

# Fact Sheet: Continuity and Reconstitution Planning Synchronization

A viable continuity program includes synchronizing the reconstitution team with continuity staff. Coordination between the two teams is critical to ensure both continuity and reconstitution activities occur seamlessly after a catastrophic incident.

## Background

Presidential Policy Directive 40 (PPD-40), “National Continuity Policy,” requires all executive branch departments and agencies (D/A) to provide for “reconstitution capabilities that allow for recovery from a catastrophic emergency and resumption of normal operations.” PPD-40 also requires D/As to “develop continuity plans, including devolution and reconstitution.” This requirement stresses the importance of reconstitution plans being fully synchronized with the D/As’ continuity plans. Ensuring fully synchronized planning requires coordination between the continuity manager, reconstitution manager, and both the continuity and reconstitution teams. An organizational-level reconstitution program has several components and certain activities must be performed in steady-state [or pre-event] and during continuity operations, not just after a catastrophic incident occurs.

## Reconstitution in the Continuity Process

Reconstitution is defined as the process by which surviving and/or replacement personnel resume normal operations. Figure 1 details how reconstitution is an ongoing process that occurs simultaneously with the other three stages of continuity. Reconstitution planning begins during readiness and preparedness and continues through the resumption of normal operations.

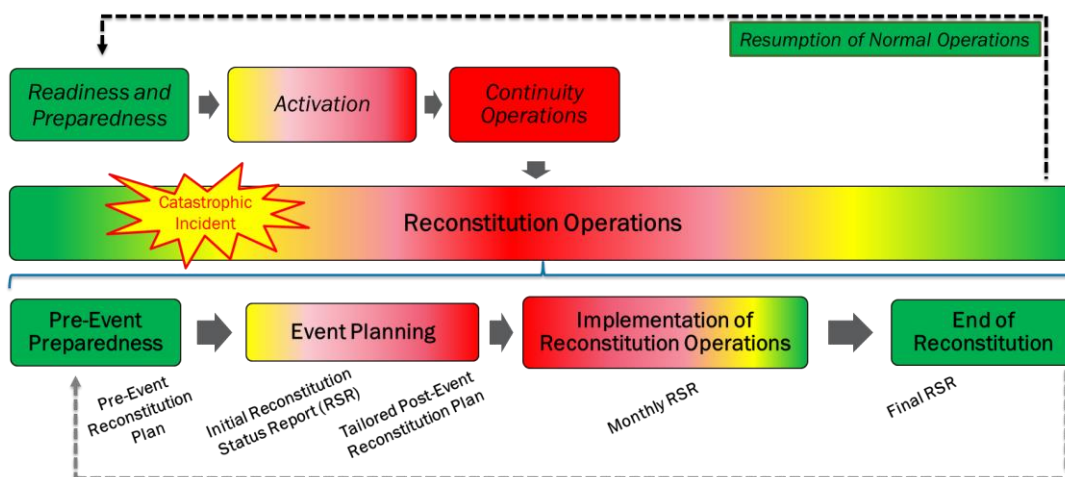


Figure 1: Reconstitution in the Continuity Process



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## Reconstitution: Continuity for Everyone Else

A comprehensive reconstitution plan should parallel the Continuity of Operations (COOP) plan. The COOP plan addresses what personnel on the Emergency Relocation Group (ERG) will do to perform essential functions and where they will operate following a catastrophic incident. Likewise, the reconstitution plan should address what everyone else in the agency will do and where they will operate following a catastrophic incident, including how the reconstitution team prepares for the resumption of normal operations. This way, a reconstitution plan helps to ensure the resilience of the overall organization and ultimately the federal government. Pre-event planning and training for the rest of the organization can happen concurrently with the ERG training.

## Planning Synchronization

Synchronization of continuity and reconstitution plans will complement these efforts rather than create disconnected and uncoordinated lines of effort. The reconstitution plan should be synchronized with an organization's overall continuity strategy. This ensures that all continuity planning begins with an end-state already in mind and includes synchronization with all the organization's continuity plans.

It is considered a best practice to ensure reconstitution teams are composed of separate staff from the continuity staff. After a catastrophic incident, continuity staff will be solely focused on ensuring the performance of Primary Mission Essential Functions and Mission Essential Functions. At the same time, reconstitution staff will be focused on implementing post-event reconstitution planning to ensure the timely, efficient, and effective reconstitution of the organization and staff, equipment and systems, information and data, and sites.

The reconstitution team plays an integral role in both the pre- and post-event planning required before, during and after a catastrophic incident. It is helpful for continuity and reconstitution staff to coordinate internally so that each team is aware of the other's plan(s). This ensures continuity and reconstitution plans supplement each other rather than create disconnected and uncoordinated lines of effort.

## Reporting

The ERG and the reconstitution team are both required to submit reports following a catastrophic event. The ERG will submit a Quick Look Report and Continuity Status Reports. The reconstitution team will submit an Initial Reconstitution Status Report (RSR) and a Monthly RSR (as requested). The reconstitution team will send a Final RSR once the organization resumes normal operations.

## Conclusion

This fact sheet was produced by the Continuity Implementation Division, Office of National Continuity Programs at the Federal Emergency Management Agency to emphasize the importance of fully synchronizing the plans of the reconstitution team with those of the continuity staff to ensure a holistic approach to continuity planning.

## Contact Information

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