for

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**Approved for Release**
**Deborah A. Jefferson**
**Director for Human Resources Management**

**Date**

**DEPARTMENT OF COMMERCE**
**OFFICE OF HUMAN RESOURCES MANAGEMENT**

**HUMAN RESOURCES (HR) BULLETIN #124, FY 10**

**SUBJECT:** Employee Accountability in the Event of Emergency Situation or Disaster

**EFFECTIVE DATE:** Effective immediately

**EXPIRATION DATE:** Effective until canceled or superseded

**BACKGROUND:** The Departmental Director for Human Resources Management (OHRM) is tasked with accounting for the entire Commerce employee population in the event of an emergency situation or disaster. Over the past several years, OHRM has endeavored to develop and refine a series of tools and processes to collect this data.

**PURPOSE:** The purpose of this Bulletin is to provide formal procedures to account for the entire Commerce population in the event of an emergency situation or disaster.

**COVERAGE:** This HR Bulletin applies to all bureaus of the Department.

**AUTHORITY**: In accordance with the Department's Continuity of Operations Plan (COOP) and to ascertain the status of the health and well-being of employees following an emergency situation or disaster, OHRM is responsible for coordinating the collection of employee accountability information for all departmental employees.

**POLICY:**

1. Bureaus are responsible for developing, maintaining, and routinely testing their own solutions for accounting for their employees in the event of an emergency situation, the threat of an incident, when specifically requested by executive management, or by activation of COOP.
2. Bureaus currently receiving HR servicing from the Department of Commerce HR Center (DOCHROC), another Federal agency, or a vendor, are responsible for providing employee accountability information directly to the OHRM's Employee Accountability Program Manager. The Economics and Statistics Administration and the National Technical Information Service are responsible for providing employee accountability information to

their servicing HR office who will report the information to the OHRM's Employee Accountability Program Manager.

3. When employee accountability reporting is required as defined in number 1 above, the Employee Accountability Program Manager will provide a baseline count of employees with a duty station and/or residence in the affected area(s) to each affected bureau's point of contact (POC). Bureau POCs are to review and validate the provided information and come to agreement with the Employee Accountability Program Manager as to the baseline count of affected employees. Once the baseline is determined, it will not change for the duration of the reporting period.
4. Bureaus, using their chosen method of employee accountability, are to track the status of individuals by name or other identifier, and report their cumulative results to the Employee Accountability Program Manager as specified in number 5, below. Note that this tracking may be bureau-wide or confined to a specific area based on the nature of the emergency and as defined by Federal Emergency Management Agency (FEMA), OHRM, and/or the Office of Security (OSY).
5. Bureaus are to report employee accountability results by duty station and/or residence city/county. The specifics surrounding each event will determine reporting criteria and frequency requirements.
6. Bureau contracting officer representatives are to work with the respective contractor to determine the status of each on-site contract employee to the best of their ability. Although accountability information for contract employees is not required by the Department, it may be necessary to identify affected on-site contractors based on a specific request of executive management or to support successful resumption of Primary Mission Essential Functions.

**REVIEW:** The OHRM will review this process annually and update, as necessary, or based on instructions from the Chief Financial Officer and Assistant Secretary for Administration or his/her Deputy.

**REFERENCES:** Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, November 18, 1988, as amended; FPC 60, Continuity of the Executive Branch of the Federal Government at the Headquarters Level During National Security Emergencies, dated November 20, 1990; FPC 65, Federal Executive Branch, Continuity of Operations, June 15, 2004; Presidential Decision Directive 67, Enduring Constitutional Government and Continuity of Government Operations, October 21,1998; Emergency Operations for Departmental Continuity, Department Administrative Order (DAO) 210-10, February 23, 1996; and Continuity Policy/Department and Agency Essential Functions, Homeland Security Council (HSC), January 2005.

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