

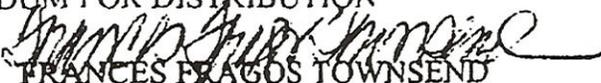
THE WHITE HOUSE

WASHINGTON

October 6, 2004

MEMORANDUM FOR DISTRIBUTION

FROM:


FRANCES FRAGOS TOWNSEND
ASSISTANT TO THE PRESIDENT FOR HOMELAND SECURITY

SUBJECT: Comprehensive Policy and Program Review of Continuity of Operations (COOP)

The President has asked me to lead the Executive Branch effort to further address the priority recommendations of the *Comprehensive Policy and Program Review of Continuity of Operations and Continuity of Government*, approved by the Enduring Constitutional Government Coordination Committee ("ECGCC") on September 17, 2004. The recommendations of that report cover a wide range of issues including development of additional policy and updating requirements for Departments and Agencies, the further integration of continuity and incident management programs, updating communications requirements, enhancement of national level training and exercise programs, and improving our approach to budgeting and performance management. This work will continue to be closely coordinated with the Interagency Advisory Group and the ECGCC.

To help address these responsibilities, I have been asked to establish and staff an office within the Homeland Security Council ("HSC") specifically dedicated to coordinating continuity of operations policy and related efforts throughout the Executive Branch. In addition, an Interagency Continuity Working Group ("ICWG") is being established, hosted for administrative purposes by the Department of Homeland Security and comprised of appropriate representatives from HSC, the Executive Office of the President, and selected Departments and Agencies. The ICWG will report to me through David Howe, Special Assistant to the President for Emergency Preparedness & Response. He will be contacting Departments and Agencies regarding the designation of appropriate personnel to participate in the working group and to provide dedicated support for its mission.

The mission of the ICWG and the HSC continuity office is to undertake three sets of actions: (1) take immediate steps necessary in the next 30-60 days to enhance continuity of operations capability within and among Federal Departments and Agencies; (2) determine further steps that can be taken in the next 4-6 months; and (3) continue to develop updated and enhanced policies and programs to further ensure that continuity programs fully address the challenges posed by terrorist attacks using weapons of mass destruction. As immediate steps, I will be providing additional guidance on Administration policy expectations for key capabilities at your Departments and Agencies, as well as for the identification of essential functions, testing, and the integration of interagency coordination mechanisms.

This effort to coordinate and integrate continuity policy and programs does not alter existing authorities or responsibilities of heads of Departments and Agencies, including to carry out operational activities or provide or receive information.

cc: THE VICE PRESIDENT
CHIEF OF STAFF TO THE PRESIDENT
DIRECTOR OFFICE OF MANAGEMENT AND BUDGET
DIRECTOR, OFFICE OF SCIENCE AND TECHNOLOGY POLICY
DIRECTOR, WHITE HOUSE MILITARY OFFICE
ASSISTANT TO THE PRESIDENT FOR NATIONAL SECURITY AFFAIRS

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