

Reconstitution Plan/Annex Template and Instructions (October 2018)

[Organization Name]

[Month Day, Year]

[Organization Name]

[Street Address]

[City, State Zip Code]

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TEMPLATE INSTRUCTIONS

This template is based on Federal Continuity Directive 1 (FCD 1), *Federal Executive Branch National Continuity Program and Requirements*, January 17, 2017 and the *Continuity Guidance Circular*, February 2018, and provides structure and recommended content for developing a reconstitution plan or annex. Reconstitution is the process by which surviving and/or replacement organization personnel resume normal operations from the original or replacement primary operating facility. Use of this template may be helpful to Federal departments and agencies, and State, local, territorial, and tribal (SLTT) governments but is not mandatory. Organizations are encouraged to tailor their Reconstitution Plan or Annex to meet their specific reconstitution planning and operational needs. *Sample text and instructions have been provided throughout the template. Bolded, bracketed place-holders are used throughout the template where organization-specific information is needed. Once organization-specific information is entered into the body of the template, please delete the **italicized** instructions and the word “template” throughout the document.*

This template is unclassified in its current form. When the template is completed each organization should classify the document to meet its internal security program requirements. Organizations should consider their plan as For Official Use Only (FOUO) if it contains sensitive but unclassified information.

To request a Microsoft® Word version please contact the National Continuity Programs, Continuity Implementation Division via e-mail (FEMA-NCP-COGBranch@fema.dhs.gov).

Questions concerning this template can be directed to:

National Continuity Programs
Continuity Implementation Division
Federal Emergency Management Agency
500 C Street, SW, Suite 528
Washington, DC 20472
FEMA-NCP-COGBranch@fema.dhs.gov
(202) 646-4145

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FOREWORD

The foreword introduces reconstitution and establishes the organization’s rationale for creating the Reconstitution Plan/Annex. It should include the signature of the organization director or other senior official as a means of demonstrating that the Plan/Annex is valid and approved. Sample text is provided below. However, organizations should tailor the Foreword to meet their specific program needs.

The **[organization name]** mission is **[insert organization’s mission]**. To accomplish its mission, the **[organization name]** must ensure that operations continue during any emergency, with minimal disruption to essential functions. The **[organization name]** Continuity of Operations (COOP) Plan provides direction and guidance to ensure its ability to carry out its essential functions under all threats and conditions. The COOP Plan is implemented in four phases—Phase I: Readiness and Preparedness, Phase II: Activation and Relocation, Phase III: Continuity Operations, and Phase IV: Reconstitution.

The Reconstitution **[Plan/Annex]** is a companion document to the **[organization name]** COOP Plan and focuses on the implementation of Phase IV: Reconstitution. This **[Plan/Annex]** provides guidance and direction for surviving and/or replacement **[organization name]** personnel to resume normal organization operations from the original or a replacement primary operating facility once the **[organization head title]** or successor determines that reconstitution operations for resuming normal business operations can be initiated.

This **[Plan/Annex]** has been developed in accordance with guidance in Presidential Policy Directive 40 (PPD 40), *National Continuity Policy*, July 15, 2016; Federal Continuity Directive 1 (FCD 1), *Federal Executive Branch National Continuity Program and Requirements*, January 17, 2017; *Continuity Guidance Circular*, February 2018; and other related directives and guidance.

[Signature goes here] _____
[Organization Head Name]
[Organization Head Title]
[Organization Name]

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CHAPTER 1 - INTRODUCTION

This chapter should introduce the plan/annex by briefly describing its purpose, to whom it applies, and what it encompasses. In general, it should provide an overview of what the plan is about and the authorities and references on which it is based. Sample text for this chapter is provided below. However, organizations should tailor the material to meet their specific reconstitution planning and operational needs.

The [organization name] Reconstitution [Plan/Annex] is a companion document to the [organization name] Continuity of Operations (COOP) Plan and focuses on resuming normal operations at the original primary operating facility—repaired as needed—or a replacement operating facility following an actual or threatened continuity event.

1-1. PURPOSE

The Reconstitution [Plan/Annex] provides guidance and direction for resuming normal operations at [organization name]'s primary operating facility, a temporary operating facility, or a permanent replacement operating facility. It includes guidance to ensure the effective transition and phase-down of continuity operations at an alternate facility or devolution site and the corresponding transfer of essential functions, personnel, records, and equipment.

1-2. APPLICABILITY AND SCOPE

This [Plan/Annex] applies to all of the [organization name]'s senior leadership and staff. It addresses processes, procedures, activities, actions, operations, and resources necessary to ensure the effective transition from continuity or devolution operations back to normal operations.

1-3. OBJECTIVES

The overall objectives of the [organization name] Reconstitution [Plan/Annex] are to identify and outline the processes and procedures to return to normal operations once the [organization head title] or successor determines that reconstitution operations for resuming normal business operations can be initiated. Specific plan objectives include:

- Provide an executable plan for transitioning back to efficient normal operational status from continuity operations status or devolution status, once a threat or disruption has passed.
- Coordinate and pre-plan options for organization reconstitution regardless of the level of disruption that originally prompted the organization to implement its continuity plans. These options must include moving operations from the continuity facility or devolution site to the original primary operating facility, a temporary operating facility, or a permanent replacement operating facility.
- Describe procedures, whether under a standard continuity of operations event or under a devolution event, for conducting a smooth transition from the continuity facility to the original primary operating facility, a temporary operating facility, or a permanent replacement operating facility.

- Ensure a safe location for organization staff to resume normal organization operations.
- Reduce or mitigate disruptions to organization operations.
- Ensure and validate reconstitution operations readiness through an integrated continuity test, training, and exercise program and operational capability.

1-4. APPROVAL PROCESS

The Reconstitution **[Plan/Annex]** is prepared, coordinated, and maintained under the direction of the **[organization name]**'s Reconstitution Manager. Upon completion of the coordination process, the Reconstitution Manager presents the **[Plan/Annex]** to the **[organization head title]** for approval and signature. The Reconstitution Manager will conduct an annual review of the **[Plan/Annex]** and update it as necessary.

1-5. PLANNING ASSUMPTIONS

This section should briefly describe planning assumptions that were made in the development of the Reconstitution Plan/Annex. Sample text is provided below and should be tailored to include organization-specific planning assumptions.

The **[Organization Name]**'s Reconstitution **[Plan/Annex]** is based on the following assumptions:

- The emergency situation (continuity/devolution event) has ended and is unlikely to reoccur.
- The Emergency Relocation Group (ERG) has relocated to an alternate facility in response to the emergency or the Devolution Emergency Response Group (DERG) has assumed responsibility for essential functions.
- The **[Organization Name]**'s essential functions were transferred to the alternate facility or the devolution site.
- Continuity facility and the ERG or devolution staff will support the transfer of the **[Organization Name]**'s essential functions to the primary operating facility, a temporary operating facility, or a new or rebuilt operating facility.

1-6. AUTHORITIES AND REFERENCES

Authorities:

- Homeland Security Act of 2002, as amended (6 U.S.C. § 101 *et seq.*).
- National Security Act of 1947, as amended (50 U.S.C. § 3042).
- Title 36, Code of Federal Regulations (CFR) Subchapter B – *Records Management* (Parts 1220 – 1249), July 1, 2017.
- Presidential Policy Directive (PPD) 40, *National Continuity Policy*, July 15, 2016.
- Federal Continuity Directive 1 (FCD 1), *Federal Executive Branch National Continuity Program and Requirements*, January 17, 2017.
- **[List additional authorities].**

References:

- *Continuity Guidance Circular*, February 2018.
- [Organization Name] *Continuity of Operations Plan*, [enter date of approval].
- [Enter continuity facility name here] *Site Support Procedures*, [Organization Name] Continuity Operations, [enter date of approval].
- [List additional references].

1-7. BACKGROUND

This section should provide the context for organizational reconstitution. Sample text related to phases of continuity operations, reconstitution sub-phases, and planning levels is provided below and should be tailored to meet the organization’s specific needs. The information about planning levels, in particular the description of level 4, will need to be tailored by SLTT planners to replace Washington, DC and Congress with the appropriate location and authority. Organizations should include other topics that are essential to a clear understanding of the context for reconstitution within the organization.

Reconstitution is both a required element of continuity (see FCD-1, section VII) and the 4th phase of continuity operations (see FCD-1, section IX). Exhibit 1 below reflects the four phases of continuity operations. See Annex L of FCD-1 for a more detailed examination.

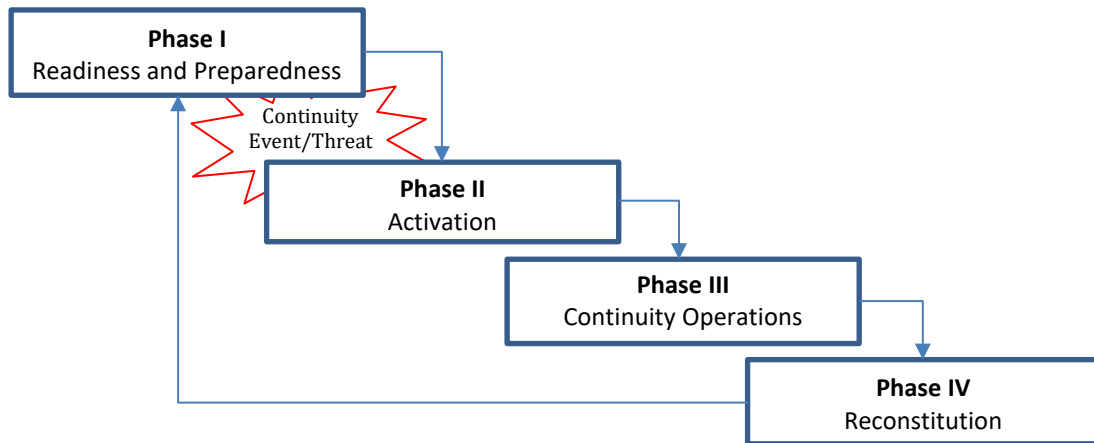


Exhibit 1: Phases of Continuity Operations

The Reconstitution phase of operations consists of four sub-phases: pre-event preparedness, event planning, implementation of operations, and end of reconstitution. Organizational activities appropriate for each sub-phase are reflected in Exhibit 2.

Sub-Phase A: Pre-Event Preparedness	<ul style="list-style-type: none"> Develop plans, procedures, checklists, and agreements Appoint Reconstitution Manager and Reconstitution Teams Conduct training and exercises Identify essential records Coordinate with partners and service providers
Sub-Phase B: Event Planning	<ul style="list-style-type: none"> Assemble Reconstitution Team and relocate as needed Assess damage Determine applicable reconstitution planning level Tailor reconstitution plan to specific event Identify/approve course of action to reconstitute
Sub-Phase C: Implementation of Operations	<ul style="list-style-type: none"> Execute reconstitution operational responsibilities Implement approved reconstitution course of action Coordinate as needed with partners and service providers Prioritize/coordinate relocation/resumption of normal operations
Sub-Phase D: End of Reconstitution	<ul style="list-style-type: none"> Conduct hot wash and develop after action report Update plans, procedures, checklists, and agreements Update Corrective Action Program (CAP) Implement improvements

Exhibit 2: Sub-Phases of Reconstitution

Note that sub-phase activities are not limited chronologically to the Reconstitution phase of continuity operations. For example, pre-event preparedness activities such as planning and training occur during the Readiness and Preparedness phase, and event planning takes place during the Continuity Operations phase. See Exhibit 3. Chapters 2-5 of the [Plan/Annex] address the details of the four sub-phases of reconstitution.

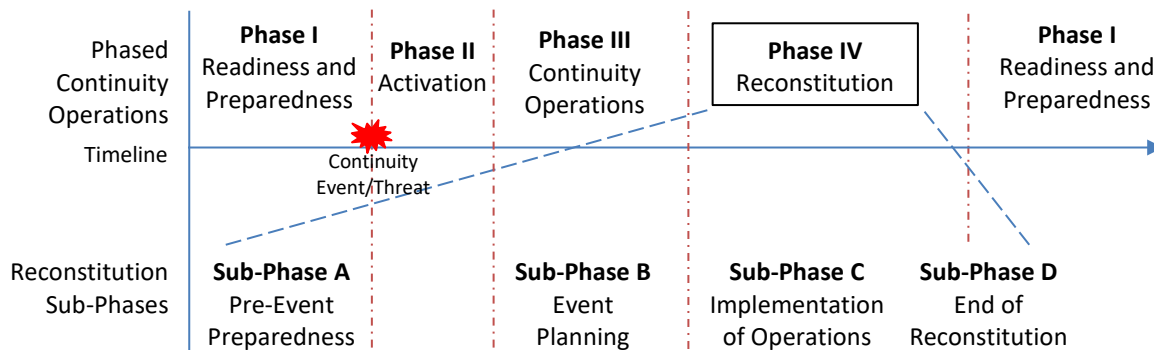


Exhibit 3: Reconstitution Sub-Phases on Continuity Operations Timeline

Reconstitution Planning Levels have been created to support and guide a comprehensive approach to reconstitution planning and implementation. The planning levels provide the context for increasingly significant reconstitution operations and a framework for determining appropriate activities and actions. The planning levels are:

- **Level 1: Normal.** The primary site(s) has suffered no damage or has been minimally damaged. Planning for this level of disruption focuses on returning to the primary site(s) and resuming normal operations with existing personnel, records, and equipment. Reconstitution at this level can generally be completed as soon as the threat or disruption has ended.
- **Level 2: Repair.** The primary site(s) has been moderately damaged. Planning for this level of disruption also focuses on returning to the primary site(s). However, a temporary operating facility may be required pending completion of repairs to the original facility(ies). Normal operations will resume with existing and/or replacement personnel, records, and equipment. The duration of reconstitution at this level depends on the time required to complete repairs, which might take several months or longer.
- **Level 3: Replace.** The primary site(s) has been destroyed or damaged beyond repair. Planning for this level of disruption focuses on relocating to a new primary site(s) and resuming normal operations with existing and/or replacement personnel, records, and equipment. A temporary operating facility may be required pending completion of arrangements for replacement permanent facility(ies). The duration of reconstitution at this level depends on the time required to obtain and prepare the new facility(ies), which might take many months or longer.
- **Level 4: Relocate.** The existing seat of government in [Washington, DC] has been made uninhabitable. Planning for this level of disruption focuses on moving operations to a temporary operating facility with existing and/or replacement personnel, records, and equipment while [Congress] arranges for a new seat of government. Operations then relocate to a new primary site(s) in the vicinity of the new seat of government. Reconstitution at this level is likely to require multiple years to implement.

1-8. [PLAN/ANNEX] ORGANIZATION

The Reconstitution [Plan/Annex] chapters and appendices are described below.

- **Chapter 1, Introduction**—Presents the plan purpose, applicability and scope, objectives, approval process, planning assumptions, authorities and references, background, and plan organization.
- **Chapter 2, Pre-Event Preparedness**—Presents organizational structure and assigns organizational roles/responsibilities for reconstitution. Introduces the [organization name] concept for reconstitution operations. Describes reconstitution teams to include staffing and training. Presents organizational plans to reconstitute.

- **Chapter 3, Event Planning**—Presents the approach for determining the appropriate planning level and provides considerations for converting the reconstitution plan into courses of action appropriate for the requirements of the specific disruption.
- **Chapter 4, Implementation of Operations**—Describes processes, procedures, activities, and actions to implement reconstitution operations.
- **Chapter 5, End of Reconstitution**—Describes processes, procedures, activities, and actions to conclude reconstitution operations, to include after-action activities for program improvements.

The appendices provide additional information and detail to enhance and further support reconstitution plan implementation.

- **Appendix A—Supplemental Checklists**
- **Appendix B—Contact Lists**
- **Appendix C—Reconstitution Team Requirements**
- **Appendix D—Facility Requirements**
- **Appendix E—After Action Report/Improvement Plan Template**
- **Appendix F—Definitions**
- **Appendix G—Acronyms**

CHAPTER 2 - PRE-EVENT PREPAREDNESS

This chapter should describe what the organization does to prepare to reconstitute in advance of any event requiring the organization’s reconstitution. It should assign organizational roles and responsibilities for reconstitution; present an overall reconstitution concept of operations; introduce the organization’s reconstitution teams to include staffing and training requirements; and establish the organization’s reconstitution planning process. Sample text for this chapter is provided below. However, organizations should modify and add as needed to reflect their specific approach to reconstitution planning and pre-event preparedness.

Pre-event preparedness, the first of four reconstitution sub-phases, focuses on ensuring the **[Organization Name]**’s readiness to carry out its responsibilities and perform reconstitution operations as effectively and efficiently as possible.



Exhibit 4: Reconstitution Sub-Phase A, Pre-Event Preparedness

Key activities during this sub-phase include:

- Establishing a structure within the **[Organization Name]** to facilitate preparations for, and the implementation of, reconstitution operations;
- Assigning and clarifying reconstitution responsibilities within **[Organization Name]**;
- Summarizing the **[Organization Name]**’s concept for reconstitution from preparedness activities to after action processes;
- Appointing a Reconstitution Manager;
- Forming and staffing a **[Reconstitution Planning Team and a Reconstitution Implementation Team]** to include appointments and training;
- Developing/maintaining plans, procedures, and checklists;
- Negotiating agreements with partners and service providers as appropriate; and
- Ensuring the availability when needed of the essential records, communications, and systems/equipment required to successfully reconstitute.

2-1. **[ORGANIZATION NAME] ORGANIZATIONAL STRUCTURE FOR RECONSTITUTION**

This section should illustrate how the organization is organized to accomplish its reconstitution responsibilities. Sample text for this section, to include an example of a line and block organizational chart, is provided below. However, organizations should tailor the content and diagram to reflect their specific approach to reconstitution.

The [Organization Name] organizational structure for reconstitution, as shown in Exhibit 5, consists of a Reconstitution Manager reporting to the [Agency Head], the Reconstitution Planning Team, the Reconstitution Implementation Team, partners and service providers, and organizational reconstitution points of contact (POCs).

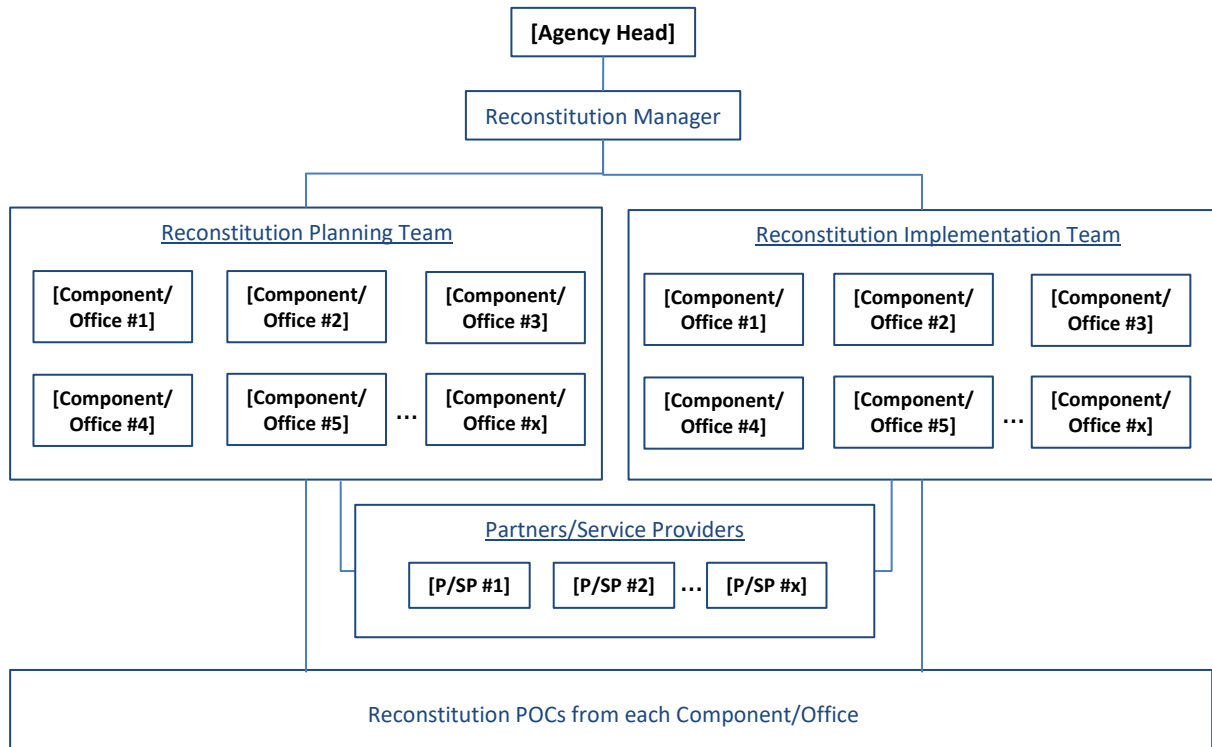


Exhibit 5: Organizational Structure for Reconstitution

The Reconstitution Manager has primary responsibility for reconstitution planning through the Reconstitution Planning Team, and for the conduct of reconstitution operations through the Reconstitution Implementation Team. The Reconstitution Teams consist of representatives and subject matter experts (SMEs) from those organizational components and offices with a role during [Organization Name] reconstitution operations, e.g., those responsible for facilities, logistics, communications/IT, contracts, procurement, and human resources. While some people may represent their component on both the planning and implementation teams, generally speaking the Reconstitution Planning Team consists of planners and the Reconstitution Implementation Team consists of operators. As needed, the Reconstitution Manager will tap partners and service providers for expertise (e.g., structural and network engineers) not available within [Organization Name]. Reconstitution POCs serve as a conduit between the organizational reconstitution structure and the leadership and employees of the entire organization.

2-2. ROLES AND RESPONSIBILITIES

This section should assign broad reconstitution responsibilities by position within the organization instead of by name to limit how frequently plan updates are required. List people by name with contact information in an appendix or attachment, and revise as needed. Sample text for this section is provided below. However, organizations should tailor the section to meet their specific reconstitution planning and operational needs.

- The **[Agency Head]** or Successor: Approves and, when necessary, activates the Reconstitution **[Plan/Annex]**.
- The **[responsible office/division]**: Leads the **[Organization Name]** reconstitution planning effort, to include the development of the Reconstitution **[Plan/Annex]** and implementing processes and procedures.
- The Continuity Coordinator/Manager: Has overall responsibility for continuity planning and operations within **[Organization Name]**. Ensures the seamless integration of reconstitution into the continuity program.
- The Reconstitution Manager: Has overall responsibility for reconstitution planning and operations within **[Organization Name]**. Identifies, coordinates, and trains personnel to support reconstitution planning and operations.
- Reconstitution Planning Team members: Support development of the Reconstitution **[Plan/Annex]** and the processes and procedures to resume **[Organization Name]**'s operations at the primary operating facility, a temporary operating facility, or a new or rebuilt operating facility.
- Reconstitution Implementation Team members: Support implementation of the Reconstitution **[Plan/Annex]** and the processes and procedures to resume **[Organization Name]**'s operations at the primary operating facility, a temporary operating facility, or a new or rebuilt operating facility following a continuity event.
- **[Organization Name]** offices and divisions: Designate reconstitution POC and, as required, Reconstitution Team members and ensure they are trained, equipped, and have access to all essential records, databases, and supporting materials to facilitate the transition of essential functions from the **[Organization Name]**'s alternate location or devolution site and the resumption of normal operations at the primary operating facility, a temporary operating facility, or a new or rebuilt operating facility after the continuity event has ended.

2-3. CONCEPT OF OPERATIONS

This section should summarize the organization's concept for reconstitution from preparedness activities to after action processes. Sample text for this section accompanied by an exhibit is provided below. However, organizations should tailor this section to accurately represent its approach to reconstitution.

The **[Organization Name]**'s concept for reconstituting following a continuity event divides activities into four parts, each aligned with one of the sub-phases of the reconstitution phase of continuity operations: pre-event preparedness, event planning,

implementation of operations, and end of reconstitution. Exhibit 6 reflects the key actions during each sub-phase with corresponding players, locations, and timeframes. Note that activities and locations during and after reconstitution operations will vary depending on the scale of the event and the planning level implemented as a result.

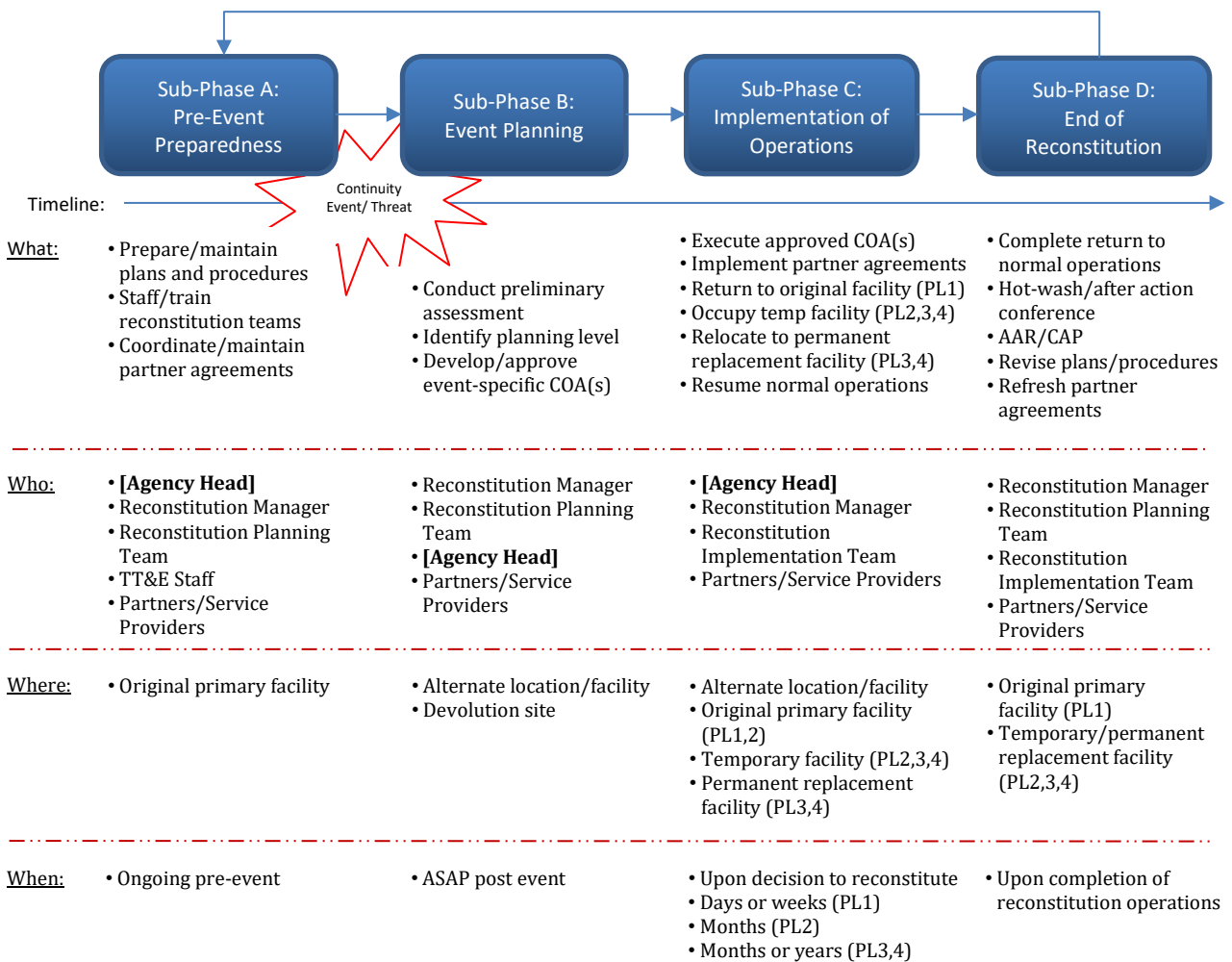


Exhibit 6: Reconstitution Concept of Operations

2-4. RECONSTITUTION TEAM STAFFING AND READINESS

This section should describe the process within the organization to appoint a Reconstitution Manager, and to staff and train reconstitution teams and organizational reconstitution POCs. Sample text for this section is provided in tabular format below. However, organizations should tailor the content and format to meet their specific reconstitution planning needs.

During the pre-event preparedness sub-phase, the [Organization Name] will identify, appoint, and train employees to fill the roles of Reconstitution Manager, members of the [Reconstitution Planning and Implementation Teams], and organizational reconstitution POCs. Exhibit 7 presents specific activities/actions and the corresponding approach to each.

Activity/Action	Approach
Appoint Reconstitution Manager	<p>The [Agency Head] appoints a Reconstitution Manager for the [Organization Name]. Key considerations for the position include: seniority; leadership skills; effective management and negotiation skills; availability (no conflicting assignments or personal obligations in an event); knowledge of continuity program; expertise in facilities and logistics; understanding of contracting and procurement; [others].</p> <ul style="list-style-type: none"> • The [insert title] serves as the [Organization Name] Reconstitution Manager.
Identify and fill Reconstitution Planning and Implementation Team positions	<ul style="list-style-type: none"> • The Reconstitution Manager identifies team positions/staffing requirements to provide the needed subject matter expertise in the areas of human resources, facilities, IT/communications, finance, procurement, contracts, [insert others]. • Reconstitution Manager will distinguish between planner and operator requirements, and identify potential organizational sources for candidates to fill Reconstitution Team positions. • Reconstitution Manager coordinates with offices and departments to fill Reconstitution Team positions. • For expertise not internally available (e.g., structural engineer to assess building damage) Reconstitution Manager coordinates with partners and service providers to identify external sources of required expertise. • Reconstitution Manager determines process to obtain partner and service provider expertise/support when required. • Reconstitution Manager provides appointment letters to identified Reconstitution Team members.
Identify [Organization Name] office and department reconstitution POCs	<ul style="list-style-type: none"> • [Organization Name] offices and departments designate a member of the staff to serve as reconstitution POC for the office/department, and submit name and contact information to the Reconstitution Manager. • Reconstitution Manager maintains a roster of organizational reconstitution POCs. • Reconstitution Manager schedules and conducts periodic meetings of reconstitution POCs.
Establish and maintain a reconstitution test, training, and exercise (TT&E) program	<p>The Reconstitution Manager will coordinate with the COOP TT&E planning staff to ensure that reconstitution is included as an integral part of the [organization name] COOP TT&E program.</p> <ul style="list-style-type: none"> • Establish training requirements for Reconstitution Team members. • Identify appropriate courses and training materials to satisfy identified requirements. • Incorporate reconstitution objectives and play into continuity exercises. • Design and conduct training and exercises for reconstitution personnel. • Establish and maintain training records for reconstitution personnel.

Exhibit 7: Team Staffing and Readiness Activities and Actions

2-5. RECONSTITUTION PLANNING

This section should describe the process to develop and maintain the organization’s Reconstitution Plan/Annex and related plans and procedures. Sample text for this section is provided in tabular format below. However, organizations should tailor the content and format to meet their specific reconstitution planning needs.

During the pre-event preparedness sub-phase, the [Organization Name] will develop and maintain the [Organization Name] Reconstitution [Plan/Annex] and related plans and procedures to facilitate successful reconstitution operations whenever required. Exhibit 8 presents specific planning activities/actions and the corresponding approach to each.

Activity/Action	Approach
Develop and maintain reconstitution plans, procedures, and processes	<ul style="list-style-type: none"> • The [Organization Name] Reconstitution Planning Team develops draft Reconstitution [Plan/Annex], procedures, and processes. • Reconstitution Planning Team coordinates draft documents throughout the organization and with partners/service providers. • Reconstitution Planning Team documents, maintains, and submits as required organizational space requirements using [SF-2050 or equivalent form/tool]. • Reconstitution Planning Team finalizes Reconstitution [Plan/Annex], procedures, and processes. • [Agency Head] approves and signs Reconstitution Plan.
Develop and maintain checklists and key personnel contact lists	<ul style="list-style-type: none"> • [Reconstitution Planning and Implementation Team] members develop draft checklists related to the following: <ul style="list-style-type: none"> ○ Building Damage Assessment ○ Reconstitution Planning Level Determination ○ Event Planning and Course of Action Development ○ Reconstitution Implementation ○ End of Reconstitution ○ [Enter Others] • Train with and exercise draft checklists. • Revise as necessary and finalize checklists. • [Reconstitution Planning Team] members compile and maintain current reconstitution personnel contact information (see Appendix B).
Establish and enter into Memorandums of Understanding/Agreement (MOUs/MOAs) with partners and service providers	<ul style="list-style-type: none"> • Reconstitution Manager identifies required reconstitution-related skills not available within [Organization Name] and potential sources for that subject matter expertise. • Reconstitution Manager and [Reconstitution Planning Team] members coordinate and negotiate with potential partners and service providers. • As appropriate, Reconstitution Manager, assisted by [Organization Name] procurement and contracts personnel, negotiate

Activity/Action	Approach
	MOUs/MOAs to obtain required reconstitution services and expertise when required. <ul style="list-style-type: none"> • Reconstitution Manager manages/maintains the portfolio of MOUs/MOAs.
[Others?]	[Organization Name]

Exhibit 8: Reconstitution Planning Activities and Actions

2-6. SUB-PHASE A RESPONSIBILITIES

This section should assign sub-phase responsibilities by position. It consists entirely of a table and is intended to help organizations consider and assign responsibility for all sub-phase activities. Sample table is provided below. However, organizations should tailor both the positions and responsibilities as needed to conform with its approach to reconstitution.

Specific reconstitution Sub-Phase A responsibilities within [Organization Name] are listed in Exhibit 9 below.

Position	Responsibilities
[Agency Head]	<ul style="list-style-type: none"> <input type="checkbox"/> Identify and appoint a Reconstitution Manager <input type="checkbox"/> Approve resources for an effective reconstitution program <input type="checkbox"/> Approve Reconstitution [Plan/Annex]
Continuity Coordinator/Manager	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the integration of reconstitution plans with other continuity plans <input type="checkbox"/> Coordinate Emergency Relocation Group and Reconstitution Team staffing with the Reconstitution Manager <input type="checkbox"/> Develop procedures on how to account for organization personnel
Reconstitution Manager	<ul style="list-style-type: none"> <input type="checkbox"/> Program, plan and budget for an effective reconstitution program <input type="checkbox"/> Establish and document a priority-based, phased approach to reconstitution <input type="checkbox"/> Identify/designate Reconstitution Planning Team members <input type="checkbox"/> Manage the development and maintenance of a [Organization Name] Reconstitution [Plan/Annex] and related documentation <input type="checkbox"/> Coordinate and formalize agreements with partners and service providers <input type="checkbox"/> Identify/designate Reconstitution Implementation Team members <input type="checkbox"/> Establish and manage a reconstitution TT&E program <input type="checkbox"/> Identify and train a building assessment team

Position	Responsibilities
Reconstitution Planning Team Members	<ul style="list-style-type: none"><input type="checkbox"/> Develop and maintain a [Organization Name] Reconstitution [Plan/Annex]<input type="checkbox"/> Document and maintain [Organization Name] space requirements<input type="checkbox"/> Develop a building assessment checklist<input type="checkbox"/> Develop equipment recovery and salvage checklist/plan<input type="checkbox"/> Develop an approach to inform organization personnel regarding the resumption of normal operations<input type="checkbox"/> Develop and maintain a contact list for key personnel internal and external to the [Organization Name]<input type="checkbox"/> Develop procedures for an orderly move to the original or replacement operating facility<input type="checkbox"/> Establish and document a process for assessing the readiness of the original or replacement operating facility<input type="checkbox"/> Develop procedures to verify all systems, communications, and required capabilities are available and operational<input type="checkbox"/> Develop procedures for resuming operations at the original or replacement operating facility<input type="checkbox"/> Develop reporting and communications requirements operating procedures<input type="checkbox"/> Develop guidance for developing and submitting a periodic report on reconstitution status<input type="checkbox"/> Develop guidance for conducting the after action review and developing the after action report/improvement plan (AAR/IP)<input type="checkbox"/> Develop and document Reconstitution Implementation Team operating procedures

Exhibit 9: Sub-Phase A Responsibilities by Position

CHAPTER 3 - EVENT PLANNING

This chapter should describe the process that the organization will use to assess the magnitude of the continuity event and, based on that preliminary assessment, convert its reconstitution plan into a specific course or courses of action best suited for successful reconstitution in that situation. Sample text for this chapter is provided below. However, organizations should tailor this section to meet their specific reconstitution planning and operational needs.

Event planning, the second reconstitution sub-phase, focuses on tailoring the **[Organization Name]**'s reconstitution plan to respond to the specific circumstances of the ongoing continuity event. At the completion of this sub-phase, **[Organization Name]** should have a course of action (COA), approved by leadership, ready to implement once the order to reconstitute is given.

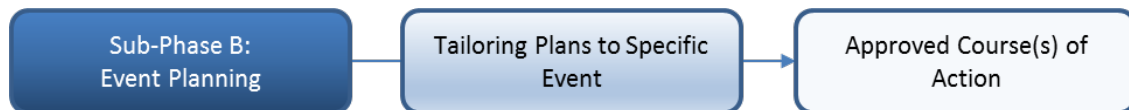


Exhibit 10: Reconstitution Sub-Phase B, Event Planning

Key activities during this sub-phase include:

- Determining the appropriate reconstitution planning level corresponding to the specific continuity event;
- Tailoring the **[Organization Name]** Reconstitution **[Plan/Annex]** to respond most effectively to the ongoing continuity event;
- Developing for **[Agency Head]** approval a specific course or courses of action to reconstitute the **[Organization Name]**; and
- Finalizing and approving the COA(s).

3-1. DETERMINE RECONSTITUTION PLANNING LEVEL

This section describes the organization’s methodology to determine the applicable planning level and corresponding approach to reconstitution. Organizations should tailor the sample text below to conform to their planning and operational needs.

The planning and preparedness activities conducted during Sub-Phase A ensure that the **[Organization name]**'s staff, partners and service providers, and other supporting entities are familiar with and capable of supporting reconstitution when required.

The degree of damage determined during the preliminary post-event damage assessment process is the key to identifying the appropriate planning level. Depending on the scope and scale of the disaster, the severity of damage will vary from one organization and facility to another. In some cases, the planning level will be apparent (e.g., a threat that leads to the activation of continuity programs but is resolved before any damage occurs is clearly planning level 1) while in others the planning level will not be known until a preliminary damage assessment is complete. In those cases, a

systematic approach to determine the planning level and develop appropriate courses of action for consideration by leadership is important for effective and efficient reconstitution. See Exhibit 11 for the [Organization name] methodology to determine planning level.

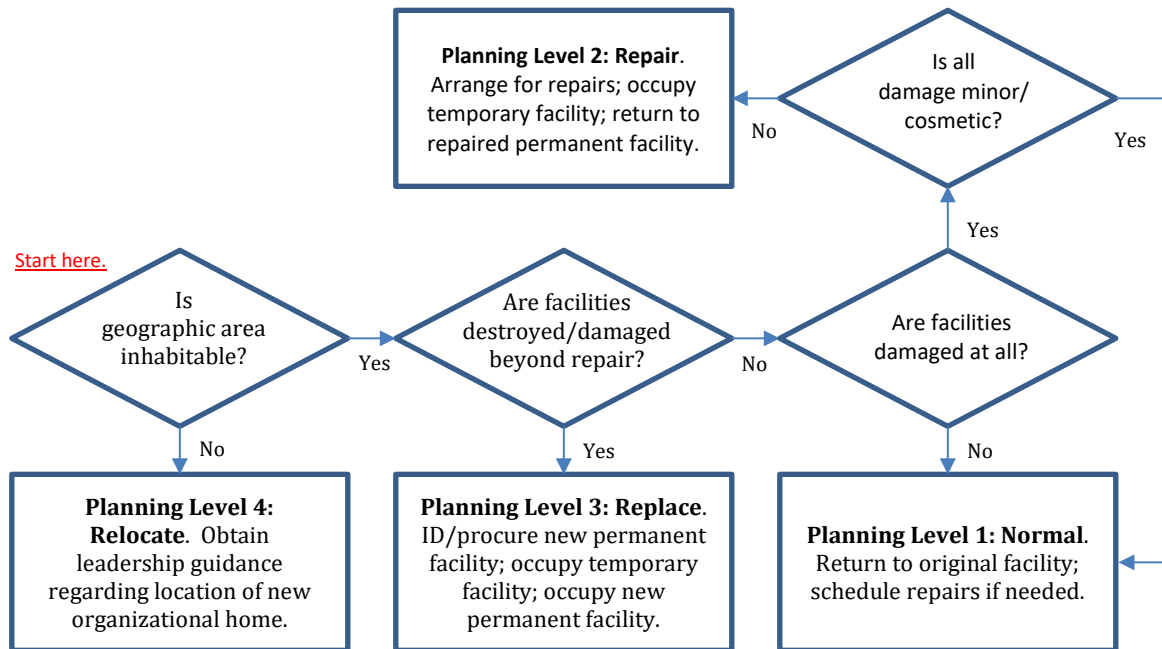


Exhibit 11: Determining the Reconstitution Planning Level

3-2. EVENT-SPECIFIC COURSES OF ACTION

This section describes the organization’s processes and procedures to convert the organization’s reconstitution plan into an event-specific course or courses of action to effectively and efficiently reconstitute. Sample text for this section is provided below. However, organizations should tailor this section to meet their specific reconstitution planning and operational needs.

During the event planning sub-phase, the [Organization Name] will tailor the [Organization Name] Reconstitution [Plan/Annex] based on the applicable reconstitution planning level to produce an event-specific course or courses of action for leadership approval and organizational implementation. Exhibit 12 presents specific sub-phase B activities/actions and the corresponding approach to each.

Activity/Action	Approach
Respond to the continuity event	<ul style="list-style-type: none"> Alert and account for reconstitution team personnel. Notify and assemble the Reconstitution Planning Team at [a pre-planned or expedient location]. Ensure that the Reconstitution Team has sufficient resources and capabilities to effectively and efficiently reconstitute the [Organization Name]. See Appendix C for requirements. To the extent possible, secure the primary operating facility.

Activity/Action	Approach
Determine the reconstitution planning level	<p>The Reconstitution Planning Team will apply the [Organization name] methodology to determine the planning level:</p> <ul style="list-style-type: none"> • Assess the primary operating facility (activate MOU/MOA(s) to obtain subject matter expertise from [partner/service provider name(s)] as needed) <ul style="list-style-type: none"> ○ Determine the structural safety of the building and the viability of conducting salvage/restoration/recovery operations. ○ If repairable, determine the amount of time needed to repair the facility. The determination is made in conjunction with the [insert offices and organizations here]. ○ If the [Organization Name] decides to repair the primary operating facility, the [insert office/title] is responsible for supervising the repair process and notifying the [insert office/title] of the status of repairs, including estimates of when the repairs will be completed. • Evaluate assessment results and identify the likely planning level.
Develop event-specific COA(s)	<p>Once a determination is made concerning the appropriate planning level, the Reconstitution Planning Team will take the following steps:</p> <ul style="list-style-type: none"> • Review the [Organization Name] Reconstitution [Plan/Annex] with a focus on the applicable planning level. Eliminate consideration of items from other planning levels. For example, do not incorporate consideration of a temporary facility into the COA for a planning level 1 event. • Develop an equipment recovery and salvage plan to salvage, restore, and recover buildings and property. • Review requirements for each [Organization Name] Component/Office. • Coordinate with [partner and service provider name(s)] to confirm availability of required services. • Develop an executable plan for returning to normal operations. Plan should assign responsibility for specific tasks, each with a clear timeline for completion to include intermediate tasks and recognized dependencies.
Coordinate/approve COA(s)	<p>The Reconstitution Manager will review COA(s), coordinate them with senior [Organization Name] leadership, and present them to the [Agency Head] for approval. The [Agency Head] reviews the COA(s), directs changes as needed and approves the COA(s) for implementation on order.</p>

Exhibit 12: Event Planning Sub-Phase Activities and Actions

3-3. SUB-PHASE B RESPONSIBILITIES

This section should assign sub-phase responsibilities by position. It consists entirely of a table and is intended to help organizations consider and assign responsibility for all sub-phase activities. Sample table is provided below. However, organizations should tailor both the positions and responsibilities as needed to conform with its approach to reconstitution.

Specific reconstitution Sub-Phase B responsibilities within [Organization Name] are listed in Exhibit 13 below.

Position	Responsibilities
[Agency Head]	<ul style="list-style-type: none"> <input type="checkbox"/> Activate [Organization Name] COOP Plan <input type="checkbox"/> Activate [Organization Name] Reconstitution [Plan/Annex] <input type="checkbox"/> Review and approve event-specific reconstitution COA(s)
Continuity Coordinator/Manager	<ul style="list-style-type: none"> <input type="checkbox"/> Activate ERG at an alternate location to ensure continuity of essential functions <input type="checkbox"/> Account for organization personnel
Reconstitution Manager	<ul style="list-style-type: none"> <input type="checkbox"/> Assemble the Reconstitution Planning Team at a safe location <input type="checkbox"/> Manage development of event-specific reconstitution COA(s) <input type="checkbox"/> Identify appropriate SMEs (Reconstitution Implementation Team members), partners, and service providers to respond to the specific event <input type="checkbox"/> Coordinate for the implementation of agreements with partners and service providers <input type="checkbox"/> Coordinate [Agency Head] approval of reconstitution COA(s)
Reconstitution Planning Team Members	<ul style="list-style-type: none"> <input type="checkbox"/> Report to the identified/designated location <input type="checkbox"/> Conduct/arrange for a preliminary damage assessment using the building assessment checklist <input type="checkbox"/> Reach consensus regarding the appropriate planning level <input type="checkbox"/> Tailor the [Organization Name] Reconstitution [Plan/Annex] to conform to the specific event <input type="checkbox"/> Develop event-specific COA(s) <input type="checkbox"/> Prepare to transition from planning to implementation on [Agency Head] order to implement
Partners/Service Providers	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare to implement MOU/MOA with [Organization Name]

Exhibit 13: Sub-Phase B Responsibilities by Position

CHAPTER 4 - IMPLEMENTATION OF OPERATIONS

This chapter should describe the processes and procedures that comprise the organization’s reconstitution operations. Sample text for this section is provided below. However, organizations should tailor this chapter to meet their specific reconstitution planning and operational needs.

Implementation of operations, the third reconstitution sub-phase, focuses on the actual reconstitution of **[Organization Name]** operations. It starts with a leadership decision to begin reconstitution operations and continues through the relocation of essential functions from the alternate location or devolution site to the original or replacement facility. It incorporates the resumption of non-essential functions and ends when normal operations have been reestablished.



Exhibit 14: Reconstitution Sub-Phase C, Implementation of Operations

Key activities during this sub-phase include:

- Executing reconstitution COA(s) approved by **[Agency Head]**;
- Implementing appropriate agreements with partners and service providers;
- Keeping **[Organization Name]** personnel informed regarding reconstitution progress;
- Arranging for and relocating operations to the original or appropriate replacement facility; and
- Making available the essential records, communications, and systems/ equipment needed to resume normal operations.

4-1. DECISION TO RECONSTITUTE

This section should address the activities and actions leading to a leadership decision to begin reconstitution operations. Sample text is provided below. However, organizations should tailor this section to meet their specific reconstitution planning and operational needs.

With Sub-Phases A and B complete, reconstitution operations begin when the **[Agency Head]** or other authorized person ascertains that the emergency situation has ended and is unlikely to reoccur. Once that determination is made, the **[Agency Head]** or other authorized person directs the Reconstitution Manager to initiate reconstitution operations.

4-2. RECONSTITUTION OPERATIONS

This section should describe the process of transitioning from continuity or devolution operations to normal operations. The main objectives of this sub-phase are to transfer

essential functions back to the primary operating facility, a temporary operating facility, or a new or rebuilt operating facility and to resume non-essential, discontinued functions. Sample text for this section is provided below. However, organizations should tailor this section to meet their specific reconstitution planning and operational needs.

A key planning element is to identify and ensure the availability of the resources and capabilities needed to support reconstitution operations. This includes resources such as people, equipment, furniture, and supplies and capabilities such as internet connectivity, communications, and information technology. Ensuring that these resources and capabilities are available is key to the **[Organization Name]**'s ability to effectively transfer and continue performance of normal functions at its primary operating facility, temporary operating facility, or new/rebuilt operating facility. The specific requirements will depend on the reconstitution planning level but, in general, the requirements will be similar.

In implementing reconstitution operations, the **[Organization Name]** will focus on transferring the essential functions from the continuity facility or devolution site back to normal operations either at the primary operating facility, a temporary operating facility, or a new or rebuilt operating facility, and on orchestrating the resumption of discontinued, non-essential functions. Exhibit 15 presents specific Sub-Phase C activities/actions and the corresponding approach to each.

Activity/Action	Approach
<p>Convene the Reconstitution Implementation Team</p>	<p>The Reconstitution Manager will oversee the transition of the Reconstitution Planning Team into the Reconstitution Implementation Team as the priority shifts from planning to operations. Depending on the planning level, subject matter expertise will be added from the following offices and/or partners and service providers to carry out the COA(s) approved by the [Agency Head]:</p> <ul style="list-style-type: none"> • [List offices responsible for human resources, facilities, IT/communications, finance, procurement, contracts, etc.] • [List partners/service providers who may be tapped to provide expertise during reconstitution operations]
<p>Conduct building salvage/restoration/recovery operations</p>	<p>Within [insert time period] of emergency relocation, the following individuals will initiate and coordinate operations to salvage, restore, and recover the [Organization Name]'s primary operating facility after coordination with the appropriate local, State, and Federal law enforcement and emergency services:</p> <ul style="list-style-type: none"> • Each [Organization Name] subcomponent designates a reconstitution POC to work with the Reconstitution Implementation Team and updates office personnel on developments regarding reconstitution and provides names of reconstitution points-of-contact to the [insert title/office] within [insert number] hours of the Continuity Plan activation. <p>Note: When working in a classified environment, security requirements for handling classified information must be considered.</p>

Activity/Action	Approach
<p>Conduct security, safety, and health assessment</p>	<p>Before relocating to the primary operating facility, a temporary operating facility, or new or rebuilt operating facility, the [insert office/title] conducts security, safety, and health assessments to determine facility suitability.</p> <ul style="list-style-type: none"> • The [insert office/title] verifies that all systems, communications, and other required capabilities are available and operational and that the [Organization Name] is fully capable of accomplishing all essential functions and operations at the primary operating facility, temporary operating facility, or new/temporary replacement facility.
<p>Reoccupy primary operating facility, move to a temporary operating facility, or a new or rebuilt operating facility</p>	<p>Once the [Agency Head] or other authorized person makes the decision that the [Organization Name]'s primary operating facility can be reoccupied or that the [Organization Name] will re-establish in a temporary operating facility or new or rebuilt operating facility, the following steps are taken:</p> <ul style="list-style-type: none"> • The [Organization Name]'s Continuity Coordinator or other authorized individual notifies the [enter office/position]. The following information regarding continuity activation and relocation status will be provided: continuity activation and relocation status, alternate location, operational and communication status, and anticipated duration of relocation. • The [insert office/title] develops space allocation and facility requirements. • The [insert office/title] notifies all personnel that the emergency or threat of emergency has passed and actions required of personnel in the reconstitution process using [insert method of communication here]. • The [insert office/title] coordinates with the General Services Administration (GSA), Office of Personnel Management (OPM), National Archives and Records Administration (NARA), FEMA and/or other applicable organizations. • The [insert office/title] develops procedures, as necessary, for restructuring staff. • [Insert any additional activities associated with planning for reconstitution here].

Activity/Action	Approach
Phase-down and return of personnel, equipment, and documents	<p>Upon verification that the required capabilities are available and operational and that the [Organization Name] is fully capable of accomplishing all essential functions and operations at the primary operating facility, a temporary operating facility, or new or rebuilt operating facility, the [insert office/title] begins supervising a return of personnel, equipment, and documents to the appropriate operating facility.</p> <ul style="list-style-type: none"> • The phase-down and return of personnel, functions, and equipment follows the priority-based plan and schedule. [See Phase-Down Checklist in Appendix A, Supplemental Checklists.] • The [Organization Name] begins development of specialized return plans based on the incident and facility within [insert number] hours of plan activation. • [Organization Name] will begin development of specialized return plans based on the incident and facility with [insert number] hour of plan activation.
Cease continuity operations at continuity facility or devolution site <u>and</u> transfer essential functions	<p>The [Organization Name] continues to operate at its continuity facility until ordered to cease operations by the [insert authority] using [insert method of notification here].</p> <ul style="list-style-type: none"> • Essential functions transfer to the primary operating facility, a temporary operating facility, or new or rebuilt operating facility. See Appendix E-Essential Functions. • Instruct [Organization Name] personnel on how to resume normal operations as outlined below. Note: The [Organization Name] develops specialized resumption plans based on the incident and facility within [insert number] hours of plan activation. • [Insert normal operations resumption plan here]
Identify records affected by the incident <u>and</u> transition or recover essential records and databases	<p>The [Insert office/title] identifies records affected by the incident by [insert identification processes or contacts here].</p> <ul style="list-style-type: none"> • The [insert office/title] effectively transitions or recovers essential records and databases, as well as other records that were not designated as essential records, using the plan outlined below. Note: The [Organization Name] develops specialized essential records transition and recovery plans based on the incident and facility within [insert number] hours of plan activation. • [Insert essential records transition and recovery plan here]

Activity/Action	Approach
Transfer essential functions, cease continuity operations, and deploy to the primary operating facility, temporary operating facility, or new or rebuilt operating facility	<p>When the continuity personnel, equipment, and documents are in place at the primary operating facility, temporary operating facility, or new or rebuilt operating facility, the remaining [Organization Name] staff at the continuity facility or devolution site transfer essential functions, cease operations, and deploy to the primary operating facility, temporary operating facility, or new or rebuilt operating facility.</p> <ul style="list-style-type: none"> • The [insert title or titles] oversee(s) the orderly transition of all the [Organization Name]’s functions, personnel, equipment, and records to the primary operating facility, a temporary operating facility, or new or rebuilt operating facility. • The [insert office/title] coordinates the development of processes for the orderly transition of all [Organization Name]’s functions, personnel, equipment, and records to the primary operating facility, a temporary operating facility, or new or rebuilt operating facility, and replacing lost or broken equipment.
Implement shut down plan	The Continuity Coordinator provides guidance and oversight for shutting down operations at the continuity/devolution site.
Prepare to conduct after action review	<p>The [Organization Name] Reconstitution Manager oversees preparations to conduct an after action review, and develop an AAR/IP:</p> <ul style="list-style-type: none"> • Reconstitution Planning Team members provide guidance for conducting the after action review and developing the AAR/IP.

Exhibit 15: Implementation of Operations Sub-Phase Activities and Actions

4-3. SUB-PHASE C RESPONSIBILITIES

This section should assign sub-phase responsibilities by position. It consists entirely of a table and is intended to help organizations consider and assign responsibility for all sub-phase activities. Sample table is provided below. However, organizations should tailor both the positions and responsibilities as needed to conform with its approach to reconstitution.

Specific reconstitution Sub-Phase C responsibilities within [Organization Name] are listed in Exhibit 16 below.

Position	Responsibilities
[Agency Head]	<input type="checkbox"/> Initiate reconstitution operations upon determination that the continuity event/threat is over and unlikely to recur
Continuity Coordinator	<input type="checkbox"/> Manages the relocation of functions, personnel, equipment, and documents from, and the shutdown of operations at, the alternate location

Position	Responsibilities
Reconstitution Manager	<ul style="list-style-type: none"> <input type="checkbox"/> Manage the transition from planning to operations and the implementation of approved COA(s) <input type="checkbox"/> Monitors and reports the status of reconstitution operations <input type="checkbox"/> Coordinates with [insert office/title] to keep all [Organization Name] employees informed regarding reconstitution operations <input type="checkbox"/> Directs the implementation of applicable agreements with partners and service providers
Reconstitution Implementation Team Members	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate as required with appropriate local, State, and Federal law enforcement and emergency services <input type="checkbox"/> Coordinate operations to salvage, restore, and recover the [Organization Name]'s primary operating facility <input type="checkbox"/> Coordinate for the [insert office/title] to conduct security, safety, and health assessments to confirm facility suitability <input type="checkbox"/> Coordinate for the [insert office/title] to verify systems, communications, other required capabilities are available/operational
[Insert office/title or Partner/Service Provider]	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct security, safety, and health assessments to determine facility suitability
[Insert office/title or Partner/Service Provider]	<ul style="list-style-type: none"> <input type="checkbox"/> Verify that all systems, communications, and other required capabilities are available and operational <input type="checkbox"/> Confirm that the [Organization Name] is fully capable of accomplishing all essential functions and operations
[Insert office/title]	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinates with Reconstitution Manager regarding reconstitution operations and keeps all employees informed

Exhibit 16: Sub-Phase C Responsibilities by Position

CHAPTER 5 - END OF RECONSTITUTION

This chapter should address the activities and actions performed upon completion of reconstitution to assess the organization's performance during reconstitution operations. The goal is to identify strengths and areas of concern in the organization's reconstitution program, document lessons learned, and implement corrective actions to improve organizational effectiveness and efficiency the next time reconstitution is required. The final outcome for this phase should be an AAR/IP summarizing the reconstitution event and identifying improvement needs and an approach to address those improvements. Sample text for this section is provided below. However, organizations should tailor this section to meet their specific reconstitution planning and operational needs.

End of reconstitution, the last of four reconstitution sub-phases, focuses on confirming the success of the **[Organization Name]**'s reconstitution operations and reviewing and evaluating the reconstitution process once the continuity event is over.

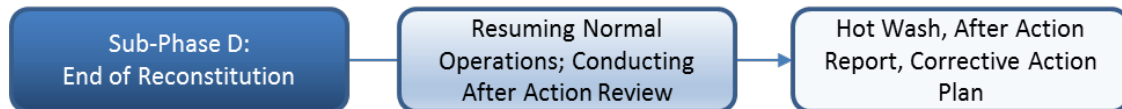


Exhibit 17: Reconstitution Sub-Phase D, End of Reconstitution

Key activities during this sub-phase include:

- Ensure the successful resumption of **[Organization Name]** operations;
- Conduct a hot wash and/or after action conference;
- Prepare an after action report and incorporate approved recommendations into a corrective action program;
- Revise and update plans, procedures, and checklists as appropriate; and
- Update and renegotiate agreements with partners and service providers as appropriate.

5-1. RESUMING NORMAL OPERATIONS

This section should describe the process to be used to validate the successful completion of reconstitution operations. Sample text for this section is provided below. However, organizations should tailor this section to meet their specific continuity planning and operational needs.

In spite of the best efforts of the Reconstitution Manager and Reconstitution Implementation Team, it is likely that the **[Organization Name]** will encounter some challenges when resuming normal operations, especially in a temporary or permanent replacement facility. The Reconstitution Manager will coordinate with the leadership of **[Organization Name]** components to ensure that all problems and issues are identified, documented, and handed off to the appropriate part of the organization for resolution.

5-2. AFTER-ACTION ACTIVITIES

This section should describe the process of reviewing and evaluating the reconstitution process after the continuity/devolution event is over and the organization has transitioned back to normal operations. Activities and actions focus on identifying lessons learned, best practices, and improvement needs and documenting those findings in an after action report. Sample text for this section is provided below. However, organizations should tailor this section to meet their specific needs.

The **[Organization Name]** implements post-reconstitution activities after the continuity or devolution event is over and reconstitution largely complete. Activities include reviewing and evaluating the reconstitution implementation process, seeking feedback from participants, developing an AAR/IP for the purposes of summarizing the reconstitution event, identifying opportunities to improve and enhance the organization’s reconstitution program, plans, and capabilities; and developing an approach to implement improvements. The post-reconstitution activities described in Exhibit 18 apply for all reconstitution events regardless of the planning level.

Activity/Action	Description
Conduct normal operations	The Reconstitution Manager provides guidance and oversight for overseeing implementation of continuity/devolution site shut down plan and ensuring the operational readiness of key elements such as communications, information technology, essential records, human resources, etc.
Conduct hot wash	<p>The Reconstitution Manager, in coordination with the [insert title or titles] conducts a hot wash within [enter number] days after the [Organization Name] has returned to normal operations.</p> <ul style="list-style-type: none"> • The hot wash should include as many participants or members of the Reconstitution Team as possible.
Conduct after action review meeting	<p>The Reconstitution Manager conducts a full after action review meeting once in the primary operating facility, temporary operating facility, or new or rebuilt operating facility. This meeting is conducted within [enter number] weeks after resuming normal operations.</p> <ul style="list-style-type: none"> • The [Insert office/title] completes the review after all offices within the [Organization Name] have the opportunity to provide input. <ul style="list-style-type: none"> – The after action review studies: the effectiveness of the Reconstitution [Plan/Annex] processes, procedures, actions, and activities; identifies lessons learned; best practices; issues; concerns; and areas for improvement. – Key [Organization Name] personnel should review the information gathered during the hot wash, add individual observations, and analyze data/comments in the context of the [Organization Name]’s Continuity Plan.

Activity/Action	Description
Develop after action report/improvement plan	<p>The After Action Report/Improvement Plan (AAR/IP) provides feedback to the [Organization Name]’s senior leadership, key personnel, and continuity planners that summarizes the reconstitution implementation process. [See Appendix E,-AAR/IP Template.]</p> <ul style="list-style-type: none"> • Input for the AAR/IP is derived from the results of the after action review and provides the general foundation for the report. • The [Organization Name]’s AAR/IP is developed once the findings from the after action review are evaluated. Key elements of the plan include: <ul style="list-style-type: none"> – Lessons learned and best practices – Areas for improvement and recommendations – Corrective actions and implementation plan

Exhibit 18: Post-Reconstitution Activities and Actions

5-3. SUB-PHASE D RESPONSIBILITIES

This section should assign sub-phase responsibilities by position. It consists entirely of a table and is intended to help organizations consider and assign responsibility for all sub-phase activities. Sample table is provided below. However, organizations should tailor both the positions and responsibilities as needed to conform with its approach to reconstitution.

Specific reconstitution Sub-Phase D responsibilities within [Organization Name] are listed in Exhibit 19 below.

Position	Responsibilities
[Agency Head]	<input type="checkbox"/> Approve AAR/CAP
Reconstitution Manager	<input type="checkbox"/> Facilitate hot wash and/or after action conference <input type="checkbox"/> Coordinate/manage the development of the AAR and CAP
Reconstitution Team Members	<input type="checkbox"/> Participate in the after action review and reporting, and improvement planning processes <input type="checkbox"/> Review and update the [Organization Name] Reconstitution [Plan/Annex], procedures, and processes <input type="checkbox"/> Review and update checklists <input type="checkbox"/> Review and update contact lists for key personnel internal and external to the [Organization Name] <input type="checkbox"/> Review and update Reconstitution Team operating procedures

Exhibit 19: Sub-Phase D Responsibilities by Position

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APPENDIX A: SUPPLEMENTAL CHECKLISTS

This appendix provides a placeholder for any reconstitution-related checklists that the organization has developed or intends to develop. Checklists may be for individual positions (e.g., Reconstitution Manager or the Reconstitution Planning Team member for facilities, logistics, communications/IT, contracts, procurement, or human resources) within the organization’s reconstitution structure or may apply to a specific sub-phase, activity, or topic (e.g., End of Reconstitution, Facility Damage Assessment, Phase Down Plan). Another option is to include checklists in standard operating procedures prepared as a subordinate document to the reconstitution plan.

[Checklist #1 Name]

[Insert checklist #1 here]

[Checklist #2 Name]

[Insert checklist #2 here]

[Checklist #3 Name]

[Insert checklist #3 here]

[Checklist #x Name]

[Insert checklist #x here]

APPENDIX B: CONTACT LISTS

This appendix should list the organization’s key personnel contact list, the Reconstitution Planning Team members contact list, the Reconstitution Implementation Team members contact list, and other lists as required. Sample text for this section is provided below. However, organizations should tailor this section to meet their specific continuity planning and operational needs.

Organizational Contacts (internal and external)

Titles/Organization	Primary
[insert title] [insert organization office]	Name: E-Mail: Telephone: Cell Phone:
[insert title] [insert organization office]	Name: E-Mail: Telephone: Cell Phone:
[insert title] [insert organization office]	Name: E-Mail: Telephone: Cell Phone:
[insert title] [insert organization office]	Name: E-Mail: Telephone: Cell Phone:
[insert title] [insert organization office]	Name: E-Mail: Telephone: Cell Phone:
[insert title] [insert organization office]	Name: E-Mail: Telephone: Cell Phone:
[insert title] [insert organization office]	Name: E-Mail: Telephone: Cell Phone:

Reconstitution Planning Team

Titles/Organization	Primary	Alternate
Reconstitution Manager [insert organization office]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [senior leadership]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [senior leadership]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from facilities/building management]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from safety]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from security]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from logistics, acquisition, construction]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from IT]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from administration]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from (insert office)]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:

Reconstitution Implementation Team

Titles/Organization	Primary	Alternate
Reconstitution Manager [insert organization office]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [senior leadership]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [senior leadership]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from facilities/building management]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from safety]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from security]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from logistics, acquisition, construction]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from IT]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from administration]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:
[insert title] [representative from (insert office)]	Name: E-Mail: Telephone: Cell Phone:	Name: E-Mail: Telephone: Cell Phone:

APPENDIX C: RECONSTITUTION TEAM REQUIREMENTS

This appendix should describe the resource requirements and capabilities needed to ensure that reconstitution operations can be effectively accomplished. A sample form to capture the data is provided below. However, organizations should revise the form to meet their needs.

The [Organization Name] resource and capability requirements to support reconstitution operations include, but may not limited to those listed in Exhibit C-1 below.

Resource/Capability	Description
Personnel	[position/title] [position/title] [position/title] [position/title]
Space	[amount] offices, [square feet] each [amount] cubicles, [square feet] each [amount] conference rooms, [square feet] each
Furniture	[amount] desks [amount] chairs [amount] workstations [other]
Communications	[amount] telephones (non-secure) with voice mail [amount] telephones (secure) [amount] facsimile machines (non-secure) [amount] facsimile machines (secure) [other]
Information Technology	[amount] desktop computers [amount] laptops [other]
Classified Storage	[amount] safes
[Other]	[amount]
Internet Access/Connection	[insert specifications/requirement]
Local Area Network Access/Connection	[insert specifications/requirement]
Video Teleconference	[insert specifications/description]
Landlines	[insert specifications/description]
Satellite for Voice/Data	[insert specifications/description]
Uninterruptible Power Supply	[insert specifications/description]
Backup Power	[insert specifications/description]
[Other]	[insert specifications/description]
[Other]	[insert specifications/description]

Exhibit C-1: Reconstitution Team Resource and Capability Requirements

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APPENDIX D: FACILITY REQUIREMENTS

This appendix should document the organization’s facility requirements to expedite reconstitution should a replacement facility be required. It consists of SF 2050, Reconstitution Questionnaire, with modified instructions. GSA requires Washington, DC-based Federal departments and agencies to complete the form and update annually. Non-federal organizations may substitute a different form/format to meet their specific needs.

SF 2050, Reconstitution Questionnaire

REQUIREMENT: ORGANIZATIONS SHALL INCLUDE PROVISIONS FOR RECONSTITUTION CAPABILITIES TO ENABLE PROMPT RECOVERY FROM A CATASTROPHIC EMERGENCY AND RESUMPTION OF NORMAL OPERATIONS.

PURPOSE: THIS QUESTIONNAIRE IS DESIGNED TO ASSIST ORGANIZATIONS IN THOROUGHLY IDENTIFYING AND DOCUMENTING THEIR PHYSICAL RECONSTITUTION NEEDS. COMPLETION OF THIS FORM WILL ENABLE A CLEARER UNDERSTANDING OF PERTINENT NEEDS, CAPABILITIES AND PLANNING REQUIREMENTS.

ASSUMPTIONS: THE FOLLOWING ASSUMPTIONS APPLY TO THIS QUESTIONNAIRE:

1. WHEN ESTIMATING FUTURE SQUARE FOOTAGE REQUIREMENTS, GSA RECOMMENDS EMPLOYING AN INDUSTRY STANDARD METRIC OF 200 SQUARE FEET (SF) / FULL TIME EMPLOYEE.
2. FOLLOWING A MAJOR RECONSTITUTION EVENT, ORGANIZATIONS MAY OCCUPY A TEMPORARY REPLACEMENT FACILITY FOR AN UNDETERMINED AMOUNT OF TIME.

A. INFORMATION SUMMARY

INFORMATION SUMMARY	
CURRENT CONDITIONS (NCR) PRIMARY FACILITIES	PROJECTED RECONSTITUTION NEEDS
PERSONNEL COUNT:	PERSONNEL COUNT:
SF UNCLASSIFIED OFFICE	SF UNCLASSIFIED OFFICE
SF CLASSIFIED / SCIF:	SF CLASSIFIED / SCIF:
SF WAREHOUSE:	SF WAREHOUSE:
SF PUBLIC FACING:	SF PUBLIC FACING:
SF 'OTHER' / CUSTOM ENCLOSED SPACE (i.e., LAB):	SF 'OTHER' / CUSTOM ENCLOSED SPACE (i.e., LAB):
DESCRIBE 'OTHER' ABOVE:	DESCRIBE 'OTHER' ABOVE:
ACREAGE OPEN LAND:	ACREAGE OPEN LAND:

B. INFORMATION DETAIL

I. POINTS OF CONTACT				
RECONSTITUTION POINT OF CONTACT NAME: CELL PHONE NUMBER: EMAIL:		RECONSTITUTION BACK-UP POINT OF CONTACT NAME: CELL PHONE NUMBER: EMAIL:		
WHO IS YOUR UNCLASSIFIED IT POINT OF CONTACT?		WHO IS YOUR CLASSIFIED IT POINT OF CONTACT?		
WHO IS YOUR SECURITY OFFICE (SECURITY ADMINISTRATION PROGRAMS) POINT OF CONTACT?				
II. DEPARTMENT INFORMATION				
NAME OF THE AGENCY:		AGENCY BUREAU CODE:		
CURRENT LOCATION OF PRIMARY FACILITY (CITY AND STATE):				
III. PERSONNEL				
NUMBER OF EMPLOYEES THAT WILL WORK AT THE NEW SITE?		DO YOU NEED TRANSPORTATION OF PERSONNEL TO THE RECONSTITUTION SITE?		
WILL ANY OF YOUR EMPLOYEES REQUIRE REASONABLE ACCOMMODATIONS AT THE NEW FACILITY (PLEASE LIST SPECIFIC NEEDS)?				
DO YOU REQUIRE BILLETING ON SITE?		DO YOU REQUIRE A CAFETERIA/RESTAURANT ON SITE?		
DO YOU REQUIRE KITCHEN AREAS ON SITE?				
IV. SPACE				
DOES YOUR AGENCY CURRENTLY HAVE ANOTHER FACILITY THAT COULD SUPPORT YOUR RECONSTITUTION NEEDS?				
DOES YOUR ORGANIZATION REQUIRE A MAIL PROCESSING FACILITY IN THE IMMEDIATE PROXIMITY OF THE BUILDING?		WHAT IS YOUR MINIMUM SQUARE FOOTAGE REQUIREMENT?		
HOW MANY WORKSTATIONS DO YOU REQUIRE?	HOW MANY DO YOU REQUIRE:			
	STORAGE ROOMS:	SQ/FT:	CONFERENCE ROOMS:	SQ/FT:
	OFFICES:	SQ/FT:	PLANNING ROOMS:	SQ/FT:
	BRIEFING ROOMS:	SQ/FT:	ARCHIVE ROOMS:	SQ/FT:
OTHER SPACE NEEDS:				

V. FURNITURE			
NUMBER OF CUBICLES REQUIRED:		NUMBER OF CHAIRS REQUIRED:	
NUMBER OF STORAGE CONTAINERS REQUIRED:		NUMBER OF FILE CABINETS REQUIRED:	
NUMBER OF DESKS REQUIRED:		NUMBER OF SAFES REQUIRED:	
VI. COMMUNICATIONS			
WHAT SPECIFIC UNCLASSIFIED DATA NETWORKS DO YOU REQUIRE?		HOW MANY UNCLASSIFIED WORKSTATIONS DO YOU REQUIRE?	
WHAT SPECIFIC CLASSIFIED DATA NETWORKS DO YOU REQUIRE?		HOW MANY CLASSIFIED TELECOMMUNICATIONS WORKSTATIONS DO YOU REQUIRE?	
VIDEO TELECONFERENCE EQUIPMENT			
NUMBER OF UNCLASSIFIED VIDEO TELECONFERENCE UNITS REQUIRED:			
NUMBER OF CLASSIFIED VIDEO TELECONFERENCE UNITS REQUIRED:			
FAX MACHINES			
NUMBER OF UNSECURE FAX MACHINES REQUIRED:			
NUMBER OF SECURE FAX MACHINES (ANALOG) REQUIRED:			
TELEPHONES			
NUMBER OF UNSECURE TELEPHONES (ISDN) REQUIRED:			
NUMBER OF SECURE TELEPHONES (ISDN) REQUIRED:			
NUMBER OF UNSECURE TELEPHONES (ANALOG) REQUIRED:			
NUMBER OF SECURE TELEPHONES (ANALOG) REQUIRED:			
NUMBER OF UNSECURE VOIP TELEPHONES REQUIRED:			
NUMBER OF SECURE VOIP TELEPHONES REQUIRED:			
DO YOU HAVE DISASTER ROUTING SERVICE FOR THE TELEPHONE SERVICE AT THE IMPACTED FACILITY?		IS ANYBODY IN YOUR OFFICE TRAINED IN THE USE OF DISASTER ROUTING SERVICE?	
WHAT IS THE PRIMARY TELEPHONE CIRCUIT NUMBER AT THE IMPACTED FACILITY?		WHAT IS THE BILLING NUMBER FOR THE TELEPHONE SERVICE AT THE IMPACTED FACILITY?	
WHAT IS THE PHYSICAL LOCATION OF THE IMPACTED FACILITY WHERE THE TELEPHONE SERVICE TERMINATES (PHYSICAL ADDRESS, TO INCLUDE FLOOR NUMBER IF APPLICABLE)?			
PLEASE PROVIDE ALL ADDITIONAL NUMBERS ASSOCIATED WITH THE PRIMARY CIRCUIT OF THE IMPACTED FACILITY.			
HOW MANY SERVER RACKS DO YOU REQUIRE?			
RADIOS			
DO YOU REQUIRE A HF/ALE RADIO?			
DO YOU REQUIRE RADIOS (INCLUDE TOTAL NUMBER REQUIRED)?			
UNSECURED	SECURED	TYPE	MODEL
SATELLITE SERVICES			
NUMBER OF UNCLASSIFIED SATELLITE PHONES REQUIRED:			
NUMBER OF CLASSIFIED SATELLITE PHONES REQUIRED:			
HOW MANY CABLE/SATELLITE DROPS DO YOU REQUIRE?			
DO YOU REQUIRE SATELLITE SERVICES, IF SO WHAT SPECIFIC TYPES OF SERVICES (VOICE, VIDEO, OR DATA)?			
OTHER:			

VII. MISCELLANEOUS		
VEHICLES		
DO YOU REQUIRE VEHICLES?	TYPE:	QUANTITY:
DO YOU REQUIRE VEHICLE STORAGE?	PARKING REQUIRED?	ACCESS TO PUBLIC TRANSPORTATION REQUIRED?

STORAGE	
DO YOU REQUIRE LOADING DOCKS?	LOADING DOCK SQ/FT:
DO YOU REQUIRE A WAREHOUSE IN THE IMMEDIATE PROXIMITY OF THE BUILDING?	NUMBER OF CONNEXES/SHIPPING CONTAINERS REQUIRED:

HVAC/POWER		
DO YOU HAVE SPECIAL HVAC REQUIREMENTS FOR EQUIPMENT ROOMS (I.E. SERVER ROOMS, ETC...)?		
WHAT IS YOUR EXPECTED TOTAL EQUIPMENT LOAD FOR COMMERCIAL POWER?	HOW MANY 110 VOLT POWER CIRCUITS DO YOU REQUIRE?	HOW MANY 220 VOLT POWER CIRCUITS DO YOU REQUIRE?
DO YOU REQUIRE DEDICATED LOAD CIRCUITS?	WHAT IS YOUR TOTAL EQUIPMENT LOAD FOR UNINTERRUPTED POWER SUPPLY?	
DO YOU REQUIRE EMERGENCY GENERATORS?	DO YOU REQUIRE EMERGENCY GENERATOR MAINTENANCE?	WHAT IS YOUR EXPECTED TOTAL EQUIPMENT LOAD FOR BACKUP POWER?

OTHER MISCELLANEOUS REQUIREMENTS:

VIII. CONTRACT ASSISTANCE	
DO YOU REQUIRE SERVICE CONTRACTS FOR: <input type="checkbox"/> IT/NETWORK AND TELECOMMUNICATIONS SERVICES <input type="checkbox"/> LOCAL AND LONG-DISTANCE TELEPHONE SERVICE <input type="checkbox"/> FURNITURE AND PERSONAL PROPERTY DISPOSAL <input type="checkbox"/> SECURITY PRODUCTS AND SERVICES <input type="checkbox"/> MOVEMENT COORDINATION OF PERSONNEL/ EQUIPMENT <input type="checkbox"/> OTHER	<input type="checkbox"/> COMPUTERS <input type="checkbox"/> JANITORIAL <input type="checkbox"/> FOOD <input type="checkbox"/> MECHANICAL <input type="checkbox"/> HVAC <input type="checkbox"/> PLUMBING

IX. SECURITY

DO YOU REQUIRE A SECURE WORK SPACE AND WHAT IS THE HIGHEST CLASSIFICATION LEVEL IT NEEDS TO MEET?	TOTAL CLASSIFIED WORKSPACE SQ/FT:
DO YOU REQUIRE GSA APPROVED SECURITY CONTAINERS?	DO YOU REQUIRE A SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF)?
PORTABLE OR PERMANENT SCIF?	SCIF SQ/FT. REQUIREMENT:
DO YOU REQUIRE CLASSIFIED CONFERENCE ROOMS? (SPECIFY THE NUMBER, TYPE, AND SQUARE FOOTAGE)	
WHAT SPECIFIC PHYSICAL SECURITY REQUIREMENTS DO YOU HAVE? (NUMBER OF GUARDS, ARMED GUARDS, LOCKING MECHANISMS, ACCESS CONTROL, CCTV, IDS, FENCING, ETC...)	
OTHER:	

X. ATTACHMENTS

- AGENCY SPACE STANDARDS STAFF LIST
- ORGANIZATION CHART OF PLANNED, RECONSTITUTED PERSONNEL (REPLACEMENTS FOR MISSING/UNACCOUNTED FOR PERSONNEL CAN BE UPDATED DURING MOVEMENT)
- LIST OF CUSTOMER REPS WITH ALL CONTRACTORS
- AGENCY PHYSICAL SECURITY REQUIREMENTS

INSTRUCTIONS

SECTION A: INFORMATION SUMMARY

CURRENT CONDITIONS (NCR): All information gathered is in regards to the primary, department/agency headquarters and associated facilities in the Washington D.C. area (National Capital Region-NCR).

1st box: Enter the number of personnel that currently occupy primary facilities in the Washington D.C. area (National Capital Region-NCR)

2nd box: Enter the current count of unclassified, office space square footage occupied.

3rd box: Enter the current count of classified, office space square footage (if applicable).

4th box: Enter the current square footage of warehouse space, associated with your primary facilities (includes storage, etc.).

5th box: Enter the current amount of square footage of public facing space required.

6th box: Enter the current square footage amount of enclosed spaces, such as Labs; weapons range; simulators.

7th box: Enter descriptions of space included as 'other' in box 6 above.

8th box: Enter the current acreage of open land your department/agency currently using

PROJECTED RECONSTITUTION NEEDS: D/A shall provide educated assumptions for their projected needs noting current state of NCR primary facilities as a baseline for reconstitution needs.

1st box: Enter the projected number of personnel that would need to be supported under a NCR reconstitution effort.

2nd box: Enter the projected unclassified, office space square footage needed.

3rd box: Enter the projected classified, office space square footage needed.

4th box: Enter the projected square footage of warehouse space.

5th box: Enter the projected amount of square footage of public facing space needed.

6th box: Enter the projected square footage amount of enclosed spaces, such as Labs; weapons range; simulators.

7th box: Enter the descriptions of any space included as 'other' in box 6 above.

8th box: Enter the projected acreage of open land your department/agency would need

SECTION B: INFORMATION DETAIL

POINTS OF CONTACT: Enter the point of contact information for both the primary and back-up Reconstitution Manager for your department/agency.

1-2nd box: Enter the contact information for the primary and secondary reconstitution manager.

3rd box: Enter the Information Technology point of contact for unclassified systems (if applicable).

4th box: Enter the Information Technology point of contact for classified systems (if applicable).

5th box: Enter your department/agency's security program point of contact (i.e. Special Security Officer [SSO]).

DEPARTMENT INFORMATION: Enter the information for your department/agency.

1st box: Enter your department/agency's name.

2nd box: Enter the Agency Bureau Code for your agency's account. The Agency/Bureau code is the code assigned to your agency and bureau by the Executive Office of the President, Office of Management and Budget (OMB). These codes are unclassified and are located in OMB Circular A-11; Appendix C (2012).

http://www.whitehouse.gov/sites/default/files/omb/assets/a11_current_year/app_c.pdf

3rd box: Enter the current city that your department/agency is located in.

4th box: Enter the current state that your department/agency is located in.

PERSONNEL: All information gathered in this section will be in regards to the projected needs of the personnel projected to work at the reconstitution facility, taking into account possible future policy requirements/needs (i.e. telework). This section does not take into account current needs and uses.

1st box: Enter the projected number of employees that will work at the future site, taking into account future policy requirements/needs (i.e. telework).

2nd box: Enter YES or NO for the projected transportation needs of personnel to the new site.

3rd box: Enter YES or NO for the projected needs of your employees that would require reasonable accommodations at the new facility. Enter those specific needs in the designated space provided.

4th box: Enter YES or NO for billeting requirements on the new site.

5th box: Enter YES or NO for projected cafeteria/restaurant requirements at the new site.

6th box: Enter YES or NO for projected kitchen requirements at the new site.

SPACE: All information gathered in this section will be in regards to the projected space requirements at the future department/agency reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section does not take into account current needs and uses.

1st box: Enter YES or NO if your department/agency plans to use another building for your department/agency's reconstitution needs.

2nd box: Enter YES or NO if you require a mail processing facility in the immediate proximity of the building.

3rd box: Enter the projected total office square footage requirement

4th box: Enter the total projected number of workstations required at the new facility

5th box: Enter the total projected number of required storage rooms

6th box: Enter the total projected square footage of the future storage room requirement.

7th box: Enter the total projected number of offices required.

8th box: Enter the total projected office square footage.

9th box: Enter the total projected number of briefing rooms required.

10th box: Enter the total projected briefing room square footage.

11th box: Enter the total projected number conference rooms required.

12th box: Enter the total projected conference room square footage.

13th box: Enter the total projected number of planning rooms required.

14th box: Enter the total projected planning room square footage.

15th box: Enter the total projected number of archive rooms required.

16th box: Enter the total projected archive room square footage.

17th box: Enter the other space requirements not identified or special requirements needed (i.e. a conference room needs to be a certain square footage).

***Note: it is important to identify if your agency has another facility to support reconstitution needs. Depending on circumstances, your agency might assume the alternate facility and new work space will be obtained for the work force currently assigned there.*

FURNITURE: All information gathered in this section will be in regards to the projected needs of the personnel projected to work at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section does not take into account current needs and uses.

1st box: Enter the total amount of the projected number of cubicles required.

2nd box: Enter the total amount of the projected number of chairs required.

3rd box: Enter the total amount of the projected number of storage containers required.

4th box: Enter the total amount of the projected number of file cabinets required.

5th box: Enter the total amount of the projected number of desks required.

6th box: Enter the total amount of the projected number of safes required.

COMMUNICATIONS: All information gathered in this section will be in regards to the projected needs of the personnel projected to work at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section does not take into account current needs and uses.

1st box: Enter the specific UNCLASSIFIED data network that is required. This is typically the network that your agency uses for daily, UNCLASSIFIED, office work. (i.e. GSA Network)

2nd box: Enter the total number of UNCLASSIFIED workstations required.

3rd box: Enter the specific CLASSIFIED data network that is required. This is typically the network that your agency uses for daily, CLASSIFIED, office work.

4th box: Enter the total number of CLASSIFIED workstations required.

VIDEO TELECONFERENCE EQUIPMENT: All information gathered in this section will be in regards to the projected needs of the personnel projected to work at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section does not take into account current needs and uses.

1st box: Enter the total number of UNCLASSIFIED video teleconference units required.

2nd box: Enter the total number of CLASSIFIED video teleconference units required.

FAX MACHINES: All information gathered in this section will be in regards to the projected needs of the personnel projected to work at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section does not take into account current needs and uses.

1st box: Enter the total number of UNSECURE fax machines required.

2nd box: Enter the total number of SECURE fax machines required.

TELEPHONES: All information gathered in this section will be in regards to the projected needs of the personnel projected to work at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section DOES take into account some current needs and uses.

1st box: Enter the total number of ISDN telephones; UNSECURE & SECURE required.

2nd box: Enter the total number of ANALOG telephones; UNSECURE & SECURE required.

3rd box: Enter the total number of VoIP telephones; UNSECURE & SECURE required.

4th box: Enter YES or NO if there is "disaster routing service" for the telephone service at the **impacted** site.

5th box: Enter YES or NO if anyone in your office knows how to use "disaster routing service" site.

6th box: Enter the primary telephone circuit number at the **impacted** facility.

7th box: Enter the **billing** telephone number for the telephone service at the **impacted** site.

8th box: Enter the address of the physical location where the telephone service ends.

9th box: Enter additional phone numbers associated with the primary circuit of the **impacted** facility.

10th box: Enter the projected number of computer server racks that are required at the new facility.

RADIOS: All information gathered in this section will be in regards to the projected needs of the personnel projected to work at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section DOES take into account some current needs and uses.

1st box: Enter YES or NO if you currently use a HF/ALE radio?

2nd box: Enter total number of projected number of UNSECURED radios.

3rd box: Enter total number of projected number of SECURED radios.

4th box: Enter type of radio that is required.

5th box: Enter the model of radio that is required.

SATELLITE SERVICES: All information gathered in this section will be in regards to the projected needs at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section **DOES NOT** take into account some current needs and uses.

1st box: Enter the number total number of projected UNCLASSIFIED and CLASSIFIED satellite phones.

2nd box: Enter the satellite services that are required (i.e. voice; video; etc.).

3rd box: Enter any other satellite services that may be needed that were not mentioned above.

MISCELLANEOUS

VEHICLES: All information gathered in this section will be in regards to the projected needs at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section **DOES NOT** take into account some current needs and uses.

1st box: Enter YES or NO if you require vehicles. Also, enter the type and quantity of vehicles needed.

2nd box: Enter YES or NO if you require vehicle storage.

3rd box: Enter YES or NO if you require parking for the vehicles.

4th box: Enter YES or NO if you require access to public transportation.

STORAGE: All information gathered in this section will be in regards to the projected needs at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section **DOES NOT** take into account some current needs and uses.

1st box: Enter YES or NO if you require loading docks.

2nd box: Enter the projected square footage required for the loading dock.

3rd box: Enter YES or NO if you require a warehouse in the immediate proximity of the new site.

4th box: Enter the projected number of connexes/shipping containers required at the new site.

HVAC/POWER: All information gathered in this section will be in regards to the projected needs at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section **DOES NOT** take into account current needs and uses

1st box: Enter YES or NO if you have special HVAC requirements for the equipment rooms.

2nd box: Enter the projected total expected equipment load.

3rd box: Enter the projected number of 110 volt power circuits.

4th box: Enter the projected number of 220 volt power circuits.

5th box: Enter YES or NO for the projected need of dedicated load circuits.

6th box: Enter the projected total equipment load for uninterrupted power supply.

7th box: Enter YES or NO for the projected need of emergency generators.

8th box: Enter YES or NO for the projected need of emergency generator maintenance.

9th box: Enter the projected total equipment load for backup power.

10th box: Enter any requirements not noted in this section

CONTRACT ASSISTANCE: List any specific contract assistance you will project needing from GSA for support at your physical location in a normal work environment.

1st box: Check the appropriate boxes.

**Note: GSA can procure support from vendors already established on the GSA schedule

SECURITY: All information gathered in this section will be in regards to the projected needs at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section **DOES NOT** take into account current needs and uses.

1st box: Enter YES or NO for the projected need of a secure work space.

2nd box: Enter the projected highest classification level required.

3rd box: Enter the total projected classified workspace square footage.

4th box: Enter YES or NO if you require GSA approved security containers.

5th box: Enter YES or NO if you require a sensitive compartmented information facility (SCIF).

6th box: Enter the projected type of SCIF (i.e. portable or permanent).

7th box: Enter the projected total SCIF square footage.

8th box: Enter YES or NO for the projected number of classified conference rooms. If yes, enter the type, total square footage, and quantity.

9th box: Enter the projected physical security needs (i.e. access controls, CCTV, etc.).

10th box: Enter any requirements not noted in this section.

ATTACHMENTS: In this section, attach any document(s) that details any projected requirements in reestablishing a normal work environment.

APPENDIX E: AFTER ACTION REPORT/IMPROVEMENT PLAN TEMPLATE

This appendix should include a template for developing the after action report/improvement plan. The After Action Report/Improvement Plan (AAR/IP) has two components: the AAR which documents observations of the event and makes recommendations for post-event improvement, and the IP which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion. The key sections for a typical after action report/improvement plan include those listed below.

Note: See <https://hseep.dhs.gov/support/Volumelll.pdf> for detailed AAR/IP development guidance. A sample table of contents is provided below.

- **Table of Contents**
- **Executive Summary**
- **Section 1: Reconstitution Event Overview**
- **Section 2: Reconstitution Operations Summary**
- **Section 3: Analysis of Capabilities: Identified Strengths and Areas for Improvement**
- **Section 4: Conclusion**
- **Appendix A: Improvement Plan**
- **Appendix B: Acronyms**

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APPENDIX F: DEFINITIONS

This appendix should list key words, phrases, and terminology unique to the Plan/Annex. Each word, phrase, and term should be clearly defined. Sample text for this section is provided below. However, organizations should tailor this section to meet their specific continuity planning and operational needs.

Relevant reconstitution terms, as used in the Reconstitution [Plan/Annex], are defined as follows:

- **Continuity of Operations:** An effort within individual agencies to ensure they can continue to perform their Mission Essential Functions (MEFs) and Primary Mission Essential Functions (PMEFs) during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.
- **Devolution:** The capability to transfer statutory authority and responsibility for essential functions from an organization's primary operating staff and facilities to other organization employees and facilities, and to sustain that operational capability for an extended period.
- **Devolution Emergency Response Group (DERG):** Regional, interagency, and available headquarters staff that assume the responsibility and execution of headquarters essential functions during a Devolution of Operations activation.
- **Emergency Relocation Group (ERG):** Pre-designated staff that move to an alternate facility to continue essential functions in the event that their normal work locations are threatened or have been incapacitated by an incident.
- **Essential Functions:** The critical activities performed by organizations, especially after a disruption of normal activities. There are three categories of essential functions: National Essential Functions (NEFs), PMEFS, and MEFs.
- **Reconstitution:** The process by which surviving and/or replacement agency personnel resume normal agency operations from the original or replacement primary operating facility.
- **Reconstitution Planning Level:** The planning effort required to restore an organization to pre-event operating status: Level 1 (Normal) – the primary operating facility has suffered no damage or has been minimally damaged; Level 2 (Repair) – The primary operating facility has been moderately damaged; Level 3 (Replace) – The primary operating facility has been destroyed or damaged beyond repair; and Level 4 (Relocate) – The existing seat of government has been made uninhabitable. For planning levels 2-4, the use of a temporary facility likely will be required to continue the organization's mission after an event and before occupying the permanent (original or replacement) facility.
- **Reconstitution Sub-Phases:** Reconstitution, the fourth phase of continuity operations, is comprised of four sub-phases including: Sub-Phase A: Pre-Event Preparedness (staffing, planning, and preparing for reconstitution operations);

Sub-Phase B: Event Planning (tailoring plans into event-specific course(s) of action); Sub-Phase C: Implementation of Operations (executing approved course(s) of action to resume normal operations at the original operating facility or a replacement operating facility); and Sub-Phase D: End of Reconstitution (confirming normal operations, conducting after action review, and improving reconstitution program).

- **[Add term as necessary]: [Add definition as necessary]**

APPENDIX G: ACRONYMS

Acronyms used in the Reconstitution Plan/Annex should be listed in this section. A sample representation of acronyms used in this template is provided below. Organizations should tailor this section to meet their specific continuity planning and operational needs.

AAR	After Action Report
CAP	Corrective Action Program
CFR	Code of Federal Regulations
COA	Course of Action
COOP	Continuity of Operations
DERG	Devolution Emergency Response Group
ERG	Emergency Relocation Group
FCD	Federal Continuity Directive
FEMA	Federal Emergency Management Agency
FOUO	For Official Use Only
IP	Improvement Plan
IT	Information Technology
MEF	Mission Essential Function
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NCP	National Continuity Programs (FEMA)
NEF	National Essential Function
NSPD	National Security Presidential Directive
PMEF	Primary Mission Essential Function
POC	Point-of-Contact
PPD	Presidential Policy Directive
SLTT	State, local, territorial, and tribal
SME	Subject Matter Expert
TT&E	Test, Training, and Exercise

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