

**DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL**

TRANSMITTAL SHEET

Release No. 321

SUBJECT: Emergency Management
 Part 900 Emergency Management Program
 Chapter 3 National Security Emergency Preparedness Administrative Series

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter sets forth policies and guidance for the Minerals Management Service to support Department of the Interior activities related to National Security Emergency Preparedness.

Director

FILING INSTRUCTIONS:

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OPR: Chief of Staff, Administration and Budget
Date: December 29, 2008

**Minerals Management Service
Minerals Management Service Manual**

Effective Date: December 29, 2008

Release No.: 321

Series: Emergency Management

Part 900: Emergency Management Program

Chapter 3: National Security Emergency Preparedness

Originating Office: Chief of Staff, Administration and Budget

1. **Purpose.** This chapter sets forth policies and guidance for the Minerals Management Service (MMS) to support Department of the Interior (DOI) activities related to National Security Emergency Preparedness (NSEP). The NSEP program encompasses policies, plans, procedures, and readiness measures that enhance the ability of the United States Government to mobilize for, respond to, and recover from a national security emergency. The NSEP activities include Continuity of Operations activities described under 900 DM 2, *Continuity of Operations Program*. Consistent with Executive Order 12656, *Assignment of National Security and Emergency Preparedness Responsibilities*, it also includes responsibilities for protection of essential resources and facilities, guidance on which is promulgated under 444 DM, *Physical Protection and Building Security*; and 375 DM 19, *Information Technology Security Program*.

2. **Scope.** This chapter addresses integration of the aforementioned requirements and additional requirements related to Continuity of Government programs, and is applicable to all MMS Programs.

3. **Authorities and References.**

A. Authorities.

(1) Presidential Decision Directive 67, *Enduring Constitutional Government and Continuity of Operations*, October 21, 1998.

(2) Executive Order 12656, *Assignment of National Security and Emergency Preparedness Responsibilities*, November 18, 1988.

(3) Departmental Manual Part 900, Chapter 3, National Security Emergency Preparedness, January 4, 2006.

B. References.

(1) Federal Preparedness Circular 60, *Continuity of the Executive Branch of the Federal Government at the Headquarters Level during National Security Emergencies*, November 20, 1999.

(2) Federal Continuity Directive 1, February 2008.

- (3) Presidential Decision Directive 62, Protection Against Unconventional Threats to the Homeland and Americans Overseas, dated May 22, 1998.
- (4) Homeland Security Presidential Directive 3, Homeland Security Advisory System, dated March 11, 2002.
- (5) Homeland Security Presidential Directive 5, Management of Domestic Incidents, dated February 28, 2003.
- (6) Homeland Security Presidential Directive 7, Critical Infrastructure Identification, Prioritization, and Protection, dated December 17, 2003.
- (7) Homeland Security Presidential Directive 8, National Preparedness, dated December 17, 2003.
- (8) Departmental Manual Part 444, Physical Protection and Building Security.
- (9) Departmental Manual Part 375, Chapter 19, Information Technology Security Program.
- (10) Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions.

4. **Policy.** The MMS shall plan, prepare for, and maintain capability for supporting DOI responsibilities under the NSEP program to meet essential defense and civilian needs during national security emergencies as requested.

5. **Responsibilities.**

A. Director. Provides resources required to plan, prepare for, and support DOI requests for assistance under the NSEP program as directed by the Assistant Secretary - Policy, Management and Budget.

B. Associate Director for Administration and Budget. Responsible for overall leadership and coordination of the MMS Emergency Management Program.

C. Bureau Emergency Coordinator. Responsible for policy development, planning, and readiness for responding to requests for NSEP program assistance.