

ATTACHMENT C

ESSENTIAL FUNCTIONS AND INTERAGENCY BOARD PROCESS

Chapter 2 of the Plan describes in detail a new effort to identify department and agency Mission Essential Functions (MEFs) and Primary Mission Essential Functions (PMEFs). This process is a refinement of an effort begun in 2005 and will build upon it to produce a more refined and synchronized set of MEFs and PMEFs. Many of the PMEFs identified by departments and agencies in 2005 may have been part of the larger set of MEFs.

- **MEFs** are the limited set of department- and agency-level government functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities.
- **PMEFs** are a subset of MEFs. PMEFs are those department and agency mission essential functions, *validated by the National Continuity Coordinator*, which must be performed in order to support the performance of the National Essential Functions (NEFs) before, during, and in the aftermath of an emergency. PMEFs are defined as those functions that need to be continuous or resumed within 12 hours after an event and maintained for up to 30 days or until normal operations can be resumed.
- **NEFs** are a subset of PMEFs. NSPD-51/HSPD-20 codified the eight National Essential Functions (NEFs), which represent the overarching responsibilities of the Federal government to lead and sustain the Nation and which shall be the primary focus of the Federal government leadership during and in the aftermath of an emergency.

Pursuant to the Plan, within 30 days the National Continuity Coordinator (NCC) will establish an Interagency Board (IAB), as a working group of the Continuity Policy Coordination Committee (PCC), to review and recommend validation of potential PMEFs submitted by departments and agencies. The IAB will work with departments and agencies to review their MEFs and help determine their PMEFs. The IAB will produce a logical, comprehensive, and integrated list of PMEFs.

Within 60 days, in coordination with the HSC and the Continuity PCC, the Secretary of Homeland Security will issue a Federal Continuity Directive containing the formalized process for identifying MEFs and PMEFs as described in Chapter 2 of the Plan and host a briefing for department and agency Continuity Coordinators and appropriate continuity planning representatives who will be involved in their organization's MEF/PMEF process. At a minimum this should include the Continuity Coordinator and others who are experts on the organization's essential functions and on the four key pillars of a continuity capability as described in Chapter 2 of the Plan. The four key pillars are leadership, staff, communications, and facilities.

Communications is especially important to our national continuity capability. NSPD-51/HSPD-20 requires the development, implementation, and maintenance of comprehensive continuity communications architecture (CCA) to integrate continuity components. Validated PMEFs will be a critical component in the development of the CCA as they will provide the foundational requirements of the CCA.

During IAB meetings with each department and agency, representatives from the Continuity Communications Architecture Board (CCAB) will collect data associated with continuity communications requirements and capabilities. CCAB representatives will also meet with department and agency representatives—especially including communications experts—following IAB meetings and parallel to the IAB process, to focus specifically on communications issues and requirements in order to produce a robust CCA.

After the DHS briefing on the MEF/PMEF process, departments and agencies will have 90 days to submit their MEFs and PMEFS for IAB review. Appendix H of the Plan contains a chart with the steps and the timeline for the MEF/PMEF process.