

## **CONTINGENCY PLAN**

**Office:** AS-PMB Immediate Office

**Number of employees on-board before implementation: 22**

**Number of employees to be retained: 7**

**Estimate of time to complete shutdown: 1/2 day**

### **Category 1: Employees engaged in military, law enforcement, or direct provision of health care activities (1)**

#### **Name of Essential Personnel**

#### **Justification for Essential Designation**

Deputy Assistant Secretary - Law Enforcement, Security and Emergency Management	Responsible for law enforcement, security, emergency response
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### **Category 2: Those employees whose compensation is financed by a resource other than annual appropriations**

None

### **Category 3: Employees who are needed to protect life and property and are not otherwise exempt (6)**

#### **Function**

#### **Justification for Essential Designation**

Chief of Staff	Responsible for office operations, coordinating among appropriate offices
Deputy Assistant Secretary - Budget, Finance, Performance and Acquisition	Responsible for negotiating budget, finance, and accounting decisions including acquisition, addressing contracting issues, and funding transfers, supplementals, and reprogramming
Deputy Assistant Secretary - Technology, Information and Business Systems	Responsible for IT security/functions, building operations, payroll, purchasing, and contracting
Deputy Assistant Secretary - Human Capital and Diversity	Responsible for human capital requirements: furloughs, employee rights, health and safety, emergency hiring authority, and employee assistance
DAS-Policy and International Affairs	Responsible for high-level coordination on international and policy issues, including negotiations with foreign entities and environmental compliance
Staff Assistant	Authorized for purchasing, entering personnel actions, requesting contracts, and initiates and processes correspondence and other official documentation

**CONTINGENCY PLAN**  
**Deputy Assistant Secretary - Budget, Finance, Performance and Acquisition**

**Number of employees on board: 188**

**Number of employees furloughed: 162 initially, 166 after initial shutdown**

**Time required to shutdown: 1/2 day, except for Budget Office (see below)**

**Category 1: Military, Law Enforcement, or Direct Provision of Health Care Activities**

None.

**Category 2: Employees Funded Through Resources Other than Annual Appropriations (14)**

<b><u>Office</u></b>	<b><u>Function</u></b>	<b><u>Justification for Continued Operations</u></b>
<b>PAM - FBMS (12)</b>	Program Director	Direct essential FBMS system support activities. Source: WRW02 (Charge Card)
	Production Manager	Direct essential FBMS system support activities. Source: WRW02 (Charge Card)
	Administrative lead/COTR	Oversee contractor work on essential FBMS system support activities. Source: WRW02 (Charge Card)
	Budget/RSAs/Denver facilities	Maintain funding documentation and facilities for essential FBMS system support activities. Source: WRW02 (Charge Card)
	COTR/Herndon facilities	Maintain facilities and oversee contractor work on essential FBMS system support activities. Source: WRW02 (Charge Card)
	Security lead	Manage system access for essential FBMS system support activities. Source: WRW02 (Charge Card)
	Application Development lead	Manage object break/fix for essential FBMS system support activities. Source: WRW02 (Charge Card)
	Project Manager	Oversee contractor work on essential FBMS system support activities. Source: WRW02 (Charge Card)

	Deputy Project Manager	Oversee contractor work on essential FBMS system support activities. Source: WRW02 (Charge Card)
	Business Process Manager	Oversee contractor work on essential FBMS system support activities. Source: WRW02 (Charge Card)
	Property lead	Oversee contractor work on essential FBMS system support activities. Source: WRW02 (Charge Card)
	Financial lead	Oversee contractor work on essential FBMS system support activities. Source: WRW02 (Charge Card)
<b>POB (2)</b>	Budget Analyst Budget Analyst	Working Capital Fund, RSAs; Source of funding is Working Capital Fund PILT (Mandatory); Source of funding is PILT Mandatory

**Category 3: Employees Needed to Protect Life and Property and Not Otherwise Exempt: (8)**

<b><u>Office</u></b>	<b><u>Function</u></b>	<b><u>Justification for Essential Designation</u></b>
<b>DAS-BFPA (1)</b>	Senior Advisor	Contingency plan implementation and coordination.
<b>PAM (1)</b>	Director, Senior Procurement Executive and Debarment Official	Needed to provide guidance on contracts, financial assistance, and property management
<b>POB (3)</b>	Director	Coordinate approval of emergency funding transfers, supplementals and reprogramming requests to ensure funding is in place to sustain emergency operations/ coordinate emergency travel support/ support to PAS/ assist in resolving FY 2011 appropriations bills/oversight of budget execution of non-appropriated programs/oversight of PILT (Mandatory)

	Deputy Director	Coordinate approval of emergency funding transfers, supplementals and reprogramming requests to ensure funding is in place to sustain emergency operations/ coordinate emergency travel support/ support to PAS/ assist in resolving FY 2011 appropriations bills/oversight of budget execution of non-appropriated programs/oversight of PILT (Mandatory)
	Chief, NBC Budget	Control point in funds control process/Realignments within NBC/Approval authority to receive funding and bill
<b>PFM (3)</b>	Division Chief PFM Policy	Provide policy guidance and direction on critical issues requiring resolution during the immediate response phase.
	Travel Policy & Operations	Coordinate emergency travel support as needed to execute mission essential functions
	DO Charge Card	Coordinate emergency travel support as needed to execute mission essential functions

**Category 3 Personnel That Would Continue for Short-term Planning and Then for Call-back Only (4)**

<b><u>Office</u></b>	<b><u>Function</u></b>	<b><u>Justification for Continued Operations</u></b>
<b>POB</b>	Chief, Departmental Management	Oversight WCF, Office of the Secretary, and Departmental Management
	Chief, Budget Administration	Oversight transfers, reprogrammings, and apportionments
	Budget Analyst	Transfers, reprogrammings, and apportionments
	Budget Analyst	Response to Congressional FY 2011 Appropriations Inquiries

**Personnel Available On Call (11):**

<b><u>Office</u></b>	<b><u>Function</u></b>	<b><u>Justification for Continued Operations</u></b>
<b>POB (4)</b>	Chief, Departmental Management	Oversight WCF, Office of the Secretary, and Departmental Management
	Chief, Budget Administration	Oversight transfers, reprogrammings, and apportionments
	Budget Analyst	Transfers, reprogrammings, and apportionments

Budget Analyst

Response to Congressional FY 2011 Appropriations Inquiries

**PAM (7)**

Associate Director, Acquisition and Financial Assistance

Oversee Department-wide acquisition and financial assistance programs and policy (including charge card) to carry out mission-critical functions in emergency situations. Direct development and implementation of emergency policies and guidance for acquisition and financial assistance. Fund source: 6024PBD01

Associate Director, Facility and Property Management

Oversee Department-wide asset and property management programs and policy to carry out mission-critical functions in emergency situations. Direct development and implementation of emergency policies and guidance for asset and property management. Fund source: 6024PBD01

Chief of Staff

Coordinate Department-wide activities related to acquisition, financial assistance, and asset/property management to carry out mission-critical functions in emergency situations. Coordinate development and implementation of emergency policy. Function as communication lead for PAM, including maintenance of the PAM web site, and liaison with bureaus and DOI leadership. Carry out functions related to data collection, analysis, and reporting; budget; finance; and human resources. Fund source: 6024PBD01

Senior Procurement Analyst

Provide technical guidance and prepare Department-wide emergency acquisition policy in the event of a declared emergency. Fund source: 6024PBD01

Financial Assistance Program Manager

Provide technical guidance and prepare Department-wide emergency financial assistance policy in the event of a declared emergency. Fund source: 6024PBD01

Senior Procurement Analyst

Provide technical guidance and prepare Department-wide emergency charge card policy in the event of a declared emergency. Fund source: 6024PBD01

Suspension & Debarment Program Manager

Carry out suspension actions to protect the interests of the Federal Government. Post notices on EPLS. Fund source: 6024PBD01

**CONTINGENCY PLAN**  
**Deputy Assistant Secretary - Human Capital and Diversity**

**Total number of employees on board: 80**

**Number of employees to be furloughed: 75, with 3 in on-call status**

**Estimated time to complete shut down (to nearest half day): half day**

**Category 1: Military, Law Enforcement, or Direct Provision of Health Care Activities**

None.

**Category 2: Employees Funded Through Resources Other than Annual Appropriations**

None.

**Category 3: Employees Needed to Protect Life and Property and Not Otherwise Exempt (5)**

<b><u>Office</u></b>	<b><u>Function</u></b>	<b><u>Justification for Essential Designation</u></b>
<b>OHR</b>	Director	Provide HR policy guidance/direction to bureau HR offices and to the leadership of DOI, through the DAS-HC&D and AS-PMB
	Staffing and pay	Provide staffing and pay policy/direction to the HR Director and coordinate with NBC Payroll
	Employee relations/labor relations	Provide employee relations, labor relations, and benefits policy/direction to the HR Director and coordinate with the Labor Management Forum members, as needed.
<b>OHS</b>	Safety Program	Provide occupational safety guidance/decisions and ensure safe operations and coordinate with OSHA and bureau safety managers
	Medical Surveillance Program	Provide occupational health guidance/decisions and coordinate with FOH and bureau occupational health managers

**Personnel on Call (4):**

**Office**

**Function**

**Justification for Continued Operations**

**OCR**

Director

Available to provide civil rights guidance, as needed.

**OHS**

Director

Available to provide occupational safety and health guidance, as needed.

SMIS System Administrator

Available to provide system support for the Safety Management Information System (tracking of accidents/injuries)

**OSED**

Director

Available to provide training assistance, as needed.

**CONTINGENCY PLAN**

**Office: Deputy Assistant Secretary - Law Enforcement, Security and Emergency Management**

**Total number of employees on board: 83**

**Number of employees to be furloughed: 49 with 49 in on-call status**

**Estimated time to complete shut down (to nearest half day): half day, except for one employee requiring 40 hours to ensure the orderly shutdown of a large IT contract**

**Category 1: Military, Law Enforcement, or Direct Provision of Health Care Activities (12)**

<b><u>Office</u></b>	<b><u>Function</u></b>	<b><u>Justification for Continued Operations</u></b>	
<b>OLES</b>	Director	Essential Employees: Provide essential law enforcement and critical infrastructure protection services on Department of the Interior administered public lands and on tribal and individually owned Indian lands. In addition, ensure adequate security at all Department facilities, provide emergency life safety and facility protection law enforcement response to all facilities in the Washington Metro area.	
	Special Agent		
	Assistant Director - Security		
	Physical Security Coordinator		
	DOI Threat Coordinator		Communications and intelligence essential to protect life safety and facilities
	Assistant Director - Intelligence		LE Sworn, critical to intelligence and threat coordination, primary for LX-1 and 2

The above law enforcement division employees provide the functions below:

Provide for national security or the safety of life and property;

Protection of Federal lands, buildings, waterways, equipment, and other property owned by the United States;



Emergency Management  
Information Technology Specialist

Continuity Occupant Emergency Program Manager      Safety and life support in the Main Interior Building. Occupant emergency manager.

**OWFC (2)**      Director      Coordinate essential fire capability, including firefighting  
Budget Officer      Communications and budget support for essential firefighting activities

**Personnel On Call (50):**

**DAS-LESEM (3)**      Borderland Coordinator  
Senior Advisor  
Admin Officer

**OLES (23)**      Remaining employees not in category 3 above

**OEM (4)**      Administrative Assisstant

**OWFC (20)**      Remaining employees not in category 3 above

**CONTINGENCY PLAN**  
**Deputy Assistant Secretary - Natural Resources Revenue**

**Number of employees on board: 601**  
**Number of employees furloughed: 555**  
**Time required to shutdown: 1/2 day**

**Category 1: Military, Law Enforcement, or Direct Provision of Health Care Activities**

None.

**Category 2: Employees Funded Through Resources Other than Annual Appropriations (48)**

<b>Office</b>	<b><u>Function</u></b>	<b><u>Justification for Continued Operations</u></b>
<b>ONNR (48)</b>	Director	Provide leadership for the essential operations that remain during a shutdown
	Deputy Director	Provide leadership for the essential operations that remain during a shutdown
	Manager, IT Center	Provide Critical IT Support for Essential Functions
	Program Manager, Financial Management	Provide management over oil and gas revenue collection and disbursement
	Program Manager, Solid Minerals Financial	Provide management over solid minerals revenue collection and disbursement
	COOP Coordinator	Coordinate essential operations
	Public Affairs	Provide communication support
	IT Specialist/COTR	Provide Contracting Officer's Representative Function for IT Contracts
	Supervisory IT Specialist	Provide Critical IT Support for Essential Functions
	Supervisor, Project Management Office	DOJ Requirement
	Supv. Minerals Revenue Spec.	Solid Minerals Revenue Processing
	Minerals Revenue Spec.	Solid Minerals Revenue Processing
	Accountant	Solid Minerals Revenue Processing

Accountant	Solid Minerals Revenue Processing
Minerals Revenue Spec.	Solid Minerals Revenue Processing
Supervisory Accountant	Document Processing
Manager, Accounting Services	Accounting Services
Supervisory Accountant	Financial Services
Supervisory Minerals Revenue Specialist	Reporting Services
Document Examiner	Document Processing
Document Examiner	Document Processing
Document Examiner	Document Processing
Data Entry	Document Processing
Supervisory Accountant	Accounts Payable
Accountant	Accounts Payable
Accountant	Accounts Payable
Accountant	Accounts Payable
Supervisory Accountant	General Ledger
Accountant	General Ledger
Accountant	General Ledger
Accountant	General Ledger
Supervisory Accountant	Accounts Receivable

Accountant	Accounts Receivable
Minerals Revenue Spec.	Reporting Services
Minerals Revenue Spec.	Reporting Services
Supervisory Minerals Revenue Spec.	Royalty Error Correction
Minerals Revenue Spec.	Royalty Error Correction
Minerals Revenue Spec.	Royalty Error Correction
Minerals Revenue Spec.	Royalty Error Correction
Supervisory Systems Accountant	Systems Support
Minerals Revenue Spec.	Systems Support

**Category 3: Employees Needed to Protect Life and Property and Not Otherwise Exempt (0):**

None

**Personnel Available On Call (0):**

None

**Office: Deputy Assistant Secretary - Policy and International Affairs**

**Total number of employees on board: 93**

**Number of employees to be furloughed: 93 with 14 in on-call status**

**Estimated time to complete shut down (to nearest half day): half day**

**Category 1: Military, Law Enforcement, or Direct Provision of Health Care Activities**

None.

**Category 2: Employees Funded Through Resources Other than Annual Appropriations**

None.

**Category 3: Employees Needed to Protect Life and Property and Not Otherwise Exempt (5)**

None.

**Personnel On Call (14):**

<b>OEPC (12)</b>	Response	Protection of Resources
	NRT Member	Coordination
	NRT Alternate	Coordination
	ESF 11 NCH	Coordination

	EMC Member	Coordination
<b>ORDA (2)</b>	Budget/finance	Only if ORDA assistance is needed for time-critical damage assessment activities
	Management, coordination, communication	Only if ORDA assistance is needed for time-critical damage assessment activities

**Technology Information and Business Services  
Contingency Plan**

**Category 1: Military, Law Enforcement, or Direct Provision of Health Care Activities**

None.

**Category 2: Employees Funded Through Resources Other than Annual Appropriations: (106)**

<b><u>Office</u></b>	<b><u>Function</u></b>	<b><u>Justification for Continued Operations</u></b>
<b>Office of Hearings and Appeals</b>	Chief Admin. Law Judge, Admin. Law Judge, Indian Probate Judge, Attorney Decision Maker, Attorney-Adviser, Paralegal Specialist, Legal Assistant	Work on probate cases, using OST appropriation (carryover funds, for as long as they last)
	IT Specialist	Provide IT support to PHD, using OST appropriation (carryover funds, for as long as they last)
	Mgmt. Support Assistant	Provide admin support to PHD, using OST appropriation (carryover funds, for as long as they last)
<b>National Business Center</b>	eOPF and EHRI Hosting Support	External Client (OPM) has indicated these systems will be Excepted from furlough and hosting support is required.
	eOPF and EHRI Hosting Support	External Client (OPM) has indicated these systems will be Excepted from furlough and hosting support is required.
	eOPF and EHRI Hosting Support	External Client (OPM) has indicated these systems will be Excepted from furlough and hosting support is required.
	Division Manager & Program Manager	Required to monitor ongoing modernization/construction activities during shutdown as modernization work will continue. Directives to the contractor, architect and GSA may only be issued by a federal employee.
	Supervisory Customer Support Analyst	Management support for External Customers for Finance (Oracle, Momentum , and Travel).
	Supervisory Customer Support Analyst	Management support for External Customers for HR (FPPS and QuickTime)
	Customer Support Analyst	Support for External Customers for Finance (Oracle, Momentum, Travel)
	Customer Support Analyst	Support for External Customers for Finance (Oracle, Momentum, Travel)
Customer Support Analyst	Support for External Customers for HR (FPPS and QuickTime)	
Customer Support Analyst	Support for External Customers for HR (FPPS and QuickTime)	

Customer Support Analyst	Support for External Customers for HR (FPPS and QuickTime)
Customer Support Analyst	Support for External Customers for HR (FPPS and QuickTime)
Supervisory Auditor	Funding has been paid for most services at the end of each quarter with "no year funds". National Science Foundation does not include wording limiting "subject to the availability of funds". The obligations are for a full year of services collected quarterly.
Auditor	
Program Analyst	
Administrative Assistant	
Contract Specialist	Provide on-going acquisition support to the Forest Service - fully funded through July, 2011 with "no year funds".
Supervisory Contract Specialist	Provides direct acquisition support to office of OST which is fully funded in FY11 with "no-year funds". All employees listed are fully funded from these obligations.
Contract Specialist	
Purchasing Agent	
Contract Specialist	
Contract Specialist	
Purchasing Agent	
Purchasing Agent	
AQD - Herndon Contract Specialists	80% (50% if only including DOD) of AQD-Herndon's funding comes from customers most likely excepted from shutdown restrictions due to protection of life or property (DOD, DHS, VA, etc). AQD-Herndon has 145 Total FTEs including Federal Employees and Contractors. Of these, 100 FTEs provide direct operational acquisitions. Therefore, AQD-Herndon will be recommending staffing at a rate of 80% (50% if only including DOD) of acquisition workforce (80 FTEs or 50 FTEs if only DOD support) including Contract Specialists, Procurement Techs, and Contractors who provide direct acquisition support while positions held by employees and contractors who do not provide direct acquisition support will not be staffed during shutdown procedures. Therefore, 55% of overall FTEs for AQD-Herndon would be designated in this category.

AQD Sierra Vista Contract Specialists	90% of AQD-Sierra Vista's funding comes from customers most likely exempt from shutdown restrictions due to protection of life or property (DOD). AQD-Sierra Vista has 74 Total FTEs including Federal Employees and Contractors. Of these, 44 FTEs provide direct operational acquisitions. Therefore, AQD-Sierra Vista will be recommending staffing at a rate of 90% of workforce (40 FTEs) including Contract Specialists, Procurement Techs, and Contractors who provide direct acquisition support while positions held by employees and contractors who do not provide direct acquisition support will not be staffed during shutdown procedures. AQD is recommending staffing one IT support position. Therefore, 54% of overall FTEs for AQD-Sierra Vista would be designated in this category.
Program Manager	Provide oversight of all critical FBD functions for clients. Serve DOI role in initial shutdown and then on call for DOI.
Division Chief	Provide oversight of all critical Financial Systems Functions. Serve DOI role in initial shutdown and then on call for DOI.
Division Chief	Provide oversight of all critical Accounting Operations functions. Serve DOI role in initial shutdown and then on call for DOI.
Systems Accountant/ Momentum	Funding from external Momentum clients - NRC, NTSB - whose functions are related to national security and likely to be continued during a furlough period. Provides tier 2 application support, job scheduling and verification, and problem analysis.
Systems Accountant/ Oracle Federal Financials	Funding from external Oracle Clients - MCC, TDA, ADF - funded through no year and multi year funds. Provides tier 2 application support, job scheduling and verification, and problem analysis.
Application Management/ Oracle DBA	Funding from external Oracle Clients - MCC, TDA, ADF - funded through no year and multi year funds. Provides tier 2 technical support, database monitoring, problem resolution.
Application/ System Security/ Oracle	Funding from external Oracle Clients - MCC, TDA, ADF - funded through no year and multi year funds. Provides tier 2 application support, job scheduling and verification, and problem analysis. Provides tier 2 application security, user maintenance, and problem resolution.
Lead Fiscal Services Specialist/ Momentum	Funding from external Momentum client - NRC whose functions are related to national security and likely to be continued during a furlough period. Provides certification of travel payments. Segregation of duties must be maintained, and certification kept distinct from data entry.

Lead Fiscal Services Specialist/ Momentum	Funding from external Momentum clients - NRC and NTSB whose functions are related to national security and likely to be continued during a furlough period. Provide certification of vendor payments for excepted or otherwise funded contracts and purchases in the event emergency purchases are necessitated during the furlough period. Segregation of duties must be maintained, and certification kept distinct from data entry.
Accounting technician/ Momentum	Funding from external Momentum clients - NRC and NTSB whose functions are related to national security and likely to be continued during a furlough period. Provide vendor payment support for excepted or otherwise funded AMD contracts and purchases in the event emergency purchases are necessitated during the furlough period.
Accounting Technician/ Oracle	Funding from external Oracle clients - MCC, TDA, ADF whose funding is provided by no year and multi year funds. Provide vendor payment support for excepted or otherwise funded AMD contracts and purchases in the event emergency purchases are necessitated during the furlough period.
Application Management/ Production Control	Access to run jobs in a live Production Environment for support to BOEMR Customers. These jobs include critical payment functions, interface to Treasury for emergency travel and vendor payments, systems backups, and Tier 2 and 3 problem resolution. Serve DOI role in initial shutdown and then on call for DOI.
Sytems Accountant/ Oracle Federal Financials	Funding from external Oracle Clients - MCC - funded through no year and multi year funds. Provides Tier 2 application support, job scheduling and verification, and problem analysis.
Sytems Accountant/ Oracle Federal Financials	Funding from external Oracle Clients - CSOSA/PSA - funded through no year and multi year funds. Provides Tier 2 application support, job scheduling and verification, and problem analysis.
Accounting technician/ Momentum	Funding from external Momentum client - NRC whose functions are related to national security and likely to be continued during a furlough period. Provides travel payment support.
Accounting technician/ Momentum	Funding from external Momentum clients - NRC whose functions are related to national security and likely to be continued during a furlough period. Provide vendor payment support for excepted or otherwise funded contracts and purchases in the event emergency purchases are necessitated during the furlough period.
Accounting technician/ Momentum	Funding from external Momentum clients - NRC (IPAC) whose functions are related to national security and likely to be continued during a furlough period. Provide vendor payment support for excepted or otherwise funded contracts and purchases in the event emergency purchases are necessitated during the furlough period.

Lead Fiscal Services Specialist/ Oracle	Funding from external Oracle clients - MCC, CSOSA/PSA whose funding is provided by no year and multi year funds. Provide certification of vendor payments for excepted or otherwise funded contracts and purchases in the event emergency purchases are necessitated during the furlough period. Segregation of duties must be maintained, and certification kept distinct from data entry.
Lead Fiscal Services Specialist/ Oracle	Funding from external Oracle clients - NIH whose functions are related to national security and likely to be continued during a furlough period. Provide certification of vendor payments for excepted or otherwise funded contracts and purchases in the event emergency purchases are necessitated during the furlough period. Segregation of duties must be maintained, and certification kept distinct from data entry.
Accounting technician/ Oracle	Funding from external Oracle clients - NIH and TIB whose functions are related to national security and likely to be continued during a furlough period. Provide vendor payment support for excepted or otherwise funded AMD contracts and purchases in the event emergency purchases are necessitated during the furlough period.
Accounting technician/ Oracle	Funding from external Oracle clients - TIB and NIH whose functions are related to national security and likely to be continued during a furlough period. Provide vendor payment support for excepted or otherwise funded AMD contracts and purchases in the event emergency purchases are necessitated during the furlough period.
Accounting technician/ Oracle	Funding from external Oracle clients - TIB whose functions are related to national security and likely to be continued during a furlough period. Provide vendor payment support for excepted or otherwise funded AMD contracts and purchases in the event emergency purchases are necessitated during the furlough period.
Lead Fiscal Services Specialist/ Oracle	Funding from external Oracle clients - Treasury DMS whose funding is provided by no year and multi year funds. Provide certification of vendor payments for excepted or otherwise funded contracts and purchases in the event emergency purchases are necessitated during the furlough period. Segregation of duties must be maintained, and certification kept distinct from data entry.
Accounting Technician/ Oracle	Funding from external Oracle clients - CSOSA/PSA whose funding is provided by no year and multi year funds. Provide vendor payment support for excepted or otherwise funded AMD contracts and purchases in the event emergency purchases are necessitated during the furlough period.

Systems Accountant/ Momentum	Funding from external Momentum clients - NRC - whose functions are related to national security and likely to be continued during a furlough period. Provides tier 2 application support, job scheduling and verification, master data maintenance, and problem analysis.
Sytems Accountant/ Oracle Federal Financials	Funding from external Oracle Clients - CSOSA/PSA - funded through no year and multi year funds. Provides tier 2 application support, job scheduling and verification, and problem analysis.

**Category 3: Employees Needed to Protect Life and Property and Not Otherwise Exempt: (8)**

<b><u>Office</u></b>	<b><u>Function</u></b>	<b><u>Justification for Essential Designation</u></b>
<b>National Business Center (58)</b>	Chief, Infrastructure Operations Services Division (IOSD)	Senior IOSD Leadership
	Desktop & Peripherals Support	Provide support for desktops and peripherals to support excepted or otherwise funded personnel using these systems.
	Windows System Administration	Provide systems support for Windows to ensure systems are running, maintained, and security measures are in place to support excepted or otherwise funded personnel using these systems.
	Windows System Administration	Provide systems support for Windows to ensure systems are running, maintained, and security measures are in place to support excepted or otherwise funded personnel using these systems.
	Mainframe System Administration	Provide systems support for Mainframe to ensure systems are running, maintained, and security measures are in place to support excepted or otherwise funded personnel using these systems.
	System Software Administration Branch Chief	System Administration On-call approval, oversight, and Denver Data Center onsite spot check
	Chief, Database and Storage Administration Branch	Provide oversight for FFS, FBMS, and FPPS to support excepted or otherwise funded personnel using these systems.
	Storage, Team Lead	Provide support for FFS, FBMS, and FPPS to support excepted or otherwise funded personnel using these systems.
	Database, Team Lead	Provide support for FFS, FBMS, and FPPS to support excepted or otherwise funded personnel using these systems.
	Sr. Mainframe DBA	Database Management for FPPS
	Middleware Admin	Middleware Admin for HR
	Network Services	Network support overnight
	IT Specialist	Reston Network Support
	IT Specialist	DDC Network Support
Master Console Operator	Datacenter Operations Essential Functions (mainframe, tape, print and infrastructure support) 1st Shift	

Information Security Division	IT Security Operations Management oversight	
IT Security Operations	IT Security Operations - in past history times like a furlough are when more focused attacks occur	
IT Security Operations	IT Security Operations - in past history times like a furlough are when more focused attacks occur	
Payroll Program Manager	Oversee/Coordinate Emergency Payroll Program	
Supervisory Accountant	Certification of Payroll Schedules.	
Supervisory Payroll Accounting Spec	Certification of Payroll Schedules.	
Supervisory Systems Accountant	Payroll/Subsystem Interface and Support.	
Information Technology Specialist	Payroll/Subsystem Interface and Support.	
IT Specialist	Payroll/Subsystem/QuickTime Interface and Support.	
Supervisory Payroll Operations Spec	Manage Emergency Payroll Program	
Branch Chief	Minimal excepted or otherwise funded personnel needed to run FPPS for agencies not impacted by a furlough and for all the remaining agencies with excepted or otherwise funded personnel designated. The Personnel and Payroll Systems Division (PPSD) processes personnel action processing, accepts time and attendance data, runs payroll schedules, distributes accounting interface files and other interface files to customers agencies, regulatory authorities, and financial organizations. This work directly supports personnel and payroll processing through prerequisite receipt of data including personnel transactions which are vital to generating accurate pay processing for DOI and customer agency employees. The NBC PPSD staff need to work with customer agency staff to answer questions, take appropriate actions, run agency pay group processing jobs, and transmit data to appropriate financial institutions which distribute payroll funds to employee financial accounts both accurately and timely. This is a list of those employees designated as excepted or otherwise funded to meet payrolls, and are expected to be on duty most of the time, however, some could be furloughed during the biweekly period depending upon workload.	
Branch Chief		
Payroll Systems Analyst Leader		
Payroll Systems Analyst Leader		
IT Specialist		
IT Specialist		
IT Specialist		
Computer Assistant Shift Lead		
Computer Assistant Shift Lead		
Computer Assistant		
Computer Assistant Shift Lead		
Assistant Director		Responsible for managing the Administrative Operations Directorate which includes multiple facilities (including MIB/SIB) and other critical services; also serves as an Emergency Response Official. Will also be the primary NBC point of contact for all NBC services during a furlough.
Business Manager		Responsible for the Admin Ops customer service desk and managing the contracts / agreements related to Sodexo (cafeteria vendor), IDRA, Indian Crafts Store and the Interior Federal Credit Union. If it is determined that none of those entities will be open, then this position may not be deemed excepted or otherwise funded.

Facility Management	Provides excepted/emergency services for the MIB/SIB facilities (COOP Reconstitution, OEP, Emergency Response to floods, fires). Will also be responsible for any special parking requests at the MIB / SIB (OS guests, Congress, diplomats).
Building Operations and Emergency Support	Provides excepted / emergency services for the MIB/SIB facilities (COOP Reconstitution, OEP, Emergency Response to floods, fires).
Building Operations and Emergency Support	Provides excepted / emergency services for the Herndon ESC (Enterprise Service Center); facility must stay open for essential operations for NBC and BIA.
Facility Manager	Provides excepted/emergency services for the NBC Lakewood facility; facility must stay open for essential operations - Lakewood, CO
Facility Specialist	Provides excepted/emergency services for the NBC Lakewood facility; facility must stay open for essential operations - Lakewood, CO
Facility Specialist	Provides excepted/emergency services for the Herndon ESC (Enterprise Service Center); facility must stay open for excepted or otherwise funded operations for NBC and BIA.
Lead Mail Clerk	Continue mail delivery for excepted or otherwise funded operations in Lakewood, Co.
Mail Clerk	Continue mail delivery for excepted or otherwise funded operations in Lakewood, Co.
Emergency Operations	Provide assistance with implementation of COOP Plans during shutdown; NBC's overall Emergency Coordinator.
Mail and Drive Support	Branch Chief responsible for mail operations and driver support services at the MIB / SIB.
Nurse	Provide immediate medical attention in the event of a medical emergency. This position is essential for life / safety.
Special Events	Coordinates and oversees Office of the Secretary Events like news conferences. Coordinating on an event scheduled for May 9, 2011, with the Dept of State and Dept of Treasury. Plans are still being finalized. If the event is canceled or postponed, this position will be moved to "on-call".
Business and Financial Manager	Support for orderly shutdown and emergency operations. Allocating funds to allow for expenditures to address emergency situations and payment of labor and operations
Aviation Technical Services Division Chief	Leadership and decisions on emergency operations (protection of human life and Federal property)

Executive Assistant	AMD proposes to shutdown all Regional Office operations in Atlanta, Phoenix, Boise, and Anchorage, forwarding all phones to AMD HQ, where we will establish an "emergency response/call center" for the duration of the shutdown period (staffed during normal work hours). The employee will serve as the single AMD emergency response/call center POC for all AMD regions (protection of human life and Federal property), taking any calls that come into HQ or any of AMD's 4 Regional Office locations. The other excepted positions have duties (safety, budget/agreements, leadership/decision making, etc.) that will preclude them from effectively staffing this emergency call center function. This position will also double as the sole AMD Flight Coordination Center specialist, assisting any emergency aviation users in scheduling actual emergency Aircraft Rental Agreement/On-Call contract flights.
Supervisory Contract Specialist	Provide emergency acquisition support for DOI wildfire and other risks to property or persons
Supervisory Contract Specialist	Provide Contract Management and oversight of excepted or otherwise funded contact personnel for DOI including operations of fiscal plant, security, etc for the Main Interior Building
Supervisory Contract Specialist	Provide Contract Management and oversight of excepted or otherwise funded contact personnel for Denver; responsible for contract oversight and stop work orders.
Supervisory Policy Analyst	Provide policy support on any contracting action.
Supervisor, Business Mgmt Operations	Provide business management support for AQD.
<b>Office of the Chief Information Officer</b>	CIO
Director, OCIO Business Services	Executive leadership to support continuity of information technology operations
Chief Cyber Security	Required for emergency procurement of IT services in support of operating the Government at reduced capacity.
Infrastructure Service Delivery	Required to protect from elevated security threat exposure due to operating cyber security at a reduced level.
Infrastructure Service Delivery	Manage essential Network, Radio, Security Operations Center, Interior Operations Center, and Active Directory systems in use by excepted or otherwise funded personnel across DOI Bureaus and Offices.
Infrastructure Service Delivery	Maintain essential cyber security operations support to ensure protection of DOI information during period of operating the government at a reduced level. Oversees vulnerability, threat and incident management within the security operations center.
Infrastructure Service Delivery	Provides emergency response for essential cyber security operations support for threats and incidents.

Infrastructure Service Delivery	Provides critical wide area network support to essential functions of the Department such as hazards monitoring systems, law enforcement and other essential services. The WAN is being operated by 15% of the normal operating staff.
Infrastructure Service Delivery	Provides critical wide area network support to essential functions of the Department such as hazards monitoring systems, law enforcement, and other essential services. The WAN is being operated by 15% of the normal operating staff.
Infrastructure Service Delivery	Provides multiple essential skills allowing reduction of personnel by a factor of 3. Includes Network, Active Directory, Security and Systems operations support.
Infrastructure Service Delivery	On loan from Service Planning and Management to manage access and authentication service necessary to access DOI systems, collaboration support, Mail Gateways, and remote access services necessary to support mission essential functions at multiple bureaus and offices.
Infrastructure Service Delivery	Maintains operations of the OCIO Denver Building 53 Data Center operations providing services to mission essential functions in multiple Bureaus and Offices
Contracting Officer's Technical Representative Telecommunications	COTR for essential contracts  Provide essential telecommunications support.

**Category 3 Personnel That Would Continue for Short-term Planning and Then for Call-back Only**

<b>National Business Center</b>	Director, NBC	Provide leadership to the provision of all NBC products and services that are provided during a shutdown. Initial Support Only
	Human Resource Specialist	Excepted for initiation of shutdown. On call after implementation of furlough. Excepted HR Operations only. Continue vital human resources operations including emergency hiring and employee assistance. Also would perform, per OPM instruction, the shut down activities required by NBC and our customers to implement the furlough. Also would be involved in accounting for status of the workforce and recall employees to duty, as required.
	Human Resource Assistant	Excepted for initiation of shutdown. On Call after implementation of furlough. Excepted HR Operations only. Continue vital human resources operations including emergency hiring and employee assistance. Also would perform, per OPM instruction, the shut down activities required by NBC and our customers to implement the furlough. Also would be involved in accounting for status of the workforce and recall employees to duty, as required.

Supervisory, Human Resource Specialist	Excepted for initiation of shutdown. On call after implementation of furlough. Excepted HR Operations only. Continue vital human resources operations including emergency hiring and employee assistance. Also would perform, per OPM instruction, the shut down activities required by NBC and our customers to implement the furlough. Also would be involved in accounting for status of the workforce and recall employees to duty, as required.
Human Resource Assistant	Excepted for initiation of shutdown. On call after implementation of furlough. Excepted HR Operations only. Continue vital human resources operations including emergency hiring and employee assistance. Also would perform, per OPM instruction, the shut down activities required by NBC and our customers to implement the furlough. Also would be involved in accounting for status of the workforce and recall employees to duty, as required.
Human Resource Assistant	Excepted for initiation of shutdown. On call after implementation of furlough. Excepted HR Operations only. Continue vital human resources operations including emergency hiring and employee assistance. Also would perform, per OPM instruction, the shut down activities required by NBC and our customers to implement the furlough. Also would be involved in accounting for status of the workforce and recall employees to duty, as required.

**Personnel Available On Call:**

**Office**

**Office of Hearings and Appeals**

**Function**

- Director
- Principal Dep. Dir.
- IT Specialist
- Budget Analyst

**Justification for Essential Designation**

- Handle management issues for PHD as needed, using OST appropriation (carryover funds, for as long as they last)
- Handle management issues for PHD as needed, using OST appropriation (carryover funds, for as long as they last)
- Provide IT support to PHD as needed, using OST appropriation (carryover funds, for as long as they last)
- Provide budget and admin support to PHD as needed, using OST appropriation (carryover funds, for as long as they last)

**Geospatial Information Office**

Geospatial Information Officer

Should NOT be considered essential but should be on call as a part of DOI PMEF 3 in order to coordinate geospatial activities associated with emergency response and recovery if necessary

<b>Office of Valuation Services</b>	Director	Minimum personnel needed to communicate with employees and the public about the status of OVS activities
	Deputy Director/Chief Appraiser	Minimum personnel needed to provide support services for employees and systems
	Chief, Business & Administrative Division	Provide finance and accounting activities, including payroll. Account for status of the workforce and recall employees to duty as required.
<b>National Business Center</b>	Director, NBC	Provide leadership to the provision of all NBC products and services that are provided during a shutdown.
	Deputy Director, NBC	Provide leadership to the provision of all NBC products and services that are provided during a shutdown.
	Desktop Support	AQD Desktop Support at Atrium for Contracting Officers
	Master Console Operator	Datacenter Operations Essential Functions (mainframe, tape, print, and infrastructure support) 2nd Shift
	Integrated Digital Voice Communication (IDVC) Telephone system and Teleconferencing	Support for the IDVC telephone system for the NBC Denver, CO location and audiovisual teleconferencing
	Website Support	Provide support for websites and web applications used by excepted personnel if required
	AD Information Technology	Senior IT Leadership
	Integrated Digital Voice Communication (IDVC) Telephone system	Support for the IDVC telephone system for the Washington, DC locations
	IT Security Operations	Provide backup support for IT Security Operations Management oversight.
	Windows Team Lead	Windows On-Call approval, oversight
	Cell phones and Blackberry	On-Call support for cell phones and blackberry services
	Business Management Office	Responsible for day-to-day operations of our business management office, including responsibility for contract oversight and stop work orders.
	Sr. Oracle DBA	Database Management for FFS, FBMS, and FPPS (and OPM)
	Security Operations Branch	IT Security Operations - in past history times like a furlough are when more focused attacks occur
	Windows System Administration	Support for AD & File/Print Services for Aviation Management Directorate
IT Specialist	Boise Network Support	
IT Specialist	MIB Network Support	
Desktop Support	Desktop Oversight & MDS Contract Review, Lakewood, CO	
Unix System Administration	Unix On-Call approval, oversight - Herndon, VA	
Unix System Administration	Unix On-Call approval, oversight - Lakewood, CO	

Audiovisual Services and Teleconferencing Remote Wireless Air Cards and audio conference Associate Director	Minimum Audiovisual support for the Office of the Secretary to include audiovisual teleconferencing On-Call support for remote wireless air cards and audio conference services  Ensure that vital payroll and human resource operations are met. Ensure that critical communications are provided to the Department, employees, and customers.
Supervisory Payroll Program Specialist	Process Payroll Section 1. This position will work a maximum of 3 days per pay period.
Lead Civilian Pay Technician	Process Payroll Section 1. This position will work a maximum of 3 days per pay period.
Lead Civilian Pay Technician	Process Payroll Section 1. This position will work a maximum of 3 days per pay period.
Payroll Program Technician	Process Payroll Section 1. This position will work a maximum of 3 days per pay period.
Supervisory Payroll Operations Spec	Process Payroll Section 1. This position will work a maximum of 3 days per pay period.
Payroll Program Technician	Process Payroll Section 1. This position will work a maximum of 3 days per pay period.
Supervisory Payroll Program Specialist	Process Payroll Section 2. This position will work a maximum of 3 days per pay period.
Lead Civilian Pay Technician	Process Payroll Section 2. This position will work a maximum of 3 days per pay period.
Lead Civilian Pay Technician	Process Payroll Section 2. This position will work a maximum of 3 days per pay period.
Payroll Program Technician	Process Payroll Section 2. This position will work a maximum of 3 days per pay period.
Payroll Program Technician	Process Payroll Section 2. This position will work a maximum of 3 days per pay period.
Payroll Program Technician	Process Payroll Section 2. This position will work a maximum of 3 days per pay period.
Payroll Program Technician	Process Payroll Section 2. This position will work a maximum of 3 days per pay period.
Supervisory Payroll Program Specialist	Process Payroll Section 3. This position will work a maximum of 3 days per pay period.
Lead Civilian Pay Technician	Process Payroll Section 3. This position will work a maximum of 3 days per pay period.
Lead Civilian Pay Technician	Process Payroll Section 3. This position will work a maximum of 3 days per pay period.

Payroll Program Technician	Process Payroll Section 3. This position will work a maximum of 3 days per pay period.
Supervisory Payroll Program Specialist	Process Payroll Section 4. This position will work a maximum of 3 days per pay period.
Supervisory Payroll Program Specialist	Process Payroll Section 4. This position will work a maximum of 3 days per pay period.
Lead Civilian Pay Technician	Process Payroll Section 4. This position will work a maximum of 3 days per pay period.
Lead Civilian Pay Technician	Process Payroll Section 4. This position will work a maximum of 3 days per pay period.
Lead Civilian Pay Technician	Process Payroll Section 4. This position will work a maximum of 3 days per pay period.
Payroll Program Technician	Process Payroll Section 4. This position will work a maximum of 3 days per pay period.
Payroll Program Technician	Process Payroll Section 4. This position will work a maximum of 3 days per pay period.
Payroll Program Technician	Process Payroll Section 4. This position will work a maximum of 3 days per pay period.
Payroll Program Technician	Process Payroll Section 4. This position will work a maximum of 3 days per pay period.
Administrative Officer	Responsible for budget formulation/execution and financial responsibility
Building Operations and Emergency Support	Provides excepted /emergency services for the MIB/SIB facilities (COOP Reconstitution, OEP, Emergency Response to floods, fires).
Building Operations and Emergency Support	Provides excepted /emergency services for the MIB/SIB facilities (COOP Reconstitution, OEP, Emergency Response to floods, fires).
Branch Chief Safety, Health & Environmental	Provides health and safety monitoring and respond to occupant complaints/issues; NBC's overall safety & health chief. Modernization activities will continue for the MIB which implies Grunley will continue their activities therefore the safety chief is required to be on call.
Emergency Response	Provides excepted /emergency services for the MIB/SIB facilities (COOP Reconstitution, OEP, Emergency Response to floods, fires).
Mail Clerk	Continue mail delivery for excepted or otherwise funded operations
Space	Provides excepted /emergency services for the MIB/SIB facilities (COOP Reconstitution, OEP, Emergency Response to floods, fires).
Building Operations and Emergency Support	Provides excepted /emergency services for the MIB/SIB facilities (COOP Reconstitution, OEP, Emergency Response to floods, fires).
Building Operations and Emergency Support	Provides excepted /emergency services for the MIB/SIB facilities (COOP Reconstitution, OEP, Emergency Response to floods, fires).
Parking	Provides excepted /emergency services for the MIB/SIB facilities (COOP Reconstitution, OEP, Emergency Response to floods, fires).

Industrial Hygienist	Provides health and safety monitoring and respond to occupant complaints/issues
Property Facility Specialist	Continue processing of incoming property Facility must stay open for excepted or otherwise funded operations - Lakewood, CO
Parking	Provides excepted /emergency services for the MIB/SIB facilities (COOP Reconstitution, OEP, Emergency Response to floods, fires).
Chief, Employee and Public Services	Manages all general services and will be responsible for services including passports/visas, copy center, transit benefits, conference room scheduling, mail services.
Facility Specialist	Provides excepted/emergency services for the NBC Lakewood facility; facility must stay open for excepted or otherwise funded operations so will be on call- Lakewood, CO
Executive Director, FEB	Emergency Coordinator for the Minneapolis, MN Federal Executive Board.
Building Operations and Emergency Support	Provides excepted /emergency services for the MIB/SIB facilities (COOP Reconstitution, OEP, Emergency Response to floods, fires).
Emergency Response	Provides excepted /emergency services for the MIB/SIB facilities (COOP Reconstitution, OEP, Emergency Response to floods, fires).
Passports/Visas	Coordinates passport and visas operations for Secretary and most of the bureaus
Building Operations and Emergency Support	Provides excepted /emergency services for the MIB/SIB facilities (COOP Reconstitution, OEP, Emergency Response to floods, fires).
Building Operations and Emergency Support	Provides excepted /emergency services for the MIB/SIB facilities (COOP Reconstitution, OEP, Emergency Response to floods, fires).
Assistant Director	Executive leadership and direction.
Customer Support Analyst	On-Call for FBMS and travel in case additional support is required.
Customer Support Analyst	On-Call for External customers (Financial services: all Oracle and Momentum customers).
Customer Support Analyst	On-Call for External customers (Financial services: all Oracle and Momentum customers).
Customer Support Analyst	On-Call for External Customers (all external FPPS customers)
Customer Support Analyst	On-Call for External Customers (all external FPPS customers)
Supervisory Contract Specialist	Provide Contract Management and oversight of excepted or otherwise funded contact personnel for DOI; responsible for contract oversight and stop work orders.
Application/ System Security	Provides for, or modifies, the systems' security access for DOI Customers and supported/serviced Non-DOI Customers. Provides level 2 support for application security issues including changes in access levels necessitated by the reduction in staffing during a furlough.

Charge Card Analyst/ Support	Government Charge Card - Provides level 2 support including emergency cards, threshold changes, etc. necessitated by the change in roles or staffing reductions during a furlough.
Systems Accountant/ Travel System Support	Govtrip system support - Provides level 2 support including emergency travel coordination, changes in approval routing, and problem resolution.
Systems Accountant/ FFS Support	Provide tier 2 FFS support for OS/OST application, job scheduling and verification, master data maintenance and problem analysis.
Lead Fiscal Services Specialist	Provide certification of vendor payments for excepted or otherwise funded OS contracts and purchase in the event emergency purchases are necessitated during the furlough period. Segregation of duties must be maintained, and certification kept distinct from data entry.

**Office of the Chief Information Officer**

DCIO	On call to provide executive leadership to support continuity of information technology operations.
ADCIO	On call to provide executive leadership to support continuity of information technology operations.
HR/Budget	On call as backup for emergency procurement of IT services in support of operating the Government at reduced capacity. On call as back up to protect from elevated security threat exposure due to operating cyber security at a reduced level.
Infrastructure Service Delivery Solutions Delivery	On call for cyber security vulnerability management On call to support collaboration system support for essential system i.e. safetalk
Infrastructure Service Delivery	On call to respond to cyber security incidents and attacks
Infrastructure Service Delivery	On call to provide administrative support for excepted or otherwise funded personnel
Infrastructure Service Delivery	Emergency on-call only radio spectrum support for Law Enforcement and Fire Incident management
Infrastructure Service Delivery	On call to respond to emergencies regarding the operations of the OCIO Reston Data Center providing support to Bureaus and Offices supporting multiple essential functions
Infrastructure Service Delivery	On call to provide 2 way radio support for law enforcement and fire operations.
Infrastructure Service Delivery	On call to respond to cyber security incidents and attacks.