

Federal Preparedness Circular 66

Purpose

Federal Preparedness Circular (FPC) 66 provides guidance to Federal Executive Branch departments and agencies for use in developing viable and executable test, training, and exercise (TT&E) programs to support the implementation and validation of COOP plans.

Scope

FPC 66 applies to all Federal Branch departments, agencies, and independent organizations incorporating the areas of testing systems and equipment, training personnel, and exercising plans and procedures.

Objectives

While the primary objective of a COOP TT&E Program is to develop, implement, and institutionalize a comprehensive, all hazard-program to improve the ability of agencies to effectively manage and execute their COOP plans. Specific objectives include:

- Validating COOP plans, policies, and procedures;
- Ensuring that agency personnel are familiar with alert, notification, and deployment procedures;
- Ensuring that agency personnel are trained to carry out minimum essential operations and functions when deployed at a COOP site or working in a COOP environment;
- Exercising procedures by deploying to an alternate facility to ensure performance of agency essential functions and operations during an emergency;
- Ensuring that back-up data and records required to support essential functions at the alternate facility are sufficient, complete, and current;
- Testing and validating equipment to ensure both internal and external interoperability; and
- Ensuring agency personnel understand the procedures to phase down COOP operations and transition to normal activities when appropriate.

Overview

FPC 66 denotes that the TT&E program should be progressive in nature, building from individual tasks to complex, multi-organizational interactions. Each agency's TT&E program is to include:

- Policy, guidance, and standards;
- Training courses and materials;
- Exercises of varying types and scope designed to improve the overall organizational response capability to emergency situations;
- Multi-year TT&E schedule; and
- Evaluation and Remedial Action programs.



Responsibilities

Under the authority of FPC 66, each agency head is responsible for specific TT&E programmatic support and development of tests, training, and exercises. The General Services Administration and Federal Emergency Management Agency (FEMA) also have defined responsibilities under FPC 66.