

## DEPARTMENT AND AGENCY COOP ALERT & DEPLOYMENT OPTIONS

Department & Agency (D/A) Continuity of Operations (COOP)	“GUARDED” <span style="font-size: 1.5em;">▸</span> Level of Concern <span style="font-size: 1.5em;">▸</span> “HIGH”			
	COGCON 4	COGCON 3	COGCON 2	COGCON 1
Operations	<ul style="list-style-type: none"> <li>• Continue to perform headquarters business functions at normal location(s)</li> <li>• Maintain alternate operating facility(ies) in accordance with agency COOP plans to ensure ready for activation at all times</li> <li>• Conduct training and exercise activities in accordance with agency COOP and TTE plan(s) to ensure personnel readiness</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to perform headquarters business functions at normal location(s)</li> <li>• Maintain alternate operating facility(ies) in accordance with agency COOP plans to ensure ready for activation at all times</li> <li>• Conduct additional training activities to increase personnel readiness (e.g. Team tabletops, review recall lists, review plans and procedures)</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to perform headquarters business functions at normal location(s)</li> <li>• Monitor/track major HQ activities</li> <li>• Maintain alternate operating facility(ies) in accordance with agency COOP plans to ensure ready for activation at all times</li> <li>• Take appropriate steps to ensure alternate operating facility(ies) can be activated with 4 hours notice</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to perform headquarters business functions at normal location(s)</li> <li>• Monitor/track major HQ activities</li> <li>• Perform day-to-day functions at alternate facility(ies) as appropriate</li> <li>• Take appropriate steps to ensure alternate operating facility(ies) can be activated with no notice</li> </ul>
Staffing Level	<ul style="list-style-type: none"> <li>• No staffing required at alternate operating facility(ies)</li> <li>• Maintain normal delegations and devolution of authority to ensure performance of essential functions in no notice event</li> </ul>	<ul style="list-style-type: none"> <li>• No staffing required at alternate operating facility(ies) unless necessary to meet 8-hour operational requirement.</li> <li>• Maintain normal delegations and devolution of authority to ensure performance of essential functions in no notice event</li> </ul>	<ul style="list-style-type: none"> <li>• Deploy sufficient staff to alternate operating facility(ies) to allow activation with 4 hours notice</li> </ul>	<ul style="list-style-type: none"> <li>• Deploy sufficient staffing to alternate operating facility(ies) to perform essential functions with no notice</li> </ul>

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	COGCON 4	COGCON 3	COGCON 2	COGCON 1
Communications	<ul style="list-style-type: none"> <li>• Test all internal agency communications capabilities between normal operating locations (HQ and other) and alternate operating facility(ies) no less than quarterly</li> <li>• Test all communications capabilities at all alternate operating facility(ies) with applicable interagency partners no less than quarterly (e.g. participate in Title Globe)</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct at least one additional internal agency communications test between normal operating locations (HQ and other) and alternate operating facility(ies) within 24 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct internal agency communications tests between normal operating locations (HQ and other) and alternate operating facility(ies) within 24 hours and repeat NLT weekly.</li> <li>• Conduct communications tests at all alternate operating facility(ies) with applicable interagency partners within 48 hours and repeat NLT weekly</li> </ul>	<ul style="list-style-type: none"> <li>• Test internal agency communications between normal operating locations (HQ and other) and alternate operating facility(ies) daily</li> <li>• Conduct communications tests at all alternate operating facility(ies) with applicable interagency partners daily</li> </ul>
Succession	<ul style="list-style-type: none"> <li>• No special measures to protect or track location of agency leadership and successors</li> <li>• Ensure delegations of authority to lead D/A are in place for senior personnel located outside of national capital region.</li> </ul>	<ul style="list-style-type: none"> <li>• Track locations of agency leadership and their successors on daily basis</li> </ul>	<ul style="list-style-type: none"> <li>• Track locations of agency leadership and their successors on daily basis</li> <li>• Ensure at least one headquarters-level agency successor is out of national capital area at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Track locations of agency leadership and their successors on daily basis</li> <li>• At least one headquarters-level agency successor at alternate operating facility(ies)</li> </ul>
Time to Transition to Successive Stages	<ul style="list-style-type: none"> <li>• Fully operational within 12 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Fully operational within 8 hours</li> <li>• 4 hours to COGCON 2</li> </ul>	<ul style="list-style-type: none"> <li>• Fully operational within 4 hours (4 hours to COGCON 1)</li> </ul>	<ul style="list-style-type: none"> <li>• Agency headquarters COOP plan operational immediately</li> </ul>
Impact on Departments & Agencies	<ul style="list-style-type: none"> <li>• No additional requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Additional staff time for communications testing and tracking agency leadership</li> <li>• Potential shorter response times for basic staffing of alternate facility(ies)</li> </ul>	<ul style="list-style-type: none"> <li>• Potential increased travel requirements for agency leadership</li> <li>• Some staff required to work from alternate location(s)</li> <li>• Potential shorter response times for additional staffing of alternate facility(ies)</li> </ul>	<ul style="list-style-type: none"> <li>• Some agency leadership work from alternate facility(ies)</li> <li>• Significant number of staff required to work from alternate location(s)</li> </ul>
Notification Process	Step 1. White House Chief of Staff/Deputy Chief of Staff for Operations/WHMO Director notifies PEOC Step 2. PEOC notifies FOC Step 3. FOC notifies Department and Agency COOP Emergency Points of Contact and/or Emergency Operations Centers			

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<p>COOP Notification Message</p>	<p>White House Chief of Staff/Deputy Chief of Staff for Operations/Director White House Military Office to PEOC —</p> <p>“This is a Continuity of Operations message. Direct all department’s and agencies to assume a COGCON <u>□-4, □-3, □-2, □-1</u> (designate COGCON) readiness posture with the exception of those departments and agencies circled below, who will assume a COGCON <u>□-4, □-3, □-2, □-1</u> readiness posture.” (designate COGCON)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>Central Intelligence Agency</li> <li>Department of Agriculture</li> <li>Department of Commerce</li> <li>Department of Defense</li> <li>Department of Education</li> <li>Department of Energy</li> <li>Department of Health &amp; Human Services</li> <li>Department of Homeland Security</li> <li>Department of Housing &amp; Urban Development</li> <li>Department of Justice</li> <li>Department of Labor</li> <li>Department of State</li> <li>Department of the Interior</li> <li>Department of the Treasury</li> <li>Department of Transportation</li> <li>Department of Veterans Affairs</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>Environmental Protection Agency</li> <li>Executive Office of the President</li> <li>Federal Communications Commission</li> <li>Federal Emergency Management Agency</li> <li>Federal Reserve System</li> <li>General Services Administration</li> <li>National Aeronautics and Space Administration</li> <li>National Archives and Records Admin</li> <li>National Communications System</li> <li>Nuclear Regulatory Commission</li> <li>Office of Personnel Management</li> <li>Securities and Exchange Commission</li> <li>Social Security Administration</li> <li>US Army Corps of Engineers</li> <li>United States Postal Service</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>Central Intelligence Agency</li> <li>Department of Agriculture</li> <li>Department of Commerce</li> <li>Department of Defense</li> <li>Department of Education</li> <li>Department of Energy</li> <li>Department of Health &amp; Human Services</li> <li>Department of Homeland Security</li> <li>Department of Housing &amp; Urban Development</li> <li>Department of Justice</li> <li>Department of Labor</li> <li>Department of State</li> <li>Department of the Interior</li> <li>Department of the Treasury</li> <li>Department of Transportation</li> <li>Department of Veterans Affairs</li> </ul>	<ul style="list-style-type: none"> <li>Environmental Protection Agency</li> <li>Executive Office of the President</li> <li>Federal Communications Commission</li> <li>Federal Emergency Management Agency</li> <li>Federal Reserve System</li> <li>General Services Administration</li> <li>National Aeronautics and Space Administration</li> <li>National Archives and Records Admin</li> <li>National Communications System</li> <li>Nuclear Regulatory Commission</li> <li>Office of Personnel Management</li> <li>Securities and Exchange Commission</li> <li>Social Security Administration</li> <li>US Army Corps of Engineers</li> <li>United States Postal Service</li> </ul>
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