



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Aviation System Standards Policy

VN 1900.4B

Effective Date:

01/15/2011

SUBJ: Aviation System Standards Continuity of Operations (COOP) Plan

Aviation System Standards has daily operations that must be sustained even in the event of a catastrophic disaster or emergency. While the consequences of such an event cannot be predicted, planning for operations under these conditions can mitigate the impact on our people, facilities, and mission.

The responsibilities and actions prescribed in this order will ensure that Aviation System Standards is able to conduct its mission essential functions within twelve hours and sustain operations for up to thirty-days. It also addresses the continuance of effective command and control of Aviation System Standards from the alternate facility during emergency conditions.

A handwritten signature in black ink, appearing to read "T. Accardi".

Thomas C. Accardi
Director of Aviation System Standards

TABLE OF CONTENTS

	Page
Chapter 1: General	
1. Purpose of This Order	1-1
2. Audience.....	1-1
3. Where Can I Find This Order	1-1
4. Distribution.....	1-1
5. Cancellation.....	1-1
6. Explanation of policy changes.....	1-1
7. Objectives	1-1
8. Definitions	1-2
9. Authority.....	1-3
10. Responsibilities	1-4
11. Assumptions	1-4
Chapter 2: Concept of Operations	
1. Purpose of This Chapter	2-1
2. General.....	2-1
3. COOP Phases	2-1
a. Pre-Deployment Readiness Phase	2-1
b. Alert, Activation, and Deployment Phase.....	2-5
c. Operation Phase.....	2-6
d. Reconstitution Phase	2-6
Chapter 3: Human Capital and Telework Guidance	
1. Purpose of This Chapter	3-1
2. Responsibility.....	3-1
3. Telework Protocols and Procedures.....	3-1
Chapter 4: COOP Testing, Training and Exercise Program	
1. Purpose of This Chapter	4-1
2. Training and Orientation.....	4-1
3. Tests and Exercises	4-1
Appendix A: Glossary of Government Terms and Acronyms.....	A-1
Appendix B: Continuity of Operations (COOP) Plan Checklist	B-1
Appendix C: Continuity Facilities (Emergency Operations Facility) Information	
1. Primary Facility Location	C-1
2. Alternate Facility Location	C-1
3. Second Alternate Facility Location.....	C-1
4. Communication Capability	C-2

Appendix D: Plan for Sustaining Mission Essential Functions during a Pandemic

1. Purpose of This Appendix	D-1
2. Situation and Assumptions	D-1
3. Concept of Operations	D-1
4. Extended Mission Essential Functions and Non Essential Functions	D-1
5. Pandemic Influenza Human Capital Concerns.....	D-1
6. Aviation System Standards Implementation Plan	D-2

List of tables

2-1. Aviation System Standards Mission Essential Functions	2-1
2-2. Aviation System Standards Director Order of Succession	2-2
2-3. Crisis Response Steering Group Members	2-3
2-4. Deployment Kit Content.....	2-4
2-5. Vital Records for Mission Essential Functions.....	2-5
4-1. Testing, Training, and Exercise Requirements	4-2
B-1. COOP Pre-deployment Checklist	B-1
B-2. COOP Activation and Deployment Phase Checklist	B-2
B-3. COOP Operations Phase Checklist	B-3
B-4. COOP Reconstitution Phase Checklist	B-3

Chapter 1: General

- 1. Purpose of This Order.** This order establishes the actions to be taken by the Director of Aviation System Standards in the event of manmade or natural disasters that impact the capability to support the National Airspace System (NAS) and Department of Defense. This all-hazard concept provides a Continuity of Operations (COOP) Plan for the Director to implement during conditions that interrupt the organization's Mission Essential Functions (MEF).
- 2. Audience.** This order applies to all Aviation System Standards personnel assigned to geographically separated field offices, the Mike Monroney Aeronautical Center, and the Command Center located in Herndon, Virginia.
- 3. Where Can I Find This Order.** Copies may be obtained from Aviation System Standards, Emergency Readiness Officer.
- 4. Distribution.** This order has been designated as For Official Use Only (FOUO).
- 5. Cancellation.** This Order cancels Order VN 1900.4A, Aviation System Standards Continuity of Operations Plan (COOP).
- 6. Explanation of changes.** This order incorporates organizational changes and required changes identified during prior COOP exercises.
- 7. Objectives.**
 - a.** Ensure continuous command and control over Aviation System Standards for up to 30 days while at the continuity facility.
 - b.** Ensure the performance of mission essential functions in support of the National Airspace System and Department of Defense are continued.
 - c.** Ensure the safety and welfare of employees during an emergency.
 - d.** Establish relocation procedures that facilitate COOP Plans and enhances decision making during emergencies.
 - e.** Protect essential facilities, equipment, vital records and assets.
 - f.** Achieve an orderly recovery and quickly resume normal operations following the termination of an emergency condition.
 - g.** Provide the capability to deploy essential personnel when conditions do not require activation of the continuity facility.

8. Definitions.

a. All-hazards. The spectrum of all types of hazards including accidents, technological events, natural disasters, terrorist attacks, chemical warfare, radiological, nuclear, explosive events, biological, and pandemic influenza events.

b. Alternate facilities. Locations, other than the primary facility, used to carry out essential functions, particularly in a continuity event. "Alternate facilities" refers to other locations and/or teleworking.

c. Avian Influenza Virus (Bird Flu). A dangerous influenza strain found in wild birds that is also capable of infecting domestic poultry and some mammals.

d. Communicable disease. A disease that can be transmitted from person to person.

e. Continuity Communications. Voice, video, and data capabilities that enable the leadership and staff to conduct the mission essential functions of the organization. Robust communications help ensure that the leadership receives coordinated, integrated policy and operational advice and recommendations and will provide the ability for governments and the private sector to communicate internally and with other entities (including with other Federal agencies, State, local, territorial, and tribal governments, and the private sector) as necessary to perform their mission essential functions.

f. Continuity Facility. Designated locations where Aviation System Standards will maintain command and control and ensure all mission essential functions will continue.

g. Continuity of Operations. The capability of an organization to continue to operate or rapidly resume operations in an emergency or threat of an emergency. COOP activities may include the activation of a continuity facility; the evacuation of personnel; the selection and occupation of alternate facilities able to support the continuation of mission essential functions; and the provisions of automation, logistics, and telecommunications support by temporary use of non-standard or alternative means.

h. Continuity of Operations (COOP) Plan. An effort within individual agencies to ensure they can continue to perform their mission essential functions during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

i. Delegation of authority. Identification, by position, of the authorities for making policy determinations and decisions at HQ, field levels, and all other locations. Generally, predetermined delegations of authority will take effect when normal channels of direction have been disrupted and will stop when normal channels are reestablished.

j. Devolution. The capability to transfer statutory authority and responsibility for mission essential functions from an organization's primary operating staff and facilities to other employees and facilities, and to sustain that operational capability for an extended period.

k. Deployment kits. A kit prepared by, and for, an individual who expects to deploy during an emergency. The kit contains items needed to minimally satisfy an individual's personal and professional needs during deployment.

l. Essential employees (COOP). Aviation System Standards personnel tasked to implement the COOP, perform mission essential functions, and all Crisis Response Steering Group and Crisis Response Working Group members for both Aviation System Standards and the Aeronautical Center.

m. Mission Essential Functions (MEF). Functions that must be carried out on a continual basis to operate the NAS and to support national defense, homeland security, law enforcement, and crisis response actions in addition to maintaining essential civil and defense air services.

n. Non-responder workforce. Government or contract personnel who are not required to immediately respond to an emergency or disaster.

o. Occupant Emergency Plan. A short-term emergency response program that establishes procedures for safeguarding lives and property.

p. Pandemic influenza. A global outbreak of disease that occurs when a new influenza virus emerges in the human population, causes serious illness, and spreads easily from person to person worldwide.

q. Social distancing. Social measures to decrease the frequency of contact among people in order to diminish the risk of spread from communicable disease.

r. Telework. The performance of work at a location other than the regular duty station.

s. Vital Records. Electronic and hardcopy documents, references, and records to support essential functions during a continuity event. The two basic categories of vital records are (1) emergency operating records and (2) rights and interests records.

9. Authority.

a. Federal Continuity Directive 1 (FCD 1), Federal Executive Branch, National Continuity Program and Requirements, as amended.

b. FAA Order 1900.1, FAA Emergency Operations Plan, as amended.

c. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities.

d. FAA Order 1910.1, Continuity of Operations Plan for Washington Headquarters, as amended.

e. Presidential Decision Directive 62, Protections Against Unconventional to Homeland and Americans Overseas, May 22, 1998.

f. National Security Presidential Directive 51 / Homeland Security Presidential Directive 20, national Continuity Policy, May 9, 2007.*

g. Presidential decision Directive 63, Critical Infrastructure Protection, May 22, 1998.

h. 36 Code of Federal Regulations (CFR), Subpart B, 1236.20, Management of Vital records, as amended.

i. Aeronautical Center Order, AC 1900.13, Mike Monroney Aeronautical Center COOP, as amended.

10. Responsibility. The Director of Aviation System Standards is responsible for developing a COOP plan to sustain the organization during a catastrophic disaster or emergency.

a. The COOP plan ensures mission essential functions continue and specifies devolution procedures to transfer mission essential functions when they can no longer be performed.

b. The Director or successor will support the Crisis Response Steering Group and Crisis Response Working Group for the Aeronautical Center. A Copy of the Aviation Systems Standards COOP plan will be provided to the emergency readiness officer for the Aeronautical Center (AMP-300). AC 1900.13 as amended identifies tenant responsibilities to the Aeronautical Center Director.

11. Assumptions.

a. Aviation System Standards facilities and equipment are vulnerable to a variety of emergencies and disasters that could severely damage or destroy the infrastructure. This includes but is not limited to earthquakes, tornadoes, floods, severe winter storms, fire, utility outages, civil disturbances, and terrorist attack.

b. Buildings and assets for any of the locations may be partially or completely destroyed for an extended period of time.

c. Electronic and telecommunications capability at the continuity facility may be significantly reduced or unavailable.

Chapter 2: Concept of Operations

1. Purpose of This Chapter. This chapter provides the concept of operations and an overview of the key elements of the actions required to execute the COOP plan for Aviation System Standards.

2. General. The Director or successor will provide overall guidance during any emergency condition and will make the determination when to convene the Crisis Response Steering Group. The Director will determine available options, such as reducing staffing, reducing or stopping some operations, and activating the continuity facility. These determinations will be dependent upon the type of emergency, required and available resources, as well as other factors.

3. COOP Phases. COOP planning and actual implementation involves four phases:

a. Pre-deployment Readiness Phase. This phase includes all planning and preparatory actions required to ensure an effective implementation of the COOP plan. This includes identification of mission essential functions and employees, collection of vital records, development of emergency checklist and procedures, designation and training of emergency personnel, and development of activation and notification procedures.

(1) Mission Essential Functions. These functions are services that must be continued in all circumstances with little or minimal interruption. Mission essential functions can be dictated by law, by organizational leadership, or by support requirements to others.

Table 2-1: Aviation System Standards Mission Essential Functions

Priority	Mission Essential Functions
*1	AJW-31 - Provide financial actions, records management, and administrative services to the director.
*1	AJW-33 - Provide flight inspection, flight validation and flight control (dispatch) services in support of the National Airspace System and Department of Defense. Aircraft will be operated IAW Aviation System Standards Operations Manual 4040.50.
*1	AJW-34 - Provide aircraft maintenance and engineering services to the flight program. Aircraft will be maintained IAW Aviation System Standards General Maintenance Manual 4100.24.
*1	AJW-36 - Provide flight inspection scheduling services to the flight program supporting the National Airspace System and Department of Defense.
*1	AJW-38 - Provide safety services to the flight program and perform emergency readiness duties for the Director.

(a) *Priority 1 functions. Immediate and significant impact if not continued. These functions will be established prior to all others.

(b) *Priority 2 functions. Moderate impact if not continued.

(c) *Priority 3 functions. Minor impact or significant inconveniences if not continued.

(2) Order of Succession. When the Director or Senior Staff member acting for the Director is unable to perform the functions and duties of the office (for example, absence, illness, or death) the next highest-ranking person in the order of succession will serve as Acting Director and carry out the Director’s responsibilities. The Senior Staff serving as the Acting Director remains in this position until the Director or a person higher in the order of succession is available and assumes the responsibilities. Changes to any orders of succession involving the conduct of essential functions should be revised as necessary and distributed promptly as changes occur. Aviation System Standards order of succession contact information for the Director, Groups, and Flight Inspection Field Offices is located in the COOP Support Book.

Table 2-2: Aviation System Standards Director’s Order of Succession

Order of Successors to the Director
Manager, Aircraft Maintenance & Engineering Group, AJW-34
Manager, Flight Operations Group, AJW-33
Manager, Safety and Quality Assurance Group, AJW-38
Manager, Business Services Group, AJW-31
Manager, Senior Safety Pilot, AJW-3

(3) Essential Employees (COOP). Essential employees are pre-designated and trained personnel with the responsibility of ensuring mission essential functions continue throughout the COOP event. In addition to the essential workforce, individuals will need to support Aviation System Standards Crisis Response Steering Group, the Aeronautical Center’s Crisis Response Steering Group and the Aeronautical Center’s Crisis Response Working Group. Individual contact information and Essential Employee’s requiring a laptop for daily use is listed in the COOP Support Book.

(a) Crisis Response Steering Group. This group provides policy for COOP implementation and oversight for deployment actions. The Steering Group for Aviation System Standards consists of the group staff and is chaired by the Director of Aviation System Standards. The Director also has an obligation to the Aeronautical Center’s Crisis Response Steering Group and will delegate an equivalent member when requested.

(b) Crisis Response Working Group. The Director has an obligation to the Aeronautical Center’s Crisis Response Working Group and will designate a primary and alternate representative in writing to the Aeronautical Center Operations Center. Additional members can be added, as needed, depending on the incident.

Table 2-3: Aviation System Standards Crisis Response Steering Group Members

Crisis Response Steering Group
Director, Aviation System Standards, AJW-3 (Chair)
Manager, Senior Safety Pilot, AJW-3
Manager, Business Services Group, AJW-31
Manager, Flight Operations Group, AJW-33
Manager, Aircraft Maintenance & Engineering Group, AJW-34
Manager, Flight Inspection Group, AJW-36
Manager, Safety and Quality Assurance Group, AJW-38
Department of Defense (DoD) Program Manager, AJW-3DoD

(4) Delegation of Authority. This authority is vital to ensuring all individuals know who can make key decisions for policy determination and other decisions, at the headquarters, field, satellite, and other organizational levels during a COOP event. This Delegation of Authority will take effect when normal channels are disrupted and will terminate when normal channels are restored. This guidance can be found at the following link and is an effort to help continue mission essential functions: [Management Handbook](#).

(5) Devolution. A catastrophic event that renders Aviation System Standards, Headquartered in Oklahoman City, Oklahoma incapable of performing mission essential functions from any of the continuity facilities would require the function to be devolved. The COOP Support Book provides guidance on devolving Command & Control; FICO scheduling; FICO Flight Control and maintaining two aircrews and maintenance at the field offices.

(6) Continuity Facilities. Aviation System Standards has identified a primary, alternate, and second alternate to be utilized during a COOP event. These alternate work locations will allow emergency personnel to provide leadership and direction while ensuring mission essential functions continue with minimal interruption. Appendix C identifies the location for the primary, alternate, and second alternate facility. The COOP Support Book provides detailed directions to the Aeronautical Center Director's facilities and the Second Alternate location.

(7) Deployment Kits. Aviation System Standards Crisis Response Steering Group members will maintain deployment kits. These kits ensure relocation with up-to-date information that will assist in the performance of mission essential functions. Crisis Response Steering Group members may identify any number of resources that would be needed or beneficial at the relocation site. A short list of recommended items is identified below.

Table 2-4: Aviation System Standards Deployment Kit Content

Deployment Kit Content		
Laptop Computer	Vital Records	Personnel Rosters & Contact Information
Emergency Medications	Forms & Spreadsheets	COOP Support Book

(8) Relocation Transportation. Personal-owned transportation will be utilized as much as possible to relocate the Crisis Response Steering Group to the new location. Some emergencies may create the need for an alternate means of transportation via Aeronautical Center resources.

(9) Continuity Communications. The ability of Aviation System Standards to execute its mission essential functions at its Continuity facility is dependent upon the identification, availability, and redundancy of critical communications and information technology (IT) systems. Systems, such as, secure and non-secure phone, video conferencing, fax, satellite phone, and messaging capabilities support connectivity between key leadership, internal elements, external organizations and agencies, and critical customers. A list of communications capabilities currently available at the primary, alternate, and second alternate continuity facility is outlined in Appendix C. Specific implementation requirements for the continuity facility capabilities are outlined in Appendix B.

(10) Vital Records. Another critical element of a viable continuity plan and program includes the identification, protection, and ready availability of electronic and hardcopy documents, references, records, information systems, and data management software and equipment (including classified and other sensitive data) needed to support mission essential functions during a continuity situation. Personnel must have access to and be able to use these records and systems to perform mission essential functions and to reconstitute back to normal operations.

(a) Aviation System Standards has identified vital records and has provided a consolidated list to Aviation System Standards Emergency Readiness Officer, Aeronautical Center Records Management Officer (AMC-3) and the Aeronautical Center Emergency Readiness Officer (AMP-300).

(b) All groups are responsible to ensure they can access needed vital records during a COOP plan activation.

(c) Vital records in paper/electronic format should be copied and stored in the Group Deployment Kit for use at the continuity facility.

Table 2-5: Aviation System Standards Vital Records

Group	Vital Record	Format
Emergency Operating Records		
All Groups	See deployment kit and/or COOP support book	Paper/Electronic/internet
Rights and Interest Records		
All Groups	See deployment kit and/or COOP support book	Paper/Electronic/internet

b. Alert, Activation, and Deployment Phase. This phase involves actions taken to determine if an emergency condition requires relocation of all or part of Aviation System Standards Crisis Response Steering Group; to determine when deployment should be initiated; to notify essential employees; and to inform personnel not involved in the relocation process of their status, including any additional information or instructions. This phase would also encompass continuity facility activation, as well as implementation of transportation, logistics, and security issues necessary to support this phase.

(1) Alert Phase. Aviation System Standards single point of notification for national emergencies or natural disasters is the Flight Inspection Central Operations (FICO) Team (405) 954-9780. Refer to COOP Support Book or Appendix B, Table B-2 of this order to start the COOP process. The FICO may receive notification from any of the following:

- (a) Aeronautical Center due to emergency events affecting the Aeronautical Center.
- (b) The Director of Aviation Systems Standards or the Manager of geographically separated field offices.
- (c) News, radio, and internet reports identifying emergency conditions at or near our geographically separated facilities. Activation of the Crisis Response Steering Group may be needed to relocate employees and assets to another Aviation System Standards facility.

(2) Activation Phase. When the alert to perform a COOP activation is received, Aviation System Standards will follow specific activation checklist procedures in Appendix B. This procedure addresses activation during duty and non-duty hours.

(3) With or Without Warning. The same COOP activation procedure outlined in Appendix B will be followed during COOP activations occurring with or without warning. However, when a COOP activation warning occurs prior to the COOP event, Aviation System Standards will activate only the Crisis Response Steering Group. This group will determine the need for the activation of the continuity facility since the emergency may only affect a geographically separated area where employees and assets will be relocated.

(4) Deployment Phase. Aviation System Standards will determine the extent of the deployment based on the nature of the emergency situation. When the determination has been made to deploy to the Continuity Facility, the Emergency Readiness Officer or alternate will be responsible for the activation process. Specific Continuity Facility deployment procedures are found in Appendix B.

c. Operations Phase. This phase includes performing mission essential functions and exercising leadership over Aviation System Standards operations. A detailed list of considerations and activities pertaining to the operations phase is outlined in Appendix B. The following list includes generic actions Aviation System Standards will perform during the operations phase:

- (1) Maintain leadership control of Aviation System Standards.
- (2) Ensure all identified mission essential functions are continued.
- (3) Follow appropriate Aviation System Standards COOP and emergency response checklists.
- (4) Provide regular updates to the Mike Monroney Aeronautical Center and National Operations Control Center hourly or as requested.

d. Reconstitution Phase. This phase prepares for the orderly return to normal operations, including the recall of non-responder workforce and the termination of Continuity Facility Operations. Reconstitution planning will begin 24-48 hours after the COOP activation. The Crisis Response Steering Group will work the transition using specific reconstitution actions and considerations located in Appendix B and the COOP Support book.

Chapter 3: Human Capital and Telework Guidance

1. Purpose of This Chapter. People are critical to the operation of Aviation System Standards. During a continuity event, emergency employees and other special categories of employees will be activated to perform assigned response duties.

2. Responsibilities. The following are basic Human Capital responsibilities that Aviation System Standards has addressed:

a. Identification and Notification of Essential Personnel. Aviation System Standards maintains a listing of mission essential employees for each mission essential function in the COOP Support Book. Refer to Appendix B of this order and the COOP Support book for notification procedures.

b. Accountability. Aviation System Standards Group Managers and contract project managers will maintain a current listing of all employees. Each group manager must account for their personnel following an emergency at any location where Aviation System Standards employees are assigned. The Director of Aviation System Standards will be briefed within 1 hour of the emergency with employee updates and a report must be given each hour until all employees have been accounted for. A consolidated AJW-3 accountability report will be given to the Aeronautical Center Operations Center at (405) 954-3583 within one (1) hour of the emergency when requested.

c. Human Capital Guidance. Aviation System Standards' process to communicate human capital guidance during normal operations and during a COOP event (pay, leave, work scheduling, benefits, telework, hiring and other human resources flexibilities) is through the Aviation Systems Standards management handbook as revised. This guidance can be found at the following link and is an effort to help continue mission essential functions: [Management Handbook](#). In addition to this resource, the Aeronautical Center, Office of Human Resource Management, will provide guidance to the Center Management Team on human capital issues. This will include but is not limited to, Leave Flexibilities, Pay Flexibilities, Staffing Flexibilities and Work Schedule Flexibilities.

3. Telework Protocols and Procedures. Telework can be an extremely effective tool during and following any emergency event that significantly impacts the Aeronautical Center or Aviation System Standards facilities. The following steps are an effort to benefit from the advantages a telework program can provide:

a. Evaluate essential employees to determine if they are capable of performing mission essential functions via telework. Designate those who are capable of working from their residence or other predetermined site during a crisis when their normal work locations are not accessible. During the emergency telework status, the employee should be productive in his or her assigned emergency duties and to perform expected mission essential functions. The employee's immediate manager, or other appropriately identified official representing the employee's organization, will communicate to the employee the work schedule established (including the starting and ending times for the work day) and its duration; the work to be performed; and, if necessary, the times

an employee must be "on call." At a minimum, the employee must be reachable by telephone during the hours established for the employee's work day.

b. All Aviation System Standards emergency teleworkers have completed a Telework Agreement, along with a Self-Certification Safety Checklist for Home-Based Teleworking. Copies of these Teleworking Agreements will be maintained by the groups, AJW-3's, and the Aeronautical Center's Human Resource telework coordinator. A list of emergency teleworkers for COOP related duty is filed in the COOP Support Book and group representatives will reconcile the list prior to 15 December of each year. However, during an emergency, exceptions can be granted so that personnel may telework even if they do not have formal telework agreements. Employees who were not originally designated as teleworkers may be needed if others cannot serve as planned.

c. Aviation System Standards will participate in Aeronautical Center telework exercises as required.

Chapter 4: COOP Testing, Training, and Exercise (TT&E) Program

1. Purpose of This Chapter. This chapter identifies Aviation System Standards COOP test, training, and exercise requirements and responsibilities. All tests and exercises will be conducted under a no-fault principle. Exercises should be allowed to reveal deficiencies and areas for improvement without fear of reprisal. This will ensure that Aviation System Standards is capable of identifying and correcting COOP planning and implementation deficiencies prior to any COOP plan activation.

2. Training and Orientation. Aviation System Standards Emergency Readiness Officer will provide annual training and orientation to employees who are designated as Crisis Response Steering Group members.

3. Tests and Exercises. Aviation System Standards will participate in all mandatory Aeronautical Center tests and exercises and, when appropriate, will use the Aeronautical Center exercise to satisfy our own test and exercise requirements. When the Aeronautical Center tests and exercises do not satisfy our needs, The Emergency Readiness Officer will conduct the tests and exercises listed in Table 4.1.

a. Evaluation. Upon completion of a COOP exercise, the Emergency Readiness Officer will complete an after action report to be submitted to the Director with a copy provided to the Aeronautical Center (AMP-300). This report will outline the strengths and weaknesses identified during the exercise. The report will also identify the office of primary responsibility (OPR) for correcting any weaknesses identified in the report. All OPRs will be required to respond to the Emergency Readiness Officer with the corrective actions taken. The Emergency Readiness Officer will close out the report with a final briefing to the Director/Managers regarding all corrective actions taken by designated OPRs.

b. Exercise Schedule. The Emergency Readiness Officer will prepare a yearly exercise schedule no later than January 15 of each year, and provide an approved copy of the schedule to the Aeronautical Center (AMP-300). All attempts will be made to conduct the exercises on the scheduled dates unless outside circumstances prevent such. Actual emergencies can be counted as credit for exercises provided an after actions report is compiled and submitted for approval to the Director.

Table 4.1: Testing, Training, & Exercise Requirements

ACTION:	FREQUENCY
TESTING	
Test COOP notification procedures for alerting and activating continuity personnel	Annual
Test capability to recover vital classified and unclassified records, critical information systems, services, and data	Annual
Ensure LAN, Phone Lines, and Secure Phone lines are operational	Quarterly
Ensure continuity facility backup infrastructure systems: power, water, and fuel are sufficient	Annual
TRAINING	
Provide a COOP awareness briefing to all employees designated as Crisis Response Steering Group members	Annual
Groups will provide COOP training to all personnel, including contract personnel.	Annual
EXERCISES	
Perform a COOP exercise	Annual

Appendix A: Glossary of Government Terms and Acronyms

Aeronautical Center	AC
Air Force Flight Standards Agency	AFFSA
Office of Human Resource Management	AMH
Assistant Administrator for Regions and Center Operations	ARC
Centers for Disease Control	CDC
Continuity of Operations	COOP
Continuity Facility (Emergency Operations Facility)	CF
Contracting Officer Technical Representative	COTR
Crisis Response Steering Group	CRSG
Crisis Response Working Group	CRWG
Department of Transportation	DOT
Emergency Situations	EMS
Emergency Readiness Officer	ERO
Federal Aviation Administration	FAA
Federal Emergency Management Agency	FEMA
For Official Use Only	FOUO
Freedom of Information Act	FOIA
Guidance on Emergency Situations	EMS
Human Resources Policy Manual	HRPM
Knowledge Services Network	KSN
Line of Business	LOB
Mike Monroney Aeronautical Center	MMAC
National Airspace System	NAS
National Operations Control Center	NOCC
Occupational Safety and Health Administration	OSHA
Office of Personnel Management	OPM
Office of Primary Responsibility	OPR
Oklahoma City, OK	OKC
Operating Line of Succession	OLS
Operations Center	Ops Center
Privately Owned Vehicle	POV
Reconstitution Team	RT
Regional Office	RO
Situation Report	SITREP
Standard Operating Procedure	SOP
Virtual Private Network	VPN

Appendix B: Continuity of Operations (COOP) Plan Checklists.

1. This appendix includes all applicable COOP checklists necessary to successfully and efficiently implement the Aviation System Standards COOP Plan.

Table B-1: COOP Pre-deployment Phase Checklist

ACTION ITEM:	OPR
ESSENTIAL EMPLOYEES:	
Maintain a current listing of AJW-3's CRSG and group ERO representatives	ERO
Provide the Aeronautical Operations Center CRSG/CRWG representative updates as requested. AJW-3 is obligated to support one (1) CRSG and two (2) CRWG representatives for the Aeronautical Center. (Consider additional individuals for 24/7 operations)	ERO
Maintain deployment kit for CRSG members with supplies necessary to continue mission essential functions at the continuity facility	All Groups
Provided an updated three (3) deep Order of succession list for all management positions to the AJW-ERO by December 15 th annually	All Groups
MISSION ESSENTIAL FUNCTIONS:	
Identify, validate, and annually review the organization's specific mission essential functions	All Groups
Provide an updated list of mission essential functions listed by priority to the AJW-3 ERO by December 15 th annually	All Groups
Provide an updated list of essential employees for each mission essential function to the AJW-ERO by December 15 th annually	All Groups
VITAL RECORDS:	
Identify, validate, and annually review the organization's specific mission essential vital records	All Groups
Provide an updated list of mission essential vital records to the AJW-3 ERO by December 15 th annually	All Groups
Ensure all identified vital records can be accessed at all possible continuity facility locations	All Groups
CONTINUITY FACILITY PREPARATION SUPPORT ACTIONS:	
Stock the continuity facility with administrative supplies	ERO
Maintain currency of group COOP support book	All Groups
Ensure LAN, Phone Lines, and Secure Phone lines are operational and checked quarterly	ERO
TELEWORK ACTIONS:	
Identify, validate, and annually review the organization's specific telework agreements for essential workers	All Groups
Provide an updated Telework list for each group to the AJW-3 ERO by December 15 th annually	All Groups

Table B-2: COOP Activation and Deployment Phase Checklist

ACTION ITEM:	OPR
ACTIVATION DURING DUTY & NON DUTY HOURS ACTIONS:	
Decision to activate the COOP Plan (Director or Successor)	AJW-3
AJW-3 ERO is notified and given time for requested CRSG members to meet at the Director's Large Conference Room	AJW-3
Notify FAA Washington Operations Center (202) 267-3333 that AVN's COOP has been activated with status of personnel and advise them of impact to operations (Director or Successor)	AJW-3
On-Duty Flight Inspection Central Operations Team (405 954-9780) member is notified and tasked to contact alternate ERO and requested members of the CRSG with activation information, time, and location to meet.	ERO
Decision to perform telephone recall to account for all employees will be made by the CRSG chair. The CRSG chair will be briefed within one (1) hour of the emergency on the status of employee recall. A report must be given hourly until the status of all employees has been determined. See COOP Support Book.	AJW-3
Notify AMC-1 Operations Center on activation decision – 405 954-3583	CRSG
Provide a consolidated AJW-3 accountability report to the Aeronautical Center Operations Center at (405) 954-3583 within one (1) hour of the emergency when requested.	CRSG
Continuity facility activation is determined on emergency situation	AJW-3
Notification and activation of mission essential employees is determined by emergency situation. See COOP Support Book	CRSG
Maintain a log of events to record the situation and response actions taken by Aviation System Standards	AJW-3 ERO

CONTINUITY FACILITY DEPLOYMENT ACTIONS:	
CRSG and AJW-3 ERO members will assemble at continuity facility with pre-established deployment kits and sign in on tracking sheet	AJW-3 ERO
Conduct an initial situation briefing passing along emergency details and any AJW-3 requests. Establish regular briefing schedule	AJW-3 ERO
Collect the status of resources and damage assessment for an update to Director of Aviation System Standards within 1 hour of activation	CRSG
Notify employees of their duty status through group and contract program managers.	CRSG

Table B-3: COOP Operations Phase Checklist

COOP OPERATIONS PHASE ACTIONS:	
ACTION ITEM:	OPR
Establish and maintain command and control of organization	CRSG
Commence full execution of mission essential functions	All Groups
Continue to monitor the crisis situation and provide updates to CRSG	AJW-3 ERO
Establish and maintain contact with Internal and External departments, agencies and customers as necessary	All Groups
Implement emergency telework program	As Directed
Notify non essential personnel using phone trees, fan-out lists or recall rosters on present situation	As Directed
Provide situation reports to AJW-3 or designee every twelve (12) hours or as requested	ERO/ Alternate ERO

Table B-4: COOP Reconstitution Phase Checklist

COOP RECONSTITUTION PHASE ACTIONS:	
ACTION ITEM:	OPR
Establish an AJW-3 Reconstitution Team (RT) based on the affected area. This team will be a member from each Group led by a CRSG member.	CRSG
RT will begin developing a plan 24-48 hour after the COOP activation.	CRSG
Develop a time phased plan listing functions and projects in order of priority. MMAC Building Priority is: Hangar 9, Hangar 8, Building 4, and ARB	AJW-3 RT
Notify employees of reconstitution plan and implementation strategy	CRSG
Develop procedures as necessary for restructuring staff	AJW-3 RT
Provide daily updates on the status of the reconstitution efforts to the CRSG to be consolidated and forwarded to the MMAC reconstitution team	All Groups

Appendix C: Continuity Facility Information

Aviation System Standards Oklahoma City, Oklahoma

1. Primary Location. The primary facility for AJW-3 is located in Flight Inspection Building #4, Room 130. This facility will be maintained in a state of readiness at all times. All resources have back-up power capability through fixed generator support and will be inspected by the AJW-3 ERO quarterly.

a. Dimensions. Workspace consist of multiple workstations, projectors, television monitors, secure phones, kitchenette and a conference room.

b. Directions. The primary continuity facility is located on Aeronautical Center physically controlled property in Oklahoma City, Oklahoma.

c. Parking. Parking is available using existing spaces on the sides of the building.

d. Security and Facility Access. The Aeronautical Center is a highly secure campus and will continue to ensure unauthorized individuals are not permitted to enter.

2. Alternate Location. The alternate facility for AJW-3 is located in the basement of ARB Bldg 22, Room B-04. This facility will be maintained in a state of readiness at all times. All resources have back-up power capability through fixed generator support and will be inspected by the AJW-3 ERO quarterly.

a. Dimensions. Conference room with approximate seating capacity for 20.

b. Directions. The alternate continuity facility is located on Aeronautical Center physically controlled property in Oklahoma City, Oklahoma.

c. Parking. Parking is available using existing spaces on the sides of the building.

d. Security and Facility Access. The Aeronautical Center is a highly secure campus and will continue to ensure unauthorized individuals are not permitted to enter.

3. Second Alternate Location. The second alternate facility for AJW-3 is located at Tinker AFB in the 507th Operations Group Conference Room (Building 1066) and will be utilized in the event the primary and alternate locations are unusable.

a. Dimensions. The second alternate facility workspace consists of a conference table to accommodate seating for approximately 10.

b. Directions. The second alternate continuity facility is located on Tinker AFB in building 1066. The CRSG members will enter Tinker through the Visitor Center located at I-40 and Exit 157C. Detailed directions to the 507th building 1066 from the Visitor's Center are in the COOP Support Book.

c. Parking. Parking is available using existing spaces on the sides of the building.

d. Security and Facility Access. Tinker Air Force Base is a highly secure Military Installation and will continue to ensure unauthorized individuals are not permitted to enter.

4. Communications Capability. The following is a list of communication assets available at the Primary (P), Alternate (A), and Second Alternate (SA) location:

- a. Secure (Secret) telephone lines – P/A
- b. Non-secure telephone lines – P/A/SA
- c. Fax – P/A/SA
- d. LAN internet connectivity – P/A/SA

Appendix D: Aviation System Standards Plan for Sustaining Mission Essential Functions during a Pandemic

- 1. Purpose of This Appendix.** This appendix provides the guidance and procedures necessary to ensure the Aviation System Standards organization can accomplish all mission essential functions during a pandemic influenza outbreak affecting the Oklahoma City area or any of its field office locations.
- 2. Situation and Assumptions.** The Department of Health and Human Services recommends that government entities and the private sector plan with the assumption that up to forty percent of the workforce may be absent for periods of approximately two weeks at the height of a pandemic wave. The expectations are for a lower absentee rate for shorter periods of time on either side of the peak. Several waves lasting 6-8 weeks are expected during the total course of a pandemic, which is expected to last 12-18 months.
- 3. Concept of Operations.** During a pandemic influenza emergency affecting Aviation System Standards, all COOP planning elements addressed in the main body of this plan should be observed, as they are relevant and applicable to all emergency situations. Additional planning and response measures that would only apply during a Pandemic Influenza outbreak are detailed in the following sections.
- 4. Extended Mission Essential Functions and Non Essential Functions.** A pandemic Influenza emergency is projected to last longer than the normal 30 day COOP planning window. Because of this fact, Aviation System Standards has evaluated the mission essential functions list to determine if any additional functions would be essential during a longer term emergency. Aviation System Standards has also identified all functions that could be suspended during a pandemic influenza emergency and titled these, non essential functions.

 - a. Extended Mission Essential Functions.** No additional functions have been identified as essential regarding a pandemic influenza emergency lasting greater than 30 days. The mission essential functions list provided in the main body of this plan will continue to serve as the Aviation System Standards mission essential functions during traditional COOP activations and pandemic influenza emergencies.
 - b. Non Essential Functions.** Identifying specific functions as non essential does not mandate they be precluded from normal day-to-day operations. However, these functions should only be addressed after pre-identified mission essential functions have been provided for and only upon management direction. See COOP Support Book.
- 5. Pandemic Influenza Human Capital Concerns.** Most human capital concerns are addressed in the main body of this plan. However, there are a few concerns that are specific to a pandemic influenza emergency.

 - a. Social Distancing.** When given guidance from the Aeronautical Center or when situations warrant, Aviation System Standards will implement social distancing measures. The following list

identifies specific social distancing measures that may be taken during the progression of a pandemic influenza emergency.

- (1) Reduce or eliminate face-to-face meetings including group and one-on-one.
- (2) Adjust workspace assignments to increase the space between employees.
- (3) Avoid groups of people at break times.

(4) If face-to-face discussion is unavoidable, maintain a distance of at least 6 feet from other employees, as recommended in applicable Center for Disease Control (CDC) guidance. Inform employees to avoid handshaking.

b. Alternate Work Schedule. When given guidance from the Aeronautical Center or when situations warrant, Aviation System Standards will evaluate the need to establish an alternate work schedule. Extending the available hours of work and adjusting employee schedules will assist Aviation System Standards in conducting an effective social distancing program.

6. Aviation System Standards Implementation Plan. This section lists specific Aviation System Standards actions to consider during the pandemic influenza stages. These actions may be directed by the AC CRSG or by Aviation Systems Standards CRSG management as necessary.

a. STAGE – 0 & 1. New domestic animal outbreak in at-risk country / suspected human outbreak overseas. Aviation System Standards will consider implementing the following measures:

(1) Aviation System Standards ERO will alert management of the increase in the pandemic STAGE.

(2) Aviation System Standards has identified all employees capable of teleworking and coordinated with AMH and ATO-A on establishing teleworking capabilities for such employees.

(3) Aviation System Standards will monitor their mission essential functions to ensure they have the ability for a 3 deep Order of succession. Aviation System Standards will begin a cross training program to overcome shortfall as required.

(4) Aviation System Standards will review Appendix D in this order for pandemic guidance.

(5) Other actions as appropriate.

b. STAGE – 2. Confirmed human outbreak overseas. Aviation System Standards will consider implementing the following additional measures:

(1) Aviation System Standards will conduct a test of all emergency telework capabilities and consider the appropriate time to implement telework procedures.

(2) Aviation System Standards will distribute educational material developed by CAMI, CDC or other reputable source regarding proper germ avoidance measures and proper actions to take when sick or when attending to sick family members.

(3) Aviation System Standards will evaluate any overseas travel requirements and will suspend all travel to and from locations with confirmed pandemic influenza outbreaks if at all possible.

(4) The Aeronautical Center's ERO will ensure their status website and phone recording are up to date with pertinent information.

(5) Other actions as appropriate.

c. STAGE – 3. Widespread human outbreaks in multiple locations overseas. Aviation System Standards will consider implementing the following additional measures:

(1) All actions in STAGE 0, 1 & 2 will be reviewed, and will be accomplished as directed by the AC or Aviation System Standards CRSG.

(2) Aviation System Standards will relay information to all employees regarding time and attendance and leave request policies and procedures affected by a pandemic influenza emergency, as they are received from AMH and ATO. See Alert/Recall Procedures.

(3) Aviation System Standards will begin to increase the usage of the telework program.

(4) Aviation System Standards will develop a plan for distributing any previously acquired pandemic influenza protective resources.

(5) Aviation System Standards will review social distancing recommendations for a pandemic influenza and be prepared to implement these measures upon an increase in the STAGE.

(6) Aviation System Standards will develop an alternate work schedule plan to be implemented upon an increase in the STAGE or when directed by the AC or Aviation System Standards CRSG.

(7) Aviation System Standards will remind all employees that they are requested to stay home when experiencing flu like symptoms.

(8) Other actions as appropriate.

d. STAGE – 4. First human case in North America. Aviation System Standards will consider implementing the following additional measures:

(1) All actions in STAGE 0, 1, 2 & 3 will be reviewed, and will be accomplished as directed by the AC or Aviation System Standards CRSG.

(2) Aviation System Standards will increase the use of the telework program to accomplish mission essential functions and will review procedures for a full implementation of telework to the maximum extent possible.

(3) Aviation System Standards will ensure all employees receive the educational information provided by CAMI.

(4) Aviation System Standards will increase the utilization of social distancing measures. This would include limiting work related face-to-face meetings and conferences, training classes, and break and lunchtime gatherings.

(5) Other actions as appropriate.

e. STAGE – 5. Spread throughout the United States. Aviation System Standards will consider implementing the following additional measures:

(1) All actions in STAGE 0, 1, 2, 3, & 4 will be reviewed, and will be accomplished as directed by the AC or Aviation System Standards CRSG.

(2) Aviation System Standards will utilize the telework program to accomplish mission essential functions to the maximum extent possible.

(3) Aviation System Standards will increase social distancing measures to the maximum extent possible.

(4) Aviation System Standards will support the AC pandemic influenza educational efforts.

(5) Other actions as appropriate.

f. STAGE – 6. Recovery and preparations for subsequent waves. As further influenza waves may occur, these actions may or may not be appropriate and can be partially implemented. Aviation System Standards will consider the following measures in preparation to return to a normal working environment:

(1) All actions in STAGE 0, 1, 2, 3, 4 & 5 will be reviewed, and Aviation System Standards CRSG recovery directions will be accomplished.

(2) Aviation System Standards will identify the actions that should be taken to prepare for the return of a full workforce to the workplace.

(3) Aviation System Standards will identify which employees will return to the workplace first, based on priority.

(4) Aviation System Standards will submit an after-actions report to the AC and ATO CRSG for inclusion in their after-action reports.

(5) Aviation System Standards will coordinate with AMH on critical positions that may need to be filled due to the impact of the pandemic on employees.

(6) Other actions as appropriate.