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Definitions

1. **Alternate Locations.** Alternate locations are facilities used to conduct continuity operations and staffed by deployed Emergency Relocation Group (ERG) members. Alternate locations refer to alternate sites where ERG members relocate to continue or resume essential functions, and where organizational command and control of essential functions occur during a COOP activation. Telework is not to be used as a primary alternate facility, but instead as a tool to accommodate a continuity strategy for those essential functions and supporting tasks authorized for telework. Mobile work refers to tasks performed while employees travel from one work location to another. Directed work locations refer to occasions when employees are directed to perform assigned duties at locations other than at designated work locations, which may include private residences, satellite offices, and alternate locations. (Refer to FCD 1, *Annex G-Alternate Locations*, for more in-depth guidance on alternate locations.)
2. **Approval Authority.** The approval authority is the senior leader at a location where a COOP plan is required (e.g., regional director for the regional office COOP plan, area manager for the area office COOP plan). This person reviews and approves the COOP plan and is the signature of approval on the COOP plan. This person is also the decision maker for activation of the COOP plan.
3. **Catastrophic Emergency.** Catastrophic emergencies are any incident, regardless of location, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the U.S. population, infrastructure, environment, economy, or government functions.
4. **Continuity Development Team (CDT).** The CDT is a work group assigned to assist COOP coordinators in the development of COOP programs and plans. This work group is led by the COOP coordinator and consists of representatives from each functional area effected by the COOP plan.
5. **Continuity of Operations (COOP).** COOP is a means to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.
6. **Continuity Operational Phases.** The four phases of continuity are defined as:
 - A. **Readiness and Preparedness Phase.** This phase includes program management, development, testing, training, and exercising of plans, procedures, and schedules for continuation of essential functions. Readiness is the ability to respond to a continuity activation. Although readiness is a function of planning and training, successful COOP programs and plans ensure continuity operations can be performed, including the performance of essential functions before, during, and after emergencies.

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- B. **Activation Phase (0-12 hours).** This phase includes the activation of plans, procedures, and schedules for the continuation of essential functions. The activation and implementation of a continuity plan and its associated procedures may require the use of alternate locations, depending upon the incident and its effect on normal operations.
 - C. **Continuity Operations Phase.** This phase includes the following activities necessary to continue performance of essential functions, accountability of personnel in the affected area, performing essential functions, establishing communications with supporting and supported organizations and other stakeholders, and preparing for reconstitution.
 - D. **Reconstitution Phase.** This phase includes the planning and resumption of normal operations through an orderly return to the primary facility, moving to another temporary facility, or moving to a new permanent primary facility.
7. **Continuity Operations.** Continuity operations are the entirety of operations conducted during a continuity activation.
 8. **Continuity Personnel.** Continuity personnel are those personnel with a role or responsibility that is required to conduct essential functions during a COOP activation.
 9. **Continuity Working Group (CWG).** The CWG is a standing work group responsible for providing Reclamation-wide representation to assist the Reclamation COOP Program Manager with program development. The COOP Program Manager leads the CWG, with representation from each region's COOP coordinator and the Washington Office COOP coordinator stationed at the Main Interior Building (to represent all Washington Office employees regardless of their duty station).
 10. **Devolution.** Devolution is the transfer of command and control, as well as responsibility for performing essential functions, from those who primarily perform essential functions at the primary facility to other personnel at a geographically- dispersed facility unaffected by the incident. This component of continuity planning establishes procedures to transfer statutory authority and responsibilities from primary operating staff and facilities to another designated staff at one or more facilities to sustain essential functions. Devolution may be temporary or may endure for an extended period. A devolution plan is activated upon the threat of, or in response to, a catastrophic emergency that either renders primary leadership and operating staff unavailable or leaves them incapable of sustaining essential functions from primary facilities. (Refer to FCD 1, Annex I for more details.)
 11. **Devolution Emergency Relocation Group (DERG).** The DERG is comprised of alternate individuals geographically dispersed from the primary site, who perform, or ensure the performance of, the essential functions and other continuity operations.

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12. **Emergency Relocation Group (ERG).** The ERG is comprised of primary and alternate staff who physically relocate from the primary operating facility to the alternate location during a continuity event. Their physical presence is required to perform, or ensure the performance of, essential functions and other continuity operations.
13. **Essential Functions.** Essential functions are critical activities used to identify key assets, supporting tasks, and resources that must be included in Reclamation's continuity planning process. 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. Essential functions are subsets of those government functions categorized as Mission Essential Functions, Primary Mission Essential Functions, and National Essential Functions.
14. **Essential Records.** Essential records are those records an organization needs to meet operational responsibilities for conducting essential functions during a COOP activation or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).
15. **Mission Essential Functions.** Essential functions directly related to accomplishing the organization's mission as determined by the U.S. Department of the Interior. (The U.S. Department of the Interior does not publicly publish mission essential functions. Contact the Reclamation COOP Program Manager for assistance.)
16. **National Essential Functions.** National essential functions, as defined in NSPD-51 and HSPD-20, are those subsets of government functions which are necessary to lead and sustain the nation during a catastrophic emergency, and therefore, must be supported through COOP, continuity of government, and enduring constitutional government capabilities.
17. **Orders of Succession.** Orders of succession are formal and sequential listings that identify who is authorized to assume leadership or management roles. Orders of succession ensure key personnel are identified to assume leadership positions if regularly appointed leaders are unavailable.
18. **Primary Mission Essential Functions (PMEF).** Primary mission essential functions are those functions defined by the U.S. Department of the Interior that must be performed to support or implement the performance of national essential functions before, during, and in the aftermath of an emergency (The U.S. Department of the Interior does not publicly publish mission essential functions. Contact the Reclamation COOP Program Manager for assistance.).
19. **Telecommunications Service Priority (TSP).** Telecommunications service priority is a program that authorizes national security and emergency preparedness organizations to

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receive vital voice and data circuit service over non-priority users. The Government Emergency Telecommunications Service (GETS) and the Wireless Priority Service (WPS) fall under the TSP program.