

Interdependencies Worksheet Frequently Asked Questions (as of 9/24/13)

Why do state agencies need to complete these worksheets?

Governor Inslee issued Directive 13-02 on March 21, 2013 which required state agencies to review their Continuity of Operations (COOP) plans; required the establishment of an Interagency Continuity of Operations Committee (known as iCOOP Committee); and identify state level executive branch essential functions and interdependencies between agency essential functions. This activity fulfills the interdependency requirement outlined in the directive.

Do state agencies need to complete a worksheet for EVERY essential function?

State agencies need to complete a worksheet for every essential function that depends on another state agency to execute. If you have an essential function that has no dependency on another state agency for a particular essential function, you do not need to complete the worksheet for that essential function. Please think about dependencies on people, resources, data, tools, etc. when determining dependencies.

When are these worksheets due?

Worksheets are due no later than November 1, 2013. This will allow time for the iCOOP Interdependencies Sub-Committee and the full iCOOP committee to review and analyze all data for submission to the Governor's Office.

How long will it take me to complete this project?

This depends on the number of essential functions that your agency must review. It is expected that each essential function that depends on another agency will take approximately 20 minutes to 1 hour to complete.

How will the information be used?

The information received will be reviewed by the iCOOP Interdependencies Sub-Committee, which is comprised of COOP or Disaster Recovery staff from agencies such as Department of Enterprise Services, Consolidated Technology Services, Department of Transportation, Department of Revenue and Washington State Patrol. The sub-committee will create a matrix identifying those systems, resources, or tools that are depended upon in order to identify commonalities and potential cross-over. This information will be shared with the Governor's Office to continue discussions about where interdependencies need to be strengthened or redundant systems need to be established. Additionally, we will share the "dependency" information with the other state agency(s) that you list so that your agency and the other agency can perform joint continuity of operations planning, if applicable.

Who should I rely on from my agency to complete the worksheets?

Each agency will determine the best person to lead this project – often it will be the COOP or DR representative that was provided to Washington State Emergency Management Division as part of Directive 13-02. It is recommended that agency leadership is engaged in this review, as well as subject matter experts who are knowledgeable about the essential function and how they rely on other agencies. This will be very difficult to complete without partnership with subject matter experts and leadership within your agency.

What if I need additional room to answer the questions?

Agencies are welcome to provide supplemental information by attaching additional pages or requesting a modified worksheet from Amy Myers at amy.myers@wsp.wa.gov.

Why does this need to be in narrative form?

It is extremely important for these worksheets to be completed in narrative form because the iCOOP committee may not have the technical knowledge to understand the interdependency, the essential function, or the systems/resources which you rely upon. By explaining the interdependency in "layman's" terms, this allows 1) your staff to clearly understand; 2) the other agency's staff to clearly understand; and 3) the iCOOP committee to effectively analyze the information so that the Governor's Office can see where additional resources may be

needed. If the worksheets are completed in bullet or technical specifications, the information will be foreign to many reading it and will not have the basic information needed for which to make recommendations.

If the information required is not readily available in my agency's COOP plan, how do I get the information in order to populate the worksheet(s)?

Each agency will execute this project differently, but it is recommended that subject matter experts be convened to discuss the "how", "why" and "what" and to populate the worksheets. This can also help agencies begin discussions for the next revision of their COOP plans (due June 2014).

What if I have updated my essential functions and my worksheets are not correct/up-to-date?

If your agency has updated essential functions that are 1) not listed on the worksheets or; 2) incorrect, please contact Amy Myers at amy.myers@wsp.wa.gov and revised worksheets will be sent to you.

If I rely on another agency not in state government, do I need to list that?

This project is only focused on interdependencies between state agencies. Therefore, your agency does not need to list dependencies on non-state agencies. However, this may be a good discussion point for future COOP revisions, to ensure that these dependencies with non-state agencies are discussed with those other entities and appropriate pre-planning has occurred.

What if my agency does not have a COOP plan or essential functions identified yet?

You or your identified COOP contact should contact John Ufford, Emergency Management Division, at john.ufford@mil.wa.gov or (253) 512-7052 to identify any COOP training that may be available for your agency to attend. You are encouraged to begin this process immediately to comply with the Governor's Directive.

Who do I call if I have questions about the worksheet?

Agencies needing technical support may contact Amy Myers at (360) 704-2290 or amy.myers@wsp.wa.gov. Additionally, technical assistance calls will occur. Please check the website for dates/times and conference bridge information.

Notes from each call will be posted to the iCOOP website at <http://www.wsdot.wa.gov/partners/InteragencyCOOPWorkgroup/>