

**This is a required course for all Federal employees (Headquarters and Field)**

## **The Emergency Operations Training Academy**

**Announces the 2008 Continuity of Operations (COOP) Awareness Course**

available through the Online Learning Center<sup>2</sup> (OLC<sup>2</sup>)

**Course Title:** 2008 Continuity of Operations (COOP) Awareness Course

**Audience:** Headquarters and Field Employees (Federal)

**Requirements:**

DOE Order 150.1 and Federal Continuity Directive 1 require annual Continuity of Operations (COOP) awareness training for all Federal and contractor employees. *Contractors will be required to take this training at a later date.*

**Description:**

In order to accommodate all personnel without overloading the system, all Federal Headquarters and Federal Field Employees with ***last names beginning with A-M*** will complete the course between ***October 1 and November 3*** and all Federal Headquarters and Federal Field Employees with ***last names beginning with N-Z*** will complete the course between ***November 3 and December 5***.

This course is available through the OLC<sup>2</sup> for all Federal personnel. All DOE Federal employees currently have a complimentary subscription to the OLC<sup>2</sup>. To access the Continuity of Operations Awareness course on the OLC<sup>2</sup>, use the following link: <https://olc2.energy.gov>. The OLC<sup>2</sup> desktop system configuration checker will perform an automatic check for system compatibility. Contact your IT support office if the configuration checker identifies any problems with your computer's set-up. This course will appear in the Learning Plan section as well as in the Featured Items section of your account once you are signed on to the OLC<sup>2</sup> and can also be located by using the Search Catalog window.

**Goal:**

The goal of this course is to describe the roles and responsibilities of personnel during a Continuity event, and to provide information designed to help minimize confusion and ensure efficient operations during a situation requiring activation of the Continuity of Operations Plan. Upon completion of this course, you should be able to identify what authority governs COOP, COOP components, and requirements for a COOP program. If there are any questions about the purpose of, or intent of this course, please contact your COOP Coordinator or send an email to [dl-na40coop@hq.doe.gov](mailto:dl-na40coop@hq.doe.gov).

**Course Content:**

**Lesson One: Introduction to COOP**

- What COOP is and why it is important
- What authority governs COOP
- What are the requirements for COOP
- What are the key elements of COOP

## **Lesson 2: Continuity topics that affect all DOE employees (Federal and contractor)**

- Define Continuity topics that affect all DOE employees including:
  - Notification
  - Activation and relocation
  - Individual responsibilities
  - Devolution
  - Reconstitution

## **Lesson 3: Pandemic events**

- Identify what constitutes a pandemic event
- Identify what constitutes a special Continuity pandemic event
- Identify actions to assist in accomplishing Mission Essential Functions

**There are three components to this training course: 1) course material, 2) final exam, and 3) online survey. You must complete at least the exam and survey components in order to receive credit in your official training record.**

If you are familiar with the material presented in the course you may “test-out” of the course. If you wish to “test-out” of the course, select the Continuity of Operations Awareness final exam from the Featured Items section on the OLC<sup>2</sup>. Once you have completed the final exam, please complete the online survey in order to receive credit in your official training record.

**Prerequisites:** None

**Length:** 45 minutes

**Cost:** This training is available online at no cost.

### **NOTE:**

If you are a DOE Federal employee and do not have an OLC<sup>2</sup> login, please contact your office OLC<sup>2</sup> Administrator (list located on the OLC<sup>2</sup> login page), the OLC<sup>2</sup> Help Desk, 202-586-3607 (Monday thru Friday 8:00AM – 5:00PM EST), or [energyolc@hq.doe.gov](mailto:energyolc@hq.doe.gov).

If you have forgotten your password, you can have your password sent to you via email by clicking the “Forgot Your Password?” link on the OLC<sup>2</sup> home page.

If you require assistance logging into the OLC<sup>2</sup>, please contact the OLC<sup>2</sup> Help Desk, 202-586-3607, or [energyolc@hq.doe.gov](mailto:energyolc@hq.doe.gov). Please do not contact the National Training Center's Registration Department for OLC<sup>2</sup> or COOP course support.

For more information or registration visit <https://olc2.energy.gov>