

POTENTIAL PMEF SUBMISSION PACKAGE CHECKLIST

This checklist will ensure you have captured all items and steps required for the Potential PMEF Submission Package once all items are checked as completed. Departments and agencies must submit both their unclassified and classified MEFs and potential PMEFs.

Unclassified MEFs and potential PMEFs should be submitted in both a paper and electronic copy on a compact disc (CD) to:

U.S. Department of Homeland Security
Federal Emergency Management Agency (FEMA)
National Continuity Programs Directorate
500 C Street, SW, Room 524
Washington, D.C. 20472

The Agency Memorandum should be submitted using a portable document format (pdf) file. The MEF/PMEF Workbook information will be submitted in the electronic spreadsheet format provided to facilitate the transfer of the information into RRS. Questions or comments related to department or agency submissions should be submitted to FEMA's National Continuity Programs Directorate, (202) 646-4145 or email at FEMA-pmefsubmissions@dhs.gov.

Classified MEFs and potential PMEFs should be submitted in both a classified paper and classified electronic copy on CD through FEMA Document Control. Agencies should contact FEMA Document Control at (202) 646-4629 to coordinate classified submissions.

- Agency Memorandum
- MEF/PMEF Workbook
 - Organizational Information Worksheet
 - MEF Identification Worksheet 1
 - MEF Identification Worksheet 2
 - MEF Business Process Analysis (BPA) Worksheet
 - MEF Business Process Elements Worksheet
 - Potential PMEF Screening Worksheet
 - PMEF Candidate Worksheet
 - PMEF Business Impact Analysis (BIA) Worksheet*
 - Supporting Remarks Worksheet (as necessary)

- Candidate PMEF Narrative Sheets

- Paper Copy and Electronic Copy on CD Mailed to DHS-FEMA National Continuity Programs Directorate

* Note: To be completed after the PMEFs have been approved by the NCC. There is the expectation that once the BIA is completed on PMEFs, the data would be classified. That level of classification should be determined by each department and agency submitting the information.