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WITHDRAWAL SHEET

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Box Number

ID	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
252071	SYNOPSIS	EMPB FIRST MEETING	2	1/27/1982	P5
252072	BRIEFING	MILITARY MOBILIZATION WORKING GROUP	8	ND	P5
252073	PAPER	SUMMARY OF BRIEFING FROM GOVERNMENT OPERATIONS WORKING GROUP	2	2/9/1982	P5
252074	PAPER	SUMMARY OF EMERGENCY COMMUNICATIONS WORKING GROUP	3	1/27/1982	P5
252075	MINUTES	EMPB, SECOND MEETING	3	2/10/1982	P5
252076	MEMO	JOHN BRINKERHOFF TO LIST, RE: INVENTORY OF EMERGENCY ORGANIZATIONS, P.3 ONLY, PARTIAL PAR 8/5/2000 F96-115 #5, CAS	1	2/9/1982	B3
252077	MINUTES	PRINCIPALS WORKING GROUP ON HEALTH, FIRST MEETING	3	1/6/1982	P5

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12/12/00

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ID	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
252078	MINUTES	HUMAN RESOURCES WORKING GROUP, FIRST MEETING	2	1/15/1982	B5

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EMERGENCY MOBILIZATION PREPAREDNESS BOARD

SYNOPSIS OF REMARKS

FIRST BOARD MEETING

January 27, 1982

This synopsis has had all classified material eliminated and is unclassified.

General Bennett L. Lewis, the Executive Secretary of the Board, opened the meeting by introducing the Honorable Edwin Meese, III, Counsellor to the President. He commented on Mr. Meese's strong convictions concerning the need for emergency mobilization preparedness stemming from his involvement in Civil Affairs as a member of the United States Army Reserve.

Mr. Meese highlighted the President's concern with civil preparedness which has developed over the years since his days as the Governor of the State of California. Because of the President's early experiences, he has strong convictions that the nation must be in a high state of emergency mobilization preparedness and must have the ability to sustain operations after an emergency. Because the United States has neglected preparedness and mobilization planning for the past twenty years, the President believes we must now move quickly to up-date our planning. He gave a mandate to the Federal Emergency Management Agency to establish a coordinating Secretariat and functional working groups. Establishment of the Emergency Mobilization Preparedness Board was the final step in developing a structure to attain full mobilization potential. This Board is to review the Nation's existing policies on emergency preparedness and to take the necessary action to either revamp existing policy where needed or to establish new policy.

Mr. Meese stressed the importance of civil preparedness and stated that it is a vital element in the total defense program. Any emergency, be it a civil contingency or a war emergency, is a time of national stress and our systems should be set up in such a manner that they will support either event. Mr. Meese stated that the same principles of preparedness apply in peace or wartime emergencies. They are: the need to plan ahead for an efficient response, and the need to rely on existing organizations and communication channels. Attempting to switch to new organizations or communications systems in the face of an emergency only impedes response and exacerbates the situation. Mr. Meese advised that it is for these reasons that the President expects each Department and Agency to establish, and have in-place, an emergency mobilization preparedness capability. This response capability should include utilization of existing systems and people and, where there is an existing emergency staff within a Department, it should be kept organizationally at the Secretary's level. Utilizing existing resources is imperative in these times of budget stress and fund restriction. Mr. Meese made it clear that, in spite of the fact that fund restrictions will continue, the President expects each Department and Agency to maintain a high degree of preparedness and that each will make a determined commitment to the goals of the emergency mobilization preparedness effort.

Mr. Meese concluded his opening remarks by introducing the Honorable William P. Clark, Chairman of the Board.

Mr. Clark welcomed each of the Board members and reiterated that the President's mandate to them is to correct the shortcomings that have evolved in our national preparedness effort by modifying existing policy and/or developing new policy that is appropriate for the issues that now face us. He stated that he is personally committed to the Board objectives and cautioned the Board members to avoid an "agency-orientation". Each board member must bear in mind that the function of the Board is to set national policy and to interact with one another to overcome parochial views.

Mr. Clark scheduled the second board meeting for Wednesday, February 10, at 5:00 p.m. This meeting will involve board members only. He requested that each member become familiar with the issues confronting the effort during the intervening two weeks. Mr. Clark planned to have additional policy guidance delivered to each member on Monday, February 1.

Following Mr. Clark's comments, presentations were made by the Chairman of the Military Mobilization Working Group, the Honorable Lawrence J. Korb; of the Government Operations Working Group, Mr. John R. Brinkerhoff; and of the Emergency Communications Working Group, Lt. General William J. Hilsman. (Copies of those presentations are attached to these minutes) There were no questions of the Working Group chairmen by the Board members.

Mr. Clark closed the meeting by restating that the President believes that it is feasible to tackle this problem now and that he will be looking to Mr. Clark and the Board members for action.

Mr. McNamar asked about the classification of Boards proceedings. It was announced that Board proceedings are classified SECRET.

Mr. Giuffrida announced that a press release would be made by the close of business. It would be a low-key announcement simply stating that the Board had met.

EMERGENCY MOBILIZATION PREPAREDNESS BOARD



MILITARY MOBILIZATION WORKING GROUP

MILITARY MOBILIZATION WORKING GROUP

MISSION/FUNCTIONS

IDENTIFY ACTIONS AND FORMULATE POLICY ISSUES AND RECOMMENDATIONS ON:

- MILITARY DEMANDS ON NATION'S ECONOMY
- ROLE OF FEDERAL AGENCIES IN MILITARY PREPAREDNESS
- SPECIFIC DATA ON MOBILIZATION DEMANDS AND SUPPLIES
- IDENTIFICATION/DESIGN OF SCENARIOS

- Working Group met October 15th and agreed to recommend these functions to the Board.
- That is, that our Military Mobilization Working Group mission is to identify critical mobilization preparedness actions and formulate policy issues and recommendations (to include recommended budget changes) when the lack of policy decisions impedes action in these four functional areas:
 - Military requirements to be placed on the national economy by mobilization and war;
 - The effect the other Federal agencies have on military preparedness;
 - Specific data on both military and civilian resource requirements and supplies; and
 - To identify and/or design, if necessary, the scenarios needed for planning and assessing national mobilization.
- You (the Board) approved this mission in a letter from Ben Lewis (Executive Secretary of the EMPB) on January 19th.

MILITARY MOBILIZATION WORKING GROUP

NEAR-TERM ACTIONS/OUTPUT:

- DEVELOP SCENARIOS
- DERIVE DOD MANPOWER AND MATERIEL REQUIREMENTS
- DEFINE RESOURCE AGENCY/CLAIMANT AGENCY RELATIONS

- We decided we'd have to look at some smaller pieces of our larger picture in the near-term.
- Thus we expect to have output this year in the three specific areas you see here. I'll talk more about each as we go along.
- You also approved this statement of expected output in your January 19th letter.

MILITARY MOBILIZATION WORKING GROUP

SCENARIO DEVELOPMENT --

FORMED A SUBWORKING GROUP TO:

- REVIEW THE OLD ADMINISTRATION'S MOBILIZATION PLANNING SCENARIOS
- REVISE THOSE SCENARIOS BASED ON POLICIES OF THIS ADMINISTRATION
- ADD OR SUBTRACT SCENARIOS BASED ON CURRENT INTERNATIONAL SITUATION, IF NECESSARY

- We decided we'd make better progress if we formed Subworking Groups to tackle the specific tasks.
- The first Subworking Group we formed will develop the scenarios we'll all work with.
- It's started by reviewing the existing five mobilization scenarios which vary from no warning to one year's warning and from a US/Soviet conventional conflict in a particular area to a NATO/Pact worldwide conventional conflict or even a limited nuclear exchange
- We are revising these scenarios based on this Administration's policies and will add or subtract scenarios as the world situation dictates.
- The Chairman of this Subworking Group will report on their progress and anticipated schedule for completion at our next Working Group meeting scheduled for next Tuesday, February 2nd.

MILITARY MOBILIZATION WORKING GROUP

SCENARIO ISSUES:

- THE NUMBER OF SCENARIOS USEFUL FOR FEDERAL AGENCY
PLANNING
- MECHANISM FOR ADVISING OTHER WORKING GROUPS ON
SCENARIO USE

- At our meeting, we also plan to address these issues that have arisen on scenario development.
- There seems to be a Defense vs. non-Defense viewpoint on how many and how specific scenarios are useful for mobilization planning.
 - Do we devise all "likely" cases and settle on one "most likely" as the one to plan for?
 - Or do we look at both a "most likely" and a "worst case" as those we want to be prepared for?
 - Some non-Defense Agencies are able only to plan for peace vs. mobilization and war.
 - Defense needs more specifics in terms of timing and location to plan our requirements.
- We also need to determine how we'll advise other Working Groups on the use of these one and/or many scenarios. Some possibilities:
 - Talk directly.
 - Talk through EMPB Staff.
 - Joint meetings.

MILITARY MOBILIZATION WORKING GROUP

REQUIREMENTS DEVELOPMENT --

FORMED A SUBWORKING GROUP TO:

- DEVELOP SPECIFIC REQUIREMENTS FOR MAJOR CATEGORIES OF RESOURCES
- ENSURE THAT OTHER FEDERAL AGENCIES HAVE ADEQUATE AUTHORITIES AND PLANS TO SATISFY DEFENSE RESOURCE CLAIMS

- We have also formed a Subworking Group to develop requirements:
 - We are developing specific estimates of DOD requirements for manpower; transportation; equipment and materiel; the industrial base; energy; command, control and communications; and facilities and construction
 - We are using existing DOD staff and committees with outside agency participation as needed to determine these specific requirements.
 - We also need to work closely with the civilian agencies to ensure that we state DOD requirements in terms and categories usable by them.
 - Finally, we are jointly working on the timing and means by which the resource agencies will satisfy the DOD claims for resources.
- We at DOD have not been particularly effective at stating our requirements because of our emphasis on 5 year planning for support of the forces currently in being. Only recently have we focused on mobilization where we actually expand the force to wartime levels.
- The Chairman of this Subworking Group will also report on progress and his anticipated schedule for data development at our February 2nd meeting.

MILITARY MOBEILIZATION WORKING GROUP

REQUIREMENTS ISSUES:

- MILITARY MOBILIZATION WORKING GROUP (MMWG) RELATIONSHIP
WITH OTHER WORKING GROUPS
 - EMERGENCY COMMUNICATIONS
 - HEALTH
 - HUMAN RESOURCES
 - INDUSTRIAL MOBILIZATION
- PROPOSE INFORMAL JOINT MEETINGS OF KEY STAFF PLANNERS TO
DEFINE INFORMATION EXCHANGES AND SYNCHRONIZE WORK PLANS
- NEED A FEDERAL SYSTEM/METHODOLOGY FOR ASSIGNING PRIORITIES
TO ALL RESOURCE CATEGORY CLAIMS
- NEED MECHANISM FOR ADJUDICATING CONFLICTING RESOURCE
CATEGORY CLAIMS

- At our Working Group meeting, we also will discuss these issues that have arisen on requirements development. In these requirements issues, I think your guidance and decisions will be a practical necessity.
 - How will our relationship with other Working Groups that have a role in military mobilization work? We see the Military Mobilization Working Group developing scenarios and requirements and these other Working Groups ensuring that the requirements are met.
 - We propose one way to ensure good communications among these four interrelated Working Groups and ourselves that is, to have informal joint meetings of key staff planners to exchange information and to ensure that our work schedules complement each others.
 - We feel that a lot of work is necessary in these last two areas -- assigning priorities to all categories of resource claims and developing a mechanism for adjudicating conflicting claims -- and the direction and impetus must come from this Board.

MILITARY MOBILIZATION WORKING GROUP

NATIONAL MOBILIZATION PREPAREDNESS POLICY DOCUMENT --

SUGGESTED GOALS:

- ENSURE THAT ALL MILITARY MOBILIZATION REQUIREMENTS ARE DEFINED.
- ENSURE THAT ALL MILITARY MOBILIZATION RESOURCE REQUIREMENTS CAN BE SATISFIED.
- ENSURE THAT ALL MOBILIZATION ALTERNATIVES USEFUL FOR FEDERAL PLANNING HAVE BEEN CONSIDERED IN SCENARIO DEVELOPMENT.
- ENSURE THAT THE UNITED STATES HAS DEVELOPED ADEQUATE MOBILIZATION PLANS TO RESPOND TO ALL POTENTIAL NATIONAL EMERGENCIES.
- EXERCISE MOBILIZATION PLANS PERIODICALLY TO ENSURE THAT MOBILIZATION/EMERGENCY RESOURCE PROCEDURES AND LINES OF COMMUNICATIONS BETWEEN DOD AND OTHER FEDERAL AGENCIES ARE OPERATIONAL.

- In your letter asking me to speak today, you asked that I cover issues which ultimately could be incorporated into a national policy statement on emergency preparedness.
- So here are some suggestions in the area of military mobilization.
- We will probably never be able to fulfill all of these requirements. Nevertheless, they are goals toward which we must work.
- However, we certainly can succeed in the last goal shown here -- to exercise our plans and to ensure that we have good procedures and communications between all Federal agencies for use in a mobilization. I think that's what this Board and our Working Groups are all about.

MILITARY MOBILIZATION WORKING GROUP

ISSUES FOR BOARD RESOLUTION:

- WORKING GROUPS -- POSSIBLE OVERLAPS, DUPLICATION OF EFFORTS
- DRAFT POLICY DOCUMENT SCHEDULE -- DIFFICULT, IF NOT IMPOSSIBLE, TO MEET WITHOUT DEDICATED RESOURCES IN ALL AGENCIES

- I'd like to leave you with two issues that need Board resolution:
 - The Working Groups need more specific guidance on their own functions. Otherwise there is ample opportunity for overlap and duplication of effort.
 - We've seen the draft schedule for the National Mobilization Policy Document you wish to develop as your first priority. We feel it will be difficult, if not impossible, to meet without full-time people in all agencies working on it.
- In summary, the Military Mobilization Working Group is organized. We have our approved mission and functions and are proceeding on scenario and requirements development.
- Any questions?
- Thank you.

EMERGENCY MOBILIZATION PREPAREDNESS BOARD

Government Operations Working Group

Briefing

Government Operations Working Group

Summation of Briefing

First Board Meeting
January 27, 1982

The following spectrum of emergencies has been established by the Government Operations Working Group for preparedness planning:

	<u>Small</u>		<u>Large</u>
Disasters	Local	Regional	National
Disorders	Local Incidents . .	Major Disorders.	Insurrections
War	Insurgency.	Minor Contingencies. . .	World-Wide . . Nuclear War Conventional War

PLANNING SITUATION A B C D

We consider the appropriate levels of Governmental responses to planning situations to be somewhat different for each planning situation. For Planning Situation A (small-scale) the State or locality would have responsibility, and the Federal organization would play an assistance role (providing resources if necessary) with its current organization. Under Planning Situation B, the State or locality would again retain the primary responsibility with the Federal structure playing a coordination role with its current organization. Planning Situation C (National implications) would demand that the primary responsibility be Federal, with the added requirement to have the Federal government in a management role using mobilization or expanded organizations. In the event of Planning Situation D, the primary responsibility would again be the Federal government, with the federal government in a management role making use of emergency organizations.

The Government Operations Working Group will place emphasis on planning for Situation C (Major conventional war). Emphasis will be on working with other Federal agencies. The Government Operations Working Group will coordinate with the Presidential Directive 58 Steering Group and will not duplicate the work of that NSC sponsored group.

The tasks of the Government Operations Working Group include (1) analysis of the emergency authorities vested in agencies that are proposed for dismantlement, (2) evaluation of the federal organizational structure for mobilization to support conventional war, (3) a compilation of emergency authorities and legislation, and (4) development of FY 82 and 83 cost estimates for the federal preparedness program.

Our Working Group is composed of representation from the Departments of Defense, Energy, Housing and Urban Development, Justice, State, Transportation and Treasury, the Offices of Management and Budget and of Policy Development and the Federal Emergency Management Agency. In addition, we have coordinating members from other federal agencies.

One of our first actions was to form an Energy sub-working group to address national energy concerns. Members of this sub-group include Commerce, Defense, Energy, FEMA, Interior, Justice, OMB, OPD and State. The purpose of this sub-group is to insure that national energy emergency authorities and systems are continued when the Department of Energy is disestablished. This activity includes review of authorities and recommendation of changes to assure continuity of both authorities and responsibilities.

Experience has shown that government preparedness requires the following preparation and commitment:

- Good plans which are simple to understand and feasible to be implemented
- Availability of Equipment
- Adequate Facilities
- Frequent rehearsals such as the mobilization exercises, and
- the maintenance of a high level interest

In line with the essential elements required for preparedness, the continuance of essential government operations requires the abilities to survive, evaluate the situation, formulate policy and programs, provide guidance and direction, supervise, and obtain feedback. In order to accomplish these actions, government agencies must be able to move, shelter, communicate, process data and endure. These abilities are attained by a high degree of preparedness.

The topics to be considered in a Situation C Scenario (national implications) include the Office of Defense Resources and other supporting emergency organizations, the necessary emergency authorities and legislation as well as orderly transitional actions.

The final output of the Government Operations Working Group will be a review of emergency organizations and authorities with subsequent guidance as to how those organizations should be structured and authorities revised in order to attain and maintain a state of preparedness for all levels of government.

EMERGENCY MOBILIZATION PREPAREDNESS BOARD

Emergency Communications Working Group

Briefing

EMERGENCY COMMUNICATIONS WORKING GROUP

Summation of Briefing

First Board Meeting

January 27, 1982

There are five points I want to make today and ask you, the members of the Board, to remember concerning emergency communications preparedness activities: (1) we must recognize the almost total reliance of our Nation--including the government and its national security activities--on the common carrier telecommunications system; (2) this reliance creates big problems for the government but I believe we can solve these problems; (3) and we can afford the solutions; (4) what we need is a national policy to guide our emergency mobilization preparedness planning and we need authorities to implement our plans solidified in law; (5) we need to form a joint government industry partnership to kick off and sustain the joint planning effort.

The objective, then, of the Emergency Communications Working Group (ECWG) is to assure that required telecommunications resources and procedures are available to support essential government functions, civil activities and military operations during major emergencies. We have organized our activities to address various generic problem areas which are part of the emergency telecommunications preparedness problem. For example, we have a task force to address policy and regulatory impediments to achieving various Presidential Directives on national security and emergency preparedness. We have a postal service task force to address communications problems created by the Postal Service not being able to perform its functions during mobilization efforts or during crises. We have an information processing task force which is assessing national dependence on processing systems and critical data bases for day-to-day operation of the country as well as reconstitution in the aftermath of a nuclear war. Finally, we have a task force devoted to identifying issues and recommending options for their solution covering the whole broad spectrum of telecommunication problems which might be solved within current budget constraints and within the existing government organizational structure.

Achieving the ECWG objective is difficult because of the pervasiveness of telecommunications in our society. Telecommunications is embedded in all facets of our daily lives--from telephones to banking, air travel, and military command and control. Telecommunications is the common thread that ties our whole country together. The telecommunications resources (people, industrial base and the network) are also diverse. Extensive network failures or absence of the human resources and industrial base which operate, build and maintain the system would seriously inhibit our ability to mobilize. Not only would it detract from our military preparedness but probably would overtax already limited military resources during periods of emergency.

The National Communications System has been designated as the government focal point for assuring necessary telecommunications are available to support government operations. In the past, the emphasis in national communications planning has been on satisfying national security requirements. We have tried to achieve a survivable telecommunications system which provides for warning of nuclear attack; timely information from NORAD to JCS and the President for critical decisionmaking and the ability to get the President's decisions to the armed forces.

The Defense system, however, like all of the other telecommunications users, relies heavily on the commercial networks. For example, the Presidential UHF Nationwide Network, the SAC Primary Alert System Net, the SAC Underground and the SAC Minuteman Alert System all interconnect with the common carrier network at various points in their systems. Now, our mobilization concerns must include the commercial sector's telecommunications needs because their disruption would have a severe impact on the Nation. Imagine, for example, the effects of a major earthquake in California on the telecommunications network. Another real example is the extensive effort by AT&T to recover from a disastrous fire which destroyed a major telecommunications facility in New York City.

As you can see, the scope of the ECWG activities is to address a broad spectrum of emergencies--from localized disaster to general or nuclear war. We must accomplish our work within a dynamic telecommunications environment influenced by a proliferation of telecommunications services and changed by government policies of divestiture and deregulation.

In accomplishing our work, we have identified some specific issues to be addressed by the ECWG. We are addressing the survivability of our key networks, their reconstitution after massive disruption, and how the Nation will pay for emergency communications preparedness. In addition, we will identify a management structure and begin preplanning with industry on how to bring all of the assets together when needed. And to make all this happen, we will be recommending a strong telecommunications policy which, once reflected in legislation and regulatory rules, will force action on these issues.

Our initial actions to date have been the following: (1) We have organized Task Forces under the ECWG to identify and prioritize key emergency telecommunications preparedness issues, (2) We are actively pursuing survivability issues, e.g., hardening cable heads, relocating some critical circuits, beginning work on the Class 4/5 (Surviving Exchange) mini network, and conducting initial meetings with the satellite industry. In addition, we have developed a "How To and Who" joint planning process in a strawman format.

We believe that our next steps are (1) reviewing all aspects of the telecommunications issues and policy for the Nation, (2) assuring that these needs are reflected in the legislative, judicial and regulatory body, rules and laws being promulgated,

(3) identifying the telecommunications people and material resources to the Human Resources and Industrial Mobilization Working Groups, and (4) to kick off the joint planning process by inviting key industry participants to serve on a joint government/industry planning group.

In conclusion, if we are to assure that required telecommunications are available for support of essential government functions, civil activities and military operations during national emergencies, we must take action to achieve the following goals:

- A consistent and strong policy
- A survivable system design
- An overall management plan which has been tested and validated
- A strong manager to carry out the process and
- A strong government/industry team to work the problem

EMERGENCY MOBILIZATION PREPAREDNESS BOARD

Second Meeting

February 10, 1982

Minutes

These minutes are unclassified.

Meeting was opened by the Chairman, William P. Clark, who suggested to the Board members that, when they accepted their appointment with the Administration, Board meetings were not in the job description, but since had taken on great significance.

The Chairman stressed the importance of the Board in the eyes of the President and emphasized the requirement to have the National Security Decision Directive on Emergency Mobilization Preparedness to the President for approval and signature by mid-June.

The Chairman then introduced Dr. John W. Eley, Special Assistant to the Executive Deputy Director of the Federal Emergency Management Agency, graduate of the Industrial College of the Armed Forces and expert on the subject of mobilization.

Dr. Eley's discussion of mobilization was presented to establish a common framework for the understanding of emergency mobilization. Mobilization was described as a process, or a sequence of interdependent actions with cumulative impact. The essence of mobilization for wartime emergencies was described as the rapid and substantial increase in the size of the Nation's armed forces; with a measurable increase in the level of protection provided to vital National assets; and, requiring significant adjustment of economic behavior to provide for military and essential civilian requirements. The essence of mobilization for peacetime emergencies was summed up as the reallocation of scarce resources to meet human needs.

The forms of mobilization were listed as: military, industrial, governmental, economic, resource, civil defense, and disaster relief. Dr. Eley then showed a series of charts detailing characteristic activities which would occur in each type of mobilization. He emphasized that the characteristics listed were not all encompassing, but rather representative. The presentation was summarized with the statement that emergency mobilization preparedness could be defined as measures taken in advance of emergencies which would provide an increased capability to respond and an enhanced resource base.

Copies of the charts are attached to these minutes as requested by some of those in attendance.

Following the presentation, Dr. Ikle emphasized that mobilization is a term which has most often been applied to wartime scenarios and that its relationship to peacetime emergencies is difficult to instill.

Following the presentation, the Chairman called on Horace Russell of the NSC Staff to lead the discussion on the three items in the booklet which had been previously distributed to the Board members. The discussion proceeded as follows:

Commitment of Board Member

The item was reviewed. Mr. Swoap of HHS commented that his staff had prepared a letter highlighting some problems that they see concerning the operation of the Board. The discussion leader mentioned that there are some indications that the Agency staffs are not getting a strong signal of the Board member's commitment to the effort. Mr. Hodel stated that if he was given specific names he would correct the situation immediately. Most of the other Board members nodded in agreement.

The discussion leader then mentioned that there must be a close connection between decisions of the Board and Agency implementation of the decision. Dr. Ikle asked for an explanation of how the Board would follow up on implementation of preparedness measures. The discussion leader responded that, as stated in the Executive Memorandum establishing the Board, the Board itself, through the Secretariat and after consultation with OMB, would make periodic assessments of each Agency's plans and programs. The Executive Secretary confirmed that response.

The question was then asked about funding in FY 83. The discussion leader said that no additional funds would be available. The Executive Secretary said that if high payoff areas were identified then reprogramming of Agency funds would be warranted.

Because there was no further discussion, it seemed apparent that those present were in agreement that the active participation, attendance, and continued interest of each Board member was vital to the success of the effort.

Operation of the Board

The discussion leader stated that Working Group members should be at the Deputy Assistant Secretary level, but that some were not, and the members might want to check their Agency members. He said that in order to be effective the Working Group members should be at the policy making level with the ability to make decisions and commit the Agency. Mr. Olmer said that Commerce did not have enough people at the Deputy Assistant Secretary level to adequately attend all the Working Group meetings. The Chairman interjected that the high level of membership was a necessity because otherwise it would just be business as usual. Mr. Giuffrida of FEMA supported the Chairman's view. Mr. Olmer said that insistence on that policy would cause us to run the risk of having members with

appropriate rank, but with no responsibility in the area under consideration. Mr. Kennedy supported that and said that at State he would have trouble finding appropriate level people with practical knowledge and concern in the area under consideration. Dr. Ikle appeared to support the prescribed high level of membership but offered the suggestion that there could be a class A and class B membership and that the Working Group Chairman could specify the level of attendance required for each meeting so that if budget decisions were to be made the policy level person could attend. Ms. Anderson of OMB said that was not a consideration because budget decisions were made only by the Budget Review Board composed of Messrs. Meese, Baker and Stockman. She added that Budget examiners from OMB were Working Group members and that they had no budget decision authority. Mr. Trent of Transportation offered that his Agency had only one budget officer and that the Deputy in that single office could not possibly attend all the meetings.

The Chairman said that it appeared we were approaching the deadline for adjournment and that there was considerable controversy on the subject so that we would rethink the requirement.

The Chairman announced that the next Board meeting would be on March 10, 1982, and that the subject would be the status of the policy statement input which is due on March 19, 1982. The Executive Secretary confirmed the date.

One of the members asked that copies of the charts from the presentation be sent to all members. The Chairman indicated they would be distributed with the minutes of the meeting.

The meeting was adjourned by the Chairman.

Attachment



EMERGENCY MOBILIZATION PREPAREDNESS BOARD
Washington, D.C. 20472

OVERVIEW OF EMERGENCY MOBILIZATION

Presentation

by

Dr. John W. Eley
Office of the Executive Deputy Director, FEMA

Second Board Meeting
February 10, 1982

MOBILIZATION IS A PROCESS

SEQUENCE OF EVENTS

CUMULATIVE IMPACT

FORMS OF MOBILIZATION

Military

Industrial

Governmental

Economic

Resource

Civil Defense

Disaster Relief

CHARACTERISTIC ACTIVITIES

MILITARY MOBILIZATION

**Enhancement of Active Force Readiness
(DOD)**

Activation of Reserves (DOD)

Conscription (SSS)

Expansion of Facilities (DOD)

**Expansion of Mobility Capabilities (DOD,
DOT, CAB)**

INDUSTRIAL MOBILIZATION

Surge Production (DOD)

**Mobilization of Defense Industrial Base
(DOD, DOC, FEMA)**

Allocation of Stockpile Materials (FEMA)

**Removal of Production Impediments
(Congress)**

GOVERNMENTAL MOBILIZATION

**Commencement of Emergency Operations
(Many agencies)**

**Formation of Emergency Teams
(Many agencies)**

Dispersal of Officials (FEMA)

Augmentation of Authorities (Many agencies)

**Reallocation of Government Personnel
(OPM)**

ECONOMIC MOBILIZATION

**Imposition of Direct and Indirect Controls
(Treas., FEMA)**

Enhancement of Revenue (OMB & Treas.)

**Management of Banking System
(Treas., FRS)**

**Reallocation of Appropriated Funds (OMB,
Agencies, Congress)**

RESOURCE MOBILIZATION

**Identification of Requirements
Military/Essential Civilian
(DOD, Civilian Agencies)**

**Expansion/Restoration of Production
(Resource Agencies)**

**Reallocation of Resources (Resource
Agencies)**

Adjudication of Resource Conflicts (FEMA)

CIVIL DEFENSE MOBILIZATION

Relocation of Population (FEMA)

Preparation of Shelters (FEMA)

Dissemination of Information (FEMA)

Provision of Military Support to Civil Sector

DISASTER RELIEF MOBILIZATION

Dispatch of Emergency Teams

**Allocation of Emergency Equipment and
Services**

Establishment of Response Mechanism

Organization of Recovery Effort

WARTIME

PEACETIME

Military

X

Industrial

X

Governmental

X

Economic

X

X

Resource

X

X

Civil Defense

X

Disaster Relief

X

X

EMERGENCY MOBILIZATION PREPAREDNESS

Measures in Advance of Emergencies

Increased Capability to Respond

Enhanced Resource Base



EMERGENCY MOBILIZATION PREPAREDNESS BOARD
Washington, D.C. 20472

FEB 22 1982

MEMORANDUM FOR: Board Members
Working Group Chairmen
Liaison Officers
Points of Contact

FROM: Bennett L. Lewis
Executive Secretary *John R. Kelly II, for*

SUBJECT: Approved Minutes of First and Second Board Meetings

Attached are the minutes of the First and Second Board Meetings approved
by the Chairman on February 22, 1982.

Attachments 2

REC'D AS REC 58

'82 FEB 24 A9:35

FEB 25 1985



EMERGENCY MOBILIZATION PREPAREDNESS BOARD
Washington, D.C. 20472

February 18, 1982

MEMORANDUM FOR: Board Liaison Officers
Working Group Chairmen and Points of Contact
Non-Member Participating Agency Points of Contact

FROM: Dennis B. Green *Dennis B. Green*
Deputy Director for Administration
and Program Support

SUBJECT: Schedule of Board and Working Group Activities

The current Schedule of Board and Working Group Activities for February 15, 1982, through March 26, 1982, is forwarded for your information.

Attachment

EMERGENCY MOBILIZATION PREPAREDNESS BOARD

Schedule of Board and Working Group Activities
February 15, 1982, through March 26, 1982

<u>DATE</u>	<u>TIME</u>	<u>PLACE</u>	<u>ACTIVITY</u>	<u>ACTIVITY COORDINATOR (Name/Org/Phone)</u>	<u>INVITEES/ORG.</u>	<u>REMARKS</u>
2/18/82	9:30 AM	Humphrey Bldg., Rm. 403-A	Social Services WG Meeting	Teresa Hawkes (HHS) 245-7027	Members	2nd WG Meeting
2/19/82	11:00 AM	Old EOB, Room 330	Government Operations/Energy Sub-Working Group Meeting	Robert Sands (EMPB) 287-0880	Members	3rd Sub-WG Meeting
2/19/82	11:30 AM	Old EOB, Room 305	Earthquakes WG Meeting	Wayne Kay (OSTP) 395-3272	Members	2nd WG Meeting
2/22/82	10:30 AM	USDA, Room 104A	Food-Agriculture WG Meeting	Juliana Smith (USDA) 447-7107	Members	2nd WG Meeting
2/23/82	10:00 AM	Fed. Center Plaza, Rm. 401	2/10/82 EMPB Discussion Items	Ray Stearns (EMPB) 287-0890	Liaison Officers, WG POCs, Non-Mbr Agency POCs, WG Coordinators	--
2/23/82	2:00 PM	Dept of Justice Room 4119	Law Enforcement & Public Safety/Sub-WG Meeting on Policy Statement	Jay Stephens (DOJ) 633-4674	To be designated	--
2/25/82	2:00 PM	Main Treasury Room 4426	Economic Stabilization & Public Finance WG Meeting	Danal Dennison (TREAS) 376-0325	Members	3rd WG Meeting
3/2/82	11:00 AM	To be announced	Earthquakes WG Meeting	Wayne Kay (OSTP) 395-3272	Members	3rd WG Meeting
3/8/82	2:00 PM	Fed. Center Plaza, Rm. 401	Civil Defense WG Meeting	Veronica Moreland (FEMA) 287-3885	Members	3rd WG Meeting

<u>DATE</u>	<u>TIME</u>	<u>PLACE</u>	<u>ACTIVITY</u>	<u>ACTIVITY COORDINATOR (Name/Org/Phone)</u>	<u>INVITEES/ORG.</u>	<u>REMARKS</u>
3/9/82	2:00 PM	Pentagon Room 3E794	Military Mobilization WG Meeting	Elaine Babcock (DOD) 695-0711	Members	3rd WG Meeting
3/10/82	2:30 PM	Dept of Justice Room 4119	Law Enforcement & Public Safety WG Meeting	Jay Stephens (DOJ) 633-4674	Members	2nd WG Meeting
3/10/82 (Tentative)	5:00 PM	To be announced	Board Meeting	Dennis Green (EMPB) 287-0889	Board Members	3rd Board Meeting
3/11/82	10:00 AM	Fed. Center Plaza, Rm. 622	Government Operations WG Meeting	Dennis DeWalt (FEMA) 287-0157	Members	7th WG Meeting
3/12/82	10:00 AM	Dept. of Com- merce, Rm. 3104 14th & Const.	Emergency Communications WG Meeting	Joe Wheeler (NCS) 692-9274	Members	2nd WG Meeting
3/26/82	2:00 PM	Humphrey Bldg., Room 729G	Health WG Meeting	Tom Reutershan (HHS) 443-1167	Members	3rd WG Meeting

NOTE: Dates and room numbers are frequently changed at the last minute, so it is suggested that persons planning to attend a listed activity contact the Activity Coordinator to verify that the schedule has not been changed.



EMERGENCY MOBILIZATION PREPAREDNESS BOARD

Washington, D.C. 20472

FEB 9 1982

MEMORANDUM FOR: BOARD LIAISON OFFICERS

FROM: John R. Brinkerhoff 
Chairman, Government Operations Working Group

SUBJECT: Inventory of Emergency Organizations

Attached is a copy of a letter to the emergency coordinator of your agency requesting a listing of your emergency organizations. The information will be used to compile a government-wide inventory of emergency organizations.

The inventory is one of the major tasks of the Government Operations Working Group of the Emergency Mobilization Preparedness Board. It is most important that the work be accomplished promptly and returned to the Board no later than March 1st.

Please contact the emergency coordinator of your agency to insure that the letter has been received and that prompt action will be forthcoming. Your cooperation in this important work is greatly appreciated.

Attachment

'82 FEB 12 P1:43



Federal Emergency Management Agency

Washington, D.C. 20472

FEB 9 1982

MEMORANDUM FOR: SEE DISTRIBUTION

FROM: John R. Brinkerhoff, Chairman
Government Operations Working Group

SUBJECT: Inventory of Emergency Organizations

President Reagan established the Emergency Mobilization Preparedness Board on December 17, 1981, to improve mobilization capabilities and interagency cooperation within the Federal government to respond to major peacetime or war related emergencies. William P. Clark, Assistant to the President for National Security Affairs, is Chairman of the Board. Membership on the Board is at the Deputy Secretary or Under Secretary level. Working groups have been established within Federal departments and agencies to achieve the goals set forth by the President.

One of the tasks of the Government Operations Working Group is to compile an inventory of emergency organizations. We, therefore, ask that you complete the attached format for each such organization within your department or agency as soon as possible, but no later than 1 March, and forward the completed forms to:

Dennis DeWalt
Government Operations Working Group
Emergency Mobilization Preparedness Board
Federal Center Plaza
Washington, DC 20472

If some details pertaining to an organization have a security classification, complete as much of the format as possible. Please call Bruce McCarthy on 287-0880 should there be questions about completing the questionnaire.

Your prompt attention to this request will represent a significant contribution to the emergency preparedness effort.

Attachment

Distribution:

Department of Agriculture/Leora G. Day

Department of Commerce/Richard J. Pidgeon

Department of Defense/Craig Alderman, Jr.

Department of Education/Chester Lenon

Department of Energy/Ronald L. Winkler

Department of Health and Human Services/Jacqueline Gleason

Department of Housing and Urban Development/Terrance F. Monihan

Department of the Interior/Horace R. Shepherd

Department of Justice/Bernard Gallozzi

Department of Labor/Eldridge Tabb

Department of State/Ross Benson

Department of Transportation/Clarence G. Collins, Jr.

Department of the Treasury/Robert A. Merchant

Civil Aeronautics Board/Joseph F. Laufer

Environmental Protection Agency/T. Jackson Verell, Sr.

Federal Communications Commission/Joseph R. Fogerty

Federal Reserve Board/Kenneth Balge

General Services Administration/Clarence A. Lee, Jr.

Government Printing Office/Donald J. Fitz Maurice

International Communications Agency/Robert W. Bennett

Interstate Commerce Commission/Richard K. Shullaw

National Aeronautics and Space Administration/Peter K. Hatt

National Communications System/Edward M. Cain

National Telecommunications and Information Administration/Charles L. Hutchinson

Nuclear Regulatory Commission/Richard P. Clevenger

Office of Personnel Management/Blair Ewing

Selective Service System/Herbert C. Puscheck

Tennessee Valley Authority/John S. Rozek

United States Postal Service/Kenneth H. Fletcher

Veterans Administration/Robert L. Rosenberry

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252076	MEMO JOHN BRINKERHOFF TO LIST, RE: INVENTORY OF EMERGENCY ORGANIZATIONS, P.3 ONLY, PARTIAL	1	2/9/1982	B3

Freedom of Information Act - [5 U.S.C. 552(b)]

- B-1 National security classified information [(b)(1) of the FOIA]
- B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- B-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Central Intelligence Agency [REDACTED]

Council of Economic Advisors/Elizabeth Kaminiski

Domestic Policy Staff/Ronald B. Frankum

National Security Council/RADM John M. Poindexter

Office of Management and Budget/Albert E. Brown

Office of Science and Technology Policy/Col. Wayne G. Kay

196-115 #5 / RELEASED
C+S, NARA, Date 8/5/00

PLEASE KEEP THIS SHORT, SIMPLE & TO THE POINT

Parent Organization

Inventory of Emergency Organizations

1. NAME:
2. AUTHORITY:
3. ACTIVATION:
4. MISSION:
5. STAFFING:
6. LEADERSHIP:
7. TRAINING/TESTING:
8. IMPLEMENTATION TIME:
9. DATA REQUIREMENTS:
10. CURRENT VOIDS:
11. POINT OF CONTACT:
12. IN YOUR OPINION, WOULD THIS BE AN EFFECTIVE ORGANIZATION IN AN EMERGENCY SITUATION? IF NOT, WHY NOT?

PLEASE KEEP THIS SHORT, SIMPLE & TO THE POINT

Parent Organization

Inventory of Emergency Organizations

1. NAME: Organization's complete name & acronym. Official title and name usually known by.
2. AUTHORITY: Authority to establish organization. Full legal designation. Legislation, EO, with date, chapter and verse.
3. ACTIVATION: Action required to trigger organization. Presidential declaration of national emergency, authority of Secretary, etc.
4. MISSION: Organization's mission, as defined by the initial law and as currently envisioned - if different?
5. STAFFING: Where do the people come from who will staff this organization? Size of organization?
 - NDER?
 - National/Regional?
 - Agency personnel?
6. LEADERSHIP: Who is the leader? Civilian, political appointee?
7. TRAINING/TESTING: Has any training been implemented? When? Has the organizational structure been tested?
8. IMPLEMENTATION TIME: Time required for implementation: to 50%; 100%; i.e., days from item #3.
9. DATA REQUIREMENTS: Are data needs current and up-to-date, i.e., the data required to operate the organization?
10. CURRENT VOIDS: Gaps or voids which currently exist.
11. POINT OF CONTACT: Staff Point of Contact and Phone Number, who's the best person to provide further information, if needed?

RGD has not
Seen



EMERGENCY MOBILIZATION PREPAREDNESS BOARD
Washington, D.C. 20472

February 4, 1982

MEMORANDUM FOR: Board Liaison Officers
Working Group Chairmen and Points of Contact
Non-Member Participating Agency Points of Contact

FROM: Dennis B. Green *Dennis B. Green*
Deputy Director for Administration
and Program Support

SUBJECT: Schedule of Board and Working Group Activities
and Working Group Meeting Minutes

The current Schedule of Board and Working Group Activities for February 5, 1982, through March 19, 1982, is forwarded for your information. Attached also are copies of the minutes of the following meetings:

<u>Working Group</u>	<u>Date of Meeting</u>
Health - Meeting #1	1-6-82
Human Resources - Initial Meeting	1-15-82

Attachments 3

.85 FEB 10 62:30

'82 FEB 10 P5:36

EMERGENCY MOBILIZATION PREPAREDNESS BOARD

Schedule of Board and Working Group Activities
February 5, 1982, through March 19, 1982

<u>DATE</u>	<u>TIME</u>	<u>PLACE</u>	<u>ACTIVITY</u>	<u>ACTIVITY COORDINATOR (Name/Org/Phone)</u>	<u>INVITEES/ORG.</u>	<u>REMARKS</u>
		MITRE Corp., McLean, Va.	Emergency Communications Issues Task Force Meeting	Dick DiConti (NCS) 692-9274	Members	RESCHEDULE DATE NOT YET DETERMINED
2/5/82	9:30 AM	Humphrey Bldg. Rm. 3-B-10	Social Services WG Meeting	Dom Mastrapasqua (HHS) 245-2892	Members	Initial WG Meeting
2/5/82	10:00 AM	Fed. Center Plaza, Rm. 622	Government Operations WG Meeting	Dennis DeWalt (FEMA) 287-0157	Members	6th WG Meeting
2/5/82	2:00 PM	Holiday Inn Apollo Room 500 C St., SW	Civil Defense WG Meeting	Veronica Moreland (FEMA) 287-3885	Members	2nd WG Meeting
2/8/82	2:00 PM	Old EOB, Room 305	Government Operations/Energy Sub-Working Group Meeting	Robert Sands (EMPB) 287-0880	Members	2nd Sub-WG Meeting
2/10/82	2:00 PM	Main Treasury Room 4426	Economic Stabilization & Public Finance WG Meeting	Danal Dennison (TREAS) 376-0325	Members	2nd WG Meeting
2/10/82	5:00 PM	Old EOB, Con- ference Rm. 248	Board Meeting (SECRET Clearance Required)	Dennis Green (EMPB) 287-0889	Board Members	2nd Board Meeting
2/12/82	9:30 AM	Patrick Henry Bldg., Rm. 9424 600 D St., NW	Human Resources Sub-Group on Issues Meeting	Gerard Smith (DOL/ETA) 376-6303	Designated Sub- Group Mbrs. by individual tele- phone invitation	1st Sub-Group Meeting
2/12/82	10:00 AM	Federal Center Plaza, Rm. 622	Military Mobilization/ Requirements Sub-Group Committee Meeting	William Wadbrook (FEMA) 287-0039	Members	

<u>DATE</u>	<u>TIME</u>	<u>PLACE</u>	<u>ACTIVITY</u>	<u>ACTIVITY COORDINATOR (Name/Org/Phone)</u>	<u>INVITEES/ORG.</u>	<u>REMARKS</u>
2/22/82	10:30 AM	USDA, Room 104A	Food-Agriculture WG Meeting	Juliana Smith (USDA) 447-7107	Members	2nd WG Meeting
late February			Industrial Mobilization WG Meeting	Sean Foohey (DOC) 377-4042	Members	2nd WG Meeting

NOTE: Dates and room numbers are frequently changed at the last minute, so it is suggested that persons planning to attend a listed activity contact the Activity Coordinator to verify that the schedule has not been changed.

EMERGENCY MOBILIZATION PREPAREDNESS BOARD

PRINCIPAL WORKING GROUP ON HEALTH

Minutes - Meeting #1

January 6, 1982

2:00 PM

The meeting began shortly after 2:00 PM. All departments/agencies expected to be represented at this meeting were in attendance with the exception of the Environmental Protection Agency. The list of attendees is attached.

Chairman Edward N. Brandt, Jr., M.D., Assistant Secretary for Health, welcomed the attendees emphasizing the significance of the group as a working group and articulating the expectation for members to devote ample time to the group's mission. He indicated that Top Secret clearances must be held by all group members and participants. An informal poll showed that all those attending either currently have clearances or have clearance renewals being processed. Dr. Brandt stated the necessity for written verification from members' respective department/agency security personnel to:

Mr. George Farah
Director of Personnel Operations
Office of the Assistant Secretary for Health
Public Health Service
Room 17-34, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

Dr. Brandt then introduced Thomas P. Reutershan, PHS Emergency Coordinator. Mr. Reutershan provided background information on the Emergency Mobilization Preparedness Board (EMPB) emphasizing that this Administration has given top priority to improving our emergency mobilization and preparedness capabilities. The President's December 17, 1981 memorandum, formally establishing the EMPB and the Principal Working Groups, was provided to all attendees.

Dr. Brandt pointed out that while the memorandum deals primarily with war mobilization and readiness, the need to improve a Federal response to civil emergencies is equally as important and would also be addressed by the Principal Working Group on Health (PWGH).

Mr. Reutershan then described a suggested mode of operation for the PWGH. It was proposed that a Provisional Task Force (PTF) be appointed to establish

issue priorities and recommend an issue-oriented task force structure. Following a brief discussion, the PWGH agreed to this approach. Dr. Brandt then appointed Mr. Reutershan Chairman of the PTF and asked each department/agency represented on the PWGH to appoint a staff member to serve on this group. Nominations are due by January 13, 1982. Mr. Reutershan indicated that he hoped to schedule an all day meeting of the PTF for January 20, 1982.

Dr. Brandt requested that all of the attendees review the potential issues which had been distributed, then suggest additions and modifications. Ms. Frances Dias, Federal Emergency Management Agency (FEMA), suggested that while defining the roles of Federal health agencies in civil emergencies, consideration should also be given to stating the roles of such agencies in the event of nuclear attack and conventional warfare. Mr. James Miskel, EMPB, recommended the addition of terrorism and biological/chemical warfare to this issue.

Mr. Vernon McKenzie, Department of Defense, commented that his department and the Selective Service System have been working for some time on legal authority for induction of physicians in time of national emergency. He stated that he hoped that the PWGH might lend new and positive impetus to resolution of outstanding issues relating to this matter.

Ms. Dias, FEMA, recommended that the PWGH examine the current mobilization capabilities of emergency medical resources and also suggested the potential use of crisis-activated training to improve the mobilization capabilities of those resources.

Mr. Miskel, EMPB, asked if consideration had been given to involving private sector organizations, such as the American Red Cross, in the PWGH's efforts. Dr. Brandt indicated that organizations like the Red Cross and the American Medical Association would be asked to participate in an advisory capacity for resolution of issues pertinent to their organizations.

Mr. Miskel stated that the first meeting of the EMPB is scheduled for January 27. An EMPB attendance memo is expected to be signed and should be received shortly by those expected to attend. He requested that a list of PWGH's potential issues be provided the EMPB prior to the EMPB's January 27 meeting.

Dr. Brandt then asked all attendees to submit any additional issues to Mr. Reutershan by January 13, 1982 and to confirm the name, title, address, and telephone number of their organization's PWGH Member, Alternate (if any), and point of contact (if different from the Member and/or Alternate).

The meeting adjourned at 2:45 PM.

Corrections and/or additions to these minutes should be provided to:

Mr. Thomas P. Reutershan
PHS Emergency Coordinator
Office of the Assistant Secretary for Health
Department of Health and Human Services
Room 4-81, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

Telephone Number: (301) 443-1167

Thomas P. Reutershan
PWGH Point of Contact

U.S. Department of Labor

Employment and Training Administration
601 D Street, N.W.
Washington, D.C. 20213



JAN 29 1982

MEMORANDUM TO: MEMBERS OF THE HUMAN RESOURCES WORKING GROUP
(HRWG) OF THE EMERGENCY MOBILIZATION PREPAREDNESS
BOARD

FROM: JOYCE KAISER *Joyce Kaiser*

SUBJECT: Minutes - HRWG Initial Meeting

Enclosed are the minutes of the January 15 initial meeting of the HRWG. If you have any comments please send them to Gerard C. Smith, U.S. Department of Labor, ETA, Room 9420 Patrick Henry, 601 D Street N.W., Washington, D.C. 20213. He can be reached by phone at 376-6303.

The next step in the work of the HRWG is to develop issues as a base for preparedness planning input to the Presidential decision document. For your convenience, I am attaching a format for developing issue statements. Issues that you feel should be addressed by the HRWG should be sent to Mr. Smith by February 9, 1982.

*EMPB
2/3/82*

HUMAN RESOURCES WORKING GROUP

INITIAL MEETING

January 15, 1982

The initial meeting of the Human Resources Working Group (HRWG) was held at 10:00 a.m. in Room 4215 A&B of the Francis Perkins Building, 200 Constitution Avenue N.W. Washington, D.C. The following Department and agencies were represented:

White House
National Communication System (DOD)
Emergency Mobilization Preparation Board
Department of Education
Department of Housing and Urban Development
Department of Defense
Department of Agriculture
Department of Commerce
Department of Labor

Assistant Secretary of Labor for Employment and Training, Albert Angrisani opened the meeting. He addressed the group and indicated that the Department of Labor is taking the EMPB and the working group activity very seriously. DOL will act not only as a coordinator but will take a lead role in the HRWG effort. He asked that members of the group identify activities and prepare an inventory of their departmental roles, responsibilities, and issues for the HRWG. He stressed the need for identification of an inventory of activities that can be done at no additional cost to the Government.

Major General Bennet Lewis presented a background briefing on the EMPB. He indicated that Human Resources is the most important of the working groups and that activities of the group must be addressed as a priority. There are huge gaps in the human resources policy area. Policy issues and decisions are to be developed by the working group for approval by the EMPB.

Joyce Kaiser, Administrator of the Office of Policy, Evaluation and Research spoke to the group and listed four major functions.

- Develop plans and policies for Federal Civilian Agency activities concerning workforce/human resources utilization during periods of mobilization and other emergencies.
- Make recommendations to EMPB as to Human Resources policy.
- Advise the Board of activities in the plan of action.
- Coordinate interdepartmental policies and plans.

Gerard Smith then discussed the December 30 package of materials that was developed for the working group. He indicated that the key part of the package was the draft mission and function statement. He asked that working group members review the materials and get back to DOL with issues and suggestions for working group activities. In particular he stressed that the following be developed.

- inventories of agency responsibilities, interests, and problems for HRWG action,
- inventories of authorities, action plans, and needs for coordination,
- ideas for specific actions,
- identification of policy proposals for HRWG actions.

Mr. Smith indicated that FY 82 should be geared to the HRWG developing plans and proposals for actions. In FY 83 standby programs and operational procedures should be developed.

The meeting was opened for discussion and the following significant suggestions were made.

Mr. Charles Groover, Deputy Assistant Secretary of Defense for Program Integration suggested that work done by the Military Mobilization, Industrial Mobilization, and Human Resources working groups was interrelated and should be coordinated. His suggestion was agreed to and a sub-working group will be developed to sequence and coordinate activities.

Mr. Ronald Kutscher, Assistant Commissioner, Bureau of Labor Statistics asked if scenarios for mobilization and emergencies would be developed. It was indicated that military mobilization scenarios will be developed and can be integrated with work group activity. Scenarios for other non-military emergencies may or may not be developed and plans should be developed that are broad and flexible enough to encompass may different types of emergencies. At the close of the meeting Mr. Smith told members that some of the work of the HRWG will be sensitive and members should have top secret clearance. He indicated that he would contact departments and agencies soon with a date and time for a working meeting. Assistant Secretary Angrisani said that Miss Kaiser and Mr. Smith will guide the activity of the HRWG and he will hold meetings of the principle members as needed.

The meeting adjourned at 11:00 a.m.

Human Resources Working Group

ISSUES FORMAT

ISSUE:

DESCRIPTION:

BACKGROUND:

DISCUSSION:

PROPOSED ACTION:

AGENCY IDENTIFYING ISSUE
AND CONTACT PERSON :

Human Resources Working Group
January 15, 1982

Initial Meeting Attendees

DOL	Eldridge Tabb	523-6230
DOA	Tom Brown	235-8190
DOA	Don Detzel	447-6823
DOL	Gerard C. Smith	376-6303
DOL	Joyce Kaiser	376-6600
DOL	Albert Angrisani	523-6050
FEMA	Meyer Harron	287-3878
NCS	Donald E. Kraft	692-9274
EMPB	Gordon E. Baker	287-0887
DOL/ESA	Terrell F. Waters	523-8326
DOL/BLS	Stanton M. Strawson	523-1407
EMPB	John R. Lilley	287-0880
EMPB	Bennett Lewis	287-0880
ED	Howard F. Hjelm	245-2555
HUD	Mark E. Goldhaber	755-5005
DOD	Charles Groover	697-9103
DOD	Steve Denney	695-0711
DOL/BLS	Ronald E. Kutscher	272-5381
DOL/OASAM	Bill McLaughlin	523-6963
DOC/ITA	Harold Hendon	377-4042
DOA/ERS	Max Jordon	447-3801
DOA/S&E	Art Nies	447-3801
WH/OPD	Gary L. Bauer	456-2135