DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

Release No. 315

SUBJECT: Administrative Series
Part 370 Personnel
Chapter 300 Employment General
Subchapter 1 Process for Tracking MMS Contractor Employees

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter establishes policy, responsibilities, and procedures for documenting relevant contract information, entry on duty, and termination information for all contract employees of the Minerals Management Service.

Director

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OPR: Chief of Staff, Administration and Budget
Date: September 24, 2008
Minerals Management Service
Minerals Management Service Manual

Effective Date: September 24, 2008
Release No.: 315
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Part 370: Personnel
Chapter 300: Employment General
Subchapter 1: Process for Tracking Minerals Management Service Contractor Employees

Originating Office: Chief of Staff, Administration and Budget

1. **Purpose.** This manual chapter establishes policy, responsibilities, and procedures for documenting relevant contract information, entry on duty, and termination information for all contract employees of the Minerals Management Service (MMS).

2. **Scope.** This policy applies to all contract employees that have access and credentials to MMS systems and/or access to MMS facilities.

3. **Authority.**


4. **Objective.** The objective of this policy is to document relevant contract information (company name, contract number, and period of performance), entry on duty, and termination information for all MMS contract employees with system and/or building access in a single repository.

5. **Policy.** All MMS contract employees shall be tracked utilizing the Contractor Tracking System (CTS).

6. **Responsibilities.**

   A. The Contracting Officer’s Representative shall follow the process and procedures documented in the “CTS Training Manual” for entering the required data into the CTS. The latest version of the “CTS Training Manual” is available from the CTS Administrator in the Office of the Chief of Staff, Administration and Budget.

   B. The CTS Administrator is responsible for supplying additional information in accordance with the “CTS Training Manual.”
7. **Standards, Requirements, and Procedures.** The process and procedures documented in the “CTS Training Manual” shall be followed in order to comply with this policy.

8. **Exception.** This policy does not apply to contract employees in the following groups: building maintenance/management, construction, fire department, and law enforcement.