

For each contract requiring or involving responsibility for work or operations at DOE/NNSA sites or facilities that support or perform essential functions/activities that directly support National Essential Functions (NEF), Mission Essential Functions (MEF), Primary Mission Essential Functions (PMEF), or Essential Supporting Activities (ESA) the Contractor Requirements Document (CRD) DOE Order 150.1, Continuity Programs, sets forth the contractor responsibility for a Continuity of Operations (COOP) Program. This CRD requires the contractor and its applicable subcontractors to conduct annual COOP awareness briefing for all its contractor workforce who perform essential functions/activities that directly support National Essential Functions (NEF), Mission Essential Functions (MEF), Primary Mission Essential Functions (PMEF), or Essential Supporting Activities (ESA).

The Emergency Operations Training Academy (EOTA), a training element within DOE/NNSA/NA-40, has the DOE 2010 Continuity of Operations (COOP) Awareness briefing. This briefing is available to the Contractor and its workforce at no charge, and has been designed by the DOE Continuity Program Office to meet the requirements outlined in DOE Order 150.1. EOTA needs the assistance from the Contracting Officer (CO) and the Contracting Officer Representative (COR) to inform the Contractor that the 2010 Continuity of Operations (COOP) Awareness briefing is available. The Contractor may elect to use the DOE 2010 Continuity of Operations (COOP) Awareness briefing in support of its requirement to conduct an annual COOP awareness briefing. The EOTA developed COOP Awareness briefing will not meet the site-specific COOP needs of the contractor. The Contractor must present and conduct independent awareness training to address any site-specific COOP information to its workforce to include subcontractors.

To meet the compliance requirement to submit Continuity Readiness Reports by November 30<sup>th</sup> each year, as outlined in DOE Order 150.1, applicable contractors must receive an annual COOP awareness briefing no later than September 30<sup>th</sup> of any given year.

For any contract that requires the Contractor COOP Program, the CO and COR personnel should give notice to the applicable contractors that the DOE 2010 COOP awareness briefing is available. This briefing provides an overview of Continuity of Operations components, as well as information designed to minimize confusion and ensure efficient operations during a situation requiring activation of Continuity of Operations Plans. Upon completion of this briefing (approximately 30 minutes), participants should be able to identify COOP components, terms, and objectives. Contractor participants will be able to print certificates of completion to provide to the Contractor's COOP coordinator, or personnel responsible for maintaining training records.

For the Contractor to access this briefing, it may select one of two options:

Direct download from EOTA; you can request the download link at [eota@eota.energy.gov](mailto:eota@eota.energy.gov). The zipped files are 18.5 MB and extract to 23.1 MB. Please include information indicating the organization requesting access to the download. As a faster and less expensive option, we ask that, as possible, this be the preferred method of access to these files.

Compact disk (CD); you can request up to two copies of the CD through contact with EOTA at [eota@eota.energy.gov](mailto:eota@eota.energy.gov). Please indicate the number of compact disks you require (up to two) and include the DOE mailstop ("pouch mail") address where you would like them to be sent.

If the Contractor has any difficulty in accessing or launching the briefing, or printing certificates of completion, please contact Janet Lee at [eota@eota.energy.gov](mailto:eota@eota.energy.gov).

To determine who might need to receive the annual COOP awareness briefing, as general guidance if duties include any activity in direct support of NEF, MEF, PMEF, or ESAs, the COOP Awareness briefing is required. An additional consideration is that the employee should complete the briefing if their duties are required to support an important element of the Contractor's COOP plan. The DOE/NNSA local management, or the COR for the contract, should be able to identify positions falling within these criteria; the DOE/NNSA COOP Coordinator may be able to provide further guidance.

If the CO, or its designee, has questions related to your role in the distribution of this training please contact [eota@eota.energy.gov](mailto:eota@eota.energy.gov).