EMAC®
Emergency Management Assistance Compact

Developing Mission Ready Packages (MRPs) in the Mutual Aid Support System (MASS) Job Aid

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The EMAC Mutual Aid Support System (MASS) Job Aid is reviewed and revised as needed by NEMA, the EMAC Executive Task Force, and the EMAC Committee.

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Introduction

This job aid was developed to assist Resource Providers as they organize resource capabilities that can be quickly deployed through intrastate mutual aid and EMAC, the nation's pre-eminent mutual aid system.

Since adopting MRPs, the EMAC system has tremendously accelerated the time from request to deployment. For example, when a deadly and destructive Category 4 hurricane made landfall, Louisiana requested and received over 4,400 personnel within days of Hurricane Ida making landfall and more than 1,300 to follow in the weeks to come. All the offers of assistance were from Mission Ready Packages imported from the Mutual Aid Support System (MASS) or uploaded from the NEMA developed MRP Excel template.
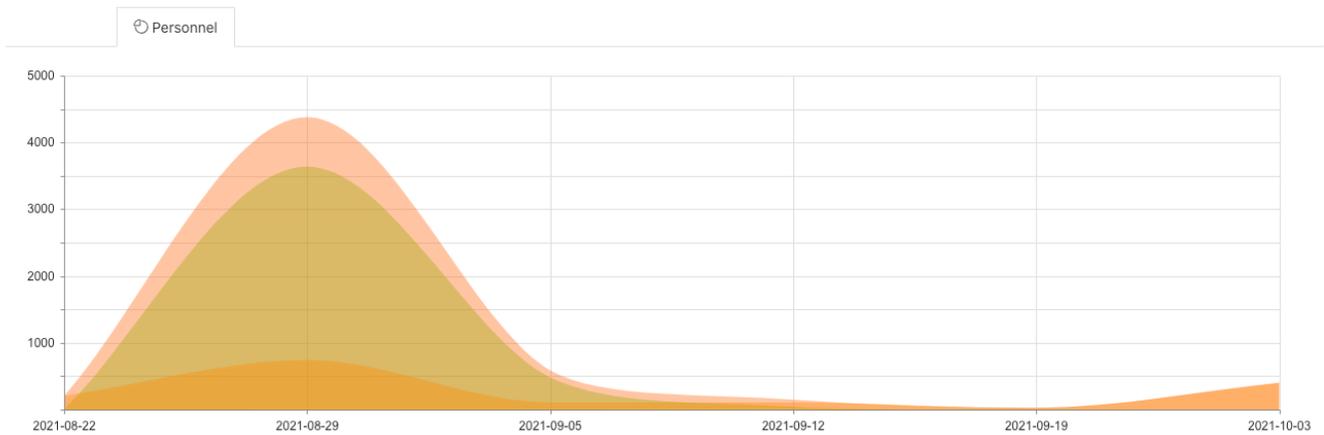
EMAC training and developing a MRP is the best way you can prepare for an EMAC deployment. Putting your MRP in MASS is the fastest way to provide needed resources within your state, or to another state, during disasters. In many cases you can go from the Request being published to having the EMAC paperwork completed and the resource getting the green light to deploy within minutes to hours, not days.

The following are additional benefits of MRPs.

- Developed in coordination with your State Emergency Management Agency so they can be integrated into resource allocation and planning
- Use clear language and NIMS resource typing along with job positions/qualifications to ensure the right resource is matched to the request
- Include detailed cost estimates of the resource support outlined in the MRP
- Builds the state resource inventory for expedited response

27   • MRP detail provides a strong foundation for reimbursement and will aid in the development of
28   the reimbursement package

29   • MRPs can be leveraged across all EMAC applications from pre-planning to reimbursement

30 Taking the time to develop MRPs will benefit your jurisdiction and will become part of a larger
31 preparedness effort that allows resources to be quickly shared through the nation's preeminent mutual
32 aid system, EMAC, the Emergency Management Assistance Compact.

What is a Mission Ready Package?

34 A Mission Ready Package, or MRP, is a pre-defined specific mission/capability that identifies everything
35 you would need to conduct a mission for a set length of time along with the estimated costs. The MRP
36 also identifies logistic support requirements, equipment requirements, limitations, licenses held by
37 personnel deploying on the mission, and more.

38

39 The MRP in MASS is broken into eight sections: MRP Details, Travel, Personnel, Equipment,
40 Commodities, Other, the Total Cost Estimate, and Federal Funding.

MRP Details	Travel	Personnel	Equipment
Commodities	Other	Total Cost Estimate	Federal Funding

41

42 MRPs **may** include the National Incident Management System (NIMS) resource typing definition or job
43 title/position qualifications. If a resource does not align with the national NIMS resource typing
44 definitions or job titles/position qualifications, it can still be included within a MRP. The resource should
45 be described in plain, simple, thorough language – consistent with NIMS principles for resource typing -
46 so the Requesting and Assisting States can be certain the resource request and offer match in capability,
47 skill, and qualifications. To see if a resource aligns with the federal definitions, access the FEMA Resource
48 Typing Library Tool: https://rtlt.preptoolkit.org/Public

49

50 **There are two ways you can develop a MRP:**

1. Online in the Mutual Aid Support System (MASS) is the preferred method as it allows your resource to be leveraged across the entire EMAC system (preparedness, resource allocation, and pre-event planning).
2. Using the Excel template developed by NEMA which uploads into MASS and the EMAC Operations System (EOS). You can reference the Excel template job aid here. Once developed in Excel, the MRP should be uploaded into MASS and maintained. You can always download it to Excel from MASS.

What is the Mutual Aid Support System (MASS)?

MASS or the Mutual Aid Support System is a free online GIS-based inventory of Mission Ready Packages. Because MASS is fully integrated into all of EMAC's systems it allows you to leverage your MRP in resource allocation and pre-event planning, to make an offer of assistance, and to help guide the development of the reimbursement package.

All Resource Providers can access MASS and develop their MRP. Once published, your MRP is visible within your state. The state EMAC Coordinator can publish your MRP to the nation making it visible to all State Emergency Management Agencies. Your MRP will appear on the MRP map and in the search results when states are looking for resources.

Resources entered into MASS should be maintained to ensure accuracy and operational readiness.

Cost Eligibility and Reimbursement Considerations

This job aid does not review cost eligibility and reimbursement requirements. **All estimated costs entered in the MRP must be mission related, eligible, and documentable.**

For more information on what is eligible, how it must align with your jurisdictional or state policies, what source documentation is required to demonstrate an expense was incurred, and more, please refer to the EMAC Resource Provider and Deployed Personnel Standard Operating Guidelines.

Should You Develop an MRP?

Prior to developing an MRP, you must determine if the resource can legally be deployed, either through intrastate or interstate mutual aid. Work with your state emergency management agency to determine if your resource is deployable.

More information about enabling mechanisms can be found in the Resource Provider and Deployed Personnel Job Aid.

Accessing the Mutual Aid Support System (MASS)

To access MASS, you must have an account on the EMAC website.

Navigate to www.emacweb.org and register for a free account by selecting the "Register" button in the upper right corner and completing the form.
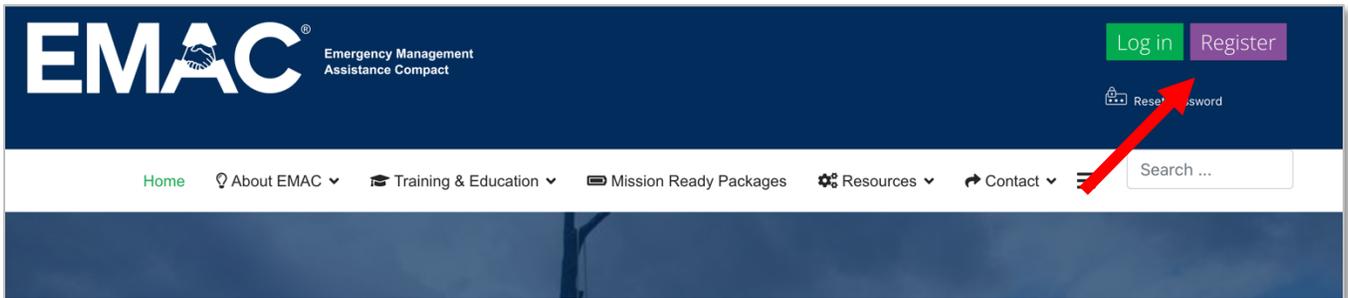
Once registered, login in to the EMAC website and select the Mutual Aid Support System (MASS) from the SpringBoard or the dropdown found at the top right of the page.
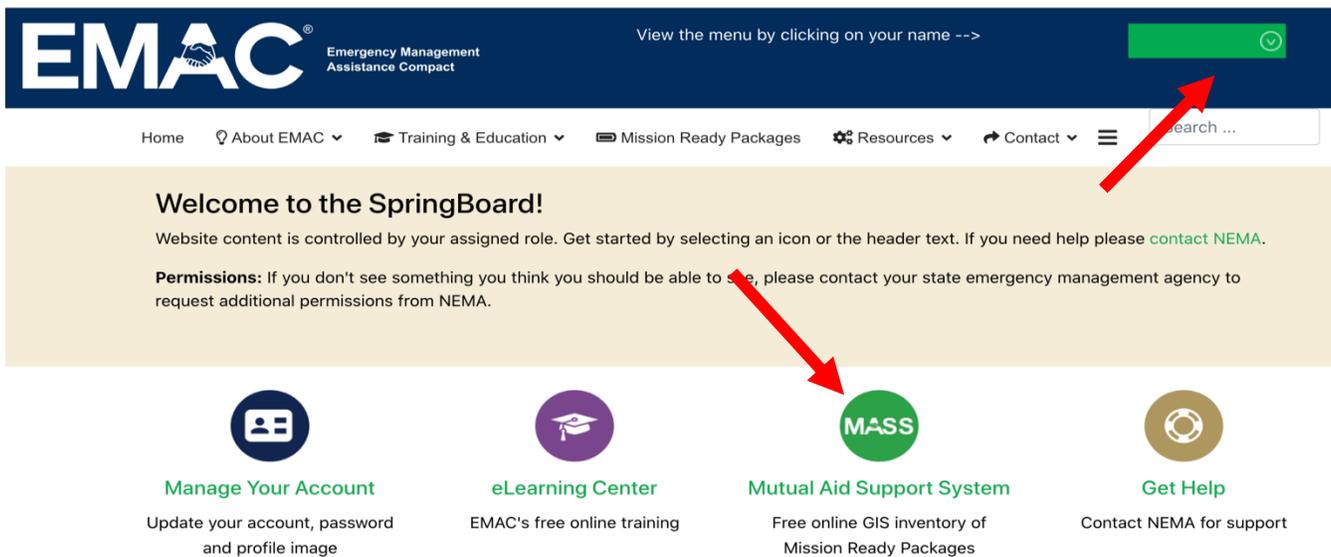
98

99   After selecting MASS on the SpringBoard, you will be redirected to your MASS Dashboard. The first thing
100 you will notice is you have no published MRPs and the map of your MRPs will be blank. As you add MRPs
101 into MASS, the data will automatically update and the map will populate.

102

103 Unless your state EMAC Coordinator has given you permission to see the other MRPs in your state, you
104 will only have permission to see your own data.

105
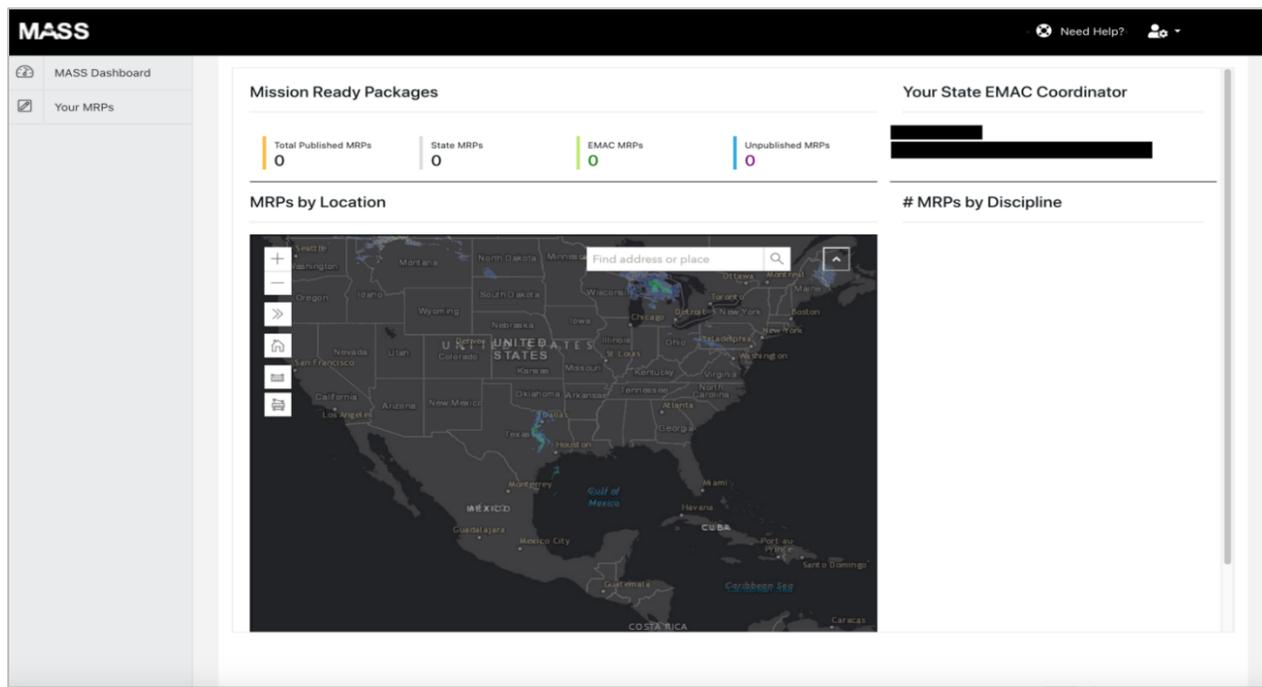
106 To view your MRPs or add an MRP, select "Your MRPs" from the navigation on the left side of the page.
107 Again, you will note there is no data in the system until you add your first MRP.

108

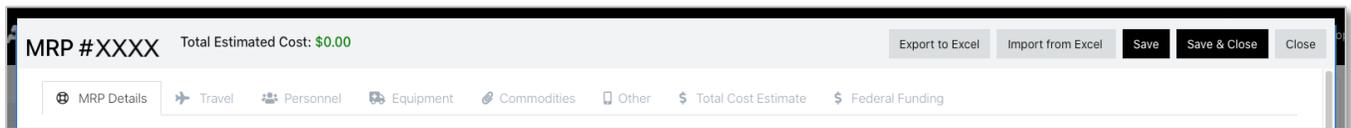109 Select "Add MRP" to add your first MRP in MASS.

110

111

112

Building Your Mission Ready Package in MASS

114 Your MRP will be assigned a number in MASS which will appear at the top left-hand side of the page
115 along with a running total of the Total Estimated Cost for your MRP.

116

117 On the right-hand side of the page, you will see five buttons:

118 • **Export to Excel**: Export your MRP to Excel

119 • **Import from Excel**: Import your MASS MRP built in the NEMA Excel template to MASS

120 • **Save**: Save without closing the window

121 • **Save and Close**: Save and close the window

122 • **Close**: Close without saving

123 As you enter information into your MRP, be sure to save often so you don't lose your progress.

124

The MRP is organized in eight tabs to entering information about your resource. Those tabs are: MRP Details, Travel, Personnel, Equipment, Commodities, Other, Total Cost Estimate, and Federal Funding.

| ⊕ MRP Details | ✈ Travel | 👥 Personnel | 🚚 Equipment | 📎 Commodities | 📱 Other | $ Total Cost Estimate | $ Federal Funding |

127

The following section describes information needed for the completion of each of these tabs.

129

MRP Details

Tracking Information | Resource Information | Location & Coordinates

132

A. **State MRP TN**: The State MRP Tracking Number is assigned by the home state emergency management agency to track the resource. This number will only exist if your resource is in a state inventory and the state has given you a tracking number.

B. **Resource Provider TN**: The Resource Provider Tracking Number is the number assigned to this resource, if the Resource Provider utilizes an inventory system.

C. **MRP Title**: A clear description of the resource being packaged. For example, Type II Incident Management Support Team, K-9 Handler, Type 1 Structural Fire Engine Strike Team.

D. **Assisting Agency**: The governmental jurisdiction and department/agency name of the primary owner or employer of the resource.

E. **Address**: Enter the physical address/location where the resource is located including the city, state, zip code and country. Do not enter P. O. Box mailing information as this address is linked to the latitude/longitude to GIS map your resource.

F. **Coordinates**: The physical address location that was entered in section E will automatically populate on the latitude/longitude map.

Resource Point of Contact | Classification, Discipline & Core Capability

A. **Resource Point of Contact**: Enter the name and contact information for the individual most knowledgeable of the MRP and its contents and who is responsible for maintaining operational readiness of the MRP.

B. **Classification, Discipline & Core Capability**: Using the dropdown boxes, select the appropriate response.

B.1. **Classification**: Select the appropriate jurisdictional owner of the resource.

B.2. **Discipline**: Identifying the discipline will allow the resource or capability to be easily identified by a search.

B.3. **Core Capabilities**: Select the applicable core capabilities. The core capabilities are defined by FEMA in the National Preparedness Goal and used in reports.

Capabilities, Description, Limitations, and Other Details

160

Capabilities, Description, Limitations, and Other Details

Mission Capabilities	Ⓐ	
Resource Description	Ⓑ	

161

162   A.   **Mission Capabilities**: Describe what the resource will do when deployed.

163   The following elements should be included:

164   •   Identify the tasks the resource will complete while on deployment

165   •   Expected term of the mission

166   •   Expected hours of work per day (the resource, not per person)

167   B.   **Resource Description**: Describe the resource with details about its structure.

168   The following elements should be included:

169   •   Size and type of the resource

170   •   Major physical components of the resource

171   •   An overview of the personnel and positions

172   •   Special qualifications of personnel or capabilities of the equipment

National Incident Management System (NIMS)

173

**National Incident Management System (NIMS)**

NIMS Resource Type	Select Ⓐ

FEMA ID

Job Position / Qualifications

Identify specific job positions/qualifications required for this mission.

Type	FEMA ID

Select To Add   Ⓑ

174

175 **NIMS Resource Type** - Use the "Select" button to open a pop-up window where you can identify the
176 minimum capability for your resource type. Search can be by keyword or use of the dropdown tree.
177 If you need help to identify the minimum capability, select "View Type Definition" which will link to
178 the RTLT where you can review the resource type to identify the best match to your resource.
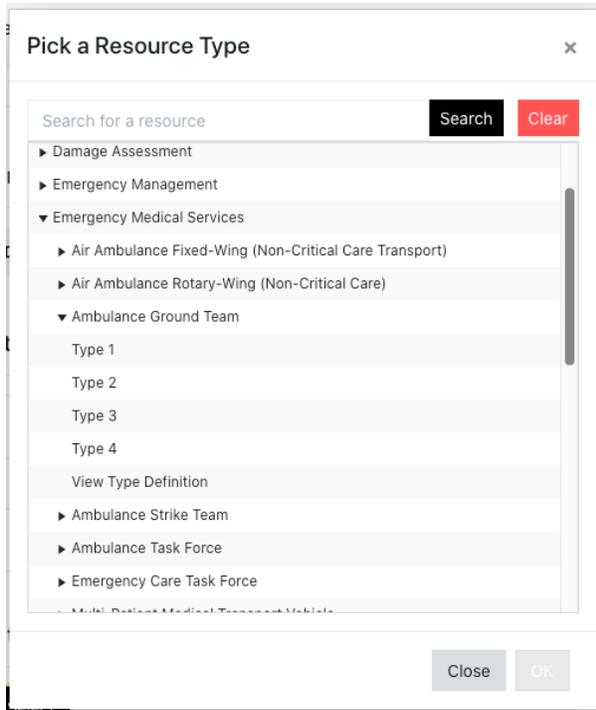
179

180

181 **Job Position / Qualifications**: Use the "Select To Add" button to open a pop-up window to identify
182 the job positions/qualifications for personnel assigned to the mission.

183 If needed, search by keyword or use of the dropdown tree. To identify the minimum capability, select
184 "View Type Definition" which will link to the RTLT and the ability to review the job
185 position/qualifications to identify the best match for the resource.

Resource Requirements and Other Information

A. **Equipment Requirements**: Identifies any requirements for the use of the equipment.

This may include connectivity with communication networks and internet access, the need for secured parking, or a statement that equipment can only be operated for eight hours per day.

B. **Equipment Maintenance & Rehabilitation Requirements**: Identifies requirements for maintenance or rehabilitation. These requirements may occur during deployment or immediately upon demobilization and may include items such as:

- Equipment must be decontaminated at the end of each shift

- Equipment must be decontaminated and rehabilitated immediately upon return home to duty station

- Vehicles must be serviced and maintained daily

C. **Transportation Requirements**: If the resource is a mobile asset but does not provide a built-in transportation component or will rely on transportation provided by another resource, note that here and document costs under the appropriate sections (travel, equipment, etc.).

D. **Resource is (Fixed or Mobile)**: Identify whether the resource is "fixed" and expected to operate from a single defined location, or "mobile", meaning it can move from various field locations within the Requesting State. Use the dropdown to select.

E. **Space or Size Requirements**: Identify the "footprint" of this resource, i.e., the space and size required for this resource to set-up and be operational. Try and be as specific as possible so these provisions can be met and not impede the MRP from setting up and performing its assigned mission.

F. **Property Type**: Identifies the type of equipment being used as expendable, accountable, or sensitive. It is not necessary to cite how the equipment will be used or operated.

G. **Limiting Factors**: Lists any actual or anticipated factors that could potentially limit the performance of the resource.

Examples of limitations include:

- Personnel shift requirements are a standard ten hours a day (not twelve as may be expected)
- No maintenance component included to service equipment
- Security needed for pharmaceutical stockpiles
- Not self-sufficient (will require logistical support)
- Deployment limited to one-week duration
- Resource does not have a transportation component included

H. **Logistical Support Requirements**: Identify any provisions the personnel or resources may need during the mission such as internet access, electricity, maintenance support for vehicles, and any provisions for feeding, billeting, or sanitation requirements for personnel assigned to the MRP.

Deployment Timeline

Deployment Timeline

(A) Hours from notification until ready for deployment (N+): [   ]

(B) Max Deployment Days: [—] [0] [+]

A. **Hours from notification until ready for deployment (N+)**: Enter the estimated number of hours for this resource to prepare for deployment. The timeline would start once the resource receives initial notice that the mission is authorized to deploy from your State EMA (Assisting State). This is written

227 as an N+ (Notification +) in hours. For example, if the resource requires nine hours from notification
228 until being ready to deploy, simply enter "9" into the field.

229 B. **Max Deployment Days**: Enter the maximum number of days this resource can be deployed.

230 ## Personnel

Personnel

List Personnel By Type (If applicable)	Ⓐ
Certification/Licenses Carried by Personnel	Ⓑ
Requirements for Rotation of Personnel	Ⓒ

231

232 A. **List Personnel By Type (if applicable)**: The next section identifies information about the personnel
233 assigned to the mission. First, list personnel by type and the number assigned to the MRP.

234 For example:

235 • 1 - Type II Incident Commander

236 • 1 - Type II Operations Section Chief

237 • 1 - Type II Planning Section Chief

238 • 1 - Situation Unit Leader

239 • 1 - Resource Unit Leader

240 • 1 - Type II Logistics Section Chief

241 • 1 - Type II Finance/Admin Section Chief

242 B. **Certification/Licenses Carried by Personnel**: Identify any licenses, certifications, or other
243 professional standing required by the Resource Provider for personnel assigned to the mission.

244 C. **Requirements for Rotation of Personnel**: Enter requirements for the rotation of personnel. As an
245 example, if there are seven personnel working eight hours of regular time and four hours of overtime
246 per day for 14 days. On Day 12, an additional seven personnel will deploy to replace the first shift of
247 personnel. Rotating in personnel will work eight hours of regular time and four hours of overtime
248 per day for 14 days. Total number of personnel assigned to the mission will be 14.

249 Missions may include multiple rotations of personnel. For example: Rotation 1 may include 10
250 personnel for 14 days followed by a second team of 10 people for 14 days. This will increase the

travel costs associated with the mission. However, the mission is for 28 days. In these cases, it should be noted so expectations can be set for the duration of the mission. When rotations of personnel do occur, it is standard to have a one-day overlap of personnel to allow for briefings and exchange of situational awareness.

Emergency Support Functions (ESFs) Supported

Select all the Emergency Support Functions, or ESFs, that will be supported by this MRP.

Travel

IMPORTANT: Unless you are creating the MRP for a specific pre-identified mission, you likely will not know the deployment location in order to identify per-diem rates. Select how you will enter travel information based on the following options:

1. Leave the estimated travel cost fields blank and fill them in once you are ready to make an offer of assistance on a specific resource request. Keep in mind you can download your MRP from MASS and update the Excel workbook, send it to your EMAC Coordinator, or upload it directly in MASS to make your offer of assistance.

2. Develop your MRP for a specific mission and use those costs as the estimate.

3. If deployment location is known, but not the length of the mission, use a standard 14-day deployment to estimate the travel costs.

4. Base your travel cost estimates on the furthest you may potentially travel.

271 For example, California could create MRPs assuming they would deploy to Key West, FL. The
272 actual costs, in that case, would likely not exceed their estimate.

Personal Vehicle Estimated Costs

275 Enter the estimated mileage to the mission location, mileage while on the mission, return mileage, and
276 the rate per mile. The rate may be determined by the jurisdictional, state, or federal policy rates.

Rental Vehicle Estimated Costs | Government Vehicle Estimated Costs

279 A. **Rental Vehicle Estimated Costs**: Enter the estimated cost for applicable rental vehicle(s) along with
280 insurance and fuel estimates. When seeking reimbursement, you must submit receipts for fuel,
281 vehicle rental, and insurance. Total dollar amount will be automatically calculated.

282 B. **Government Vehicle Estimated Costs**: Enter the estimated costs for the use of government vehicles.
283 This may be calculated as a daily rate for jurisdictional or state vehicles or the federal GSA
284 government rate per mile.

Air Travel Estimated Costs

Enter the cost of air travel tickets and other fees (such as baggage). The total will automatically calculate. In most cases, personnel must find the cheapest ticket (coach) available at the time as first-class ticket rates are not allowable for reimbursement.

Meals Estimated Costs

Meals may be calculated by expense or by per diem. Unless your jurisdiction or state specifically requires receipts, use of per diem rates is recommended.

A. **Total Meals and Tips By Expense:** If you use "Total Meals and Tips By Expense" receipts for every meal during your deployment must be submitted.

B. **Meals by Per Diem:** To enter Meals by Per Diem, select the "Add" button and enter the daily rate, the number of days and the number of personnel. You may have multiple *per diem* rates if traveling or working in multiple jurisdictions. Use the official GSA *per diem* lookup on the GSA website.

Lodging

Lodging in disaster areas may be in high demand and short supply. Base your estimated lodging cost estimate on the best available rate at the time of booking. When attempting to secure lodging, mention to the hotel that you are a government employee providing disaster assistance. In many instances, hotels may be able to offer a "state" rate. Some jurisdictions have a maximum allowable rate they will reimburse. Be sure to check with your jurisdiction to determine if this policy applies when traveling out of state and to ensure your reimbursement package is consistent with your jurisdictional policy.

Parking Fees Estimated Costs | Shipping & Transportation Costs | Notes & Comments

A. **Parking Fees Estimated Costs:** Fees can be estimated prior to an event. Obtain the parking lot fee, calculate that rate by the number of vehicles and the number of deployment days in the mission request.

B. **Shipping & Transportation Costs**: These costs can only be estimated once the deployment location is identified or is based upon an estimate of past shipping/transportation costs.

C. **Notes & Comments**: Include any notes or comments that may impact the estimated costs. For example, if your cost estimate is based on a deployment to a specific location, the costs would need to be updated for a deployment to another location.

319 As you complete the MRP cost estimates, be sure to reference your jurisdictional travel policies to ensure
320 consistency for reimbursement. Ensuring compliance will save time when seeking reimbursement.

321

Personnel

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323

324 Personnel salary data is often sensitive and generally not available to individuals other than finance /
325 administration staff or management. Be sure to coordinate with the appropriate financial staff to aid in
326 the completion of this section.

327 Of note, the blank boxes you see when you first access the personnel tab are for filtering the column
328 once you have entered data, not for data entry. To enter a line of data, use the "Add" button along with
329 the dropdown to indicate the number of lines of data you wish to enter. Each person being deployed will
330 have one line of data, so ten personnel will equate to ten lines of data. When creating these lines, you
331 can duplicate previously entered lines for ease of use. This is especially handy if repeating the number
332 of days, hours, or titles between lines of data.

333 Once you have entered data, you can select multiple lines of data to edit, making it easy to quickly make
334 changes to the estimates.

335 Save changes by selecting the "Save Changes" button in the pop-up window.

Equipment

336

337

338 Click the "Add" button in the upper left corner of the screen to add each piece of equipment which will
339 be utilized in the MRP. When entering equipment in the Description field, be sure to include specific

340 requirements for specialized equipment. For example, equipment can only be operated eight hours per
341 day, hard surface required for setup, etc.

342 Equipment costs are calculated at hourly rates. If you do not have equipment rates established for your
343 jurisdiction or state and documented in jurisdictional or state policies, utilize the FEMA Equipment Rates
344 (https://www.fema.gov/assistance/public/schedule-equipment-rates).

345 Save changes by selecting the "Save Changes" button in the pop-up window.

Commodities

347

348 Commodities are expendable or consumable items such as office supplies, sundry items, water, ice,
349 snacks, fuel, and other one-time-use items. If the MRP uses a standard kit, for example, on an EMS
350 deployment, you can "package" a standard kit as one item rather than listing each component of that
351 standard kit. Utilizing this method will save time on data entry. Use the "Add" button in the upper left
352 corner to enter each commodity that is part of the MRP.

353 Save changes by selecting the "Save Changes" button in the pop-up window.

354

Other

356

357 Other costs include other items that do not fit in equipment (non-expendable resource) or commodity
358 (expendable resource) categories. Examples may include such costs as mobile phone fees, laundry,
359 decontamination of equipment, vaccination or inoculation, equipment rental, shipping, and other costs
360 not specifically listed elsewhere.

361 Click the "Add" button in the upper left corner to enter data. These items can be listed either By Quantity
362 (item x quantity) or By Rate (rate per day x quantity x # of days used). The totals automatically calculate.

363 Save changes by selecting the "Save Changes" button in the pop-up window.

364

TOTAL COST ESTIMATE

Travel	Personnel	Equipment	Commodities	Other	Total Estimate
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

# of Personnel Assigned to the Mission:	Daily Personnel Costs:
0	$0.00

366

367 The tab "Total Cost Estimate" is automatically populated from the previous six sections. The estimate
368 displays the average daily personnel cost and the number of people assigned to the mission.

369

FEDERAL FUNDING

⊕ MRP Details	✈ Travel	👥 Personnel	🚚 Equipment	🔗 Commodities	📱 Other	$ Total Cost Estimate	$ Federal Funding

If elements of this Mission Ready Package were funded by federal dollars, please indicate the federal program(s) below:

☐ Emergency Management Performance Grants (EMPG)

☐ Homeland Security Grant Program (HSGP)

☐ State Homeland Security Program (SHSP)

371

372 If federal grant funds were utilized to build this capability or a component thereof, indicate the source
373 of federal funding used. If more than one federal funding source was utilized choose all that apply.

374

375

Publishing Your Mission Ready Package

Once you are done entering data into your MRP, you need to Save and Close to go back to the list of Your MRPs.

From the list of MRPs in the grid, select the arrow which will pop-up a small window. Select "Publish -> To Your State" to publish your MRP.

Once published, your State EMAC Coordinator will see your MRP in the state inventory and can publish it to EMAC so it is visible to all State Emergency Management Agencies and can be leveraged across the EMAC system. For example, in the MRP map within the EMAC Operations System, a state needing resources can search by ESF, keyword, or discipline to find a MRP they can request through the EOS. When working on your MRP, keep in mind that you can save and go back to it anytime you want, and it is not visible to your State EMAC Coordinator or anyone else until you publish it.
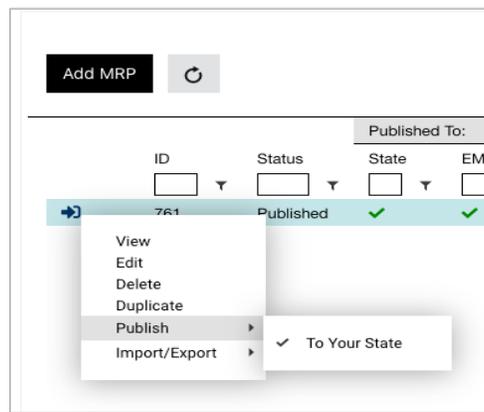
Viewing, Editing, Duplicating, Publishing, Importing and Exporting

Using the same dropdown, you used to publish your MRP to your state, you have other options:

- **View**: An html view of your MRP
- **Edit**: Will open the modal window so you can make edits to your MRP
- **Delete**: Remove your MRP from MASS
- **Import/Export**: Import an MRP from the Excel Workbook using the NEMA template or export your MRP into the Excel Workbook
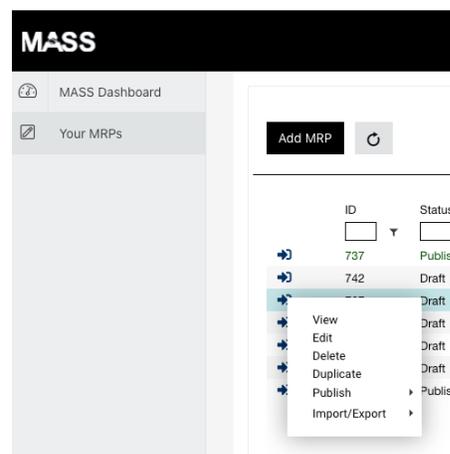
Maintaining Your MRP

At a minimum, you should update your MRP annually to coincide with changes in personnel costs, equipment rates, etc., to ensure your MRP is operationally ready. You can also make "just in time" edits to your MRP when you are going to use it to make an offer of assistance to a resource request.

Need More Help?

If you need additional assistance with your MRP or MASS, please contact NEMA or you State EMAC Coordinator.