

## Department of the Interior Departmental Manual

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**Effective Date:** 1/4/06

**Series:** Emergency Management

**Part 900:** Emergency Management Program

**Chapter 3:** National Security Emergency Preparedness (NSEP)

**Originating Office:** Office of Law Enforcement and Security

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### 900 DM 3

3.1 **Purpose.** This chapter sets forth policies and guidance for Department of the Interior 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. NSEP activities include Continuity of Operations (COOP) 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*.

3.2 **Scope.** This chapter addresses integration of the aforementioned requirements and additional requirements related to Continuity of Government (COG) programs, and is applicable to all bureaus and offices of the Department.

### 3.3 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.

#### 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 Preparedness Circular 65, *Federal Executive Branch Continuity of Operations (COOP)*, June 15, 2004.

(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) 375 DM 19, Information Technology Security Program.

(10) Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions.

3.4 **Policy.** The Department of the Interior shall plan, prepare for, and maintain capability for supporting NSEP responsibilities to meet essential defense and civilian needs during any national security emergency.

### 3.5 **Responsibilities.**

A. Chief of Staff. Approves personnel required to plan, prepare for and execute NSEP activities.

B. Assistant Secretary - Policy, Management and Budget. Responsible for overall leadership and coordination of the NSEP program. Oversight is assigned to the Deputy Assistant Secretary - Law Enforcement and Security.

C. Deputy Assistant Secretary - Law Enforcement and Security. Provides direct oversight of the NSEP program.

D. Director, Office of Law Enforcement and Security (OLES). Provides direction for OLES staff activities in support of NSEP.

E. Departmental Emergency Coordinator. Responsible for NSEP policy development, planning, and readiness for required NSEP capabilities. Develops and maintains a multi-year, national security emergency preparedness plan. Represents the Department at interagency NSEP committees.

F. Chief Information Officer. Supports telecommunications and information technology requirements related to the Departmental and interagency NSEP requirements.

G. Program Assistant Secretaries and Heads of Bureaus and Offices. Provide support to NSEP programs as directed by the Assistant Secretary - Policy, Management and Budget.

1/4/06 #3695

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