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

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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.**


   B. **References.**


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.