



THE SECRETARY OF THE INTERIOR
WASHINGTON

DEC 21 2001

Memorandum

To: Solicitor
Assistant Secretary – Policy, Management and Budget
Acting Assistant Secretary – Land and Minerals Management
Assistant Secretary – Water and Science
Acting Assistant Secretary for Fish and Wildlife and Parks
Assistant Secretary – Indian Affairs
Inspector General
Special Trustee for American Indians
Acting Director, Bureau of Land Management
Acting Director, Minerals Management Service
Acting Director, Office of Surface Mining
Director, National Park Service
Acting Director, Fish and Wildlife Service
Director, Geological Survey
Commissioner, Bureau of Reclamation
Chairman, National Indian Gaming Commission

From: Secretary *Gale A. Norton*

Subject: Continuity of Operations Plans and Procedures – December 31 Deadline

In light of the September 11, 2001, attacks on the World Trade Center and the Pentagon, and the ensuing anthrax infections, this Administration is resolutely committed to have in place an effective program to ensure the continuation of essential Federal Executive Branch functions under all circumstances.

This Department requires Continuity of Operations (COOP) Plans for all locations where we conduct business. I want to reiterate in the strongest terms the importance of these plans. Please make certain that all of your offices, field stations, laboratories, and other business locations have viable COOP plans that meet the Department's requirements and that lessons learned since September 11 are incorporated into those plans. Bureau emergency coordinators are familiar with these requirements.

We must ensure that the leadership of the Department, including the operating bureaus and offices and their regional/field structures, has a pre-established order of succession including personnel that work outside of the immediate office. Guidance for designating successors is found in the Departmental Manual at 302 DM 1 and 2. Each Assistant Secretary and bureau director is to designate successors in accordance with the

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Departmental Manual no later than December 31, 2001, and must keep those designations current. Please ensure that designations for other officials (as specified in 302 DM 1) are in place by January 18, 2002.

The Assistant Secretary – Policy, Management and Budget, Lynn Scarlett, is the Department's principal policy official for Continuity of Operations and other emergency management programs. She will be working with you and your emergency management staffs to strengthen and maintain our capabilities and to answer any questions. Please make this one of your highest priorities.

cc: Deputy Secretary