



U.S. Immigration and Customs Enforcement Reconstitution Plan

April 2012



U.S. Immigration
and Customs
Enforcement

Policy Number: 14013.1
FEA Number: 306-112-002b

REL0000025167

THIS PAGE INTENTIONALLY LEFT BLANK

FOREWORD

ICE is the principal investigative arm of the U.S. Department of Homeland Security (DHS) and the second largest investigative agency in the federal government. Created in 2003 through a merger of the investigative and interior enforcement elements of the U.S. Customs Service and the Immigration and Naturalization Service, ICE now has more than 20,000 employees in offices in all 50 states and 47 foreign countries. ICE is also charged with the enforcement of the nation's civil immigration laws and manages the apprehension, detention, and removal of illegal aliens. To accomplish its mission, ICE must ensure that operations continue during any emergency, with minimal disruption to essential functions. The ICE Alternate Operations Plan (AOP) provides employees with direction and guidance to ensure their ability to conduct its essential missions and functions under all threats and conditions. The AOP is implemented based on four phases—Phase I: Readiness and Preparedness, Phase II: Activation and Relocation, Phase III: Alt OPS, and Phase IV: Reconstitution.

The Reconstitution Plan is a companion document to the AOP and focuses on AOP implementation Phase IV: (b)(2),(b)(7)(E) This Plan/Annex provides guidance and direction for surviving and/or replacement ICE personnel to resume normal organization operations from a primary operating facility, a temporary operating facility, or a new/rebuilt operating facility once the Director of ICE or its successor determines that reconstitution operations for resuming normal business operations can be initiated.

This Plan/Annex has been developed in accordance with guidance in National Security Presidential Directive (NSPD) – 51/Homeland Security Presidential Directive (HSPD) – 20, *National Continuity Policy*; Homeland Security Council, *National Continuity Policy Implementation Plan*; Federal Continuity Directive 1 (FCD 1), *Federal Executive Branch National Continuity Program and Requirements*; Continuity Guidance Circular 1 (CGC 1), *Continuity Guidance for Non-Federal Entities (States, Territories, Tribal, and Local Government Jurisdictions and Private Sector Organizations)*, January 21, 2009, and other related Directives and guidance.



John Morton

Director

U.S. Immigration and Customs Enforcement

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE OF CONTENTS

| | |
|---------------------------------------------------------------|-----|
| CHAPTER 1 - INTRODUCTION..... | 1-1 |
| 1-1. PURPOSE..... | 1-1 |
| 1-2. APPLICABILITY AND SCOPE | 1-1 |
| 1-3. RECONSTITUTION PLANNING LEVELS..... | 1-1 |
| 1-4. PLAN ORGANIZATION..... | 1-2 |
| 1-5. OBJECTIVES..... | 1-2 |
| 1-6. PLANNING ASSUMPTIONS | 1-3 |
| 1-7. AUTHORITIES | 1-3 |
| 1-8. DEFINITIONS..... | 1-3 |
| 1-9. RESPONSIBILITIES..... | 1-4 |
| CHAPTER 2 - CONCEPT OF OPERATIONS..... | 2-1 |
| 2-1. PHASE I: (b)(2),(b)(7)(E)..... | 2-2 |
| 2-2. PHASE II: (b)(2),(b)(7)(E)..... | 2-2 |
| 2-3. PHASE III: (b)(2),(b)(7)(E)..... | 2-3 |
| (b)(2),(b)(7)(E)..... | 2-3 |
| CHAPTER 3 - RECONSTITUTION IMPLEMENTATION..... | 3-1 |
| 3-1. PREPAREDNESS..... | 3-1 |
| 3-2. POST-RECONSTITUTION..... | 3-9 |
| CHAPTER 4 - RESOURCES AND CAPABILITIES REQUIREMENTS | 4-1 |
| 4-1. RECONSTITUTION LEVEL 1 | 4-1 |
| 4-2. RECONSTITUTION LEVEL 2 | 4-3 |
| 4-3. RECONSTITUTION LEVEL 3 | 4-4 |
| APPENDIX A: VITAL RECORDS | A-1 |
| APPENDIX B: CONTACT LISTS | B-1 |
| APPENDIX C: SPACE REQUIREMENTS..... | C-1 |
| APPENDIX D: PHASE DOWN PLAN | D-1 |
| APPENDIX E: ESSENTIAL FUNCTION RECONSTITUTION PRIORITIES..... | E-1 |
| APPENDIX F: AFTER ACTION REPORT/IMPROVEMENT PLAN | F-1 |
| APPENDIX G: ACRONYMS | G-1 |

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 1 - INTRODUCTION

The ICE Alternate Operations Plan (AOP) provides alternate operations planning, program direction, and guidance as a means of ensuring that ICE is capable of conducting its essential missions and functions under all threats and conditions. (b)(2),(b)(7)(E)

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

1-1. PURPOSE

The Reconstitution Plan provides guidance and direction for ensuring the effective transition and phase-down of AOP/Continuity of Operations (COOP) at the Alternate Operations Facility (AOF) or devolution site and transfer of essential functions, personnel, records, and equipment back to ICE's primary operating facility, a temporary operating facility, or a new or rebuilt operating facility.

1-2. APPLICABILITY AND SCOPE

This plan applies to all of ICE and subordinate staff and personnel. It addresses plans, policies, processes and procedures, activities, actions, operations, and resources necessary to ensure the effective transition from a COOP/AOP or devolution operations back to normal operations.

1-3. RECONSTITUTION PLANNING LEVELS

Reconstitution planning levels focus and support the reconstitution planning process; a description of the levels is provided below.

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

1-4. PLAN ORGANIZATION

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

The annexes provide additional information and detail to enhance and further support reconstitution plan implementation.

- **Appendix A—Vital Records**
- **Appendix B—Contact Lists**
- **Appendix C—Space Requirements**
- **Appendix D—Phase Down Plan**
- **Appendix E—Essential Function Reconstitution Priorities**
- **Appendix F—After Action Report/Improvement Plan**
- **Appendix G—Acronyms**

1-5. OBJECTIVES

The overall goal of ICE's Reconstitution Plan is to outline the plans, policies, processes, and procedures to return to normal operations once the ICE Director or designated reconstitution manager has determined that reconstitution operations for resuming normal business operations can be initiated. Specific plan objectives are listed below.

- Provide a phased executable plan for transitioning back to normal operational status from an interruption or devolution status, once a threat or disruption has passed.
- Coordinate and pre-plan options for organization reconstitution regardless of the level of disruption that originally prompted the organization to implement its AOP.

• **(b)(2), (b)(7)(E)**

- Reduce or mitigate disruptions to the organization's operations.
- Ensure and validate reconstitution operations readiness through an integrated AOP test, training, and exercise program and operational capability.

1-6. PLANNING ASSUMPTIONS

ICE's Reconstitution plan is based on the following assumptions:

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

1-7. AUTHORITIES

- Title 44, Code of Federal Regulations (CFR) Part 2, Subpart A – *Organization, Functions, and Delegations of Authority*, dated October 1, 2005.
- Title 41, CFR 102-74.230 through 74.260, *Occupant Emergency Program*, revised on August 1, 2005.
- Title 36, CFR Part 1236, *Management of Vital Records*, revised on July 1, 2005.
- Homeland Security Presidential Directive (HSPD) 3, *Homeland Security Advisory System*, dated March 11, 2002.
- Federal Continuity Directive 1 (FCD 1), *Federal Executive Branch National Continuity Program and Requirements*, dated February 2008.
- Federal Continuity Directive 2 (FCD 2), *Federal Executive Branch Mission Essential Function and Primary Mission Essential Function Identification and Submission Process*, dated February 2008.

1-8. DEFINITIONS

Terms that are unique to the Reconstitution Plan are defined below.

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

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

- **Reconstitution Phases:** Reconstitution is comprised of three phases including:

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

1-9. RESPONSIBILITIES

ICE Director or Successor: Activates the Reconstitution Plan.

Reconstitution Manager: Supports National Emergency Management Division (NEMD) with reconstitution planning efforts, to include the development of the Reconstitution Plan and implementing processes and procedures.

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

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

Reconstitution Planning Team Member: Supports development of the Reconstitution Plan and the processes and procedures to resume ICE's operations at the primary operating facility, a temporary operating facility, or a new or rebuilt operating facility **(b)(2), (b)(7)(E)**

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

Executive Associate Director (EAD), Homeland Security Investigations (HSI):

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

National Emergency Management Division (NEMD): Leads ICE's reconstitution planning effort, to include the development of the Reconstitution Plan.

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

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

Executive Associate Director (EAD), Management and Administration (M&A): Appoints the ICE Reconstitution Manager.

Chief Financial Officer (CFO):

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

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

Privacy Officer (PO):

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

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

Principal Legal Advisor (OPLA):

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

ICE's Program Offices:

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

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

CHAPTER 2 - CONCEPT OF OPERATIONS

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

Figure 2.1 Three Phases of Reconstitution

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

Table 2.1 Reconstitution Levels

| Reconstitution Level | Description |
|-----------------------------|-------------------------|
| Level 1 (b)(2),(b)(7)(E) | (b)(2),(b)(7)(E) |
| Level 2 (b)(2),(b)(7)(E) | |
| Level 3 (b)(2),(b)(7)(E) | |

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

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

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

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3 - RECONSTITUTION IMPLEMENTATION

The primary objective during Reconstitution is to transition from AOP/COOP or devolution operations back to normal operations with minimal disruption to the performance of essential functions. Reconstitution implementation is executed in three phases, as described in Figure 3.1. For each implementation phase and Reconstitution level, there are specific activities and actions to be accomplished. The remainder of this section addresses the Reconstitution implementation activities, actions, processes, and procedures.

Figure 3.1 Reconstitution Implementation Process

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

3-1. (b)(2), (b)(7)(E)

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

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

Reconstitution Level 1 (b)(2),(b)(7)(E)

RECONSTITUTION LEVEL 1

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

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

Reconstitution Level 2: **(b)(2),(b)(7)(E)**

RECONSTITUTION LEVEL 2

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

Reconstitution Level 3.

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

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

Table 3.3 Reconstitution Level 3

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

Reconstitution Level 3 (Long Term Planning)

RECONSTITUTION LEVEL 3

Plans and Procedures:

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

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

Reconstitution Operations

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

Table 3.4: (b)(2),(b)(7)(E)

| Process/Procedure | Description |
|-------------------------|-------------|
| (b)(2),(b)(7)(E) | |

| Process/Procedure | Description |
|--------------------------|-------------|
| (b)(2), (b)(7)(E) | |
| | |

| Process/Procedure | Description |
|--------------------------|-------------|
| (b)(2), (b)(7)(E) | |

| Process/Procedure | Description |
|--------------------------|-------------|
| (b)(2), (b)(7)(E) | |

3-2.

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

| | |
|--------------------------|--|
| (b)(2), (b)(7)(E) | |
|--------------------------|--|

Table 3.5 Post-Reconstitution Activities and Actions

| Activity/Action | Description |
|--------------------------|-------------|
| (b)(2), (b)(7)(E) | |

| Activity/Action | Description |
|--------------------------|-------------|
| (b)(2), (b)(7)(E) | |

CHAPTER 4 - RESOURCES AND CAPABILITIES REQUIREMENTS

A key planning element is to identify and ensure the availability of the resources and capabilities needed to support reconstitution operations. (b)(2),(b)(7)(E)

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

4-1. RECONSTITUTION LEVEL 1

ICE's resource and capability requirements to support reconstitution operations under reconstitution level 1 (b)(2),(b)(7)(E) include, but are not limited to those listed below.

Table 4.1 Reconstitution Level 1 Resource and Capability Requirements

| Resource/Capability | Description |
|-------------------------|-------------|
| (b)(2),(b)(7)(E) | |

| Resource/Capability | Description |
|--------------------------|-------------|
| (b)(2), (b)(7)(E) | |

4-2. RECONSTITUTION LEVEL 2

ICE's resource and capability requirements to support Reconstitution operations under Reconstitution level 2 **(b)(2),(b)(7)(E)** include, but are not limited to those listed below.

Table 4.2 Reconstitution Level 2 Resource and Capability Requirements

| Resource/Capability | Description |
|-------------------------|-------------|
| (b)(2),(b)(7)(E) | |

4-3. RECONSTITUTION LEVEL 3

ICE's resource and capability requirements to support Reconstitution operations under Reconstitution level 3 include but are not limited to those requirements listed below. (b)(2),(b)(7)(E)

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

Table 4.3 Reconstitution Level 3 Resource and Capability Requirements

| Resource/Capability | Description |
|-------------------------|-------------|
| (b)(2),(b)(7)(E) | |

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX A: VITAL RECORDS

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

- Essential Operating Records.

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

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX B: CONTACT LISTS

Organizational Contacts (internal and external)

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

Reconstitution Planning Team

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

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX C: SPACE REQUIREMENTS

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

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX D:

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

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

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

| Priority # | Action/Activity | Responsible POC |
|------------|--------------------------|-----------------|
| 1. | (b)(2), (b)(7)(E) | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

| Priority # | Action/Activity | Responsible POC |
|------------|-----------------|-----------------|
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

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

| Priority # | Action/Activity | Responsible POC |
|------------|--------------------------|-----------------|
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | (b)(2), (b)(7)(E) | |
| | | |
| 15. | | |

| Priority # | Action/Activity | Responsible POC |
|------------|--------------------------|-----------------|
| | | |
| 16. | (b)(2), (b)(7)(E) | |
| 17. | | |

THIS PAGE INTENTIONALLY LEFT BLANK

**APPENDIX E: ESSENTIAL FUNCTION RECONSTITUTION
PRIORITIES**

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

| Reconstitution Priority | Mission Essential Function |
|----------------------------|----------------------------|
| 1. | (b)(2),(b)(7)(E) |
| 2. | |

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

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX F: AFTER ACTION REPORT/IMPROVEMENT PLAN

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

AAR GUIDE

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

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

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

[Insert temporary facilities capabilities checklist here]

The reconstitution manager will provide by August 1, 2012.

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX G: ACRONYMS

AAR
AOP
CAP
CONOPS
COOP
AOP SR
DHS
DP
ERG
FCD
HSPD
ICE
IP
JIC
JIOC
NEF
MEF
ESA
NSPD
PMEF
POC

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

THIS PAGE INTENTIONALLY LEFT BLANK

