



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRAINST 3030.1A
N3
23 Jul 18

CNATRAINST 3030.1A

From: Commanding Officer, Chief of Naval Air Training

Subj: CONTINUITY OF OPERATIONS PLAN

Ref: (a) SECNAVINST 3030.4D
(b) DOD Instruction 6055.17, DoD Emergency Management (EM) Program
(c) Chief of Naval Air Training Information System Contingency Plan

Encl: (1) Activation and Decision Flow Chart
(2) MEF Decision Pyramid
(3) Mission Essential Information Systems List

1. Purpose. To delineate Commanding Officer Chief of Naval Air Training (CNATRA) policy and responsibilities for implementing the Continuity of Operations Program (COOP) and guidance contained in references (a) through (c).

2. Cancellation. CNATRAINST 3030.1.

3. Assumptions.

a. The CNATRA COOP program provides the means to continue CNATRA Mission Essential Functions (MEFs) during emergencies and incidents that require all or the majority of the CNATRA staff to be relocated or reconstituted.

b. It is a fundamental mission of CNATRA to prepare and plan for continued operations at an alternate site, in the current threat environment and with the possibility of no or little notice emergencies including; acts of nature, accidents, technological emergencies, and military or terrorist attack.

c. COOP is the capability of CNATRA to continue MEFs without unacceptable interruption during such incidents.

d. While this COOP plan does not address every conceivable event, the plan does serve as a common point of departure from which hazard and incident specific modifications may be made to meet actual circumstances as they occur.

4. Exemptions. None

5. Limitations. Time and resources.

6. Objectives.

- a. COOP planning is the effort to ensure that the capability exists to continue essential functions across a wide range of all-hazard emergencies.
- b. A viable COOP capability means that the CNATRA staff can continue to perform designated mission essential functions (MEF) from alternate operating sites during any emergency or situation that may prevent normal operations.
- c. Sustaining continuity of command authority; ("line of succession").
- d. Reducing or mitigating disruptions to CNATRA operations.
- e. Identifying alternate facilities in which to continue to operate.

7. Planning elements include:

- a. Capable of implementation with and without warning.
- b. CNATRA core critical MEFs must be operational with the minimum possible disruption. At a minimum these MEFs must be operational within 12 hours of COOP activation and continue to operate for up to 30 days.

8. Core Requirements for Continuity Plan Development. Per reference (a), the identification of core mission requirements is the first step in COOP development, and drives the remaining elements of the planning process. See enclosure (2) for MEF Decision Pyramid breakdown. Per reference (c) the Information System Contingency Plan for Information Technology personnel/equipment planning.

- a. Identification of CNATRA MEFs:
 - (1) The Command, Control and Communicate (C3) function for CNATRA levels 2-4.
 - (2) The ability to conduct personnel accountability and mustering requirements.
 - (3) Essential Information Systems for CNATRA and NATRACOM levels 2-4.

9. Level 1 staff in support of MEF.

- a. CNATRA and/or Chief of Staff.
- b. Command Duty Officer (CDO).
- c. CNATRA N3

10. Level 2 staff in support of MEF.

- a. N001 – Flag Aide
- b. N00P – Public Affairs Officer
- c. N00W – Flag Writer
- d. N00X – Safety Officer
- e. N1 – Manpower ACOS
- f. N01 – Admin Officer
- g. 00R – Reserve Office
- h. N3 – Operations Support Officer (OPSO)
- i. N4 – Aircraft Readiness & Contract Logistics
- j. N6 – Information Technology
- k. N7 – Training and Standardization
- l. N8 – Financial Management

11. Level 3 staff in support of MEF. Department Heads are responsible for providing contact information for Level 3 Staff to the Level 2 staff, as well as establishing internal Standard Operating Procedures (SOP) for their MEF personnel as to responsibilities and tasking upon activation.

12. Level 4 staff in support of MEF. Department Heads are responsible for providing contact information for Level 4 Staff to the EOC, as well as establishing internal Standard Operating Procedures (SOP) for their MEF personnel as to responsibilities and tasking upon activation.

13. Staff to Support Non-mission Essential Functions Programs.

a. Remaining functions and associated staff not associated with MEF requirements specified above are considered to be COOP non-essential. Such functions should be addressed as part of each department's Continuity of Business (COB) planning.

b. CNATRA staff that support Level 1 or 2 missions could potentially remain onboard NASCC when other personnel are evacuated, and as such are designated as CNATRA mission critical staff. For civilian staff, Department Heads are responsible for ensuring that this requirement is accurately reflected in the individual's position description and other required administrative data bases such as Total Workforce Management System (TWMS).

c. CNATRA staff that support Level 3 or 4 missions could be ordered to report to a specific relocation site as part of the COOP response. For civilian staff, Department Heads are responsible for ensuring that this requirement is accurately reflected in the individual's position description and other required administrative data bases such as Total Workforce Management System (TWMS).

14. Concept of Operations.

a. Phase I: Activation and Relocation

(1) The Activation Relocation/Decision Flowchart and Timeline outlines the decision process engaged when CNATRA staff must be relocated from the current location. Key differences in planning are dependent upon whether the COOP incident affects only the CNATRA command buildings, all of NAS Corpus Christi, or the entire Coastal Bend area.

(2) Additionally, whether or not 'prior notice' exists significantly impacts the COOP planning process. In particular, in the event of a planned evacuation for a major hurricane, the decision to execute the phased relocation of Mission Essential staff to the designated relocation site at the direction of CNATRA will likely occur no later than the setting of Tropical Cyclone Condition of Readiness III.

(3) Notification procedures: Upon activation of the COOP Plan; WAAN/CDNS, email or phone tree activations will ensure that appropriate staff and supported tenants are alerted.

(4) Line of Succession and Delegation of Authority: For CNATRA MEFs, delegation of authority proceeds from the Commanding Officer down through the chain of command to those individuals that are line officers. In the event that the CNATRA is unavailable, leadership authority would then pass to the CNATRA Chief of Staff and then to the OPSO.

(5) Each Department Head should ensure that necessary departmental delegations of authority are established and are appropriate as required.

(6) Devolution procedures address how MEFs continue in the aftermath of a worst case scenario, one in which CNATRA leadership is incapacitated or unavailable.

(7) For tenant commands or installations unable to contact CNATRA authorities in the event of an adverse incident; command and control should be assumed to have transferred to the Commander, Navy Region Southeast until further notice.

b. Phase II: Relocation Site Operations

(1) Vital Records. In the event the COOP Plan is activated due to an adverse incident, proper planning must ensure access to vital records necessary to support CNATRA MEFs.

(2) It cannot be assumed that data bases maintained on the Navy Marine Corps Intranet (NMCI) will be available. CNATRA staff that support Level 1 or 2 missions should ensure they obtain an NMCI laptop and mobile communication devices prior to relocation. Designated vital records (hard copy and digital format) are:

(a) A personnel accountability data base (recall roster) for CNATRA staff and supported Unit Identification Codes (UICs); (N01 responsibility).

(b) Other required records as designated by Department Heads for use by Level 1, 2, and 3 staff for use at the relocation site.

15. COOP Planning Responsibilities. The overall coordination and execution of the COOP program is the responsibility of the CNATRA N3.

16. Relocation Sites.

a. The CNATRA Command in Building 10 and Hangar 42, will use the building not affected as the primary option for a COOP Incident that affects CNATRA. This facility was selected due its logistic support capability.

b. NAS Kingsville has been identified as a COOP location due its location and communication capabilities.

c. A foreseeable Incident that might affect the entire Coastal Bend area, providing significant advance warning and notification, is a major (Category 3 or stronger) hurricane with a track forecast to impact the installation. Joint Reserve Base Fort Worth is the designated evacuation site for CNATRA staff who are identified.

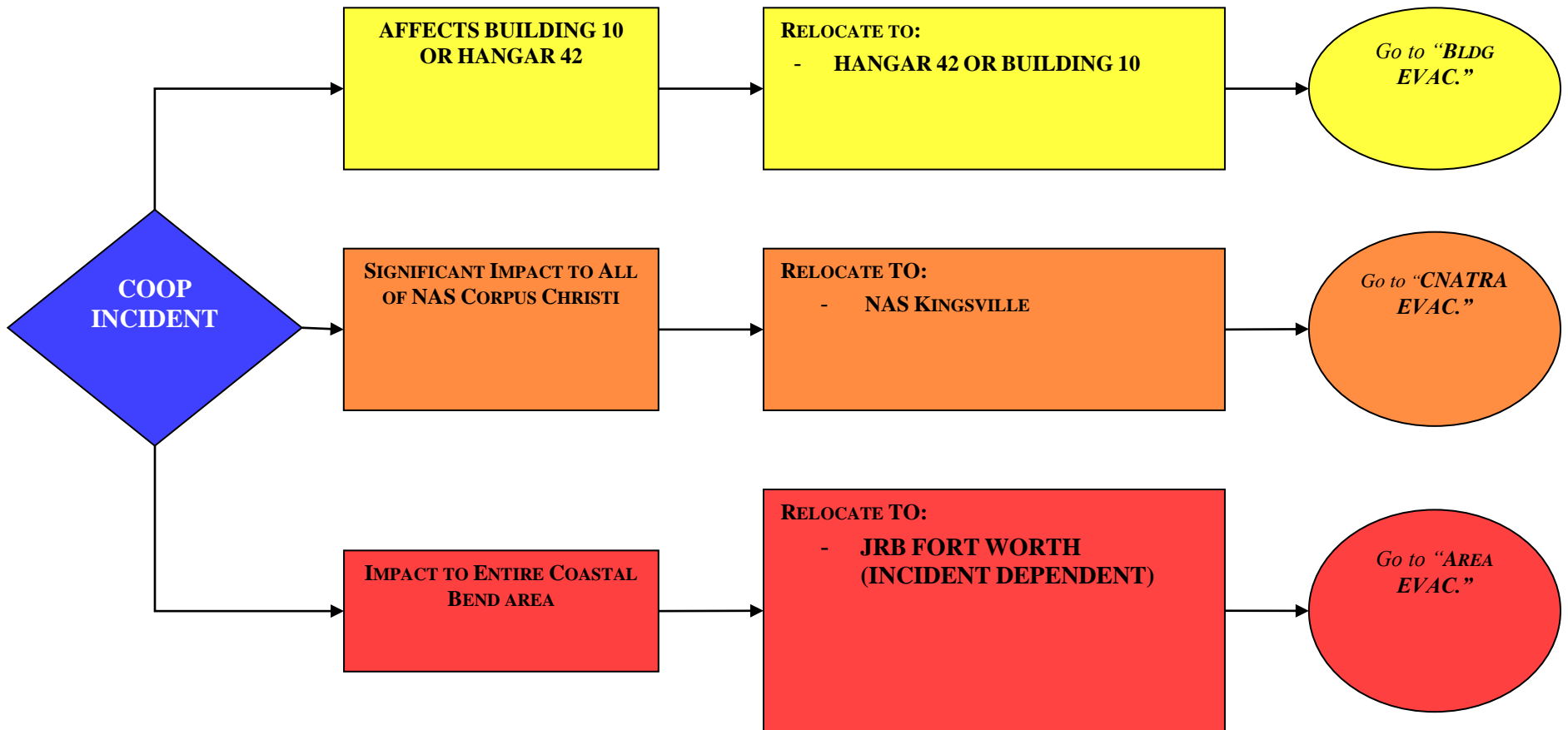
17. Tests, Training, and Exercises (TT&E). CNATRA N3 in coordination with the Admin/Security Officer is responsible for developing and maintaining the CNATRA TT&E Plan. TT&E serve to familiarize staff personnel with their roles and responsibilities during a COOP Incident, ensures that plans and equipment are maintained in a state of readiness, and demonstrate the validity of the COOP Plan.

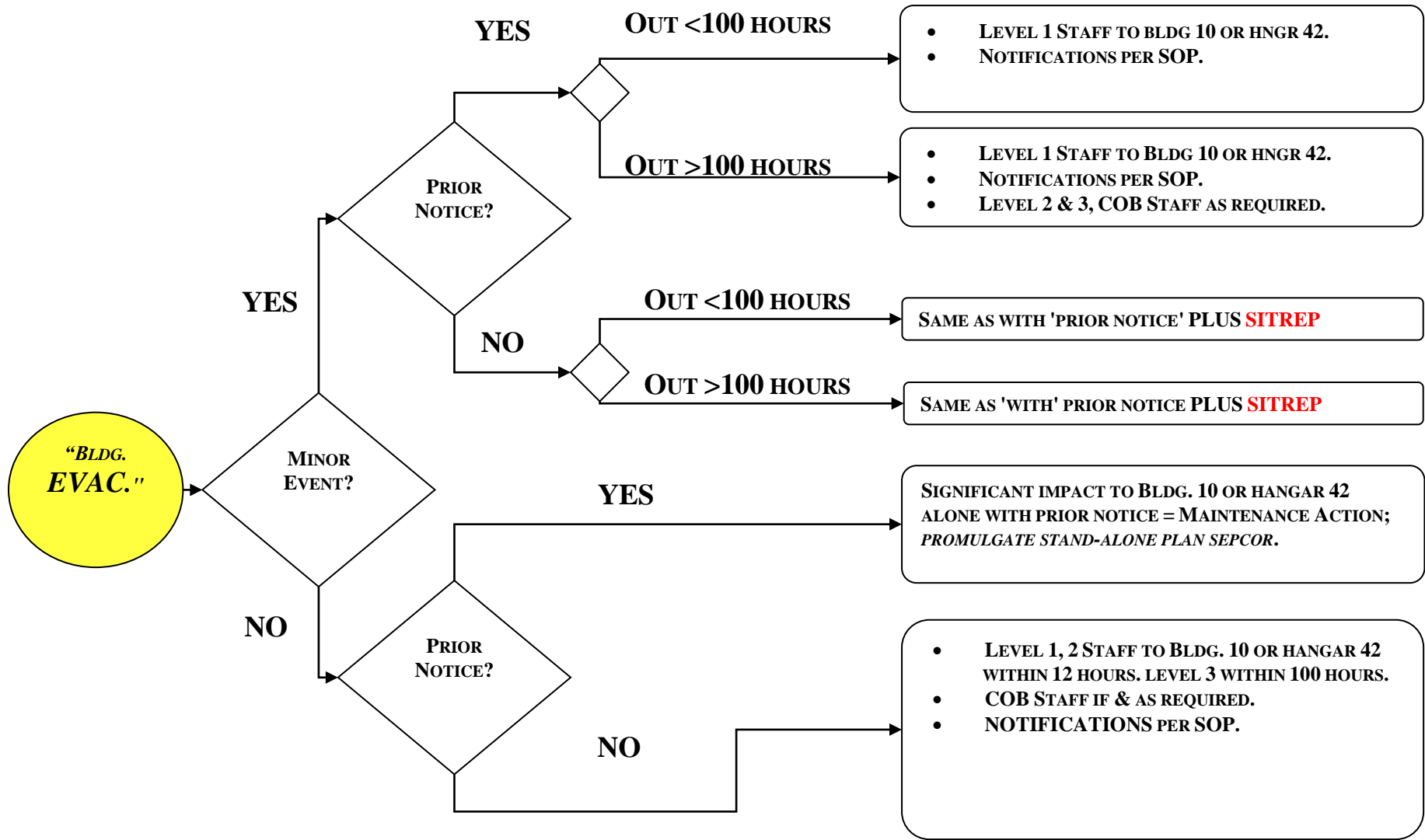
18. COOP Plan Maintenance. The COOP Plan and operating procedures shall be reviewed at a minimum annually, and as part of any critique, or review following its actual use or exercise. The CNATRA N3 is responsible for this review and maintenance.

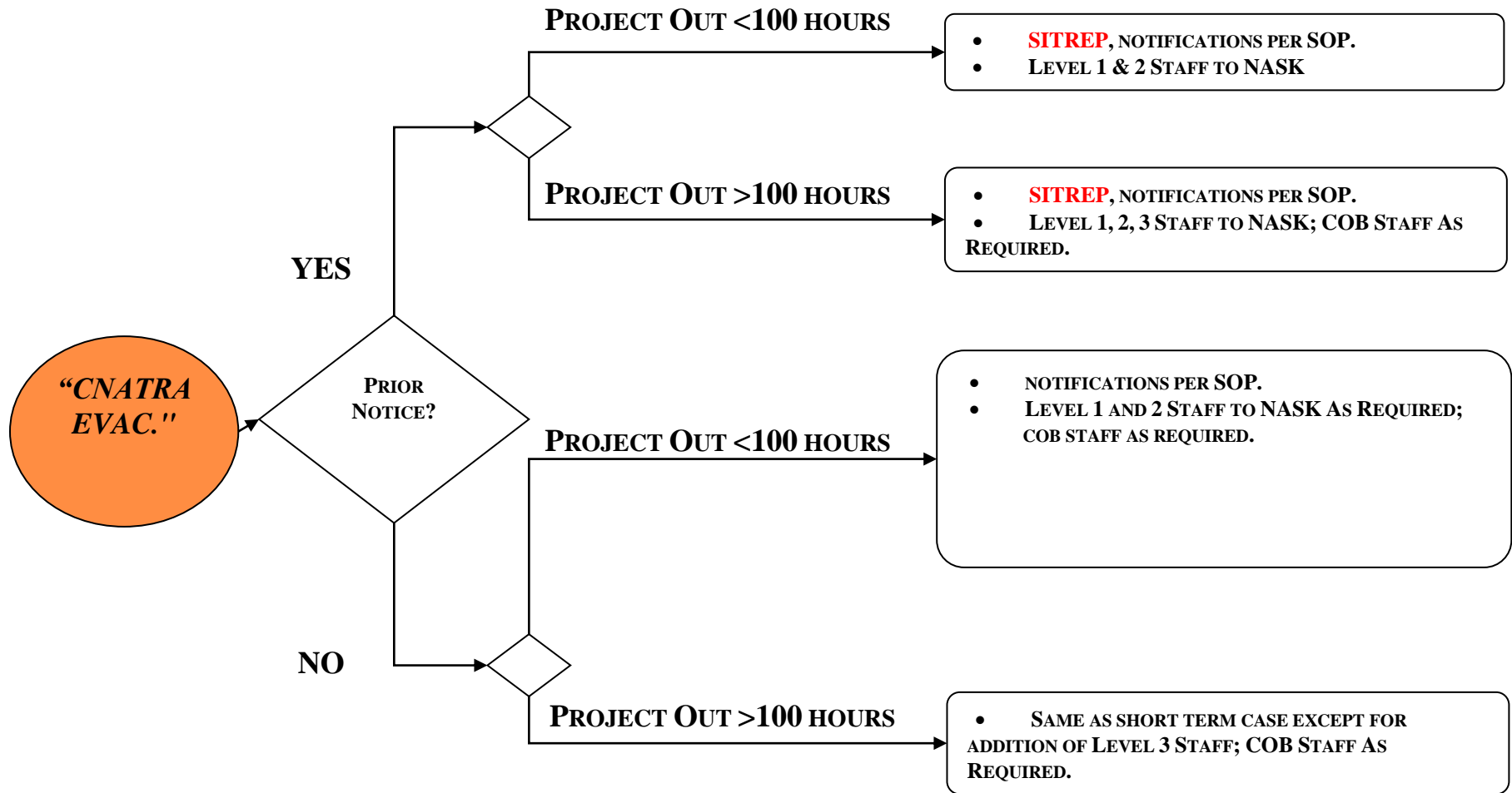

S. B. STARKEY
Chief of Staff

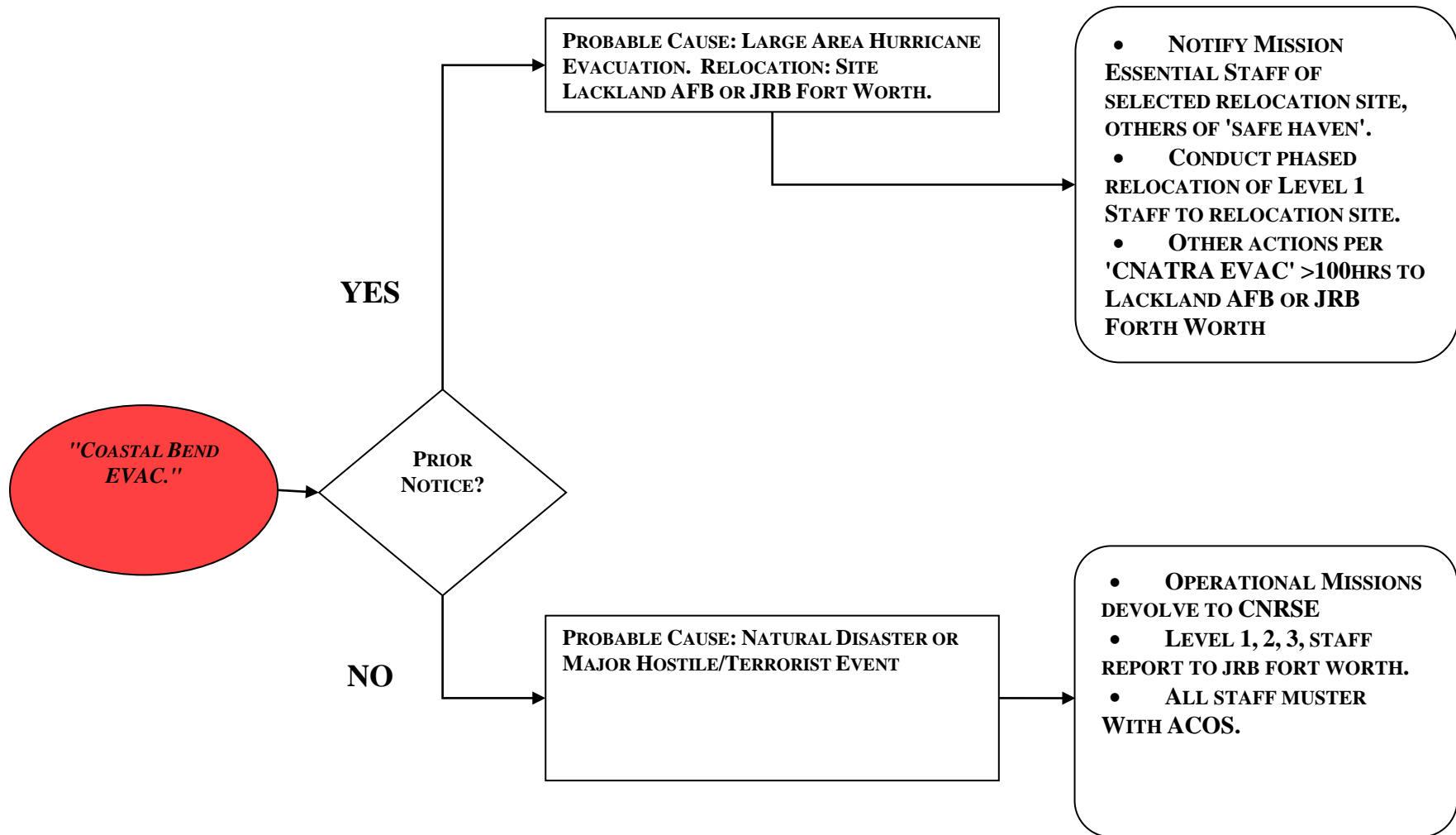
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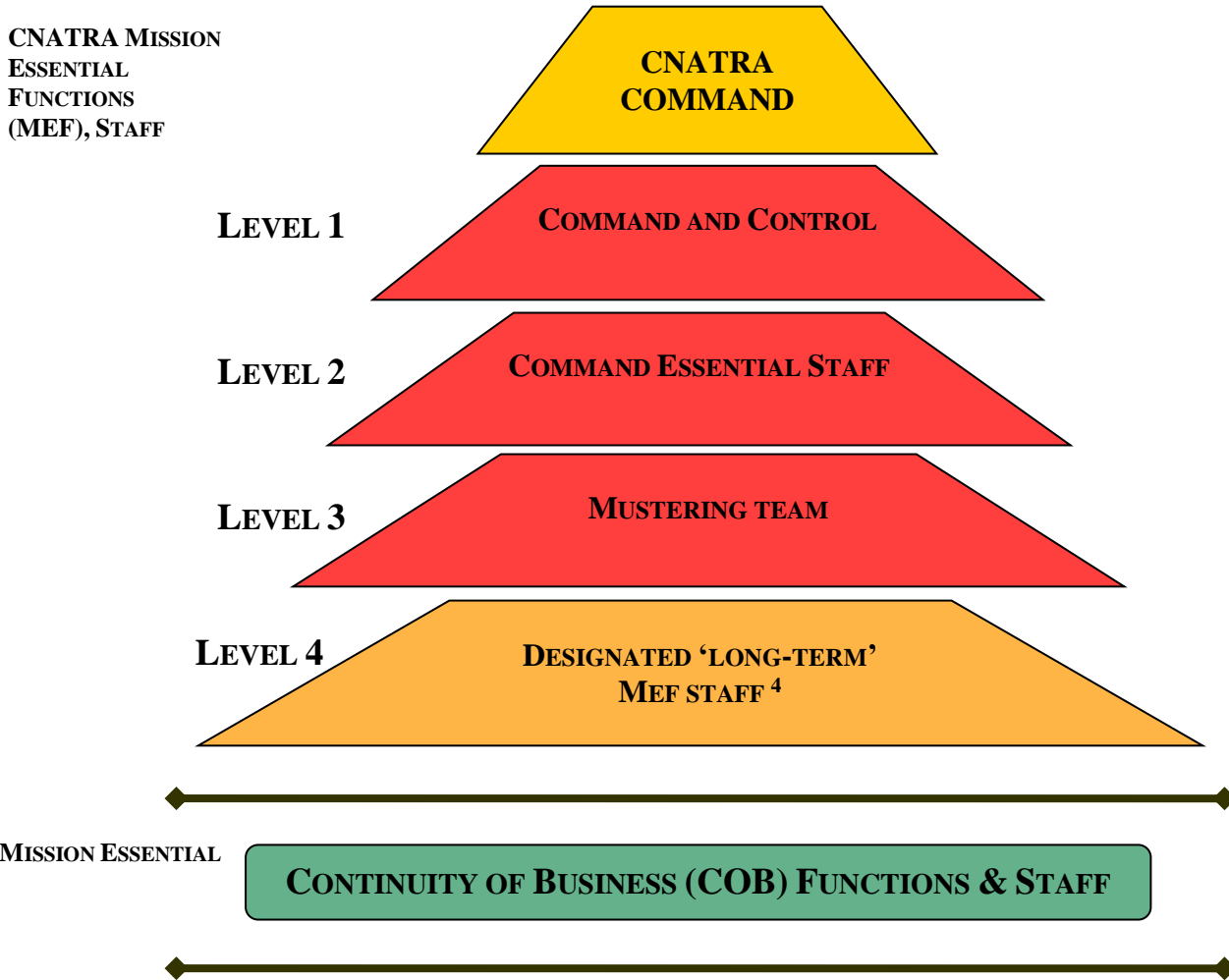
Activation and Decision Flow Chart











- Notes:
1. Level 1 Critical MEF: required under any evacuation condition.
 2. Level 2 Critical MEF: Level 1 plus Essential Command Staff positions, (Liaison, Legal, PAO, Safety), or alternate required if CNATRA HQ evacuated under emergency or incident conditions.
 3. Level 3 Critical MEF: Levels 1 & 2 required if staff evacuated out of local area, or when hazardous incident impacts CNATRA.
 4. Level 4 MEF: Required if evacuation lasts more than 100 hours; for staff and functions designated as MEF by Department Heads.

CNATRA / NATRACOM Mission Essential Information Systems			
Version: 13 July 2018			
System Name	Primary Facility	Alternate Facility	Restoration Time
JPATS/TIMS	BLDG 10 NAS Corpus Christi	BLDG 3258 NAS Pensacola	<36 hrs
JPATS/TIMS	BLDG 2741 NAS Kingsville	BLDG 150 NAS Meridian	<36 hrs
JPATS/TIMS	BLDG 150 NAS Meridian	BLDG 10 NAS Corpus Christi	<36 hrs
JPATS/TIMS	BLDG 1415 NAS Whiting Field	BLDG 10 NAS Corpus Christi	<36 hrs
JPATS/TIMS	BLDG 3258 NAS Pensacola	BLDG 10 NAS Corpus Christi	<36 hrs
JPATS/TIMS Navy MUSS	BLDG 10 NAS Corpus Christi	BLDG 3258 NAS Pensacola	<36 hrs
NALCOMIS OOMA	BLDG 10 NAS Corpus Christi	TRAWING Identified Facility	<24 hrs
NALCOMIS OOMA	BLDG 2741 NAS Kingsville	TRAWING Identified Facility	<24 hrs
NALCOMIS OOMA	BLDG 3258 NAS Pensacola	TRAWING Identified Facility	<24 hrs
NALCOMIS OOMA	BLDG 150 NAS Meridian	TRAWING Identified Facility	<24 hrs
NALCOMIS OOMA	BLDG 1415 NAS Whiting Field	TRAWING Identified Facility	<24 hrs
NALCOMIS OIMA (T-45)	BLDG 10 NAS Corpus Christi	BLDG 150 NAS Meridian	<36 hrs
NALCOMIS OIMA (TW-4)	BLDG 10 NAS Corpus Christi	BLDG 150 NAS Meridian	<36 hrs
NALCOMIS OIMA (TW-6)	BLDG 3258 NAS Pensacola	BLDG 150 NAS Meridian	<36 hrs
McAfee E-Policy Orc.	BLDG 10 NAS Corpus Christi	BLDG 3258 NAS Pensacola	<24 hrs
Microsoft SCCM Server	BLDG 10 NAS Corpus Christi	BLDG 3258 NAS Pensacola	<24 hrs
ACAS Server	BLDG 10 NAS Corpus Christi	BLDG 3258 NAS Pensacola	<24 hrs