

# RECONSTITUTION

## DOCUMENT CHANGE CONTROL

Version	Contributor	Changes	Date Change	Reviewed By
1.0	M KELLEY	Framework Creation		
1.1	M KELLEY	Format Update		
2.0	M KELLEY	First Draft		
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3.0	M KELLEY	First Article		

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For: (client)

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# 1. Reconstitution

The Department plan contains the necessary actions and activities to effectively reconstitute normal operations following a COOP/COG event. The Department has planned for and will practice the relocation of headquarters and the transfer of responsibilities to support the need to relocate during disasters and events. The COOP/COG plan utilizes the processes, procedures, and skills incorporated in the Department's tasks for reconstitution.

(Add any specific info here)

-----COOP/COG FINAL REPORT DOCUMENTED-----  
CITE CLIENT DOCUMENTS  
-----COOP/COG FINAL REPORT DOCUMENTED-----

# 2. Operational Plan

*This section identifies the procedures for returning to normal operations—a time phased approach may be most appropriate. This section may include procedures for returning to the primary facility, if available, or procedures for acquiring a new facility through Management Department.*

Comment [MK1]: Identify Resource

*Notification procedures for all employees returning to work must also be addressed.*

*The conduct of an After-Action Report (AAR) to determine the effectiveness of BCM plans and procedures should be referenced.*

*Identify in narrative form the procedures to resume operations and administration to pre-event status for such functional services as:*

- IT Systems
- Voice and Data Communications
- Business Operations
- Mail Service
- Personnel

*Reconstitution is the process by which agency personnel resume normal agency operations from the original or a replacement primary operating facility.*

*Agencies must identify and outline a plan to return to normal operations. Reconstitution is complex. Agencies should appoint a Reconstitution Manager to handle the reconstitution process.*

## **2.1 Transition From COOP/COG Status**

*(Provides an operation plan to transition from COOP/COG status to an efficient normal operations status once a threat or disruption has passed)*

## **2.2 Coordinated And Pre-Planned Options**

*(Includes coordinated and pre-planned options for reconstitution of the agency regardless of the level of disruption causing implementation of the COOP/COG Plan)*

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### 3. Policy & Procedures

*(Outlines procedures necessary to affect a smooth transition from relocation site, whether standard COOP/COG or devolution scenario, to a new or restored headquarters)*

#### 3.1 Policy for Implementation

*(CLIENT through [REDACTED] (client " - " Policy ###) identifies that each essential function of its critical operations must have pre-planned options for reconstitution. This policy is consistent with State and Federal governmental agencies who have also been required to develop plans to ensure that critical operations are maintained during an emergency with the ability to return to normal operations)*

Comment [MK2]: Reference Policy

#### 3.2 Procedures for Implementation

*(Per FPC 65 guidance this section should define how the organization will designate and review the pre-planned options for reconstitution of essential functions and who will accomplish this task. If applicable, this section should also outline the process that the organization will use to ensure that its sub-organizational elements and regional offices and facilities, throughout the country, can support performance of their essential functions)*