

RECONSTITUTION QUESTIONNAIRE

REQUIREMENT: HOMELAND SECURITY PRESIDENTIAL DIRECTIVE 20 / NATIONAL SECURITY PRESIDENTIAL DIRECTIVE 50 MANDATES CONTINUITY REQUIREMENTS FOR EXECUTIVE DEPARTMENTS AND AGENCIES SHALL INCLUDE PROVISIONS FOR RECONSTITUTION CAPABILITIES TO ENABLE PROMPT RECOVERY FROM A CATASTROPHIC EMERGENCY AND RESUMPTION OF NORMAL OPERATIONS. THE GENERAL SERVICES ADMINISTRATION (GSA) IS ASSIGNED THE PRIMARY MISSION ESSENTIAL FUNCTION OF LEADING THE PHYSICAL RECONSTITUTION OF THE FEDERAL GOVERNMENT.

GUIDANCE: DEPARTMENT AND AGENCIES SHALL COMPLETE AND SUBMIT THIS FORM VIA THE GSA OFFICE OF EMERGENCY RESPONSE AND RECOVERY WEB PORTAL. THIS FORM SHALL BE CONFIRMED FOR ACCURACY ANNUALLY. IT IS IMPORTANT FOR DEPARTMENTS AND AGENCIES TO IDENTIFY PROJECTED NEEDS THEY WOULD ENCOUNTER UPON TRANSITIONING FROM INITIAL CONTINUITY ENVIRONMENTS (APPROXIMATELY 30 DAYS POST EVENT).

FORM ACCESS & SUBMISSION: FOR SUBMISSIONS, QUESTIONS OR COMMENTS, CONTACT GSA'S OFFICE OF MISSION ASSURANCE AT (312) 909-5515 OR (817) 207-6311. A MESSAGE CAN ALSO BE LEFT AT (202) 219-0338.

PURPOSE: THIS QUESTIONNAIRE IS DESIGNED TO ASSIST EXECUTIVE DEPARTMENTS AND AGENCIES IN THOROUGHLY IDENTIFYING AND DOCUMENTING THEIR PHYSICAL RECONSTITUTION NEEDS. COMPLETION OF THIS FORM WILL ENABLE A CLEARER UNDERSTANDING OF PERTINENT DEPARTMENT AND AGENCY NEEDS, CAPABILITIES AND PLANNING REQUIREMENTS. SUBMISSION HERE DOES NOT GUARANTEE FUTURE REQUESTS, RATHER FORMALLY NOTIFIES GSA OF CURRENTLY PROJECTED NEEDS AND ENHANCES THE CONTINUAL DEVELOPMENT OF WHOLE OF GOVERNMENT RECONSTITUTION PLANNING EFFORTS.

ASSUMPTIONS: THE FOLLOWING ASSUMPTIONS APPLY TO THIS QUESTIONNAIRE:

1. WHEN ESTIMATING FUTURE SQUARE FOOTAGE REQUIREMENTS, GSA RECOMMENDS EMPLOYING AN INDUSTRY STANDARD METRIC OF 200 SQUARE FEET (SF) / FULL TIME EMPLOYEE.
2. DURING A CONTINUITY EVENT, GSA WILL UTILIZE THE LATEST VERSION OF THE CONTINUITY COMMUNICATIONS PLAN TO CONTACT DEPARTMENTS AND AGENCIES REGARDING RECONSTITUTION NEEDS.
3. NATIONAL COMMUNICATIONS SYSTEM DIRECTIVE 3-10 AND OMB MEMORANDUM M-05-16 APPLY TO THE COMMUNICATIONS REQUIREMENTS SECTION.
4. FOLLOWING A MAJOR RECONSTITUTION EVENT, DEPARTMENTS AND AGENCIES MAY OCCUPY A TEMPORARY REPLACEMENT FACILITY FOR AN UNDETERMINED AMOUNT OF TIME.
5. REQUEST PRIORITIZATION WILL BECOME REQUISITE IN AN ENVIRONMENT OF LIMITED AVAILABILITY.
6. THE NATIONAL CAPITAL REGION (NCR) CONSTITUTES THE FOCUS OF CONCERN FOR ACCURATE DATA GATHERING.

A. INFORMATION SUMMARY

INFORMATION SUMMARY	
CURRENT CONDITIONS (NCR) PRIMARY FACILITIES	PROJECTED RECONSTITUTION NEEDS
PERSONNEL COUNT:	PERSONNEL COUNT:
SF UNCLASSIFIED OFFICE	SF UNCLASSIFIED OFFICE
SF CLASSIFIED / SCIF:	SF CLASSIFIED / SCIF:
SF WAREHOUSE:	SF WAREHOUSE:
SF PUBLIC FACING:	SF PUBLIC FACING:
SF 'OTHER' / CUSTOM ENCLOSED SPACE (i.e., LAB):	SF 'OTHER' / CUSTOM ENCLOSED SPACE (i.e., LAB):
DESCRIBE 'OTHER' ABOVE:	DESCRIBE 'OTHER' ABOVE:
ACREAGE OPEN LAND:	ACREAGE OPEN LAND:

B. INFORMATION DETAIL

I. POINTS OF CONTACT	
RECONSTITUTION POINT OF CONTACT NAME: CELL PHONE NUMBER: EMAIL:	RECONSTITUTION BACK-UP POINT OF CONTACT NAME: CELL PHONE NUMBER: EMAIL:
WHO IS YOUR UNCLASSIFIED IT POINT OF CONTACT?	WHO IS YOUR CLASSIFIED IT POINT OF CONTACT?
WHO IS YOUR SECURITY OFFICE (SECURITY ADMINISTRATION PROGRAMS) POINT OF CONTACT?	

II. DEPARTMENT INFORMATION	
NAME OF THE AGENCY:	AGENCY BUREAU CODE:
CURRENT LOCATION OF PRIMARY FACILITY (CITY AND STATE):	

III. PERSONNEL	
NUMBER OF EMPLOYEES THAT WILL WORK AT THE NEW SITE?	DO YOU NEED TRANSPORTATION OF PERSONNEL TO THE RECONSTITUTION SITE?
WILL ANY OF YOUR EMPLOYEES REQUIRE REASONABLE ACCOMMODATIONS AT THE NEW FACILITY (PLEASE LIST SPECIFIC NEEDS)?	
DO YOU REQUIRE BILLETING ON SITE?	DO YOU REQUIRE A CAFETERIA/RESTAURANT ON SITE?
DO YOU REQUIRE KITCHEN AREAS ON SITE?	

IV. SPACE			
DOES YOUR AGENCY CURRENTLY HAVE ANOTHER FACILITY THAT COULD SUPPORT YOUR RECONSTITUTION NEEDS?			
DOES YOUR ORGANIZATION REQUIRE A MAIL PROCESSING FACILITY IN THE IMMEDIATE PROXIMITY OF THE BUILDING?		WHAT IS YOUR MINIMUM SQUARE FOOTAGE REQUIREMENT?	
HOW MANY WORKSTATIONS DO YOU REQUIRE?	HOW MANY DO YOU REQUIRE:		
	STORAGE ROOMS:	SQ/FT:	CONFERENCE ROOMS:
	OFFICES:	SQ/FT:	PLANNING ROOMS:
	BRIEFING ROOMS:	SQ/FT:	ARCHIVE ROOMS:
OTHER SPACE NEEDS:			

V. FURNITURE	
NUMBER OF CUBICLES REQUIRED:	NUMBER OF CHAIRS REQUIRED:
NUMBER OF STORAGE CONTAINERS REQUIRED:	NUMBER OF FILE CABINETS REQUIRED:
NUMBER OF DESKS REQUIRED:	NUMBER OF SAFES REQUIRED:

VI. COMMUNICATIONS	
WHAT SPECIFIC UNCLASSIFIED DATA NETWORKS DO YOU REQUIRE?	HOW MANY UNCLASSIFIED WORKSTATIONS DO YOU REQUIRE?
WHAT SPECIFIC CLASSIFIED DATA NETWORKS DO YOU REQUIRE?	HOW MANY CLASSIFIED TELECOMMUNICATIONS WORKSTATIONS DO YOU REQUIRE?

VIDEO TELECONFERENCE EQUIPMENT
NUMBER OF UNCLASSIFIED VIDEO TELECONFERENCE UNITS REQUIRED:
NUMBER OF CLASSIFIED VIDEO TELECONFERENCE UNITS REQUIRED:

FAX MACHINES
NUMBER OF UNSECURE FAX MACHINES REQUIRED:
NUMBER OF SECURE FAX MACHINES (ANALOG) REQUIRED:

TELEPHONES	
NUMBER OF UNSECURE TELEPHONES (ISDN) REQUIRED:	
NUMBER OF SECURE TELEPHONES (ISDN) REQUIRED:	
NUMBER OF UNSECURE TELEPHONES (ANALOG) REQUIRED:	
NUMBER OF SECURE TELEPHONES (ANALOG) REQUIRED:	
NUMBER OF UNSECURE VOIP TELEPHONES REQUIRED:	
NUMBER OF SECURE VOIP TELEPHONES REQUIRED:	
DO YOU HAVE DISASTER ROUTING SERVICE FOR THE TELEPHONE SERVICE AT THE IMPACTED FACILITY?	IS ANYBODY IN YOUR OFFICE TRAINED IN THE USE OF DISASTER ROUTING SERVICE?
WHAT IS THE PRIMARY TELEPHONE CIRCUIT NUMBER AT THE IMPACTED FACILITY?	WHAT IS THE BILLING NUMBER FOR THE TELEPHONE SERVICE AT THE IMPACTED FACILITY?
WHAT IS THE PHYSICAL LOCATION OF THE IMPACTED FACILITY WHERE THE TELEPHONE SERVICE TERMINATES (PHYSICAL ADDRESS, TO INCLUDE FLOOR NUMBER IF APPLICABLE)?	
PLEASE PROVIDE ALL ADDITIONAL NUMBERS ASSOCIATED WITH THE PRIMARY CIRCUIT OF THE IMPACTED FACILITY.	
HOW MANY SERVER RACKS DO YOU REQUIRE?	

RADIOS			
DO YOU REQUIRE A HF/ALE RADIO?			
DO YOU REQUIRE RADIOS (INCLUDE TOTAL NUMBER REQUIRED)?			
UNSECURED	SECURED	TYPE	MODEL

SATELLITE SERVICES
NUMBER OF UNCLASSIFIED SATELLITE PHONES REQUIRED:
NUMBER OF CLASSIFIED SATELLITE PHONES REQUIRED:
HOW MANY CABLE/SATELLITE DROPS DO YOU REQUIRE?
DO YOU REQUIRE SATELLITE SERVICES, IF SO WHAT SPECIFIC TYPES OF SERVICES (VOICE, VIDEO, OR DATA)?
OTHER

IX. SECURITY

DO YOU REQUIRE A SECURE WORK SPACE AND WHAT IS THE HIGHEST CLASSIFICATION LEVEL IT NEEDS TO MEET?	TOTAL CLASSIFIED WORKSPACE SQ/FT:
DO YOU REQUIRE GSA APPROVED SECURITY CONTAINERS?	DO YOU REQUIRE A SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF)?
PORTABLE OR PERMANENT SCIF?	SCIF SQ/FT. REQUIREMENT:
DO YOU REQUIRE CLASSIFIED CONFERENCE ROOMS? (SPECIFY THE NUMBER, TYPE, AND SQUARE FOOTAGE)	
WHAT SPECIFIC PHYSICAL SECURITY REQUIREMENTS DO YOU HAVE? (NUMBER OF GUARDS, ARMED GUARDS, LOCKING MECHANISMS, ACCESS CONTROL, CCTV, IDS, FENCING, ETC...)	
OTHER:	

X. ATTACHMENTS

- AGENCY SPACE STANDARDS
- STAFF LIST
- ORGANIZATION CHART OF PLANNED, RECONSTITUTED PERSONNEL (REPLACEMENTS FOR MISSING/UNACCOUNTED FOR PERSONNEL CAN BE UPDATED DURING MOVEMENT)
- LIST OF CUSTOMER REPS WITH ALL CONTRACTORS
- AGENCY PHYSICAL SECURITY REQUIREMENTS

INSTRUCTIONS

SECTION A: INFORMATION SUMMARY

CURRENT CONDITIONS (NCR): All information gathered is in regards to the primary, department/agency headquarters and associated facilities in the Washington D.C. area (National Capital Region-NCR).

1st box: Enter the number of personnel that currently occupy primary facilities in the Washington D.C. area (National Capital Region-NCR)

2nd box: Enter the current count of unclassified, office space square footage occupied.

3rd box: Enter the current count of classified, office space square footage (if applicable).

4th box: Enter the current square footage of warehouse space, associated with your primary facilities (includes storage, etc).

5th box: Enter the current amount of square footage of public facing space required.

6th box: Enter the current square footage amount of enclosed spaces, such as Labs; weapons range; simulators.

7th box: Enter descriptions of space included as 'other' in box 6 above.

8th box: Enter the current acreage of open land your department/agency currently using

PROJECTED RECONSTITUTION NEEDS: D/A shall provide educated assumptions for their projected needs noting current state of NCR primary facilities as a baseline for reconstitution needs.

1st box: Enter the projected number of personnel that would need to be supported under a NCR reconstitution effort.

2nd box: Enter the projected unclassified, office space square footage needed.

3rd box: Enter the projected classified, office space square footage needed.

4th box: Enter the projected square footage of warehouse space.

5th box: Enter the projected amount of square footage of public facing space needed.

6th box: Enter the projected square footage amount of enclosed spaces, such as Labs; weapons range; simulators.

7th box: Enter the descriptions of any space included as 'other' in box 6 above.

8th box: Enter the projected acreage of open land your department/agency would need

SECTION B: INFORMATION DETAIL

POINTS OF CONTACT: Enter the point of contact information for both the primary and back-up Reconstitution Manager for your department/agency.

1-2nd box: Enter the contact information for the primary and secondary reconstitution manager.

3rd box: Enter the Information Technology point of contact for unclassified systems (if applicable).

4th box: Enter the Information Technology point of contact for classified systems (if applicable).

5th box: Enter the point of contact for your department/agency's security program (i.e. Special Security Officer [SSO]).

DEPARTMENT INFORMATION: Enter the information for your department/agency.

1st box: Enter your department/agency's name.

2nd box: Enter the Agency Bureau Code for your agency's account. The Agency/Bureau code is the code assigned to your agency and bureau by the Executive Office of the President, Office of Management and Budget (OMB). These codes are unclassified are located in OMB Circular A-11; Appendix C (2012).

http://www.whitehouse.gov/sites/default/files/omb/assets/a11_current_year/app_c.pdf

3rd box: Enter the current city that your department/agency is located in.

4th box: Enter the current state that your department/agency is located in.

PERSONNEL: All information gathered in this section will be in regards to the projected needs of the personnel projected to work at the reconstitution facility, taking into account possible future policy requirements/needs (i.e. telework). This section does not take into account current needs and uses.

1st box: Enter the projected number of employees that will work at the future site, taking into account future policy requirements/needs (i.e. telework).

2nd box: Enter YES or NO for the projected transportation needs of personnel to the new site.

3rd box: Enter YES or NO for the projected needs of your employees that would require reasonable accommodations at the new facility. Enter those specific needs in the designated space provided.

4th box: Enter YES or NO for billeting requirements on the new site.

5th box: Enter YES or NO for projected cafeteria/restaurant requirements at the new site.

6th box: Enter YES or NO for projected kitchen requirements at the new site.

SPACE: All information gathered in this section will be in regards to the projected space requirements at the future department/agency reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section does not take into account current needs and uses.

1st box: Enter YES or NO if your department/agency plans to use another building for your department/agency's reconstitution needs.

2nd box: Enter YES or NO if your department/agency requires a mail processing facility in the immediate proximity of the building.

3rd box: Enter the projected total office square footage requirement

4th box: Enter the total projected number of workstations required at the new facility

5th box: Enter the total projected number of required storage rooms

6th box: Enter the total projected square footage of the future storage room requirement.

7th box: Enter the total projected number of offices required.

8th box: Enter the total projected office square footage.

9th box: Enter the total projected number of briefing rooms required.

10th box: Enter the total projected briefing room square footage.

11th box: Enter the total projected number conference rooms required.

12th box: Enter the total projected conference room square footage.

13th box: Enter the total projected number of planning rooms required.

14th box: Enter the total projected planning room square footage.

15th box: Enter the total projected number of archive rooms required.

16th box: Enter the total projected archive room square footage.

17th box: Enter the other space requirements not identified or special requirements needed (i.e. a conference room needs to be a certain square footage).

****Note:** it is very important to identify if your agency has another facility that could support reconstitution needs. Depending on the agency and circumstances, your agency might assume the alternate facility and new work space will be obtained for the work force currently assigned there.

FURNITURE: All information gathered in this section will be in regards to the projected needs of the personnel projected to work at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section does not take into account current needs and uses.

1st box: Enter the total amount of the projected number of cubicles required.

2nd box: Enter the total amount of the projected number of chairs required.

3rd box: Enter the total amount of the projected number of storage containers required.

4th box: Enter the total amount of the projected number of file cabinets required.

5th box: Enter the total amount of the projected number of desks required.

6th box: Enter the total amount of the projected number of safes required.

COMMUNICATIONS: All information gathered in this section will be in regards to the projected needs of the personnel projected to work at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section does not take into account current needs and uses.

1st box: Enter the specific UNCLASSIFIED data network that is required. This is typically the network that your agency uses for daily, UNCLASSIFIED, office work. (i.e. GSA Network)

2nd box: Enter the total number of UNCLASSIFIED workstations required.

3rd box: Enter the specific CLASSIFIED data network that is required. This is typically the network that your agency uses for daily, CLASSIFIED, office work.

4th box: Enter the total number of CLASSIFIED workstations required.

VIDEO TELECONFERENCE EQUIPMENT: All information gathered in this section will be in regards to the projected needs of the personnel projected to work at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section does not take into account current needs and uses.

1st box: Enter the total number of UNCLASSIFIED video teleconference units required.

2nd box: Enter the total number of CLASSIFIED video teleconference units required.

FAX MACHINES: All information gathered in this section will be in regards to the projected needs of the personnel projected to work at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section does not take into account current needs and uses.

1st box: Enter the total number of UNSECURE fax machines required.

2nd box: Enter the total number of SECURE fax machines required.

TELEPHONES: All information gathered in this section will be in regards to the projected needs of the personnel projected to work at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section DOES take into account some current needs and uses.

- 1st box: Enter the total number of ISDN telephones; UNSECURE & SECURE required.
- 2nd box: Enter the total number of ANALOG telephones; UNSECURE & SECURE required.
- 3rd box: Enter the total number of VoIP telephones; UNSECURE & SECURE required.
- 4th box: Enter YES or NO if there is “disaster routing service” for the telephone service at the **impacted** site.
- 5th box: Enter YES or NO if anyone in your office knows how to use “disaster routing service” site.
- 6th box: Enter the primary telephone circuit number at the **impacted** facility.
- 7th box: Enter the **billing** telephone number for the telephone service at the **impacted** site.
- 8th box: Enter the address of the physical location where the telephone service ends.
- 9th box: Enter additional phone numbers associated with the primary circuit of the **impacted** facility.
- 10th box: Enter the projected number of computer server racks that are required at the new facility.

RADIOS: All information gathered in this section will be in regards to the projected needs of the personnel projected to work at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section DOES take into account some current needs and uses.

- 1st box: Enter YES or NO if you currently use a HF/ALE radio?
- 2nd box: Enter total number of projected number of UNSECURED radios.
- 3rd box: Enter total number of projected number of SECURED radios.
- 4th box: Enter type of radio that is required.
- 5th box: Enter the model of radio that is required.

SATELLITE SERVICES: All information gathered in this section will be in regards to the projected needs at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section DOES NOT take into account some current needs and uses.

- 1st box: Enter the number total number of projected UNCLASSIFIED and CLASSIFIED satellite phones.
- 2nd box: Enter the satellite services that are required (i.e. voice; video; etc...).
- 3rd box: Enter any other satellite services that may be needed that were not mentioned above.

MISCELLANEOUS

VEHICLES: All information gathered in this section will be in regards to the projected needs at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section DOES NOT take into account some current needs and uses.

- 1st box: Enter YES or NO if you require vehicles. Also, enter the type and quantity of vehicles needed.
- 2nd box: Enter YES or NO if you require vehicle storage.
- 3rd box: Enter YES or NO if you require parking for the vehicles.
- 4th box: Enter YES or NO if you require access to public transportation.

STORAGE: All information gathered in this section will be in regards to the projected needs at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section DOES NOT take into account some current needs and uses.

- 1st box: Enter YES or NO if you require loading docks.
- 2nd box: Enter the projected square footage required for the loading dock.
- 3rd box: Enter YES or NO if you require a warehouse in the immediate proximity of the new site.
- 4th box: Enter the projected number of connexes/shipping containers required at the new site.

HVAC/POWER: All information gathered in this section will be in regards to the projected needs at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section **DOES NOT** take into account current needs and uses

1st box: Enter YES or NO if you have special HVAC requirements for the equipment rooms.

2nd box: Enter the projected total expected equipment load.

3rd box: Enter the projected number of 110 volt power circuits.

4th box: Enter the projected number of 220 volt power circuits.

5th box: Enter YES or NO for the projected need of dedicated load circuits.

6th box: Enter the projected total equipment load for uninterrupted power supply.

7th box: Enter YES or NO for the projected need of emergency generators.

8th box: Enter YES or NO for the projected need of emergency generator maintenance.

9th box: Enter the projected total equipment load for backup power.

10th box: Enter any requirements not noted in this section.

CONTRACT ASSISTANCE: List any specific contract assistance you will project needing from GSA for support at your physical location in a normal work environment.

1st box: Check the appropriate boxes.

****Note:** GSA can procure support from vendors already established on the GSA schedule

SECURITY: All information gathered in this section will be in regards to the projected needs at the reconstituted facility, taking into account possible future policy requirements/needs (i.e. telework). This section **DOES NOT** take into account current needs and uses.

1st box: Enter YES or NO for the projected need of a secure work space.

2nd box: Enter the projected highest classification level required.

3rd box: Enter the total projected classified workspace square footage.

4th box: Enter YES or NO if you require GSA approved security containers.

5th box: Enter YES or NO if you require a sensitive compartmented information facility (SCIF).

6th box: Enter the projected type of SCIF (i.e. portable or permanent).

7th box: Enter the projected total SCIF square footage.

8th box: Enter YES or NO for the projected number of classified conference rooms. If yes, enter the type, total square footage, and quantity.

9th box: Enter the projected physical security needs (i.e. access controls, CCTV, etc....).

10th box: Enter any requirements not noted in this section.

ATTACHMENTS: In this section, attach any document(s) that details any projected requirements in reestablishing a normal work environment.