



# OS Contingency Plans

**CONTINGENCY PLAN**  
**Office of the Secretary**

**Total number of employees on board: 211**

**Number of employees to be furloughed: 183**

**Estimated time to complete shut down (to nearest half day): 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: (4)**

<b>Central Utah Project Completion Act (CUPCA)</b>	Program Director	Carryover funding is sufficient to maintain this function.
	Administrative Officer	Carryover funding is sufficient to maintain this function.
	Program Coordinator for construction projects	Carryover funding is sufficient to maintain this function.
	Program Coordinator for tribal projects	Carryover funding is sufficient to maintain this function.

**Category 3: Employees Needed to Protect Life and Property and Not Otherwise Exempt: (24)**

<b><u>Office</u></b>	<b><u>Function</u></b>	<b><u>Justification for Essential Designation</u></b>
<b>Immediate Office of the Secretary (6)</b>	Secretary	Secretary - PAS
	Special Assistant to Secretary	Direct staff support of Secretary
	Chief of Staff	Decisionmaking and approval of Department's critical missions and ongoing operations

	Deputy Chief of Staff/Director of Communications	Communication of timely information to public, DOI employee and the media as well as support of decisionmaking and approval of Department's critical missions and ongoing operations
	Deputy Secretary	Presidentially Appointed/Senate Confirmed.
	Chief of Staff - Deputy Secretary	Provide administrative support to the Deputy Secretary.
<b>Congressional and Legislative Affairs (2)</b>	Director Office of Congressional and Legislative Affairs DOI Legislative Counsel	Provide timely and accurate information to Congress on DOI policies and operations Provide legal service and guidance in connection with formulation of proposed legislation
<b>Communications (2)</b>	Deputy Communications Director	Communicate with White House, public and employees on Interior HQs activities
	Director New Media	Provide support for OCO IT communications systems
<b>Executive Secretariat and Regulatory Affairs (2)</b>	Director	Ensures continued critical intergovernmental relations with tribes by providing administrative and communication support to ASIA. Provide support to the Secretary in communicating to DOI employees, providing information on status of departmental and bureau operations. Provide communication services to support the Secretary.
	Deputy Director - Correspondence, document production and FOIA	Ensures continued critical intergovernmental relations with tribes by providing administrative and communication support to ASIA. Provide support to the Secretary in communicating to DOI employees, providing information on status of departmental and bureau operations. Provide communication services to support the Secretary.
<b>Indian Arts and Crafts Board (3)</b>	Maintenace work at Museum of the Plains Indians, Browning, MT	Perform daily checks of the museum facilities housed to ensure the protection and security of the museum building and the Native American Art collection. Daily checks should not take more than one to two hours per day.

	Curator at Southern Plains Indian Museum, Anadarko, OK	Perform daily checks of the museum facilities housed to ensure the protection and security of the museum building and the Native American Art collection. Daily checks should not take more than one to two hours per day.
	Curator at Sious Indian Museum, Rapid City, SD	Perform daily checks of the museum facilities housed to ensure the protection and security of the museum building and the Native American Art collection. Daily checks should not take more than one to two hours per day.
<b>Assistant Secretary - Fish and Wildlife and Parks (2)</b>	Acting Assistant Secretary - Fish and Wildlife and Parks	Acting in Presidentially Appointed, Senate Confirmed political appointee
	Chief of Staff	Provide administrative support to the Acting Assistant Secretary - Fish and Wildlife and Parks.
<b>Assistant Secretary - Insular Affairs (3)</b>	Assistant Secretary - Insular Affairs	Presidential appointee
	Director of Technical Assistance	Maintain payments for Compact of Free Association and required budget execution activities.
	Grant Manager	Provide staff assistance to the Assistant Secretary and maintain payments for Covenant CIP payments.
<b>Assistant Secretary - Lands and Minerals Management (2)</b>	Acting Assistant Secretary - Lands and Minerals Management	Acting in Presidentially Appointed, Senate Confirmed political appointee
	Chief of Staff	Provide Administrative Support to the Assistant Secretary - Lands and Minerals Management
<b>Assistant Secretary - Water and Science (2)</b>	Assistant Secretary - Water and Science	Presidentially Appointed, Senate Confirmed political appointee
	Chief of Staff	Provide administrative support to the Assistant Secretary - Water and Science

**Personnel Available On Call (7):**

<b>Immediate Office of the Secretary (2)</b>	Director of Scheduling	Provide scheduling and travel support to Secretary to execute mission essential functions
	Staff Assistant	Provide administrative support to the Immediate Office of the Secretary.
<b>Intergovernmental and External Affairs (1)</b>	Director Office of Intergovernmental Affairs	Provide timely and accurate information to State and Local governments on DOI policies and operations
<b>Executive Secretariat and Regulatory Affairs (3)</b>	Deputy Director, Policy and Regulatory Human resources, Communications, and Budget	Provide support for preparation, review, and publication of emergency support for activities necessary for the protection of life or property, or required to provide support to the Secretary.
	Directives	Provide support for Secretarial directives necessary for the protection of life or property, or required to provide support to the Secretary.
<b>Interior Museum (1)</b>	Acting Custodial Officer	Emergency contact for safety and preservation of collection of objects stored in three locations, including Stewart Udall Main Interior Building, Smithsonian Institution Office of Exhibits Central, and NPS Museum Resource Center.

**CONTINGENCY PLAN**  
**Office:** ASPMB Immediate Office

September 30, 2011

**Number of employees on-board before implementation: 20**

**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)**

<b><u>Function</u></b>	<b><u>Justification for Essential Designation</u></b>
DAS-LESEM	Responsible for law enforcement, security, emergency response

**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)**

<b><u>Function</u></b>	<b><u>Justification for Essential Designation</u></b>
Assistant Secretary	Presidentially appointed/Senate confirmed position
Chief of Staff	Responsible for office operations, coordinating among appropriate offices
DAS-BFPA	Responsible for negotiating budget, finance and accounting decisions including acquisition, addressing contracting issues, and funding transfers, supplementals and reprogramming
DAS-TIBS	Responsible for IT security/functions, building operations, payroll, purchasing, contracting
DAS-HCD	Responsible for human capital requirements: furloughs, employee rights, health and safety, emergency hiring authority, employee assistance
Staff Assistant	Authorized for purchasing, entering personnel actions, requesting contracts, initiates and processes correspondence and other official documentation

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

September 30, 2011

**Number of employees on board: 176**

**Number of employees furloughed: 127 initially, 131 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 (35)**

<b><u>Office</u></b>	<b><u>Function</u></b>	<b><u>Justification for Continued Operations</u></b>
<b>PAM - FBMS (33)</b>	Program Director	Direct essential FBMS system support activities. Source: WUW01 (FY11 Working Capital Fund, no year funds)
	Production Manager	Direct essential FBMS system support activities. Source: WUW01 (FY11 Working Capital Fund, no year funds)
	Administrative lead/COTR	Oversee contractor work on essential FBMS system support activities. Source: WUW01 (FY11 Working Capital Fund, no year funds)
	Budget/RSAs	Initiate and maintain funding documentation for essential FBMS system support activities. Source: WUW01 (FY11 Working Capital Fund, no year funds)
	COTR/Denver facilities	Maintain facilities and oversee contractor work on essential FBMS system support activities. Source: Source: WUW01 (FY11 Working Capital Fund, no year funds)
	COTR/Herndon facilities	Maintain facilities and oversee contractor work on essential FBMS system support activities. Source: Source: WUW01 (FY11 Working Capital Fund, no year funds)
	Security lead	Manage system access for essential FBMS system support activities. Source: Source: WUW01 (FY11 Working Capital Fund, no year funds)

Application Development lead	Oversee contractor work on essential FBMS system support activities. Source: WUW01 (FY11 Working Capital Fund, no year funds)
Project Manager	Oversee contractor work on essential FBMS system support activities. Source: WUW01 (FY11 Working Capital Fund, no year funds)
Deputy Project Manager	Oversee contractor work on essential FBMS system support activities. Source: WUW01 (FY11 Working Capital Fund, no year funds)
Business Process Manager	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
Property lead	Oversee contractor work on essential FBMS system support activities. Source: WUW01 (FY11 Working Capital Fund, no year funds)
Financial lead	Oversee contractor work on essential FBMS system support activities. Source: WUW01 (FY11 Working Capital Fund, no year funds)
Data Conversion programmer	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
Data Conversion programmer	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
Information Assurance lead	Manages critical financial audit activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
Change manager	Manages critical system change management and configuration management activities. Source: WUW01 (FY11 Working Capital Fund, no year funds)
Transition manager	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
Incident manager	Oversee contractor work on essential FBMS system support activities. Source: WUW01 (FY11 Working Capital Fund, no year funds)

Acquisition lead	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
Financial Assistance expert	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
Property D6 lead	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
Real Property expert	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
Personal Property expert	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
General Ledger expert	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
Funds Management expert	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
Travel/change card expert	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
Labor expert	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
AP/IPP expert	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
Training expert	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)

	Training expert	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
	EMIS manager	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
	Quality manager	Manages critical Deployment 6 activities (FWS and Departmental Offices). Source: WUW01 (FY11 Working Capital Fund, no year funds)
<b>POB</b>	Budget Analyst	Working Capital Fund, RSAs; Source of funding is Working Capital Fund
	Budget Analyst	PILT (Mandatory); Source of funding is PILT Mandatory

**Category 3: Employees Needed to Protect Life and Property and Not Otherwise Exempt: (10)**

<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 (5)</b>	Overall PFM Management	Review/approval functions, mandate additional PFM support if needed, make Office-wide decisions as acting DCFO.
	Overall PFM Management	Review/approval functions, mandate additional PFM support if needed, make Office-wide decisions as acting DCFO.
	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, apportionments
	Budget Analyst	Transfers, reprogrammings, 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, apportionments
	Budget Analyst	Transfers, reprogrammings, apportionments
	Budget Analyst	Response to Congressional FY 2011 Appropriations Inquiries
<b>PAM (7)</b>	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
Charge Card Program Manager	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

**Technology Information and Business Services  
Contingency Plan**

September 30, 2011

**Number of employees on board: 1,408**

**Number of employees furloughed: 1,090 initially, 1,095 after initial shutdown**

**Time required to shutdown: 1/2 day, except for the National Business Center (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: (242)**

<b><u>Office</u></b>	<b><u>Function</u></b>	<b><u>Justification for Continued Operations</u></b>
<b>Office of Hearings and Appeals (55)</b>	Chief Administrative Law Judge	Work on probate cases, using OST appropriation (carryover funds, for as long as they last)
	Administrative Law Judge	Work on probate cases, using OST appropriation (carryover funds, for as long as they last)
	Administrative Law Judge	Work on probate cases, using OST appropriation (carryover funds, for as long as they last)
	Administrative Law Judge	Work on probate cases, using OST appropriation (carryover funds, for as long as they last)
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	Administrative Law Judge	Work on probate cases, using OST appropriation (carryover funds, for as long as they last)
	Administrative Law Judge	Work on probate cases, using OST appropriation (carryover funds, for as long as they last)
	Administrative Law Judge	Work on probate cases, using OST appropriation (carryover funds, for as long as they last)
	Indian Probate Judge	Work on probate cases, using OST appropriation (carryover funds, for as long as they last)
	Indian Probate Judge	Work on probate cases, using OST appropriation (carryover funds, for as long as they last)
	Indian Probate Judge	Work on probate cases, using OST appropriation (carryover funds, for as long as they last)
	Indian Probate Judge	Work on probate cases, using OST appropriation (carryover funds, for as long as they last)
Indian Probate Judge	Work on probate cases, using OST appropriation (carryover funds, for as long as they last)	





	Legal Assistant	Work on probate cases, using OST appropriation (carryover funds, for as long as they last)
	Contract 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 (187)</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.
	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	
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		

Contract Specialist 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.
Application Management	Funding from external Oracle Clients - MCC, TIB, DMS, CSOSA/PSA - funded through no year and multi year funds. Provides tier 2 technical support, database monitoring, problem resolution.
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. This position will be rotated with Dawn Smith in providing support.
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. This position will be rotated with Dawn Smith in providing support.
Branch Chief	<p><b>Minimal Essential personnel needed to run FPPS for Agencies not impacted by the Furlough and for all the remaining Agencies with Essential Personnel designated.</b> 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. 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</p>
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  
 Lead IT Specialist  
 Personnel and Payroll Systems Program  
 Manager

which distribute payroll funds to employee financial accounts both accurately and timely. This is a list of those folks designated as essential to meet payrolls, and is expected to be duty most of the time. however we could send some home during the Oversee/Coordinate personnel, payroll, and time and attendance systems program processing.

**Category 3: Employees Needed to Protect Life and Property and Not Otherwise Exempt: (71)**

<b><u>Office</u></b>	<b><u>Function</u></b>	<b><u>Justification for Essential Designation</u></b>
<b>National Business Center (58)</b>	Director, NBC	Provide leadership to the provision of NBC products and services that are provided during a shutdown.
	Deputy Director, NBC	Provide leadership to the provision of NBC products and services that are provided during a shutdown.
	Assistant Director, Information Technology	Senior IT Leadership
	Chief, Infrastructure Operations Services Division (IOSD)	Senior IOSD Leadership - Denver
	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.
Supervisory Benefits Specialist	Certification of TSP Schedules
IT Specialist	Payroll/Subsystem/QuickTime Interface and Support.
Supervisory Payroll Operations Spec	Manage Emergency Payroll Program
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".
Associate Director, Aviation Management	Leadership and decisions on emergency operations (protection of human life and Federal property)
Aviation Safety Division Chief	Leadership and decisions on emergency operations (protection of human life and Federal property)
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
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.
Business Specialist	Technical support for proprietary systems that will be accessed by excepted or otherwise funded positions. Provide certification of vendor payments for essential OS/OST/BIA 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.
Lead Fiscal Services Specialist	
Application Management/ Production Control	Access to run jobs in a live Production Environment for support to DOI (OST/BOR) 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 oncall for DOI.
Application Management/ Production Control	Access to run jobs in a live Production Environment for support to DOI (BIA) 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 oncall for DOI.
<b>Office of the Chief Information Officer (13)</b>	
CIO	Executive leadership to support continuity of information technology operations
Director, OCIO Business Services	Required for emergency procurement of IT services in support of operating the Government at reduced capacity.
Chief Cyber Security	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.

**Personnel That Would Continue for Short-term Planning and Then for Call-back Only (5)**

<b>National Business Center (5)</b>	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.
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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: (103)**

<b><u>Office</u></b>	<b><u>Function</u></b>	<b><u>Justification for Essential Designation</u></b>
<b>Office of Hearings and Appeals (5)</b>	Director	Handle management issues for PHD as needed, using OST appropriation (carryover funds, for as long as they last)
	Principal Dep. Dir.	Handle management issues for PHD as needed, using OST appropriation (carryover funds, for as long as they last)
	IT Specialist	Provide IT support to PHD as needed, using OST appropriation (carryover funds, for as long as they last)
	Administrative Officer	Provide admin support to PHD as needed, using OST appropriation (carryover funds, for as long as they last)

	Budget Analyst	Provide budget and admin support to PHD as needed, using OST appropriation (carryover funds, for as long as they last)
<b>Geospatial Information Office (1)</b>	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 (3)</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 (82)</b>	Human Capital	Provide human capital support during 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
	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)
	Telecomm Support	Telecom support
	IT Support	Support at Enterprise Service Center
IT Support	IT Support	
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	Minimum Audiovisual support for the Office of the Secretary to include audiovisual teleconferencing
Remote Wireless Air Cards and audio conference	On-Call support for remote wireless air cards and audio conference services
Associate Director	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.
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.
Payroll Program Technician	Process Payroll Section 3. This position will work a maximum of 3 days per pay period.
Supv IT Specialist	Payroll/Subsystem Interface and Support
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).
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.
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 (12)**

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.

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

September 30, 2011

**Total number of employees on board: 98**

**Number of employees to be furloughed: 93**

**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**

**OCR**          Director

**OHS**          Director

SMIS System Administrator

**OSED**        Director

**Justification for Continued Operations**

Available to provide civil rights guidance, as needed.

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

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

Available to provide training assistance, as needed.

**CONTINGENCY PLAN**

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

September 30, 2011

**Total number of employees on board: 87**

**Number of employees to be furloughed: 53 with 53 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 (12)</b>	Director	Primary Mission Essential Function #2: 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 security and law enforcement response to all facilities in the Washington Metro area, and ensure critical inter-governmental law enforcement and security relations are maintained. Support the following Mission Essential Functions: #2-5, 2-8, 2-9, 2-10, and 3-11.
	Special Agent	
	Assistant Director - Security	
	Physical Security Coordinator	
	DOI Threat Coordinator	
	Assistant Director - Intelligence	

The above law enforcement division employees provide the functions below:  
National security or the safety of life and property;  
Border and coastal protection and surveillance;  
Protection of Federal lands, buildings, waterways, equipment and other property owned by the United States;  
Law enforcement and criminal investigations; and  
Emergency and disaster assistance; ESF 13

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

None.

**Category 3: Employees Needed to Protect Life and Property and Not Otherwise Exempt (22)**

<b>DAS-LESEM (1)</b>	Associate Director - Administration and Business Operations	Provide direct assistant to the DAS, Law Enforcement, Security, and Emergency Management
<b>OLES (4)</b>	Chief, Interior Complex Security Operations	Provide security and safety/life-support functions in the Main Interior Building and other building where employees are at work or visitors or non-employees are present (e.g., ceremonial activities).
	Security Specialist (COTR)	Provide security and safety/life-support functions in the Main Interior Building and other building where employees are at work or visitors or non-employees are present (e.g., ceremonial activities).
	Chief, National Security Program	Critical COMSEC for Secretary, intelligence, primary for Site C, COOP/COG
	Victim Assistance Specialist	Conducting essential activities to the extent that they protect life and property, including the coordination of medical care of patients; victim witness counseling.
<b>OEM (15)</b>	Director	Emergency and disaster assistance. Direct emergency response activities.
	Assistant Director	Ongoing coordination and communications for protection of life, health, and facilities.
	Public Health Officer	Essential public health activities (Uniformed US Public Health Officer)
	Assistant Director , Emergency Operations	Ongoing coordination and communications for protection of life, health, and facilities. Communications clearinghouse for emergencies and essential activities during shutdown.
	Dep Chief, Interior Operations Center	Ongoing coordination and communications for protection of life, health, and facilities. Communications clearinghouse for emergencies and essential activities during shutdown.

Watch and Warning Officer	Ongoing coordination and communications for protection of life, health, and facilities. Communications clearinghouse for emergencies and essential activities during shutdown.
Watch and Warning Officer	Ongoing coordination and communications for protection of life, health, and facilities. Communications clearinghouse for emergencies and essential activities during shutdown.
Watch and Warning Officer	Ongoing coordination and communications for protection of life, health, and facilities. Communications clearinghouse for emergencies and essential activities during shutdown.
Watch and Warning Officer	Ongoing coordination and communications for protection of life, health, and facilities. Communications clearinghouse for emergencies and essential activities during shutdown.
Watch and Warning Officer	Ongoing coordination and communications for protection of life, health, and facilities. Communications clearinghouse for emergencies and essential activities during shutdown.
Watch and Warning Officer	Ongoing coordination and communications for protection of life, health, and facilities. Communications clearinghouse for emergencies and essential activities during shutdown.
Watch and Warning Officer	Ongoing coordination and communications for protection of life, health, and facilities. Communications clearinghouse for emergencies and essential activities during shutdown.
Watch and Warning Officer	Ongoing coordination and communications for protection of life, health, and facilities. Communications clearinghouse for emergencies and essential activities during shutdown.
Emergency Management Information Technology Specialist	Ongoing coordination and communications for protection of life, health, and facilities. Communications clearinghouse for emergencies and essential activities during shutdown.
Continuity Occupant Emergency Program Manager	Safety and life support in the Main Interior Building. Occupant emergency manager.
<b>OWFC (2)</b>	Director
	Coordinate emergency response capability, including firefighting / ensure continued critical intergovernmental relations / provide policy guidance in connection with the formulation of proposed legislation

Budget Officer

Provide finance and accounting activities for Wildland Fire Management Account / coordinate approval of emergency funding transfers, supplemental and reprogramming requests to ensure funding is in place to sustain emergency operations

**Personnel On Call (53):**

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

**OLES (22)**            Remaining employees not in category 3 above

**OEM (7)**              Remaining employees not in category 3 above

**OWFC (21)**          Remaining employees not in category 3 above

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

September 30, 2011

**Number of employees on board: 597**  
**Number of employees furloughed: 557**  
**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 (40)**

<b><u>Office</u></b>	<b><u>Function</u></b>	<b><u>Justification for Continued Operations</u></b>
ONNR	Director	ONRR Denver Crisis Management Team
	Deputy Director	ONRR Denver Crisis Management Team
	Acting Manager, IT Center	ONRR Denver Crisis Management Team
	Program Manager, Financial Management	ONRR Denver Crisis Management Team
	COOP Coordinator	ONRR Denver Crisis Management Team
	Public Affairs	ONRR Denver Crisis Management Team
	IT Specialist/COTR	ONRR Denver Crisis Management Team
	Supervisory IT Specialist	IT Support for Essential Functions
	Chief, Procurement Branch	Contracting Officer over all electronic data and financial reporting services
	Supv. Minerals Revenue Specialist	Solid Minerals Revenue Processing
	Minerals Revenue Specialist	Solid Minerals Revenue Processing
	Accountant	Solid Minerals Revenue Processing

Accountant	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 Specialist	Reporting Services
Minerals Revenue Specialist	Reporting Services

Supervisory Minerals Revenue Specialist	Royalty Error Correction
Minerals Revenue Specialist	Royalty Error Correction
Minerals Revenue Specialist	Royalty Error Correction
Minerals Revenue Specialist	Royalty Error Correction
Supervisory Systems Accountant	Systems Support
Minerals Revenue Specialist	Systems Support
Minerals Revenue Specialist	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**

September 30, 2011

**Total number of employees on board: 90**

**Number of employees to be furloughed: 90**

**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**

None

**Personnel On Call (14):**

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

**ORDA (2)**

EMC Member

Coordination

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