

Note: November 2022.

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U.S. Department  
of Transportation

United States  
Coast Guard



Commandant  
United States Coast Guard

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COMDTINST 16451.1

DEC 19 1996

## COMMANDANT INSTRUCTION 16451.1

Subj: DISASTER RELATED POLLUTION RESPONSE ACTIVITIES UNDER THE  
FEDERAL RESPONSE PLAN (FRP) AND COST REIMBURSEMENT FROM THE  
STAFFORD ACT

Ref: (a) Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288, as Amended)  
(b) The Federal Response Plan (for P.L. 93-288, as Amended)  
(c) COMDTINST M16000.11, Marine Safety Manual, Vol. VI (Ports and Waterways Activities)  
(d) Resource Documentation and Cost Documentation Technical Operating Procedures (TOPS), NPFCINST 16451.2.

1. PURPOSE. This instruction provides policy for command and control issues under activation of the Federal Response Plan (FRP). It also outlines Coast Guard cost reimbursement procedures for disaster relief services provided pursuant to tasking by the Federal Emergency Management Agency (FEMA), under the Stafford Act for Emergency Support Function-10,(ESF-10); Hazardous Material Responses.
2. ACTION. Commanding Officers of Maintenance and Logistics Commands, Area and District Commanders, Commanding Officers of Marine Safety Offices, Groups, and Activities, and Captains of the Port shall comply with the requirements of this instruction and ensure that all personnel involved in response actions are familiar with the policies and procedures set forth.
3. DIRECTIVES AFFECTED. This instruction augments reference (b).

4. DISCUSSION.

- a. Upon occurrence of an event which may result in a Presidential declaration of a major disaster or emergency, FEMA may direct the Coast Guard to operate under the Stafford Act, reference (a), and its implementing instruction, the FRP, reference (b). The Act provides for FEMA to coordinate employment of Federal agencies and resources in support of state and local governments' disaster relief efforts.
- b. The FRP uses a functional approach to group the types of Federal assistance most likely to be needed under twelve Emergency Support Functions (ESFs). Under the FRP, departments/agencies are assigned primary and secondary responsibilities for supporting an ESF. For example, ESF-10 is hazardous material response, which includes both oil spills and hazardous material releases and their associated response. The U.S. Environmental Protection Agency (EPA) is designated as the primary agency for this support function. Reference (b) provides additional general information on Coast Guard responsibilities for supporting ESF-10. Departments/agencies assigned ESF primary agency responsibilities are authorized to task other Federal agencies to assist with relief efforts. For example, the EPA as the primary agency assigned for ESF-10, often tasks Coast Guard units to assist with incidents involving hazardous materials or oil spills in the marine environment. However, FEMA may also task the Coast Guard directly, in which case the primary agency should be notified. It is possible for a Coast Guard unit to be simultaneously supporting several ESFs under one or more disasters; e.g. a Marine Safety Office launches a boat to locate propane tanks adrift in a river (ESF-10) and launches a second boat to provide transportation (ESF-1) for disaster relief personnel.
- c. The Stafford Act provides for reimbursements of agency funds expended in support of FEMA disaster relief efforts when support is provided under a valid Mission Assignment (MA). The Mission Assignment is a work order issued by FEMA directing an agency to complete a specified task; enclosure (2) is a sample MA. A Coast Guard unit may receive tasking from several different ESF primary agencies, which have received separate MAs from FEMA during one or more disasters.

- d. Because of the large number of agencies involved in disaster relief operations, requests for Coast Guard assistance may come from a wide variety of sources (i.e. FEMA and/or ESF primary agencies).
- e. In execution of an MA from FEMA or a tasking from an ESF primary agency, the Coast Guard must: 1) use its own funds and resources; 2) obtain goods and services to complete assigned task(s); 3) review actual expenses against estimated costs and inform FEMA of significant variances so appropriate and timely action can be taken; and 4) make payments to government or private vendors for all costs.

5. POLICY.

- a. During disaster relief operations, the Coast Guard may receive ESF tasking from FEMA, either directly or via the designated primary agency, (EPA for ESF-10). Essentially, response operations under ESF-10 are similar to a standard response for either oil or hazardous material. The Coast Guard On-Scene Coordinator's (OSC) responsibilities remain the same. A CERCLA Project Number (CPN), or Federal Project Number (FPN), is received from the National Pollution Funds Center (NPFC) and provides immediate funding. Coast Guard resource costs are documented using standard cost documentation procedures outlined in reference (d). Cost reimbursement is sought through the EPA by the NPFC for CERCLA responses. Final funding is then received under the Stafford Act. The Coast Guard does not seek reimbursement for oil cases.
- b. The Coast Guard (NPFC) will seek appropriate and timely cost reimbursement for all expenses incurred in support of an authorized Stafford Act disaster relief effort.
- c. The Coast Guard may only bill for the incremental costs of personnel, services, and material directly related to the authorized relief effort. Incremental costs as they relate to ESF tasking are those expenses that are incurred solely as a result of ESF tasking.
- d. An MA or ESF primary agency tasking is required in all cases involving Coast Guard assistance to FEMA or an ESF primary agency acting for FEMA. Units are authorized to incur expenses based on a verbal request for assistance from the authorized ESF/FEMA representative provided the request is followed up by a Request for Federal

## COMDTINST 16451.1

Assistance (RFA) Form or Interagency Agreement (IAG) from FEMA or the ESF primary agency within five business days. Units shall obtain all information normally contained in the written Request for Federal Assistance Form when the verbal request is made. If an MA is changed, the amendments must be documented as this is necessary for successful cost reimbursement.

- e. Appropriate documentation must be maintained for six years to support requests for cost reimbursement. Special care must be taken throughout the emergency response period to maintain logs, formal records, and file copies of expenditures.

### 6. RESPONSIBILITIES.

- a. All Units Responding to FEMA or ESF primary agency tasking:

- (1) Since reimbursement will not be sought for oil spills, contact the District for a FPN number. For a CERCLA response, notify the NPFC as soon as practicable that you are responding to FEMA/ESF MA tasking. Provide the NPFC with the FEMA Mission Number and estimated cost.
- (2) Follow the usual procedures to obtain funding for oil spill/hazardous material response as outlined in reference (c).
- (3) Monitor use of Coast Guard resources in support of MA tasking to ensure funding limitations are not exceeded.
- (4) When costs are approaching the assigned NPFC case ceiling, request additional funds.
- (5) Consolidate all cost reimbursement requests, from their respective units, in cases where multiple units are assigned to one OSC. However, cost reimbursement requests from different MAs must be tracked separately.
- (6) Develop cost reimbursement packages and forward them as outlined in enclosure (3).
- (7) Submit cost reimbursement requests as outlined in reference (c).

- b. National Pollution Funds Center:

- (1) Serve as liaison with the EPA for FEMA reimbursements related to oil spills or hazardous materials.
- (2) Provide immediate funding to CG units for response.
- (3) Bill for reimbursement of costs for oil spill or hazardous materials related responses.
- (4) Assist with cost documentation.

/s/ J.C. CARD  
Rear Admiral, U.S. Coast Guard  
Assistant Commandant for Marine  
Safety and Environmental Protection

- Encl:
- (1) Federal Response Plan Definitions
  - (2) Procedures for FEMA Reimbursements
  - (3) Sample FEMA Mission Assignment Letter
  - (4) Sample Request for Federal Assistance Form

## **FEDERAL RESPONSE PLAN DEFINITIONS**

**1. Robert T. Stafford Disaster Relief and Emergency Assistance Act,**

Public Law (P.L.) 93-288, as amended by P.L. 100-707. Also known as the Stafford Act, provides authority for the Federal Government to respond to disasters and emergencies in order to provide assistance to save lives and protect health, safety and property. A Presidential declaration of a major disaster or emergency activates the Federal Response Plan.

**2. Federal Response Plan (FRP),** for P.L. 93-288, as amended, April 1992. The Federal Response Plan (Plan), is the document signed by the major federal agencies to effect the provisions of the Stafford Act. The Plan uses a functional approach to group the types of Federal assistance which a state is most likely to need under twelve Emergency Support Functions (ESFs). Each ESF is headed by a primary/lead agency which is responsible for coordinating specific activities and ensuring that assigned missions are accomplished. Agencies may also be designated as support agencies for one or more ESF based on their resources and capabilities to support a functional area.

**3. FEMA Federal Approving Official.**

Individual who has the authority to approve requests from the state for direct Federal assistance and otherwise obligate FEMA to an expenditure of funds for reimbursement to other federal agencies for activities performed in support of Federal disaster operations. This individual is the regional director, Associate Director for State and Local Programs and Support, FEMA director, or any designee thereof.

**4. Federal Coordinating Officer (FCO).**

The senior Federal official (normally a FEMA representative) appointed to coordinate the overall response and recovery activities. The FCO represents the President for the purpose of coordinating the administration of Federal relief activities in the designated area.

**5. Financial Management Unit.**

The FEMA unit responsible for recording the obligation of funds upon receipt of the MA cover letter, Schedule A attachment, and the signed request for federal resource assistance form. This unit coordinates with the FEMA MA

Enclosure (1) to COMDTINST 16451.1

tracking unit and MA project administrator to keep abreast of funding status in order to assure required funding is available when needed and that excess funds are de-obligated when appropriate. This unit also receives billings for tasks, coordinates with the MA administrator to verify reimbursement, and liquidates obligated funds.

**6. Mission Assignment (MA).**

A work order issued to a Federal agency by a FEMA Regional Director, Associate Director for State and Local Programs and Support, FEMA Director, or a designee thereof, directing the completion by that agency of a specified task and citing funding, other managerial controls, and guidance. A MA usually applies to operations carried out under a Presidential declaration of major disaster or emergency, but is also used for other incidents for which FEMA requests assistance directly from the Coast Guard. The MA letter becomes an interagency agreement, contract or obligating document between FEMA and the agency and the basis for any future reimbursement for materials and services provided to FEMA.

**7. Mission Assignment Cover Letter.**

The section of the written MA addressed to a Federal agency pre-designated representative which establishes requirements or criteria to be followed, other managerial controls, and guidance. It includes the date; disaster fund citation; disaster identification (if assigned); language activating the receiving agency to receive and execute tasks; and financial management standards on reimbursement, billing, advance of funds, property accountability, and documentation requirements.

**8. Mission Assignment Project Administrator.**

Individual (normally a FEMA representative) responsible for monitoring and evaluating the status of a tasking or a set of tasks to other federal agencies; reviewing the accuracy of cost estimates against actual expenditures and the need to obligate or de-obligate funds; reviewing reports on the status of funding; reporting on the status of tasks as directed by the Regional Director; verifying that the goods and/or services billed for reimbursement by other federal agencies represent eligible costs, that goods and/or services were received or performed as requested, and billed at reasonable cost; and approving payment of bills. Verifies that other federal agencies are providing assistance as

required by specific tasks; coordinates with other federal agencies regarding any interagency difficulties, cost estimates for tasks, and the need for and availability of funds; and provides technical assistance and oversight as needed. Monitors use and management of non-expendable equipment, final closeout of tasks, and the appeal process for reimbursements.

**9. Schedule A Attachment.**

The Schedule A is an attachment to the MA cover letter showing each tasking to an individual agency, what area the tasking supports, funding limitations per tasking, and information regarding funds accountability.

**Emergency Support Functions (ESFs) and their designated Primary Agency:**

**ESF-1:** Transportation - Department of Transportation

**ESF-2:** Communications - National Communications System

**ESF-3:** Public Works and Engineering - Department of Defense  
U.S. Army Corps of Engineers

**ESF-4:** Firefighting - Department of Agriculture Forest Service

**ESF-5:** Information and Planning - Federal Emergency Management Agency

**ESF-6:** Mass Care - American Red Cross

**ESF-7:** Resource Support - General Services Administration

**ESF-8:** Health and Medical Services - Department of Health and  
Human Services U.S. Public  
Health Service

**ESF-9:** Urban Search and Rescue - Department of Defense

**ESF-10:** Hazardous Materials - Environmental Protection Agency

**ESF-11:** Food - Department of Agriculture

**ESF-12:** Energy - Department of Energy

**PROCEDURES FOR REIMBURSEMENTS FOR EMERGENCY SUPPORT FUNCTION  
(ESF)-10; OIL SPILL AND HAZARDOUS MATERIAL RESPONSES**

1. Applicability. These procedures apply to all Stafford Act reimbursements relating to the ESF-10; Oil Spill and Hazardous Material Response.
2. Discussion. Once ESF-10 has been activated, a supporting unit should receive a written Mission Assignment (MA) if tasked directly by FEMA or a Request for Federal Assistance (RFA) if tasked by the Primary Agency. When a unit receives a verbal request to provide ESF-10 support in response to a declared disaster, they should ensure that they receive an MA or RFA. If an MA or RFA is not issued, the unit should contact the National Pollution Funds Center (NPFC) CERCLA person during working hours and ask their assistance in obtaining these.
3. Expenditures Eligible For Cost Reimbursement. Only incremental costs directly related to the disaster MA or primary agency tasking will be billed and reimbursed. The following types of expenditures are eligible for cost reimbursement:
  - a. Travel and per diem of Coast Guard military personnel assigned solely to perform services in support of the emergency operations.
  - b. Wages/salary (regular time and/or overtime), travel and per diem of temporary Coast Guard civilian and Reserve military personnel assigned, activated or recalled, as appropriate, solely to perform services directed and required to provide assistance in response to emergency operations.
  - c. Overtime, travel, and per diem of permanent Coast Guard civilian personnel.
  - d. Cost of work, services, and materials procured under contract to support emergency response operations.
  - e. Costs of materials, equipment, and supplies (including transportation, repair, and maintenance) from regular Federal stocks used solely to support emergency operations. This will include costs for repair of any equipment damages sustained through no negligence in response to the incident. In the case of reimbursements for operating costs of Coast Guard facilities (i.e. cutters, boats and aircraft), claims shall be limited to the incremental/variable portion of standard facility costs as outlined in COMDTINST 7310.1 (series), Standard

Costs. In most cases, the incremental portion is limited to fuel and maintenance costs. Other facility costs (i.e. personnel) and costs associated with field operational support, i.e. administrative support and depreciation, are considered fixed and shall not be included for reimbursement.

- f. Other costs submitted with written justification or otherwise agreed to in writing by the primary agency.

4. Cost Documentation/Cost Reimbursement Procedures.

- a. Units shall submit cost reimbursement requests in letter format with supporting documentation to the NPFC. Information copies of this request should be provided to the cognizant District (m) office and to Commandant (G-MOR). Where appropriate, Group Commanders and Activities Commanding Officers are authorized to submit consolidated requests for their units and any attached personnel and equipment officially assigned from other units.
- b. Units shall segregate cost reimbursement requests by CPN number with MA/task number identified.
- c. For MAs with multiple amendments, units should submit a separate cost reimbursement request for each amendment and may bill incrementally against any amendment.
- d. Units shall submit cost reimbursement requests to the NPFC with accompanying cost documentation in accordance with the Resource Documentation and Cost Documentation Technical Operating Procedures (TOPS), NPFCINST 16451.2.
- e. Basic requirements of the letter/supporting documentation to accompany the Pollution Incident Completion Report:
  - (1) Description of scope of work assigned.
  - (2) The Emergency Support Function number (ESF-10), if applicable, or FEMA program which the MA is supporting.
  - (3) FEMA Disaster Number, RFA number, and CERCLA Project Number (CPN).
  - (4) Brief description of mission(s) completed (i.e. site summary) with a breakdown of costs.
  - (5) Unit(s) providing support.

(6) Point of contact at the unit and commercial phone number. This person will serve as the long-term financial point of contact for any follow-up action.

5. National Pollution Funds Center (NPFC).

- a. Verifies in the billing: 1) the cost summary is correct; 2) expenditures claimed are relevant and certified applicable to the mission; 3) costs are supported by records.
- b. Resolves billing or cost discrepancies.
- c. Cost reimbursement requests must be received within 90 days of completion of the MA/ESF tasking, termination of operations, or when funding limitations are reached and not increased by the Federal Coordinating Officer.

6. Record Maintenance Requirements. Case documentation shall be retained by the unit providing assistance for a period of six years and three months after the submission date of the final billing.

7. Property Accountability.

- a. Non-expendable property purchased pursuant to participation in the disaster response must be carefully accounted for. Prior to final billing, such non-expendable materials, equipment and/or supplies will be turned over to the FEMA Project Administrator for disposition and for obtaining a signed receipt. The signed receipt will be submitted along with the cost reimbursement request.
- b. Lost or damaged items (both existing Coast Guard assets and items purchased pursuant to the disaster response) will be listed showing the description of each item and a unit cost. If property is lost or damaged, a report of survey or lost/damaged survey certificate must be submitted with the cost reimbursement request.
- c. If equipment is to be loaned to another Federal agency, FEMA form 61-9 will be executed and appropriate serial numbers obtained.
- d. All FEMA-owned communications equipment must be returned to FEMA for shipment to the FEMA central storage area.

**SAMPLE # 1:**

**MISSION ASSIGNMENT ACTIVATION LETTER**  
FEMA Letter Head

Col. James H. Simms  
Division Engineer  
U.S. Army Corps of Engineers  
Room 313, 77 Forsyth St. SW  
Atlanta, GA 30335-6801

Mission Assignment Letter  
FEMA-955-DR-Florida  
Date: August 24, 1992

Dear Col. Simms:

On August 24, 1992, the President declared a major disaster to exist in the State of Florida as a result of severe and widespread damage caused by Hurricane Andrew.

Pursuant to the Public Law 93-288, as amended by PL 100-707; Executive Order 12148; and Title 4, Code of Federal Regulations (CFR) Subpart 206 (Federal Disaster Assistance), and the Federal Response Plan, your agency has hereby been activated to receive taskings to provide assistance from duly authorized representatives of the Federal Emergency Management Agency (FEMA) AS DIRECTED BY THE ATTACHED REQUEST FOR FEDERAL RESOURCE ASSISTANCE FORM (RFA). All future mission assignments and component taskings will be supported by a RFA which is furnished to your agency representative.

Tasking execution will begin immediately upon assignment. Pursuant to the above stated authorities, your agency is expected to incur all costs associated with performance of assigned tasks including payment of vendors, and contractors, and all sub-tasked Federal agencies unless otherwise specified under separate agreement with FEMA.

Reimbursement for eligible expenses incurred shall be in accordance with the provisions of 44 CFR 206.8, Subpart A, Reimbursement of Other Federal Agencies. In order to receive additional obligating authority above the cited limitation, your agency must, prior to the time the funding limitation is expended, submit a RFA for approval by a FEMA issuing official for revision of that limitation to include:

- 1) An accounting of actual costs incurred to date under the cited limitation and any amendment thereto,
- 2) An estimate of the revised total cost of the project, and
- 3) Any specific information necessary to support this request.

Enclosure (3) to COMDTINST 16451.1

FEMA officials may not approve reimbursement of costs incurred while performing work pursuant to disaster assistance authorities independent of the Stafford Act. Additionally, expenses incurred in performance of an activity not directed and approved by FEMA or otherwise beyond the statement of work and funding limitation of an approved tasking will not be eligible for reimbursement.

Requests for reimbursement (SF 1080, SF 1081 and On-Line Payments and Collection (OPAC) system) must be submitted to this office in accordance with Section 206.8 of the previously cited regulations and contain sufficient detailed information on which to base an approval. The request for reimbursement will be accompanied by documentation which specifically details personnel services, travel, equipment, and all other expenses by object class, as specified in OMB Circular A-11, and by any sub-object classification used in the agency's accounting system. All reimbursement requests should cite the specific letter of activation, tasking number, and funding limitation under which the tasking was performed.

Any single item for materials, equipment, or supplies costing \$1,000.00 or more must be specifically identified and referenced to a material requisition number, purchase order number, canceled check, or voucher number. Prior to final billing, non-expendable materials, equipment, and supplies purchased in accomplishment of this mission will be properly accounted for and either turned over to FEMA, or retained by your office with an appropriate reduction indicated in the request for reimbursement. This does not apply to computer and telecommunications equipment which must be turned over to FEMA.

The final billing for this assignment should be received within 60 days of tasking unless by prior agreement with FEMA. This bill should be clearly identified as a final bill to facilitate closing of this tasking once final payment has been forwarded to your agency.

All financial records, supporting documents, statistical records, and other documents pertinent to the assignment shall be retained and shall be accessible to duly authorized representatives of FEMA and the U.S. Comptroller General in accordance with the General Services Administration Record Retention Schedules.

If you wish to dispute your agency's claims for reimbursement, please forward a request for resolution to Mr. James Lee Witt, Director, FEMA, 500 C. St. SW, Washington, DC 20472.

In accordance with the provisions of Title 44, CFR, Section 206.11, you shall assure that the activities authorized to be performed by RFA's and amendments are accomplished in an equitable and impartial manner without discrimination.

All reimbursement requests and other communications related to this assignment must cite the specific tasking number under which the work was performed, the funding

Enclosure (3) to COMDTINST 16451.1

limitation, and the major disaster or emergency declaration number. The FEMA Region IV Mission Assignment Coordinator for this disaster operations is: (name & phone number). Please forward all bills for payment to: FEMA Disaster Finance Center, P.O. Box 800, Berryville, VA 22611, phone number (703) 542-2297.

Sincerely,  
Major P. May  
Regional Director

Enclosure

**SAMPLE #2:**

**REQUEST FOR FEDERAL ASSISTANCE  
FORM (RFA)**

Location

Tracking Information (FEMA Use Only)

State: \_\_\_\_\_  
Disaster # \_\_\_\_\_

Request/Log #: \_\_\_\_\_  
Date/Time Rec'd: \_\_\_\_\_

**I. Assistance Requested**

Internal Reference #	Assistance Requested	Qty	Date/Time Needed	Deliver to: Name/Address/Phone
<input type="checkbox"/> See Attached				

Requestor/Phone #: \_\_\_\_\_  
State Approving Official (if applicable) \_\_\_\_\_

**II. Description**

Assigned Agency: \_\_\_\_\_

Statement of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Projected completion date: \_\_\_\_\_

Total Cost Estimate: \$ \_\_\_\_\_  See Attached

OFA POC Name and Phone #: \_\_\_\_\_

**III. Coordination (FEMA Use Only)**

Type:  Direct Federal Assistance  Technical Assistance  Federal Operations Support

State Cost Share (%/\$) \_\_\_\_\_ Fund Citation \_\_\_\_\_

MAC (initial Federal review) \_\_\_\_\_

Certifying Officer (funds availability) \_\_\_\_\_

**IV. Approval**

State Approving Official \_\_\_\_\_

Federal Approving Official \_\_\_\_\_

**V. FEMA Use Only**

Mission Assignment No.: _____	Amt This Action: \$ _____	Date Obligated
Amendment Number: _____	Cumulative Amt: \$ _____	Initials

## **Purpose**

This form is the official obligating document for Taskings by FEMA to other Federal agencies. RFA's may be initiated by a State request for assistance, FEMA, OFA, or other entity. This form is used to record Taskings and obligations before and after Presidential declarations of a major disasters or emergency.

### Specific Instructions by Section

#### Location

To be completed for all requests. Enter State or territory. If a disaster has been declared enter DR-xxxx-State.

#### **I. Assistance Requested**

Assistance Reausted: Completed by requestor; should detail the what, where, when, how, quantity, date/time needed, and specific deliverables.

Deliver to: Should be completed if items are for delivery. Attach any additional information.

Requestor/Phone #: The action officer for any further information for the request.

State Approving Official: Signs certifying that the request is valid and beyond the capability of Sate and local government to provide.

#### **II. Description**

Assigned Federal agency: Completed by FEMA for all requests whether initiated by the State or in support of Federal operations.

Statement of Work: Developed by OFA, should detail the specific requirements to complete the request.

Project Completion Date: When work is expected to be complete.

Total Cost Estimate: Self explanatory.

OFA POC Name and Phone #: Action officer.

#### **III. Coordination (FEMA Use Only)**

Type: The MAC determines if the type of assistance is Direct Federal, Technical or Federal Operations Support.

State Cost Share %/\$: The MAC records the Federal/State cost share percentage and dollar amount.

Fund Citation: The MAC assigns the appropriate fund citation.

MAC (initial Federal Review): MAC signature.

Certifying Officer (funds availability): Finance Branch Liaison verifies funds availability.

#### **IV. Approval**

State Approving Official: Signs for Direct Federal Assistance and Technical Assistance to State and local governments.

Federal Approving Official: Signs ALL RFA's.

#### **V. FEMA Use Only**

MAC enters MA#, Amendment #, Amount for this Action, and Cumulative Amount and forwards to the Finance Branch. Finance Branch records obligation, date, and initials.

## **Disasters, use of the Federal Response Plan (FRP), and activation of Emergency Support Function (ESF) 10 - Hazardous Materials Response**

The following is a brief outline of events that occur that lead up to the activation of ESF-10.

Disaster occurs

Response to the disaster exceeds the affected state's response capabilities. The need for Federal aid is determined.

Governor requests that the President declare a national disaster. President declares a disaster and appoints a Federal Coordinating Officer (FCO).

FEMA is the lead response coordinator. Funding for the response comes from the Stafford Act Fund which is administered by FEMA.

FEMA will use the Federal Response Plan (FRP) and activate appropriate Emergency Support Functions (ESFs).

A disaster field office (DFO) is established to accommodate the Emergency Response Team (ERT). The ERT is made up of the FCO, SCO, and representatives from the primary agencies of each activated ESF.

There are 12 Emergency Support Functions (ESFs) in the FRP. Each ESF has a primary agency assigned. The primary agency coordinates the efforts of other federal agencies (OFA) for that support function.

FEMA activates ESFs either by phone or in writing and issues the primary agency a Mission Assignment (MA). If the ESF is activated verbally, it must be followed up in writing with a MA letter. The MA outlines the tasking and sets a funding limit for that task.

ESF-10 is Hazardous Materials Response which, under the FRP, includes response to oil spills. The EPA is the designated primary agency. The EPA will activate other federal agencies as needed to assist in completing a mission assignment.

When the CG is activated to provide assistance with ESF-10, they should receive a mission assignment from the EPA or directly from FEMA. It should describe the tasking and set a funding limit for their response. OSCs should ensure that a NPFC case officer is assigned to the case even though it is not a typical federal case. If the OSC does not receive a mission assignment number or EPA number for the disaster response, the NPFC case officer will coordinate acquisition of this. It is critical that this is done in a timely manner because it will ensure that the funding comes from the appropriate source (Stafford Act funding).

From then on, the CG OSC will handle the response and cost recovery similar to any oil or CERCLA case. The NPFC will liaison between the CG and EPA (primary agency). The NPFC will ensure that the OSC has appropriate accounting data. They will review CG documentation. They will ensure cost recovery.