



## Department of Energy

Washington, DC 20585

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### MEMORANDUM FOR DISTRIBUTION

FROM: GEORGE J. MALOSH  
CHIEF OPERATING OFFICER

SUBJECT: Preparation of Continuity of Operations Plans

The purpose of this memo is to provide guidance on the preparation of a Continuity of Operations (COOP) Plan. I expect each Office of Science (SC) Field Element to submit your approved COOP Plan to me by May 15, 2007.

As you already know, DOE N 150.1, *Continuity of Operations* (1-14-05), requires all program and field elements to have a COOP Plan. The SC issued its first COOP Plan in December 2003. The most recent SC COOP Plan (June 2006) was provided to each SC Field Element. There now is a concerted effort by DOE to bring the entire DOE complex up to speed with COOP plans consistent with the DOE COOP Plan, approved September 22, 2006, by the Deputy Secretary.

DOE Headquarters Offices are now required to develop a COOP Implementation Plan, which implements the DOE COOP Plan. The SC is in the process of updating its plan for consistency and each SC Field Element needs to do the same. We plan to share the Draft SC COOP Implementation Plan with you for review and comment before April 15<sup>th</sup>.

The DOE COOP Plan addresses overarching elements of Continuity Programs for all DOE Elements such as the identification of Departmental Mission Essential Functions and Essential Supporting Activities. In this regard, we note that the previous "Essential Functions" in the SC COOP Plan (June 2006) have, per Annex C of DOE COOP Plan, been superseded by the following Priority Mission Essential Function and Essential Support Activities:

1. Priority Mission Essential Function –
  - (i) Quickly develop and deploy creative scientific and engineering solutions to complex challenges using extensive DOE National Laboratory Complex capabilities.
2. Essential Support Activities –
  - (i) Provide executive-level Departmental command, control, and leadership and management of DOE's Program, Staff, Support, and Field Offices.
  - (ii) Provide Security of DOE programs and facilities.
  - (iii) Provide for the health, safety, security and accountability of Human Capital.

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The revised SC COOP Implementation Plan and Field Element COOP Plans will need to address the above new function and activities, as appropriate. In particular, some Field Element COOP Plans will need to address your commitments made to SC or other DOE Program Offices in regard to providing alternate locations, devolutions sites, and performance of Mission Essential Functions and Essential Supporting Activities to support the DOE COOP Plan. Such Field Element COOP Plans should be coordinated with the SC or other DOE Program Office COOP Implementation Plans.

For your use, you will find below web addresses for two DOE COOP templates. The first web address provides a template for a COOP Plan and the second provides templates for Annexes to a COOP Plan.

In case you do not already know, the DOE will be participating in a Government-wide COOP exercise in the Washington metro area on May 16-18. We do not know at this time whether this exercise might involve SC Field Elements. We will inform you as soon as information is available concerning your potential participation in the exercise.

The SC COOP Coordinator is DeVaughn Nelson [SC ES&H Division (SC-31.1)], who can be contacted at 301-903-5608. Please provide the name and contact information of your Field Element's COOP Coordinator to him by April 6<sup>th</sup>. For any questions/issues please contact DeVaughn for clarification and consideration of the need for a teleconference call sometime during the second or third week of April.

#### DOE COOP Plan and Annexes Template Files

[http://www.sc.doe.gov/sc-80/sc-83/docs/DOE\\_COOP\\_Template\\_Imp\\_Plan.zip](http://www.sc.doe.gov/sc-80/sc-83/docs/DOE_COOP_Template_Imp_Plan.zip)

[http://www.sc.doe.gov/sc-80/sc-83/docs/DOE\\_COOP\\_Template\\_Annexes.zip](http://www.sc.doe.gov/sc-80/sc-83/docs/DOE_COOP_Template_Annexes.zip)

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