

COOP TT&E Objectives

The objectives of the COOP TT&E program are to:

- Assess and validate COOP plans, policies, and procedures.
- Ensure that agency personnel are familiar with alert, notification, and deployment procedures.
- Test alert, notification, and deployment procedures and systems at least annually.
- Ensure that COOP personnel are sufficiently trained to carry out agency essential functions in a COOP situation.
- Conduct individual and team training of agency COOP personnel to ensure currency of knowledge and integration of skills necessary to implement COOP plans and carry out essential functions.
- Exercise procedures by deploying designated personnel and equipment to the alternate operating facilities to ensure an agency's ability to perform essential functions and operations during a COOP situation.
- Ensure that backup data and records required to support essential functions at the alternate operating facilities are sufficient, complete, and current.
- Test and validate equipment to ensure both internal and external interoperability.
- Ensure that agency personnel understand the procedures to phase out COOP operations and transition to normal activities (reconstitution) when appropriate.
- Conduct refresher orientations for COOP personnel.
- Document completed COOP training and identify training requirements.
- Develop a Multi-Year TT&E plan that addresses COOP TT&E requirements, resources to support these activities, and a TT&E planning calendar.

