

DEPARTMENT OF THE ARMY
Portland District, Corps of Engineers
P. O. Box 2946
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CENPP-IM-R
Regulation
No. 25-1-9

31 August 1990

Information Management
DUPLICATE EMERGENCY FILES PROGRAM (DEFP)

1. PURPOSE. This regulation establishes the district Duplicate Emergency Files Program (DEFP). The DEFP supports Continuity of Operations (COOP) planning, and is required by reference 3a.
2. APPLICABILITY. This regulation is applicable to all staff offices of the Portland District (NPP).
3. RELATED PUBLICATIONS.
 - a. AR 340-26 (Duplicate Emergency Files Program).
 - b. AR 500-3 (Army Survival, Recovery and Reconstitution System (ASRRS)(U)).
 - c. NPDOM 340-1-7 (Duplicate Emergency Files Program).
4. EXPLANATION OF TERMS AND ABBREVIATIONS.
 - a. Alternate Headquarters (AH). A site to which the command of the Portland District is immediately transferred when the present headquarters is destroyed or unable to exercise command and control with subordinate elements.
 - b. Continuity of Operations Plan (COOP). The classified plan describing how the district will survive and function in the event of a nuclear attack on the United States.
 - c. Duplicate Emergency Files (DEF). Those files maintained and pre-positioned in accordance with this regulation.
 - d. Duplicate Emergency Files Repository. The storage location of Duplicate Emergency Files.
 - e. Emergency Relocation Site (ERS). A site to which the Portland District will relocate under certain specified provisions of the COOP plan. This transfer is considered to be a permanent relocation of command and staff.
 - f. Essential Wartime Functions (EWF). Statements of minimum essential functions to be performed by surviving or relocated district personnel in the event the "wartime" COOP is executed.

5. RESPONSIBILITIES.

a. Information Management Office (IMO). The Records Manager, IMO is responsible for:

- (1) Co-managing the Duplicate Emergency Files Program.
- (2) Maintaining a Duplicate Emergency Files Material Inventory.
- (3) Insuring shipment of records to the repository.
- (4) Annual inspection/review of the status of DEF maintained in storage.

b. District Offices. Each district office is responsible for:

- (1) Selecting documents appropriate for relocation under this program. Preparation of a detailed List of Selected File Numbers (LFN) (ENG 4346-R) which adequately describes such documents.
- (2) Preparation of SF Form 135 (Records Transmittal and Receipt) for each item identified for transfer to the duplicate emergency files repository.
- (3) Annual inspection/review of the prepositioned DEF pertaining to their office.
- (4) Maintaining reference publications applicable to the functional area of their office as part of the DEF.

c. Emergency Management Branch will assist IMO in the enforcement of this regulation and will reposition all classified materials.

6. GENERAL.

a. Duplicate Emergency Files are those files and reference materials, regardless of type, that a headquarters identifies, collects and pre-positions at a repository for anticipated emergency use. The specific intended use of these files is to provide the minimum reference material needed for the Alternate Headquarters or Emergency Relocation Site staff to function in the event of nuclear attack on the United States. These files comprise the bulk of records available for that use, and are composed of those materials needed to accomplish Essential Wartime Functions. EWF are a "bare-bones" set of statements that identify the crucial functions to be performed in the COOP environment.

b. It is the intent of this regulation that the DEFP operate on a day-to-day basis, much as normal office filing is managed. Realistically, offices should set target dates - perhaps quarterly or semi-annually - for the

collection, packaging, labeling and transport of files to IMO for onward shipment to the repository. For control purposes, 15 January is established as the date by which all files for the preceding 12 months will be delivered to IMO for dispatch.

c. Duplicate Emergency Files are divided into three categories as follows:

(1) Operational records pertain to procedures specific to each particular office. To be selected for inclusion, operational records should be judged essential to continued Engineer operations and exclusive of standard operating procedures common to all field installations and activities under command of the Chief of Engineers.

(2) Administrative records pertain to routine administration of the office. Copies of payrolls, job sheets and other records essential to protection of the interests of employees and the Government, especially in event of an emergency, are included in this category. Real estate records, budgetary papers and other basic records essential to protection of Government interests which are maintained at field level are included in this class. Administrative records will be voluminous unless rigidly controlled. The greatest turnover in maintaining DEF records will occur in this category.

(3) Technical records include drawings, data, and indexes essential to the technical operations of the Corps. In order to be included, these records must be of vital importance, not otherwise readily available, and expensive or impossible to re-establish. The use of microfilm and other media for ready reproduction, with minimum storage space requirements, should be considered. Proper cataloging is essential. If microfilm of standard construction drawings are maintained at Project Offices or other field sites, they need not be duplicated in these files.

d. Materials selected may include but are not limited to the following:

(1) Operational and Mobilization Plans and related documents (classified and unclassified).

(2) Instructions and reference material.

(3) Mission and policy statements.

(4) Regulations.

(5) Maps, charts, drawings, blueprints, etc.

(6) Personnel, finance and procurement records.

(7) Computer software.

e. Some files or materials will be on-hand in the office, either awaiting shipment or as one-of-a-kind item that cannot be duplicated for the DEF. These files and items will be "earmarked" for the DEF with the notation shown below and color coded with a piece of red tape (available in the supply room).

Earmarked for DEF. In the event of COOP execution, handcarry to the emergency site.
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This earmarking policy should not be abused. In a rapid relocation little time may be available to collect and handcarry materials.

f. Files contents. Appendix A has been developed to assist the staff in determining appropriate files contents. Appendix A is a summary of functions, tasks and activities extracted from the Essential Wartime Functions statements contained in the district COOP. It is the best source of information for the staff regarding the content of their technical files. Staff offices listed at Appendix A may wish to contact Emergency Management Branch for further information regarding their files contents.

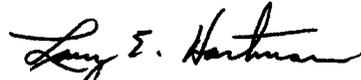
7. SHIPPING.

a. All eligible files will be forwarded with the completed SF 135 to CENPP-IM-RR. SF Form 135 is used in the forwarding, receipt, and destruction of DEF material. Four (4) copies of SF 135 will be prepared for shipment to the AH or ERS.

b. When the transfer has been completed, IMO will send a completed copy of SF 135 to the responsible office for retention in their files under MARKS Number 25-400-25, Office Records and Transmittal Files.

8. ANNUAL INSPECTION. An annual inspection/review will be accomplished by each staff office to verify and purge their DEF. This review will be accomplished at the repository location during the fourth quarter of each calendar year. A narrative report describing the operative condition of the files and the name of the person conducting the review will be submitted to CENPP-IM-RR by 30 January each year. FOR THE COMMANDER:

FOR THE COMMANDER



LARRY E. HARTMAN
Major, Corps of Engineers
Deputy Commander

Appendix
App A - Summary of
Wartime Functions

DISTRIBUTION:
Chiefs, Division and Staff Offices,
Field, Branch Chiefs

Appendix A

Summary of Wartime Functions

<u>Office</u>	<u>Function, task or activity</u>
1. Commandant (LMO)	Billeting Food Laundry Medical Sanitation Emergency Power General Housekeeping
2. Commandant (LMO)	Shelter Management Decontamination Radiological Monitoring
3. Operations Center (EM)	Status and Information Reporting Emergency Action Procedures Classified Documents Radiological Center Liaison
4. All staff	Residual Capabilities Assessment (RECA) reporting. (No special DEF requirement for most staff.)
5. Engineering, Construction, Contracting, Real Estate	Support Military Installations (Refers to returning military installations to usable status. Involves military construction, repair, utilities, expedient construction.) Military Support of Civil Defense (MSCD). (Involves debris clearance damage assessment, restoration of utilities, emergency shelter, engineering advice and assistance.
6. Operations	Project Operations Dredging
7. Contracting	Emergency contracting Contractor assets Expedient Construction assets

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| 8. Real Estate | Acquisition
Recapture
NIF
Leasing |
| 9. Personnel | Accountability & status of employees
Hiring
Training |
| 10. Comptroller | Budget
Finance & Accounting |
| 11. Information Management | Communications (radio & telephone)
Message Center
Office Management
Essential ADP |
| 12. Logistics Management | Transportation (vehicles)
Provisioning (supply)
Office furniture
Emergency power |
| 13. Office of Counsel | Emergency authorities
Advice |
| 14. Security | Physical Security
Intelligence |

Note: The fact that a function is listed does not imply a full "peacetime" capability to perform that function. Rather, it means a minimum essential "bare-bones" capability, both in people and DEF.