

**Informational**



STATE OF WASHINGTON  
OFFICE OF THE GOVERNOR

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**DIRECTIVE BY THE GOVERNOR  
13-02**

March 21, 2013

TO: Washington State Agencies, Boards, Commissions, and Councils

FROM: Jay Inslee, Governor

SUBJECT: Continuity of Government Operations Preparation

The people of Washington depend on state government for a variety of essential functions and services. As public servants, we must ensure state government is prepared to serve its citizens during an emergency or disaster. Keeping state government's essential functions operating during such events is necessary to properly serve the people of this state.

For state executive branch organizations to provide essential functions and services during an emergency or disaster, it is essential that each individual agency, board, commission, and council develop a Continuity of Operations Plan (COOP) for their organization. The COOP plan of each agency must not only ensure its ability to deliver essential functions and services to the citizens of the state during any disaster or emergency, but agencies must coordinate actions to ensure that essential functions that overlap with other agencies continue without interruption.

Delivery of some essential functions and services involves multiple agencies working together. In those situations, it is critical that agencies conduct comprehensive interagency coordination of COOP plans. Multiple agency systems/networks often have numerous interdependencies that might be missed if relying solely on single agency plans. To protect public safety, we must conduct thorough continuity planning not only within each organization, but also between organizations, to ensure that interdependent systems and networks can continue to function during an emergency or disaster.

To ensure state executive branch organizations are prepared to respond in the event of an emergency or disaster, I am issuing the following directives. Each agency, board, commission, and council head will conduct a review of and exercise their COOP to ensure that:

- Employee contact lists are current;
- The plan identifies staff who perform essential functions, that those staff members know their responsibilities, and that they have access to phones and other technology to carry out those responsibilities;
- Procedures exist to determine the status of the organization (open/closed/delayed);

- Procedures exist for updating organizational websites in a timely manner to reflect current organizational status (open/closed/delayed);
- Procedures exist for internal and external communication when normal methods may be disrupted, including information on whether the organization is open or closed; and
- Performance of the organizational critical functions, including technology systems that support those functions, are possible when disruptions occur due to an emergency or disaster. Actions already performed under Governor Gregoire's Executive Directive 12-20 fulfill this requirement.

Additionally, each agency, board, commission, and council head will:

- Verify to the Military Department that the specified COOP review and exercise are complete by May 31, 2013.
- Ensure regular updates of organizational COOP. Organizations will update and exercise continuity plans annually beginning in 2013 and report completion to the Military Department. Annual updates to organizational COOP will be completed by June 30 each year. Actions already performed under Governor Gregoire's Executive Directive 12-20 for review and exercising fulfill this requirement for 2013.
- Designate the person or persons responsible for their agency's Continuity of Operations (COOP) and Information Technology Disaster Recovery (DR) responsibilities, if not already accomplished, and provide contact information for those individuals to the Military Department by April 30, 2013. Actions performed under Governor Gregoire's Executive Directive 12-20 for this action fulfill this requirement.
- Complete the Federal Emergency Management Agency Continuity Assistance Tool for Non-Federal Entities (FEMA P-788 July 2009) which is based on the FEMA Continuity Guidance Circular 1, by April 30, 2013. This assessment becomes the driving force behind the organizational COOP updates due June 30, 2014. This update should also include disaster recovery plans for technology systems that support the agency's essential functions. Organizations will report progress quarterly (on the 15th of the month following the calendar quarter) on accomplishment of the Continuity Assistance Tool and on COOP update to the Military Department beginning April 15, 2013, for the period January 1 to March 31, 2013.

For my administration, the Interagency Continuity of Operations Committee will be chaired by The Adjutant General (TAG). He, along with the individual identified by each agency, will comprise the membership of the Committee, formalized by charter, and should commence work by April 1, 2013. This Committee will coordinate continuity activities (COOP and DR) for the state and submit progress reports to the Governor's Chief of Staff through TAG quarterly. In addition, the Committee will identify potential state level Executive Branch essential functions

and interdependencies between agency essential functions. Recommendations that involve legislative approval will be recommended to and coordinated with the Governor's Executive Policy Office. Initial work is to be completed by December 31, 2013.

The Interagency Continuity of Operations Committee will promote the use of best practices and strategies for Continuity of Operations and Disaster Resilience and Recoverability. Using the results of the organizational reviews and lessons learned, the Committee will identify and prioritize required policies, methodologies, and initiatives to improve the ability of the state to provide essential services during an emergency or disaster. These recommendations will be proposed to the Military Department, Office of the Chief Information Officer, Department of Enterprise Services, and Consolidated Technological Services, who will set state procedures, identify standards, tool sets, and solutions necessary to achieve the necessary delivery of service. The initial list of initiatives and priorities will be presented by the committee by June 30, 2013, with subsequent quarterly review of additional needs and progress against those priorities from the participating agencies.

I encourage agencies directed by separately elected officials and all two and four year educational institutions to perform the activities in this directive. Ensuring your performance of your essential functions during an emergency or disaster is extremely important in fulfilling our service to the people of this state.

It will take all of us in state government to ensure that we are ready to serve our citizens and provide vital government services at any time and during any situation.



## **EXECUTIVE ORDER 13-01**

### **VETERANS TRANSITION SUPPORT**

#### **PREAMBLE**

Hundreds of military personnel separate from the service each month, and select Washington State as their home after serving our country with distinction. We honor their service and commitment by supporting their transition to civilian life. As part of our efforts to rebuild a robust economy and return to full employment, I have asked private and public leaders throughout our state to help veterans and their families in effectively navigating this transition, and increase our collective efforts to help them obtain living wage jobs. I expect state government to lead this effort, and serve as a model employer.

**WHEREAS**, many of our returning veterans and their families find it difficult transitioning to civilian life; and

**WHEREAS**, intensely competitive job markets, challenges translating military experience into civilian job skills, and lack of hiring managers' awareness regarding the breadth and quality of veterans' background all contribute to an unacceptably high post-9/11 veteran unemployment rate; and

**WHEREAS**, rising to this challenge will require both the efforts of individual departments and collaboration across agencies, jurisdictions, and sectors; and

**WHEREAS**, the VOW to Hire Heroes Act of 2011 promotes collaboration between the U.S. Department of Defense and other federal agencies with state, local, private, and non-profit partners to support transitioning service members;

**NOW, THEREFORE**, I, Jay Inslee, Governor of the state of Washington, by virtue of the power vested in me by the Constitution and statutes of the state of Washington do, effective immediately, hereby order and direct:

#### **1. Agency Procurement from Veteran-Owned Businesses**

Each executive cabinet agency shall set a target of awarding at least five percent of all procurement contracts to certified veteran-owned businesses. The Department of Veterans Affairs (DVA), in consultation with the Department of Enterprise Services (DES), will establish agency reporting standards and protocols.

**2. Agency Veteran Employment Plans**

Each executive cabinet agency shall develop annual veteran employment plans to increase the representation of veterans in their workforce. Agencies will report progress as prescribed by the Office of Financial Management, State Human Resources Division. At a minimum in 2013, plans will include utilization of veteran job seeker support services available through the Employment Security Department (ESD), and creation of bridge employment opportunities such as temporary, seasonal, internship, and job shadow assignments. When determining the qualifications of applicants for employment, agencies shall consider relevant equivalent experience obtained during military service. The Office of Financial Management, State Human Resources Division will collaborate with DES, ESD, DVA, and other public and private partners to identify and develop resources to assist agency human resource staff and hiring managers translate and credit military experience.

**3. Veterans Employee Resource Group**

The Office of Financial Management, State Human Resources Division will convene a cross-agency group of veterans in state service to provide advice and assistance on veteran recruitment, retention, and development strategies. Executive cabinet agencies shall provide assistance by providing volunteers and supporting approved initiatives.

**4. Washington Military Transition Council**

In addition to supporting transition assistance programs at Washington's military installations, executive cabinet agencies will participate in and provide leadership to the Washington State Military Transition Council. The Council will support collaboration between federal, state, and local agencies and private and non-profit organizations that share responsibility for providing transition assistance to service members and their families. The Director of DVA will serve as Chair of the Council, and provide staff support. The Commissioner of ESD, the Secretary of the Department of Social and Health Services (DSHS), the Adjutant General of the Washington Military Department (WMD), the Executive Director of the State Board for Community and Technical Colleges, and the Executive Director of Washington State Student Achievement Council (or their designees) shall also serve on and support the council. My Executive Director of Legislative Affairs and Policy, or his/her designee, will serve as my designated representative to the Council. The Office of Financial Management, State Human Resources Division and DES will ensure that state government's employment practices support and model the Council's efforts.

**5. Centralized Data Share and Warehouse Agreement**

DVA will coordinate the creation and maintenance of a centralized data share and warehouse agreement among state agencies to both identify veterans and their families and ensure full access to USDVA health care, compensation/pension, and other benefits. The Office of Financial Management, DSHS, ESD, and other executive cabinet agencies designated by the DVA Director will fully participate in and support this effort.

All other elected officials, institutions of higher education, agencies, boards and commissions are invited to follow the provisions of this Executive Order. Transition assistance programs at all active military installations in Washington State are encouraged to participate in the military transition council.

This executive order shall take effect immediately.

Signed and sealed with the official seal of the state of Washington on this 10th day of May, 2013, at Olympia, Washington.

By:

/s/

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Jay Inslee  
Governor

BY THE GOVERNOR:

/s/

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Secretary of State



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**EXECUTIVE ORDER 13-02**

**IMPROVING EMPLOYMENT OPPORTUNITIES AND OUTCOMES FOR PEOPLE  
WITH DISABILITIES IN STATE EMPLOYMENT**

**PREAMBLE**

Washington State is committed to developing and maintaining a high performing public workforce that provides access, meaningful services, and improved outcomes for all citizens. In order to achieve these aims, state leaders must be able to apply diverse perspectives and experiences to the examination of the issues facing the state. Such diversity enhances the fullness of our understanding of these issues and opens opportunities for the consideration of new and better solutions.

**WHEREAS**, while Washington State remains a national leader in the recognition and protection of civil rights for people with disabilities, the representation of people with disabilities in the state workforce has been falling steadily since 1997. Private employers now surpass state government in their success at attracting and retaining workers with disabilities; and

**WHEREAS**, people at the middle and lower bounds of the income spectrum derive most of their income from work and only 36 percent of Washington's 442,000 working-age people with disabilities are employed; and

**WHEREAS**, nationally, 28 percent of people with disabilities live in poverty, compared to 12 percent of people who do not experience a disability. Research indicates that the level of employment, the quality of jobs, and the degree of access to those jobs are crucial determinants of poverty reduction; and

**WHEREAS**, the state has a vested interest in reducing discrimination against people living with a disability, eliminating barriers to meaningful employment, and attracting the highest quality candidates into state employment opportunities; and

**WHEREAS**, when the workforce that directs and provides essential services to residents of the state reflects the diversity of the population, those services are more likely to be responsive to and respectful of that diversity; and

**WHEREAS**, progress towards serving and employing people with disabilities requires both the commitment and participation of executive leaders throughout state government.



**NOW, THEREFORE, I,** Jay Inslee, Governor of the state of Washington, by virtue of the power vested in me by the Constitution and statutes of the state of Washington do, effective immediately, hereby order and direct as follows:

**1. Disability Employment Challenge.**

State government, as one of the larger employers in Washington, shall adopt the goal that, by June 30, 2017, five percent of the state work force shall be comprised of persons living with a disability. The Office of Financial Management shall establish new goals at that time until parity is reached with the available workforce.

**2. Disability Employment Task Force.**

The Office of Financial Management shall convene a task force for the purpose of assisting state agencies with recruitment and retention of persons with disabilities. The task force shall provide: (1) recommendations on how to achieve the employment targets established in this Executive Order; and (2) guidance and other support to agencies and institutions of higher education on recruitment, retention, accommodation, and accessibility for persons with disabilities.

Membership shall be appointed by the Governor from among subject matter experts in Executive Cabinet-level agencies. Because the state is one among many employers in Washington, the Task Force will engage model private sector companies to share strategies, exchange best practices, and provide technical assistance to boost the employment of people with disabilities in all employment sectors in Washington.

**3. Executive Cabinet Agencies, Boards, and Commissions.**

The chief executive of each Cabinet-level agency, board, commission, and other organization that reports to the Governor shall be responsible for executing the following:

- a. Employment. Each organization shall develop an annual employment plan to address under-representation of people with disabilities, and report progress as prescribed by the Office of Financial Management.
- b. Coordination. Designate a staff person or persons to serve as disability employment coordinator. The coordinator will be responsible for overseeing the development, implementation, monitoring, and evaluation of effective strategies to attract, engage, and advance people with disabilities.
- c. Supported Employment. Each organization shall utilize and participate in the state's supported employment program in accordance with standards established by the Office of Financial Management.

**4. Office of Financial Management (OFM).**

The Office of Financial Management shall oversee development and implementation of policies, strategies, and services to ensure successful implementation of this Executive Order. Specifically, the Office of Financial Management shall develop standards, guidance, and best practices for: (1) policies on reasonable accommodation, and inclusion of people with disabilities; (2) training for supervisors and employees; (3) annual employment plans and reports for addressing under-representation of people with disabilities; and (4) utilization of and participation in the state's supported employment program.

All other elected officials, institutions of higher education, agencies, boards, and commissions are invited to follow the provisions of this Executive Order.

Signed and sealed with the official seal of the state of Washington on this 22nd day of May, 2013, at Olympia, Washington.

By:

/s/

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Jay Inslee  
Governor

BY THE GOVERNOR:

/s/

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Secretary of State