Executive Order 12656 and Federal Preparedness Circular 65 (FPC-65) requires annual Continuity of Operations Planning (COOP) awareness training for the entire workforce. Therefore, to comply with the requirements set forth in these documents, this course is mandatory for all DOE Federal personnel.

The goal of this introductory course is to describe the roles and responsibilities of personnel during an emergency and to help minimize confusion and ensure efficient operations during a situation requiring activation of the Continuity of Operations Plan. After completing this course, personnel should be able to describe the basis of continuity procedures, identify roles and responsibilities of essential and non-essential personnel, and describe the necessary steps to plan for family support in a continuity situation.

The computer-based training should take approximately one hour to complete. The course is COO-101DW. You can access the registration page by clicking on the link below.

HTTP://eota.doeal.gov

To register for this mandatory training please log on to your student account, or if you are a new user, please create an account by clicking the New User Registration button.

As part of the registration process, you must complete all information in the "General Information" section. In the "Student Interest Information" section, choose COOP as the "Primary Area of Study." You must also choose your "organization" and "employment status" from the drop down menus. Completion of the "Crediting Information" section is optional. Create your student ID and password then click on "Submit."

After you have completed the registration process, carefully read and follow the instructions on your screen for locating and completing the course. If you need to stop and exit the training, your page will be bookmarked. When you log back into the course, you will be returned to the next uncompleted section so you can complete the training.

To receive your certificate of completion: After completing the course, close the pop-up window that contained the COOP course, refresh your homepage, click My Training, click COO-101DW under Completed Course, then click Request Certificate. Complete the survey then you'll be able to print your certificate. You must have Adobe Acrobat. **In order to update your official ORO training record, please send a copy of your certificate to the ORO Training Center, FOB, Room G119, MS AD-443.**

The deadline to complete this training is **June 1, 2007**.

If you have any questions regarding the registration process, please contact Missy Seiber at 865-576-3925 or the ORO Training Center at 865-576-1082.