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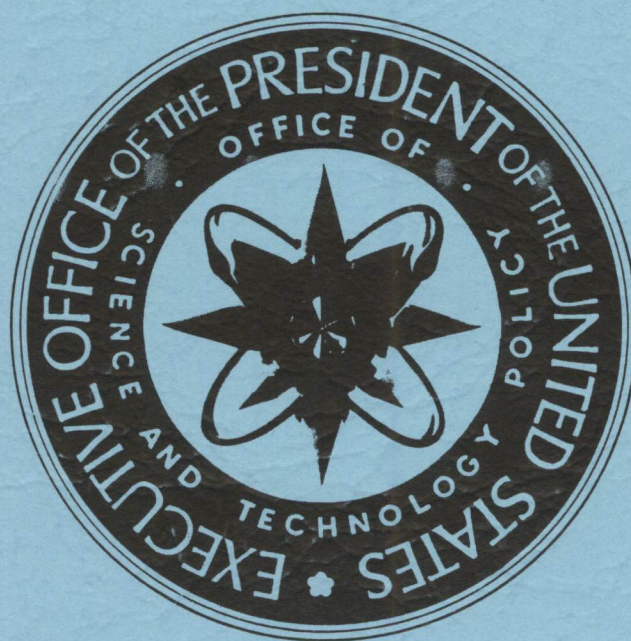
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**JOINT TELECOMMUNICATIONS
RESOURCES BOARD (JTRB)**

**INTERIM
RESPONSE AND COORDINATION
PROCEDURES**



FEBRUARY 11, 1988

**PREPARED BY
THE OFFICE OF THE MANAGER
NATIONAL COMMUNICATIONS SYSTEM
8TH & SOUTH COURTHOUSE ROAD
ARLINGTON, VA 20305-2010**

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INTERIM
RESPONSE AND COORDINATION PROCEDURES

I. Introduction

A. Purpose. The purpose of this document is to define procedures by which telecommunications resource information is coordinated and shared among JTRB members in responding to non-wartime crisis or emergency situations.

B. Scope. These procedures are limited to the relationships among the JTRB members.

II. Authorities

A. Executive Order (E.O.) 12472. E.O. 12472, April 3, 1984, "Assignment of National Security and Emergency Preparedness Telecommunications Functions," established a National Communications System comprised of the telecommunication assets of NCS members. Section 2(b) addresses non-wartime emergency functions and directs the Director, Office of Science and Technology Policy (OSTP) to establish a Joint Telecommunications Resources Board (JTRB) to assist him in carrying out his non-wartime emergency telecommunication functions.

B. JTRB Standard Operating Procedures. The JTRB Standard Operating Procedures (SOP) were approved on July 24, 1985, and define the background, purpose, authorities, applicability and scope of responsibility, functions, and membership of the JTRB.

C. OSTP Memorandum, July 30, 1984. The Director, OSTP, in establishing the JTRB, selected those departments, agencies, or entities which comprise the membership of the Board, and designated selected officials and alternates to serve as representatives. The membership of the JTRB is as follows:

- . Director, Office of Science and Technology Policy (Chairman);
- . Department of Defense (DoD), by the Assistant Secretary for Command, Control, Communications, and Intelligence;
- . Department of Commerce (DOC), by the Assistant Secretary for Communications and Information;

- . General Services Administration (GSA), by the Commissioner, Information Resources Management Service;
- . Federal Emergency Management Agency (FEMA), by the Assistant Associate Director for Information Resources Management;
- . Federal Communications Commission (FCC), by the Defense Director; and
- . National Communications System (NCS), by the Manager.

D. National Plan for Telecommunications Support in Non-Wartime Emergencies. The "National Plan for Telecommunications Support in Non-Wartime Emergencies," September 1987, serves as a basis for planning and for utilization of national telecommunication assets and resources in support of non-wartime telecommunication emergencies, or in other extraordinary situations, including those covered by the Disaster Relief Act of 1974 (PL 93-288).

III. Concept of Operations

A. The responsibility to respond to non-wartime crisis and emergency situations resides with those individual Federal organizations assigned national security emergency preparedness (NSEP) missions. Each Federal organization will plan for and take such action as required to meet its mission responsibilities given the nature of the non-wartime crisis or emergency situation.

B. Day-to-day monitoring will be accomplished through the Office of the Manager, NCS/National Coordinating Center (OMNCS/NCC) and the FEMA National Emergency Coordinating Center/National Network Operations Center (NECC/NNOC). When a major disaster, emergency, or extraordinary situation occurs, response will be in accordance with the "National Plan for Telecommunications Support in Non-Wartime Emergencies."

C. The JTRB will monitor such non-wartime crisis or emergency situations in order to assess the impact on telecommunication resources. Such assessment will be for the purpose of assisting in providing extraordinary telecommunications support. Extraordinary telecommunications support is defined as meeting those requirements for telecommunication services or management actions that are beyond the normal procedures and/or capabilities of individual commercial carriers or government organizations.

D. The JTRB will meet at the call of the Chairman to consider the need for Federal Government action in response to a non-wartime crisis or emergency situation. When required, the

JTRB will assist in resolving competing demands for telecommunication services, telecommunication policy issues, and any necessary service reprioritizations resulting from non-wartime emergency situations.

IV. Roles and Responsibilities

A. The Director, OSTP - will:

(1) Evaluate the information provided by the OMNCS and FEMA to assess the impact on national telecommunication resources.

(2) Provide policy direction for the exercise of the President's non-wartime emergency telecommunication functions.

(3) Provide information, advice, guidance, and assistance to the President and to those Federal departments and agencies with responsibilities for the provision, management, or allocation of telecommunication resources during non-wartime situations.

(4) Provide recommendations to the President and appropriate officials within the Executive Office of the President (EOP).

(5) Convene the JTRB as necessary.

B. FEMA NECC/NNOC - will:

(1) Monitor potential or actual crisis or emergency situations that may or do have an impact on national telecommunication resources.

(2) Report such situations to the OMNCS/NCC when circumstances warrant.

(3) Send to all JTRB members information copies of all situation reports sent to the OMNCS/NCC.

(4) Coordinate with the Deputy Manager, NCC on all such situations before reporting to the Director, OSTP.

C. OMNCS/NCC - will:

(1) Monitor potential or actual crisis or emergency situations that may or do have an impact on national telecommunication resources.

(2) Report to the Director, OSTP on such situations when circumstances warrant.

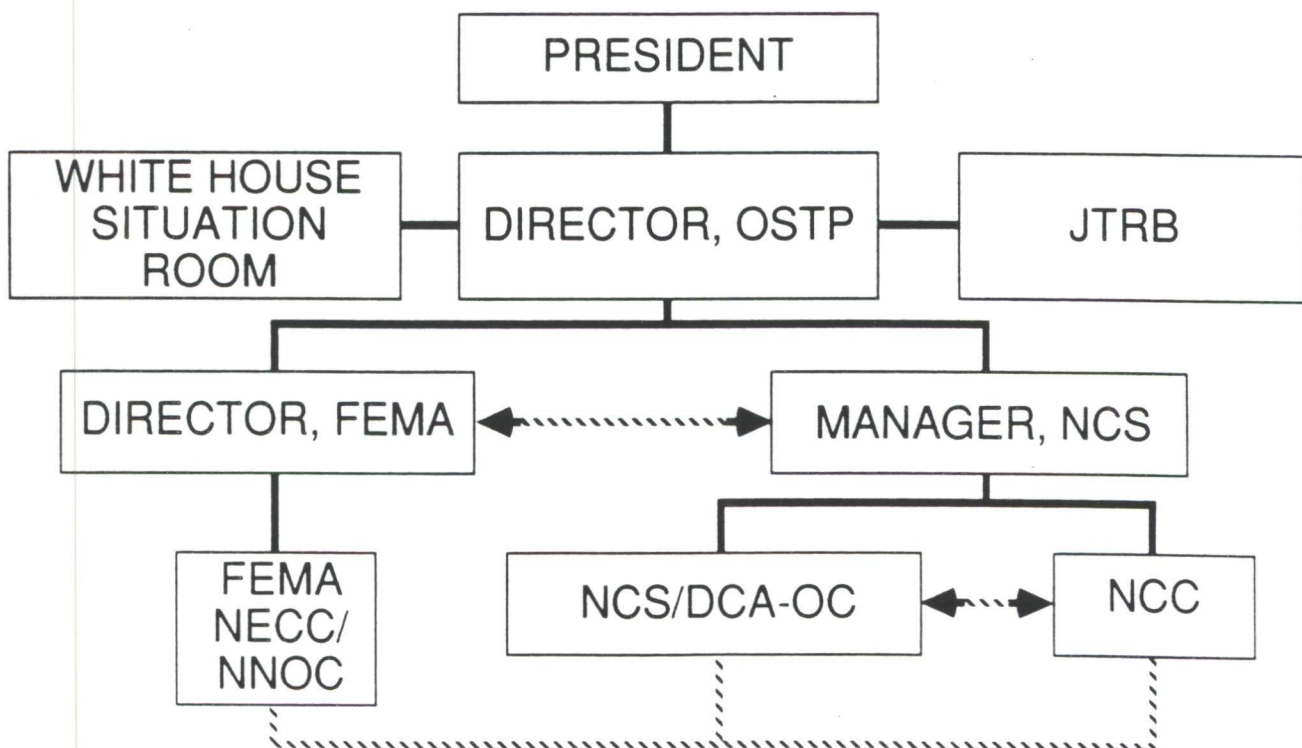
(3) Send to all JTRB members information copies of all situation reports sent to the Director, OSTP.

(4) Coordinate with the FEMA NECC/NNOC on all such situations reported to the Director, OSTP.

(5) Provide administrative and staff support to the JTRB.

V. Information Exchange Process. Exhibit 1 depicts the means by which information is exchanged and coordinated between the OMNCS/NCC, the NCS/DCAOC, and the FEMA NECC/NNOC and the White House Situation Room. Solid lines indicate a direct reporting responsibility while dashed lines indicate a coordination function.

EXHIBIT 1 INFORMATION EXCHANGE PROCESS



A. All Federal Organizations - will:

(1) Monitor and assess all situations that have the potential for or actually have an impact on telecommunication networks or systems.

(2) Report such situations to the OMNCS via the NCC or, during non-duty hours, its alternate, the NCS/DCAOC.

NCC:	Commercial:	(202) 746-1300
	FTS:	(202) 746-1300
	AUTOVON	286-1300
	Secure FAX	557-5012
	Non-Secure FAX	03026-577-2185

NCS/DCAOC:	Commercial:	(202) 692-2714
	FTS:	(202) 692-2714
	AUTOVON:	222-2714

(3) Concurrently, report on such situations to the Director, FEMA via the NECC/NNOC

NECC/NNOC:	Commercial:	(202) 566-1600, ext. 3016
	FTS:	(202) 566-1600, ext. 3016
	AUTOVON:	380-3016
	Secure FAX	02113-(202) 566-1037
	Non-Secure FAX	300-380-5238

B. The OMNCS/NCC - will:

(1) Receive and evaluate all reports from other Federal organizations.

(2) Ensure that the FEMA NECC/NNOC receives copies of such reports.

(3) Obtain the status of commercial telecommunication services from the NCC telecommunications industry members.

(4) Make a recommendation to the Manager, NCS on the need to advise the Director, OSTP of such situation(s) being reported.

(5) If deemed necessary by the Manager, NCS report to the Director, OSTP in accordance with the reporting format contained in Annex A. Provide a copy of such report(s) to all JTRB members and the White House Situation Room when so directed by the Director, OSTP.

(6) Coordinate such actions with the FEMA NECC/NNOC.

(7) Provide additional information on the situation to the Director, OSTP and JTRB members as circumstances warrant.

(8) If the situation requires the resolution of competing demands for telecommunication services, and/or service reprioritizations, the NCC will prepare a decision package for presentation to the Chairman, JTRB and/or the full Board.

C. The FEMA NECC/NNOC - will:

(1) Ensure that the NCC has received reports from other government organizations, particularly those impacting or potentially impacting telecommunication resources.

(2) Obtain the status of Federal, State, and local government telecommunication services that may be or have been impacted by the situation.

(3) Coordinate such action with the NCC.

(4) Provide additional information as required to the NCC for follow-on reports.

ANNEX A

JOINT TELECOMMUNICATIONS RESOURCES BOARD
REPORT FORMAT

TO: DIRECTOR, OSTP
FROM: MANAGER, NCS, NCC
SUBJECT: Telecommunications Situation Report

1. Report Number _____
2. (Type and extent of emergency, disaster, or extraordinary situation.)
3. (Location or area the emergency, disaster, extraordinary situation is expected to cover.)
4. (Anticipated or actual time of emergency, disaster, or extraordinary situation occurrence.)
5. (Local actions being taken in the telecommunications area by industry and government.)
6. (Evaluation of additional support requirement(s).)

- NOTES:
1. This information is to be compiled from reports received from other Federal organizations, and/or the telecommunications industry, and coordinated with information received from the FEMA NECC/NNOC.
 2. The report is to be transmitted either by voice, message, or electronic media. A permanent record of such transmissions will be maintained by the NCC.

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
01. Report	JTRB Participation in Exercise - Critique Summary (3 pp.)	2/11/88	(b)(2)	

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AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
 P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
 P-3 Release would violate a Federal statute [(a)(3) of the PRA]
 P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
 P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
 P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Removed as a personal record misfile.

Freedom of Information Act - [5 U.S.C. 552(b)]

(b)(1) National security classified information [(b)(1) of the FOIA]
 (b)(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
 (b)(3) Release would violate a Federal statute [(b)(3) of the FOIA]
 (b)(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
 (b)(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
 (b)(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
 (b)(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
 (b)(9) Release would disclose geological or geophysical information