

Reclamation Manual

Directives and Standards

Definitions

This appendix is a glossary of terms and acronyms used in the Reclamation Manual (RM) Directive and Standard (D&S), Continuity of Operations (EMG 04-01). Refer to Federal Continuity Directive 1 for in-depth guidance on the terms and concepts below.

1. **Alternate Locations.** Alternate locations are locations other than the primary facility where Emergency Relocation Group (ERG) members and other continuity personnel relocate to perform essential functions following the activation of a continuity plan and when the primary facility is not operational. This includes locations where appropriate personnel can devolve and alternate work arrangements such as telework and remote work.
2. **Continuity Capability.** The ability of an organization to continue to perform its essential functions using continuity programs and requirements that have been integrated into the organization's daily operations.
3. **Continuity of Operations.** Continuity of Operations is a means to ensure that an organization's essential functions continue to be performed during a disruption to normal operations. It includes the programs, plans, and procedures necessary for continued performance.
4. **Continuity Personnel.** Continuity personnel consist of those responsible for performing essential functions (i.e., ERG members), leadership who provide direct guidance and oversight for essential functions, and support personnel who do not perform essential functions but enable others to do so through essential supporting activities.
5. **Continuity Working Group.** The Continuity Working Group is a standing body responsible for coordinating Reclamation continuity policy and program development. The Reclamation Continuity Program Manager leads the working group, which includes representation from each region's Emergency Manager and the Washington Office liaison.
6. **Delegations of Authority.** Delegations of authority ensure an organization's orderly and predetermined transition of responsibilities. They provide successors with the legal authorization to act on behalf of bureau leadership or other officials for specified purposes and to carry out specific duties.
7. **Devolution.** Devolution is the transfer of statutory authority and responsibility from an organization's primary operation staff and facilities to other (typically geographically dispersed) designated staff and alternate locations to sustain essential functions when necessary. Devolution may be temporary or may endure for an extended period. A devolution plan may be activated upon the threat of, or in response to, a catastrophic emergency that either renders primary leadership and operating staff unavailable or incapable of sustaining essential functions from primary facilities.

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8. **Devolution Emergency Response Group (DERG).** The DERG comprises alternate, designated personnel, geographically dispersed from the primary site, who perform or ensure the performance of essential functions and other continuity operations.
9. **Devolution Personnel.** Devolution personnel consists of those responsible for the performance of a facility's essential functions (i.e., DERG members) as well as their leadership and support personnel when that facility's devolution plan is activated or when the facility's continuity personnel and/or sites are incapable of sustaining essential functions from primary or alternate locations.
10. **Emergency Relocation Group (ERG).** The ERG comprises primary and alternate personnel assigned to continue performing essential functions at an alternate location if their primary operating facility or facilities are impacted or incapacitated by an incident.
11. **Essential Functions.** Essential functions are subsets of government functions that are categorized as Mission Essential Functions (MEFs), Primary Mission Essential Functions (PMEFs), and National Essential Functions (NEFs). Government functions are the collective functions of the Executive Office of the President and departments/agencies as defined by statute, regulation, presidential directive, or other legal authority and the functions of the legislative branch and judicial branch.
12. **Essential Records.** Essential records are those records, information systems, and applications an organization needs to meet operational responsibilities for conducting essential functions during the activation of a continuity plan or to protect the legal and financial rights of the government and those affected by government activities.
13. **Essential Supporting Activities (ESAs).** ESAs support the performance of essential functions but do not reach the threshold of MEFs, PMEFs, or NEFs. ESAs are important facilitating activities performed by most organizations (e.g., providing a secure workplace and ensuring computer systems are operating); however, the sole performance of ESAs does not directly accomplish an organization's mission.
14. **Mission Essential Functions (MEFs).** MEFs are those essential functions directly related to accomplishing the organization's mission as outlined in the statutory or executive charter.
15. **National Essential Functions (NEFs).** NEFs are those subsets of government functions necessary to lead and sustain the nation during a catastrophic emergency. Therefore, they must be supported through continuity of operations, continuity of government, and enduring constitutional government capabilities.
16. **Orders of Succession.** Orders of succession are formal and sequential listings of positions identifying who is authorized to assume leadership or management roles. Orders of

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succession ensure key personnel are determined to assume leadership positions if regularly appointed leaders are unavailable.

17. **Primary Mission Essential Functions (PMEFs).** Primary mission essential functions are those MEFs that must be continuously performed to support or implement the uninterrupted performance of NEFs.
18. **Triggers for Devolution Plan Activation.** Activation of the devolution continuity option may be either active or passive. Both activation triggers (Active or Passive) can be with or without warning.
 - A. Active protocols are triggers based on a deliberate decision by senior authorities, such as when activating the devolution plan based on a threat assessment or following an incident.
 - B. Passive protocols are triggers that occur in situations where an organization's leadership is not available to initiate activation. For example, if the media reports that a catastrophic incident occurred near a facility or an incident severely impacts a facility's ability to relocate personnel and operations to an alternate site.