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Joint Telecommunications Resource Board – Standard Operating Procedures Manual

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JOINT TELECOMMUNICATIONS RESOURCES BOARD (JTRB)

STANDARD OPERATING PROCEDURES



JANUARY 18, 1989

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

JOINT TELECOMMUNICATIONS RESOURCES BOARD (JTRB)

STANDARD OPERATING PROCEDURES



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STANDARD OPERATING PROCEDURES
FOR
JOINT TELECOMMUNICATIONS RESOURCES BOARD

I. Background

a. By Executive Order No. 12046, Relating to the Transfer of Telecommunications Functions, March 27, 1978, the Director of the Office of Science and Technology Policy (OSTP) was assigned the responsibility for preparing to direct the exercise of the President's war power functions contained in Section 606 of the Communications Act of 1934, as amended. Existing Federal emergency plans (e.g., Federal Emergency Plan D, Annex C-XI) have also recognized OSTP's responsibility and designated the Director, OSTP, as the Nation's telecommunications resource manager under conditions of wartime emergency. Executive Order 12472, "Assignment of National Security and Emergency Preparedness Telecommunications Functions," April 3, 1984, reaffirmed that the Director, OSTP, is responsible for directing the exercise of the Section 606 Presidential war powers. Under conditions in which the President's war emergency powers (formerly Section 606 and now Section 706) have been invoked, there is a visible single authority for telecommunications resource management that is clearly assigned the responsibility for serving as the authoritative channel of emergency telecommunications information and advice to the President.

b. There are, however, a range of non-wartime situations that do not justify the exercise of the President's war powers under Section 706 of the Communications Act of 1934 or the implementation of Federal Emergency Plan D, but yet require response by the Federal Government and, therefore, Executive Office of the President attention and direction. Such situations include:

- (1) Presidentially-declared emergencies and major disasters;
- (2) Federal Emergency Management Agency (FEMA)-declared extraordinary situations; and
- (3) Critical situations which have the potential for developing into emergencies/major disasters, extraordinary situations, or national emergencies.

FEMA has established an Integrated Emergency Management System concept to provide a consistent management structure across the continuum of emergency situations.

c. Executive Order No. 12472, Section 2(b) assigns specific non-wartime emergency telecommunication functions to the

National Security Council and the Director of the Office of Science and Technology Policy as follows:

"(b) Non-Wartime Emergency Functions.

(1) The National Security Council shall:

a. Advise and assist the President in coordinating the development of policy, plans, programs and standards within the Federal Government, and by State and local governments, private industry and volunteer organizations upon request, to the extent practicable and otherwise consistent with law, during those crises or emergencies in which the exercise of the President's war power functions is not required or permitted by law; and

b. Provide policy direction for the exercise of the President's non-wartime emergency telecommunication functions, should the President so instruct.

(2) The Director of the Office of Science and Technology Policy shall provide information, advice, guidance and assistance, as appropriate, to the President and to those Federal departments and agencies with responsibilities for the provision, management, or allocation of telecommunication resources, during those crises or emergencies in which the exercise of the President's war power functions is not required or permitted by law;

(3) The Director of the Office of Science and Technology Policy shall establish a Joint Telecommunications Resources Board (JTRB) to assist him in the exercise of the functions specified in this subsection. The Director of the Office of Science and Technology Policy shall serve as chairman of the JTRB; select those Federal departments, agencies, or entities which shall be members of the JTRB; and specify the functions it shall perform."

d. A White House Memorandum, dated January 19, 1988, establishes Presidential approval of a National System for Emergency Coordination (NSEC). Its purpose is to provide timely, effective, and coordinated assistance to State and local governments in extreme catastrophic technological, natural, or other domestic emergencies of national significance. When the NSEC is activated, the Federal Government's response to major domestic crises will be consistent with current emergency plans, and will use existing domestic and national security crisis information and management systems.

e. The NSEC establishes functional groups at the national level to support and coordinate relief operations, assess problems, propose solutions and facilitate resolution of

specific emergency functional needs. A Telecommunications Functional Group is one of the interagency functional groups which could be activated, depending on the nature of the crisis. The NSEC assigns responsibility for the Telecommunications Functional Group to the Office of Science and Technology Policy/National Communications System.

II. Purpose

a. The Joint Telecommunications Resources Board is hereby established to assist the Director, OSTP, in the exercise of those non-wartime emergency telecommunication functions assigned by E.O. 12472 and to support the OSTP/NCS as the Telecommunications Functional Group within the NSEC as prescribed by White House Memorandum dated January 19, 1988. The Board will serve as the deliberative and recommending body for the Executive Office of the President, and ultimately the President, thereby providing a cohesive process for ensuring the provision of necessary telecommunications information and advice to them, and facilitating concerted timely decisionmaking and execution of assigned emergency responsibilities by individual Federal entities under the overall guidance of the President and the Director, OSTP.

b. As required, the JTRB may also be convened to act in support of major Federal exercises or to consider non-wartime emergency telecommunication policies and procedures.

III. References

a. Communications Act of 1934 (47 U.S.C. 151 et seq.), as amended.

b. Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, April 3, 1984 (49 Fed. Reg. 13471).

c. White House Memorandum, National System for Emergency Coordination, January 19, 1988 (the NSEC Charter).

IV. Applicability and Scope of Responsibility

a. The provisions of this procedure are applicable to all Federal entities with non-wartime emergency telecommunications management responsibilities.

b. The JTRB's basic role is to monitor potential or actual telecommunications emergency situations that pose significant threats to telecommunication facilities or services, and situations that may create the need for extraordinary telecommunication support, and to function as the Telecommunications Functional Group when the NSEC is activated.

Extraordinary telecommunications support is defined as being those requirements for services or responses that are beyond the normal procedures and/or capabilities of individual commercial carriers or government agencies. The type of situations that might result in activation of the JTRB include:

- (1) telecommunications damage or congestion as a result of major disasters (e.g., hurricanes, tornadoes, floods, earthquakes, earth slides, blizzards, tidal waves, etc.) or critical situations (e.g., fires, explosions, epidemics, civil disturbances, escaping lethal gases, power blackouts, etc.);
- (2) major failures or disruptions of overseas transmission systems (ocean cables, satellites, earth stations) or the interruption or drastic reduction in telecommunication services to foreign countries beset by major disasters, emergencies, or internal problems;
- (3) regional or national situations where unusual events or reports create public concern or confusion to the extent that abnormal telecommunications traffic patterns or congestion develop for an extended period;
- (4) cases of known, suspected, or attempted sabotage of major telecommunication installations or facilities, or major industry work stoppages with the potential to significantly affect telecommunication operations; and
- (5) significant curtailments in service on government telecommunication networks or facilities due to technical or operational problems, traffic situations, etc.
- (6) extreme catastrophic technological, natural, or other domestic emergencies of national significance in response to which the President has activated the NSEC.

c. In the execution of its basic role, the JTRB will be supported by the National Communications System organizational structure utilizing the resources of the National Communications System (NCS)/Defense Communications Agency (DCA) Operations Center (OC), the National Coordinating Center (NCC), the Federal Emergency Management Agency's National Emergency Coordination Center/National Network Operations Center (NECC/NNOC), and other Federal agency operation centers as necessary.

d. When functioning as the NSEC Telecommunications Functional Group, the JTRB may also be supported by Regional Functional Groups authorized under the NSEC charter. It is envisioned that the regional functional groups for telecommunications will be organized and function in accordance with the procedures established in the National Plan for Telecommunications Support in Non-Wartime Emergencies.

V. Functions

a. The JTRB will, as a minimum, perform the following general functions:

- (1) as requested, review information submitted to the Chairman, JTRB, and the White House Situation Support Staff (WHSSS), evaluate response and support requirements, and provide recommendations to appropriate Executive Office officials;
- (2) facilitate the concerted exercise of non-wartime emergency telecommunication authorities and responsibilities by individual Federal entities;
- (3) advise and assist in the resolution of competing demands for telecommunication services, and any necessary service reprioritizations resulting from specific non-wartime emergency situations including competing government and private sector requirements; and
- (4) meet at the call of the Chairman, JTRB, during non-emergency situations to support major Federal exercises or to consider non-wartime emergency telecommunication policies and procedures;
- (5) as the Interagency Functional Group for Telecommunications within the NSEC, evaluate and make recommendations regarding risk assessments, contingency and emergency planning priorities, external liaison and situation assessments, information needs and required actions.

b. To execute these general functions, to support the operations of the WHSSS, and to provide the necessary information to the president, Vice-President, National Security Council, and Office of Science and Technology Policy, the JTRB and those Federal entities with non-wartime emergency telecommunications management responsibilities shall also implement the following information exchange process:

(1) General

(a) The NCS/DCAOC, the NCC, the FCC, and the FEMA NECC/NNOC will be the primary focuses for reports on any of the continuum of telecommunications emergency events described herein. The Manager, NCS, the Defense Director, FCC, and the Director, FEMA, will ensure that all information regarding potential and/or actual emergency situations with significant telecommunication implications is brought to the attention of the WHSSS and the Chairman, JTRB, in a coordinated manner.

(b) The FCC will ensure that the views and concerns of private sector telecommunication entities are conveyed to the Director, OSTP, and the JTRB, and will articulate private sector interests in situations where there are competing private sector and Government requirements.

(c) This process will permit effective monitoring of potential and actual emergency situations by the WHSSS and JTRB and facilitate the undertaking of any Federal emergency responses needed beyond those already being carried out by responsible agencies as part of their established emergency response procedures.

(2) Reporting/Notification

(a) All Federal departments and agencies experiencing severe telecommunications network or system events or receiving information regarding potential or actual emergency situations with significant telecommunication implications are to forward this information to the NCS/DCAOC. Primary sources of this information, in addition to the agency telecommunications management organizations are the NCC and the FEMA NECC/NNOC.

(b) The Manager, NCS, the Defense Director, FCC, and the Director, FEMA, will evaluate the information received from Federal operating elements and other sources and determine, based on the notification criteria described below, whether the telecommunication implications are significant enough to warrant concurrent notification of the Chairman, JTRB, and the WHSSS. As appropriate, the Chairman will notify members of the Board.

(3) Notification Criteria/Thresholds

Upon receipt of information regarding potential or actual telecommunications emergency situations, the Manager, NCS, the Defense Director, FCC, and the Director, FEMA, where appropriate in consultation with each other, the NCC, and the FEMA NECC/NNOC, will evaluate situations in terms of whether (a) they pose significant threats to telecommunication facilities or services; or (b) they create a need for extraordinary telecommunication support. Examples of situations that could be judged to pose significant threats to telecommunication facilities or services or create a need for extraordinary telecommunications support are those enumerated in paragraph IV b. of this Procedure.

(4) Information to Support Notifications

(a) Initial Situation Report. Initial reports to the Chairman, JTRB, and to the WHSSS will convey the minimum essential information to permit assessment of the potential or actual threat or extraordinary telecommunication requirements posed by the situations and to facilitate any Federal response. It is anticipated that such minimum essential information would include:

1. type and extent of emergency, disaster, or extraordinary situation;
2. location or area the emergency, disaster, or extraordinary situation is expected to cover;
3. anticipated time of emergency, disaster, or extraordinary situation;
4. local actions being taken in the telecommunications area; and
5. possible support required.

(Note: This information is to be transmitted either by voice, message, or electronic media. Permanent record of such transmissions will be maintained by the NCS/DCAOC, the NCC or the FEMA NECC/NNOC, as appropriate.)

(b) Status Reports. Following initial notifications, the Manager, NCS, the Defense Director, FCC, and the Director, FEMA, will provide brief update reports, as

warranted by further developments, to the Chairman, JTRB, and, when so requested by the Chairman, to other members of the JTRB or the WHSSS.

(c) Additional Information Requirements. Requirements for additional information will be initiated directly by the Chairman, JTRB, or through the WHSSS, to the Manager, NCS, the Defense Director, FCC, and/or the Director, FEMA.

VI. Membership

a. As prescribed by Section 2(b) (3) of E.O. 12472 and the NSEC charter, the Director, OSTP, shall chair the JTRB and serve as the NSEC National Coordinator if designated by the President under NSEC provisions.

b. The Director, OSTP, has selected the following Federal entities to serve on the JTRB, and has requested that they be represented thereon by the noted officials;

(1) Department of Defense (DoD), by the Assistant Secretary for Command, Control, Communications and Intelligence;

(2) Department of Commerce (DoC), by the Assistant Secretary for Communications and Information;

(3) General Services Administration, by the Commissioner, Information Resources Management Service;

(4) Federal Emergency Management Agency, by the Assistant Associate Director for Information Resources Management;

(5) Federal Communications Commission, by the Defense Director; and

(6) National Communications System, by the Manager.

JOINT TELECOMMUNICATIONS RESOURCES BOARD (JTRB)

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b. There are, however, a range of non-wartime situations that do not justify the exercise of the President's war powers under Section 706 of the Communications Act of 1934 or the implementation of Federal Emergency Plan D, but yet require response by the Federal Government and, therefore, Executive Office of the President attention and direction. Such situations include:

- (1) Presidentially-declared emergencies and major disasters;
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- (3) Critical situations which have the potential for developing into emergencies/major disasters, extraordinary situations, or national emergencies.

FEMA has established an Integrated Emergency Management System concept to provide a consistent management structure across the continuum of emergency situations.

c. Executive Order No. 12472, Section 2(b) assigns specific non-wartime emergency telecommunication functions to the

National Security Council and the Director of the Office of Science and Technology Policy as follows:

"(b) Non-Wartime Emergency Functions.

(1) The National Security Council shall:

a. Advise and assist the President in coordinating the development of policy, plans, programs and standards within the Federal Government, and by State and local governments, private industry and volunteer organizations upon request, to the extent practicable and otherwise consistent with law, during those crises or emergencies in which the exercise of the President's war power functions is not required or permitted by law; and

b. Provide policy direction for the exercise of the President's non-wartime emergency telecommunication functions, should the President so instruct.

(2) The Director of the Office of Science and Technology Policy shall provide information, advice, guidance and assistance, as appropriate, to the President and to those Federal departments and agencies with responsibilities for the provision, management, or allocation of telecommunication resources, during those crises or emergencies in which the exercise of the President's war power functions is not required or permitted by law;

(3) The Director of the Office of Science and Technology Policy shall establish a Joint Telecommunications Resources Board (JTRB) to assist him in the exercise of the functions specified in this subsection. The Director of the Office of Science and Technology Policy shall serve as chairman of the JTRB; select those Federal departments, agencies, or entities which shall be members of the JTRB; and specify the functions it shall perform."

d. A White House Memorandum, dated January 19, 1988, establishes Presidential approval of a National System for Emergency Coordination (NSEC). Its purpose is to provide timely, effective, and coordinated assistance to State and local governments in extreme catastrophic technological, natural, or other domestic emergencies of national significance. When the NSEC is activated, the Federal Government's response to major domestic crises will be consistent with current emergency plans, and will use existing domestic and national security crisis information and management systems.

e. The NSEC establishes functional groups at the national level to support and coordinate relief operations, assess problems, propose solutions and facilitate resolution of

specific emergency functional needs. A Telecommunications Functional Group is one of the interagency functional groups which could be activated, depending on the nature of the crisis. The NSEC assigns responsibility for the Telecommunications Functional Group to the Office of Science and Technology Policy/National Communications System.

II. Purpose

a. The Joint Telecommunications Resources Board is hereby established to assist the Director, OSTP, in the exercise of those non-wartime emergency telecommunication functions assigned by E.O. 12472 and to support the OSTP/NCS as the Telecommunications Functional Group within the NSEC as prescribed by White House Memorandum dated January 19, 1988. The Board will serve as the deliberative and recommending body for the Executive Office of the President, and ultimately the President, thereby providing a cohesive process for ensuring the provision of necessary telecommunications information and advice to them, and facilitating concerted timely decisionmaking and execution of assigned emergency responsibilities by individual Federal entities under the overall guidance of the President and the Director, OSTP.

b. As required, the JTRB may also be convened to act in support of major Federal exercises or to consider non-wartime emergency telecommunication policies and procedures.

III. References

a. Communications Act of 1934 (47 U.S.C. 151 et seq.), as amended.

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b. The JTRB's basic role is to monitor potential or actual telecommunications emergency situations that pose significant threats to telecommunication facilities or services, and situations that may create the need for extraordinary telecommunication support, and to function as the Telecommunications Functional Group when the NSEC is activated.

Extraordinary telecommunications support is defined as being those requirements for services or responses that are beyond the normal procedures and/or capabilities of individual commercial carriers or government agencies. The type of situations that might result in activation of the JTRB include:

- (1) telecommunications damage or congestion as a result of major disasters (e.g., hurricanes, tornadoes, floods, earthquakes, earth slides, blizzards, tidal waves, etc.) or critical situations (e.g., fires, explosions, epidemics, civil disturbances, escaping lethal gases, power blackouts, etc.);
- (2) major failures or disruptions of overseas transmission systems (ocean cables, satellites, earth stations) or the interruption or drastic reduction in telecommunication services to foreign countries beset by major disasters, emergencies, or internal problems;
- (3) regional or national situations where unusual events or reports create public concern or confusion to the extent that abnormal telecommunications traffic patterns or congestion develop for an extended period;
- (4) cases of known, suspected, or attempted sabotage of major telecommunication installations or facilities, or major industry work stoppages with the potential to significantly affect telecommunication operations; and
- (5) significant curtailments in service on government telecommunication networks or facilities due to technical or operational problems, traffic situations, etc.
- (6) extreme catastrophic technological, natural, or other domestic emergencies of national significance in response to which the President has activated the NSEC.

c. In the execution of its basic role, the JTRB will be supported by the National Communications System organizational structure utilizing the resources of the National Communications System (NCS)/Defense Communications Agency (DCA) Operations Center (OC), the National Coordinating Center (NCC), the Federal Emergency Management Agency's National Emergency Coordination Center/National Network Operations Center (NECC/NNOC), and other Federal agency operation centers as necessary.

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V. Functions

a. The JTRB will, as a minimum, perform the following general functions:

- (1) as requested, review information submitted to the Chairman, JTRB, and the White House Situation Support Staff (WHSSS), evaluate response and support requirements, and provide recommendations to appropriate Executive Office officials;
- (2) facilitate the concerted exercise of non-wartime emergency telecommunication authorities and responsibilities by individual Federal entities;
- (3) advise and assist in the resolution of competing demands for telecommunication services, and any necessary service reprioritizations resulting from specific non-wartime emergency situations including competing government and private sector requirements; and
- (4) meet at the call of the Chairman, JTRB, during non-emergency situations to support major Federal exercises or to consider non-wartime emergency telecommunication policies and procedures;
- (5) as the Interagency Functional Group for Telecommunications within the NSEC, evaluate and make recommendations regarding risk assessments, contingency and emergency planning priorities, external liaison and situation assessments, information needs and required actions.

b. To execute these general functions, to support the operations of the WHSSS, and to provide the necessary information to the president, Vice-President, National Security Council, and Office of Science and Technology Policy, the JTRB and those Federal entities with non-wartime emergency telecommunications management responsibilities shall also implement the following information exchange process:

(1) General

(a) The NCS/DCAOC, the NCC, the FCC, and the FEMA NECC/NNOC will be the primary focuses for reports on any of the continuum of telecommunications emergency events described herein. The Manager, NCS, the Defense Director, FCC, and the Director, FEMA, will ensure that all information regarding potential and/or actual emergency situations with significant telecommunication implications is brought to the attention of the WHSSS and the Chairman, JTRB, in a coordinated manner.

(b) The FCC will ensure that the views and concerns of private sector telecommunication entities are conveyed to the Director, OSTP, and the JTRB, and will articulate private sector interests in situations where there are competing private sector and Government requirements.

(c) This process will permit effective monitoring of potential and actual emergency situations by the WHSSS and JTRB and facilitate the undertaking of any Federal emergency responses needed beyond those already being carried out by responsible agencies as part of their established emergency response procedures.

(2) Reporting/Notification

(a) All Federal departments and agencies experiencing severe telecommunications network or system events or receiving information regarding potential or actual emergency situations with significant telecommunication implications are to forward this information to the NCS/DCAOC. Primary sources of this information, in addition to the agency telecommunications management organizations are the NCC and the FEMA NECC/NNOC.

(b) The Manager, NCS, the Defense Director, FCC, and the Director, FEMA, will evaluate the information received from Federal operating elements and other sources and determine, based on the notification criteria described below, whether the telecommunication implications are significant enough to warrant concurrent notification of the Chairman, JTRB, and the WHSSS. As appropriate, the Chairman will notify members of the Board.

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a. The provisions of this procedure are applicable to all Federal entities with non-wartime emergency telecommunications management responsibilities.

b. The JTRB's basic role is to monitor potential or actual telecommunications emergency situations that pose significant threats to telecommunication facilities or services, and situations that may create the need for extraordinary telecommunication support, and to function as the Telecommunications Functional Group when the NSEC is activated.

Extraordinary telecommunications support is defined as being those requirements for services or responses that are beyond the normal procedures and/or capabilities of individual commercial carriers or government agencies. The type of situations that might result in activation of the JTRB include:

- (1) telecommunications damage or congestion as a result of major disasters (e.g., hurricanes, tornadoes, floods, earthquakes, earth slides, blizzards, tidal waves, etc.) or critical situations (e.g., fires, explosions, epidemics, civil disturbances, escaping lethal gases, power blackouts, etc.);
- (2) major failures or disruptions of overseas transmission systems (ocean cables, satellites, earth stations) or the interruption or drastic reduction in telecommunication services to foreign countries beset by major disasters, emergencies, or internal problems;
- (3) regional or national situations where unusual events or reports create public concern or confusion to the extent that abnormal telecommunications traffic patterns or congestion develop for an extended period;
- (4) cases of known, suspected, or attempted sabotage of major telecommunication installations or facilities, or major industry work stoppages with the potential to significantly affect telecommunication operations; and
- (5) significant curtailments in service on government telecommunication networks or facilities due to technical or operational problems, traffic situations, etc.
- (6) extreme catastrophic technological, natural, or other domestic emergencies of national significance in response to which the President has activated the NSEC.

c. In the execution of its basic role, the JTRB will be supported by the National Communications System organizational structure utilizing the resources of the National Communications System (NCS)/Defense Communications Agency (DCA) Operations Center (OC), the National Coordinating Center (NCC), the Federal Emergency Management Agency's National Emergency Coordination Center/National Network Operations Center (NECC/NNOC), and other Federal agency operation centers as necessary.

d. When functioning as the NSEC Telecommunications Functional Group, the JTRB may also be supported by Regional Functional Groups authorized under the NSEC charter. It is envisioned that the regional functional groups for telecommunications will be organized and function in accordance with the procedures established in the National Plan for Telecommunications Support in Non-Wartime Emergencies.

V. Functions

a. The JTRB will, as a minimum, perform the following general functions:

- (1) as requested, review information submitted to the Chairman, JTRB, and the White House Situation Support Staff (WHSSS), evaluate response and support requirements, and provide recommendations to appropriate Executive Office officials;
- (2) facilitate the concerted exercise of non-wartime emergency telecommunication authorities and responsibilities by individual Federal entities;
- (3) advise and assist in the resolution of competing demands for telecommunication services, and any necessary service reprioritizations resulting from specific non-wartime emergency situations including competing government and private sector requirements; and
- (4) meet at the call of the Chairman, JTRB, during non-emergency situations to support major Federal exercises or to consider non-wartime emergency telecommunication policies and procedures;
- (5) as the Interagency Functional Group for Telecommunications within the NSEC, evaluate and make recommendations regarding risk assessments, contingency and emergency planning priorities, external liaison and situation assessments, information needs and required actions.

b. To execute these general functions, to support the operations of the WHSSS, and to provide the necessary information to the president, Vice-President, National Security Council, and Office of Science and Technology Policy, the JTRB and those Federal entities with non-wartime emergency telecommunications management responsibilities shall also implement the following information exchange process:

(1) General

(a) The NCS/DCAOC, the NCC, the FCC, and the FEMA NECC/NNOC will be the primary focuses for reports on any of the continuum of telecommunications emergency events described herein. The Manager, NCS, the Defense Director, FCC, and the Director, FEMA, will ensure that all information regarding potential and/or actual emergency situations with significant telecommunication implications is brought to the attention of the WHSSS and the Chairman, JTRB, in a coordinated manner.

(b) The FCC will ensure that the views and concerns of private sector telecommunication entities are conveyed to the Director, OSTP, and the JTRB, and will articulate private sector interests in situations where there are competing private sector and Government requirements.

(c) This process will permit effective monitoring of potential and actual emergency situations by the WHSSS and JTRB and facilitate the undertaking of any Federal emergency responses needed beyond those already being carried out by responsible agencies as part of their established emergency response procedures.

(2) Reporting/Notification

(a) All Federal departments and agencies experiencing severe telecommunications network or system events or receiving information regarding potential or actual emergency situations with significant telecommunication implications are to forward this information to the NCS/DCAOC. Primary sources of this information, in addition to the agency telecommunications management organizations are the NCC and the FEMA NECC/NNOC.

(b) The Manager, NCS, the Defense Director, FCC, and the Director, FEMA, will evaluate the information received from Federal operating elements and other sources and determine, based on the notification criteria described below, whether the telecommunication implications are significant enough to warrant concurrent notification of the Chairman, JTRB, and the WHSSS. As appropriate, the Chairman will notify members of the Board.

(3) Notification Criteria/Thresholds

Upon receipt of information regarding potential or actual telecommunications emergency situations, the Manager, NCS, the Defense Director, FCC, and the Director, FEMA, where appropriate in consultation with each other, the NCC, and the FEMA NECC/NNOC, will evaluate situations in terms of whether (a) they pose significant threats to telecommunication facilities or services; or (b) they create a need for extraordinary telecommunication support. Examples of situations that could be judged to pose significant threats to telecommunication facilities or services or create a need for extraordinary telecommunications support are those enumerated in paragraph IV b. of this Procedure.

(4) Information to Support Notifications

(a) Initial Situation Report. Initial reports to the Chairman, JTRB, and to the WHSSS will convey the minimum essential information to permit assessment of the potential or actual threat or extraordinary telecommunication requirements posed by the situations and to facilitate any Federal response. It is anticipated that such minimum essential information would include:

1. type and extent of emergency, disaster, or extraordinary situation;
2. location or area the emergency, disaster, or extraordinary situation is expected to cover;
3. anticipated time of emergency, disaster, or extraordinary situation;
4. local actions being taken in the telecommunications area; and
5. possible support required.

(Note: This information is to be transmitted either by voice, message, or electronic media. Permanent record of such transmissions will be maintained by the NCS/DCAOC, the NCC or the FEMA NECC/NNOC, as appropriate.)

(b) Status Reports. Following initial notifications, the Manager, NCS, the Defense Director, FCC, and the Director, FEMA, will provide brief update reports, as

warranted by further developments, to the Chairman, JTRB, and, when so requested by the Chairman, to other members of the JTRB or the WHSSS.

(c) Additional Information Requirements. Requirements for additional information will be initiated directly by the Chairman, JTRB, or through the WHSSS, to the Manager, NCS, the Defense Director, FCC, and/or the Director, FEMA.

VI. Membership

a. As prescribed by Section 2(b) (3) of E.O. 12472 and the NSEC charter, the Director, OSTP, shall chair the JTRB and serve as the NSEC National Coordinator if designated by the President under NSEC provisions.

b. The Director, OSTP, has selected the following Federal entities to serve on the JTRB, and has requested that they be represented thereon by the noted officials;

- | | |
|---|--|
| Dr. Quinn
for
Duane Andrews | (1) Department of Defense (DoD), by the Assistant Secretary for Command, Control, Communications and Intelligence; |
| Janice Obuchowski | (2) Department of Commerce (DoC), by the Assistant Secretary for Communications and Information; |
| Michael Corrigan
for
Thomas Buckholtz | (3) General Services Administration, by the Commissioner, Information Resources Management Service; |
| Bruce Campbell | (4) Federal Emergency Management Agency, by the Assistant Associate Director for Information Resources Management; |
| Andrew Barrett | (5) Federal Communications Commission, by the Defense Director; and |
| LTA Rodgers
Ben Morris | (6) National Communications System, by the Manager. |

OSTP: Dr. Bromley, Michelle VanCleave, John O'Neil

For JOANNE

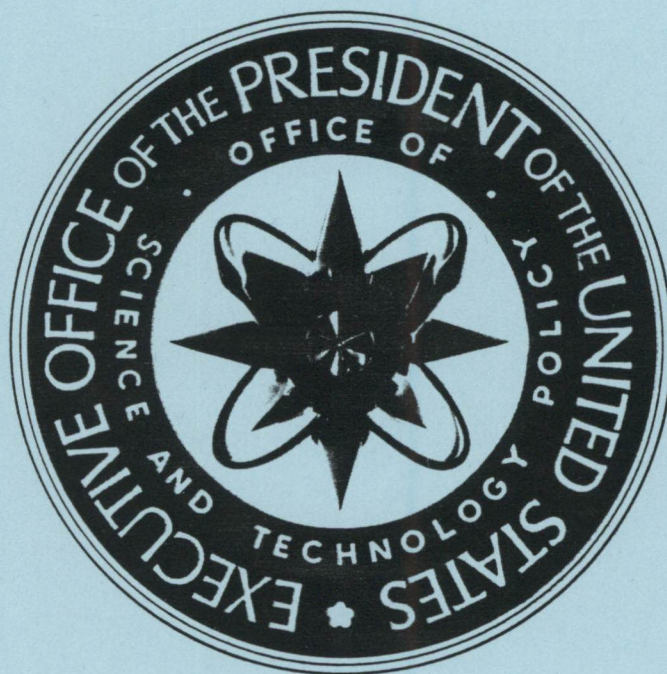
I have indicated probable
Attendees for 25 Jul '90

Thanks

John O'Neil

JOINT TELECOMMUNICATIONS RESOURCES BOARD (JTRB)

STANDARD OPERATING PROCEDURES



JANUARY 18, 1989

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

JOINT TELECOMMUNICATIONS RESOURCES BOARD (JTRB)

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STANDARD OPERATING PROCEDURES
FOR
JOINT TELECOMMUNICATIONS RESOURCES BOARD

I. Background

a. By Executive Order No. 12046, Relating to the Transfer of Telecommunications Functions, March 27, 1978, the Director of the Office of Science and Technology Policy (OSTP) was assigned the responsibility for preparing to direct the exercise of the President's war power functions contained in Section 606 of the Communications Act of 1934, as amended. Existing Federal emergency plans (e.g., Federal Emergency Plan D, Annex C-XI) have also recognized OSTP's responsibility and designated the Director, OSTP, as the Nation's telecommunications resource manager under conditions of wartime emergency. Executive Order 12472, "Assignment of National Security and Emergency Preparedness Telecommunications Functions," April 3, 1984, reaffirmed that the Director, OSTP, is responsible for directing the exercise of the Section 606 Presidential war powers. Under conditions in which the President's war emergency powers (formerly Section 606 and now Section 706) have been invoked, there is a visible single authority for telecommunications resource management that is clearly assigned the responsibility for serving as the authoritative channel of emergency telecommunications information and advice to the President.

b. There are, however, a range of non-wartime situations that do not justify the exercise of the President's war powers under Section 706 of the Communications Act of 1934 or the implementation of Federal Emergency Plan D, but yet require response by the Federal Government and, therefore, Executive Office of the President attention and direction. Such situations include:

- (1) Presidentially-declared emergencies and major disasters;
- (2) Federal Emergency Management Agency (FEMA)-declared extraordinary situations; and
- (3) Critical situations which have the potential for developing into emergencies/major disasters, extraordinary situations, or national emergencies.

FEMA has established an Integrated Emergency Management System concept to provide a consistent management structure across the continuum of emergency situations.

c. Executive Order No. 12472, Section 2(b) assigns specific non-wartime emergency telecommunication functions to the

National Security Council and the Director of the Office of Science and Technology Policy as follows:

"(b) Non-Wartime Emergency Functions.

(1) The National Security Council shall:

a. Advise and assist the President in coordinating the development of policy, plans, programs and standards within the Federal Government, and by State and local governments, private industry and volunteer organizations upon request, to the extent practicable and otherwise consistent with law, during those crises or emergencies in which the exercise of the President's war power functions is not required or permitted by law; and

b. Provide policy direction for the exercise of the President's non-wartime emergency telecommunication functions, should the President so instruct.

(2) The Director of the Office of Science and Technology Policy shall provide information, advice, guidance and assistance, as appropriate, to the President and to those Federal departments and agencies with responsibilities for the provision, management, or allocation of telecommunication resources, during those crises or emergencies in which the exercise of the President's war power functions is not required or permitted by law;

(3) The Director of the Office of Science and Technology Policy shall establish a Joint Telecommunications Resources Board (JTRB) to assist him in the exercise of the functions specified in this subsection. The Director of the Office of Science and Technology Policy shall serve as chairman of the JTRB; select those Federal departments, agencies, or entities which shall be members of the JTRB; and specify the functions it shall perform."

d. A White House Memorandum, dated January 19, 1988, establishes Presidential approval of a National System for Emergency Coordination (NSEC). Its purpose is to provide timely, effective, and coordinated assistance to State and local governments in extreme catastrophic technological, natural, or other domestic emergencies of national significance. When the NSEC is activated, the Federal Government's response to major domestic crises will be consistent with current emergency plans, and will use existing domestic and national security crisis information and management systems.

e. The NSEC establishes functional groups at the national level to support and coordinate relief operations, assess problems, propose solutions and facilitate resolution of

specific emergency functional needs. A Telecommunications Functional Group is one of the interagency functional groups which could be activated, depending on the nature of the crisis. The NSEC assigns responsibility for the Telecommunications Functional Group to the Office of Science and Technology Policy/National Communications System.

II. Purpose

a. The Joint Telecommunications Resources Board is hereby established to assist the Director, OSTP, in the exercise of those non-wartime emergency telecommunication functions assigned by E.O. 12472 and to support the OSTP/NCS as the Telecommunications Functional Group within the NSEC as prescribed by White House Memorandum dated January 19, 1988. The Board will serve as the deliberative and recommending body for the Executive Office of the President, and ultimately the President, thereby providing a cohesive process for ensuring the provision of necessary telecommunications information and advice to them, and facilitating concerted timely decisionmaking and execution of assigned emergency responsibilities by individual Federal entities under the overall guidance of the President and the Director, OSTP.

b. As required, the JTRB may also be convened to act in support of major Federal exercises or to consider non-wartime emergency telecommunication policies and procedures.

III. References

a. Communications Act of 1934 (47 U.S.C. 151 et seq.), as amended.

b. Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, April 3, 1984 (49 Fed. Reg. 13471).

c. White House Memorandum, National System for Emergency Coordination, January 19, 1988 (the NSEC Charter).

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b. The Director, OSTP, has selected the following Federal entities to serve on the JTRB, and has requested that they be represented thereon by the noted officials;

(1) Department of Defense (DoD), by the Assistant Secretary for Command, Control, Communications and Intelligence;

(2) Department of Commerce (DoC), by the Assistant Secretary for Communications and Information;

(3) General Services Administration, by the Commissioner, Information Resources Management Service;

(4) Federal Emergency Management Agency, by the Assistant Associate Director for Information Resources Management;

(5) Federal Communications Commission, by the Defense Director; and

(6) National Communications System, by the Manager.