

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AL 1900.32A

ALASKAN REGION

February 6, 1990

SUBJ: OPERATION AND MAINTENANCE OF EMERGENCY OPERATIONS FACILITIES

- 1. PURPOSE.** This order provides administrative procedures and guidance regarding operation and maintenance of the Federal Aviation Administration (FAA) and Department of Transportation (DOT) Emergency Operations Facilities (EOF's) located at Kenai, Alaska.
- 2. DISTRIBUTION.** This order is distributed to all division managers and staff offices in the regional office, local coordinators, and all field facilities.
- 3. CANCELLATION.** Order AL 1900.32, Operation and Maintenance of Emergency Operations Facilities, dated 4/3/79, is canceled.
- 4. CONTENT.** Operation and maintenance activities at the Kenai EOF Complex vary greatly from routine upkeep and maintenance to those associated with an exercise or actual emergency function. Appendices 1 and 2 define responsibilities and activities of the various FAA offices pertaining to routine and nonroutine activities at the EOF Complex, respectively.

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Regional Administrator

APPENDIX 1. ROUTINE OPERATION AND MAINTENANCE OF THE EOF COMPLEX

1. INTRODUCTION.

a. For the purposes of this directive, routine Emergency Operations Facilities (EOF) status occurs at all times other than during an exercise or an actual emergency. Thus, it is the rule rather than the exception. To the casual observer, the EOF Complex may appear different from the typical FAA facility inasmuch as it is essentially unstaffed. This superficial state of dormancy could lead one to a false impression that the EOF Complex and its state of readiness are not regarded as high priorities. By its very nature, the EOF Complex must be capable of being brought to a fully operational status at a moment's notice, making routine maintenance and associated activities very important matters.

b. There are eight individuals/organizations involved in assuring that FAA's Kenai EOF Complex is maintained in an operational state of readiness. They are the Offices of the Regional Administrator, AAL-1, and Deputy Regional Administrator, AAL-2; the Planning and Appraisal Staff, AAL-4; the Regional Operations Center, AAL-6; the Kenai Local Coordinator; the Resource Management Division, AAL-40; the Logistics Division, AAL-50; the Airway Facilities Division, AAL-400; and the Air Traffic Division, AAL-500.

2. DEFINITIONS.

a. FAA EOF. The emergency operations facility of the Federal Aviation Administration Alaskan Region, building No. 20, at Kenai, Alaska.

b. DOT EOF. The emergency operations facility utilized by the U. S. Department of Transportation Office of Emergency Transportation and DOT Modal Administrations in the discharge of their functional responsibilities, building No. 417, at Kenai, Alaska.

c. "EOF Complex. The fenced lot at Kenai, Alaska, upon which is located the FAA and DOT EOF's and ancillary structures which house the site standby power and National Radio Communications System (NARACS) communication equipment.

3. RESPONSIBILITIES.

a. The Regional Administrator, AAL-1, provides executive direction for local multi-program issues which require a central focal point, including operational emergencies. (Ref. Order 1100.5C, paragraph 210).

b. The Deputy Regional Administrator, AAL-2, serves as the central point of contact for emergency operations activities in the Alaskan Region. (Ref. Order 1100.5C, paragraph 211).

c. The Planning and Appraisal Staff, AAL-4:

(1) Serves as the regional office focal point for all matters involving the EOF Complex. Issues involving the EOF Complex which surface in the program divisions and staff offices shall be referred to AAL-4 for action.

(2) Coordinates matters described in subparagraph (1)• with the Kenai Local Coordinator (LC).

(3) Serves as station custodian for classified materials.

(4) Insures that all project work involving the EOF Complex is coordinated with agency elements in Kenai.

(5) Plans, designs, and provides on-site leadership for exercises and simulated emergencies conducted in whole or in part at the EOF Complex.

d. The Regional Operations Center, AAL-6, is responsible for assuring that emergency plans for regional office elements and field facilities are kept up-to-date and that a current copy of each is on file at the EOF.

e. The Kenai LC:

(1) Is the focal point for all EOF Complex issues which originate locally; i.e., in the Kenai area.

(2) Forwards issues described in subparagraph (1) to AAL-4 for disposition when regional office assistance is required.

(3) Is the focal point for coordinating visits to facilities at EOF site.

f. The Logistics Division, AAL-50:

(1) In coordination with the Kenai Sector Field Office maintains all administrative/logistics/working supplies and equipment (e.g., personal property, furniture, office equipment, household items, etc.) assigned to the EOF Complex.

(2) In coordination with the Kenai Sector Field Office ensures that EOF stocks and stores are adequate and that on-site equipment and working supplies, as specified in subparagraph (1), are useful and usable.

(3) May request assistance from other program divisions in discharging its responsibilities described in subparagraph (2).

(4) Maintains ultimate accountability for all real and personal property at the Kenai EOF Complex. Some of these responsibilities may be delegated to others in accordance with current agency policy.

g. The Airway Facilities Division, AAL-400:

(1) Is responsible for routine and corrective maintenance of real property (i.e., buildings and their component systems, roads, and grounds) and operational equipment (i.e., radio transmitters and receivers, antennas, telephones, etc.).

(2) Through the Kenai Airway Facilities Sector Field Office (ENA SFO) is responsible for assuring that the EOF Complex is in a state of readiness prior to exercises and simulated emergencies. This will generally include a check of the building(s) systems (e.g., heating/ventilating/air conditioning, water, electrical, etc.) and corrective maintenance as needed to restore failed or inoperative items. When conditions allow, such verifications shall also be undertaken prior to activation of the EOF Complex during an actual emergency.

h. The Air Traffic Division, AAL-500, through Kenai AFSS personnel:

(1) Tests the operational status of leased Service A/B and NARACS equipment at the FAA EOF in accordance with current guidelines.

(2) Assists the Vital Records Coordinator (AAL-44) by receiving and filing vital records sent to Kenai for storage at the EOF.

4. PRECONSTRUCTION COORDINATION. Coordination shall be completed with AAL-4 and the ENA SFO Manager before any major construction, installation, or rehabilitation projects are SCHEDULED at the EOF

Complex. The organization(s) planning the project shall advise AAL-4 and the ENA SFO Manager of the following:

- a. When they would like to schedule the work.
- b. Whether the project will render the EOF Complex, or any portion thereof, unusable for any period of time.
- c. The scope of any changes that will take place at the EOF Complex as a result of the project.

APPENDIX 2. NONROUTINE EOF OPERATIONAL RESPONSIBILITIES

1. DEFINITIONS.

a. Control point. An office or individual responsible for preparing and maintaining control point logs and other security control documents, as well as filing unneeded classified material. At the FAA EOF, the control point is the ROC with administrative assistants designated as primary control point clerks. The ROC duty officer shall assist in control point functions.

b. Local exercises. Local exercises are those originated in, and within the span of control of, the FAA Alaskan Region. Local exercises shall be conducted periodically and may range from the limited check on notification times to a full-scale exercise complete with pre-positioned responses. Such exercises shall be conducted at various times and at such intervals as the Regional Administrator may specify. Normally, local exercises will not involve relocation to the EOF Complex.

c. National exercises. National exercises are those convened by FAA Washington headquarters, Departmental elements, or external organizations such as the military. Generally, where the national exercise script calls for relocation, the FAA Alaskan Region shall participate by operating from the EOF Complex according to the timetable indicated therein.

d. Nonroutine operations. Nonroutine operations at the Kenai EOF Complex include exercises, simulated emergencies, and actual emergencies.

e. Security officer. Manager, Civil Aviation Security Division, AAL-700, or his/her authorized representative.

2. EXERCISE POLICY. It is the policy of the Alaskan Region to participate fully in all national and local exercises. Scenarios shall be adapted, wherever possible, to include field facilities in the proceedings to the fullest extent possible. Field supervisory personnel, as well as in the regional office, are expected to involve as many of their personnel as operational requirements permit.

3. RESPONSIBILITIES.

a. FAA personnel assigned to participate in exercises or emergencies shall not volunteer information on such activities. If inquiries regarding an exercise are received, emphasis shall be placed on its routine, periodic nature.

b. Supervisory personnel shall involve as many of their personnel in exercises as operational requirements permit.

c. The Regional Administrator, AAL-1:

(1) Shall specify the duration of stay, times of occupancy, and number of exercise participants who shall relocate to exercise venues.

(2) Shall appoint a Chief-of-Staff for each shift of EOF operations.

(3) Shall appoint a Public Affairs Officer during actual emergencies should Public Affairs personnel not be available.

d. The Planning and Appraisal Staff, AAL-4:

(1) Shall make all arrangements for transportation associated with EOF exercises and simulated emergencies. AAL-4 may work with AAL-50 in accomplishing this, especially if procurement actions are involved.

(2) Schedules, plans, and conducts exercises and simulated emergencies at the EOF Complex.

e. The Regional Operations Center, AAL-6, operates the communications center at the FAA EOF.

f. The Logistics Division, AAL-50:

(1) Provides an on-site representative who manages all logistics matters (e.g., transportation, billeting, supplies, etc.) at the EOF Complex during deployments associated with actual emergencies.

(2) Provides transportation to the EOF Complex during actual emergencies in accordance with 1900.1D AL SUP, paragraph 506-AL1.

(3) Local transportation:

(a) Motor pool dispatcher. The AAL-50 on-site representative shall designate a motor pool dispatcher who shall be responsible for operating the relocation motor pool during actual emergencies.

(b) Local transportation requests. Requests for transportation between the EOF Complex and billeting, messing, meeting, and lodging, etc., venues shall be directed to the motor pool dispatcher for action.

(4) Shall acquire billeting space for all personnel assigned to duty at the EOF Complex (including personnel involved with DOT EOF/NDER activities). After reporting to their appropriate superior for shift assignment, personnel shall be assigned to billet and advised of messing arrangements by the AAL-50 on-site representative.

g. The Resource Management Division, AAL-40:

(1) Maintains a current inventory and brief description of each vital record.

(2) Inspects vital records on file at EOF to assess their completeness, and provides related assistance as needed.

4. HOURS OF OPERATION.

a. When activated, the EOF shall operate during the hours designated by the Regional Administrator or his/her authorized representative.

b. Shifts, when required, shall be 12 hours on and 12 hours off, with shifts running from 8 to 8 unless otherwise designated.

5. AVAILABILITY WHILE OFF DUTY. Personal activities are not normally restricted during off-duty hours; however, it is each person's responsibility to assure that their whereabouts are known to other Task Force personnel in case there is a requirement for emergency recall to duty. When leaving the EOF Complex for ANY reason, the personnel locator board MUST be updated to show whereabouts.

6. PRELIMINARY COMMUNICATIONS ARRANGEMENTS.

a. During nonroutine functions in which an advance party is provided for, one person from the Regional Operations Center (ROC), AAL-6, and two air traffic specialists from the Kenai AFSS shall proceed to the FAA EOF to set up communications facilities and prepare to assume the regional communications work load. If an ROC specialist is not available to respond in an actual emergency, the Regional Administrator shall assign a temporary replacement to perform these tasks until an ROC specialist reports for duty at the EOF.

b. The ROC specialist will serve as the Duty Officer or Lead Specialist at the EOF.

7. PROCEDURES FOR CONTROLLING COMMUNICATIONS AND MESSAGE TRAFFIC AT THE EOF.

a. Incoming teletype/facsimile messages. Four copies shall be made of each incoming teletype and facsimile message. One copy will be retained for record. The original and remaining three copies shall be presented to the duty officer (ROC personnel on duty) for distribution as follows:

(1) Original and one copy. To action staff or officer. If more than one, indicate recipients on both copies.

(2) One copy. To Chief-of-Staff with indications at the bottom on who received original and first copy.

(3) One copy. To administrative assistants for plotting on boards and placing on station clipboards (see paragraph 9).

b. Outgoing teletype/facsimile messages.

(1) Preparation. Originators shall legibly write their messages (clerical assistance shall not be used for this purpose) taking special care to include their names at the bottom.

(2) When the originator is requesting a reply to his message, he must include within the text a reply attention statement such as REPLY ATTENTION LOGISTICS DIVISION.

(3) Showing action and information. If sending a message to more than one addressee, clearly identify the action and information addressees.

(4) Signature. Messages originated by straightlined organizations shall be signed by the division manager or authorized representative. Messages originated by other organizations shall be signed by the Regional Administrator or his designated representative.

(5) Distribution. Messages that are signed and ready for transmittal shall be sent to the duty officer for insertion of the station identifier and for transmission. After transmission, the original copy is stapled to the handwritten message form and, with three copies, returned to the ROC duty officer for distribution as follows:

(a) Original and one copy. Returned to the originator.

(b) One copy. Forwarded to the Chief-of-Staff.

(c) One copy. Forwarded to administrative assistant for plotting on status boards and placing on station clipboards.

8. VOICE COMMUNICATIONS.

a. A record shall be made in three copies (legibly handwritten) of significant voice (HF, telephone, etc.) transmissions received or sent. Significant transmissions would include those involving all types of reports, requests for assistance, policy decisions, etc. The original shall be held in the communications area.

b. The three copies shall be distributed as follows:

(1) One copy to the action division or staff, if appropriate.

(2) One copy to the Chief-of-Staff with an indication of who has the original.

(3) One copy to the administrative assistants for plotting on status boards and placing on station clipboards.

c. If high frequency transmissions, coupled with their other work, overburden the ROC's ability to make an adequate record of these transmissions, clerical assistance may be requested. It is expected that all other Task Force personnel can record their telephone messages without clerical assistance.

9. STATION CLIPBOARDS. After plotting the appropriate message information on status boards, the administrative assistants shall clip copies of all message and voice traffic to the applicable station file. These files, posted on one wall of the FAA EOF, are for the use of all Task Force personnel; however, they shall not be removed from the wall except when absolutely necessary. Under no circumstances are messages to be removed from their clipboards.

10. TELEPHONE. All telephones, including STU-III equipment, operate on commercial telephone lines.

11. SECURITY RESPONSIBILITY. The Security Officer is responsible for all aspects of security at the EOF Complex and shall be on duty at all times when the FAA EOF is in operation. Upon arrival, the Security Officer shall inspect the EOF Complex and impose such security measures as deemed appropriate. No deviation from the security procedures outlined in this chapter shall be made without the specific approval of the Security Officer or the Regional Administrator. Any unusual situation involving physical security or classified documents shall be resolved by one of these individuals.

12. ACCESS TO THE FAA EOF.

a. FAA Personnel. All FAA Task Force One and Two personnel assigned to the EOF shall have a security clearance of SECRET or higher. Entry to the EOF shall be made by one door, known as the front door. The front door shall be locked and staffed by an individual acting as guard. Entry by FAA personnel shall be permitted in the following manner:

(1) Security clearance of employee requesting entrance shall be verified by the door guard.

(2) The official DOT/FAA identification or SF 138 shall be displayed to the door guard.

(3) The Regional Administrator and Security Officer are the only officials authorized to permit access of employees who do not have official identification or whose security clearance cannot be verified.

b. Non-FAA Personnel. Except for NDER personnel, no visitors (civilian or military) shall be permitted to enter the FAA EOF without the express authority of the Regional Administrator or Security Officer. Coordination with the Security Officer is mandatory and he/she shall use countermeasures to confirm all pending visits. Presentation of positive identification for visitors is also needed for access.

13. CONTROL OF AND ACCOUNTABILITY FOR CLASSIFIED MATERIAL. Guidelines for protection of classified material are contained in national orders (1600 series). The Security Officer is responsible for the proper execution of procedures for handling classified material.

- a. Immediately upon activation of the FAA EOF, the station custodian of the classified material shall deliver the documents to the Security Officer. The Security Officer will receipt for and maintain these documents until termination of the emergency or exercise.
- b. The ROC personnel at the FAA EOF shall assist the Security Officer by acting as Control Point and preparing and maintaining the classified material records.
- c. All classified material at the FAA EOF, whether received, originated or transferred within or from the EOF, shall automatically be handled by the Control Point and the classification material record shall reflect the location of each document and the name of the official who signed for it. The classified material record shall be prepared in duplicate and signed by the official requiring the document. The original signed record shall be maintained at the Control Point and the copy stapled to the document. When classified documents become nonessential they shall be stored in a security container until destroyed. When a document is hand carried from the FAA EOF, it shall be placed in an addressed envelope without security markings. The recipient shall sign the classified material record which shall be returned by the courier. All classified documents shall be covered by a classified cover sheet AT ALL TIMES. Classified information shall be transmitted through secure communications facilities; i.e., via secure facsimile or STU-III equipment.
- d. Prior to abandonment or decommissioning of the FAA EOF, an inventory of all classified material shall be accomplished. A complete accounting is required before ANY individual is permitted to leave the FAA EOF upon termination of the emergency or exercise. At this time, permanent security records shall be returned to the station custodian and receipted for.