



# United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY  
POLICY, MANAGEMENT AND BUDGET  
Washington, D.C. 20240

MAR 4 - 2002

## Memorandum

To: Solicitor  
Inspector General  
Special Trustee for American Indians  
Director, Bureau of Land Management  
Director, Office of Surface Mining  
Director, Minerals Management Service  
Director, National Park Service  
Director, Fish and Wildlife Service  
Director, Geological Survey  
Commissioner, Bureau of Reclamation  
Deputy Commissioner, Bureau of Indian Affairs  
Director, Office of Indian Education

From: Assistant Secretary - Policy, Management and Budget *PIB*

Subject: Guidance on Updating and Maintaining Continuity of Operations Capability

Improving and maintaining our collective capability to prepare for and respond to emergencies is one of our highest priorities. President Bush, through his Chief of Staff, has directed the Executive Branch departments and agencies to ensure that they have continuity of operations (COO) capability in place. In her memorandum of December 21, 2001, Secretary Norton discussed the importance of COO plans as part of our emergency management program. The Secretary asked that I coordinate that effort working with a task force headed by Jim Douglas.

To follow through on the President's and Secretary's goals, we need to work together on our COO program in the Department to:

1. Achieve viable capability at all locations;
2. Maintain viable capability at all locations; and
3. Be able to increase our capability on short notice if circumstances warrant.

In acting to improve and maintain capabilities to meet these goals I am establishing the following targets:

1. All headquarters level COO plans and capabilities should be viable no later than September 30, 2002;
2. Mission Essential Facility - level plans and capabilities should be viable no later than September 30, 2002; and

3. All other facility plans and capabilities should be viable no later than September 30, 2003.

In order to implement this guidance, I ask your cooperation in ensuring that:

1. Each bureau develop multi-year plans for COO capability;
2. Each bureau director, with the concurrence of the appropriate assistant secretary, annually certify that viable COO capabilities exist; and
3. Future bureau budget requests explicitly address COO and related emergency management program requirements.

Jim Douglas, as the Department's senior advisor on emergency management and the leader of the Emergency Management Task Force, will work with the Emergency Management Council to refine the details and requirements of this guidance. He will also be responsible for developing and implementing evaluation and oversight activities to verify bureau capabilities.

Please provide not later than June 1, 2002, your first multi-year plans. Annual revisions to the plans will be due on October 1 of each year.

Thank you for your personal attention and commitment to ensuring that this guidance is implemented in a timely and effective manner within your bureaus.

cc: Deputy Secretary  
Chief of Staff  
Deputy Chief of Staff  
Assistant Secretary – Land and Minerals Management  
Assistant Secretary – Fish and Wildlife and Parks  
Assistant Secretary – Water and Science  
Assistant Secretary – Indian Affairs  
Director of Budget