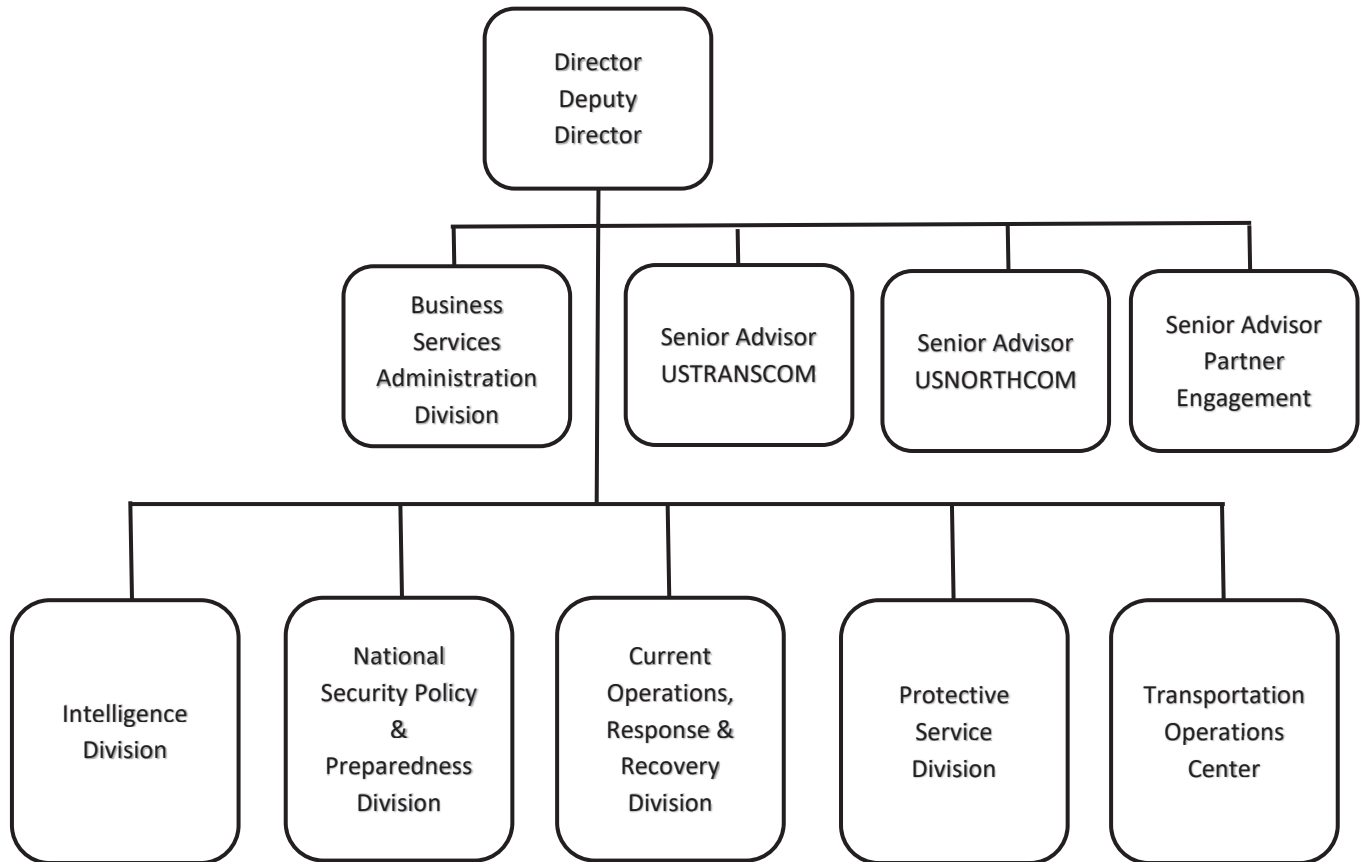


Subject: DEPARTMENT OF TRANSPORTATION ORGANIZATIONAL MANUAL, OFFICE OF INTELLIGENCE, SECURITY, AND EMERGENCY RESPONSE

1. PURPOSE. This Order updates and replaces the Department of Transportation Organization Manual for the Office of Intelligence, Security, and Emergency Response, dated May 16, 2011, to reflect new organizational realignments.
2. CANCELLATION. DOT 1101.8, Department of Transportation Organization Manual, Office of Intelligence, Security, and Emergency Response.
3. EXPLANATION OF CHANGES.
 - a. The Office has reorganized into seven functional areas: (1) Business Services and Administration (2) Intelligence, (3) National Security Policy and Preparedness, (4) Current Operations, Response and Recovery, (5) Transportation Operations Center, (6) Protective Services, and (7) three Senior Advisors. The reorganization enables S-60 to more efficiently and effectively execute its roles and responsibilities.
 - b. International responsibilities have been transferred to the Office of the Assistant Secretary for Aviation and International Affairs.
4. MISSION. The Office of Intelligence, Security, and Emergency Response (OISER) provides the U.S. Department of Transportation's (DOT) Secretary with timely intelligence, situational awareness, decision support products, and personal security to facilitate the timely execution of the Department's roles and responsibilities to respond to and recover from all-threats and all-hazards incidents impacting the transportation sector (systems and infrastructure)—regardless of the operational environment.
5. FUNCTION.
 - a. Provide situational awareness reporting, decision support products, preparedness policies and plans;
 - b. Lead the Department's response and recovery operations utilizing timely intelligence and all-hazards, all-threats reporting;
 - c. Lead the Department's Continuity of Operations (COOP)/Continuity of Government (COG) efforts; and
 - d. Provide protective services to the Secretary of Transportation.

6. DELEGATIONS. The OISER Director's delegations are codified at 49 CFR § 1.45.

7. ORGANIZATION.



a. Office of the Director

1) Mission. The OISER Director is responsible for the development, coordination, and execution of plans and procedures for the Department to balance transportation security requirements with the safety, mobility, and economic needs of the Nation through effective intelligence, security, preparedness, and emergency response programs. The Director is the Department's principal Emergency Coordinator for the implementation of these programs. The Director exercises the powers and authorities as delegated under 49 CFR § 1.45.

2) Functions.

a) Serves as the DOT Continuity Coordinator and coordinates the implementation, execution, and assessment of intra-agency continuity operations and activities.

- b) Serves as the Secretary's lead agent for ensuring the Department maintains a comprehensive and effective continuity capability in accordance with national continuity policy.
 - c) Serves as the Federal Senior Intelligence Coordinator, as defined in Intelligence Community Directive 404, Executive Branch Intelligence Customers, for the Department.
 - d) Develops and implements the Transportation Priorities and Allocations System (TPAS) procedures for prioritization and allocation of the civil transportation resources to promote national defense, as authorized by the Defense Production Act of 1950 and Executive Order 13603 ("National Defense Resources Preparedness").
 - e) Develops Departmental plans to support the U.S. Department of Defense (DOD) Civil Reserve Air Fleet (CRAF) program.
 - i. Provides support to augment DOD airlift capability by authorizing the placement of priority ratings on contracts or allocating aircraft to CRAF, as needed, under DOT's TPAS regulations.
 - ii. In consultation with the Office of the Assistant Secretary for Aviation and International Affairs, notifies DOD if a particular level of CRAF activation will have a significant adverse impact on the civil air carrier industry's ability to provide essential commercial service.
 - f) Oversees Emergency Support Function #1 - Transportation, which provides support by assisting Federal, State, local, tribal, territorial, and insular area governmental entities; voluntary organizations; nongovernmental organizations; and the private sector in the management of transportation systems and infrastructure during domestic threats or in response to actual or potential incidents.
 - g) Serves as the Secretary's representative to the Transportation Security Oversight Board, in accordance with 49 U.S.C. 115, when so designated.
- b. Business Services and Administration Division
- 1) Mission. Advises the office on financial, budgetary, acquisitions, human resources and administrative matters.
 - 2) Functions.
 - a) Provides financial oversight for intelligence issues, security policy, and emergency preparedness, response and recovery activities, ensuring that each division has the resources it needs to accomplish the mission.

- b) Provides administrative management of office activities, which includes records management, inventory control, travel documents review and approval, and all issues related to facility management.
- c) Formulates, develops, and implements administrative policies, procedures, techniques, systems and methods for application of Departmental programs.
- d) Interfaces with Human Resources staff on matters related to hiring, performance agreements, time and attendance, payroll and other personnel issues.
- e) Supports Emergency Support Function #1 – Transportation, under the National Response Framework. Responsible for conducting the financial administration function required under the National Incident Management System after an incident.

c. Intelligence Division

- 1) Mission. Serves as the primary intelligence lead for DOT. Provides all-source intelligence to senior leadership to facilitate the development and execution of prevention and protection plans to ensure the safety, security, and efficiency of the transportation sector.
- 2) Functions.
 - a) Serves as the primary liaison between DOT and the intelligence and law enforcement communities.
 - b) Represents DOT at interagency committee meetings and working groups focused on intelligence related to the transportation sector.
 - c) Leads DOT's counterintelligence and insider threat initiatives.
 - d) Ensures the Secretary and DOT senior leadership are informed of significant intelligence and security issues relevant to the transportation sector, including their operational impact on the transportation sector and the traveling public.
 - e) Provides leadership to the Department's intelligence program, which includes conducting targeted analysis of transportation-related threat and economic information, and maintaining robust information sharing relationships with Intelligence Community members.
 - f) Provides intelligence policy guidance and support, intelligence assessment and production, and intelligence information sharing, to all DOT Operating Administrations and Office of the Secretary staff and with interagency partners as appropriate.

- g) Develops intelligence requirements that identify DOT leadership intelligence needs relevant to the Department's roles and responsibilities.
 - h) Identifies and shares with appropriate DOT leadership and staff threat stream information that could impact the transportation sector or influence domestic and international transportation policy development.
- d. National Security Policy and Preparedness Division
 - 1) Mission. Leads DOT coordination efforts relating to interagency national security policy development, and manages the development, coordination, and execution of DOT's roles and responsibilities related to emergency preparedness and the Transportation Systems Sector.
 - 2) Functions.
 - a) Leads DOT's partnership with DHS to facilitate shared Co-Sector-Specific Agency responsibilities—focused on strengthening and maintaining secure, functioning, and resilient critical infrastructure—for the Transportation Systems Sector.
 - b) Leads DOT's Training and Exercise Program in support of national and internal preparedness exercises, which includes Departmental engagement on interagency exercise and emergency preparedness policy development and planning.
 - c) Leads DOT efforts to support Secretary, Deputy Secretary, or other DOT senior leadership participation in National Security Council meetings.
 - d) Coordinates policy positions and perspectives that guide the Department's efforts to provide technical expertise and comments on relevant national security products.
 - e) Leads, oversees, and manages the Department's continuity program to ensure successful accomplishment of the Department's essential functions, and provides continuity guidance to DOT Operating Administrations.
- e. Current Operations, Response, and Recovery Division
 - 1) Mission. As the lead for Emergency Support Function #1 – Transportation, leads DOT's execution of its response and recovery mission areas through the National Response Framework and National Disaster Recovery Frameworks.
 - 2) Functions.

- a) Develops and maintains an emergency preparedness and response structure for the Department, including emergency response teams, crisis management teams, a regional response infrastructure, and response operations plans.
 - i. Provides oversight, policy direction, and operational direction for the Department's Regional Emergency Transportation Coordinator, Regional Emergency Transportation Representative, and Regional Emergency Transportation Cadre Program.
 - ii. Coordinates the activities of the Regional Emergency Transportation Coordinator, Regional Emergency Transportation Representative, and Regional Emergency Transportation Cadre members during Emergency and Major Disaster Declaration responses.
 - b) Coordinates the Department's support of prevention, protection, mitigation, response and recovery activities.
 - c) Provides technical advice and information regarding the transportation sector to the multiple Federal agencies under the National Response Framework and related national frameworks.
- f. Transportation Operations Center (TOC)
- 1) Mission. Serves as the Department's focal point for facilitating DOT senior leadership situational awareness and near real-time reporting relating to all-threats, all-hazards events and incidents impacting the transportation sector.
 - 2) Functions.
 - a) Coordinates the efforts of DOT's Operating Administrations to develop decision support products to enable DOT senior leadership to make timely, informed decisions during response and recovery operations.
 - b) Manages the operation of the Department's alternate TOC location and TOC resiliency site.
 - c) Coordinates the Department's operational response and recovery efforts, including data collection, analysis, assessments, and reporting for all-hazards and all-threats events.
 - d) Provides the Department's capability to receive, analyze, assess impact and distribute information about significant events that affect or may affect the Nation's transportation sector.

g. Protective Service Division

- 1) Mission. Responsible for the safety and security of the Secretary or Deputy Secretary (as directed) domestically and internationally.
- 2) Functions.
 - a) Coordinates with the Federal, State, local, territorial, and tribal authorities to ensure resources are in place to support personal protective services for the Secretary.
 - b) Provides personnel to accompany the Secretary during domestic and international travel to provide appropriate logistical and security protocols.
 - c) Responsible for supporting the Secretary's role in classified continuity programs.

h. Senior Advisors

- 1) Mission. Serve as liaisons between OISER and U.S Transportation Command, U.S. Northern Command, North American Aerospace Defense, and internal and external partners to facilitate coordination and deconflict activities.
- 2) Functions.
 - a) Provide advice and guidance to the S-60 Director on ways to maximize unity of effort between partner agencies to facilitate the execution of the Department's response and recovery roles and responsibilities.
 - b) Facilitate transparency between organizations when developing policies, plans, and procedures that impact the transportation sector.
 - c) Share best practices and provide visibility on new or emerging technologies developed by organizations that have or may improve efficiency and effectiveness of DOT's response and recovery roles and responsibilities.

RICHARD
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Richard Chávez
Director

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