

Subject: CONTINUITY MANAGERS COMMITTEE

1. PURPOSE. Establish the Continuity Managers Committee (CMC) to address collectively the U.S. Department of Transportation's (DOT) continuity policies, roles, and responsibilities.

2. BACKGROUND.

- a. Presidential Policy Directive 40, "National Continuity Policy," requires departments and agencies establish a continuity program ensuring continuance of government functions under all conditions.

3. REFERENCES.

- a. Presidential Policy Directive 40, "National Continuity Policy"
- b. Federal Continuity Directive 1 -- *Federal Executive Branch National Continuity Program and Requirements*
- c. Federal Continuity Directive 2 -- *Federal Executive Branch Mission Essential Functions and Candidate Primary Mission Essential Functions Identification and Submission Process*

4. DEFINITIONS.

[Source: Federal Continuity Directive 1]

- a. Continuity: The ability to provide uninterrupted services and support while maintaining organizational viability before, during, and after an event that disrupts normal operations.
- b. Continuity Advisory Group (CAG): A sub-continuity policy coordination committee focused on interagency implementation of continuity programs. The CAG is comprised of Continuity Coordinators, or their designees, from Category I, II, III, and IV organizations. Key state and local government representatives from the National Capital Region, as well as representatives from the legislative and judicial branches, are invited to participate in meetings, as appropriate.
- c. Continuity Coordinators: Senior accountable Executive Branch officials at the Assistant Secretary or equivalent level who represent their D/As on the CAG, ensure continuity capabilities in the organization, and provide recommendations for continuity policy. Continuity Coordinators are supported primarily by the Continuity Manager and

by other continuity planners or coordinators at their subordinate levels throughout their organizations.

d. Continuity of Operations (COOP): An effort within the Executive Office of the President and individual D/As to ensure that essential functions continue to be performed during disruption of normal operations.

e. Continuity Manager: The Senior Continuity Planner responsible for managing day-to-day continuity programs, representing his/her D/A on the Continuity Advisory Group and working groups, as appropriate, and reporting to the Continuity Coordinator on all continuity program activities.

f. Federal Continuity Directive: A document developed and promulgated by DHS/FEMA, in coordination with the CAG and in consultation with the Continuity Policy Coordination Committee, which directs Executive Branch organizations to carry out identified continuity planning requirements and assessment criteria.

g. National Continuity Policy: It is the policy of the United States to maintain a comprehensive and effective continuity capability, composed of COOP and continuity of government programs, in order to ensure the preservation of our form of government under the Constitution and the continuing performance of national essential functions under all conditions (i.e. Presidential Policy Directive 40, "National Continuity Policy").

5. RESPONSIBILITIES.

a. The CMC will:

- 1) Serve as an executive-level forum and governance body to address department-wide continuity strategy, policy, issues, and program implementation, including COOP, continuity of government, devolution, and reconstitution activities;
- 2) Serve as an advisory body that shares continuity-related recommendations with DOT leadership;
- 3) Align with the responsibilities outlined in DOT's COOP Plan and unify DOT's efforts to develop, implement, and maintain comprehensive and coordinated DOT continuity measures;
- 4) Ensure DOT continuity program priorities pursue enterprise solutions and departmental investments while aligning with DOT's overall budget and procurement processes;
- 5) Facilitate exchange of best practices, lessons learned, and Secretarial Offices' and Operating Administrations' (OA) viewpoints; and

- 6) Identify, prioritize, and pursue initiatives to comply with national continuity policy.

b. CMC Tri-Chairs:

- 1) The Director of the Office of Intelligence, Security, and Emergency Response (S-60); the Chief Information Officer; and the Deputy Assistant Secretary for Administration serve as the CMC Tri-Chairs.

- 2) As DOT's Continuity Coordinator, the S-60 Director attends and shares information from the interagency CAG, and the S-60 Director reports CMC activities to DOT senior leadership.

c. The Office of the General Counsel serves as legal advisor to the CMC.

d. Steering Group: Steering Group members assist the CMC by identifying and prioritizing issues for CMC discussion, providing advice, recommending agenda items and working groups, and consolidating feedback regarding Secretarial Office or OA concerns.

e. DOT Continuity Manager:

- 1) This S-60 position leads the Steering Group and coordinates its activities.
- 2) The position also serves as the CMC secretariat, responsible for CMC meeting organization, logistics support, and materials (i.e. distributing readaheads and minutes).

f. Working Groups:

- 1) The Steering Group may recommend—and the CMC Tri-Chairs may authorize—working groups to assist CMC efforts.
- 2) Working groups:
 - a) Address specific issues to support continuity policy and program implementation, and each disbands once the CMC determines satisfactory resolution;
 - b) Meet at the classification level needed for the topics addressed; and
 - c) Report activities and issues to the Steering Group and, as needed, the CMC.

6. MEMBERSHIP.

Each Secretarial Office and OA listed below will:

- a. Designate one CMC representative (Assistant Secretary/Associate Administrator, Deputy Assistant Secretary/Deputy Associate Administrator, or Senior Executive Service member), excluding the three Tri-Chair offices already leading the CMC; and
- b. Designate one representative to participate in a lower-level Steering Group (at minimum, a GS-13).

Office of the Under Secretary of Transportation for Policy
Office of the General Counsel
Office of the Assistant Secretary for Administration
Office of the Chief Information Officer
Office of the Chief Financial Officer and Assistant Secretary for Budget and Programs
Office of Intelligence, Security, and Emergency Response
Federal Aviation Administration
Federal Highway Administration
Federal Motor Carrier Safety Administration
Federal Railroad Administration
Federal Transit Administration
Maritime Administration
National Highway Traffic Safety Administration
Pipeline and Hazardous Materials Safety Administration
Saint Lawrence Seaway Development Corporation

Only Federal DOT staff may represent a Secretarial Office or OA on the CMC or Steering Group.

7. PROCEDURES.

a. Attendance:

- 1) The CMC Tri-Chairs, CMC members, and DOT Continuity Manager must regularly attend all CMC meetings.
- 2) The DOT Continuity Manager and Steering Group members must regularly attend all Steering Group meetings.
- 3) As needed or requested, the CMC Tri-Chairs or Steering Group may request the attendance of technical advisors or working group members to advise on issues as necessary.

b. Meetings:

- 1) The CMC meets at least quarterly, but CMC Tri-Chairs may call for additional meetings to address specific issues or requirements.
- 2) The Steering Group meets at least every two months, but the DOT Continuity Manager may call for additional meetings to address specific issues or requirements.

c. Coordination: The DOT Continuity Manager develops and distributes agendas for the CMC meetings, in consultation with the Steering Group and CMC Tri-Chairs.

d. Security:

- 1) CMC and Steering Group members must possess a Secret-level clearance or higher, but a Top Secret clearance with eligibility for Sensitive Compartmented Information designation is recommended and preferred.
- 2) At their discretion, the CMC Tri-Chairs may accept members who lack a security clearance on a case-by-case basis.
- 3) The CMC holds meetings at the classification level needed for topics addressed.

8. EFFECTIVE DATE. This Order is effective immediately.



Elaine L. Chao
Secretary of Transportation