

**DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL**

TRANSMITTAL SHEET

Release No. 315

SUBJECT: Administrative Series
 Part 370 Personnel
 Chapter 300 Employment General
 Subchapter 1 Process for Tracking MMS Contractor Employees

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter establishes policy, responsibilities, and procedures for documenting relevant contract information, entry on duty, and termination information for all contract employees of the Minerals Management Service.

Director

FILING INSTRUCTIONS:

REMOVE:

Part Chapter Pages Release

INSERT:

Part Chapter Subchapter Pages Release

370 300 1 2

**Minerals Management Service
Minerals Management Service Manual**

Effective Date: September 24, 2008

Release No.: 315

Series: Administrative

Part 370: Personnel

Chapter 300: Employment General

Subchapter 1: Process for Tracking Minerals Management Service Contractor Employees

Originating Office: Chief of Staff, Administration and Budget

1. **Purpose.** This manual chapter establishes policy, responsibilities, and procedures for documenting relevant contract information, entry on duty, and termination information for all contract employees of the Minerals Management Service (MMS).

2. **Scope.** This policy applies to all contract employees that have access and credentials to MMS systems and/or access to MMS facilities.

3. **Authority.**

A. Homeland Security Presidential Directive 12 (HSPD-12), "Policy for a Common Identification Standard for Federal Employees and Contractors," August 27, 2004.

B. National Institute of Standards and Technology (NIST) Special Publication 800-53, "Recommended Security Controls for Federal Information Systems," December 2006.

C. Department of the Interior Information Technology Security Policy Handbook, March 17, 2008.

4. **Objective.** The objective of this policy is to document relevant contract information (company name, contract number, and period of performance), entry on duty, and termination information for all MMS contract employees with system and/or building access in a single repository.

5. **Policy.** All MMS contract employees shall be tracked utilizing the Contractor Tracking System (CTS).

6. **Responsibilities.**

A. The Contracting Officer's Representative shall follow the process and procedures documented in the "CTS Training Manual" for entering the required data into the CTS. The latest version of the "CTS Training Manual" is available from the CTS Administrator in the Office of the Chief of Staff, Administration and Budget.

B. The CTS Administrator is responsible for supplying additional information in accordance with the "CTS Training Manual."

7. **Standards, Requirements, and Procedures.** The process and procedures documented in the “CTS Training Manual” shall be followed in order to comply with this policy.

8. **Exception.** This policy does not apply to contract employees in the following groups: building maintenance/management, construction, fire department, and law enforcement.