

**Major Functional Series 500: Management Services  
ADS Chapter 531: Continuity of Operations Program**

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## ADS 531 - Continuity of Operations Program

### 531.1 Authority

1. [Executive Order 12656, Assignment of Emergency Preparedness Responsibilities](#), November 18, 1988
2. [P.L. 93-288, as amended, Robert T. Stafford Disaster Relief and Emergency Assistance Act](#)
3. Federal Response Planning Guidance (FRPG) 01-94, Continuity of Operations (COOP)
4. A National Security Strategy of Engagement and Enlargement, The White House, February 1996
5. [Security of Federal Automated Information Systems, Office of Management and Budget \(OMB\) Circular A-130, Appendix III](#)

### 531.2 Objectives

The Continuity of Operations Program is developed to:

Overcome a crisis that renders USAID/W's building(s) unusable by deploying preselected personnel to a safe [Emergency Relocation Site \(ERS\)](#).

Ensure succession of the Administrator, and maintain or reestablish control and direction of the Agency under Continuity of Operations (COOP).

Prepare alternative courses of action to minimize or mitigate the effects of the crisis and establish the Agency's crisis response times.

Identify the Agency's critical duty functions that must continue during the first 48-72 hours of a crisis.

Assess the Agency's damage and losses and identify its remaining resources.

Allocate the Agency's resources, in priority order, to resolve the crisis and perform the Agency's [critical functions](#).

[Reconstitute](#) the Agency's key staff positions with successor personnel under COOP.

Regenerate full Agency function, and resume operations.

### 531.3 Responsibility

1. The Administrator is responsible for:
  - a) Establishing plans and programs to ensure continuity of operations during any type of emergency that renders USAID's building(s) unusable;
  - b) Appointing an **Emergency Coordinator** to develop a **Continuity of Operations Plan (COOP)** and administer Emergency Preparedness programs.
  - c) Activating the COOP as appropriate.
2. The Executive Secretary is responsible for coordinating plans and procedures for providing executive administration and a reduced functional Operations Center at the Emergency **Relocation** Site with the Bureau for Management, Office of Administrative Services (M/AS) and Bureau for Humanitarian Response, Office of Foreign Disaster Assistance (BHR/OFDA).
3. The Assistant Administrator for Management (AA/M) is responsible for overseeing the programs that support the emergency preparedness requirements of E.O. 12656 and serves as the Agency's Emergency Coordinator.
4. The Director, Bureau for Management, Office of Administrative Services (M/AS) is responsible for managing programs that support the emergency preparedness requirements of E.O. 12656. This includes:
  - a) Developing in coordination with other affected USAID Offices, the COOP and applicable supporting plans and programs;
  - b) Providing an Emergency Relocation Site (ERS) that is capable of accommodating COOP activities;
  - c) Supporting all activities conducted under the auspices of the COOP (including, but not limited to, validation, training, exercises, operations);
  - d) Conducting annual reviews of the COOP and updating accordingly; and
  - e) Establishing and maintaining the capability to execute the plan and accomplish the critical functions.
5. The Director, BHR/OFDA is responsible for managing United States Government (USG) humanitarian response activities worldwide by:

- a) Providing emergency health and medical services; and, urban search and rescue relief assistance; and
- b) Arranging effective coordination of international disaster relief assistance involving any USG resources.

6. The Chief, Bureau for Legislative and Public Affairs, Press Relations Division (LPA/PR), is responsible for coordinating procedures for public affairs support during COOP at the ERS with the facility's host agency.

7. The Director, Office of the Inspector General, Office of Security (IG/SEC) is responsible for developing procedures for supporting the deployed [COOP Team](#) if the Intelligence contingent operates from a separate location.

8. The Office of General Counsel (GC) is responsible for establishing emergency succession to key positions in accordance with Federal Preparedness Circular (FPC) 61 by issuing Chapter 106, Succession to Key Positions within USAID.

9. The Director, Bureau for Management, Office of Management Planning and Innovation (M/MPI) is responsible for coordinating the identification of the Agency's critical functions with all Agency organizations and identifying the individual(s) responsible for these critical functions.

10. The Director, Bureau for Management, Office of Information Resources Management (M/IRM) is responsible for:

- a) Establishing and employing formal emergency response capability for automated information systems (AIS) and identifying the critical function AISs in conjunction with M/MPI;
- b) Developing a disaster recovery systems plan in support of the COOP;
- c) Establishing and periodically testing the capability to continue providing service within a system based upon the needs and priorities of the participants of the system(s);
- d) verifying annually the continued capability to perform critical functions in a crisis while operating from an ERS; and

e) Preparing budget requirements to support all AIS activities of the COOP (software, hardware, etc.).

11. All Agency organizations are responsible for:

a) In conjunction with M/MPI identifying their critical functions to be performed with a minimum of interruption possible during an emergency;

b) Ensuring their ability to perform its critical functions in a crisis while operating from an ERS including determining, and, as appropriate, establishing resources needed to support their critical functions, i.e., databases, reference materials, and unique items of equipment and supplies to be pre-positioned at the ERS; and

c) Providing personnel, as required, for scheduled training in the procedures of this Chapter.

#### **531.4 Definitions (See [ADS GLOSSARY](#))**

CONTINUITY OF OPERATIONS PLAN (COOP)

COOP TEAM

CRITICAL FUNCTIONS

DUTY HOURS

EMERGENCY COORDINATOR

EMERGENCY RELOCATION SITE (ERS)

NON-DUTY HOURS

RECONSTITUTE

REGENERATION

RELOCATION

#### **531.5 POLICY**

The following are the official Agency policies and corresponding essential procedures.

##### **531.5.1 CONTINUITY OF OPERATIONS PROGRAM**

It is the policy of the U.S. Agency for International Development (USAID) to continue to perform certain critical functions of the Agency in the event an emergency renders or threatens to render USAID/Washington (USAID/W) location site(s) unusable, by maintaining the capability to establish essential elements of the Agency at a selected Emergency Relocation Site (ERS), and as soon as practical, to regenerate full Agency function, either at USAID/W location site(s) or a General Services Agency (GSA) acquired replacement building. For emergencies at USAID

locations overseas [see Chapter 530](#), Emergency Planning Overseas and [Interim Update #6 \(Series 200\), USAID Office of U.S. Foreign Disaster Assistance \(OFDA\) Guidance For FY 1999 Replacing USAID Handbook 8](#).

### **E531.5.1 Continuity of Operations Program (COOP)**

Sub-Essential Procedures E531.5.1a through E531.5.1i shall be followed to implement the policy stated in 531.5.1: (Also see Supplementary Reference, "Continuity of Operations Plan (COOP), Agency for International Development", which provides the blueprint for plan implementation.)

#### **E531.5.1a Administrator**

The Administrator:

- 1) Appoints an Emergency Coordinator to develop a Continuity of Operations Plan (COOP) and ensures such plan is established.
- 2) Activates the COOP as required and notifies the Federal Emergency Management Agency's National Emergency Coordination Center (NECC) of USAID's new location.

#### **E531.5.1b Executive Secretary**

The Executive Secretary:

- 1) Coordinates plans and procedures for providing executive administration and a functional Operations Center at the ERS with the Assistant Administrator, Bureau for Management (M/AA), Bureau for Management, Office of Administrative Services (M/AS), and Bureau for Humanitarian Response, Office of Foreign Disaster Assistance (BHR/OFDA).
- 2) Provides personnel to administer these functions in the event of COOP activation.

#### **E531.5.1c Assistant Administrator for the Bureau for Management (AA/M)**

The Assistant Administrator for the Bureau for Management (AA/M) serves as the Agency's Emergency Coordinator and as such:

- 1) Serves as the COOP Program point of contact and coordinates COOP activity in the event of COOP activation.

- 2) Ensures the development and maintenance of a COOP Plan for the agency to include budgetary requirements.

**E531.5.1d The Office of Administrative Services (M/AS)**

The Office of Administrative Services (M/AS):

- 1) Develops the COOP and applicable supporting plans and programs.
- 2) Provides an ERS that is capable of accommodating COOP activities.
- 3) Prepares budget requirements to support all activities conducted under the auspices of the COOP (including but not limited to, funding an ERS, validation, training, exercises, operations, etc.).
- 4) Maintains and updates quarterly a list of potential relocation/[regeneration](#) sites.
- 5) Conducts annual reviews of the COOP and updates accordingly.
- 6) Establishes and maintains the capability to execute the plan and accomplish the critical functions in the event of COOP activation.
- 7) Coordinates with the General Services Administration in acquiring space for the reconstituted Agency.

**E531.5.1e The Office of Information Resources Management (M/IRM)**

The Office of Information Resources Management (M/IRM):

- 1) Establishes an automated information system (AIS) plan capable of providing alternative processing capabilities of critical functions identified in the COOP by the Bureau for Management, Office of Management Planning and Innovation (M/MPI).
- 2) Prepares budget requirements to support all critical AIS activities of the COOP (software, hardware, etc.).
- 3) Establishes and periodically tests the emergency alternative processing capabilities of critical functions identified in the COOP.

**E531.5.1f The Office of Foreign Disaster Assistance (BHR/OFDA)**

The Office of Foreign Disaster Assistance (BHR/OFDA):

- 1) Provides coordination of USG provided international disaster relief assistance.
- 2) Acts as a single point of contact for the use of international civilian resources, such as environmental health specialists, search and rescue teams, and specialized support resources for relief operations.
- 3) Coordinates the requests for these resources and provides information on their capabilities, support requirements and transportation.
- 4) Provides coordination of international offers for health/medical support.
- 5) Provides communications support ongoing for field operations.

**E531.5.1g The Press Relations Division (LPA/PR).**

The Press Relations Division (LPA/PR) coordinates procedures for public affairs support during COOP operations at the ERS with the facility's host agency.

**E531.5.1h The Office of Security (IG/SEC).**

The Office of Security (IG/SEC) supports the deployed COOP Team as required.

**E531.5.1i USAID/W Employees**

USAID/W employees:

- 1) Employees designated to relocate to the ERS in the event the COOP is activated shall have preassigned duties to be performed as spelled out in the Agency's COOP.
- 2) Employees not designated to relocate in such an event (having no preassigned duties) shall be guided by instructions from the Emergency Coordinator. This could include relocating to other office space and/or being placed on Excused Absence. Employees are to monitor the local news broadcast to obtain information in this regard.

**531.6 Supplementary Reference**

Continuity of Operations Plan (COOP), Agency for International Development - Reserved.



**531.7 Mandatory Reference**

[Interim Update #6 \(Series 200\), USAID Office of U.S. Foreign Disaster Assistance \(OFDA\) Guidance For FY 1999 Replacing USAID Handbook 8](#)

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