



COOP ORIENTATION & AWARENESS



HQMC Continuity of Operations (COOP)



Plans, Policies and Operations



COOP is:



Continuity of Operations (COOP) is simply the business practice of preparing and executing plans to ensure the continuation of the government's essential functions and services under all circumstances.

Ensuring continuation of essential functions is a fundamental requirement of government in fulfilling its responsibilities to protect the public and defend the nation.





COOP Planning is accomplished to:



- Ensure the continuous performance of an agency's Mission Essential Functions (MEF) during an emergency
- Protect essential facilities, equipment, records, and other assets



- Reduce or mitigate disruptions to operations
- Reduce loss of life, minimize damage and losses
- Achieve a timely and orderly recovery from an emergency and resumption of full operability



COOP Authority



- National Security Presidential Directive-51/Homeland Security Presidential Directive (NSPD-51/HSPD-20), “National Continuity Policy,” 9 May 07
- Guided by Federal Continuity Directives (FCD) 1 & 2
- DOD Directive 3020.26, “Department of Defense Continuity Programs,” 9 Jan 09
- MARINE CORPS ORDER 3030.1, “Marine Corps Continuity of Operations Program,” 26 Jul 10



COOP Terms



- **Continuity of Government (COG)**
 - The continued performance of functions that enable the Executive Branch to provide vital services, exercise civil authority, maintain the safety of the general populace and sustain the industrial/economic base during an emergency.
- **National Essential Function (NEF)**
 - Established by the Executive Branch as essential to the COG
- **Primary Mission Essential Function (PMEF)**
 - Those functions that support the performance of NEFs (Agency and Department level)
- **Mission Essential Function (MEF)**
 - Those functions that support the performance of PMEFs





COOP Terms



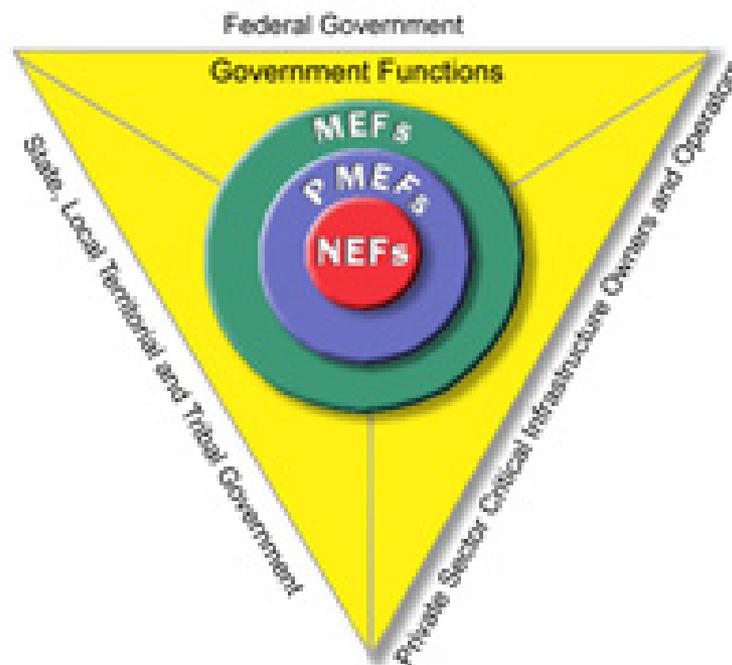
- **Emergency Relocation Staff (ERS)**
 - Designated personnel that relocate to the alternate site to continue MEFs during an event
- **Alternate site**
 - The relocation site where the ERS go to continue MEFs
- **Emergency Preparedness Coordinator (EPC)**
 - Each Unit's COOP Coordinator; supplies COOP briefings to personnel
 - Updates ERS rosters
 - Ensures the upkeep of vital records databases



Essential Functions



- Contribute to the Continuity of the Government (COG)
- Must be continued under all circumstances
- Basis for all COOP planning
 - Establish staffing, vital systems, databases, and resource requirements for alternate sites

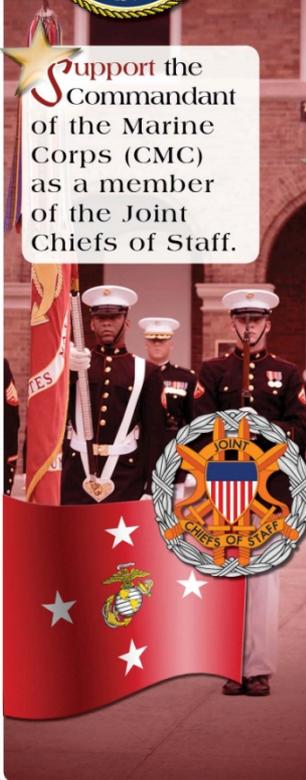




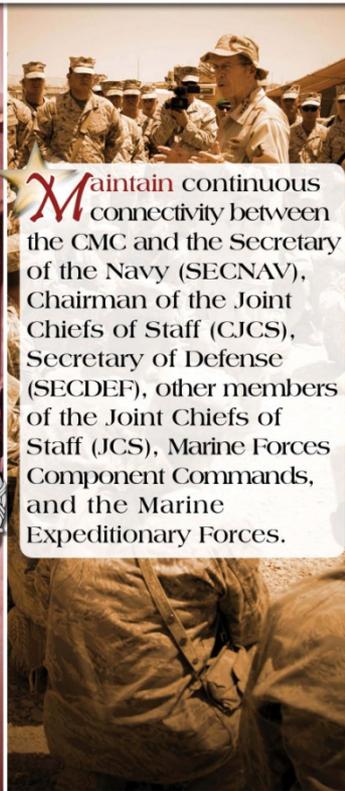
HQMC MEFs



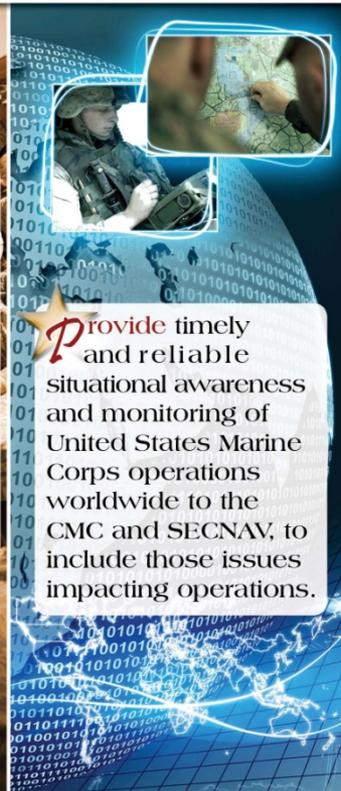
HQMC MISSION ESSENTIAL FUNCTIONS (MEFs):



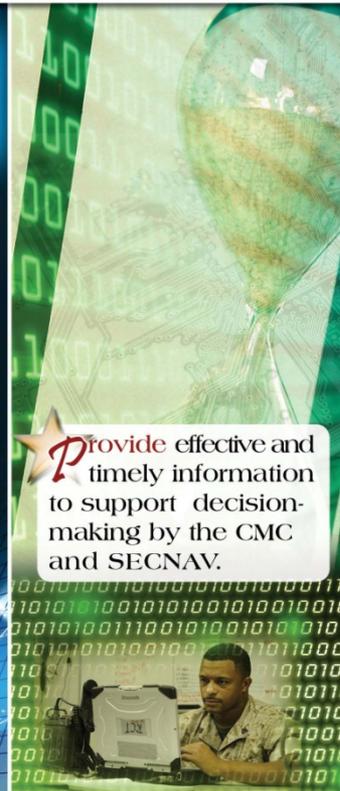
Support the Commandant of the Marine Corps (CMC) as a member of the Joint Chiefs of Staff.



Maintain continuous connectivity between the CMC and the Secretary of the Navy (SECNAV), Chairman of the Joint Chiefs of Staff (CJCS), Secretary of Defense (SECDEF), other members of the Joint Chiefs of Staff (JCS), Marine Forces Component Commands, and the Marine Expeditionary Forces.



Provide timely and reliable situational awareness and monitoring of United States Marine Corps operations worldwide to the CMC and SECNAV, to include those issues impacting operations.



Provide effective and timely information to support decision-making by the CMC and SECNAV.



Assist the CMC in the execution of his Title 10 U.S.C. responsibilities during emergencies with a focus on force direction and management.



Your responsibilities in HQMC COOP



Because of your military/civilian position, occupational skill or special qualifications, you may be selected to serve as a member of the HQMC Emergency Relocation Staff (ERS). The ERS is charged with carrying out the Mission Essential Functions of the HQMC from pre-designated alternate sites in the event of an incident in the National Capital Region that requires relocation from the Pentagon Reservation.

All Marines and civilian employees attached to HQMC have the potential to serve on the ERS or in a supporting role based on the nature and duration of the crisis. Emergency Planning Coordinators (EPC) representing each division within HQMC coordinate ERS requirements and training to maintain individual and organizational readiness for continuity operations.



Your responsibilities in HQMC COOP



Preparedness Tips for HQMC Personnel



- Maintain mobilization readiness
- Develop a personal / family emergency preparedness plan
- Stay informed! Know how to get emergency alerts in your area
- Stay or Go! Plan for evacuation and sheltering in place if you are not assigned to a continuity billet
- Assemble and store an emergency supplies kit for home, office, vehicle
- Know the personnel accountability procedures your section will use following an emergency



Your responsibilities in HQMC COOP



- On assignment to the HQMC, you should:
 - Review the Pentagon Force Protection's Emergency Evacuation plan and know your Unit's rally point
 - Provide your contact information to the appropriate person within your Unit
 - Register for ... (personnel accountability site - TBD)
 - Review the area risks, and create a Family Preparedness plan
 - Find out what actions are expected of you in the event of a COOP activation
- If you are designated as an EPC or ERS member, there will be additional required briefings and duties
 - You will receive a Letter of Assignment from your Unit containing further instruction.



For More Information...



- HQMC COOP site
<http://www.marines.mil/unit/hqmc/planspolicies/PO/POC/COOP/Pages/default.aspx#>
- Pentagon Force Protection Agency www.pfpa.mil
- FEMA's www.ready.gov
- FEMA's Independent Study 546.12: Continuity of Operations Awareness Course
<http://training.fema.gov/EMIWeb/IS/is546.12.asp>



FEMA

