

## **A. Testing**

A test is an evaluation of a capability against an established and measurable standard. Tests are conducted to evaluate capabilities--not personnel. By testing, agency personnel can tell if policies and procedures work as they should when they should. Testing histories and ongoing testing plans should be documented. This helps maintain skill currency and enhances ability to close any noted skill gaps. Testing results should be published and identified gaps actively tracked and managed. A documented schedule should be published and kept current. Standard testing templates should be developed. Testing is critical for:

- Alert, notification and activation procedures
- Communications systems
- Vital records and databases
- Information technology systems
- Major systems at the alternate facility
- Reconstitution procedures

FPC-65 requires testing of certain aspects of the COOP plan. Agency test programs must include:

- Quarterly testing of alert, notification and activation procedures.
- Semiannual testing of plans for the recovery of vital records and critical information systems, services and data.
- Quarterly testing of communications capabilities.
- Annual testing of primary and backup infrastructure systems and services at alternate operating facilities.

## **B. Training**

Training is instruction in core competencies and skills. It is the principal means by which individuals achieve a level of proficiency. It provides the tools needed to accomplish a goal, meet program requirements or acquire a specified capability. Training encompasses a range of activities, each intended to provide information and refine skills. Training histories and ongoing training plans should be documented. A training schedule should be published and kept current. Standard training templates should be developed.