



# Department of Defense DIRECTIVE

NUMBER 3025.16

December 18, 2000

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ASD(RA)

SUBJECT: Military Emergency Preparedness Liaison Officer (EPLO) Program

- References: (a) [DoD Directive 3025.1](#), "Military Support to Civil Authorities (MSCA)," January 15, 1993
- (b) [DoD Directive 3025.12](#), "Military Assistance for Civil Disturbances (MACDIS)," February 4, 1994
- (c) [DoD Directive 3025.15](#), "Military Assistance to Civil Authorities (MACA)," February 18, 1997
- (d) [DoD Directive 1215.6](#), "Uniform Reserve, Training and Retirement Categories," March 14, 1997
- (e) through (j), see enclosure 1

## 1. PURPOSE

This Directive is issued to:

1.1. Establish military Emergency Preparedness Liaison Officer (EPLO) policy and program guidance governing the use of Reserve component (RC) members in providing military support and assistance to civil authorities in accordance with references (a) through (c).

1.2. Establish DoD policy for the management of EPLO programs in each of the Military Departments in accordance with references (d) through (h).

## 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as "the DoD Components").

## 3. DEFINITIONS

Terms used in this Directive are defined in enclosure 2.

## 4. POLICY

It is DoD policy to cooperate with and provide military support and/or assistance to civil authorities as directed by and consistent with applicable law, Presidential Directives, Executive Orders, and DoD Directives.

## 5. RESPONSIBILITIES AND FUNCTIONS

5.1. The Assistant Secretary of Defense for Reserve Affairs (ASD(RA)), under the Under Secretary of Defense for Personnel and Readiness shall:

5.1.1. Establish policy and program guidance for the management of the Military Departments' EPLO programs on behalf of the Secretary of Defense, ensuring compliance with reference (a).

5.1.2. Exercise policy and program oversight over Military Department EPLO programs, particularly as it relates to readiness, equipping, training, and exercises.

5.1.3 Provide specific guidance to the Military Departments for the conduct of biennial manpower authorization requirements reviews and EPLO program assessments.

5.1.4. Maintain liaison and coordinate with the Department of Transportation regarding U.S. Coast Guard requirements for EPLO support and potential future participation in the DoD EPLO program.

5.2. The Secretaries of the Military Departments shall:

5.2.1. Establish a single point of contact responsible for managing and coordinating the Departments' implementation of DoD EPLO program policies.

5.2.2. Annually program sufficient Reserve Personnel appropriations and Operations and Maintenance appropriations to ensure fulfillment of the EPLO program requirements for equipment, training, exercise participation and response specified in this Directive.

5.2.3. Ensure that each EPLO is equipped with appropriate DoD-approved Automated Data Processing equipment configured for remote dial-in access. Technical support, including equipment training, repair, update and replacement must be supported. New or significantly upgraded equipment requirements shall be identified as part of the biennial review of EPLO program needs.

5.2.4. Provide EPLO support to military organizations and civil authorities that participate in Military Assistance to Civil Authorities (MACA) operations. These may include, but are not limited to, staff offices within the Office of the Secretary of Defense; Director of Military Support; United States Pacific Command; United States Southern Command; United States Joint Forces Command; Joint Task Force-Civil Support; Continental United States Army; State Adjutants General/State Area Commanders; Federal Emergency Management Agency (FEMA) regional and national headquarters, and other appropriate civil authorities.

5.2.5. Establish policies and procedures to ensure that Service EPLO programs are managed and trained as prescribed in this and other applicable Military Department and Service directives.

5.2.6. Ensure all Service-implementing EPLO directives are consistent with this Directive.

5.2.7. Conduct a biennial EPLO program manpower authorization review and program assessment, reporting results and recommendations to improve the DoD EPLO program to the ASD/RA.

5.2.8. Training. The Services shall determine criteria, use, training, and management procedures consistent with the policies outlined in this Directive. Minimum training requirements shall include:

5.2.8.1. Completion of the DoD Emergency Preparedness Liaison Officer Course, at the FEMA Mount Weather training center, as soon after EPLO assignment as practicable, ideally during the first year of assignment.

5.2.8.2. Participation in at least one national, regional or State emergency response training exercise (natural disaster or weapon of mass destruction) every 18 months. Participation in an actual disaster/emergency response operation will meet this requirement.

5.2.8.3. Participation in the annual National Joint EPLO Conference/Workshop.

5.2.9. Measuring and Tracking EPLO Readiness. The Services shall establish minimum readiness standards for EPLOs and a mechanism for annually reporting EPLO readiness, through the Service Planning Agent, to the Military Department EPLO program manager.

5.3. The Secretary of the Army, in addition to the responsibilities assigned in paragraph 5.2., shall:

5.3.1. Coordinate with the ASD(RA) on EPLO policy, programming and readiness matters, and with the Commander in Chief, United States Joint Forces Command, on EPLO training and exercise participation matters.

5.3.2. Establish and administer a standard DoD EPLO training course consistent with the policies specified in this and referenced Directives.

5.4. The DoD EPLOs shall:

5.4.1. Perform the duties specified in reference (e) and other duties as directed by their Command/Agency, or assigned commander, when participating in DoD domestic support operations.

5.4.2. Serve as the primary interface between their Service Planning Agent and their assigned Command/Agency.

5.4.3. Perform Inactive Duty Training (IDT), Active Duty for Training (ADT), and Active Duty Other than for Training (ADOT), as defined in reference (d). All duty performed shall be as directed by the Service or the Service Planning Agent in coordination with the supported Command/Agency. The primary purpose of IDT and

ADT shall be to fulfill the training readiness requirements specified in this Directive and other applicable Military Department and Service directives. The primary purpose of ADOT shall be to provide mission and operational support other than for training and exercise participation.

5.4.4. Be considered essential for civil emergency planning and coordination, and may be activated on order of the DoD Executive Agent, or as early as necessary by the Service or Service's regional Planning Agent, to ensure an effective DoD response. Once activated, EPLOs will serve as the Planning Agent's representative for assisting in or leading the development of the DoD response force. EPLOs will be expected to expeditiously report for duty, upon verbal orders of the Service or regional Planning Agent, and begin to function without delay, orientation, or additional training.

5.4.5. EPLO Manpower Authorization. EPLO manpower authorizations shall be established by the Military Departments, in accordance with reference (e), to support the domestic support operations and responsibilities detailed in reference (a). At a minimum, EPLOs shall be assigned to military and civil agencies that have major responsibilities for planning, coordinating, and executing Federal and DoD assistance to domestic support operations. Additional manpower authorization guidance is contained in paragraph 5.2.4.

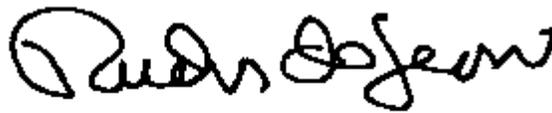
5.4.6. Selection and Assignment. EPLOs shall be selected, assigned, administered, and supported by their Military Departments. The Military Departments shall select highly qualified senior level officers (O6/O5) to serve as EPLOs and enlisted personnel to serve in support assignments. All personnel shall have demonstrated superior performance throughout their careers and the ability to work effectively in a senior operational or staff environment.

6. REPORTING REQUIREMENTS

The Military Departments shall provide the ASD(RA) a copy of their respective EPLO program-implementing directives or instructions when initially created and subsequently modified.

7. EFFECTIVE DATE

This Directive is effective immediately.

A handwritten signature in black ink, appearing to read "Rudy de Leon". The signature is fluid and cursive, with the first letter of each word being capitalized and prominent.

**Rudy de Leon**  
**Deputy Secretary of Defense**

Enclosures - 2

- E1. References, continued
- E2. Definitions

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [DoD Instruction 1215.19](#), "Uniform Reserve, Training and Retirement Category Administration," March 14, 1997
- (f) [DoD Directive 1215.13](#), "Reserve Component Member Participation Policy," December 14, 1995
- (g) [DoD Instruction 1215.18](#), "Reserve Component Member Participation Requirements," January 11, 1996
- (h) [DoD Directive 1235.11](#), "Management of Individual Mobilization Augmentees (IMAs)," May 6, 1996
- (i) Title 10, U.S.C., "Armed Forces"
- (j) Title 14, U.S.C., "United States Coast Guard"

## E2. ENCLOSURE 2

### DEFINITIONS

E2.1.1. Active Duty for Training (ADT). A category of Active Duty (AD) used to provide structured individual and/or unit training, or educational courses to RC members. Included in the ADT category are Annual Training (AT), Initial Active Duty Training (IADT) and Other Training Duty (OTD) as defined in DoD Instruction 1215.19 (reference (e)). The primary purpose of ADT is to provide individual and/or unit readiness training, but ADT may support Active component (AC) missions and requirements; i.e., operational support, thereby adding substance to the Total Force.

E2.1.2. Active Duty Other than for Training (ADOT). A category of AD used to provide RC support to either AC or RC missions. It includes the categories of Active Duty Special Work (ADSW), Active Guard and Reserve (AGR) Duty, and involuntary Active Duty in accordance with the appropriate sections of Title 10, United States Code, "Armed Forces," reference (i) and Title 14, United States Code, "United States Coast Guard," reference (j).

E2.1.3. Civil Authorities. Nonmilitary Federal, State, or local government agencies.

E2.1.4. Civil Emergency. Any natural or man-made disaster or emergency that causes or could cause substantial harm to the population or infrastructure, as defined in DoD Directive 3025.1 (reference (a)).

E2.1.5. Emergency Preparedness Liaison Officer (EPLO). An EPLO is a senior Reserve officer who is the representative of the Service Planning Agent (see definition E2.1.3.), the Federal Emergency Management Agency and a designated Defense Coordinating Officer.

E2.1.6. Inactive Duty Training (IDT). Authorized training performed by members of the RC, not on AD, and performed in connection with the prescribed activities of their respective RC. It consists of regularly scheduled unit training periods, annual training plans, and equivalent training as defined in reference (e). The primary purpose of IDT is to provide individual and/or unit readiness training, but IDT may support AC missions and requirements; i.e., operational support, thereby adding substance to the Total Force.

E2.1.7. Military Support to Civil Authorities (MSCA). Those activities and measures taken by the DoD Components to foster mutual assistance and support between the Department of Defense and any civil government agency in planning or preparedness for, or in the application of resources for response to, the consequences of civil emergencies or attacks, including national security emergencies.

E2.1.8. Military Assistance to Civil Authority (MACA). Those DoD activities and measures covered under MSCA (natural and manmade disasters, see definition E2.1.7.) plus DoD assistance for civil disturbances counterdrug-sensitive support, counterterrorism, and law enforcement.

E2.1.9. Planning Agent. A military or civilian official of any DoD Component who has been designated by the Head of that Component to exercise delegated authority for MSCA planning for the entire Component (e.g., "principal planning agent") or for certain subordinate elements or a specified geographic area (e.g., "regional planning agents"). Authority and responsibilities of each planning agent will be defined by the Component and may include MSCA/MACA response as well as planning at the election of any Component. The actual authority of the planning agents will be communicated to others, as determined by the DoD Component, or when requested by the DoD Executive Agent.