

Department of the Interior
DEPARTMENTAL MANUAL

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, 1.1

Subchapter 1. General Provisions.

.1 Authority for Preparedness Functions. E.O. 10997 dated February 16, 1962, (See Exhibit 1) delegates to the Secretary of the Interior authority to develop national emergency plans and preparedness programs for (1) electric power; (2) petroleum and gas; (3) solid fuels; and (4) minerals.

.2 Mobilization Policies. The Departmental national emergency standby personnel policies and procedures are contained in 370 DM Addition to FPM SUPPLEMENT 990-3.

9/29/67 (Release FPM 104)
Replaces 4/23/64 (Release No. FPM 28)



Executive Order 10997

ASSIGNING EMERGENCY PREPAREDNESS FUNCTIONS TO THE
SECRETARY OF THE INTERIOR

By virtue of the authority vested in me as President of the United States, including authority vested in me by Reorganization Plan No. 1 of 1958 (72 Stat. 1799), it is hereby ordered as follows:

Section 1. Scope. The Secretary of the Interior (hereinafter referred to as the Secretary) shall prepare national emergency plans and develop preparedness programs covering (1) electric power; (2) petroleum and gas; (3) solid fuels; and (4) minerals. These plans and programs shall be designed to provide a state of readiness in these resource areas with respect to all conditions of national emergency, including attack upon the United States.

Section 2. Definitions. As used in this order:

(a) The term "electric power" means all forms of electric power and energy, including the generation, transmission, distribution, and utilization thereof.

(b) The term "petroleum" means crude oil and synthetic liquid fuel, their products, and associated hydrocarbons, including pipelines for their movement and facilities specially designed for their storage.

(c) The term "gas" means natural gas (including helium) and manufactured gas, including pipelines for the movement and facilities specially designed for their storage.

(d) The term "solid fuels" means all forms of anthracite, bituminous, subbituminous, and lignitic coals, coke, and coal chemicals produced in the coke making process.

(e) The term "minerals" means all raw materials of mineral origin (except petroleum, gas, solid fuels, and source materials as defined in the Atomic Energy Act of 1954, as amended) obtained by mining and like operations and processed through the stages specified and at the facilities designated in an agreement between the Secretary of the Interior and the Secretary of Commerce as being within the emergency preparedness responsibilities of the Secretary of the Interior.

Section 3. Resource Functions. With respect to the resources defined above, the Secretary shall:

(a) Priorities and allocations. Develop systems for the emergency application of priorities and allocations to the production and distribution of assigned resources.

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(b) Requirements. Periodically assemble, develop as appropriate, and evaluate requirements for power, petroleum, gas and solid fuels, taking into account estimated needs for military, civilian, and foreign purposes. Such evaluation shall take into consideration geographical distribution of requirements under emergency conditions.

(c) Resources. Periodically assess assigned resources available from all sources in order to estimate availability under an emergency situation, analyze resource estimates in relation to estimated requirements in order to identify problem areas, and develop appropriate recommendations and programs including those necessary for the maintenance of an adequate mobilization base. Provide data and assistance before and after attack for national resource evaluation purposes of the Office of Emergency Planning.

(d) Claimancy. Prepare plans to claim materials, manpower, equipment, supplies and services needed in support of assigned responsibilities and other essential functions of the Department before the appropriate agency, and work with such agencies in developing programs to insure availability of such resources in an emergency.

(e) Minerals development. Develop programs and encourage the exploration, development and mining of strategic and critical minerals for emergency purposes.

(f) Production. Provide guidance and leadership to assigned industries in the development of plans and programs to insure the continuity of production in the event of an attack, and cooperate with the Department of Commerce in the identification and rating of essential facilities.

(g) Stockpiles. Assist the Office of Emergency Planning in formulating and carrying out plans and programs for the stockpiling of strategic and critical materials, and survival items.

(h) Salvage and rehabilitation. Develop plans for the salvage of stocks and rehabilitation of producing facilities for assigned products after attack.

(i) Economic stabilization. Cooperate with the Office of Emergency Planning in the development of economic stabilization policies as they might affect the power, fuels and assigned minerals supply, production, and marketing programs, and the conservation of essential commodities in an emergency, including rationing of power and fuel.

(j) Financial aid. Develop plans and procedures for financial and credit assistance to producers, processors, and distributors who might need such assistance in various mobilization conditions.

Section 4. Cooperation with Department of Defense. In consonance with national civil defense plans, programs and operations of the Department of Defense, under Executive Order No. 10952, the Secretary shall:

(a) Facilities protection. Provide industry protection guidance material adapted to needs of industries concerned with assigned products, and promote a national program to stimulate disaster preparedness and control in order to minimize the effects of overt or covert attack and maintain continuity of production and capacity to serve essential users in an emergency. Guidance shall include but not be limited to: organizing and training facility personnel, personnel shelters, evacuation plans, records protection, continuity of management, emergency repair, deconcentration or dispersal of facilities, and mutual aid associations for emergency.

(b) Chemical, biological and radiological warfare. Provide for the detection, identification, monitoring and reporting of chemical, biological and radiological agents at selected facilities operated or controlled by the Department of the Interior.

(c) Damage assessment. Maintain a capability to assess the effects of attack on assigned products, producing facilities, and departmental installations both at national and field levels, and provide data to the Department of Defense.

Section 5. Research. Within the framework of Federal research objectives, the Secretary shall supervise or conduct research directly concerned with carrying out emergency preparedness responsibilities, designate representatives for necessary ad hoc or task force groups, and provide advice and assistance to other agencies in planning for research in areas involving the Department's interest.

Section 6. Functional Guidance. The Secretary, in carrying out the functions assigned in this order, shall be guided by the following:

(a) Interagency cooperation. The Secretary shall assume the initiative in developing joint plans for the coordination of emergency fuel, energy, and assigned mineral programs of those departments and agencies which have the responsibility for any segment of such activities. He shall utilize to the maximum those capabilities of other agencies qualified to perform or assist in the performance of assigned functions by contractual or other agreements.

(b) Presidential coordination. The Director of the Office of Emergency Planning shall advise and assist the President in determining policy for, and assist him in coordinating the performance of functions under this order with the total national preparedness program.

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(c) Emergency planning. Emergency plans and programs, and emergency organization structure required thereby, shall be developed as an integral part of the continuing activities of the Department of the Interior on the basis that it will have the responsibility for carrying out such programs during an emergency. The Secretary shall be prepared to implement all appropriate plans developed under this order. Modifications, and temporary organization changes based on emergency conditions, will be in accordance with policy determination by the President.

Section 7. Emergency Actions. Nothing in this order shall be construed as conferring authority under Title III of the Federal Civil Defense Act of 1950, as amended, or otherwise, to put into effect any emergency plan, procedure, policy, program, or course of action prepared or developed pursuant to this order. Such authority is reserved to the President.

Section 8. Redelegation. The Secretary is hereby authorized to redelegate within the Department of the Interior the functions hereinabove assigned to him.

Section 9. Prior Actions. To the extent of any inconsistency between the provisions of any prior order and the provisions of this order, the latter shall control. Emergency Preparedness Order No. 7 (heretofore issued by the Director, Office of Civil and Defense Mobilization) (26 F.R. 659-660), is hereby revoked.

John F. Kennedy

The White House,
February 16, 1962

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Subchapter 2. National Emergency Standby Recruitment.

.1 Obtaining Employee's and Present Employer's Concurrence. Letters explaining the Executive Reserve Program and inquiring as to the employee's availability for such service shall be sent by the bureau or office to the individual and his employer prior to the designation of such individuals as members of the National Defense Executive Reserve of the Department.

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Subchapter 3. The National Defense Executive Reserve.

.1 The Department's Executive Reserve Unit. In accordance with the provisions of E.O. No. 11179 (See FPM Suppl. 990-1, Book II), Office of Emergency Planning Defense Mobilization Order 9700.1, and Section 710 (e) of the Defense Production Act of 1950, as amended, a National Defense Executive Reserve of the Department has been established.

.2 Responsibilities of the Office of the Assistant Secretary for Administration

A. The Assistant Secretary for Administration is responsible for overall direction and coordination of the Interior Executive Reserve program.

B. The Assistant Secretary for Administration, or his designated representative, shall serve as the Interior representative on the Interagency Committee on the National Defense Executive Reserve and represents the Department on Reserve problems with other Government agencies, such as the Civil Service Commission, Bureau of the Budget, etc.

.3 Responsibilities of Bureaus and Offices.

A. The bureaus and offices of the Department for which Executive Reserve units may be created are those which have been assigned functions relating to defense mobilization planning and civil defense emergency operations. These bureaus and offices may establish separate units of the Interior Executive Reserve and may nominate candidates for designation by the Secretary to the Interior Executive Reserve. Candidates so nominated must be limited to those executives for whom, in accordance with OEP Defense Mobilization Order No. 9700.1, there is a demonstrable need in essential mobilization functions.

B. Each bureau or office of the Department shall, subject to the overall direction of the Assistant Secretary for Administration, be responsible for:

(1) Determining the number of Executive Reservists needed to meet its mobilization requirements.

(2) Selecting, recruiting, and training its Reservists.

(3) General direction and supervision of its unit of the Interior Executive Reserve.

(4) Avoidance of excessive demands on a single employer for personnel to serve as members of the Interior Executive Reserve.

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(5) Ascertaining whether a person selected as a proposed member of the Interior Executive Reserve has already been designated by any other Government agency by checking with the central roster maintained by the Commission.

(6) Approving the degree of security clearance required for active participation in the Interior Executive Reserve and obtaining the necessary security clearance on each candidate prior to designation.

(7) Advising the Commission if at any time in the course of recruiting contacts or other negotiations with employers, information develops that the employer desires that no further recruitment for the Executive Reserve be conducted in that particular organization.

(8) Preparing and processing necessary letters, reports, and other documents.

(9) Nominating persons to be designated by the Secretary as members of the Interior Executive Reserve.

C. The Personnel Officer, Office of Management Operations, shall maintain official files on each person designated as a member of the Interior Executive Reserve, forward names of Executive Reservists to the Commission on National Defense Executive Reserve Personnel Report, CSC Form 518, and make such other personnel reports on the Interior Executive Reserve as may be required.

.4 Membership of Interior Executive Reserve. The Interior Executive Reserve shall be composed of persons selected from the various segments of the civilian economy and from Government whose services will be available for Federal Government employment during periods of national emergency.

A. The number of Executive Reservists in each bureau or office, in accordance with the provisions of Office of Emergency Planning Circular 9700.2A shall be limited to those for which there is a demonstrable need in essential mobilization functions.

B. Executive Reservists will be persons with broad experience in the important functional areas of each industry concerned.

C. Executive Reservists shall be persons qualified to participate in an executive capacity in a Government agency required to mobilize in the event of a national emergency.

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D. Executive Reservists shall be designated as members of the Interior Executive Reserve Unit for a period not to exceed three (3) years. Members may be redesignated for additional periods upon the approval of the Office of Emergency Planning.

E. State and local officials having emergency responsibilities because of their position shall not be considered for membership.

F. Persons with overriding military obligations shall not be eligible for designation as members of the Interior Executive Reserve.

G. Persons serving as members of a National Defense Executive Reserve in any other Government agency are not eligible for designation as members of the Interior Executive Reserve.

.5 Security Clearance. A person shall not be nominated for designation as a member of the Interior Executive Reserve until an appropriate security clearance has been obtained.

.6 Forms to be Completed by Nominees. Each non-Federal employee nominated and willing to serve as a member of the Interior Executive Reserve shall execute the following:

A. Statement of Understanding. Each candidate shall submit to the bureau or office to which he will be assigned a statement of understanding (see Illustration No. 1), expressing:

(1) His willingness to attend scheduled training meetings, including the testing of mobilization plans and programs;

(2) His immediate availability for assignment in the event of a national emergency, barring unforeseen and overriding reasons to the contrary;

(3) The concurrence of his employer, or in the case of a Government employee, of a responsible official of his agency;

(4) His intent to notify the bureau or office when his employment or personal status changes so as to make unlikely his availability for full-time service in the event of national emergency; and

(5) His understanding that the designation is for a period of three years; that redesignation for continued membership will be required at the expiration of each three year period; and that such redesignation will be subject to his consent and that of his employer.

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B. Security Forms. The following forms shall be completed and forwarded to the Security Officer, Division of Personnel Services, Office of Management Operations:

(1) Security Investigation Data for Sensitive Position (SF 86) shall be prepared in triplicate. The original and one copy of the form must be signed by the individual.

(2) Application for Federal Employment (SF 57 or 60).

(3) Fingerprint Chart (SF 87) original only.

.7 Designation Procedure.

A. The following actions shall be taken prior to the designation of a nominee to the Interior Executive Reserve:

(1) Check the central Executive Reserve roster of the Commission. A form letter similar to Illustration No. 2 may be used for this purpose.

(2) Prepare and forward letters to the individual and his company explaining the program and inquiring as to his availability for such service.

(3) Receive completed forms listed in paragraph 370 DM 910, 3.6.

(4) Obtain the necessary security clearance.

(5) Obtain approval of the designation of the nominee from the Director OEP on Form OEP 127.

B. The remaining steps to finalize the action shall be taken:

(1) Prepare for the signature of the Secretary a letter of official designation for each proposed member of the Interior Executive Reserve, and a letter to the designee's employer confirming the designation.

(2) Prepare Part I of the "Personnel Report," CSC Form 518, for the signature of the Personnel Officer, Division of Personnel Services, Office of Management Operations.

(3) Forward the following to the Personnel Officer, Division of Personnel Services, Office of Management Operations:

(a) Letter of official designation prepared for the signature of the Secretary;

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(b) Copy of the Statement of Understanding, signed by the designee;

(c) CSC Form 518 with Part I, completed for the signature of the Personnel Officer.

(4) The Personnel Officer, Office of Management Operations, forwards the completed CSC Form 518 to the Central Office of the Commission.

.8 Change in Status.

A. A member of the Interior Executive Reserve will no longer be eligible to serve when his employment or personal status changes in a manner that makes it unlikely that he would be available for full-time Government service in event of national emergency.

B. Changes occurring in an Executive Reservist's status, such as changes in employment or address, withdrawal or termination, shall be reported on the appropriate section of CSC 518 and submitted to the Personnel Officer, Division of Personnel Services, Office of Management Operations. A change of employment to a different company, agency, etc., shall require execution of another Statement of Understanding.

.9 Identification. At the time of designation, Reservists shall be issued an official identification card (SF 138, Rev. 6/62, CD Reg. 231) by the designating bureau or office.

.10 Transfer. A Reservist may be transferred from one Executive Reserve Unit to another if the agencies concerned have jointly determined that such action is in the best interests of the Federal Government and if the individual Reservist concurs in the transfer. The transferring agency shall notify the Commission of the action on CSC Form 518.

.11 Redesignation. Executive Reservists whose terms expire may be redesignated for additional periods. The following procedures shall be observed.

A. Obtain approval of the redesignation from the Director of OEP on Form OEP 127, Request for Approval of Candidate for Designation. (In cases involving large numbers, other procedures may be negotiated with OEP.) Form OEP 127 may be obtained from the Division of Personnel, Office of Management Operations.

B. The designation procedures outlined in 370 DM 910, 3.6A and 3.7B should be observed.

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.12 Separation.

A. A Reservist shall be separated when he has indicated he no longer desires to serve, when his services are no longer required, or when his 3-year term expires unless the bureau or office recommends to the OEP Director that he be redesignated for another specific term and his redesignation is approved.

B. When Executive Reservists withdraw or are terminated, appropriate letters of appreciation shall be sent to them and to their employers from the head of the bureau or office concerned or from the Secretary, as appropriate. Also Part II of the "Personnel Report," CSC Form 518, shall be completed showing the termination and shall be forwarded to the Personnel Officer, Division of Personnel Services, Office of Management Operations.

.13 Training of Executive Reservists. Within the availability of funds, the extent and type of training given to Reservists shall be determined by each bureau or office in keeping with the particular needs of the function for which it has responsibility. In general, training will include:

A. Orientation sessions.

B. Continuous dissemination of information necessary for Executive Reservists to keep abreast of developments on Government organization and programs planned by the delegate agency for functioning in event of national emergency.

C. Dissemination of information necessary to keep each Executive Reservist fully abreast of developments in his particular field which affect the capacity of the United States to mobilize in a national emergency.

D. Participation of Executive Reservists in mobilization exercises as necessary, including testing of mobilization plans at emergency relocation sites.

E. Development and maintenance of appropriate manuals or handbook as necessary.

.14 Conflict of Interest. Activities of persons by reason of designation as Executive Reservists under E.O. No. 11179 shall not include acting or advising on any matter pending before any department or agency but shall be limited to receiving training for mobilization assignments under the Reservist program. With respect to activities as so limited, Reservists who are not full-time Government employees are not considered to be

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Government employees for the purposes of the conflict of interest statutes. If a person designated as an Executive Reservist is to act in any other capacity within the Department, he shall be appointed under appropriate authority. The degree to which the conflict of interest statutes will apply to such an employee will depend upon whether he is a Special Government employee or a regular Government employee as defined in 76 Stat. 1119.

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UNITED STATES
DEPARTMENT OF THE INTERIOR

PETROLEUM AND GAS UNIT
OF THE
NATIONAL DEFENSE EXECUTIVE RESERVE

Statement of Understanding

As a member of the Department of the Interior's Petroleum and Gas Unit of the National Defense Executive Reserve designated pursuant to the provisions of Section 710(e) of the Defense Production Act of 1950, as amended and Executive Order 11179 of September 22, 1964

1 I will participate in the prescribed course of training, which may include readiness exercises I understand that I will be expected to devote about ten days annually to such participation on request of the Director of the Office of Oil and Gas, Department of the Interior

2 In event of a national emergency, I shall be available immediately for full-time employment in the Emergency Petroleum and Gas Administration of the Department of the Interior which will be responsible for petroleum and gas mobilization, subject only to unforeseen and overriding reasons to prevent such employment

3 I shall notify immediately the Director of the Office of Oil and Gas, Department of the Interior, Washington, D C 20240 of any changes in my employment or personal status making it improbable that I would be available for full-time Government service in event of a national emergency I will also keep the Director, Office of Oil and Gas, informed of changes such as change in title, position, business address, home address

4 I understand that my service as a Member of the Petroleum and Gas Executive Reserve Unit is without compensation, and I agree to make no claim against the Government for compensation on account of services performed as an Executive Reservist in the Department of the Interior's Petroleum and Gas Unit of the National Defense Executive Reserve

5 I understand that this designation as a member of the National Defense Executive Reserve is for a period of three years; that redesignation for continued membership will be required at the expiration of each three-year term; and that such redesignation will be subject to my consent and that of my employer

My employer concurs in the commitments made herein, and signifies his approval by affixing his signature, title and affiliation to this statement of understanding

Employer _____
(Signed)

Executive Reservist _____
(Signed)

Title _____

Date _____

Organization _____

Address _____

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UNITED STATES
DEPARTMENT OF THE INTERIOR
Office of the Secretary
Washington, D.C. 20240

Director, Career Placement Program
U. S. Civil Service Commission
1900 E Street, N. W.
Washington, D.C. 20415

Dear Sir:

The Office of Oil and Gas proposes to designate the individual or individuals on the attached list as member(s) of the Petroleum and Gas Unit of the National Defense Executive Reserve.

Will you please advise us whether the Central Roster on Executive Reservists indicates whether or not this individual(s) has been previously designated or is being considered by any other government agency.

Chief, Division of Personnel

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Subchapter 4. Nationwide Post-Attack Registration.

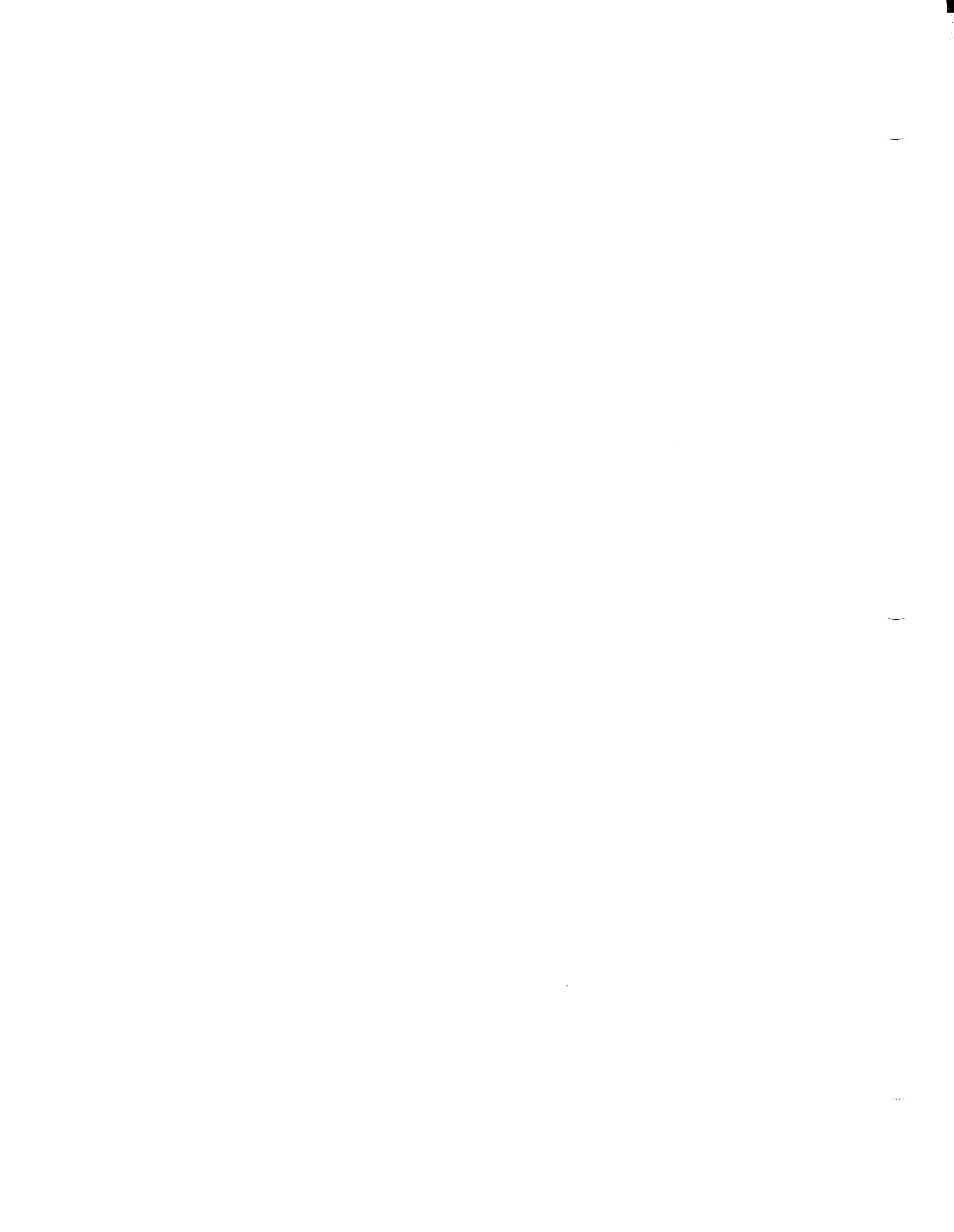
.1 Essential Employees Including Executive Reservists. Employees designated to perform essential continuing functions and Interior Executive Reservists will be expected, unless emergency conditions prevent or they are directed otherwise by responsible officials, to report to their assigned locations and duties as soon as possible after an emergency.

.2 Employees Without Special Assignments. Employees who do not have special assignments will be expected in an emergency, unless emergency conditions prevent, to continue to report for duty to their regular place of work, or its relocation point.

.3 Any Employee Prevented From Reporting. All employees with or without emergency assignments who are prevented from going to their regular place of work or prevented from reporting to an emergency location will report to the nearest post office, fill out Emergency Registration Card and file it with the Postmaster. The Postmaster will then forward it to the Commission. When the Commission receives the registration card, the Department will be notified. In the meantime, the employee should offer his services to the nearest civil defense or government installation for any type of work he can perform. Whatever the case, he will be carried on the rolls of the Department until otherwise notified. In such cases, the employee should make every attempt to contact a Department installation and notify it that he is available for duty.

.4 Assignment of Employees Without Emergency Assignments. Employees reporting to Department offices who do not have emergency assignments, may be assigned to any organization of the Department. This group of employees will provide the best source of recruitment for immediate staffing of essential operations following an attack. If such employees report to a Department installation, they should be kept working and on the payroll pending their reassignment to emergency duties and should be utilized to assist wherever possible in meeting immediate organizational and local civil defense emergency needs.

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Subchapter 5. Appointment of Personnel Under Subsections 710(b) and 710(c) of the Defense Production Act of 1950, as Amended.

.1 Definitions.

A. WOC Employee. As used in this chapter the title denotes a person of outstanding experience and ability in any one of the fields of petroleum, gas, minerals, solid fuels and electric power, employed to serve on a without compensation basis under the authority of subsection 710(b) of the Defense Production Act of 1950, as amended.

B. DPA. The abbreviation of the title of the Defense Production Act of 1950, as amended, used in this chapter when referring to that Act.

.2 Authority to Appoint Personnel. Under subsections 710(b) and 710(c) of the Defense Production Act of 1950, as amended, (50 U.S.C. app., section 2160) the President is authorized to employ persons to serve without compensation and to employ experts and consultants as authorized by 5 U.S.C. 3109, at rates not in excess of \$50 a day to carry out the functions of the Act. The President issued E. O. 10647 on November 28, 1955, delegating this authority, subject to certain restrictions, to the heads of departments and agencies to whom functions are assigned under the DPA. The Department is delegated responsibilities with respect to the priorities and allocations of petroleum, gas, solid fuels, electric power and minerals for the national defense and national security. The Secretary is authorized to appoint personnel to carry out the functions conferred upon the Department. He may not redelegate this authority. It is required that the Secretary be guided by the following policies when exercising the authority delegated by E. O. 10647. (See FPM Supplement 990-1, Book II for E. O. 10647)

A. Full-time, salaried employees of the Department shall, to the greatest extent possible, carry out the responsibilities of the DPA functions in the Department. So far as possible the employment of personnel under this authority shall be for positions of an advisory or consultative nature.

B. Appointments will be made under this authority only when the requirements of the position are such that the incumbent must personally possess outstanding experience and ability not obtainable on a full-time, salaried basis.

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C. Personnel employed as experts and consultants under 710(c) of the DPA, as authorized by 5 U.S.C. 3109, may be paid at rates not in excess of \$50 a day.

3. Recruitment and Recommendation of Appointee for Appointment. The head of a bureau or an office to which functions have been assigned under the DPA shall be responsible for the recruitment of personnel and the determination of duties to be performed in carrying out these responsibilities. He shall recommend to the Secretary by memorandum the prospective appointee recruited to serve as a WOC employee or as an expert or consultant. The recommendation shall contain a justification for the appointment. (See Appendix D for instructions for submitting a recommendation to the Secretary) The head of a bureau or office will be guided by the following policies.

A. In the selection of a candidate and the assignment of duties, measures shall be taken to avoid any possible conflict of interest between the duties and the personal financial interests and holdings of the appointee.

B. On matters relating to policies, DPA employees shall be limited to providing advice to officials in the Department who are responsible for making policy decisions and to other full-time, salaried employees who are authorized to make recommendations with respect to policy matters.

4. Availability of Funds. The appointment of a WOC employee or an expert or consultant is subject to advance budgetary determination of the availability of funds for payment of transportation and per diem in lieu of subsistence, or salary.

.5 Transportation and Per Diem in Lieu of Subsistence. An appointee employed under section 710 of the DPA, either as a WOC employee or an expert or consultant, may be allowed transportation and not to exceed \$15 per diem in lieu of subsistence while away from home or regular place of business pursuant to such appointments.

.6 Effective Date of Appointment. The head of a bureau or office assigned the responsibilities of the functions of the DPA shall set the date the employee will report to duty after the Secretary has certified to the appointment of a prospective appointee. An appointee may not enter on duty and payment may not be authorized for travel expenses or per diem prior to the date the Secretary certifies to the appointment.

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.7 Financial Interests Statement to be Filed with the Office of the Federal Register. The regulations governing Federal Employee Responsibility and Conduct, 43 CFR, Part 20, as contained in FPM 735 and 370 DM 735, are applicable to persons appointed under subsections 710(b) and 710(c) of the DPA. The statements of employment and financial interests of WOC employees appointed under subsection 710(b) of the DPA, shall be submitted to the Office of the Federal Register within 30 days from the date of appointment. At the end of each succeeding six-month period thereafter, a statement shall be obtained from the appointees showing any changes in such interests during the period. These statements shall be submitted to the Office of the Federal Register for publication. (See Exhibits 3, 4, and 5 for samples of forms to be used in reporting employment and financial interests.)

.8 Political Activity Restriction. The Hatch Political Activities and Civil Service Rule IV restrictions contained in FPM 733 and FPM Supplement 990-1, Book III, are applicable to persons appointed under the authority of subsections 710(b) and 710(c) of the DPA.

.9 Pre-Employment Security Clearance. Personnel selected for appointment as WOC employees are subject to pre-employment security clearance in accordance with the Commission's prescribed procedures contained in FPM 732 and FPM 736.

.10 Change of Duties. A WOC employee shall perform only the duties of the position to which appointed. When a major change occurs in the duties of an employee, such as changing from advisory duties to those of an operating nature, a new statement of duties shall be prepared and the employee shall receive a conversion of appointment to the new duties. When this occurs a new Certification of Appointment, Form I-656 or I-657, whichever is applicable, shall be prepared and submitted to the Secretary for signature. The employee's statement of financial interests, previously filed with the Office of the Federal Register shall be brought up-to-date when the new appointment is made effective.

.11 Resignation or Separation.

A. The head of a bureau or an office assigned the responsibilities of the functions of the DPA shall submit to the Secretary a recommendation for separation when a WOC employee resigns or when it is determined that there is no further need for an employee's services. The procedure used in obtaining Secretarial certification of an appointment shall be followed in submitting a recommendation for separation.

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370 DM 910. 5.11B

B. The head of a bureau or an office assigned the responsibilities of the functions of the DPA shall prepare letters to the employee, and his employer if appropriate, expressing the Department's appreciation and thanks for the service performed. The letters may be prepared for the signature of the Secretary or the head of the bureau or office, as appropriate.

C. Payment shall not be made for per diem or travel expenses incurred by an employee after the termination date of his employment.

.12 Civil Service Commission Review. The personnel folders of WOC employees and of experts and consultants, appointed under the authority of subsections 710(b) and 710(c) of the DPA, shall be kept available for an annual review by the Commission as required by section 305 of E.O. 10647 and FPM 304. (See FPM Supplement 990-1, Book II for E. O. 10647)

I-650
(May 1956)

WAIVER

Date _____

I understand that my appointment under subsection (b) of
Section 710 of the Defense Production Act of 1950 and section 101(a)
of Executive Order 10647 as _____
is without compensation and I agree to make no claim against the
Government for compensation on account of services performed under
this appointment.

I-651

Sample Memorandum

UNITED STATES
DEPARTMENT OF THE INTERIOR
(Bureau)

Memorandum

To: Name of WOC

From: (Head of bureau or office to which Defense Production Act functions have been assigned)

Subject: Restrictions on policy decisions

As a WOC employee of the Government under authority of subsection 710(b) of the Defense Production Act of 1950, as amended, your activities are limited by the following subsection of that Act:

"(3) Appointees under this subsection (b) shall, when policy matters are involved, be limited to advising appropriate full-time salaried Government officials who are responsible for making policy decisions."

Consonant with the statutory limitation you will refer the making of policy decisions to me or the (title of official to whom policy decisions are to be referred) when, in the discharge of your official duties, such decision becomes necessary. You are, of course, free to recommend policy or to participate in the development of recommendations with respect to policy matters and you are free to make decisions in the area of your duties and responsibilities which conform to established policy.



I-652

UNITED STATES
DEPARTMENT OF THE INTERIOR

APPOINTEE'S STATEMENT OF FINANCIAL INTERESTS
(See Instructions on Reverse of Page 2)

In accordance with the requirements of section 302(b) of Executive Order 10647, I am filing the following statement for publication in the Federal Register:

(1) Names of any corporations of which I am, or had been within 60 days preceding my appointment, on _____, (date)

as _____, _____, (title) (organization)

as officer or director:

(2) Names of any corporations in which I own, or did own within 60 days preceding my appointment, any stocks, bonds, or other financial interests:



I-652 Attachment

INSTRUCTIONS

This statement is to be filed within thirty days from date of appointment. An additional statement is to be filed at end of each succeeding six-month period from the date of appointment showing any changes in such interests during such period.

- (1) The term "own" or "has owned" refers to any legal or equitable, vested or contingent, interest, however held. The names of corporations, partnerships, or other businesses in which a legal interest is owned by the appointee in a fiduciary capacity shall be listed only when any beneficiary is the spouse, parent, child, brother, or sister of the appointee. The names of corporations, partnerships, or other businesses in which an equitable interest is owned by the appointee shall be listed only when the appointee controls, or participates in the control of, the legal interest. However, the name and nature of the legal interest shall be specified when the appointee owning an equitable interest does not control, or participate in the control of the legal interest.
- (2) The term "other financial interests" includes any direct or indirect interests in the pecuniary profits or contracts of corporations, partnerships, or other businesses, including salaries, commissions, bonuses, options, retirement benefits, severance pay, or like interests, but excludes insurance policies of insurance companies in which the sole interest of the appointee is that policy.
- (3) At the end of each succeeding six-month period following the date of his appointment, the appointee shall file with the Federal Register for publication a statement showing any changes in such interests during such period. This may be accomplished by a separate letter or as an amendment to this form. In any event, the Federal Register Office must be formally notified if the appointee's interests have remained the same or of any change which has occurred.
- (4) This statement is to be completed by the appointee and forwarded through the head of the bureau or office to the Office of Personnel Management, Office of the Secretary, for submission to the Federal Register Office for publication in the Federal Register.

I-851
(Mar. 1959)

DEPARTMENT OF THE INTERIOR
Office of the Secretary

(Name)

STATEMENT OF CHANGES IN FINANCIAL INTERESTS

In accordance with the requirements of section 710 (b) (6) of the Defense Production Act of 1950, as amended, and Executive Order 10647 of November 28, 1955, the following changes have taken place in my financial interests during the past six months:

- (1)
- (2)
- (3)
- (4)

This statement is made as of _____

Dated: _____

(Signature)



Form DI-213
-66
Rev. 1

**UNITED STATES DEPARTMENT OF THE INTERIOR
CONFIDENTIAL STATEMENT OF EMPLOYMENT AND FINANCIAL INTERESTS
(FOR USE BY SPECIAL GOVERNMENT EMPLOYEES)**

PART I - TO BE COMPLETED BY AGENCY

1. Name (last, first, initial)	2. Birth Date (month, day, year)	
3. Bureau and Office Organizational Segment	4. PERIOD OF APPOINTMENT (this Agency)	
	FROM	TO

PART II - TO BE COMPLETED BY APPOINTEE

1. a. Number of days already worked during a consecutive 365-day period

(1) with this Department _____

(2) with other Federal agencies _____

b. Estimated remaining number of days expected to work during the consecutive 365-day period

(1) with this Department _____

(2) with other Federal agencies _____

c. TOTAL _____

2. FEDERAL GOVERNMENT EMPLOYMENT - List all other Federal agencies in which you are presently employed. (If none, write "none.")

AGENCY AND LOCATION	TITLE OR KIND OF POSITION	APPOINTMENT PERIOD	
		FROM	TO

3. NON-FEDERAL EMPLOYMENT - Name all corporations, companies, firms, State or local Government organizations, research organizations, and educational or other institutions in which you are serving as employee, officer, member, owner, trustee, director, expert, adviser, or consultant, with or without compensation. (If none, write "none.")

NAME AND KIND OF ORGANIZATION (e.g., manufacturing, research, insurance)	LOCATION (City, State)	TITLE OR KIND OF POSITION

4. FINANCIAL INTERESTS - List the names of all corporations, companies, firms, or other business enterprises, partnerships, nonprofit organizations, and educational, or other institutions in which you have any financial interest through the ownership of stock, stock options, bonds, securities, or other arrangements including trusts. (If none, write "none.")

Information to be listed does not require a showing of amount of financial interest or value of real property. Interest, if any, of a spouse, minor child, or other member of your immediate household shall be reported in this statement as your interest. Member of your immediate household includes only those blood relations who are full-time residents of your household.

ORGANIZATION		NATURE OF INTEREST AND IN WHOSE NAME HELD
NAME	KIND (manufacturing, storage, public utilities, etc.)	

If additional space is required, use reverse side

CERTIFY that the statements I have made are true, complete, and correct to the best of my knowledge and belief. I UNDER-
AND that if, during the period of my appointment, I undertake a new employment, I must promptly file an amended statement, and must also report any new financial interests acquired during this period.

(Date) 7/19/71 (Release No. FPM 141) _____
Replaces (379 DM 6) _____
(Signature)

I-655
(May 1956)

DEPARTMENT OF THE INTERIOR
Office of the Secretary
Washington, D. C.

Office of the Federal Register
Washington, D. C. 20408

Gentlemen:

Pursuant to section 302(a) of Executive Order 10647, the following information on a WOC appointee in the Department of the Interior is furnished for publication in the Federal Register:

NAME OF APPOINTEE:

NAME OF EMPLOYING AGENCY:

THE TITLE OF THE APPOINTEE'S POSITION:

THE NAME OF THE APPOINTEE'S PRIVATE EMPLOYER OR EMPLOYERS:

The statement of "financial interests" for the above appointee is enclosed.

Secretary of the Interior

Enclosure

7/19/71 (Release No. FPM 141)
Replaces (379 DM 6)



I-656 (Revised)

Memorandum For The Files

Subject: Certification of appointment on part-time or intermittent basis on a Without Compensation Basis under Section 710(b) of the Defense Production Act of 1950, as amended, and Sec. 301(a) of Executive Order 10647.

<u>Name</u>	<u>Title of Position</u>	<u>Area</u>	<u>Position in Private Industry</u>
-------------	--------------------------	-------------	-------------------------------------

Certification is hereby made that:

1. The appointment is necessary and appropriate to carry out the provisions of the Defense Production Act;
2. The duties of the position to which the appointment is being made require outstanding experience and ability;
3. The appointee has the outstanding experience and ability required by the position;
4. The duties of this position do not require the services of a person on a full time salaried basis.

Secretary of the Interior

7/19/71 (Release No. FPM 141)
Replaces (379 DM 6)

I-657
(May 1956)

UNITED STATES
DEPARTMENT OF THE INTERIOR
Office of the Secretary

MEMORANDUM FOR THE FILES

Subject: Certification of Appointment on a Without Compensation Basis under Section 710(b) of the Defense Production Act of 1950, as amended, and Sec. 301(a) of Executive Order 10647

<u>Name</u>	<u>Title of Position</u>	<u>Area</u>	<u>Position in Private Industry</u>
-------------	--------------------------	-------------	---

Certification is hereby made that:

1. The appointment is necessary and appropriate to carry out the provisions of the Defense Production Act;
2. The duties of the position to which the appointment is being made require outstanding experience and ability;
3. The appointee has the outstanding experience and ability required by the position;
4. I have been unable to obtain a person with the qualifications necessary for the position on a full-time basis at Government salary.

Secretary of the Interior

7/19/71 (Release No. FPM 141)
Replaces (379 DM 6)

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370 DM 910, Appendix A

Appendix A. Procedures for Reporting Executive Reserve Contacts,
Designations and Terminations.

.1 Submission of Reports to Commission. The Civil Service Commission Central Office, Washington, D. C., 20415, shall be advised as to all Executive Reserve contacts, designations and terminations by the Personnel Officer, Division of Personnel Services, Office of Management Operations. CSC Form 518, National Defense Executive Reserve Personnel Report, shall be used for this purpose.

9/29/67 (Release No. FPM 104)
Replaces 4/23/64 (Release No. FPM 28)

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370 DM 910, Appendix C

Appendix C. Checklist for Agency Mobilization
Planning in the Personnel Field

.1 Manpower Planning. The Department's requirements relative to mobilization planning in the personnel field are contained in 370 DM Supplement 990-3. The Commission Checklist for Agency Mobilization Planning in the Personnel Field may be utilized for evaluating progress in the development of emergency operations readiness.

9/29/67 (Release No. FPM 104)
Replaces 4/23/64 (Release No. FPM 28)



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370 DM 910. Appendix D. 1

Appendix D. Recruitment and Appointment Procedures and Requirements in Obtaining Personnel to Staff Positions Under Authority of Subsections 710(b) and 710(c) of the Defense Production Act, as Amended.

.1 Recruitment. The head of a bureau or an office recruiting for personnel to carry out the functions of the DPA shall contact the person whose services are desired, and his employer when appropriate, outlining in detail the conditions of employment, the duties and responsibilities of the DPA function the candidate will be expected to assume, and inquiring as to the availability of his services. The prospective appointee shall be informed that the following regulatory requirements are applicable to a person who accepts employment.

A. Authority to Appoint. The Secretary only, is authorized to appoint personnel to perform DPA functions in the Department. The contact and discussion of employment by Department officials other than the Secretary may not be considered a commitment to employ. The effective date of an appointment may not be set and the payment of travel or per diem expenses of a candidate may not be authorized prior to the Secretary's certification to the appointment of a candidate.

B. Security Clearance. A prospective appointee is subject to a preemployment security clearance.

C. Political Activity. An appointee is restricted by the provisions of the Hatch Act from participating in political activity during periods of active duty status as a DPA employee. This is applicable to the entire 24 hours of any day of active employment.

D. Conflict of Interest. Personnel appointed under the authority of the DPA are subject to the conflict of interest statutes which govern ethical and other conduct and responsibilities of Federal Government employees. Defense Production Act employees are required to report personal employment and financial interests to the Department. Under the provisions of the Act it is required that the employment and financial holdings of an employee be published in the Federal Register when appointed to serve on a without compensation basis.

E. Waiver of Compensation. Personnel appointed as WOC employees are required to sign a waiver of any claim for compensation against the Government for services performed.

F. Appointment Affidavit. An appointee is required to execute an oath of office, SF-61, Appointment Affidavit, in which he swears to, or affirms, that he meets certain standards over and above the requirement that he is capable of performing the duties of the position.

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370 DM 910, Appendix D.1G

G. Completion of Forms. A prospective appointee is required to complete and return to the contacting office the following listed forms when he consents to accept employment.

(1) SF-171, Personal Qualifications Statement, showing all periods of employment which relate to qualifications required to perform the duties of the position for which recruited.

(2) SF-85 or SF-86, Security Investigation Data, whichever is applicable.

(3) SF-87, Fingerprint Chart

(4) Form I-652, Appointee's Statement of Financial Interests, or Form DI-213, Confidential Statement of Employment and Financial Interests, whichever is applicable.

(5) Form I-650, Waiver of Compensation, when appointee is to serve without compensation.

.2 Recommendation and Certification of Appointment. The head of a bureau or office responsible for functions under the DPA shall recommend to the Secretary for appointment the persons recruited to serve as WOC employee or as experts and consultants. The memorandum recommending the appointment of a prospective appointee shall inform the Secretary of the reasons why the services cannot be obtained through full-time employment of personnel. (Part III of E. O. 10647, FPM Supplement 990-1, Book II, contains the conditions which justify the appointment of a WOC employee) The memorandum of recommendation together with the following completed forms which require the Secretary's signature shall be submitted to the Secretary through the personnel office of the bureau or office concerned.

A. Form I-656 or Form I-657, Certification of Appointment of WOC employee, whichever form is applicable to the appointment. (See Exhibits 7 and 8 of 370 DM 910.5 for samples of the forms)

B. Form I-655, a letter reporting the appointment of a WOC employee and transmitting the financial interests statement of appointee to the Office of the Federal Register for publication. (See Exhibit 6 of 370 DM 910.5 for sample of form)

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370 DM 910, Appendix D.3

.3 Other Forms to Support Recommendation of Appointment. In addition to the forms which require the Secretary's signature, the following completed forms shall be submitted to the personnel office before an appointment is effected.

A. SF-52, Request for Personnel Action, providing information concerning the duties of the assignment, payment of transportation expenses and per diem in lieu of subsistence, and the work week of the employee when appropriate.

B. SF-171, Personal Qualifications Statement of Appointee.

C. SF-85 or SF-86, Security Investigation Data.

D. SF-87, Fingerprint Chart of appointee.

E. Form I-650, Waiver of compensation when appointee is to serve as a WOC employee. (See Exhibit 1 of 370 DM 910.5 for sample of form)

.4 Documents Furnished Appointee. In addition to the designated Civil Service Commission forms and documents issued to all Federal Government appointees, the following shall be provided an employee appointed under the DPA.

A. Departmental Booklet, Part 370 DM 735, Regulations Governing Responsibilities and Conduct of Employees in the Department of the Interior.

B. Form I-651, Memorandum to WOC employee advising of the statutory restrictions against an appointee establishing Departmental policies while serving as a DPA employee. (See Exhibit 2 of 370 DM 910.5 for sample of the form memorandum)

C. Other official documents concerning the employee's appointment and other official information when requested by an appointee for his employer, if the release of such information is appropriate.



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Personnel Part 370 - DM Addition to FPM
FPM Supplement 910-1 National Emergency 370 DM 910-1, SI.1
Readiness of Federal Personnel Management

.1 Purpose: This publication contains Departmental policies, plans, and procedures necessary for the development of Departmental and bureau advance plans for obtaining and maintaining the work force necessary to conduct essential functions during a national emergency.

.2 References:

A. The Defense Production Act of 1950, as amended, (P.L. 774, 81st Congress), provides for the administration of the United States defense mobilization program.

B. Executive Order 10647, of November 28, 1955, authorizes Heads of Departments and Agencies to whom emergency functions are assigned under the Defense Production Act to make without compensation (WOC) appointments under authority of subsection 710(b) of the DPA and to appoint consultants and experts under subsection 710(c).

C. Part 7, Executive Order No. 11490 of October 28, 1969, contains the Department's assigned emergency preparedness functions. (See Exhibit 1.) Parts 1 and 30 of E.O. 11490 contain the general emergency functions and authorities which are applicable to all Departments and Agencies with emergency functions assigned under the DPA.

D. 900 DM 1 contains the Department's basic overall national emergency policies and organization.

E. The Department of the Interior Emergency Operations Handbook contains general policies and procedures for various Departmental program areas for use in a national emergency. In the area of personnel management, it contains general personnel policies and procedures to be observed during an attack period on the United States.

F. 370 DM Addition to FPM Supplement 990-3, contains the Department's national emergency standby policies and procedures which become effective in the case of an emergency.

G. 370 DM 910 contains Departmental policies and procedures on emergency recruitment such as national emergency standby recruitment, national defense executive reserve, etc.

.3 Responsibilities:

A. The Office of Organization and Personnel Management, Office of the Assistant Secretary - Management and Budget is responsible for:

(1) Formulation of Departmental personnel policies, programs, and procedures as they relate to national emergency planning or execution and the providing of advice and assistance to bureaus in the implementation of such policies and programs.

12/26/72 (FPM 157)

Replaces FPM Release No. 84 (1/4/67)

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370 DM 910-1, SI.3A

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(2) Coordination on a Departmentwide basis of each bureau's emergency personnel recruitment needs and surpluses to insure maximum utilization of needed employee skills.

(3) The providing of advice and assistance to bureaus in developing bureau manpower plans for staffing in a national emergency.

(4) Evaluation and follow-up on the pre-emergency personnel planning by bureau headquarters and field offices on a planned, periodic basis.

(5) Liaison with the Commission on Government-wide personnel management emergency plans and programs.

(6) Liaison with the Department of Labor and the Commission on personnel manpower and wage stabilization controls.

(7) Liaison with the Selective Service System and the Civil Service Commission on matters pertaining to the occupational deferment of employees.

B. The Heads of Bureaus (including Office of the Secretary and Other Departmental Offices such as the Office of Oil and Gas, and the Defense Electric Power Administration) are responsible for:

(1) Determination of bureau national emergency essential manpower needs and the development of appropriate manpower plans to meet the needs.

(2) Development of standby bureau personnel policies, procedures, and programs to meet the expanded personnel program needs in a national emergency situation.

(3) Making sure that each separate existing and planned field office of the bureau is staffed with persons who have the technical competence to operate a personnel program for that office if it is prevented by emergency conditions from communicating with other offices of the bureau or that employees with such competence will be available to the field offices in such national emergencies. In the case of offices with few employees such as one or two men offices, special arrangements should be made for the servicing of such offices.

(4) Delegations of emergency personnel authorities to appropriate officials at all operating levels. Wherever possible the delegations should be on a standby basis to be automatically triggered by the occurrence of the emergency.

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(5) Advice and assistance to field offices in the development and implementation of emergency manpower plans for field offices including regional, state, area, and local operating levels.

.4 Planning Assumptions:

A. Need for Advance Personnel Planning: In the event of a surprise attack on the United States, there will be little opportunity to correct any deficiencies in pre-planned personnel actions or emergency personnel plans. Therefore, planning for emergency contingencies requires that essential personnel policies, procedures, and directives which will vary from peacetime application must be in the hands of the user, and thoroughly understood prior to mobilization (M-day). Emphasis should be placed on those actions, policies, and procedures which will automatically be effective in a national emergency in order to effectively carry out the Department's emergency functions.

B. Essential Employees: The hard-core of the national emergency work force, particularly supervisory personnel and skilled workers, will come from the present work force and members of the Department's Executive Reservist unit.

C. Call-Up of Ready Reserve: Departmental employees who hold a Ready Reserve status with the United States Armed Forces are subject to immediate recall to active duty in their reserve status during a national emergency or war on the United States.

.5 Manpower Planning: Each bureau or office will:

A. Plan its organization and staffing patterns for national emergencies.

B. Advise the Office of Organization and Personnel Management as soon as the bureau's emergency staffing pattern and assignments are completed as to:

(1) Any serious recruitment needs for which it is anticipated that recruitment assistance will be needed in an emergency;

(2) Any anticipated large employee surpluses in an emergency;

(3) Such information should be furnished in two copies and should be arranged by employing installation, occupational series, and numbers in each grade within each series and by position titles.

C. Undertake such planning and preparatory work as may be necessary to carry out efficiently the personnel programs and procedures which will become effective in a national emergency.

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D. Where national emergency functions call for a major and rapid buildup of manpower, use should be made of executive reserve, WOC and national emergency standby recruitment in filling key and essential positions on a standby basis (See 370 DM 910).

.6 National Emergency Critical Positions Staffing Plans: Each bureau shall develop National Emergency Critical Positions Staffing Plans for each bureau field office and headquarters.

A. Critical Positions: There are two types of critical positions: first, essential positions in short supply that will be established as the result of the emergency and will require positive recruitment; and secondly, positions of a non-essential nature that will be drastically increased numerically in case of an emergency and will require positive recruitment.

B. Content of Plan: Bureau National Emergency Critical Positions Staffing Plans shall be as simple as possible and may consist of:

(1) A copy of the Annual Occupational Distribution Report for the field office or bureau headquarters concerned, and

(2) A National Emergency Critical Position Recruitment Plan for each such office. Such recruitment plans will consist of two parts. The first part will consist of a critical positions list for the office concerned. The second part will be an estimate of the office's critical recruitment needs in case of an emergency. Such estimates will be by occupational series and by position titles and by grades within each series. Also, plans should be developed for the filling of such vacancies. The estimated recruitment needs for critical positions should be updated annually.

C. National Emergency Organizational Units: Those organizational units that will drastically expand during an emergency such as Defense Electric Power Administration, Office of Oil and Gas, etc., should maintain on a current basis organizational charts for each field office and headquarters showing each of the positions that will be filled in case of a national emergency and a National Emergency Critical Positions Recruitment Plan. A copy of such plans should be maintained at the field office concerned so that in case of a national emergency, that office will be able to immediately place recruitment orders with the local Employment Service and/or fill them as otherwise planned.

.7 Coordinating and Controlling Recruiting Activities: Bureaus should keep local Employment Service offices and local offices of the Commission informed of their emergency manpower needs - both long-range and current. Such information should be made available as far in advance of actual needs as possible. Bureaus should also work with local Employment Service offices and local representatives of the Civil Service Commission in the development of local emergency recruitment plans.

12/26/72 (FPM 157)
Replaces FPM 370-1.1(4/67)

.3 Emergency Duty Assignments: To the maximum extent practical, each bureau should determine the duties to be performed in an emergency and assign such duties to the incumbents of specific positions. For emergency purposes, Department of the Interior personnel should be assigned to one of the following categories:

A. Assigned to Essential Functions: Employees assigned to perform designated essential continuing functions in an emergency, should be notified in writing that, in the event of an emergency, and in the absence of other orders from responsible officials, they are to report to work at a (designated point) and perform specified essential emergency duties.

(1) Employees assigned to essential functions should not be considered as available for other assignments in the immediate emergency period; however, after critical emergency needs have been determined, they may be transferred from a lesser to a more essential activity.

(2) Employees who are members of an active military reserve should not be designated as essential personnel or given relocation assignments.

B. Interior Executive Reserve: This is composed of persons selected from various segments of the civilian economy and from Government who are to be trained and who are available for assignment to executive positions in the Department or the separate energy and minerals organizations during periods of emergency. Each Executive Reservist is officially designated as a member of the Interior Executive Reserve and carries an assignment similar to an employee assigned to perform essential functions. (See 370 DM 910)

C. Without Compensation Employees (WOCs): Certain persons from industry may be employed in the emergency effort by the Department on a without-compensation basis. These persons perform field planning and organizational functions and, in the event of an emergency, become full-time employees of Interior, whether at a relocation site or in a field office. While presently in a separate category, they may be considered during an emergency, as assigned to essential functions.

D. Unassigned Employees: Employees not given specific emergency assignments in an emergency should be considered available for other assignments within the Department or elsewhere in accordance with emergency needs. They should be kept working and on the payroll pending their reassignment to emergency duties and should be utilized to assist wherever possible in meeting immediate organizational and local civil defense emergency needs.

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.9 Control and Utilization of Manpower in an Emergency: Nationally the policies and decision governing the assignment and use of manpower in a total emergency effort will be under the direction of a national manpower control agency with responsibility for total civilian manpower requirements.

A. The Civil Service Commission, under the direction of the national manpower control agency, will be responsible for manpower utilization and control within the Federal Government and for consultation and liaison with Federal agencies on manpower problems.

B. The Office of Organization and Personnel Management and the headquarters personnel office of each bureau are responsible for exercising, at Departmental and bureau levels, respectively, manpower controls on employees.

C. The head of each Interior installation is responsible for assigning the personnel available to him to the highest priority of essential functions.

.10 Orientation and Training of Employees: Planned orientation and regular periodic training of employees as to their national emergency functions and duties will facilitate the change over to emergency functions. Therefore, such training is recommended.

A. Orientation: Employees assigned to essential emergency duties should be informed to the fullest extent possible as to the time and place to report for work in case of a national emergency, duties to be performed, any organizational or functional changes which are expected to be effective upon an attack on the United States or when a national emergency is declared or during the emergency period. All other employees should be informed to the fullest extent possible, compatible with security, or the continuity of operation plans pertaining to their particular function.

B. Training: Each bureau, to the extent practical, will conduct periodic training of employees assigned to essential duties concerning their emergency duty assignments and actions to be taken in an emergency.

.11 Civil Defense Preparedness: It is the policy of the Department to cooperate fully with Civil Defense officials regarding participation in pre-emergency training programs and test exercises in cooperation with States and local governmental units. Bureaus and offices should work with local civil defense agencies on evacuation and survival planning in preparation for civil defense emergencies.

.12 Post-Attack Registration of Employees: Each bureau should remind employees at least once each year of their responsibilities under the post-attack registration system operated by the Commission (See FPM 910). This reminder can be accomplished by a notice in an employee bulletin or by other appropriate means.

12/26/72 (FPM 157)

Replaces FPM Release No. 84 (1/4/67)

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.13 Departmental Plans for International Tension and Limited War:
The Department will not maintain detailed personnel standby regulations and instructions for use in periods of international tension or limited war. Instead, the Department will take whatever personnel actions are necessary to meet such problems as they occur and will issue appropriate personnel policies and procedures within the 370 DM system. Since FPM Supp. 990-3 and the DM Addition thereto, which is for use in a general war, would meet any emergency problems anticipated, they provide a reservoir which can be drawn upon for use in other emergency contingencies. The Departmental Plan in case of a national emergency is outlined in Appendix A of this chapter.

12/26/72 (FPM 157)

Replaces FPM Release No. 84 (1/4/67)



Departmental Personnel Plan for General War
(Including Nuclear Attack on the United States)

.1 Background: The Department's plan, which goes into effect automatically upon an attack on the United States, consists of the actions the Department will take to adjust the Departmental personnel system to emergency conditions and to prepare the Department's organization to carry out its emergency functions. The Departmental national emergency standby policies and procedures necessary for such emergency conditions are included in 370 DM Addition to FPM Supplement 990-3.

.2 Delegation of Emergency Personnel Authority: Authority to approve all necessary personnel actions (appointments, classifications, etc.) in case of attack on the United States will be delegated to the official in charge of each field office for the duration of the immediate post attack period and until notified by the Department or the bureau.

.3 Expansion of Emergency Organizations: In those organizational units that will drastically expand during an emergency such as the Defense Electric Power Administration, Office of Oil and Gas, etc., key positions will be filled on a continuing basis by the use of Executive Reserve and Without Compensation (WOC) appointments. Also, advance arrangements will be made insofar as possible for the staffing of other emergency essential positions by the use of Emergency Standby Personnel Appointments (370 DM 910).

.4 Personnel Limitations and Restrictions: Many non-emergency Departmental limitations or restrictions on bureau personnel matters will be removed or modified until further notification by the Department as follows:

A. Any existing Departmental employment ceilings will be suspended by 370 DM Addition to FPM Supplement 990-3, Part M-312.

B. Any existing Departmental restrictions on appointments or promotions will be suspended by 370 DM Addition to FPM Supplement 990-3, Part M-230.

C. Departmental restrictions on filling key positions will be suspended by 370 DM Addition to FPM Supplement 990-3, Part M-230.

D. Departmental limitations on filling supergrade positions will be suspended by 370 DM Addition to FPM Supplement 990-3, Part M-300.

E. Departmental limitations on classifying Classification Act and supergrade positions will be suspended by 370 DM Addition to FPM Supplement 990-3, Part M-230.

F. Departmental minimum age limits will be lowered and qualification requirements will be modified.

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G. Departmental citizenship requirements will be suspended in a national emergency under the provisions of 370 DM Supplement 990-3, Part M-338.

.5 Establishment of 48 Hour Work Week: The Department's administrative work week will be extended to 48 hours (370 DM Supplement 990-3, Part M-610).

.6 Employee Release System: A Departmental release system will be established to control the movement of employees between bureaus, to other Federal agencies, to State and local governments and to private industry, to perform essential defense functions (FPM Supplement 990-3, Part M-336).

.7 Employee Services: An employee services function will be established in the Office of Organization and Personnel Management to advise bureaus on expanded employee services such as housing, transportation, recreation, employee communications, etc. Bureaus also will expand such services.

.8 Appeals and Discipline: Appeal requirements will be suspended (370 DM Supplement 990-3, Part M-750).

.9 Details Outside Interior: Bureaus will have authority to detail employees to another Federal agency, to a State or local agency, or to a private organization, to perform essential defense functions (FPM Supp. 990-3, Part M-336).

.10 Deferments: Selective Service deferments will be restricted and must be processed in accordance with 370 DM Supp. 990-3, Part M-303.

.11 Additional Modifications: Additional modifications in emergency personnel policies and programs will be issued periodically in 370 DM 990-3.

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Part 7 - Department of the Interior

Section 701 Resume of Responsibilities. The Secretary of the Interior shall prepare national emergency plans and develop preparedness programs covering (1) electric power; (2) petroleum and gas; (3) solid fuels; (4) minerals; and (5) water, as defined in Section 702 of this part.

Section 702 Definitions. As used in this part:

(1) "Electric power" means all forms of electric power and energy, including the generation, transmission, distribution, and utilization thereof.

(2) "Petroleum" means crude oil and synthetic liquid fuel, their products, and associated hydrocarbons, including pipelines for their movement and facilities specially designed for their storage.

(3) "Gas" means natural gas (including helium) and manufactured gas, including pipelines for their movement and facilities specially designed for their storage.

(4) "Solid fuels" means all forms of anthracite, bituminous, sub-bituminous, and lignitic coals, coke, and coal chemicals produced in the coke-making process.

(5) "Minerals" means all raw materials of mineral origin (except petroleum, gas solid fuels, and source materials as defined in the Atomic Energy Act of 1954, as amended) obtained by mining and like operations and processed through the stages specified and at the facilities designated in an agreement between the Secretary of the Interior and the Secretary of Commerce as being within the emergency preparedness responsibilities of the Secretary of the Interior.

(6) "Water" means water from all sources except water after its withdrawal into a community system, or an emergency system for treatment, storage, and distribution for public use.

Section 703 Resource Functions. With respect to the resources defined in Section 702, the Secretary of the Interior shall:

(1) Minerals development. Develop programs and encourage the exploration, development, and mining of strategic and critical minerals for emergency purposes.

(2) Production. Provide guidance and leadership to assigned industries in the development of plans and programs to insure the continuity of production in the event of an attack, and cooperate with the Department of Commerce in the identification and evaluation of essential facilities.

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(3) Water. Develop plans with respect to water, including plans for the treatment and disposal, after use, of water after its withdrawal into a community system or an emergency system for treatment, storage, and distribution for public use. In developing any plans relating to water for use on farms and in food facilities, assure that those plans are in consonance with plans and programs of the Department of Agriculture.

(4) Electric power and natural gas. In preparedness planning for electric power and natural gas, the Federal Power Commission shall assist the Secretary of the Interior as set forth in Section 1901 of this order.

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