

## ATTACHMENT B INITIAL REQUIREMENTS

### **I. Initial Requirements for Department and Agency Heads**

- ➔ Within 30 days, appoint a senior accountable official, at the Assistant Secretary or equivalent level, as the Continuity Coordinator for the department or agency.
- ➔ Within 30 days, submit a report to the National Continuity Coordinator certifying that the department or agency has a continuity capability plan that includes the items in Paragraph 11 of National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-51/HSPD-20). (*Appendix F of the Plan should be utilized when writing this report.*)
- ➔ Understand the process to identify Mission Essential Functions and Primary Mission Essential Functions and assign appropriate staff to ensure a successful process.

**Department and agency heads are requested to send to the National Continuity Coordinator (a) a cover letter with the name and contact information for their Continuity Coordinator and (b) a report on their continuity capability, as described below, by Monday, October 29, 2007. Please send the information via email to Tim Kennedy, Director, Continuity Policy with the Homeland Security Council at [tkennedy@who.eop.gov](mailto:tkennedy@who.eop.gov).**

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### **II. Initial Requirements for the National Continuity Coordinator**

- ➔ Within 30 days, establish a Continuity Advisory Group (CAG).
- ➔ Within 30 days, establish an Interagency Board (IAB) to review Primary Mission Essential Functions.

### **I. Initial Requirements for Department and Agency Heads**

Within 30 days, department and agency heads are required to complete the following two actions:

- First, appoint a senior accountable official, at the Assistant Secretary or equivalent level, as the Continuity Coordinator for the department or agency. This Continuity Coordinator is responsible for working with the organization head to ensure the organization's continuity capability.
- Secondly, submit a report to the National Continuity Coordinator certifying that the department or agency has a continuity capability plan that includes the continuity requirements in Paragraph 11 of NSPD-51/HSPD-20 (copied below). **Appendix F of the Plan includes key questions and metrics to use when writing the report.** Reports need to include justification, including quantitative and/or qualitative data to show that an organization has met a requirement, or identify steps to be taken in order to eventually meet a requirement. This initial report will be used as a baseline for future improvements and help identify initial gaps in our continuity capability.

In the coming months, the Homeland Security Council, the Department of Homeland Security, and the Office of Management and Budget, among others, will develop a Continuity Capability Scoring System, consistent with the President's Management Agenda, to assist departments and agencies in improving their continuity capabilities.

**Continuity requirements** for the Executive Office of the President (EOP) and Executive Branch departments and agencies shall include the following (NSPD-51/HSPD-20 Paragraph 11):

- The continuation of the performance of PMEFS during any emergency must be for a period up to 30 days or until normal operations can be resumed, and the capability to be fully operational at alternate sites as soon as possible after the occurrence of an emergency, but not later than 12 hours after COOP activation;
- Succession orders and pre-planned devolution of authorities that ensure the emergency delegation of authority must be planned and documented in advance in accordance with applicable law;
- Vital resources, facilities, and records must be safeguarded, and official access to them must be provided;
- Provision must be made for the acquisition of the resources necessary for continuity operations on an emergency basis;
- Provision must be made for the availability and redundancy of critical communications capabilities at alternate sites in order to support connectivity between and among key government leadership, internal elements, other executive departments and agencies, critical partners, and the public;
- Provision must be made for reconstitution capabilities that allow for recovery from a catastrophic emergency and resumption of normal operations; and
- Provision must be made for the identification, training, and preparedness of personnel capable of relocating to alternate facilities to support the continuation of the performance of PMEFS.

### **Continuity Advisory Group**

NSPD-51/HSPD-20 directs the creation of a Continuity Advisory Group (CAG) as a sub-Policy Coordination Committee (PCC) of the Continuity PCC to serve as a single, integrated interagency body to address continuity issues and focus on implementation of continuity programs. It will be composed of Continuity Coordinators, or their designees, from executive branch departments and agencies. Key State and local government representatives from the National Capital Region (NCR) and representatives from the legislative and judicial branches may be invited as appropriate. The CAG will assist its member departments and agencies in implementing directives within its scope by performing the following functions:

- Providing the forum to address issues ultimately requiring commitment of department and agency resources;
- Facilitating the exchange of information, including lessons learned, and a sensing of the member community's views;
- Facilitating the overall coordination and decision process and the initial coordination among departments and agencies of plans and procedures for shared responsibilities;
- Identifying, prioritizing, and undertaking initiatives to explore options and make recommendations; and
- Assisting in resolving conflicts as required.

In the coming weeks, the National Continuity Coordinator will work with the Secretary of Homeland Security and the Administrator of the Federal Emergency Management Agency to establish the CAG and schedule its first meeting.