

## MISSION ASSIGNMENT POLICY UPDATES AND KEY CHANGES

### **Background:**

- FEMA recently completed an update to the *FEMA Mission Assignment (MA) Policy* which yielded several significant updates from the previous version.

### **Topic #1** – MA Policy Closeout Changes

- **Implications of Delayed Billing** – One of the major changes related to billing is that if billing is not completed within a specified timeframe, the obligated funds will face significant reduction. Specifically, at the 180 day mark from the last day of the period of performance (POP).
- **Types of Reductions** – It is important to note that the level of reduction is directly tied to your billing activity. If your agency is actively billing, unliquidated obligations will be reduced to \$100. However, if no billing has occurred, the obligations will be reduced to \$0.
- **Case by Case Extensions** – FEMA recognizes that there are instances when delaying the reduction of funds past the standard timeline may be necessary due to various reasons. To address this, we have implemented a case by case extension process. The extension shall not exceed 240 days from the end of the POP.
- **Final Billing Cutoff** – Under the new policy, the final billing cutoff is now set to three years from the end of the period of performance.

### **Topic #2** – Changes to the conversion of long-term Mission Assignments

- **Transition Requirements** – MA's that extend beyond one year from the date of declaration will now be required to transition to an Interagency Agreement or an Interagency Reimbursable Work Agreement.
- **Implementation Guidelines** – OFA staff will receive detailed guidance from the FEMA Project Manager on the transition process. This will include instructions and next steps to help facilitate the transition process.

### **Topic #3** – Period of Performance Changes

- **Increased Time for Surge & EM Missions** – The initial Period of Performance (POP) for SU and EM missions has been extended up to 30 days. This marks a significant increase from the previous maximum of 10 days. This extension will provide OFA's additional time to provide longer and more comprehensive response and support efforts.
- **DR Missions** - The updated policy provided several circumstances to support decision making when determining the expected duration of a specific mission under a DR to ensure alignment with operational needs and mission requirements. The policy clarified the final decision authorities for DR POP durations as outlined in FEMA delegations of authority.