



FEMA Fact Sheet

Interagency Advisory Board (IAB)

The National Continuity Policy Implementation Plan (NCPIP), which was published in August 2007, established the requirement for the National Continuity Coordinator (NCC) to convene an Interagency Advisory Board (IAB) to review and recommend validation of potential Primary Mission Essential Functions (PMEFs) submitted by departments and agencies. The IAB is composed of senior level representatives of approximately 20 Federal Departments and Agencies.

The NCC designated the membership of the IAB and the Special Assistant to The President for Continuity Policy from the Homeland Security Council (HSC) as its chair. Individual members were selected based upon a broad, strategic knowledge or expertise in government operations and processes. These members primarily represented Category I and II agencies, including the Department of Defense, the Department of Justice and the Department of Homeland Security.

Charter

The Board's charter is to review the Candidate Primary Mission Essential Functions (PMEFs) submitted by the Category I to III departments and agencies as established by the Federal Continuity Directive 2 requirements. FEMA provides support to the IAB by collecting and reviewing the packages for compliance with FCD 2 submission requirements. After completing this task, the FEMA support team provided the analysis, documentation, and meeting support for the IAB review process, to include working with individual agencies to correct deficiencies identified during the deliberations of the IAB. The IAB's recommendations will be forwarded to the National Continuity Coordinator for final review and approval. The approved PMEFS will be loaded into the Readiness Reporting System (RRS) which is managed and operated by FEMA. With a fuller picture of how the National Essential Functions (NEF) are supported the IAB will conduct a Business Impact Analysis (BIA) to examine potential failure points in the PMEF to NEF linkage. If failures occur, then the potential impact can be quantified and possible alternatives or work-around solutions can be developed. FEMA will continue to support the IAB as Departments and Agencies identify potential points of failure and possible alternatives in their MEFs and PMEFS to ensure continued support to NEFs.

Benefits

FEMA provides support to the IAB by collecting and reviewing the packages for compliance with Federal Continuity Directive 2. The FEMA support team provides submission analysis and works with individual agencies to correct deficiencies identified during the deliberations of the IAB.

The primary support provided by the IAB to the HSC was the review and recommendation of Candidate PMEFS to validate their relationship to the NEFs for the NCC.

Additional support was provided on a one-on-one basis to help Departments and Agencies with revisions. Only approved PMEFS will be loaded into the Readiness Reporting System (RRS); providing a consistent platform for performing continuity across the Federal Executive Branch.



FEMA

"FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards."



Recent Accomplishments

- Collected, processed, and reviewed 51 Departments and Agencies (38 CAT I-III/13 CAT IV) packages
- 36 Department and Agency PMEF packages were submitted to the IAB
- Leveled PMEF packages across 39 Departments and Agencies
- Sent 15 letters to the Departments and Agencies notifying that they only have Mission Essential Functions (MEFs)

Next Steps

- The FEMA support team will:
- Continue to assist the Departments and Agencies and IAB in the final review and approval process
- Support the IAB's Business Process Analysis (BPA) of each PMEF, mapping out the various interdependencies
- Assist in the conduct of a Business Impact Analysis to examine potential failure points in the PMEF to National Essential Functions (NEFs) linkage

For more information contact the FEMA News Desk:
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