



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

28 NOV 2000

REPLY TO
ATTENTION OF:
CECI-TR (340-26)

MEMORANDUM FOR HQUSACE Staff Principals and USACE Commanders except
District Commanders, ATTN: Regional Chief Information Officers

FOR Records Managers

SUBJECT: Reactivation of the Duplicate Emergency Files Program

1. Reference: Army Regulation 340-26, Duplicate Emergency Files Program.
2. The purpose of this memorandum is to reactivate the USACE Duplicate Emergency Files Program (DEFP). Throughout Federal Government, increased emphasis is being placed on this program due to incidents of terrorism. Duplicate Emergency Files (DEF) are considered essential directives, instructions, programs, plans, emergency action procedures, along with any information resources required for conduct of essential functions in a crisis or emergency situation. As a minimum, a DEF must be maintained at alternate headquarters and/or emergency relocation sites.
3. On 10 Nov 99, the HQDA Deputy Chief of Staff for Operations and Plans (DCSOPS) Office assumed responsibility for DEFP and serves as its functional proponent. Currently AR 340-26 is being revised with plans to staff it in the second quarter of Fiscal Year 2001. In addition, AR 500-3, Army Continuity of Operations (COOP) Program, is being rewritten and includes a requirement for DEF.
4. Request Major Subordinate Commanders (MSCs) inform District Commanders of these actions and oversee management and implementation of subject effort. Also, MSCs should work closely with local COOP points of contact (POCs) to incorporate the DEFP as a critical element of an overall Command COOP plan. Additional guidance will be forthcoming from the HQ USACE COOP POC.
5. The DEFP POC for this action is Dianne Barnes, USACE Duplicate Emergency Files Program Manager. Mrs. Barnes may be reached at email address: celia.d.barnes@usace.army.mil or on Commercial Number: 202-761-5983. The COOP POC is MAJ Massman, Commercial Number: 202-761-4969, with email address: dean.a.massman.maj@usace.army.mil.

FOR THE COMMANDER:

WILBERT BERRIOS
Deputy Chief of Staff
for Corporate Information