



## **POLICY FLASH 2010-74**

**DATE:** August 05,2010

**TO:** Procurement Directors

**FROM:** Office of Procurement and Assistance Policy, MA-61  
Office of Procurement and Assistance Management

**SUBJECT:** DOE 2010 Continuity of Operations (COOP) Awareness Briefing  
Available to Contractors

**SUMMARY:** 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.

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. 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.

General guidance is attached to provide additional details regarding how to access this briefing. This flash may be viewed at [http://management.energy.gov/policy\\_guidance/policy\\_flashes.htm](http://management.energy.gov/policy_guidance/policy_flashes.htm).

Questions concerning this policy flash should be directed to the following: for DOE Barbara Binney at (202) 287-1340 or [barbara.binney@hq.doe.gov](mailto:barbara.binney@hq.doe.gov) or for NNSA technical issues to Vicki Rand at (301) 903-1407, for policy questions to Gary Lyttek at (202) 586-8304 or [gary.lyttek@hq.doe.gov](mailto:gary.lyttek@hq.doe.gov).

A handwritten signature in black ink, appearing to read "Melissa D. Rider". The signature is fluid and cursive, with a large initial "M" and "R".

Melissa D. Rider  
Director  
Office of Procurement and  
Assistance Policy

Attachment