

DON CIO Message: DTG: 142031Z MAR 08
UNCLASSIFIED//

SUBJ//INFORMATION SYSTEMS RESTORATION AND DATA RECOVERY RELATED TO
CATASTROPHIC EVENTS//

MSGID/GENADMIN/DON CIO WASHINGTON DC//

REF/A/DOC/SECNAV/08DEC2006//
REF/B/DOC/NAVAUDSVC/23FEB2007//
REF/C/MSG/DONCIO WASHINGTON DC/242018ZMAY2007//

NARR/REF A IS SECNAVINST 3030.4B, DEPARTMENT OF THE NAVY CONTINUITY OF OPERATIONS (DON COOP) PROGRAM. REF B IS NAVAL AUDIT SERVICE FINAL REPORT, INFORMATION SYSTEMS RESTORATION AND DATA RECOVERY RELATED TO HURRICANE KATRINA. REF C IS DON CIO CONTINUITY OF OPERATIONS PLANNING ACROSS THE DEPARTMENT OF THE NAVY.

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PASSING INSTRUCTIONS:

CNO: PLEASE PASS TO N6 FOR ACTION

CNO: PLEASE PASS TO DNS/N091/N093/N095/N097/N1/N2/N3/N5/N4/N8// FOR INFO

NAVY ECHELON II COMMANDS: PLEASE PASS TO COMMAND INFORMATION OFFICER (IO)/N1/N6//

USMC MAJOR SUBORDINATE COMMANDS: PLEASE PASS TO COMMAND INFORMATION OFFICER (IO)/G1/G6//

1. PURPOSE. THIS MESSAGE REITERATES POLICY, DIRECTION, AND GUIDANCE CONTAINED IN REF A WITH REGARDS TO CONTINUITY OF OPERATIONS (COOP) PLANNING AS IT RELATES TO INFORMATION TECHNOLOGY (IT) SYSTEMS. IN ADDITION, THIS MESSAGE DIRECTS THAT COOP PLANS WILL: (1) ADDRESS CONNECTIVITY TO DATA AND SERVICES THAT RESIDE ON DEPARTMENT OF THE NAVY (DON) NETWORKS AND COMMUNICATIONS CONSIDERATIONS; (2) ESTABLISH IT RELATED PROCESSES AND PROCEDURES TO IDENTIFY IT DAMAGE AND RESTORATION/RECOVERY COSTS AFTER A CATASTROPHIC EVENT; AND (3) ASSIGN MONITORING AND OVERSIGHT PROCEDURES FOR IT RESTORATION, RECOVERY, AND RECONSTITUTION AFTER A CATASTROPHIC EVENT.

2. SCOPE. THIS MESSAGE APPLIES TO THE OFFICES OF THE SECRETARY OF THE NAVY (SECNAV), THE CHIEF OF NAVAL OPERATIONS (CNO), AND HEADQUARTERS MARINE CORPS (HQMC).

3. BACKGROUND. FOLLOWING HURRICANES KATRINA AND RITA, THE NAVAL AUDIT SERVICE PARTICIPATED IN OVERSIGHT PLANNING AND EXECUTION FOR DISASTER RECOVERY EFFORTS RELATED TO THE EFFECTS OF THE STORMS ON DON IT SYSTEMS. THE NAVAL AUDIT SERVICE PERFORMED AUDITS AT MORE THAN 20 DEPARTMENT OF THE NAVY (DON) COMMANDS AND INSTALLATIONS, ASSESSING CONSEQUENCE MANAGEMENT; THE EXTENT OF STORM DAMAGE; AND THE ABILITY TO RECOVER AND RESTORE SYSTEMS DATA. REF B PROVIDES THE FINAL AUDIT REPORT. THEY ALSO REVIEWED COOP PLANS AND VERIFIED HOW SUCCESSFULLY THOSE PLANS HAD BEEN IMPLEMENTED. THE MAJORITY OF COMMANDS AUDITED HAD NOT PREPARED COOP PLANS AS REQUIRED IN REF A. AS PER REF C, THE DON

CRITICAL INFRASTRUCTURE PROTECTION CONSEQUENCE MANAGEMENT PLANNING GUIDE MUST BE USED AS A PLANNING TOOL WHEN DEVELOPING COOP PLANS.

4. ACTION. CONTROLS AND PROCESSES MUST BE ESTABLISHED THAT ENSURE SUBORDINATE ACTIVITIES' COOP PLANS ARE DEVELOPED, EXECUTABLE, EXERCISED, AND KEPT UP-TO-DATE PER REF A.

A. CONTROLS AND PROCESSES MUST BE ESTABLISHED THAT ENSURE SUBORDINATE ACTIVITIES' COOP PLANS SUPPORT THE IMMEDIATE SUPERIOR-IN-CHARGE OR PARENT COMMAND'S COOP REQUIREMENTS AND INCLUDE CONNECTIVITY TO DATA AND SERVICES THAT RESIDE ON DON NETWORKS AND COMMUNICATION CONSIDERATIONS AS THEY RELATE TO THEIR LOSS AND RESTORATION DUE TO A CATASTROPHIC EVENT.

B. SUBORDINATE ACTIVITIES' COOP PLANS MUST INCLUDE DETAILED PROCESSES AND PROCEDURES TO IDENTIFY AND REPORT IT DAMAGE, RESTORATION EFFORT AND RECOVERY COSTS AFTER A CATASTROPHIC EVENT. THE INFORMATION GATHERED MUST BE OF SUFFICIENT DETAIL TO SUPPORT CONTINUED OPERATION AND DECISION MAKING.

C. IT RESTORATION, RECOVERY, AND RECONSTITUTION MONITORING AND OVERSIGHT PROCEDURES AFTER A CATASTROPHIC EVENT WILL BE ESTABLISHED AND PERFORMED BY SECNAV (AAUSN), CNO (N6) AND HQMC (C4).

D. TO AID IN THE ASSESSMENT OF FUTURE RECOVERY EFFORTS, A COST TRACKING SHEET HAS BEEN POSTED AT [HTTP://WWW.DONCIO.NAVY.MIL](http://www.doncio.navy.mil) WITH THE MINIMUM INFORMATION REQUIRED TO BE COLLECTED. FOLLOWING A RECOVERY EFFORT, THE COMPLETED WORKSHEET WILL BE TRANSMITTED TO SECNAV(AAUSN), CNO (N6) AND HQMC (C4). THE TRACKING SHEET CAN BE MODIFIED AS REQUIRED.

5. RELEASED BY ROBERT J. CAREY, DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER.//