

Department of the Interior
DEPARTMENTAL MANUAL

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

.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.

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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.

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.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.

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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.

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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.

Executive Order No. 11490

October 28, 1969

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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