



Department of Defense INSTRUCTION

NUMBER 3025.16

September 8, 2011

USD(P)

SUBJECT: Defense Emergency Preparedness Liaison Officer (EPLO) Programs

References: See Enclosure 1

1. **PURPOSE.** This Instruction reissues DoD Directive (DoDD) 3025.16 (Reference (a)) as a DoD Instruction (DoDI) in accordance with the authority in DoDD 5111.1 and Deputy Secretary of Defense Memorandum (References (b) and (c)), this Instruction:

a. Establishes policy and assigns responsibilities for the Defense EPLO programs governing the use of Reserve members in providing Defense Support of Civil Authorities (DSCA) in accordance with DoDD 3025.18 (Reference (d)).

b. Assigns responsibilities for the management of EPLO programs in each of the Military Departments in accordance with DoDI 1215.13 and DoDI 1215.06 (References (e) and (f)).

c. Assigns responsibilities for the employment of EPLOs for DSCA by the commanders of U.S. Northern Command (USNORTHCOM) and U.S. Pacific Command (USPACOM) in accordance with Reference (d) and the Unified Command Plan (Reference (g)).

2. **APPLICABILITY.** This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

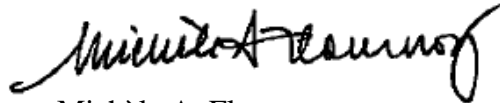
3. **DEFINITIONS.** See Glossary.

4. **POLICY.** It is DoD policy that the Defense EPLO programs shall facilitate DSCA through participation in integrated interagency and intra-governmental preparedness, planning, and response activities.

5. RESPONSIBILITIES. See Enclosure 2.

6. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This Instruction is effective upon its publication to the DoD Issuances Website.



Michèle A. Flournoy
Under Secretary of Defense for Policy

Enclosures

1. References
2. Responsibilities

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 3025.16, "Military Emergency Preparedness Liaison Officer (EPLO) Program," December 18, 2000 (hereby cancelled)
- (b) DoD Directive 5111.1, "Under Secretary of Defense for Policy (USD(P)),", December 8, 1999
- (c) Deputy Secretary of Defense Memorandum, "Delegation of Authority," November 30, 2006
- (d) DoD Directive 3025.18, "Defense Support of Civil Authorities (DSCA)," December 29, 2010
- (e) DoD Instruction 1215.13, "Reserve Component (RC) Member Participation Policy," May 11, 2009
- (f) DoD Instruction 1215.06, "Uniform Reserve, Training, and Retirement Categories," February 7, 2007
- (g) Unified Command Plan, current edition¹
- (h) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition

¹ For official use only and on a need-to-know basis, a copy can be requested from the J-5/Joint Staff at 703-693-2742.

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR POLICY (USD(P)). The USD(P) shall develop policy for the management of the Military Departments' EPLO programs, particularly as it relates to the employment of EPLOs in support of civil authorities.

2. ASSISTANT SECRETARY OF DEFENSE FOR HOMELAND DEFENSE AND AMERICAS' SECURITY AFFAIRS (ASD(HD&ASA)). The ASD(HD&ASA), under the authority, direction, and control of the USD(P), shall:

a. Serve as the principal civilian advisor to the Secretary of Defense and the USD(P) for employment of EPLOs in support of civil authorities.

b. Exercise oversight of the Military Departments' EPLO programs, ensuring compliance with Reference (d).

3. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). The ASD(RA), under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, shall advise and assist the ASD(HD&ASA) on Reserve Component policy for the employment of EPLOs consistent with References (e) and (f).

4. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments shall:

a. Establish and provide to the ASD(HD&ASA) and the ASD(RA) a single point of contact responsible for managing and coordinating their Departments' EPLO programs.

b. Program sufficient Reserve personnel and sufficient operation and maintenance funding, and establish policies and procedures to fulfill the EPLO program requirements for equipping and resourcing, training and professional development, exercise participation, planning activities, activation, and other employment activities.

c. Equip each EPLO with appropriate DoD-approved information technology equipment configured for remote access, including technical support, training, repair, update, and replacement, in order to meet the requirements of the USNORTHCOM and USPACOM commanders.

d. Provide EPLO support to other DoD Components, including USNORTHCOM and USPACOM, as requested or designated to facilitate operations or exercises in support of civil authorities.

e. Issue and implement Military Department or Military Service EPLO issuances consistent with this Instruction.

f. Provide the ASD(HD&ASA) with a copy of their respective EPLO program implementing directives or instructions when created and subsequently modified.

g. Provide the ASD(HD&ASA) annually with a roster of all EPLO personnel and assignments.

h. Select highly qualified senior-level Reserve officers (typically O-6 or O-5), who are subject to orders to active duty (but who usually are not on active duty), to serve as EPLOs, and select highly qualified Reserve enlisted personnel to serve in support roles.

i. Integrate EPLOs into the USNORTHCOM and USPACOM Commanders' overall DSCA employment and exercise efforts, including defining roles, responsibilities, and reporting requirements.

j. Establish procedures to deploy and attach EPLOs and supporting enlisted personnel to USNORTHCOM and USPACOM, when directed, as appropriate, for DSCA operations and exercises.

k. Establish, measure, and track Military Department and Military Service EPLO readiness standards.

l. Direct EPLOs to support DSCA emergency planning efforts and coordination, in concert with the USNORTHCOM and USPACOM Commanders, through, but not limited to:

(1) Understanding of Military Department and Military Service capabilities that can be employed for DSCA.

(2) Being knowledgeable of national, regional, State, territorial, and installation emergency management plans.

(3) Supporting national, regional, State, territorial, and tribal exercises as feasible.

(4) Providing lessons learned on DSCA operations and exercises.

5. COMMANDERS OF USNORTHCOM AND USPACOM. The Commanders of USNORTHCOM and USPACOM shall:

a. Establish, in coordination with the Secretaries of the Military Departments, requirements for activating EPLOs within their respective geographic area of responsibility, including operations and exercise participation.

b. Ensure that the EPLO operations support in regions and States is provided through the auspices of the regional Defense Coordinating Officers (DCOs) (which includes USPACOM's DCOs in Hawaii and Guam), who are DoD's single points of contact for their assigned regions, which are coextensive with Federal Emergency Management Agency (FEMA) regions.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(HD&ASA)	Assistant Secretary of Defense for Homeland Defense and Americas' Security Affairs
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
DCO	Defense Coordinating Officer
DoDD	DoD Directive
DoDI	DoD Instruction
DSCA	Defense Support of Civil Authorities
EPLO	Emergency Preparedness Liaison Officer
FEMA	Federal Emergency Management Agency
USD(P)	Under Secretary of Defense for Policy
USNORTHCOM	U.S. Northern Command
USPACOM	U.S. Pacific Command

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this Instruction.

DCO. Defined in Joint Publication 1-02 (Reference (h)).

DSCA. Defined in Reference (h).

EPLO. A senior Reserve officer (typically O-6 or O-5) who is a representative of one of the Military Departments or Military Services and is trained in DSCA requirements, regulations, and law, and performs a liaison role in planning and coordinating Military Department and Military Service participation in support of civil authorities. Approved for inclusion in the next edition of Reference (h).

regions. A grouping of States and territories of the United States that FEMA uses to coordinate responsibilities of the State governments with those of Federal departments and agencies for disaster relief, civil defense, and planning for civil and national security emergencies.

Reserve members. Members of the Army Reserve, Navy Reserve, Marine Corps Reserve, and Air Force Reserve.