

United States Department of the Interior
OFFICE OF THE SECRETARY
Washington, D.C. 20240

ORDER NO. 3245, Amendment No. 1 (*Amended material italicized*)

SIGNATURE DATE: December 31, 2003

Subject: Department of the Interior Emergency Reservists Group

Sec. 1 **Purpose.** The purpose of this order is to establish a cadre of former and current employees of the Department of the Interior to serve the Department in emergencies.

Sec. 2 **Authority.** This Order is issued under the authority of Section 2 of the Reorganization Plan No. 3 of 1950 (64 Stat. 1262), as amended.

Sec. 3 **Establishment.** In order to ensure that the Department has access to people with skills and training to respond to the needs of the Department in emergencies, there is hereby established a group of Emergency Reservists. This group shall consist of two tiers as outlined in Section 4, hereof.

Sec. 4 **Composition.**

a. Tier One shall consist of current employees of the Department. These employees will be expected to leave their regular positions if needed during times of emergency. They will serve in various emergency management positions.

b. Tier Two shall consist of a small number of retired employees serving as reemployed annuitants. These reservists will be expected to augment the Tier One employees, if needed, in times of emergency.

Sec. 5 **Compensation and Training.**

a. Tier One Reservists must receive at least two weeks of training annually in order to remain in their reserve status. If called to perform in an emergency on a 24-hour basis, they shall be provided overtime pay in accordance with existing laws and regulations. If not permitted to receive overtime, they shall be accorded appropriate compensatory time off for the additional time spent in performing emergency duties.

b. Tier Two Reservists must receive at least two days of training annually. If called to perform in an emergency, their compensation shall be established in accordance with applicable laws and regulations.

Sec. 6 **Implementation.**

a. The Assistant Secretary - Policy, Management and Budget shall be responsible for

establishing the criteria for selection of Reservists and designation of the members of both Tiers.

The Assistant Secretary shall establish the protocol for activation; assure appropriate training is conducted; maintain a clearance level of at least Top Secret for the affected employees and retirees; and assure compensation is provided as outlined above.

b. The Assistant Secretary also shall be responsible for converting the provisions of this Order to the Departmental Manual.

Sec. 7 Expiration Date. This Order is effective immediately. It will remain in effect until its provisions are converted to the Departmental Manual or until it is amended, superseded or revoked, whichever occurs first. In the absence of the foregoing actions, the provisions of this Order will expire and be considered obsolete on *January 15, 2004*.

/s/ Gale A. Norton
Secretary of the Interior

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