



# ***Federal Executive Branch***



# ***Continuity Programs***

Emergency Management Advisory Committee

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## *Continuity Programs*

### ***BRIEFING OUTLINE***

- ***Purpose***
- ***Authorities***
- ***Background***
- ***Continuity of Government***
- ***Continuity of Operations***
  - ***Training***
  - ***Implementation plan***
  - ***Pandemic***
- ***Summary***



## *Continuity Programs*

### ***PURPOSE***

***To provide an overview of Continuity of Operations (COOP) Program and what is the path forward***



## Continuity Programs

### Authorities

- ***Presidential Decision Directive 67, Enduring Constitutional Government and Continuity of Government Operations, October 21, 1998 (Classified)***
- ***Executive Order 12656, Assignment of National Security and Emergency Responsibilities, November 18, 1988 as amended by EO 13286***
- ***Federal Preparedness Circular 60, Continuity of the Executive Branch during National Security Emergencies, (Draft) August \_\_, 2006***
- ***Federal Preparedness Circular 65, Federal Executive Branch Continuity of Operations (COOP), June 14, 2004***



## *Background*

***“...It remains the policy of the United States to have in place a comprehensive and effective program to ensure survival of our constitutional form of government and continuity of essential Federal functions under all circumstances.”***

***--Presidential Decision Directive-67***



## Continuity of Government (COG)

*Coordinated effort among, and within, each Branch of government to manage and coordinate the activities of elements and components of each Branch to perform essential functions, including applicable National Essential Functions (NEFs)*



## **Continuity of Operations (COOP)**

***COOP is the internal capability within individual elements or components of the Branches of Government to perform primary mission essential functions, in support of applicable NEFs. COOP is part of the fundamental mission of all Federal D/As.***

***“COG is dependent on effective implementation of COOP plans and capabilities”***



## **COOP**

### ***COOP Implementation Plans***

- Every DOE/NNSA Element must develop a COOP Plan. The Site COOP plan should look at:
  - 1) Its mission and determine what is needed to maintain that mission,
  - 2) What is needed if HQ has designated your site as a devolution site and,
  - 3) Pandemic Planning.
- Use resources already available from emergency response programs (i.e., equipment, facilities, communications, etc.)
- All COOP Plans should be completed, approved and sent to the Continuity Program Office by June 1, 2007

**•SEE HANDOUT FOR TEMPLATE**





## COOP

***COOP Implementation Plans include the following:***

- ***Essential Functions for your Field Element***
- ***Delegations of Authority***
- ***Orders of Succession***
- ***Alternate Facilities***
- ***Interoperable Communications***
- ***Vital Records***
- ***Human Capital Management***
- ***Training, Testing and Exercises***
- ***Devolution***
- ***Reconstitution***



## COOP

***Each COOP Implementation Plan for **Pandemic** includes the following:***

- ***Same 10 Functions as for COOP but different approach -***

***Under a COOP Event you have no facility but you have all your people. Under a Pandemic you have all your facilities but you do not have any people***

- ***Recommend you add as an Annex to your Plan.***

***•SEE PANDEMIC CHECKLIST IN HANDOUT***



## COOP

### ***Awareness Training:***

- ***Executive Order 12656***

***Part 2–General Provisions***

***(13) Develop and conduct training and education programs that incorporate emergency preparedness and civil defense information necessary to ensure an effective national response***

- ***Federal Preparedness Circular 65***

***ANNEX I – TRAINING, TESTING AND EXERCISE (TT&E) PROGRAM Paragraph 2. The agency training program must include:***

- ***Annual COOP awareness briefing (or other means of orientation) for the **entire** workforce***



## COOP

### ***DOE Continuity Awareness Training:***

- ***For Federal Employees***
- ***Web based training found on the Emergency Operation Training Academy website***
- ***Guidance Document issued to help navigate the different screens***
- ***COOP Coordinators responsible to ensure Students complete training by June 1, 2007 (this maybe delegated)***
- ***Website to assist in tracking completion***
- ***See handout for instructions for students and Coordinators***



## **Continuity Programs**

# ***DOE Order 150.1***

***Review Draft DOE Order 150.1, which sets the requirements for the DOE/NNSA and Contractors***

***Want your input before it goes into REVCOM***

***Ensure thorough informal review, which will include General Counsel and Senior leadership.***

***June 1 date for going into REVCOM***



## *Continuity Programs*

# ***OUTREACH PROGRAMS***

## **Field Video Tele-Conference**

**Next meeting: June 14, 2007**

**Time: 2:00 - 3:00 p.m.**

## **Assist Visits**

**FY08 - Looking to start COOP assistance visits to  
DOE/NNSA field sites**

- **Utilize FPC-65 checklist (see Handout)**
- **Assist Visits = NO Findings/NO After  
Action Plans**
- **A tool for you to use**



## **Continuity Programs**

### **Summary**

***Each Program/Staff Office and Field Element needs to review and update their COOP Implementation Plan to include Pandemic Planning by June 1, 2007.***

***Review DOE Order 150.1, which sets the requirements for the DOE/NNSA and Contractors***

***Complete Coop Awareness training by June 1, 2007***



## *Continuity Programs*

# ***QUESTIONS ?***

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