



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

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EMS TRANSMISSION: 3/26/03  
Instruction Memorandum No. **CA-2003-027**  
Expires: 09/30/2004

To: All Field Office Managers

From: State Director

Subject: California Field Office Continuity of Operations Plans **DD: 08/01/2003**

Enclosed is a national template developed for Field Office Continuity of Operations Plans (FO-COOPs). The template will be used by each office to create consistent and viable COOPs for all major offices in California. The template consists of two parts: Part 1, the Lead Section (FO Template Version 2 doc.) describes the requirements and a series of annexes with appropriate tables that will contain specific information about Field Offices in general; Part 2 (FOT COOP Plan/Annex/Version 1) is a series of tables and list containing office specific information. Field Offices are not required to change the Lead Section. Part 2 is the COOP section you must tailor to your individual needs. Using information in existing COOPs will further facilitate this process.

After completion of the written plan, each office should perform the following:

1. Provide an electronic AND hardcopy version of your COOP to The Division of Support Services, CA-940 attn: Jim Anger, State Safety Manager [janger@ca.blm.gov](mailto:janger@ca.blm.gov)
2. Conduct a Table Top exercise to determine the effectiveness of your COOP and to eliminate any weaknesses you discover in the plan. Following your exercise, document your critique in order to reference improvement efforts.
3. Coordinate with the other offices you have identified in your plan as alternate sites or cooperating offices.
4. Assign a cadre of staff with primary responsibilities to maintain the currency and effectiveness of the document, including any future tabletop and mock exercises.

Your finished plans must arrive in the State Office NLT 8/1/03. The plans will be reviewed for consistency and content. Finally, the State Director must certify in writing to the Director that a plan for each office has been developed and remains viable.

If you have any questions, please contact: Jim Anger @ (916) 978-4521.

Signed by:  
James Wesley Abbott  
Associate State Director

Authenticated by:  
Richard A. Erickson  
Records Management

Attachment:  
#1 - FO COOP Template (parts 1 & 2 ) [36 pp]