State of Hawaii
Department of Defense Continuity of Operations (COOP) Plan

March 2020

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1   RECORD OF APPROVAL

The Adjutant General or Deputy Adjutant General for the State of Hawai'I, Department of Defense authorizes changes to this document. All approvals to this document will be tracked and recorded in the following table.

Approval #	Approval Date	Approval Authority	Type of Approval
1	March 13, 2020		Update

2   RECORD OF CHANGES

The Adjutant General or Deputy Adjutant General for the State of Hawai'I, Department of Defense authorizes changes to this document. All updates and revisions to this plan will be tracked and recorded in the following table to ensure the most recent version is disseminated and implemented.

Change #	Page or Section Changed	Summary of Change	Date
1	Multiple Sections	Update of information based on personnel, facility, resources, and services	March 13, 2020

3　EXECUTIVE SUMMARY

Major disasters and emergencies can disrupt, paralyze and even destroy our department's ability to effectively perform our essential functions. Continuity of Operations (COOP) planning is fundamental to the State of Hawaii, Department of Defense's (Hawaii DOD) mission in the event of an emergency. Hawaii DOD plays a key role in State government and must continue to operate despite any natural or man-made emergency.

4　INTRODUCTION

The objectives of COOP planning and a COOP Plan are to ensure the performance of Hawaii DOD's essential functions and operations during a COOP event, to reduce loss of life, minimize damage and losses, and ensure the successful succession to office in the event of a disruption rendering the department's leadership unavailable to perform their responsibilities. The COOP planning and COOP Plan also reduce or mitigate disruption to operations, ensure the department has alternate facilities from which to perform its essential functions during a COOP event, and to protect essential facilities, equipment, vital records, and other assets. The COOP Plan should achieve a timely and orderly recovery from a COOP situation to resume essential functions. The COOP Plan should finally maintain a training, testing, and exercise program to support the implementation and validation of the COOP Plan.

5　PURPOSE

The purpose of this COOP Plan is to ensure the continued operations of Hawaii DOD and its essential functions. This plan ensures a rapid response to any emergency requiring implementation of this COOP Plan.

6　APPLICABILITY AND SCOPE

The provision of this plan applies to Hawaii DOD for the continuity of operations in times of any emergency, which could require relocation from existing facilities due to damage or compromise, or non-traditional work practices in the event of communicable disease or public health related restrictive measures. Possible reasons for a COOP Plan activation include catastrophic damage or potential life-threatening risk from natural or man-made events. Examples include: fire in Building 306/306A or surrounding land, extensive water leakage/broken pipes, large-scale demonstrations that preclude Hawaii DOD staff from accessing the workplace, major power outage, severe weather situation that causes extensive damage to the workplace, inability of Hawaii DOD staff to transit road networks into their workplace, acts of terrorism, the use of weapons of mass destruction, or the threat of such use which may cause the workplace to be in the "hot" or "warm" zone, or the onset of major power conflict.

Some planning considerations which must be considered: This plan could be implemented with or without warning; as the state's department of defense, Hawaii DOD plays a unique role in the health and safety of Hawaii's population. Therefore, Hawaii DOD COOP operations must be functional within two hours and be able to function up to 30 days.

This COOP Plan includes regularly scheduled testing, training, and exercising of Hawaii DOD personnel, equipment, systems, processes, and procedures used to support the department during a COOP event. This plan also calls for regular risk assessment of current alternate operating facilities and alternate operating facilities in areas where the ability to initiate, maintain, and terminate continuity operations is optimal. This plan takes maximum advantage

of existing departmental field infrastructures and considers other operations, such as telecommunication locations, work-at-home, virtual offices, and joint or shared facilities. The planning for this COOP Plan considers the distance of alternate operating facilities from the primary facility and from the threat to any other facilities or locations. This Plan includes the development, maintenance, and review of the department's COOP capabilities using a multi-year strategy and program management plan. <u>Maintenance of the COOP Plan includes updating the recall roster and contact lists on a</u> <u>quarterly basis</u>. This Hawaii DOD COOP Plan is a living document. It will be distributed to all members of Hawaii DOD.

7   ESSENTIAL FUNCTIONS

Essential functions are those functions that enable Hawaii DOD to provide vital services, exercise civil authority, maintain the safety of the general public, and to sustain the State's industrial/economic base during an emergency. Listed below are Hawaii DOD's essential functions.

Priority	Essential Functions
1	Command and Control
2	Sustainment

1. **Command and Control:** Hawaii DOD must maintain the ability to command and control its subordinate divisions throughout the spectrum of the emergency. The department plays a critical role in preparing forces for overseas contingency operations and the defense of the homeland. It must also direct the emergency response and recovery, and advise the Office of the Governor on homeland security matters. To effectively accomplish these functions, the department must be anticipatory to the needs of the affected region or county, be postured to either provide or coordinate capabilities to meet those needs, and support the rapid re-establishment of essential services. This requires uninterrupted communicative, information technological, physical circulation, interagency and governmental collaborative, common operating picture developing, public messaging, and capabilities and capacities.

2. **Sustainment:** Hawaii DOD is a major coordinating agency for its self-sustaining efforts, as well as other agencies; including local governments, state agencies, federal agencies, and private organizations. Key administrative, fiscal and payroll, contractual, logistical, facility maintenance, federal grant management, and legal capabilities must be resilient and either uninterrupted, or rapidly re-established throughout the emergency period.

8   AUTHORITIES AND REFERENCES

Legal authorities and references for Hawaii DOD's COOP Plan are Homeland Security Presidential Directive 5 and Hawaii Revised Statutes Chapters 127 and 128.

9   CONCEPT OF OPERATIONS

The concept of operations for this Hawaii DOD COOP Plan consists of three phases: Phase I – Activation and Relocation; Phase II – Alternate Facility Operations, and Phase III - Reconstitution.

9.1   PHASE I: ACTIVATION AND DETERMINATION

This COOP Plan is activated when the State DOD Headquarters, also known as Fort Ruger/Diamond Head Facilities   is determined to be no longer useable by Hawaii DOD to perform its essential functions and the decision to emplace alternative workplace procedures, or relocate is made by the Adjutant General or designee. This phase consists of the decision process, alert, notification, implementation, leadership and devolution.

9.1.1   Decision Process

The Deputy Adjutant General recommends to the Adjutant General to implement the Hawaii DOD COOP Plan. Upon the determination by the Adjutant General or designee the Fort Ruger/Diamond Head Facilities are no longer usable to perform its essential functions, the Deputy Adjutant General recommends which alternate workplace procedures or relocation actions are feasible to the Adjutant General.

9.1.2   Alert, Notification, and Implementation Process

The alert, notification, and implementation procedure begin with the decision by the Adjutant General to activate the COOP Plan. During duty hours, the Deputy Adjutant General will alert the various division chiefs who in turn will notify their respective personnel in their divisions as to where to relocate and the effective time to start the relocation process.

If the determination is made to activate the Hawaii DOD COOP Plan during non-duty hours, the Hawaii DOD Telephone Notification/Recall Roster will be used to notify division staff members and state agencies of the alternate workplace produces implemented, or the location of the designated Hawaii DOD alternate worksite.

If Hawaii DOD personnel cannot report to the designated alternate worksite due to road, weather, or other conditions, they may have to report to the nearest county emergency management/civil defense agency EOC, Hawaii National Guard (HING) installation, county police station, county fire station, or medical center and use whatever means to report their location to the alternate State worksite through whatever means possible.

If it is not safe to leave one's home, then shelter in place and report your location. Depending on the situation, a staff member may be able to assist in coordination and/or give situation reports of his or her location via phone, cell phone, FIRSTNET, fax, 2-way radio to include amateur radio either via HF, VHF, UHF, digital communications, or the use of virtual communications via the internet back to the alternate worksite.

9.1.3   LEADERSHIP

9.1.3.1 ORDER OF SUCCESSION

The order of succession for Hawaii DOD leadership is listed below.

Successors
The Adjutant General
Deputy Adjutant General
Military Support Officer
Administrative Support Officer

9.1.3.2 DELEGATION OF AUTHORITY

The delegation of authority specifies who is authorized to act on behalf of Hawaii DOD and within each division of Hawaii DOD. This is to ensure the continued operations of Hawaii DOD, its essential functions, and to ensure rapid response to any emergency requiring COOP Plan implementation. The delegation of authority also identifies programs and administrative authorities needed for effective operations at all organizational levels and to identify circumstances under which the authority would be exercised.

Each Hawaii DOD division will develop their respective order of succession by job title. The delegation of authority for Hawaii DOD and for each branch will be in writing and distributed to all staff members.

9.1.3.3 DEVOLUTION

Devolution is the capability to transfer statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other employees and facilities, and to sustain that operational capability for an extended period.

The purpose of this section is to ensure the continuation of Hawaii DOD's essential functions if Hawaii DOD's leadership and staff are unavailable or incapable of performing its essential functions at either its primary or alternate workplace facilities.

9.2   PHASE II: ALTERNATE WORKPLACE OPERATIONS

Below describes the necessary mission critical systems, vital files, records, and databases needed for Hawaii DOD to operate at an alternate operating facility.

9.2.1   Mission Critical Systems

Listed below is the mission critical systems and equipment needed at an alternate operating facility.

System Name	Current Location	Other Locations
Laptops	State DOD	
Printers	State DOD	
Faxes	State DOD	
Portable Satellite Phones	State DOD	

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9.2.2   Vital Files, Records, and Databases

Vital files, records, and databases which are necessary to perform essential functions and activities and to reconstitute normal operations after the emergency ceases shall be identified. These identified vital files, records, databases or back-up electronic flies should be pre-positioned and updated on a regular basis for COOP operations. These essential documents will not be more than 5 – 7% of all Hawaii DOD's total documents.

Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location
Hawaii DOD Recall Roster	Hardcopy/Electronic		X	
Hawaii DOD Phone Ext. List	Hardcopy/Electronic		X	
Contact Lists	Hardcopy/Electronic		X	
State Payroll Records	Hardcopy/Electronic		X	
Hawaii DOD EOP	Hardcopy/Electronic		X	
State Continuity of Government Plan	Hardcopy/Electronic		X	
Hawaii DOD COOP Plan	Hardcopy/Electronic		X	
Emergency Checklists	Hardcopy/Electronic		X	
Standard Operating Procedures/Guides	Hardcopy/Electronic		X	
MOUs/MOAs/Agreements	Hardcopy		X	
Admin Directive 15-01	Hardcopy		X	

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Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location
Request for Assistance Templates	Hardcopy		X	
Manual Log	Hardcopy		X	
State Contracts	Hardcopy		X	
Collective Bargaining Agreements	Electronic		X	
PDA/RNA Forms	Electronic and Hardcopy		X	
Fax Forms	Hardcopy		X	
Purchase Orders	Electronic and Hardcopy		X	

9.3   PHASE III: RECONSTITUTION

Reconstitution is the process by which surviving and or replacement personnel resume normal department operations through alternate worksite procedures, of from the alternate operating facility. The reconstitution process includes informing all personnel that the threat of or actual emergency no longer exists, and instructions for resumption of normal operations are given. An orderly return to the normal operating facility will be conducted and coordinated by Hawaii DOD. HI-ENG will confirm Fort Ruger/Diamond Head Facilities are structurally safe with the assistance of the Department of Accounting and General Services (DAGS) and/or Department of Health (DOH) and that they meet all State occupancy regulations. Hawaii DOD personnel will then return to their original worksite and resume operations as quickly as possible.

The department will conduct an After-Action Review (AAR) of the COOP operations as soon as feasible, but no later than 72 hours after the COOP incident.

10 COOP PLANNING RESPONSIBILITIES

COOP planning responsibilities are assigned as follows:

Responsibility	Branch
Update COOP Plan annually	All Divisions
Update telephone and contact lists monthly	All Divisions
Review status of vital files, records, and databases	All Divisions
Conduct alert and notification tests	MSO
Develop and lead COOP training	MSO
Develop and Plan COOP Exercises	MSO

11 LOGISTICS

11.1 ALTERNATE LOCATION

Some of the planning considerations for the location of alternate worksite facilities are: memorandum of understanding (MOU) or memorandum of agreement (MOA) with the owners or operators of the alternate sites, space, billeting, site transportation, available communications, site security, life support (water, air condition, power, etc.), amount of preparation needed to be operational, and the amount of maintenance of the facility when not in a COOP situation.

The following alternate locations have been identified and MOAs/MOUs have been signed by Hawaii DOD and the respective organization for the use of their facility by Hawaii DOD. Each of these sites has advantages and disadvantages and the decision to use a specific site will depend on the type of COOP situation that arises.

These alternate sites include (Not listed by priority. Hawaii DOD cannot interfere with the Department of Defense (DOD) mission readiness at these military sites; this may impact military site availability. Clean Island Council is a private company. See Annex D for route maps):

12 TRAINING, TESTING AND EXERCISES

The Hawaii DOD COOP Training, Testing and Exercises (TT&E) program is to ensure that Hawaii DOD can support the continued execution of its essential functions throughout the duration of a COOP situation. It is essential that the COOP TT&E events be conducted as part of a program. This is to ensure that all TT&E share the overall goal of mission readiness and provide a framework or structure for readiness activities that will ensure consistency and uniformity. The TT&E program will help achieve the goal of mission readiness by ensuring the TT&E program trains COOP members in the appropriate functional areas of mission readiness (i.e., alert & notification procedures, deployment procedures, communications, and team operations). It will provide COOP members the acquired skills and knowledge needed to perform their assigned roles (i.e., COOP requirements, current threat, and special software), to build team unity.

Hawaii DOD will conduct tests of the Hawaii DOD communication system, alert and notification system, and the employment of alternate workplace procedures, or deployment of Hawaii DOD personnel to an alternate operating facility on a semi-annual basis.

The Military Support Officer will conduct workshops, orientations, seminars, conferences, and web-based courses for Hawaii DOD staff members in core competencies and skills as needed.

13 HAWAII DOD COOP TRAINING PLAN

Audience	Program	Method	Frequency
All new employees	Orientation	Classroom, study materials	Within 30 days of employment
All employees	Refresher	Workshop	Yearly
CAT Members	Orientation	Workshop, study materials	Semi-annually
Initial Response Team Members	Orientation	Workshop, study materials	Quarterly
All employees	Common Tasks	Classroom, study materials	Monthly
All employees	Critical Tasks	Classroom, study materials	Monthly

Hawaii DOD will conduct exercises to allow personnel to apply their skills and knowledge to improve operational readiness. All planners and program managers will evaluate the effectiveness of tests and training activities conducted. These exercises shall consist of tabletop, functional, and full-scale exercises. Hot washes and After-Action Reports (AAR) will be conducted and documented after each exercise to correct any deficiencies. The Military Support Officer will be responsible for developing and carrying out the Hawaii DOD COOP Exercise Plan.

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14 HAWAII DOD COOP EXERCISE PROGRAM

Type	Participants	Frequency	Location
Orientation Seminars	New hires	Monthly	Training room
Drills	IRT, CAT	Quarterly	Alternate facility
Tabletop Exercises	All staff members or CAT	Annually	TBD
Full Scale Exercises	All staff members	Annually	TBD
Tabletop Exercises	CAT	Semi-annually	TBD
Functional Exercises	CAT	Semi-annually	TBD

15 MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT PLAN

Hawaii DOD will develop a Multi-Year Strategy and Program Management Plan (MYSPMP). This multi-year strategy and program management plan will address short and long-term COOP goals, objectives, timelines, budgetary requirements, planning and preparedness considerations, and planning milestones or tracking systems to monitor accomplishments. This MYSPMP will be developed as a separate document by the Military Support Officer.

16 PLAN MAINTENANCE

The Military Support Officer is the lead to ensure the Hawaii DOD COOP Plan contains the most current information. This COOP Plan should be reviewed at least annually. Key evacuation routes, rosters and telephone information, alternate worksite procedures, as well as maps and room/building designations of alternate operating facility locations should be updated as changes occur.

16.1 HAWAII DOD COOP PLAN MAINTENANCE SCHEDULE

Activity	Task	Frequency
Plan Update	• Review entire plan for accuracy • Incorporate lessons learned and changes in policy and philosophy • Manage distribution of plan updates	Annually (November of each calendar year or as needed)
Maintain and update Orders of Succession	• Obtain names of current supervisors and designated successors • Update delegation of authorities	Semi-annually
Checklists	• Update and revise checklists • Ensure annual update/validation	Annually or as needed
Contact lists	• Obtain, maintain and update appropriate contact lists	Ongoing
Update all positions	• Confirm/update information on members of the recall roster	Quarterly
Appoint new members to the COOP Team	• Determined by DAG or MSO • Representation from each branch	As needed
Maintain alternate operating site readiness	• Check all systems • Verify access codes and systems • Cycle supplies and equipment as needed	Ongoing
Review and update supporting MOU/MOA documents	• Review for currency and new needs • Incorporate changes, if required • Obtain signature renewing agreement or confirming validity	Annually
Monitor and maintain equipment at alternate operating sites	• Train users and provide technical assistance • Monitor volume/age of materials and assist users with cycling/removing files	Ongoing
Train new staff	• Provide an orientation and training class • Schedule participation in all training and exercise events	Within 30 days of employment
Orientation of new TAG/DAG	• Brief new appointee on COOP • Brief new appointee on his/her responsibilities under COOP	Within 30 days of appointment
Plan and conduct exercises	• Conduct internal exercises • Support and participate in interagency exercises	Semi-annually, Annually or as needed

17 ANNEX A: OPERATIONAL CHECKLISTS

The following checklists will be utilized in preparing for and during a COOP event.

- Division Operational Readiness Checklist   A-1
- Personal Deployment Readiness Checklist   A-2
- Activation Readiness Checklist   A-3
- Family Support Planning Checklist   A-4
- Training, Testing, & Exercises Checklist   A-5

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17.1 FUNCTION OPERATIONAL READINESS CHECKLIST   A-1

This checklist includes activities to ensure our operational readiness. This checklist should be completed as soon as possible and *prior* to an actual activation of the COOP Plan by each Division Chief. Use the blank lines at the end of the checklist to add other operational readiness actions we will need to complete. Provide copy of the checklist to the Military Support Officer.

Completed	Not Required/ Applicable	Activity
		Identify vital files, records, and databases needed for COOP operations. Verify their accessibility at the alternate facility (e.g., pre-position them at the facility, place them in a drive-away kit).
		Electronic copy of important records and files on thumb drives.
		Prepare a drive-away kit (if applicable).
		Obtain building and office assignment from _____.
		Visit assigned workspace at the alternate facility, if possible.
		Identify software requirements and forward them to _____.
		Identify hardware requirements and forward them to _____.
		Identify office furniture and equipment requirements and forward them to _____.
		Determine the essential functions you will perform.
		Review COOP-related plans, policies, and procedures.
		Fill Hawaii DOD assigned vehicles with gasoline and fluids; tires properly inflated, if applicable.
		Deployment of the communications van, if applicable.
		Verify alternate worksite procedures are viable.

17.2 PERSONAL DEPLOYMENT READINESS CHECKLIST   A-2

The following checklist includes both activities you will need to complete and activities you may want to consider. You should use this checklist in two ways. First, you should use it now as a tool to help you identify the actions you can and should complete in advance. If any of the items in the checklist do not apply to you, you should determine that now and line through them. You should also add activities you will need to consider in the blank lines at the end of the checklist. The key is to tailor the checklist to your specific situation and requirements.

Upon activation and *prior* to deployment, you will use the checklist for readiness verification purposes. In other words, you will check off each entry to verify that you have completed all applicable activities/actions, including those you have added.

Completed	Not Required/ Applicable	Activity
		Notify family and friends of your deployment.
		Implement your existing plans for dependent care (i.e., notify childcare providers, schools, etc.).
		Obtain your division's drive-away kit (You may not be able to complete this activity if the activation occurs during non-duty hours and the kit is in your office.).
		Record a new greeting on your office phone that indicates your new office number, when possible.
		Pack these necessary items:
		Identification badge
		Driver's license
		Social Security Number
		Medical insurance card
		Prescription card, if applicable
		Procurement card (P Card), if applicable
		Pack map/directions to the alternate facility.
		Obtain emergency contact numbers (business and personal).
		Obtain and pack required medications and medical equipment.
		Pack special needs items you require during the day:
		Glasses/sunglasses/contact lens and supplies
		Hearing aids and batteries
		Medication
		Obtain adequate cash/credit cards.
		Pack clothing (if you plan to use or are directed to use onsite housing at the alternate facility).
		Pack a jacket appropriate for the season regardless of your housing status.
		Pack personal hygiene/toiletry items if you plan to use onsite housing, items should include:
		Soap/shampoo
		Shaver/shaving cream/electric pre-shave lotion, as appropriate
		Blow dryer, if applicable
		Toothbrush/toothpaste
		Towels

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Completed	Not Required/ Applicable	Activity
		Comb/brush/hair cream/hair spray, etc., as appropriate
		Pack a flashlight and extra batteries.
		Check personal issued "go kit" is complete with extra personal clothing.
		Check cell phone, extra fully charged batteries and charging cables.
		Fill your personal vehicle with gas if you are driving to the alternate facility.
		Deploy to the alternate facility in accordance with the instructions provided in notification message and in accordance with the COOP Plan.

17.3 ACTIVATION READINESS CHECKLIST   A-3

The following checklist includes the activities you will need to complete to ensure your activation readiness. These are activities that should be completed as soon as possible, i.e., in advance of an activation of the COOP plan. Use the blank lines at the end of the checklist to add other activation readiness activities that you will need to complete.

Completed	Activity
	Obtain and wear your Hawaii DOD issued cell phone. ▪ If you have problems receiving or responding to a Hawaii DOD issued text message, promptly contact branch chief, supervisor, and Operations. ▪ If your Hawaii DOD cell phone is broken or malfunctioning, promptly contact Telecomm.
	Wear your Hawaii DOD identification badge.
	Put your issued "go kit" in your personal vehicles.
	Fill Hawaii DOD vehicles with gas.
	Respond to an alert notification using standard response procedures.
	Respond as instructed.

17.4 FAMILY SUPPORT PLANNING CHECKLIST   A-4

The checklist on the following pages can help prevent couples and family members from being overwhelmed or frightened when sharing responsibilities is not possible. It lists actions you can take in advance of a deployment to keep family ties close and family finances in great shape. Blank lines have been added to each section of the checklist so you can add items as required.

Completed	Not Required/ Applicable	Activity
Budgeting Tasks		
		Decide how much of your budget should be set aside for long-distance calls (opportunities to call may vary, but you should include this expense in your budget, consider prepaid phone cards).
		Determine your expenses while on deployment (e.g., food, gas).
		Create a schedule of due dates for bills – when paid, where sent, extra payments, etc.
		Ensure your partner is aware of all potential expenses.
		Review your home budget.
Banking Decisions		
		Set credit card limits for you and your partner. (Limits will help prevent you both from adding to your credit card debt, if you have any). Also, decide who will be using which cards during your deployment.
		Ensure that your partner/another trusted individual has access to your electronic payroll deposit.
Vehicles		
		Identify a trusted mechanic or automotive garage where you or a friend has taken a car for service. Make sure the garage's name and number is readily accessible.
		Start and keep a record of the correct type of battery, tires, oil, etc., for the car.
		Keep track of when automotive registration, insurance, emissions, inspections, or oil changes are due.
		Store vehicle titles in a safe place.
		Make sure you have the registration for all vehicles you own.
Home/Apartment Maintenance		
		Identify trusted repair companies/personnel for appliances, heating/air conditioning, and plumbing. Make sure their names and phone numbers are readily accessible.
		Conduct a home security check - inside and outside. Be sure to include testing (or installing) smoke alarms, and checking door and window locks, as well as outdoor lights or motion detectors (if you have them).
		Review your homeowner or renter's insurance policies. Note the policy expiration date. Make sure the policy number(s) and insurance company's phone number are readily accessible.

Emergency Plans		
		Try to save at least one month's pay in a savings account to use in case of an emergency.
		Make sure at least two trusted individuals (such as your partner and a family member) have your Social Security Number and your emergency telephone number.
		Find out about the services that are available to your family through the American Red Cross in case of an emergency that involves you or a family member.
		Develop a family emergency plan.
		Develop a family evacuation plan to include a third party out of state phone contact.
Legal Issues		
		Make sure that the correct beneficiary is listed on any applicable policies, accounts, etc.
		Visit a lawyer to have wills draw up for you and your partner, if applicable. This may seem like a particularly difficult task, but you will want to take control instead of letting the courts decide for you.
		Decide whether you need a power of attorney. This is a legal designation by an individual for another person to execute certain duties on behalf of the individual during his or her absence.
		Consider establishing a special medical power of attorney for a trusted neighbor, grandparents, and/or childcare providers. For example, these individuals would be authorized to act in the event of an emergency should the parents be unavailable.
		Before deployment, make sure that you and your partner/another trusted individual both know the location of important documents such as wills, marriage and birth certificates, and insurance policies.
		Make sure you and your partner/another-trusted individual know how to obtain updated identification documents.
Medical Issues		
		Be sure that all your immunizations and those of family members are up to date.
		Make sure you and your partner/another-trusted individual know the location of medical and dental records.
		Make sure that your partner/another trusted individual knows where to go for medical assistance.
		Consider creating a list of trusted, reliable sitters for absences or emergencies.

Training, Testing, & Exercises Checklist   A-5

Event Title: _____   Primary Event POC:_____

Event Date: _____   Alternate Event POC: _____

No.	Activity/Task	Lead POC(s)	Status/RDODrks	Completed (enter √ with date completed) or Not Applicable (N/A)
17.5 EVENT DEVELOPMENT AND PLANNING				
1.	Determine purpose, objectives, and concept (format).			
2.	Determine event location(s) and reserve space, as appropriate.			
3.	Develop detailed schedule/timeline with milestones.			
4.	Obtain management approval on concept and schedule.			
5.	Announce/distribute approved dates and location(s) to all personnel involved in effort.			
6.	Draft invitation/event announcement for participants and individuals involved in conduct of event. Include suspense date for attendees' names and required information (e.g., clearance status, social security numbers, and requirement for transportation to the event site). Provide directions/map to training location, if applicable. Provide information on lodging/billeting and meals, if applicable. Provide any special security requirements or instructions, including name and fax number of security representative to whom clearance information should be submitted, if necessary.			
7.	Obtain management approval of invitation/event announcement and finalize announcement at least 1 month before the event.			
8.	Distribute invitation/event announcement at least 3 weeks before event.			

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9.	Develop documentation/materials required to support event in accordance with approved schedule: Concept & Objectives Paper			

No.	Activity/Task	Lead POC(s)	Status/RDODrks	Completed (enter √ with date completed) or Not Applicable (N/A)
	Event Plan Evaluation Plan Agenda Slides Participant Observation Form/Critique Form Handouts/Participant Packets Facilitator Books Add other documents/materials as required based on nature of event.			
10.	Coordinate with guest speakers and presenters, if applicable. Provide copy of approved agenda. Advise them of their allocated briefing/presentation timeframe. Request copies of their materials for inclusion in briefing slides and participant packet and indicate suspense date for these. Request list of their equipment/supply requirements and indicate suspense date for these. Provide lodging/billeting information, if applicable. Provide directions/map to training location, if applicable. Obtain speaker biography for introduction at the event.			
11.	Confirm space and dates with training location point of contact (POC).			
17.6 ADMINISTRATION				
1.	Create attendee list/roster. Update list as necessary. Forward all updates to other applicable POCs for administration, event site, transportation, security, and IT/communications, as applicable.			
2.	Create list of individuals requiring lodging/billeting.			
3.	Complete and submit travel authorizations, if applicable.			
4.	Make travel arrangements as necessary.			
5.	Distribute read-ahead materials to rostered attendees according to approved concept and/or schedule. Include any site-specific information as necessary.			

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No.	Activity/Task	Lead POC(s)	Status/RDODrks	Completed (enter √ with date completed) or Not Applicable (N/A)
6.	Prepare/obtain nametags and name tents, if applicable, for rostered attendees. (Prepare extra nametags and tents to have on hand).			
7.	Identify and notify individual(s) to staff the administration desk/sign-in table at the beginning of each day of the event. Provide individual(s) with phone numbers of training site POCs (e.g., billeting/lodging, security, transportation, and IT/communications).			
8.	Prepare and pre-position sign-in sheet/attendance roster for each day of the event. Provide copy of the completed sign-in sheet to the individuals preparing the after-action report. Provide copy of the completed sign-in sheet to the building POC if applicable.			
9.	Identify individuals to serve as recorders (i.e., note takers) during the event.			
10.	Determine requirements for escorts/guides and designate personnel, as applicable.			
11.	Prepare appropriate number of copies of event materials and distribute these at event.			
12.	Distribute Participant Packets/handouts on first day of event.			
13.	Collect Participant Observation Forms/critique forms at the end of the event. Provide box or container for collection purposes. Provide copy of the completed forms to the individuals preparing the after-action report.			
14.	Collect notes/comments from recorders at the end of the event. Forward these to the individual(s) preparing the after-action report.			
17.7 SITE LOGISTICS				
1.	Coordinate with building POC at event site/visit site before event. Determine existing equipment and			

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No.	Activity/Task	Lead POC(s)	Status/RDODrks	Completed (enter √ with date completed) or Not Applicable (N/A)
	resources. Identify any additional equipment and resources that will be required. Provide list of requirements and supplies to building POC. Determine best room layout/arrangement based on agenda and number of attendees. Determine if location is accessible to participants with disabilities if applicable.			
2.	Coordinate with cafeteria/food service POC at the training site, if applicable.			
3.	Coordinate with billeting/lodging POC at event site. Forward copy of updated attendee lists as received Obtain information (e.g., cost and location) on alternative lodging options if necessary.			
17.8 TRANSPORTATION				
1.	Determine if transportation to training site is required. If yes: Determine number of personnel to be transported. Identify any special access transportation needs. Forward requirements to site transportation POC. Devise transportation schedule (i.e., marshalling point, departure time from marshalling point, return schedule) in coordination with site transportation POC.			
2.	Determine if on-site transportation is required. If yes: Determine when transportation will be required and number of personnel to be transported. Identify any special access transportation needs. Forward requirements to site transportation POC.			
17.9 INFORMATION TECHNOLOGY/COMMUNICATIONS				
1	Coordinate with IT/communications POC at event site. Provide list of IT/communications requirements based on event agenda and attendee list.			

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No.	Activity/Task	Lead POC(s)	Status/RDODrks	Completed (enter √ with date completed) or Not Applicable (N/A)
	Request IT/communications specialist(s) to be available throughout the day to aid as needed.			
2	Designate individual with responsibility for ensuring that IT and communications equipment is set up and operational on day of event. Advise individual of time to arrive on site. Provide individual with phone number of IT/communications POC at event site.			

18 ANNEX B: COMMUNICATIONS

Equipment, which can be relocated (some equipment may need to be rented or purchased if not able to be relocated) to the alternate operating site.

- Telephones
- Printers
- Copiers (may need to be rented or purchased)
- Fax machines
- Laptops
- Shredders
- Two-way radios
- Cell phones
- Satellite phones

19 ANNEX C: ALTERNATE LOCATIONS/FACILITY INFORMATION

19.1 LISTED BELOW ARE THE ALTERNATE HAWAII DOD OPERATING SITES:

Hawaii National Guard   , is located in   and has a second large room on the side of the main entrance to   . This location has room for approximately 20 Hawaii DOD staff personnel to work a 24/7 operations. It offers excellent shelter from the environment, air conditioning. Desks and chairs need to be setup. Emergency power, water, kitchen, and restroom can be shared with the HING. HING communications are available and telephone lines are available. However, computer, LCD projector, screen, and other communications equipment will need to be installed. Security is excellent for this facility and access is across from the present State EOC in Diamond Head Crater.

298 Regional Training Institute is located at   , Oahu. This location is the training facility for the National Guard. It offers billeting, restrooms, a kitchen/dining room, air conditioning for the various classrooms to include a large 250 capacity auditorium with complete audio-visual capability, two large 50 capacity classroom with tables and chairs, and about four smaller breakout rooms for approximately 15 – 20 people with tables and chairs. One of the breakout rooms is a computer training room with approximately 15 computers. Telephones, copier, and fax machine are available. However, no emergency power is available, and a generator will need to be brought in for lighting and other electrical needs. No radio communications are available but room for the Hawaii DOD communication van is available. Large parking capacity is also available. If there is a hurricane, heavy rains, or a tsunami may make this facility unavailable due to flooding areas which need to be cross to reach this facility.

1-487 FA Hawaii Army National Guard Armory is located in
     . A second-floor classroom facing the interior of the facility has space for approximately 20 Hawaii DOD staff personnel. Emergency power will need to be installed, but water, restroom, and kitchen facilities are available. Desks and chairs will need to be setup. Also, communications coax can be preinstalled as well as antennas. The "yellow net" can be accessed via a portable radio. However, the Hawaii DOD communication van would need to be in place to get additional communications. Location is easy to reach via H-2 and security for the facility can be maintained.

Hawaii Convention Center is located at   and
     . This facility offers covered parking for over 500 vehicles, limited emergency power, large kitchen, water, restrooms, and various conference rooms, with tables and chairs on the third floor. Computers, printers, copiers, faxes, and phones can be provided via a MOU/MOA. The Hawaii DOD communication vehicle will need to be located in the parking lot to provide additional communications. This facility is near Waikiki and is designated to shelter for 18,000 tourists in the ground floor middle center room.

20 ANNEX D: ROUTE MAPS TO ALTERNATE SITES

Attached are the route maps to the following alternate sites (Not listed by priority.)

- Hawaii National Guard (HING)   Oahu;
- 298 Regional Training Institute,   , Oahu;
- 1-487 FA Hawaii Army National Guard Armory,   , Oahu;
- Hawaii Convention Center,   , Oahu

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20.1 HAWAII ARMY NATIONAL GUARD BATTERY

Hawaii Army National Guard   Oahu Map:

The Hawaii Army National Guard   is located in   , Honolulu, Oahu.

paved asphalt road directly opposite the road leading up to Birkhimer EOC parking lot.

20.2 298TH REGIONAL TRAINING INSTITUTE

298 Regional Training Institute,   , Oahu Map:

The 298th Regional Training Institute is located in   , Oahu.

20.3 1-487 FA ARMY NATIONAL GUARD ARMORY

Army National Guard Armory,   , Oahu Map:

The Army National Guard Armory is located at   ,
Oahu.

The designated Hawaii DOD alternate operating facility is located on the
second-floor classroom which faces the interior courtyard parking area.

20.4 HAWAII CONVENTION CENTER

Hawaii Convention Center, Oahu Map:

The Hawaii Convention Center is located at

21 ANNEX E: Department Staff and Division COOP Plans

Line of Succession, Key Personnel & Telework, Protection, Alternate Operating Facility, Key Electronic Functions, and Critical Communications & IT at link: (share drive link here)

21.1 ASO

Priority	Essential Function	Description
1	Admin Services	Managers plan, coordinate, and direct a broad range of **services** that allow organizations to operate efficiently.
2	Payroll	Handles all aspects of the payroll, including timesheets, calculating wages, producing pay checks, direct deposits, and remitting any tax payments necessary. In addition, manages all petty cash transactions
3	Purchasing/Contracting	Purchasing and contracting
4	Human Services	Recruitment and selection, Orientation, Maintaining good working conditions, Managing employee relations, Training and development, and Union guidelines
5	Vouchering	Process payments, record of expenditure, disbursement, or completed transaction.

21.2 HRO

Priority	Essential Staff Function	Description
1	Federal Employee Management	Encompasses all aspects of advertising, selection/assessing, employee compensation, lifecycle management, and retirement benefits for all Federal employees of the HIARNG and HIANG comprised of T32, T5, and AGR personnel.
2	Manpower Management	Coordinating and managing the full-time requirements/resources provided for the HIARNG and HIANG to meet its full-time missions in conjunction with NGB/SecArmy/SecAir Force.
3	Administrative Support Services	Managing personnel related programs such as the Workman's Compensation Program, the employees' Federal Health Benefits Programs, Federal Performance Management Programs, Life Insurance Programs, and all other Federal Employee Benefit Programs.

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21.3 CIO

Priority	Essential Staff Function	Description
1	User account administration	Administration and provisioning of Office 365 / email user accounts
2	User workstation and VOIP phone support	Setup and deployment of user workstations / laptops, phones, and software
3	Network administration	Monitoring and failure recovery of network infrastructure
4	Cyber security support	Detection and response to cyber security incidents

21.4 PAO

Priority	Essential Function	Description
1	Administers Public Affairs Program	develops comms plans for events, assist with comms policies, nest with NGB/Army/Air Force/DOD comms, command information and speech writing
2	Emergency Communications	work with HI-EMA or other gov. organizations, with an EOC or JIC, or in the field
3	Manages all external communications	websites, social media, media releases
4	Respond to media & public requests for information	spokesperson for HIDOD, coordinated responses, interviews, phone calls, emails, social media, Governor constituent letters

21.5 SJA

Priority	Essential Staff Function	Description
1	Legal Reviews and Advice	Review and advise command and staff on full-range of military issues

21.6 IG

Priority	Essential Staff Function	Description
1	Provide assessment on the matters affecting discipline, training and readiness	

21.7 HIARNG

Unit: 29 IBCT

Priority	Essential Function	Description
1	- Facility Management	Manage BDE Readiness Center coordinate facility usage and maintenance
2	Augment HIARNG CTF	ISO DSCA Operations, additionally man EOC
3	Manage HIARNG G3 Taskings	Manage HIARNG G3 Requirements thru Taskings ISO HING, HIARNG, MSCs, Community, etc.
4	Manage Logistical Requirements for 29 IBCT	Manage Equipment Availability ISO DSCA, LOGSTAT
5	Manage Personnel Requirements	SAD RFOs, Personnel Actions,
6	Soldier Pay	Process and Submit Soldier Pay for IDT, ADOS, SAD, RMP, etc.
7	Personnel Actions support for Soldier and Units	Awards, Medical, Evaluations, records updates, promotions, transfers, extensions
8	Manage all Classes of Supply	CL I, CL III, CL V, CL VII, CL VIII, Maintenance, GFEBS, Transportations, GPC,
9	Training Management	CUOPS, FUOPS, Resources, Training and Budget, Intel and Security, Special Programs
10	Point of Interaction with Soldiers	Administrations, Logistics, Supply actions with Soldiers
11	Manage COMMS, Network Systems	Establish, maintain, improve Communication Capabilities
12	Provides INFO Security Management and Protection	Manage

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Unit: 　103 TC

Priority	Essential Function	Description
1A	Strength Reports (S1)	Tracking personnel
2A	Pay Issues (S1)	Tracking and resolving Soldier pay issues
3A	Medical readiness (S1)	Administration of LODI/MRC3&4/WTB/PDHRA
4A	HR Systems (S1)	Administration of
5A	Red Cross Message (S1)	Receiving, processing & tracking Red Cross Messages
6A	AGR and Tech Actions (S1)	Administration of AGR continuation packets (CAR)/tour continuation boards
7A	ADOS / COADOS (S1)	Administration of ADOS packets
8A	Officer Vacancies (S1)	Manage officer vacancies
9A	Officer/WO Separations & Discharges (S1)	Manage Officer/WO separations and discharges
1B	Taskings (S3)	Receiving, processing & disseminating Taskings as directed by HIARNG-G3
2B	OPORDS (S3)	Receiving, processing, and publishing OPORDs as directed by HIARNG-G3
3B	Training and Exercises (S3)	Planning and coordination of training and exercises as directed by HIARNG-G3
4B	CCIRs (S3)	Receiving, processing, and submitting Information Requirements to HIARNG-G3
5B	AFCOS orders processing (S3)	AFCOS Level 4 review and approval of Soldier's orders.
6B	Funds management (S3)	Responsible for review and approval of funds execution for training and/or operational support requirements (IDT Travel, AGR Travel and ERRs)
7B	DTS (IDT and AGR) (S3)	Level DTS 10 (review) and 24 (authorization).
8B	Ranges and Training Areas (S3)	Submitting range and training area requests in RFMSS
9B	Schools (ATRRS) (S3)	Review & submitting ATRRS applications; Manage school quotas; Manage Aviation school quotas
10B	Aviation Support Requests (S3)	Review, coordination, and approval of RW support during IDT/AT (SAAO tracks outside of IDT/AT)
1C	GPC/GFEBS - Local Purchase (S4)	Serve as Billing Official; Level 1 release requests over SPL; Review and forward LP packets for other than meals; Track open LP requests
2C	State Emergency P-Card (S4)	Manage eP-Card during State of Emergency will utilize state card for authorized purchase to support current mission
3C	Logistics / Staff Estimates (S4)	Responsible for all logistics staff estimates (all classes of supply)

Unit:　　　298 MFTR

Priority	Essential Function	Description
1	Orders processing	Level 5 approval of Soldier orders in AFCOS
2	Fund management	Responsible for the review and approval of funds execution for training and/or operational support requirements
3	S1 OPS	Process MDAY Pay
4	ARPRINT Mangers	Responsible for ARPRINT Operations

21.8 HIANG

Unit:　　　　　154 WG

Priority	Essential Function	Description
1	PACAF F-22 alert mission	Ensure F-22 aircraft are positioned and manned for rapid response IAW PACAF agreement
2	Wing Control Center	C2 node for 154 Wing

Unit:　　　　　**201 AOG**

Priority	Essential Function	Description
1	Command	Command
2	Command Staff	Support Staff

21.9 OVS

Division: OVS

Priority	Essential Staff Function	Description
1	Cemetery Interments	Intering Vets and their approved depenents
2	Filing Claims with the VA	Meet with Veterans, their dependents and survivors to assess claims for Veterans Benefits under Title 38 United States Code. Develop claims for benefits based in articulable evidence, and file them with the Department of Veterans Affairs. File cases for Higher Level Review and Supplemental Claims at the local office level as needed to establish benefits.
3	Filing appeals, within statute of limitations	Meet with Veterans to asses the viability of filing an appeal. Develop appellate evidentiary presentations and file appeals with the Board of Veterans Appeals (BVA
4	VA Benefits	Assist Veterans in accessing VA services including VA health care, VA homeless housing (HUD/VASH) programs, VA Vocational Rehabilitation, and VA Care in the Community services
5	Burial Functions on Kauai	Funeral Coordination for interments

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21.10 YCA

Division: YCA

Priority	Essential Staff Function	Description
1	Leadership	Ensure that YCP is appropriately staffed during emergency. Direct employees during an emergency. Plan for and provide flexible work arrangements during emergency. Communicate work expectations to staff regularly and repetitively. Implement directives from Department and civil emergency or medical authorities.
2	Fiscal	Managing budgets. Performing adequate planning for use of the funds allocated. Reviewing the expenditure of funds in order to ensure that they are being made in the most efficient manner and that they are properly documented. Retaining flexibility in financial management to meet unexpected or unplanned needs. Adhering to Department fiscal policies and procedures.

21.11 OHS

Division: OHS

Priority	Essential Staff Function	Description
1	Intelligence collection, analysis, dissemination	Located at the Fusion Center
2	Grants Management	Financial
3	ESF 2, 5 and 13 coordination	Planning

21.12 USPFO

Office: **USPFO-HI**

Priority	Essential Staff Function	Description
1	Resource Management (R&M) - Military Pay R/C and A/C	Long Tour, Short Tour, INCAP, AGR Accessions
2	RM - ATAAPS	Civilian Payroll Adminisration
3	RM - Commercial Pay	Vendor Payments
4	DPI- Maintain Databases of Record, System Administration	
5	Supply & Services (S&S) - Provide Installation Logistics Support (Warehouse)	Receive, store and issue all incoming supplies and equipment. Receive, pack/crate and ship all outgoing supplies and equipment.
6	S&S - Provide Installation Logistics Support (Federal Property Accountability)	Ensure all end-item equipment are properly requisitioned, received and accounted for.
7	S&S - Provide Installation Logistics Support (Transportation)	Support/coordinate all movement request of personnel and equipment via military and civilian transportation modes.
8	P&C - Provide Contracting Support	MILCON/SRM/Services/GPC
9	RM - Accounting	D06, Cost Transfer, Maintain General Ledgers
10	Internal Review (IR) - Perform performance audits	Conduct reviews and audits to assess the effective use of program resources and compliance with laws and regulations

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21.13 HING JStaff

Office: <u>HING</u>

Priority	Essential Staff Function	Description
1	Current operation, Joint readiness, coordinate military support	J3 Directorate of Operations and Military Support
2	Joint personnel readiness, manpower management, policy guidance	J1 Personnel
3	Joint training and exercises, interoperability improvements	J7 Training and Exercises
4	Joint organizational relationships, strategic planning	J5 Strategic Plans and Policy
5	Provides all source intelligence and staff support	J2 Intelligence
6	Coordinates and directs work of the Joint Staff Directorates	Chief of the Joint Staff
7	JOC Operations	J33 Joint Staff Current Operations Officer
8	JOC Operations	J3 Domestic Operations Sergeant Major

22 ANNEX F: ACRONYMS/GLOSSARY

AAR:	After Action Review/Report
CAT:	Crises Action Team/s
COG:	Continuity of Government
COOP:	Continuity of Operations
CIP:	Critical Infrastructure Protection
DAGS:	Department of Accounting and General Services
DHS:	Department of Homeland Security
DOD:	Department of Defense
EOC:	Emergency Operations Center
FOUO:	For Official Use Only
G3/DOMS:	Operations/Director of Military Support
Go Kit:	HIDOD issued personal clothing for deployment to be supplemented with other personal gear
HF:	High Frequency
HCDA:	Hawaii Civil Defense Agency
HING:	Hawaii National Guard
HIRAOC:	Hawaii Regional Air Operations Center
HHSAS:	Hawaii Homeland Security Advisory System
IRT:	Initial Response Team
KDOD:	Kauai Emergency Management Agency
MEAM:	Maui Emergency Management Agency
MOU/MOA:	Memorandum of Understanding/Memorandum of Agreement
MYSPMP:	Multi-Year Strategy and Program Management Plan
NGO:	Non-Government Organization/s
HDEM:	Honolulu Department of Emergency Management
P Card:	Procurement Card (Credit card for purchases up to $2,500.00)
PDA/RNA:	Preliminary Damage Assessment/Rapid Needs Assessment
PO:	Purchase Order/s
POC:	Point of Contact
PPE:	Personal Protection Equipment
SERT:	State Emergency Response Team
SITREP:	Situation Report
SNS:	Strategic National Stockpile
SOP:	Standing Operating Procedures
TT&E:	Training, Testing & Exercises
UHF:	Ultra High Frequency
VHF:	Very High Frequency
VJIC	Virtual Joint Information Center
WMD:	Weapons of Mass Destruction
Yellow Net:	State Emergency Management VHF radio frequency