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COMDTINST 3010.23
April 26, 2007

COMMANDANT INSTRUCTION 3010.23

Subj: COAST GUARD HEADQUARTERS PERMANENT CONTINUITY OF OPERATIONS WORKING GROUP CHARTER

- Ref: (a) Executive Order 12656, Assignment of Emergency Preparedness Responsibilities dated November 18, 1988, as amended.
(b) Federal Preparedness Circular 65, Federal Executive Branch Continuity of Operations, dated June 15, 2004
(c) Continuity of Operations, Policy and Planning, COMDTINST 3010.15A

1. PURPOSE. To establish and charter the Coast Guard Headquarters Permanent Continuity of Operations Working Group (CGHQ CWG).
2. ACTION. Atlantic Area Commander, Assistant Commandants, Chiefs of Headquarters offices, and Commanding Officers will designate representatives or participants for the CGHQ CWG as identified in enclosure (1).
3. DIRECTIVES AFFECTED. None.
4. BACKGROUND.
 - a. The President issued Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, in 1988 and Presidential Decision Directive 67 (PDD-67), Enduring Constitutional Government (COG) and Continuity of Government Operations (COOP), in 1998; these two White House documents are the basis for all COOP requirements applicable to the Coast Guard today. PDD-67, as amended, identifies 30 federal departments and agencies that are required to develop, maintain, and exercise COOP and COG plans. The Coast Guard is included in this requirement as a component of the Department of Homeland Security.

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Historically, organizations that have realistic and sustainable COOP plans will survive virtually any interruption of operations.

- b. Federal Preparedness Circular 65 (FPC 65) provides specific COOP guidance to Federal Departments and Agencies and describes the need for COOP planning in the following terms: “COOP planning is simply a "good business practice"—part of the fundamental mission of agencies as responsible and reliable public institutions. Today's changing threat environment and the potential for no-notice emergencies, including localized acts of nature, accidents, technological emergencies, and military or terrorist attack-related incidents, have increased the need for COOP capabilities and plans that enable agencies to continue their essential functions across a broad spectrum of emergencies. This, coupled with the potential for terrorist use of weapons of mass destruction, has emphasized the importance of COOP programs that ensure continuity of essential government functions across the Federal Executive Branch.”

5. DISCUSSION.

- a. It is the policy of the United States to have in place a comprehensive and effective program to ensure continuity of essential Federal functions under all circumstances. To support this policy the Federal Executive Branch has implemented the Continuity of Government Operations (COOP) Program. The purpose of an effective COOP program is to ensure continued performance of organizational mission essential functions during any emergency or situation that may disrupt normal operations. This includes plans and procedures that delineate essential functions; specify succession to office and the emergency delegation of authority; provide for the safekeeping of vital records and databases; identify alternate operating facilities; provide for interoperable communications; and validate the capability through tests, training, and exercises. All Federal agencies, regardless of location, shall have in place a viable COOP capability.
- b. Effective COOP planning requires input from all aspects of the organization. A single office or small group of planners cannot adequately represent the concerns and priorities of every component, necessitating the involvement of a broad range of subject matter expertise to ensure adequate organizational representation. This is especially true for the Coast Guard Headquarters, where the wide variety, complexities, and interdependencies of Coast Guard programs require extensive cross-Directorate coordination and prioritization of effort.
- c. Reference (c) requires each CGHQ Directorate appoint a POC for COOP. The CGHQ CWG serves as the primary inter-Directorate forum for these POC's and other key office and supporting command representatives for planning and implementing a sustainable Headquarters COOP program.

- 6. PROCEDURES. Commandant (CG-3RPP) is responsible for the administration of the CGHQ CWG as well as the detailed tracking and facilitation of individual task items and planning issues, proposing recommended changes in policy to Coast Guard leadership, and incorporating approved recommendations into the CGHQ COOP plan.

- 7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

COMDTINST 3010.23

8. FORMS/REPORTS. None.

R. J. PAPP, Jr./s/
Chief of Staff

Encl: (1) Coast Guard Headquarters Permanent COOP Working Group Charter (CGHQ CWG)

COAST GUARD HEADQUARTERS
PERMANENT COOP WORKING GROUP CHARTER (CGHQ CWG)

1. OBJECTIVES. The Objectives of the CGHQ CWG are to:
 - a. Provide a standing forum for CGHQ Directorate COOP POCs and other key office and supporting command representatives to coordinate and integrate CGHQ Directorate COOP and Business Continuity requirements.
 - b. Resolve inter-Directorate COOP/Business Continuity Issues.
 - c. Provide recommended changes and updates to:
 - (1) The CGHQ COOP plan.
 - (2) The Coast Guard COOP policy.
 - (3) Coast Guard Priority Mission Essential Functions (PMEFs).
 - (4) CGHQ Emergency Relocation Group membership.
 - d. Develop and maintain an integrated list of CGHQ critical functions that support the Coast Guard's PMEFs.
 - e. Develop a comprehensive list of all CGHQ vital records, software applications and unique systems required to perform Coast Guard PMEFs including:
 - (1) Storage requirements;
 - (2) Transportability;
 - (3) Backup methods and storage; and
 - (4) Accessibility.
 - f. Coordinate development of viable Business Continuity Plans (BCP) for each Directorate for inclusion in the Headquarters Continuity of Operations plan.
 - g. Design and implement a workable COOP/BCP telework plan.
 - h. Document the HSC provided equipment and support services required for successful plan implementation, including:
 - (1) Information Technology equipment and support;
 - (2) Facility support;
 - (3) Emergency procurement plans;
 - (4) Communications capabilities.
 - i. Develop coordinated and integrated reconstitution requirements for incorporation into HSC CGHQ reconstitution plan.
 - j. Make recommendations on the composition of the CWG.
 - k. Develop a multi-year COOP program budget and implementation plan.

1. Provide recommendations to implement mandated COOP training and exercise requirements for the HQ staff including:

- (1) Annual COOP full scale exercise;
- (2) COOP communications tests/exercises;
- (3) Shelter-in-place drills;
- (4) Telecommuting events;
- (5) Senior leader tabletop exercises;
- (6) Directorate COOP Drills
- (7) IT systems tests under user load.

2. MEMBERSHIP.

- a. Atlantic Area Commander, Assistant Commandants, Judge Advocate General, and Commanding Officers shall provide representatives to the CGHQ CWG as indicated below:

- (1) Office of Civil Rights (CG-00H)
- (2) Office of International Affairs and Foreign Policy Advisor (CG-00I)
- (3) Governmental and Public Affairs Directorate (CG-092)
- (4) Judge Advocate General (CG-094)
- (5) Human Resources Directorate (CG-1) represented by,
 - (a) CG-10
 - (b) CG-11
 - (c) CG-12
- (6) Intelligence Directorate (CG-2) represented by,
 - (a) CGIS
 - (b) ICC
- (7) Operations Directorate (CG-3) represented by,
 - (a) CG-3RPE
 - (b) CG-3RPF
 - (c) CG-3RPP
- (8) Engineering and Logistics Resources Directorate (CG-4)
- (9) Policy and Planning Directorate (CG-5)
- (10) Command, Control, Communications, Computers, and Information Technology Directorate (CG-6)
- (11) Planning, Resources, and Requirements Directorate (CG-8)
- (12) Acquisition Directorate (G-A)
- (13) Deepwater Program Executive Office (G-D)
- (14) Headquarters Support Command (HSC), plus
 - (a) HSC (t)
- (15) Marine Safety Center
- (16) Operations Systems Command, Martinsburg
- (17) Coast Guard Atlantic Area
- (18) Other offices and sub-offices as required

3. GENERAL OPERATING PROCEDURES.

- a. Chartered by: Chief of Staff (CG-01).
- b. CG-3 is the Executive Agent for the COOP program.
- c. CG-3RPP-4/CGHQ COOP Manager shall chair the CGHQ CWG.
- d. Coordination. CG-3RPP shall coordinate all CGHQ CWG activities by communicating directly with working group members.
- e. Meetings. The CGHQ CWG will meet quarterly or as needed to address shorter term planning requirements. Virtual meetings may satisfy this requirement.
- f. Support. G-3RPP will provide overall administrative support to the CGHQ CWG.
- g. Minutes. G-3RPP shall publish minutes and forward a copy to each CGHQ CWG member. Minutes will be retained for record purposes.
- h. Oversight. The CGHQ CWG Chairperson shall provide the Chief of Staff with a copy of the CGHQ CWG minutes and identify issues that may require higher level policy decisions.