



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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IN REPLY REFER TO

JAG/CNLSCINST 3030.4
Code 63
29 July 2004

JAG/CNLSC INSTRUCTION 3030.4

Subj: JUDGE ADVOCATE GENERAL CONTINUITY OF OPERATIONS (COOP)
PLAN

Ref: (a) SECNAVINST 3030.4A, DON COOP Program

Encl: (1) Legal Reference Listing for Navy JAG to be maintained
at OPNAV DET Site R
(2) Plan for accommodating 00, 001, 10, 12, and 13 within
the JAG Headquarters in the Washington Navy Yard
(3) OJAG/NLSC Knowledge and Information Systems COOP
Processes
(4) NLSO Mid-Atlantic/TSO East Plan to Host Temporary
OJAG Headquarters

1. Purpose and Scope. Reference (a) contains the overall Department of the Navy (DON) policies and procedures for the DON's Continuity of Operations (COOP) Plan in the case of a natural or man-made emergency rendering all or parts of the National Capital Region (NCR) unusable. This instruction outlines responsibilities and procedures for the Office of the Judge Advocate General (OJAG) Staff during a COOP contingency. For purposes of this instruction, the term OJAG Staff refers to all elements of the headquarters of the Judge Advocate General (JAG) to include: OJAG, Naval Civil Law Support Activity (NCLSA), Navy-Marine Corps Appellate Review Activity (NAMARA), Navy-Marine Corps Court of Criminal Appeals (NMCCA), Navy-Marine Corps Trial Judiciary, and, due to their approximate co-location with the headquarters staff, the Atlantic Judicial Circuit, the Naval Legal Service Office (NLSO) North Central, and the Trial Service Office (TSO) Northeast. All military (active duty and reserve) and civilian personnel (Federal employees and contractors) who are attached to these activities are covered under this instruction.

2. Assumptions. All or some part of the Pentagon, possibly to include the surrounding area (Washington Navy Yard (WNY), Navy Annex, and Crystal City), has been or is in imminent danger of being rendered unusable as the result of some type of emergency,

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which in turn requires the relocation of some or all of the OJAG Staff and recovery (see paragraph 4f below) or reconstitution (see paragraph 4g below) of its essential functions in another location. Events may occur with little or no warning and may evolve slowly or quickly. Potential events include natural or technological disasters; terrorist activity; nuclear, biological, or chemical attack; or any other event that might require the relocation of some or all of OJAG. Since the OJAG Staff is located in five different buildings in three geographical locations (Pentagon, WNY, and Crystal City), it is unlikely that all facilities would have to be evacuated simultaneously except in the case of a large-scale emergency.

3. Execution. In the event any of the actions listed in paragraph 3a below occurs, this plan shall automatically be executed without further guidance:

a. DON COOP is executed:

(1) When directed by the Secretary of Defense (SECDEF);

(2) Concurrent with the execution of COOP-OSD (Office of the Secretary of Defense);

(3) Concurrent with the execution of COOP-CJCS (Chairman of the Joint Chiefs of Staff);

(4) When directed by the Secretary of the Navy (SECNAV) or the Chief of Naval Operations (CNO).

b. The JAG COOP plan may also be executed by the JAG either in a preparatory move for some event that may require the relocation of the DON Headquarters or upon a determination of the need to relocate portions of the OJAG Staff regardless of the status of the Pentagon or Navy facilities.

4. Objectives. The OJAG Staff's objectives during a COOP are to provide a full accounting of personnel as quickly and efficiently as possible, organize in order to provide clear direction to those personnel, and support JAG in his role as legal advisor to SECNAV and CNO. The following is an outline of sequential procedures for OJAG Staff during execution of this JAG COOP plan:

a. Muster (see paragraph 5 below for details of muster procedures):

(1) If execution of this plan occurs during duty hours, muster as designated in the respective division COOP plan (see para 13b). Personnel on leave, liberty, or Temporary Additional Duty (TAD) will not travel to muster locations, but shall muster via any available means of communication. Personnel relocating to the Navy Emergency Headquarters Relocation Site (EHRS) shall proceed directly to the EHRS in accordance with this plan. If it is practicable for them to muster before proceeding to the EHRS, they shall do so, but their primary responsibility is to arrive at the EHRS before it is locked down. If necessary, they can muster from the EHRS.

(2) If mustering at designated muster sites in this instruction is impractical or unsafe, then musters shall be conducted in accordance with the respective division COOP procedures. Depending upon the nature of the emergency situation, it is possible that between the three locations (Pentagon, WNY, and Crystal City), it would be safe to muster at one or two of the locations, but not all three. In this case, a muster shall be conducted at those muster sites where it is safe to do so and the remaining muster(s) will be conducted in accordance with the respective division COOP procedures.

(3) If execution of this plan occurs during non-duty hours (outside OJAG Headquarters normal working hours), personnel shall muster in accordance with their respective division COOP procedures. Personnel relocating to the EHRS shall, if practical under the circumstances, muster before proceeding to the EHRS. If they do not muster before proceeding to the EHRS, they shall do so after arrival at the EHRS.

b. EHRS Personnel Relocating. Personnel who are designated below to relocate to the EHRS shall proceed to their designated site by whatever means of transportation is available to them, most likely to be their own privately owned vehicle (POV).

(1) White Team: JAG, Deputy Assistant Judge Advocate General (DAJAG), Administrative Law Division (Code 13), and DAJAG International and Operational Law Division (Code 10).

(2) Blue Team: Deputy Judge Advocate General (DJAG), Military Deputy Division Directors for Code 13 and Code 10.

(3) Only one of these two teams will relocate to the EHRS. The JAG will decide on a case-by-case basis which of these two teams will relocate, but generally the JAG will follow the lead of the SECNAV and the CNO. Additionally, due to TAD, leave, illness, and other absences, if a member of one team is unavailable to relocate, the corresponding member of the other team will take his or her place and relocate to the EHRS. Corresponding personnel relocating have the duty to be cognizant of each other's schedule and to communicate, if practical, with one another to ensure the proper person travels to the EHRS. If it is not possible for the corresponding team members to communicate during a COOP emergency, all should proceed to the EHRS where the appropriate team members to stay at the EHRS can be determined.

c. Communications between personnel relocating to the EHRS and JAG, DJAG, and the Assistant Judge Advocates General (AJAGs). Establish communications between JAG personnel relocating to the EHRS and the JAG (or DJAG) and the AJAGs at their respective locations (see enclosure (1)).

d. Location of OJAG Headquarters. The AJAG (Operations and Management), in consultation with the JAG and DJAG, will establish the location of an OJAG Headquarters and establish communications between that headquarters, personnel relocating to the EHRS, and the AJAGs/DAJAGs/Division Directors.

e. Communications with Field Activities. Establish communications between the OJAG Headquarters and Naval Legal Service Command (NLSC) activities.

f. Recovery. Recover OJAG functions at their normal facilities if feasible. Recovery is the process of evaluating the status and capability of organizational resources following an attack or other serious event and reorganizing so those resources are secure and the organization can continue to function. In the event all normal facilities are not available, the specific facts of the emergency situation will dictate the location of the recovery of the JAG divisions. The following are the location preferences for displaced divisions:

Division	Primary Location	1 st Alternate	2 nd Alternate
JAG	Pentagon	WNY	Crystal City
DJAG	Pentagon	WNY	Crystal City
Code 10 PNT	Pentagon	WNY	Crystal City
Code 10 CC	Crystal City	Pentagon	WNY
Code 12	Pentagon	WNY (BLDG 36)	Crystal City
Code 13	Crystal City	WNY	Pentagon

In the event the Pentagon, Crystal City, and the WNY are all unusable, then relocation outside of the National Capital Region (NCR) may be required. If relocation outside the NCR is required, Norfolk, Virginia, is the designated relocation site (see enclosure (4)). Additionally, the JAG may choose any other site deemed appropriate in order to recover the functions of the JAG Headquarters.

g. Reconstitution. Reconstitute the OJAG Staff, through a recall if necessary, to provide crisis-related support and return to normal operations as soon as feasible. Reconstitution is the replacing of injured or missing personnel from commands or organizations outside of the day-to-day headquarters staff. Personnel transferred or recalled to OJAG will be serving at the JAG Headquarters or other designated site, but not at the EHRS. The flag officer not at the EHRS, with the AJAG (Operations and Management) as the alternate, will be primarily responsible for directing the recovery or reconstitution of the JAG Headquarters. The discussion regarding recovery sites also applies to reconstitution sites.

h. No Communications Contingency. In the event of an emergency, if the Pentagon or naval facilities housing OJAG offices are to be evacuated and established communications fail, personnel shall automatically execute paragraphs 4a-b above. The remainder of this plan shall be executed to the extent that the lack of communications and the emergency allow. Division recall rosters must contain all available avenues of contacting personnel outside the normal workspace. These avenues include home addresses, telephone numbers, cell phones, E-Mail addresses, and pager numbers. Once communications are reestablished, the remainder of this plan shall be executed.

i. Special Considerations in the Event of a Biological Attack. Biological attack conditions may require that personnel remain in the immediate vicinity of their assigned work location

to await further direction on medical procedures to decontaminate the workforce and protect surrounding communities. In this case, efforts to relocate the staff and reconstitute basic functions could be delayed.

5. Muster

a. In the event of an evacuation from any of the locations listed below, the senior ranking individual will be responsible for taking and maintaining an accurate muster at that location. If evacuation of a facility is not required during a COOP emergency, then the muster will be conducted from the division's workspace. Musters after working hours or if the muster site is impractical or unsafe to use will be conducted in accordance with division COOP procedures. All muster reports will be made to the OJAG Command Duty Officer (CDO) by whatever means of communication are available. If the emergency situation allows, the first preference is for the CDO to work from the front office spaces in the WNY. The CDO will report the muster results to the AJAG (Operations and Management), who will then report the muster results to the JAG and DJAG. The CDO will also inform the other AJAGs of the muster results for their respective divisions. If contacting the CDO is not possible, then the muster reports shall be made via the chain of command by whatever means are available.

b. Each OJAG division shall be responsible for maintaining and distributing current personnel recall rosters for use as a muster list. Distribution shall be to every military and civilian member in the respective division and to OJAG Code 60, which shall maintain a complete recall roster for the OJAG Headquarters and provide a copy to Code 63 to be included in the CDO's briefcase.

c. After completion of the muster, all personnel must make themselves available for further direction, by whatever means of communication are available. Unless circumstances dictate otherwise, this will be accomplished by remaining at their homes until further guidance is formulated in accordance with the particular facts of the emergency situation.

d. Muster locations.

(1) Pentagon:

(a) Muster site: North Parking at the Boundary Channel Drive end of row 52.

(b) Alternate Muster Site: South Parking on the pedestrian island at the end of lane 14 (adjacent to the I-395 overpass).

(2) Crystal City. Under the overpass just South of Presidential Towers (in the airport shuttle service parking lot).

(3) Washington Navy Yard (WNY):

(a) Muster site for personnel located in Buildings 33 and 111: Across the street from the main entrance to the Navy Museum (in front of the building housing the vending machines, near the commercial bus parking).

(b) Muster site for personnel located in Building 200: At the O Street entrance to the parking garage, across the street from the main entrance to Building 200.

6. Navy EHRS. One of the following locations will be designated by SECNAV or CNO as the Navy EHRS:

a. OPNAV DET Site R. The OPNAV DET Site R facility is designed to support the SECNAV/CNO during relocation. It is the only EHRS pre-designated for DON personnel.

b. WNY. SECNAV and the CNO may choose to relocate to the WNY's NAVSEA Operations Center. When they relocate to this location, the OJAG Front Office will most likely relocate to the JAG Headquarters at the WNY.

c. Navy Annex. If the decision is made to move to the Navy Annex, the JAG will determine the most suitable location from which to operate. Possible options are the Crystal City JAG offices, the BUPERS/OPNAV N1 Staff Judge Advocate (SJA) office (if available to the JAG), or the JAG Headquarters at the WNY.

d. Any other site designated by the SECNAV or the CNO.

7. Mission Essential Functions (MEF) of JAG Personnel

a. MEFs in support of the SECNAV are to:

(1) Provide legal and policy advice and support to the SECNAV on all matters arising in the DON assigned to JAG to include: military justice, administrative law, claims, international and operational law, environmental law, and such other matters of law and policy (e.g., homeland security), as required, and litigation involving those matters;

(2) Perform the functions and duties and exercise the powers prescribed for the JAG in U.S. Code Title 10, Chapter 47 (Uniform Code of Military Justice);

(3) Supervise legal services provided by judge advocates throughout the naval service and facilitate liaison between OJAG and other DON legal activities to include the General Counsel (GC), SJA to the Commandant of the Marine Corps (CMC), Counsel to the Commandant of the Coast Guard whenever the Coast Guard operates as a service in the Navy (under section 3 of title 14 United States Code), and fleet and regional SJAs; and

(4) Maintain liaison with DOD components, other Government agencies, and agencies outside the Government on legal service matters affecting the Navy.

b. MEFs in support of the CNO are to:

(1) Serve as the CNO's legal advisor in his role as a member of the Joint Chiefs of Staff;

(2) Provide legal and policy advice and support to CNO on all matters arising in the DON assigned to JAG to include military justice, administrative law, claims, international and operational law, environmental law, and such other matters of law and policy (e.g. homeland security), as required, and litigation involving those matters;

(3) Act as the OPNAV point of contact with naval operating forces and shore activity commanders to insure consistency of legal policies, procedures, objectives, training, and support;

(4) Exercise centralized coordination of the provision of legal services by the NLSC and other Naval Judge Advocates;

(5) Effect liaison with the CMC and the SJA to the CMC concerning legal service matters of mutual interest to the Navy and Marine Corps; and

(6) Maintain liaison with DOD components, other Government agencies, and agencies outside the Government on legal service matters affecting the Navy.

c. JAG/OGC mutual support if either is absent from OPNAV DET Site R. In the event that the GC or his/her alternate does not make it to Site R, the OGC community, in accordance with their COOP plan, will establish contact with the JAG or his or her alternate at OPNAV DET Site R. The purpose of this contact will be to establish a communications link so that the Secretariat will have the benefit of OGC expertise as needed. Once the GC or his or her alternate arrives at OPNAV DET Site R or OPNAV DET Site R is deactivated, OGC will resume its role in advising the Secretariat via direct communications. Likewise, in the event that the JAG or his or her alternate does not make it to OPNAV DET Site R, the JAG community, in accordance with this COOP plan, will establish contact with the GC or his or her alternate at OPNAV DET Site R. The purpose of this contact will be to establish a link so that the Secretariat and the OPNAV Staff will have the benefit of JAG expertise as needed. Once the JAG or his or her alternate arrives at OPNAV DET Site R or OPNAV DET Site R is deactivated, JAG will resume its role in advising the Secretariat and OPNAV Staff via direct communications.

8. JAG succession. Succession to the duties of the Judge Advocate General of the Navy is as follows:

- a. DJAG;
- b. Code 01 or 06 (whoever is detailed as the statutory AJAG);
- c. AJAG (Military Justice) (Code 02);
- d. Code 01 or 06, (whoever is not designated as the statutory AJAG); and
- e. The Deputy Assistant Judge Advocates General/Special Assistants to the Judge Advocate General, in order of seniority.

9. Reserve and contractor support

a. Reservists on active duty with OJAG will follow the same procedures as active duty personnel for their gaining command, unless otherwise directed. Upon reporting to the staff, a reservist will provide contact/recall data to the division chain of command for an accurate and complete muster. During a COOP emergency, a reservist on active duty will muster with both his/her respective division and reserve unit.

b. Reserve support may be necessary for manning a reconstituted OJAG Headquarters in the days following a COOP emergency. This effort could be delayed if necessary to prevent moving additional personnel into potential target zones or to avoid other hazards at or near the reconstituted headquarters. Reservists should take reasonable steps to ensure they are available for recall following a COOP emergency. Commanding Officers of reserve units shall establish communications with their respective gaining commands in order to facilitate the recall of reserve personnel should it become necessary.

c. Contractors, unless otherwise noted, will follow muster and relocation procedures for the unit of the OJAG Staff where they are working, in addition to mustering with the sponsoring company in accordance with company policy. As many of the OJAG contractors work in the Knowledge and Information Services Division (Code 65) providing information technology support, the ability of these contractors to continue providing support after a COOP emergency will be a critical factor in the recovery or reconstitution of the JAG Headquarters. Accordingly, Code 65 shall take the necessary steps to ensure the availability of contractor support as required for recovery or reconstitution of the OJAG Headquarters and the worldwide JAG network.

10. Training

a. OJAG personnel and their alternates who are designated to relocate to the EHRS shall be familiar with the DON COOP instruction, know how to drive to the EHRS, and be familiar with the OPNAV NOC notification procedures. All OJAG EHRS personnel, including alternates, shall conduct an annual EHRS site visit in order to keep themselves current with EHRS procedures and to insure their computer access is maintained at the EHRS.

b. All OJAG personnel shall be briefed on JAG COOP procedures, particularly their individual division COOP procedures, as part of their OJAG check-in process. Each Division Director shall be responsible for insuring this task is accomplished.

c. Code 62 shall insure that the reserve community is informed of its COOP responsibilities as discussed in paragraph 9 above.

11. Annual review. COOP procedures will continue to evolve and improve across DOD and DON. The JAG COOP Coordinator and the AJAG (Operations and Management) will review this instruction at least annually for consistency with COOP procedures and other directives from superior headquarters. Changes to this instruction will be made as often as necessary to remain current. Division Directors will ensure their individual division COOP procedures and their list of references to be maintained at OPNAV DET Site R are reviewed at least annually.

12. Responsibilities. The AJAG (Operations and Management) is designated as the program manager for the JAG COOP and shall be ultimately responsible for all facets of this instruction. He/she shall assign two officers with appropriate security clearances, one as primary and one as alternate, to be the JAG COOP point of contact (POC) for liaison with Navy Secretariat and OPNAV COOP planners. The JAG COOP POCs will be responsible for the following:

a. Ensuring that the JAG COOP plan remains current, both in relation to evolving Navy COOP procedures and in regards to changes within OJAG.

b. Manage all EHRS site badges for JAG personnel designated to relocate to the EHRS.

c. Complete all responsibilities assigned to JAG by reference (a).

d. Update, at least annually, the listing of publications to be maintained at the EHRS; maintain current versions of all JAG maintained publications and resources located at the EHRS; and ensure that JAG requested, OPNAV procured resources are maintained at the EHRS. Enclosure (1) is a list of all

resources that OJAG has determined are required to be kept at the EHRS. The OPNAV Detachment located at the EHRS will maintain and keep current all publications that are available through normal distribution channels. All others are the responsibility of OJAG to procure and maintain.

e. Insure that the training discussed in paragraph 10 above is completed in a timely manner.

13. Action

a. AJAG (Operations and Management). Prepare and maintain a plan to temporarily (for at least 30 days) host the JAG, DJAG, their immediate staffs, and Codes 10, 12, and 13 in the JAG headquarters building. This plan will become enclosure (2) of this instruction.

b. Division Directors. Each Division Director shall develop a division COOP plan consistent with this instruction. Each division plan will be forwarded to the OJAG Program Manager. Each division plan will include, at a minimum, how the division will conduct its muster and how it will continue to fulfill its mission if its spaces and materials are completely lost due to a no-notice catastrophic event. All divisions will coordinate with OJAG Code 65 to ensure their mission critical data and software are included in the Code 65 COOP procedures. All divisions shall forward to Code 64 any costs associated with fulfilling the COOP requirements of this instruction or reference (a).

c. Knowledge Information and Technology. Legal practice relies extensively on computer based information and work product. A critical element to the recovery and reconstitution of part or all of the JAG Headquarters (as well as any field activities) will be the preservation of data. Code 65 shall develop an Information and Technology (IT) plan to meet the requirements of this instruction. This plan will become enclosure (3) of this instruction.

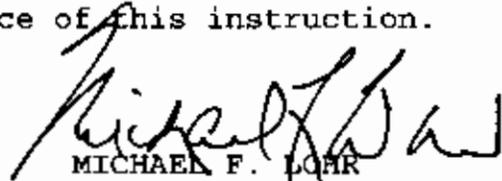
d. Fiscal Resources Division. On an ongoing basis, Code 64 will compile data regarding costs associated with JAG fulfilling its COOP responsibilities and forward as required by reference (a). Responsible divisions and offices shall forward to Code 64 any costs incurred associated with JAG fulfilling its COOP responsibilities.

e. Commanding Officers of NLSO Mid-Atlantic and TSO East. The commanding officers of NLSO Mid-Atlantic and TSO East shall jointly develop an integrated plan in the event that they have to host a recovered or reconstituted OJAG Headquarters. This plan will be developed in coordination with OJAG (Codes 06/65) and will become enclosure (4) to this instruction.

f. All NLSC Commanding Officers. All commanding officers will develop COOP procedures for their commands, to include detachments and branch offices, to provide for the accounting of personnel, and the continuity of mission essential functions of their command in the event their command suffers an event that renders their normal facilities unusable. All commanding officers will forward their COOP Plans to OJAG (Code 63) no later than 6 months after the issuance of this instruction.



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Distribution:
All OJAG Divisions
NLSC Commands
NMCCA
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LEGAL REFERENCE LISTING FOR NAVY JAG TO BE MAINTAINED AT
OPNAV DET SITE-R

1. General References
 - a. United States Code Annotated (complete): Titles 5, 10, 18, 31, 42, 46, and 50 in particular
 - b. Code of Federal Regulations (complete): Parts 5, 28 and 40 in particular
 - c. DOD Directives (all)
 - (1) Directives, particularly
 - (a) DODD 3025.1 (Military Assistance to Civilian Authorities)
 - (b) DODD 5525.5 (Cooperation with Civilian Law Enforcement)
 - (2) Instructions
 - (3) Regulations, particularly
 - (a) DOD 5500.7-R (Ethics Regulations)
 - (b) DOD 4500.36-R (Motor Vehicles)
 - (c) DOD 4500.56 (Use of Gov't Aircraft)
 - (4) Manuals
 - d. DON Directives
 - (1) SECNAV (including Navy Regulations, Public Affairs Manual, and SECNAVINST 5820.7B (Cooperation with Civilian Law Enforcement Authorities))
 - (2) OPNAV (including OPNAVINST 3440.16C (Navy Civil Emergency Management Program))
 - (3) BUPERS (including "Blue Book" listing of all officers in the Navy and MILPERSMAN)
 - e. Navy JAG Directives (all, including JAGMAN)
 - f. Manual for Courts Martial
 - g. GSA - Federal Travel Regulations
 - h. Joint Travel Regulations
 - i. Joint Federal Travel Regulations
2. Code 01 Naval Civil Law Support Activity
 - a. Code 10 International and Operational Law
 - (1) LOMO CD
 - (2) CLAMO CD, including
 - (a) USAF JAG Operational Law CD
 - (b) JCS unclassified library CD
 - (3) Department of State Limits in the Sea series
 - (4) Coast Guard Law Enforcement Manual

- (5) Army DOPLAW Handbook
- (6) NWP 1-14M (annotated)
- (7) CLASSIFIED MATERIALS: Standing Rules of Engagement
- b. Code 11 Admiralty and Maritime Law
 - (1) Admiralty Law Primer
- c. Code 12 Environmental Law
 - (1) West's Federal Environmental Laws
 - (2) Environmental Law Handbook
 - (3) OPNAVINST 5090.C.
- d. Code 13 Administrative Law
 - (1) Personnel Law Deskbook
 - (2) Principles of Federal Appropriations Law (5 volumes)
 - (3) Fiscal Law Deskbook
 - (4) Office of Government Ethics Publications
 - (a) DAEO Grams
 - (b) Advisory Opinions
 - (c) "Standards of Ethics Conduct for Employees of the Executive Branch"
 - (5) Standards of Conduct Office Publications
 - (a) Advisory Opinions
 - (b) "DOD Employees' Guide to the Standards of Conduct"
 - (c) "Post-Government Service Advice"
 - (d) "Accepting Travel in Accordance with 31 U.S.C. 1353"
 - (e) "Program Review Checklist"
 - (6) "Reference Guide to Post-Government Service Employment Activities of DON Personnel"
 - (7) Ethics Counselor's Deskbook
 - (8) Domestic Operational Law (DOPLAW) Handbook
 - (9) Domestic Operations Support Binder
 - (10) Administrative Law Support Binder
 - (a) Ethics Grams
 - (b) SJA Updates
 - (c) Selected information memorandums
- e. Code 14 General Litigation
 - (1) Code 14 produced Litigation Notebook
 - (2) Army JAG General Litigation Course Outline
 - (3) DOJ FOIA Guide and PA Overview
- f. Code 15 Claims, Investigations and Torts Litigation
 - (1) Code 15 Claims Manual/Binder
- g. Code 16 Legal Assistance
 - (1) JAGINST 5801.2

- h. Code 17 National Security Litigation and Intelligence Law
 - (1) Judge Advocate's Handbook for Litigating National Security Cases
- 3. Code 06 Operations and Management
 - a. Code 60 Administration
 - (1) Directory of Legalman
 - b. Code 61 Military Personnel
 - (1) Directory of Navy Judge Advocates
 - c. Code 62 Reserve Personnel
 - (1) Directory of Reserve Judge Advocates
 - (2) Directory of Reserve Legalman
 - d. Code 63 Management and Plans
 - (1) No additional references
 - e. Code 64 Fiscal and Resource Services Support
 - (1) No additional references
 - f. Code 65 Knowledge and Information Resources
 - (1) No additional references
- 4. Code 02/04 Military Law
 - a. Codes 20/40/45/46
 - (1) Military Justice Reporter
- 5. Code 05 Navy-Marine Corps Trial Judiciary
 - a. No additional references
- 6. Code 07 Navy-Marine Corps Court of Criminal Appeals
 - a. No additional references

Plan for accommodating 00, 001, 10, 12,
and 13 within the JAG HQs in the WNY

1. In the event the Pentagon becomes unusable due to any type of natural or man-made disaster, the OJAG HQs (Building 33) in the WNY is the site pre-designated as the relocation site for those OJAG offices/divisions affected by the disaster. This designation does not preclude the JAG, or the successor to the position of JAG if such is the case, from designating another relocation site if the particular facts of the situation dictate a different location would be more prudent.

2. Reference (a) requires that alternate facilities must be operational no later than 12 hours after activation, be able to support sustained operations for up to 30 days, and that existing infrastructure be used to the maximum extent possible. The AJAG (Operations and Management) will insure that actions necessary to implement this enclosure are completed.

3. Relocation of the JAG, DJAG, and their staffs. In the event the JAG must relocate to Building 33, the JAG will use the COOP flag office located in the Code 60 spaces. The JAG's personal staff (five people) will use the office space outside the COOP flag space. These five workstations will be maintained with working computers and telephones. The DJAG and his executive assistant will use their normal office locations in the Building 33 front office suite.

4. Relocation of Codes 10, 12 and 13. The specific facts of the event causing the relocation will determine how many of the Code 10, 12 and 13 personnel will be accommodated in Building 33, and how many will be assigned to work elsewhere (from home or other available location). If it is determined all Code 10, 12 and 13 personnel will work in Building 33, then either other personnel that regularly work in the building will have to be displaced or personnel will have to work in the fourth floor library. If the library is so used, it will not immediately have telephone and computer connectivity, fax machines, printers, copy machines, and so forth. If deemed prudent, equipment and supplies can be commercially procured as needed for immediate use.

5. Surge capability. The following spaces will be maintained as indicated in order to provide surge capability to host additional personnel:

a. Computer classroom:

- maintain 20 usable computers connected to NMCI
- install and maintain two phone lines with separate phone numbers to the computer classroom (the current phone system allows for additional surge capability by adding extensions to each of the phone lines)
- be prepared to remove approximately half of the computers in order to provide useable work surface and reduce noise for personnel working in the classroom

b. Code 17 office space:

- maintain two cubicles in the storage room with working computers with SIPRNET connectivity

c. OJAG library:

- maintain computer and telephone lines to the fourth floor library spaces (note: computers from the classroom can be transferred to the library and extra telephones can be quickly installed as long as the lines are maintained in place).

OJAG/NLSC Knowledge and Information Systems COOP Processes

This enclosure applies to all entities receiving information services from the OJAG headquarters. All NLSC commanding officers and all OJAG activity heads/division directors shall ensure these policies are implemented within their respective areas of responsibilities.

1. OJAG Information Systems. Mission-critical data systems must remain available during a diverse range of possible disasters in order for OJAG/NLSC to perform mission essential functions. The business processes included here are designed to limit any adverse effect on the availability of OJAG/NLSC information resources, to include all applications and files hosted on Code 65 managed servers, during a disaster or other COOP event.

2. Responsibilities. All personnel are responsible for insuring that their work is stored in a location that allows for backup copies of that data to be maintained. All data stored in OJAG managed applications (HELM, Nautilus, TRIMIS, iBETS, JAGPERS, REAP, FOIA, MCRA, Torts, Investigations), on Navy Knowledge Online (NKO) and Navy Knowledge Online-Siprnet (NKO-S), and on NMCI maintained servers (email not saved to the local computer, and individual and group file shares) will be backed-up and maintained by OJAG 65, NKO and NMCI, respectively. This data does not have to be replicated and maintained locally. Data maintained on local computer hard drives (c-drives) is the responsibility of the individual user to backup. All NMCI seats were ordered with CD read/write capability for this purpose.

a. Commanding officers, activity heads and division directors shall, through policy and business processes, ensure that personnel under their cognizance store mission critical data in one of the above mentioned centrally managed locations. This requirement is necessary in order to retrieve that data in the event the person is unable/unavailable to continue performing their duties, or the local computer is destroyed or rendered unusable. Additionally, it is not feasible for each command or division that receives briefs, claims, records of trial, etc., to make a second copy of each and store it off-site. In order to preserve an inventory of such work, which will enable each office to identify and retrieve materials lost in a disaster or COOP event, every office will maintain a list of materials received and ensure that this list is stored on a centrally managed server.

3. Identification and preservation of critical data not in electronic form. All commands and divisions will identify mission essential data that is not already in electronic format and whose loss would create a substantial hardship on their ability to perform their mission. Once identified, each command or division that possesses such information will, in conjunction with codes 65 and 64, develop a plan to prevent the loss of this information in the event of a total physical loss of their work spaces.

4. Tape backups of data. Code 65 will maintain a duplicate set of tape backups for all data that resides on OJAG HQ servers. To preserve data in case of a total destruction of the HQ building, one set of backup tapes will be shipped to an offsite location. The other set will reside in a fire and heat resistant safe in Code 65. These backups will be conducted with daily differential backups and one weekly, full backup on Friday evenings.

5. Fail-over process and single points of failure. In addition to the copy of all data by backup tapes, Code 65 shall, to the extent funding permits, install an in-house fail-over system of servers so that in the event the primary server for an application fails, a second server will be available to continue the work of the failed server, preferably without impact on the end users. Code 65 will also design, to the extent resources permit, into the OJAG server farm, a minimal number of single points of failure. As additional funding becomes available, installing complete redundancy in the server farm will eliminate single points of failure.

6. Disaster recovery site. If funding becomes available, Code 65 will identify a site outside the Washington, DC area where a fully functional disaster recovery site can be located. The requirement for a maximum time delay in bringing the disaster recovery site fully online will be established and factored into the planning and installation process. Once a site is identified, the necessary equipment is procured, and the site is built, Code 65 will perform restoration tests once a quarter. Included in the planning and installing of the disaster recovery site will be contingencies for personnel to run the site in the event personnel from headquarters are not available to assist in running the disaster recovery site. Procedures for restoration of applications and files will be documented and a copy will reside at the disaster recovery site.

**NLSO MID-ATLANTIC/TSO EAST PLAN TO HOST TEMPORARY
OJAG HEADQUARTERS**

1. In the event the National Capital Region (NCR) becomes unusable due to any type of natural or man-made disaster, NLSO MIDLANT is the site pre-designated as the alternate OJAG Headquarters (HQ). TSO East will make itself available to assist in any of these measures as necessary. This designation does not preclude the JAG, or his successor, from designating another site as the alternate OJAG HQ if the particular facts of the situation dictate a different location would be more prudent.

2. Reference (a) requires that alternate facilities must be operational no later than 12 hours after activation and be able to support sustained operations for up to 30 days. Existing infrastructure will be used to the maximum extent possible. If the OJAG HQ must be relocated to NLSO MIDLANT, the CO will be notified as soon as possible in order for necessary preparations to be made. It is anticipated that approximately 20 personnel from the OJAG HQ will relocate to NLSO MIDLANT. The 20 personnel include the Judge Advocate General and his personal staff as determined at the time, some members from OJAG Code 10 and Code 13, and other personnel as the facts of the situation dictate. (Note: unless otherwise dictated by the facts of the situation, the DJAG and AJAG (Operations and Management), or their successors, will remain in the NCR to facilitate recovery or reconstitution of the OJAG HQs.)

3. NLSO MIDLANT will accommodate personnel from OJAG HQ by taking, at a minimum, the following actions:

a. Office space. Sufficient NLSO MIDLANT personnel will be reassigned to other locations, including branch offices and detachments, in order to provide for office space, computer (NIPRNET) and telephone (non-secure) connectivity, office supplies, and other needs for the relocated OJAG staff without significant additional expense.

b. SIPRNET. As SIPRNET connectivity is not currently available at NLSO MIDLANT, the CO will make arrangements for SIPRNET availability at another command in the Norfolk area. Currently that office is the AIRLANT SJA office, with CINCLANTFLT SJA office as alternate. It is noted that this

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arrangement does not provide for OJAG HQ personnel to have accounts at these commands, only access to the computer workstations. As the NMCI transition is currently ongoing, the process for establishing an account will change as the transition progresses. CO NLSO MIDLANT, upon notification of the relocation, should immediately start the process of obtaining necessary SIPRNET accounts. Once the NMCI transition is complete, those with NMCI accounts should be able to access their accounts without additional procedures.

c. Secure telephones. CO, NLSO MIDLANT will insure that at least two secure telephones (STUs or STEs) are available for use in the NLSO. (Note: currently there is one in the NLSO and one in the TSO.)

d. COOP Emergency Reference Library. NLSO MIDLANT will maintain a complete COOP library, as designated in enclosure (1) to this instruction, which will be furnished by the OJAG COOP Planning Coordinator.

e. Storage of classified material. CO, NLSO MIDLANT will insure there is at least one safe available for the storage of classified material that will be produced during the COOP relocation as well as any classified material included in the COOP Emergency Reference Library.

f. Physical access to facilities. CO, NLSO MIDLANT will insure that relocating OJAG HQ personnel will be able to access the base, the NLSO MIDLANT building, and any facility housing SIPRNET connectivity that is being made available, particularly being prepared to fulfill any special access procedures instituted if the base goes into a higher Force Protection Condition security posture.