in their shortened form in this directive:

AO	Administrative Officer
APHIS	Animal and Plant Health Inspection Service
ARF	Action Request Form
BD	Budget Division
DOI	Department of the Interior
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FFIS	Foundation Financial Information System
FMD	Financial Management Division
FNS	Food and Nutrition Service
FTR	Federal Travel Regulation
JFO	Joint Field Office
MA	Mission Assignment
NIMS	National Incident Management Systems
NRCC	National Response Coordination Center
NRF	National Response Framework
ODIFP	Office of Data Integration and Food Protection
PSMA	Pre-Scripted Mission Assignment
RMA	Resource Management Analyst
RRCC	Regional Response Coordination Center
T&A	Time and Attendance Report

FSIS Time and Attendance Report

SF-1164, Claim for Reimbursement for Expenditures on Official Business

FEMA Form 90-129, Mission Assignment

FEMA Form 90-136, Action Request Form

## VI. **POLICY**

It is FSIS policy to:

- A. Ensure the safety of the Nation's supply of meat, poultry, and processed egg products.
- B. Support ESF #11 functions as determined by FEMA based upon requests received from state, local, and tribal authorities.
- C. Provide FSIS resources upon FEMA's activation of the ESF #11 function at the NRCC, RRCC, JFO, or as otherwise directed.
- D. Request reimbursement of incremental costs for personnel, services, and material directly related to the authorized relief efforts incurred solely as a result of FEMA tasking on an MA.

## VII. BACKGROUND

A. When the President declares a disaster or emergency and FEMA activates ESF #11, FSIS operates under PL 93-288 and its implementing instructions (NRF). The law provides for FEMA to coordinate the employment of Federal agencies and resources in support of state, local, and tribal authorities' disaster relief efforts.

B. The Secretary of Homeland Security activates FEMA ESF #11 for incidents requiring a coordinated Federal response and the availability of support for one or more of these roles or functions. ESF #11 supports state, tribal, and local authorities, and other Federal agency efforts to:

1. Provide nutrition assistance (FNS).
2. Control and eradicate any outbreak of a highly contagious or economically devastating zoonotic (transmitted between animals and people) disease or an economically devastating plant pest or disease (APHIS).
3. Ensure the safety of the Nation's supply of meat, poultry, and processed egg products (FSIS).
4. Protect natural and cultural resources and historic property resources (DOI).
5. Provide for the safety and well-being of household pets during an emergency response or evacuation situation (APHIS).

C. APHIS is USDA's point of contact with FEMA for ESF #11 functions. APHIS coordinates staffing for the ESF #11 desk at the NRCC, RRCC, JFO, and other activities during an incident activation. ESF #11 consists of APHIS, FNS, and FSIS for USDA, and DOI. As the lead agency for USDA and ESF #11, APHIS coordinates the MA for reimbursement from FEMA for FSIS resources utilized by FEMA during an incident.

D. FSIS program areas have designated management personnel to assist with ESF #11 functions. Each designated employee is assigned to a team (normally from the 1<sup>st</sup> through the 15<sup>th</sup> or the 16<sup>th</sup> through the end of the month) and is expected to be available during an activation to support ESF #11 functions.

## VIII. DEFINITIONS

A. **ESF #11 Activation.** An operations order activating an individual or all ESFs for an incident. FEMA issues the order and requests ESF #11 desk coverage at the NRCC, RRCC, or JFO.

B. **ESF #11 Deactivation.** An operations order deactivating an individual or all ESFs for an incident.

C. **Incident.** A natural or manmade occurrence that requires a response to protect life or property (**examples:** major disasters, emergencies, terrorist attacks or threats, civil unrest, wildland and urban fires, floods, hazardous material spills, nuclear or aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response).

D. **JFO.** A temporary Federal facility that provides a central location for the coordination of Federal, state, tribal, and local governments, private sector, and nongovernmental organizations primarily responsible for response and recovery. The JFO does not manage on-scene operations, but instead provides support to on-scene efforts and broader support operations that might extend beyond the incident site.

E. **MA.** A reimbursable work order issued by FEMA to another Federal agency directing the completion of a specific task and citing funding, other managerial controls, and guidance. An MA can be performed before or after a Presidential declaration of an emergency or major disaster.

F. **NIMS.** A system that provides a nationwide template enabling Federal, state, local, and tribal governments, private sector, and nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity.

G. **NRCC.** The primary operations management center and focal point for national resource coordination. (**NOTE:** The NRCC is located at FEMA headquarters.)

H. **NRF.** A structure that recognizes and incorporates the various jurisdictional and functional authorities of Federal departments and agencies; state, local, and tribal governments; and private sector organizations in domestic incident management. The NRF:

1. Establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents.

2. Groups agencies into 15 ESFs, establishes common terminology, and incorporates best practices and procedures from incident management disciplines.

I. **Operations Order.** A FEMA document ordering the activation or deactivation of emergency operations for specific ESFs.

J. **PSMA.** An MA that assists Federal and state governments in planning and reducing the time it takes to deploy resources. PSMA's identify resources or capabilities of U.S. Government organizations that are commonly called upon during responses to incidents.

K. **RRCC.** An operations management center for regional emergency response coordination. The staff at FEMA's 10 RRCCs support development of all-hazards operational plans and assist states and communities to become better prepared for emergencies.

L. **Reimbursable Charges.** Charges not normally incurred in the performance of regularly assigned duties (**examples:** hours beyond an employee's normal work schedule and travel charges in accordance with the FTR).

IX. **WORK HOURS AND ACTIVITIES**

A. **Reimbursable.** FEMA must approve an MA prior to FSIS incurring reimbursable charges. The following charges are reimbursable:

1. Reimbursable overtime (hours of work outside the employee's normal work schedule). Employees must submit a daily report of overtime charged to the MA to the FSIS ESF #11 coordinator. (**NOTE:** Contact the FSIS ESF #11 coordinator at 202-690-6486 for guidance.)

2. Travel expenses in accordance with the FTR.

B. **Nonreimbursable.** The following charges are nonreimbursable:

1. Hours of work within the employee's normal work schedule.

2. Travel expenses not in accordance with FTR allowances.

3. Charges incurred without an approved MA.

C. **Other.** Contact the FSIS ESF #11 coordinator with questions regarding reimbursement for other activities not listed in the directive.

## PART TWO—MISSION ASSIGNMENT PROCESSING

### I. REQUESTS

- A. The requesting party (**example:** a state):
  - 1. Prepares the ARF to request specific assistance and forwards it for processing.
  - 2. Provides clarification on inquiries about the ARF.
- B. FEMA processes the ARF into an MA in accordance with FEMA's internal procedures.
- C. The staff assigned to the ESF #11 desk at the NRCC or RRCC:
  - 1. Completes the statement of work for MAs not in the PSMA library and modifies the PSMA's as required.
  - 2. Responds to inquiries from FEMA as needed to ensure the MA is completed.

### II. MISSION ASSIGNMENTS

- A. There are three types of MAs:
  - 1. **Federal Operations Support.** An MA requested by the Federal Government to support Federal operations. This MA consists of any resource provided to FEMA or responding Federal agencies when logistical or technical support is needed for their operations.
  - 2. **Technical Assistance.** An expertise-based MA requested by and provided to state and local jurisdictions that have the resources but lack the knowledge and skills needed to perform the required activity. Technical assistance is not the same as a "technical assistance contract" used in FEMA's public assistance and mitigation programs. Contact the FSIS ESF #11 coordinator for more information.
  - 3. **Directed Federal Assistance.** A goods and service-based MA requested by and provided to affected state and local jurisdictions that lack the resources to provide specific types of disaster assistance, either because of the specialized nature of the assistance, or because of resource shortfalls. The state has the legal responsibility to provide vital goods and services to its citizens, but it can request that the Federal Government meet certain needs until the state can perform or contract for the work.



B. FEMA:

1. Initiates an operations order activation or deactivation.
2. Issues or amends original operation orders for activating any or all of the 15 ESFs.
3. Amends the original operation orders to deactivate any or all of the 15 ESFs or to close out the incident.
4. Processes funding for MAs in accordance with FEMA's internal procedures.

III. **MA PROCESSING**

A. The ESF #11 desk (NRCC, RRCC, and JFO) staff hand-carries, faxes, or e-mails a copy of the MA document to the appropriate agency (**examples:** DOI, FSIS, FNS, APHIS) ESF #11 coordinator(s).

B. The USDA ESF #11 coordinator:

1. Ensures that DOI, FNS, and FSIS ESF #11 coordinators are immediately notified of an activation or deactivation.
2. Provides a copy of the original and any amendments to the operation orders to the DOI, FNS, and FSIS ESF #11 coordinators.
3. Responds to questions regarding operation orders.

C. The FSIS ESF #11 coordinator:

1. Ensures a copy is provided to FSIS personnel performing FEMA ESF #11 functions through the appropriate AO or RMA, and to the FMD and BD directors.
2. Responds to questions from individuals performing ESF #11 functions under the specific MA.
3. Ensures that ODIFP's Deputy Assistant Administrator and the Emergency Response Staff director are notified of the activation or deactivation.
4. Responds to questions regarding the MA and operation orders.

D. FMD issues and annotates the accounting classification code on the MA and sends a copy to BD and the FSIS ESF #11 coordinator.

E. BD enters the MA into a tracking spreadsheet and forwards a copy to FMD to disseminate the assigned accounting classification code.

**IV. MA DOCUMENTATION AND REIMBURSEMENT**

**A. FSIS personnel assigned to the MA:**

1. Documents the MA number and appropriate accounting classification code on each document supporting the reimbursable charges.
2. Completes the T&A using the appropriate overtime code, travel voucher, or SF-1164, Claim for Reimbursement for Expenditures on Official Business, and enters the MA number and appropriate accounting classification code.
3. Submits the T&A, travel voucher, or SF-1164 through normal channels for payment within 5 workdays of completing the reimbursable services or in accordance with Agency policies.
4. Forwards copies of the MA, T&A, travel voucher, or SF-1164 to the FSIS ESF #11 coordinator and respective AO or RMA within 5 workdays of completing the reimbursable services.

**B. The FSIS ESF #11 coordinator:**

1. Reviews the T&A, travel voucher, or SF-1164 for accuracy.
2. Requests corrections directly to the employee.
3. Forwards copies of the MA, T&A, travel voucher, or SF-1164 to BD within 5 workdays of receipt.
4. Responds to questions regarding the supporting documents.

**C. BD:**

1. Reviews the MA, T&A, travel voucher, or SF-1164 for accuracy, retains a file copy, and forwards a copy to FMD to issue an accounting classification code.
2. Takes appropriate actions to estimate the funding amount based on the MA and to make funding available in FFIS to allow for expenditures.
3. Enters the MA into a tracking spreadsheet.
4. Reconciles the billing amount with the supporting documents, ensuring that the billing amount and supporting documents agree and that the accounting classification code and MA number are listed on all supporting documents before submitting a billing request to FMD.

5. Prepares and submits to FMD a request to bill FEMA with all supporting documentation (**examples:** T&A and travel voucher) within 5 workdays after the end of the pay period.

6. Works with the FSIS ESF #11 coordinator to obtain any missing supporting documents needed for billings.

7. Maintains copies of the MA, T&A, travel voucher, and SF-1164 for 6 years.

8. Responds to questions regarding the documents, billings, and expenditure status of the MAs.

D. FMD:

1. Assigns an accounting classification code to each MA, coordinates the entry of the accounting classification code into the GovTrip and WebTA systems, and notifies BD and the FSIS ESF #11 coordinator of the accounting classification code to use on all payment documents pertaining to MA reimbursable costs within 5 workdays of receiving the MA.

2. Prepares and submits a bill to FEMA for the reimbursable charges within 5 workdays of receiving the request to bill from BD.

3. Reconciles the expenditures to be billed to the expenditure recorded against the assigned MA accounting classification code to ensure the billing amount has been expended properly in FFIS.

4. Works with the FSIS ESF #11 coordinator to make any necessary corrections for valid expenditures recorded to the incorrect accounting classification codes or vice versa for the correct MA accounting classification code. These corrections are made in the source systems (**examples:** GovTrip and WebTA) or through an accounting document entry.

5. Ensures proper entry of the billing and payment documents into FFIS.

6. Notifies BD and the FSIS ESF #11 coordinator that payment was received within 5 workdays of receipt.

7. Responds to questions regarding billings or payments received for MA reimbursable costs.

V. **ADDITIONAL INFORMATION**

A. Refer to Attachment 2-1, ESF #11 Mission Assignment Fact Sheet, for facts about MAs.

B. Contact the FSIS ESF #11 coordinator with questions about MAs.

for   
Assistant Administrator  
Office of Management

Attachment  
2-1 ESF #11 Mission Assignment Fact Sheet

## ESF #11 MISSION ASSIGNMENT FACT SHEET

FEMA issues three types of funding for MAs:

1. SU – Pre-declaration Surge Account
2. DR – Disaster Declaration Account
3. EM – Emergency Declaration Account

The **MA funding type** is indicated as part of the MA number located in the bottom left corner of the MA document. MAs have beginning and ending dates as FEMA's funding availability changes with each type of MA. Each incident is only funded from one type of account at a time.

### **Agency Reimbursable Accounting Classification Code**

When an MA is issued and received, FMD issues a corresponding accounting classification code. FMD issues a different reimbursable accounting code for each incident and MA type combination. FMD **will not** issue the accounting code until it receives the MA because FEMA has the authority to mission assign or 'turn on' the ESF #11 with or without reimbursement. In addition, an operation order is not a reimbursable document from FEMA. FSIS may choose to respond even though we will not be reimbursed. The choice must be a fully informed management decision.

When activated for an incident, be sure to know what MA you are working under. On many occasions, when activated for an emergency, there may be more than one MA issued. Your MA number **must** be listed on all documents turned in for reimbursement. If the MA number is not listed on the documentation, the FSIS ESF #11 coordinator will make **ONE** request to find out which MA you were working under. If no response is given, the charges will be charged back to your office accounting code. Supporting documents may include:

- Copy of overtime record. You can only claim your overtime for reimbursement.
- Copy of travel voucher. Make sure that if you are activated while traveling for a different purpose and then diverted to the mission, a second, separate travel voucher must be completed for the FEMA portion of the travel. Please do not use the same travel voucher and split the cost. FEMA has denied split travel vouchers in the past.
- Any receipts that you received while you are activated.

### **Allowable Costs**

- FSIS does **not** purchase property to own while on a FEMA emergency. You must bring cell phones, computers, radios, personal protective equipment, and other personal property with you as purchased by your office **or** procure it with your office accounting code. Refer to the MA language for the ability to temporarily lease equipment such as vehicles and loading and hauling equipment, etc. If you are unsure, discuss the need with the ESF #11 coordinator prior to the acquisition.
- Appropriated full-time employees are only reimbursed for their travel, per diem, and overtime. Their salary and benefits are not allowed because they were already funded in the appropriation.
- Be sure to double check the effective dates of the MA. (**EXAMPLE:** If the MA was issued 8/17/07 through 8/24/07 and you are sent to start working on 8/16/07, you are not allowed to claim the first day for reimbursement.)
- FSIS does not allow for reimbursement of Government-owned vehicle (GOV) usage and gasoline at a FEMA incident. This would require FSIS to establish and obtain approval for usage rates of each vehicle type prior to their usage and then provide a formalized receipt. FSIS does not have 'specialized' vehicles as the FEMA reimbursement allowance intended. FSIS annually budgeted for these vehicles to be used in appropriated funding. If the GOV is damaged as a direct result of being at the FEMA incident, FSIS will consider seeking reimbursement on a case-by-case basis.

### **Expiration Dates**

All MAs have an expiration date. (**EXAMPLE:** If the MA is for 8/17/08-8/24/08, then the expiration date would be 8/24/08.) Once the MA has expired, FSIS has 90 days to submit the bill to FEMA for reimbursement. If after 90 days the bill has not been processed, the MA is closed and FSIS cannot bill against that particular MA.

### **Reporting Requirements**

All MAs have program and financial reporting requirements until closed. FEMA requires monthly updates on the progress of accomplishing the statement of work objectives. This information is reported through the FEMA liaison lines of communications. FMD provides information for the financial progress report.

### **Record Retention**

The MA documentation should be maintained for 6 years from the transaction date in each office involved in the process. (**EXAMPLE:** Your office maintains a copy of their travel voucher, the region maintains a copy of the MA log, and FMD maintains the supporting documentation for the MA bill request.)