

**Department of the Interior  
Departmental Manual**

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**Effective Date:** 1/15/2021

**Series:** Emergency Management

**Part 900:** Emergency Management Program

**Chapter 5:** National Security Emergency Preparedness (NSEP)

**Originating Office:** Office of Emergency Management

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**900 DM 5**

**5.1 Purpose.** This Chapter sets forth policies and guidance for Department of the Interior (Department) 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 4, Continuity of Operations Program. Consistent with Executive Order 12656, Assignment of National Security and Emergency Preparedness Responsibilities, NSEP activities also include responsibilities for protection of essential resources and facilities, guidance on which is promulgated under DM Part 444, Physical Protection and Facility Security; and 375 DM 19, Information Technology Security Program.

**5.2 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.

**5.3 Authorities and References.** The list of core authorities and references used for the Departmental Emergency Management Program are listed in 900 DM 1. The following authorities and references are specific to this Chapter:

- A. Presidential Policy Directive 40, National Continuity Policy.
- B. Executive Order 12656, Assignment of National Security and Emergency Preparedness Responsibilities.
- C. 36 CFR § 1223, Vital records during an emergency.
- D. Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions.
- E. Presidential Policy Directive 8, National Preparedness.
- F. Presidential Policy Directive 21, Critical Infrastructure Security and Resilience.

G. Presidential Policy Directive 62, Protection Against Unconventional Threats to the Homeland and Americans Overseas.

H. Federal Continuity Directive 1, Federal Executive Branch National Continuity Program and Requirements.

I. Departmental Manual (DM) Part 444, Physical Protection and Facility Security.

J. 375 DM 19, Information Technology Security Program.

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

**5.5 Responsibilities.**

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

B. Assistant Secretary - Policy, Management and Budget (A/S – PMB). Provides overall leadership and coordination for the Department’s NSEP program and serves as the Departmental Continuity Coordinator.

C. Assistant Director for Continuity Programs, Office of Emergency Management. Leads NSEP policy development and planning and ensures NSEP capability readiness for the Department. Develops and maintains a multi-year NSEP plan. Represents the Department on interagency NSEP committees. Serves as the Departmental Continuity Manager.

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

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