

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ICE Continuity of Operations Program (COOP) Telework Program Policy

OFFICE OF PRIMARY INTEREST: NATIONAL INCIDENT RESPONSE UNIT (NIRU)

DISTRIBUTION:	ICE
DIRECTIVE NO.:	1-17.0
ISSUE DATE:	12/8/2005
EFFECTIVE DATE:	12/8/2005
REVIEW DATE:	12/8/2008
SUPERSEDES:	See Section 3 below

DIRECTIVE TITLE: ICE Continuity of Operations Program (COOP) Telework Program Policy

1. **PURPOSE and SCOPE.** This directive establishes U.S. Immigration and Customs Enforcement (ICE) policy regarding telework to and from the ICE alternate operating facility, commonly referred to as the COOP facility. This policy is designed to actively promote a COOP Telework Program as a flexibility tool for managers and their employees, specifically emergency response personnel throughout ICE, to complement the COOP plans. The intent is to provide ICE emergency response personnel an opportunity to telecommute to and from the alternate operating facility in order to gain familiarity with the facility, as well as with program-specific equipment and essential functions. Increased familiarity with the alternate operating facility will work to increase the ICE readiness posture should it become necessary to move operations to the COOP facility.

2. **AUTHORITIES/REFERENCES.**

This directive is governed by:

- 2.1. P.L. 106-346, Section 359;
- 2.2. P.L. 105-277, Title IV, Section 630;
- 2.3. Homeland Security Presidential Directive 8 (HSPD-8);
- 2.4. U.S. Department of Homeland Security (DHS) Management Directive (MD) No. 0480.1, Standards of Conduct;
- 2.5. MD No. 11045, Protection of Classified National Security Information: Accountability, Control, and Storage, dated October 4, 2004;
- 2.6. MD No. 3070.2, Telework Directive, dated August 17, 2005; and
- 2.7. Federal Preparedness Circular 65, Federal Executive Branch Continuity of Operations (COOP), dated June 15, 2004.

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

ICE Directive: ICE COOP Telework Program Policy

(b)(2), (b)(7)(E)

Approved **(b)(6), (b)(7)(C)**
Acting Assistant Secretary

(b)(6), (b)(7)(C)