

PRE-DECISIONAL // FOR DISCUSSION ONLY

United States Department of Commerce

Plan for Orderly Shutdown Due to Lapse of Congressional Appropriations

October 1, 2013

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1 Background

Annual funding for the government expires on September 30. The Administration strongly believes that a lapse in funding should not occur. The Department must be prepared for a potential lapse in funding that would necessitate a significant reduction in operations.

Prior to a potential lapse in funding, the Office of Management and Budget (OMB) requires the Department to submit a draft plan for agency operations in the absence of appropriations (a “shutdown plan”). The plan will likely be modified with additional guidance from the Office of Personnel Management and OMB, as the situation develops, and may be changed by the Department, as circumstances warrant.

This plan complies with the guidance provided by the Office of Management and Budget, the Department of Justice and the Department of Commerce.

All employees who are Presidentially Appointed, Senate Confirmed will remain on duty.

2 Authority

The Anti-Deficiency Act (The Act) restricts the conduct of business by agencies during a lapse of appropriations. The Act generally prohibits agency heads and their employees from:

- Making or authorizing expenditures or obligations in excess of appropriations;
- Making or authorizing expenditures or obligations of funds required to be sequestered under Section 252 of the Balanced Budget and Emergency Deficit Control Act of 1985; and
- Accepting voluntary services for the United States or employing others to perform personal services in excess of that authorized by law, except in cases of emergency involving the safety of human life or the protection of property.

Certain functions may be continued even in the absence of an annual appropriations bill or continuing resolution. The principal guidance on the types of functions that may be continued during a lapse in appropriations is found in the Attorney General’s opinion dated January 16, 1981, as updated by the Office of Legal Counsel in an August 16, 1995 Memorandum. Those opinions authorize continuation of agency functions which satisfy any of the following criteria (referred to “excepted” functions):

- Those that have a continuing source of funding;
- Those that are expressly authorized by Congress to continue even without funding;
- Those that are necessary to prevent an imminent and significant threat to the safety of human life or the protection of property;
- Those that are necessary for the discharge of the President’s constitutional duties; and
- Activities necessary for a short period in order to ensure an orderly shutdown of operations.

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Otherwise non-excepted personnel should report to work for a few hours on the first business day following a lapse in appropriations to perform short-term, administrative functions to prepare for an orderly transition (such as setting an out-of-office message, etc.).

3 OMB Circular No. A-11, Section 124.2 Requirements Met

This plan meets the requirements set out in OMB Circular Number A-11, Section 124.2. OMB Circular A-11 requires the following:

Agency heads must develop and maintain plans for an orderly shutdown in the event of the absence of appropriations. These plans must be submitted to OMB when they are either first prepared or revised. We have included these plans in detail for each of our bureaus. Additionally, we include the summary of excepted DOC employees by category as follows:

- Number of employees expected to be on-board before implementation of the plan: 46,420
- Total number of employees to be excepted under the plan: 6,251. This total number of employees is categorized as follows:
 1. They are engaged in military, law enforcement, or direct provision of health care activities: 173
 2. Their compensation is financed by a resource other than annual appropriations: 420
 3. Number of employees, not otherwise exempt, to be retained to protect life and property: 5,200
 4. Number of employees otherwise authorized by law: 458

Additionally, as per the requirements, we have submitted detailed bureau plans for any orderly shutdown activity that would take more than one half day. In total, DOC has 663 employees who would remain on duty for more than one half day but no more than three days in total to effect an orderly shutdown.

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Organization	Total Number of Employees	Exception 1	Exception 2	Exception 3	Exception 4	Total Number of Excepted Employees	% Excepted Employees of Total Employees
BEA	460			5		5	1%
BIS	377			101	49	150	40%
CENSUS	15,641	5		29	1	35	0%
EDA	169	-	-	-	-	-	0%
ESA	36	-	-	-	1	1	3%
ITA	1,427	-	33	15	30	78	5%
MBDA	49	-	-	-	-	-	0%
NIST	3,143		51	206	18	275	9%
NOAA	12,001	167	197	4,665	339	5,368	45%
NTIA	300		34	5	1	40	13%
NTIS	101	-	101	-	-	101	100%
OIG	139	1	-	1	1	3	2%
OS	788	-	4	67	18	89	11%
PTO*	<u>11,789</u>			106		106	1%
Total	46,420	173	420	5,200	458	6,251	13%

Exceptions

1. Employees engaged in military, law enforcement, or direct provision of health care activities
2. Employees whose compensation is financed by a resource other than annual appropriations
3. Employees, not otherwise exempt, to be retained to protect life and property
4. Number of employees otherwise authorized by law (including Presidentially appointed, Senate confirmed employees)

* The USPTO has sufficient funds from other than FY14 appropriations to continue full operations for approximately 4 weeks. Therefore, all 11,789 employees of the USPTO will be excepted for approximately up to 4 weeks following a lapse in appropriations. After this time period, the USPTO will execute the plan as described below and excepted employees will be listed under the category of "Employees, not otherwise exempt, to be retained to protect life and property".

4 Services Available During a Lapse in Funding

In compliance with the restrictions of the Anti-Deficiency Act, the Department of Commerce will maintain the following services and activities during a lapse in FY14 appropriations:

- Weather, water, and climate observing, prediction, forecast, warning, and support
- Law enforcement activities for the protection of marine fisheries
- Fisheries management activities including quota monitoring, observer activities, and regulatory actions to prevent overfishing
- Essential natural resource damage assessment activities associated with the Deepwater Horizon incident
- Water level data for ships entering U.S. ports, critical nautical chart updates and accurate position information.
- Patent and trademark application processing
- Operation of the national timing and synchronization infrastructure as well as the National Vulnerability Database
- Maintenance, continuity and protection of certain research property and critical data records
- All services of the National Technical Information Service
- Export enforcement – the ongoing conduct of criminal investigations, and prosecutions, and coordination with other law enforcement and intelligence agencies in furtherance of our national security
- Budget operations required to support excepted activities under a shutdown, such as tracking of obligations and funds control

The following services and activities **will not** be available during a lapse in FY14 appropriations:

- Most research activities at NIST and NOAA (excluding real-time regular models on research computers used for Hurricane and FAA flight planning)
- Assistance and support to recipients of grant funding
- Technical oversight of non-mission essential contracts
- Services and activities provided by:
 - Bureau of Economic Analysis
 - Economic Development Administration
 - Economics and Statistics Administration
 - Minority Business Development Agency
 - Bureau of the Census
- Most services and activities provided by the International Trade Administration

2.1 Departmental Offices Base Plan

2.1.1 Shutdown Preparation

2.1.1.1 Points of Contact

Priority	Last Name	First Name	Office Phone	Alt. Phone	E-mail	Facsimile
Primary	Stephens	Fred	202-482-6165	202-664-3232	fstephens@doc.gov	202-482-3592
Alternate	Herbst	Ellen	202-482-6269	703-966-5305	eherbst@doc.gov	202-482-2308

2.1.1.2 Employee Notification Procedures in Advance of a Shutdown

Required Offices

- Office of Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA)
- Office of General Counsel (OGC)

Required Actions

- Issuance of Furlough Notices and
- Shutdown of operations.

Preparation:

- DOC bureaus and offices will send employee lists to OGC and OHRM to indicate the excepted employees and the reason for their excepted status.
- OGC and OHRM will compile the lists of employees assigned as Excepted or Non-Excepted and will confirm that Excepted status is appropriate for employees so designated.
- OHRM will draft furlough letter language and OGC will approve language.
- OHRM will distribute furlough letters to servicing HR offices (SHROs) for distribution along with processing instructions.

Notice Issuance:

- On the first business day following the lapse in appropriations, all employees will report to work.

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- SHROs will establish a process to ensure non-excepted employees are properly notified (e.g., sign and date their notice of furlough letter to confirm receipt of notice or by other accepted method) and keep a record.
- Management will meet with employees within the employee's first hour of reporting to work to review the furlough process and issues notices. The supervisor will keep a record of employees notified.
- All managers will submit complete list of notified employees to SHRO for confirmation of completion.
- Employees will shut down their offices and must leave the workplace within four hours of their arrival on the effective date.

2.1.1.3 Contractor Notification Procedures in Advance of a Shutdown

The applicable Contracting Officer will issue Stop Work Orders on all contracts requiring work stoppages. For the excepted services performed under contract, assigned Contract Officer Technical Representatives (COTRs) will identify the portion of the contract covered by the exception and in collaboration with the Contracting Officer provide technical direction to the contractor for any required continued performance.

2.1.2 Reactivation of Functions

- Upon notification that employees may return to duty, the Department of Commerce hotline and main website will be updated and office phone lists will be activated.
- Employees will report back to work at their regularly scheduled time on the next scheduled work day.
- A return to duty notice will be issued shortly thereafter.

2.2 Individual Departmental Offices Shutdown Plans

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2.2.1 Office of the Secretary (OS)

2.2.1.1 OS Orderly Shutdown Needs

Position	Duty Station	# of Employees	Time Needed	Justification
Director, OPA	Washington, DC	1	2.5 days	Devise shut down talking points (TPs) need time for clearance with OMB and WH communications. Other TPs cleared on suspended policy/ press items. List of reporters and stories underway at time of shutdown. Auto reply for incoming. Email out to press list
Director, New Media, OPA	Washington, DC	1	1 days	Web message cleared. Work with CIO on taking down websites.
Deputy Executive Secretariat	Washington, DC	1	1.5 days	Last briefing book with executable meetings, list of bureau contacts
Deputy Director, Office of Policy and Strategic Planning	Washington, DC	1	1 days	Consult with individual bureaus to determine if there are any policy initiatives or regulatory actions that must occur during the shutdown period and provide guidance to the Secretary and bureaus on OPSP clearance Perform administrative actions to inform customers about the shutdown. Provide Secretary and OLIA with one-page issue papers on priority policy issues in order to prepare for the Secretary's upcoming appropriations hearings (from bureaus)
Director, Office of Advance and Scheduling	Washington, DC	1	1 days	Cancel all upcoming meetings and events on the Secretary's calendar and reach out to stakeholders. Pull down all travel.
Special Assistant to the Chief of Staff	Washington, DC	1	1	Assist COS and Secretary during shutdown with logistical workflow and scheduling support
Director of Scheduling & Advance	Washington, DC	1	2.5	Coordinate all logistics for shut down and close out and transfer items for trip to Asia to excepted staff.
	Total	7		

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2.2.1.2 OS Excepted Positions

Key for justification of exceptions:

- 1 = Employees engaged in military, law enforcement, or direct provision of health care activities
- 2 = Finance by other than FY14 appropriations
- 3 = Necessary to protect the safety of human life or the protection of property
- 4 = Authorized by law

Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Secretary	Washington, DC	1	4	OS			PAS
Senior Adviser to the Secretary	Washington, DC	1	3	OS			Assist Presidential Appointee in Administration, coordination, and executive support of Emergency Function
Executive Assistant	Washington, DC	1	3	OS			
Chief of Staff to the Secretary	Washington, DC	1	4	OS			
Acting Deputy Secretary	Washington, DC	1	3	OS	Dep Sec		PAS performing the duties and functions of the office, and overall management decisions and operations for the protection of life and property
Chief of Staff to the Deputy Secretary	Washington, DC	1	2	OS	Dep Sec		Salary will be reimbursed for the period of Oct 1 through Oct 5, 2013.
Assistant Secretary	Washington, DC	1	4	OS	OLIA		PAS
Deputy Director	Washington, DC	1	3	OS	OLIA		Assist Presidential Appointee in Administration, coordination, and executive support of Emergency Functions
Senior Policy Advisor	Washington, DC	1	4	OS			Foreign affairs, informed by the WH that the trip is necessary for foreign affairs and we have determined that this staff member is necessary to conduct the trip.
Special Assistant to the Secretary	Washington, DC	1	4	OS			
Press Secretary	Washington, DC	1	4	OS			
Director, Office of Business Liaison	Washington, DC	1	4	OS			
Advance Specialist	Washington, DC	2	4	OS			
Director of Advance Protocol Officer	Washington, DC	1	4	OS			
	Washington, DC	1	4	OS			
	Total	16					

2.2.1.3 OS Excepted IT Requirements & Contracts

- Email
- File Shares
- Mobile Device (Blackberry, Smart Phones, Tablets)
- Desktops/ Laptops/ Microsoft Office
- Printers
- Internet

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- Network
- Phones and Fax
- TSDN equipment and connectivity
- TFIN equipment and connectivity
- Secure Phone equipment and connectivity
- Secure Fax equipment and connectivity

2.2.2 Office of the Chief Financial Officer (OCFO/ASA)

2.2.2.1 CFO/ASA Orderly Shutdown Needs

Position	Duty Station	# of Employees	Time Needed	Justification
Director, Office of Financial Management and Deputy CFO	Washington, DC	1	3 days	To ensure orderly shutdown of financial management operations and systems.
Director, Financial Mgt Systems, OFM	Washington, DC	1	1 days	
Supervisory IT Manager, OFM	Washington, DC	1	1 days	
WebTA Program Manager, OHRM	Washington, DC	1	2 days	Managing transmission of pay period 19 T&A data
HR Specialist	Washington, DC	5	2 days	Managing notification of furlough process and payroll operation
HR Specialist	Washington, DC	2	5 days	Managing notification of furlough process and payroll operation
Chief, Travel Management Division	Washington, DC	1	5 days	Oversight of travel contractor; travel card issues; and support return travel issues
Department Mail Manager	Washington, DC	1	2 days	Mail letters to employees who do not come in on Monday
OS Mail Manager	Washington, DC	1	2 days	Mail letters to employees who do not come in on Monday
Total		14		

2.2.2.2 CFO/ASA Excepted Positions

Key for justification of exceptions:

1 = Employees engaged in military, law enforcement, or direct provision of health care activities

2 = Finance by other than FY14 appropriations

3 = Necessary to protect the safety of human life or the protection of property

4 = Authorized by law

Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Chief Financial Officer and Assistant Secretary for Administration	Washington, DC	1	3	OS	OCFO		PAS performing the duties and functions of the office, and overall management decisions and operations for the protection of life and property
Senior Director for Performance and Business Process Improvement	Washington, DC	1	3	OS	OCFO		Schedule C, serving on an intermittent basis to support the CFO/ASA in oversight of emergency functions of the Department.

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							Will share this responsibility with the DASA. Title was Senior Director for Administration in 2011.
Deputy Assistant Secretary for Administration	Washington, DC	1	3	OS	OCFO		Non Career SES, Deputy Assistant Secretary, serving on an intermittent basis to support the CFO/ASA in oversight of emergency functions of the Department. Senior official responsible for providing oversight of building operations, responding to requests concerning facilities, travel, mail and other administrative issues across the DOC and HCHB.
Senior Advisor to the Chief Financial Officer and Assistant Secretary for Administration	Washington, DC	1	2	OS	OCFO		Salary financed by RESTORE Act funds
Senior Procurement Executive	Washington, DC	1	3	OS	OCFO	OAM	These employees will be retained to protect life or property as may be required through exercise of responsibilities as the Senior Procurement Executive (SPE) for the Department of Commerce (Director, OAM) and as a Warranted Contracting Officer (Deputy Director, CAS). The SPE alone has been delegated authority to approve Emergency Acquisition Flexibilities, without further delegation.
Deputy Director, Commerce Acquisition Solutions Division (CAS)	Washington, DC	1					
Director, OHRM	Washington, DC	1	3	OS	OCFO	OHRM	Primary POC for the Department to administer the furlough and to assist the Department leadership in bringing employees back to work as emergency or essential functions are identified during the furlough. Role would be to maintain the list of furloughed employees and coordinate with Office of Security and other support functions in returning employees back to work as needed to continue to sustain property and safety during the furlough period.
Director for Security	Washington, DC	1	3	OS	OCFO	OSY	Front Office - Security Leadership & Policy
Deputy Director for Security	Washington, DC	1	3	OS	OCFO	OSY	Effective 1 October 2013, the NIST Police Services Group (delegated federal law enforcement officers) is to commence a transition to functionally realign under OSY. This includes both the Gaithersburg and Boulder campuses. The OSY Deputy Director is to start a temporary detail on 1 October 2013, as the senior security representative in charge of: law enforcement operations, the functional realignment under OSY, and representing employee bargaining issues. Members of the NIST Police Services Group will be considered excepted employees to ensure life and safety of NIST resources and personnel at Gaithersburg and Boulder. The Deputy Director is essential to maintaining these functions.
Supervisory Security Specialist	Washington, DC	1	3	OS	OCFO	OSY	Security protection for the Secretary
Security Specialist (Executive Protection)	Washington, DC	3	3	OS	OCFO	OSY	Security protection for the Secretary
Security Specialist	Washington, DC	2	3	OS	OCFO	OSY	Client Security Service Division (HQ) - CORs, Guards/Access Control
Supervisory Security Specialist	Silver Spring, MD	1	3	OS	OCFO	OSY	Supervisory client security service division (field) - CORs, guards/Access Control
Security Specialist	Silver Spring, MD	1	3	OS	OCFO	OSY	Client Security Service Division (field) - CORs, Guards/Access Control
Supervisory Security Specialist	Suitland, MD	1	3	OS	OCFO	OSY	Supervisory client security service division (field) - CORs, guards/Access Control
Security Specialist	Suitland, MD	1	3	OS	OCFO	OSY	Client Security Service Division (field) - CORs, Guards/Access Control

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Supervisory Security Specialist**	Jeffersonville, IN	1	3	OS	OCFO	OSY	Supervisory client security service division (field) - CORs, guards/Access Control
Security Specialist**	Jeffersonville, IN	1	3	OS	OCFO	OSY	Client Security Service Division (HQ and field) - CORs, Guards/Access Control
Supervisory Security Specialist	Seattle, WA	1	3	OS	OCFO	OSY	Supervisory client security service division (field) - CORs, guards/Access Control
Criminal Investigator	Washington, DC	1	3	OS	OCFO	OSY	Investigations & Intelligence Division - Investigations and Intelligence
Supervisory Security Specialist	Washington, DC	1	3	OS	OCFO	OSY	Continuity & Emergency Preparedness Division - Emergency Operations Center Staffing (COG, COOP, OEP)
Security Specialist	Washington, DC	1	3	OS	OCFO	OSY	Continuity & Emergency Preparedness Division - Emergency Operations Center Staffing (COG, COOP, OEP)
Security Specialist (Executive Protection)	Washington, DC	4	3	OS	OCFO	OSY	Security protection for the Secretary
Security Specialist	Washington, DC	1	3	OS	OCFO	OSY	Client Security Service Division (HQ and field) - CORs, Guards/Access Control
Associate Director, Office of Building Renovation	Washington, DC	1	3	OS	OCFO	OAS	Program manager responsible for the on-going renovation of the HCHB and providing oversight to the construction and modifications of property in accordance with established standards for the protection of the property and safety of the building's occupants. Will also need to be responsible for interactions with GSA who will be present.
HVAC Personnel	Washington, DC	10	3	OS	OCFO	OAS	Employee will rotate/participate in shift work, approximately 18 -27 hours per week, to maintain coverage, provide oversight of 24/7 building operations and on-site services for essential personnel.
Total		36					

** To be split 50% each

2.2.2.3 CFO/ASA Excepted IT Requirements & Contracts

- Email
- File Shares
- Mobile Device (Blackberry, Smart Phones, Tablets)
- Desktops/ Laptops/ Microsoft Office
- Phones and Fax
- Printers
- Web TA
- Internet
- Network

2.2.3 Office of the Chief Information Officer (OCIO)

2.2.3.1 OCIO Orderly Shutdown Needs

OCIO will not require any non-excepted personnel to work more than half a day in order to conduct an orderly shutdown of the bureau.

2.2.3.2 OCIO Excepted Positions

Key for justification of exceptions:

1 = Employees engaged in military, law enforcement, or direct provision of health care activities

2 = Finance by other than FY14 appropriations

3 = Necessary to protect the safety of human life or the protection of property

4 = Authorized by law

Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Chief Information Officer	Washington, DC	1	3	OS	OCIO		Senior leadership for the Department's IT Infrastructure and IT operations for emergency functions
Deputy Chief Information Officer	Washington, DC	2	3	OS	OCIO		Deputy CIO and CTO for IT Operations and Supervisor for staff required to carry-out operations support for emergency functions. Deputy CIO for Management and Operations will be retained to assist both the CIO and CTO in protecting and maintaining the IT Infrastructure and related technology functions for the Office of the Secretary, MBDA, EDA and ESA.
IT Specialist	Washington, DC	3	3	OS	OCIO		Provide support for all Broadcast messages that need to be sent out. Provide Tier 3 Helpdesk support in troubleshooting all servers and workstation related issues. National Security – SCIF. Computer Incident Response Team as mandated by DHS and OMB for response to possible computer security incidents
	TOTAL	6					

2.2.3.3 OCIO Excepted IT Requirements & Contracts

- Email
- File Shares
- Mobile Device (Blackberry, Smart Phones, Tablets)
- Desktops/ Laptops/ Microsoft Office
- Phones and Fax
- Printers
- Internet
- Network

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Office of the General Counsel (OGC)

2.2.3.4 OGC Orderly Shutdown Needs

Position	Duty Station	# of Employees	Time Needed	Justification
Deputy Chief, Employment & Labor Law Division	Washington, DC	1	5 days	Closing of Litigation cases, filing of motions to stay
Assistant General Counsel for Finance and Litigation	Washington, DC	1	2 days	
General Attorney	Washington, DC	1	3 days	
General Attorney	Washington, DC	1	3 days	Closing of various files and legal matters
Assist. General Counsel for Legis. & Reg	Washington, DC	1	2 days	
Chief Counsel for Legislation	Washington, DC	1	1 days	
Attorney Advisor for Regulation	Washington, DC	1	2 days	
Chief Counsel for International Commerce	Washington, DC	1	2 days	Closing of Litigation cases, filing of motions to stay
Chief Counsel for Import Administration	Washington, DC	1	2 days	
Chief Counsel for Economic Affairs	Washington, DC	1	2 days	Closing of various files and legal matters
Chief Counsel for NIST	Gaithersburg, MD	1	2 days	
Chief Counsel for BIS	Washington, DC	1	2 days	
OGC/OCC-BIS attorney advisor	Washington, DC	1	2 days	Ensure orderly shutdown /suspension of BIS legal matters
Supervisory Management Analyst	Washington, DC	1	2 days	Closing of various administrative services to OGC
Counsel	Washington, DC	1	2 days	Provision of legal advice to the Secretary/Bureaus on Emergency matters continuing in the Department
	TOTAL	15		

2.2.3.5 OGC Excepted Positions

Key for justification of exceptions:

1 = Employees engaged in military, law enforcement, or direct provision of health care activities

2 = Finance by other than FY14 appropriations

3 = Necessary to protect the safety of human life or the protection of property

4 = Authorized by law

Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Deputy General Counsel	Washington, DC	1	3	OS	OGC	OGCFO	Provision of legal advice to the Secretary/Bureaus on Emergency matters continuing in the Department
Deputy General Counsel for SI	Washington, DC	1	3	OS	OGC	OGC FO	Provision of legal advice to the Secretary/Bureaus on Emergency matters continuing in the Department
Attorney	Washington, DC	1	3	OS	OGC	OAGCFL	DOJ/ENRD has stated that they require agency support on the Dettling case, including assisting in the drafting of a reply brief that is due on Monday, October 7, 2013 and requested that the Department except agency personnel for the time needed to provide that necessary assistance. Michael Bogolmony is the DOC/OGC attorney assigned to the case.
Attorney	Washington, DC	1	2	OS	OGC	OAGCFL	There are outstanding FirstNet legal matters on which OGC attorney, Amy Crotts has been working. Additional FirstNet contract law matters

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							are almost certain to arise during the furlough regardless of its duration. Ms. Crotts is paid with FY 2013 non-appropriated FirstNet funds pursuant to an executed MOU between the OAGCFL.
Attorney Advisor for Import Administration	Washington, DC	3	3	OS	OGC	Chief Counsel for IA	CC-IA personnel are essential to WTO litigation matters. In order to defend the United States' interest in these matters, CC-IA personnel will be excepted to the extent that they are required to prepare for and attend a WTO consultation in Geneva and file a brief by an international court deadline.
Deputy Chief Counsel	Washington, DC	1	3	OS	OGC	Chief Counsel for IC	USTR is asserting that the TTIP negotiations and WTO GPA Committee meeting are excepted activities necessary to protect U.S. property. USTR specifically requested participation in both activities.
Senior Counsel	Washington, DC	1	3	OS	OGC	Chief Counsel for IC	Preparation, travel, and participation in TTIP negotiations and meetings. USTR is asserting that TTIP negotiations are an excepted activity necessary to protect U.S. property. State is asserting that participation in the OECD meeting is an excepted activity.
Senior Counsel	Washington, DC	1	3	OS	OGC	Chief Counsel for IC	Preparation, travel, and participation in TTIP negotiations. USTR is asserting that TTIP negotiations are an excepted activity necessary to protect U.S. property.
Attorney Advisor (International)	Washington, DC	1	3	OS	OGC	OGC FO	Preparation and travel to Brussels, Belgium to participate in negotiations. USTR is asserting that TTIP negotiations are an excepted activity necessary to protect U.S. property.
Attorney Advisor	Washington, DC	1	4	OS	OGC	AGC/Admin Ethics	Support the President's Constitutional Duty to nominate officers, 3 days exempted
Assistant General Counsel for Admin	Washington, DC	1	3	OS	OGC	AGC/ADM	Provision of legal advice to the Secretary/Bureaus on appropriations, ethics and Employment issues arising in Emergency matters continuing in the Department
Chief, General Law Division	Washington, DC	1	3	OS	OGC	AGC/ADM	Provision of legal advice to the Secretary/Bureaus on appropriations issues arising in Emergency matters continuing in the Department
Chief, Employment & Labor Law Division	Washington, DC	1	3	OS	OGC	AGC/ADM	Provision of legal advice to the Secretary/Bureaus on Employment issues arising in Emergency matters continuing in the Department
Attorney Advisor	Washington, DC	1	3	OS	OGC	AGC/ADM	Provision of legal advice to the Secretary/Bureaus on appropriations issues arising in Emergency matters continuing in the Department
Chief, Contract Law Division	Washington, DC	1	3	OS	OGC	AGC/Lit	Provision of legal advice to the Secretary/Bureaus on Emergency contract matters continuing in the Department
Intelligence Operations Specialist	Washington, DC	1	3	OS	OGC	Ex. Support	Dissemination of Intelligence to the Secretary/Bureaus; and Operation of Crisis Management System secure communications
Chief Counsel BIS	Washington, DC	1	3	OS	OGC	Chief Counsel for BIS	Provision of Legal advice to BIS on matters of Emergency law enforcement involving the protection of life and property and the otherwise authorized by law exception for expert licensing during international emergencies.
Chief, Enforcement and Litigation Division	Washington, D.C.	1	3	OS	OGC	Chief Counsel for BIS	Legal advice on law enforcement matters
Chief, BIS Programs Division	Washington, D.C.	1	4	OS	OGC	Chief Counsel for BIS	Activities authorized by law, especially emergency export license applications
Attorney Advisor for Finance and Litigation	Washington, DC	1	2	OS	OGC	AGC/Lit	Funded by First Net funds. Intermittent excepted for the first week to attend training also paid for with First Net funds
Attorney Advisor for Import Administration	Washington, DC	7	3	OS	OGC	Chief Counsel for IA	CC-IA personnel are essential to WTO litigation matters. In order to defend the United States' interest in these matters, CC-IA personnel will be excepted to the extent that they are required to prepare for and attend a WTO consultation in Geneva and file a brief by an international court

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							deadline.
Assistant General Counsel for Admin	Washington, DC	1	3	OS	OGC	AGC/ADM	Provision of legal advice to the Secretary/Bureaus on appropriations, ethics and Employment issues arising in Emergency matters continuing in the Department
Chief, General Law Division	Washington, DC	1	3	OS	OGC	AGC/ADM	Provision of legal advice to the Secretary/Bureaus on appropriations issues arising in Emergency matters continuing in the Department
Chief, Employment & Labor Law Division	Washington, DC	1	3	OS	OGC	AGC/ADM	Provision of legal advice to the Secretary/Bureaus on Employment issues arising in Emergency matters continuing in the Department
Attorney Advisor	Washington, DC	1	3	OS	OGC	AGC/ADM	Provision of legal advice to the Secretary/Bureaus on appropriations issues arising in Emergency matters continuing in the Department
Chief, Contract Law Division	Washington, DC	1	3	OS	OGC	AGC/Lit	Provision of legal advice to the Secretary/Bureaus on Emergency contract matters continuing in the Department
Intelligence Operations Specialist	Washington, DC	1	3	OS	OGC	Ex. Support	Dissemination of Intelligence to the Secretary/Bureaus; and Operation of Crisis Management System secure communications
Chief Counsel BIS	Washington, DC	1	3	OS	OGC	Chief Counsel for BIS	Provision of Legal advice to BIS on matters of Emergency law enforcement involving the protection of life and property and the otherwise authorized by law exception for expert licensing during international emergencies.
Chief, Enforcement and Litigation Division	Washington, D.C.	1	3	OS	OGC	Chief Counsel for BIS	Legal advice on law enforcement matters
Chief, BIS Programs Division	Washington, D.C.	1	4	OS	OGC	Chief Counsel for BIS	Activities authorized by law, especially emergency export license applications
Attorney Advisor for Finance and Litigation	Washington, DC	1	2	OS	OGC	AGC/Lit	Funded by First Net funds. Intermittent excepted for the first week to attend training also paid for with First Net funds
Attorney Advisor for Import Administration	Washington, DC	7	3	OS	OGC	Chief Counsel for IA	CC-IA personnel are essential to WTO litigation matters. In order to defend the United States' interest in these matters, CC-IA personnel will be excepted to the extent that they are required to prepare for and attend a WTO consultation in Geneva and file a brief by an international court deadline.
	TOTAL	26					

2.2.3.6 OGC Excepted IT Requirements & Contracts

- Email
- File Shares
- Mobile Device (Blackberry, Smart Phones, Tablets)
- Desktops/ Laptops/ Microsoft Office Software
- Phones and Fax
- Printers
- Internet
- Network
- OGC DOCS (formerly EDMS)*

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*OGC DOCS is OGC's document management system that is hosted, maintained and operated by the Census Bureau.

2.2.4 Bureau of Economic Analysis (BEA)

2.2.4.1 BEA Orderly Shutdown Needs

Position	Duty Station	# of Employees	Time Needed	Justification
Deputy Director	Washington, DC	1	1 day	Overall management of shutdown implementation.
Chief Administrative Officer	Washington, DC	1	1 day	Primary coordinator of contingency plan and communication of details to internal staff and external users and customers, press etc.
Division Chief, Communications	Washington, DC	1	1 day	Communication to internal staff and external users, customers, press
Division Chief, Administrative Services	Washington, DC	1	1 day	Oversee and coordinate shutdown from Administrative perspective.
Lead, Workforce Services	Washington, DC	1	1 day	Time & Attendance Closeout
Management Analyst, Workforce Services	Washington, DC	1	1 day	Time & Attendance Closeout
Management Analyst, Workforce Services	Washington, DC	1	1 day	Time & Attendance Closeout
	Total	7		

2.2.4.2 BEA Excepted Positions

Key for justification of exceptions:

- 1 = Employees engaged in military, law enforcement, or direct provision of health care activities
- 2 = Finance by other than FY14 appropriations
- 3 = Necessary to protect the safety of human life or the protection of property
- 4 = Authorized by law

Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Director	Washington, DC	1	3	ESA	BEA	Office of the Director	The Director will be available for overall management decisions and operations.
Chief Information Officer	Washington, DC	1	3	ESA	BEA	OCIO	Oversee and coordinate IT systems shutdown, then monitor with assigned IT staff.
IT Specialist	Washington, DC	1	3	BEA	OCIO	Network Operations	Three IT staff will rotate daily and monitor network security and ensure the protection of the critical intellectual property within BEA's IT systems.
Management Analyst, Physical Environment Group	Washington, DC	1	3	ESA	BEA	Physical Environment Group	This individual serves as the Administrative Contracting Officer delegated by GSA for our leased space, which is also occupied by two other agencies which are not expected to be impacted by a government shutdown, and thus her presence is needed to protect Government property.
Senior Physical Security Officer	Washington, DC	1	3	ESA	BEA	Security	BEA's Physical Security Officer and will remain on site to ensure the protection of property. He will also manage minimal mailroom operations as necessary to ensure the

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							security of sensitive mail and other confidential deliveries of data to the agency which may occur. Additionally, he will be necessary to make any modifications to the security system settings if additional staff becomes necessary or upon the resumption of activities.
	Total	5					

2.2.4.3 BEA Excepted IT Requirements & Contracts

- Email
- File Shares
- Mobile Device (Blackberry, Smart Phones, Tablets)
- Internet
- Network
- Desktops/ Laptops/ Microsoft Office
- Phones and Fax
- Printers

2.2.5 Bureau of Industry and Security (BIS)

BIS excepted personnel for national security operations during a funding lapse are defined to include the following:

- **Export Enforcement:** Personnel of the Office of the Assistant Secretary, Office of Enforcement Analysis, and Office of Anti-Boycott Compliance are not considered essential, with the exception of the Assistant Secretary and the Deputy Assistant Secretary. Personnel of the Office of Export Enforcement (OEE) are considered essential for national security operations. OEE special agents (all law enforcement-occupation code 1811), from the Director down, are essential to the ongoing conduct of criminal investigations, prosecutions, and other activities with DOD, DOJ, FBI, ICE, and other law enforcement and intelligence agencies in furtherance of our national security. The abrupt removal of OEE agents from participation in ongoing activities conducted by the Executive and Judicial Branches would jeopardize current criminal investigations (including undercover operations), prosecutions (including testimony in grand jury and trial proceedings), and other activities (including interdiction measures conducted both domestically and abroad by Special Agents).
- **Export Administration:** Proposing that certain minimal activities remain operational during a shutdown for national security reasons. These activities, serviced by engineers and technical staff, include: processing export licenses essential to protecting the national security of the United States; evaluating transactions involving U.S. controlled items to ensure they are exported in accordance with export control requirements; drafting amendments to the Export Administration Regulations to address emergency foreign policy issues that warrant changes to dual-use export control policies, including export control sanctions ordered by the President as part of the United States's response to ongoing and unanticipated international crisis such as the recent events in the Middle East; negotiating changes to international export control lists; hosting international inspectors pursuant to U.S. non-proliferation treaty obligations; and processing emergency priorities and allocation requests to ensure national security programs have access to necessary items.
- **Leadership and Resource Support:** Skeletal legal, systems, and support—for essential services such as Mainframe and Local Area Network support needed for emergency licensing and enforcement actions.

2.2.5.1 BIS Orderly Shutdown Needs

BIS will not require any non-excepted personnel to work more than half a day in order to conduct an orderly shutdown of the bureau.

2.2.5.2 BIS Excepted Positions

Key for justification of exceptions:

1 = Employees engaged in military, law enforcement, or direct provision of health care activities

2 = Finance by other than FY14 appropriations

3 = Necessary to protect the safety of human life or the protection of property

4 = Authorized by law

Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Under Secretary	Washington, DC	1	4	BIS			PAS
Deputy Under Secretary	Washington, DC	1	3	BIS			Provide strategic and tactical support

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Assistant Secretary for Export Enforcement	Washington, DC	1	4	BIS			PAS
Deputy Assistant Secretary for Export Enforcement	Washington, DC	1	3	BIS			Supervise/coordinate enforcement activities
Director	Washington, DC	1	3	BIS			Approve/coordinate activities relevant to ongoing criminal investigations
Supvy Criminal Investigator	Washington, DC	8	3	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	New York	2	3	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	Boston, MA	2	3	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	Miami, FL	2	3	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	Chicago, IL	2	3	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	Herndon, VA	2	3	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	Los Angeles, CA	2	3	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	San Jose, CA	2	3	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	Dallas, TX	2	3	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	Houston, TX	1	3	BIS			Manage/conduct ongoing criminal investigations
Criminal Investigator	Washington, DC	11	3	BIS			Conduct ongoing criminal investigations
Criminal Investigator	New York	7	3	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Boston, MA	7	3	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Miami, FL	9	3	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Chicago, IL	8	3	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Minneapolis, MN	1	3	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Herndon, VA	6	3	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Cincinnati, OH	1	3	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Los Angeles, CA	7	3	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Phoenix, AZ	1	3	BIS			Conduct ongoing criminal investigations
Criminal Investigator	San Jose, CA	7	3	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Dallas, TX	4	3	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Houston, TX	3	3	BIS			Conduct ongoing criminal investigations
Export Compliance Specialist	Washington, DC	1	3	BIS			Provide critical support in processing license determinations for investigations
Assistant Secretary for Export Administration	Washington, DC	1	4	BIS			PAS
Deputy Assistant Secretary for Export Administration	Washington, DC	1	4	BIS			Supervise execution of export control and defense-related programs
Operating Committee Chair	Washington, DC	1	4	BIS			White House liaison on national security policy issues
Director, Office of National Security and Technology Transfer Controls	Washington, DC	1	4	BIS			License emergency export applications
Director, Office of Nonproliferation and Treaty Compliance	Washington, DC	1	4	BIS			License emergency export applications (nuclear related)
Supvy Electronics Engineer	Washington, DC	1	4	BIS			License emergency export applications (nuclear related); negotiate international control list changes
Supvy Export Policy Analyst	Washington, DC	3	4	BIS			License emergency export applications (missile, chemical, biological-related); draft emergency regulations
Supvy Industrial Specialist	Washington, DC	1	4	BIS			License emergency export applications (missile, chemical, biological-related); draft emergency regulations
Trade and Industry Analyst	Washington, DC	1	4	BIS			Analyze export controlled transactions for compliance/foreign policy concerns

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Senior Export Policy Analyst	Washington, DC	1	4	BIS			Administer Defense Priorities and Allocation System
General Engineer	Washington, DC	10	4	BIS			License emergency export applications (electronics, integrated circuits, chemicals, lasers, missiles, machine tools, nuclear, explosive detection, underwater submersibles, aircraft, thermal imaging); negotiate international control list changes
Supvy Export Policy Analyst	Washington, DC	1	4	BIS			License emergency export applications (600 series)
General Engineer	Washington, DC	5	4	BIS			License emergency export applications (600 series)
Electronics Engineer	Washington, DC	7	4	BIS			License emergency export applications (electronics, semiconductor, thermal imaging, manufacturing, computers, encryption)
Chemical Engineer	Washington, DC	1	4	BIS			License emergency export applications (chemicals)
Supvy Export Policy Analyst	Washington, DC	1	4	BIS			Negotiate international control list changes
Supvy Export Policy Analyst	Washington, DC	2	4	BIS			Host international treaty inspections
Chemical Engineer	Washington, DC	2	4	BIS			Host international treaty inspections
Chief Financial Officer and Director of Administrtion	Washington, DC	1	4	BIS			Provide administrative and resource support
Financial Manager	Washington, DC	1	4	BIS			Provide administrative and resource support
Supvy Telecommunication Specialist	Washington, DC	1	4	BIS			Provide operational, network, and application support
Supvy Information Technology Specialist	Washington, DC	1	4	BIS			Provide customer service (help desk) for both internal (essential personnel working during the shutdown) and external BIS customers
Computer Scientist	Washington, DC	1	4	BIS			Support tasks and duties associated with processing emergency/urgent dual-use licenses
Acting Chief Information Officer	Washington, DC	1	4	BIS			Support emergency/urgent procurement and authorization of spending and staff adjustments to accommodate BIS needs
	TOTAL	150					

2.2.5.3 BIS Excepted IT Requirements & Contracts

- Email
- File Shares
- Mobile Device (Blackberry, Smart Phones, Tablets)
- Internet
- Desktops/ Laptops/ Microsoft Office
- Phones and Fax
- Printers
- Network

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2.2.6 U.S. Census Bureau

2.2.6.1 Census Orderly Shutdown Needs*

Position	Duty Station	# of Employees	Time Needed	Justification
Division Chief, HR	Suitland, MD	1	3 days	Oversees payroll processing, employee notices and other HR admin functions
Supervisory HR Specialist	Suitland, MD	2	3 days	Payroll processing
HR Specialist	Suitland, MD	3	3 days	Payroll processing
HR Specialist	Suitland, MD	1	3 days	Payroll processing
IT Specialist (APPSW)	Suitland, MD	1	3 days	IT support for HR
IT Specialist (APPSW)	Suitland, MD	2	3 days	IT support for HR
IT Specialist (INET)	Suitland, MD	1	3 days	IT support for HR
HR Assistants	Suitland, MD	4	3 days	Identify and prepare UPS packages for employees who don't receive notices in person
Asst Div Chief, ACQ	Suitland, MD	2	3 days	Perform all necessary emergency contract actions
Asst Div Chief, ACSD	Suitland, MD	1	3 days	Coordinate facility services with GSA
Facilities Manager	Suitland, MD	1	3 days	Coordinate facility services with GSA
Mail Room Supervisor	Suitland, MD	1	3 days	Mailing UPS packages to employees who don't receive notice in person
Mail Room Clerk	Suitland, MD	1	3 days	Mailing UPS packages to employees who don't receive notice in person
Supv. IT Specialist	Suitland, MD	1	1 day	Handles orderly shutdown of ACS daily processing of data
Budget Officer	Indiana	1	3 days	Payroll processing
Supervisory Management Analyst	Indiana	1	3 days	Payroll processing
Civilian Pay Technician	Indiana	5	3 days	Payroll processing
Management Assistant	Indiana	2	3 days	Payroll processing
HR Assistants	Indiana	1	3 days	Payroll processing
IT Specialist	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Lead Peripheral Equipment Operator	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Supv. Document Services Specialist	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Materials Handler	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Electronics Worker	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Lead Mail Clerk	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Lead Mail Processing Equip. Operator	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
FR Rate Specialist	Indiana	2	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Support Technician	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Administrative Specialist	Atlanta	1	3 days	Payroll Processing
Admin Tech/Clerk	Atlanta	2	3 days	Payroll Processing

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Position	Duty Station	# of Employees	Time Needed	Justification
Regional Director	Atlanta	1	3 days	Responsible for checking RO building and property
Data Collection Coordinator	Atlanta	1	3 days	Responsible for checking RO building and property
Administrative Officer	Atlanta	1	3 days	Payroll Processing
IT Specialist	Atlanta	1	3 days	Provides IT support to staff who are closing out payroll
Regional Director	Chicago	1	3 days	Responsible for checking RO building and property
Administrative Technicians	Chicago	3	3 days	Payroll Processing
Coordinator	Chicago	1	3 days	Payroll Processing
Administrative Officer	Chicago	1	3 days	Payroll Processing
Administrative Specialist	Chicago	2	3 days	Payroll Processing
IT Specialist	Chicago	1	3 days	Provides IT support to staff who are closing out payroll
Regional Director	Denver	1	3 days	Responsible for checking RO building and property
Administrative Officer	Denver	1	3 days	Payroll Processing
Administrative Technicians	Denver	4	3 days	Payroll Processing
Lead Administrative technicians	Denver	2	3 days	Payroll Processing
Administrative Specialist	Denver	1	3 days	Payroll Processing
IT Specialist	Denver	1	3 days	Provides IT support to staff who are closing out payroll
Regional Director	LA	1	3 days	Responsible for checking RO building and property
Supv. Survey Statistician	LA	1	3 days	Payroll Processing
Administrative Officer	LA	1	3 days	Payroll Processing
Administrative Specialist	LA	1	3 days	Payroll Processing
Administrative Specialist	LA	1	3 days	Payroll Processing
Administrative Technician/Clerk	LA	3	3 days	Payroll Processing
IT Specialist	LA	1	3 days	Provides IT support to staff who are closing out payroll
Regional Director	Philadelphia	1	3 days	Responsible for checking RO building and property
Administrative Officer	Philadelphia	1	3 days	Payroll Processing
Administrative Specialist	Philadelphia	1	3 days	Payroll Processing
Administrative Specialist	Philadelphia	1	3 days	Payroll Processing
Administrative Technician/Clerk	Philadelphia	1	3 days	Payroll Processing
Office Automation Asst	Philadelphia	1	3 days	Payroll Processing
IT Specialist	Philadelphia	1	3 days	Provides IT support to staff who are closing out payroll
Regional Director	NY	1	3 days	Responsible for checking RO building and property
Asst Regional Director	NY	1	3 days	Payroll Processing
Administrative Coordinator	NY	1	3 days	Payroll Processing
Administrative Specialist	NY	3	3 days	Payroll Processing
IT Specialist	NY	1	3 days	Provides IT support to staff who are closing out payroll
Division Chief, HR	Suitland, MD	1	3 days	Oversees payroll processing, employee notices and other HR admin functions
Supervisory HR Specialist	Suitland, MD	2	3 days	Payroll processing
HR Specialist	Suitland, MD	3	3 days	Payroll processing
HR Specialist	Suitland, MD	1	3 days	Payroll processing
IT Specialist (APPSW)	Suitland, MD	1	3 days	IT support for HR
IT Specialist (APPSW)	Suitland, MD	2	3 days	IT support for HR
IT Specialist (INET)	Suitland, MD	1	3 days	IT support for HR
HR Assistants	Suitland, MD	4	3 days	Identify and prepare UPS packages for employees who don't receive notices in person
Asst Div Chief, ACQ	Suitland, MD	2	3 days	Perform all necessary emergency contract actions
Asst Div Chief, ACSD	Suitland, MD	1	3 days	Coordinate facility services with GSA
Facilities Manager	Suitland, MD	1	3 days	Coordinate facility services with GSA
Mail Room Supervisor	Suitland, MD	1	3 days	Mailing UPS packages to employees who don't receive notice in person
Mail Room Clerk	Suitland, MD	1	3 days	Mailing UPS packages to employees who don't receive notice in person
Supv. IT Specialist	Suitland, MD	1	1 day	Handles orderly shutdown of ACS daily processing of data

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Position	Duty Station	# of Employees	Time Needed	Justification
Budget Officer	Indiana	1	3 days	Payroll processing
Supervisory Management Analyst	Indiana	1	3 days	Payroll processing
Civilian Pay Technician	Indiana	5	3 days	Payroll processing
Management Assistant	Indiana	2	3 days	Payroll processing
HR Assistants	Indiana	1	3 days	Payroll processing
IT Specialist	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Lead Peripheral Equipment Operator	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Supv. Document Services Specialist	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Materials Handler	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Electronics Worker	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Lead Mail Clerk	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Lead Mail Processing Equip. Operator	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
FR Rate Specialist	Indiana	2	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Support Technician	Indiana	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
Maintenance Mechanic Supervisor	Indiana	1	3 days	Oversee health and safety of the NPC water supply
Administrative Specialist	Atlanta	1	3 days	Payroll Processing
Admin Tech/Clerk	Atlanta	2	3 days	Payroll Processing
Regional Director	Atlanta	1	3 days	Responsible for checking RO building and property
Data Collection Coordinator	Atlanta	1	3 days	Responsible for checking RO building and property
Administrative Officer	Atlanta	1	3 days	Payroll Processing
IT Specialist	Atlanta	1	3 days	Provides IT support to staff who are closing out payroll
Regional Director	Chicago	1	3 days	Responsible for checking RO building and property
Administrative Technicians	Chicago	3	3 days	Payroll Processing
Coordinator	Chicago	1	3 days	Payroll Processing
Administrative Officer	Chicago	1	3 days	Payroll Processing
Administrative Specialist	Chicago	2	3 days	Payroll Processing
IT Specialist	Chicago	1	3 days	Provides IT support to staff who are closing out payroll
Regional Director	Denver	1	3 days	Responsible for checking RO building and property
Administrative Officer	Denver	1	3 days	Payroll Processing
Administrative Technicians	Denver	4	3 days	Payroll Processing
Lead Administrative technicians	Denver	2	3 days	Payroll Processing
Administrative Specialist	Denver	1	3 days	Payroll Processing
IT Specialist	Denver	1	3 days	Provides IT support to staff who are closing out payroll
Regional Director	LA	1	3 days	Responsible for checking RO building and property
Supv. Survey Statistician	LA	1	3 days	Payroll Processing
Administrative Officer	LA	1	3 days	Payroll Processing
Administrative Specialist	LA	1	3 days	Payroll Processing
Administrative Specialist	LA	1	3 days	Payroll Processing
Administrative Technician/Clerk	LA	3	3 days	Payroll Processing
IT Specialist	LA	1	3 days	Provides IT support to staff who are closing out payroll
Regional Director	Philadelphia	1	3 days	Responsible for checking RO building and property

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Position	Duty Station	# of Employees	Time Needed	Justification
Administrative Officer	Philadelphia	1	3 days	Payroll Processing
Administrative Specialist	Philadelphia	1	3 days	Payroll Processing
Administrative Specialist	Philadelphia	1	3 days	Payroll Processing
Administrative Technician/Clerk	Philadelphia	1	3 days	Payroll Processing
Office Automation Asst	Philadelphia	1	3 days	Payroll Processing
IT Specialist	Philadelphia	1	3 days	Provides IT support to staff who are closing out payroll
Regional Director	NY	1	3 days	Responsible for checking RO building and property
Asst Regional Director	NY	1	3 days	Payroll Processing
Administrative Coordinator	NY	1	3 days	Payroll Processing
Administrative Specialist	NY	3	3 days	Payroll Processing
IT Specialist	NY	1	3 days	Provides IT support to staff who are closing out payroll
	Total	90		

* Note that time may vary by activity. Staff will be sent home as tasks are completed. Times shown are maximum and shutdown will not take more than 3 days.

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2.2.6.2 Census Excepted Positions

Key for justification of exceptions:

1 = Employees engaged in military, law enforcement, or direct provision of health care activities

2 = Finance by other than FY14 appropriations

3 = Necessary to protect the safety of human life or the protection of property

4 = Authorized by law

Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Director	Suitland, MD	1	4	ESA	Census	DIR	PAS
Deputy Director	Suitland, MD	1	3	ESA	Census	DIR	Overall management for emergency protection of Census property.
Division Chief	Suitland, MD	1	3	ESA	Census	ACQ	Perform all necessary emergency contract actions
Division Chief	Suitland, MD	1	3	ESA	Census	ACSD	Facility EMO
Boiler Plant Operator	Indiana	4	3	ESA	Census	NPC	Maintain boiler plant for facility
Pipefitter	Indiana	1	3	ESA	Census	NPC	Make necessary repairs to boiler plant or facility plumbing
Director	Indiana	1	3	ESA	Census	NPC	Pick up Title 13 mail and secure NPC
Supv. Facility Ops Spec	Indiana	1	3	ESA	Census	NPC	Protect safety of NPC water supply needed for excepted employees working in the building
Section Chief	Suitland, MD	1	3	ESA	Census	LTSO	IT helpdesk for desktops for excepted personnel
IT Specialist	Suitland, MD	1	3	ESA	Census	LTSO	IT helpdesk for desktops for excepted personnel
IT Technical Security	Suitland, MD	4	3	ESA	Census	ITSO	Monitoring of security devices for indications of malicious or abnormal behavior consistent with system compromise; performance of incident response as outlined in NIS 800-61
IT Technical Security	Suitland, MD	1	3	ESA	Census	ITSO	Monitoring of security devices for indications of malicious or abnormal behavior consistent with system compromise; performance of incident response as outlined in NIS 800-61
IT Technical Security	Suitland, MD	1	3	ESA	Census	ITSO	Oversight and management of SOC, situational awareness and incident response activities
Branch Chief	Suitland, MD	1	3	ESA	Census	TCO	Managerial oversight for all network, security, voice
Manager/COR	Suitland, MD	1	3	ESA	Census	TCO	COR for telecom contractors
IT Specialist	Suitland, MD	1	3	ESA	Census	ASD	Provide technical support to Sharepoint system which will be needed by OGC attorneys conducting excepted activities
IT Specialist	Suitland, MD	1	3	ESA	Census	ASD	Provide technical support to

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							Sharepoint system which will be needed by OGC attorneys conducting excepted activities
ADC Systems COR	Suitland, MD	1	3	ESA	Census	CSvD	COR to manage HP System Administrator contractors
ADC Facilities COR	Suitland, MD	1	3	ESA	Census	CSvD	COR to manage Bowie facilitators contractors
Installation Manager COR	Suitland, MD	1	3	ESA	Census	CSvD	COR for IBM and Egnera Blade contractors
Power Manager	Suitland, MD	1	3	ESA	Census	CSvD	Facilities and installation management
IT Specialist	Suitland, MD	1	3	ESA	Census	CSvD	Technical and contractual guidance and oversight of the Decennial servers and storage processing infrastructure
Survey Statistician	Suitland, MD	3	1	ESA	Census	FTD	CBP will operate data collection & port facilities for the purposes of enforcing export laws and monitoring national security related activities; oversee contractors, answer inquiries from exporters, and other export filing issues allows continued enforcement of law and regulations
IT Specialist	Suitland, MD	1	1	ESA	Census	FTD	CBP will operate data collection & port facilities for the purposes of enforcing export laws and monitoring national security related activities; oversee contractors, answer inquiries from exporters, and other export filing issues allows continued enforcement of law and regulations
Division Chief	Suitland, MD	1	1	ESA	Census	FTD	CBP will operate data collection & port facilities for the purposes of enforcing export laws and monitoring national security related activities; oversee contractors, answer inquiries from exporters, and other export filing issues allows continued enforcement of law and regulations
Maintenance Mechanic Supervisor	Indiana	1	3	ESA	Census	NPC	Incorrectly classified as excepted for up to 3 days in original plan - needed to supervise other excepted maintenance employees beyond 3 days
CIO	Suitland	1	3	ESA	Census	ADIT	Overall management of excepted IT functions throughout the entire Census Bureau, including cybersecurity
	TOTAL	35					

2.2.6.3 Census Excepted IT Requirements & Contracts

- Email
- File Shares
- Mobile Device (Blackberry, Smart Phones, Tablets)
- Internet
- Desktops/ Laptops/ Microsoft Office
- Phones and Fax
- Printers
- Network
- Infrastructure Operations and Maintenance
- Data Center Operations
- Guard Services
- Regulatory Export requirements

2.2.7 Economic Development Administration (EDA)

2.2.7.1 EDA Orderly Shutdown Needs

Position	Duty Station	# of Employees	Time Needed	Justification
Chief Financial Officer/Chief Administrative Officer	Washington, DC	1	1 day	To ensure orderly shutdown of all the operations in all parts of EDA across all time zones. EDA has regional offices in Atlanta, Philadelphia, Chicago, Denver, Austin and Seattle.
	TOTAL	1		

Other than the Chief Financial and Administrative Officer, EDA will not require any personnel to work more than half a day in order to conduct an orderly shutdown of the bureau.

2.2.7.2 EDA Excepted Positions

Key for justification of exceptions:

1 = Employees engaged in military, law enforcement, or direct provision of health care activities

2 = Finance by other than FY14 appropriations

3 = Necessary to protect the safety of human life or the protection of property

4 = Authorized by law

EDA will not require any personnel to be excepted.

2.2.7.3 EDA Excepted IT Requirements & Contracts

- None

2.2.8 Economics and Statistics Administration (ESA)

2.2.8.1 ESA Orderly Shutdown Needs

Position	Duty Station	# of Employees	Time Needed	Justification
Associate U/S for Management	Washington, DC	1	1 day	As Chief Operating Officer for all ESA, ensure appropriate shutdown of operating units (OCE, Census, & BEA)
CFO and Director of Administration	Washington, DC	1	1 day	To ensure orderly shutdown of financial management operations and systems; time & attendance closeout.
	Total	2		

2.2.8.2 ESA Excepted Positions

Key for justification of exceptions:

1 = Employees engaged in military, law enforcement, or direct provision of health care activities

2 = Finance by other than FY14 appropriations

3 = Necessary to protect the safety of human life or the protection of property

4 = Authorized by law

Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Under Secretary for Economic Affairs	Washington, DC	1	4	ESA			PAS
	Total	1					

2.2.8.3 ESA Excepted IT Requirements & Contracts

- Email
- File Shares
- Mobile Device (Blackberry, Smart Phones, Tablets)
- Internet
- Desktops/ Laptops/ Microsoft Office
- Phones and Fax
- Printers

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- Network
- IPA for Chief Economist (obligated FY '13 2-year funds)
- \$15,000 analysis for report to Congress (FY '13 2-year funds)

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2.2.9 International Trade Administration (ITA)

2.2.9.1 ITA Orderly Shutdown Needs

Position	Duty Station	# of Employees	Time Needed	Justification
Special Assistant to AS/E&C	Washington, DC	1	1 day	Assist AS/E&C shutdown -- policy & workflow
Secretary to AS/E&C	Washington, DC	1	1 day	Assist AS/E&C shutdown -- scheduling
Deputy Assistant Secretary (DAS) for E&C	Washington, DC	1	1 day	Shutdown E&C - executive direction
Senior Policy Advisor to DAS/E&C	Washington, DC	1	1 day	Assist DAS/E&C -- policy, workflow & scheduling
Director, Office of Operations Support	Washington, DC	1	1 day	Assist DAS/E&C -- logistics
Information Technology (IT) Manager	Washington, DC	1	1 day	Shutdown ACCESS & designated IT systems
IT Contractor Support	Washington, DC	1	1 day	Shutdown ACCESS & designated IT systems
DAS for AD/CVD Operations	Washington, DC	1	1 day	Shutdown AD/CVD Operations - executive direction
Senior Enforcement Coordinator for AD/CVD Operations	Washington, DC	1	1 day	Assist DAS/ AD/CVD Ops shutdown AD/CVD Operations
AD/CVD Enforcement Directors - Offices I - VII	Washington, DC	7	1 day	Shutdown AD/CVD cases & coordinate return of staff on travel
DAS for Policy & Negotiations (P&N)	Washington, DC	1	1 day	Shutdown PN - executive direction
Senior Policy Advisor to DAS/P&N	Washington, DC	1	1 day	Assist DAS/PN shutdown PN
Director, Office of Policy	Washington, DC	1	1 day	Shutdown AD/CVD policy & other trade programs & coordinate return of staff on travel
Director, Office of Trade Agreements Negotiations & Compliance	Washington, DC	1	1 day	Shutdown trade agreement negotiations & compliance programs and coordinate return of staff on travel
Director, Office of Accounting	Washington, DC	1	1 day	Shutdown AD/CVD Accounting & coordinate return of staff on travel
Director, Foreign Trade Zones (FTZ) Staff	Washington, DC	1	1 day	Shutdown FTZ program
International Trade Specialist	Washington, DC	1	2 days	Assist DAS for Global Markets on completing an orderly shutdown of IT systems
Deputy Assistant Secretary for Industry and Analysis	Washington, DC	1	2 days	Oversee shutdown of operations
Senior Advisor to the DAS for Industry and Analysis	Washington, DC	1	2 days	To assist DAS for industry and Analysis on completing an orderly shutdown
Acting Director General/Deputy Director General	Washington, DC	1	2 days	Oversee shutdown of operations
DAS for Global Markets	Washington, DC	1	2 days	Oversee shutdown of operations
Special Assistant to the DDG	Washington, DC	1	2 days	Assist DDG in shutdown responsibilities
Special Assistant to the DDG & DAS for GM	Washington, DC	1	2 days	Assist DDG in shutdown responsibilities
Director, Office of Human Capital Management	Washington, DC	1	2 days	Ensure orderly shutdown of Human resources Systems, ensure recording of employee notifications/receipts, ensure WebTA is completed and certified according to the new GM accounting and org. codes
Human Resources Specialist	Washington, DC	2	4 days	Assist Director of Human Capital Management with shutdown responsibilities
Director, Budget Office	Washington, DC	1	2 days	Ensure orderly shutdown of Business and Financial Systems and ensure data integrity for establishing Global Markets' lines of accounting
Budget Analyst	Washington, DC	1	2 days	Assist Budget Director with shutdown responsibilities
Acting Chief Financial and Administrative Officer	Washington, DC	1	2 days	Ensure orderly shutdown of ITA's financial and administrative management operations
Management and Program Analyst	Washington, DC	2	1 day	Assist in orderly shutdown of ITA's financial and administrative management

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				operations
	Total	37		

2.2.9.2 ITA Excepted Positions

Key for justification of exceptions:

1 = Employees engaged in military, law enforcement, or direct provision of health care activities
2 = Finance by other than FY14 appropriations

3 = Necessary to protect the safety of human life or the protection of property

4 = Authorized by law

Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Under Secretary for International Trade	Washington DC	1	4	OS	ITA	ITA	PAS
Deputy Under Secretary for International Trade	Washington DC	1	3	OS	ITA	ITA	Assist Presidential Appointee in administration, coordination, and executive support of emergency functions.
Special Assistant to the Under Secretary for International Trade	Washington DC	1	3	OS	ITA	ITA	Assist Presidential Appointee in administration, coordination, and executive support of emergency functions.
Assistant Secretary for Enforcement and Compliance	Washington DC	1	4	OS	ITA	ITA	PAS
International Trade Specialists	Pontiac, Michigan; Chicago, IL; Washington, DC; Salt Lake City, UT; Indianapolis, IN; San Diego, CA	13	2	OS	ITA	USFCS	Compensation for these employees will be funded through non-appropriated funds.
Foreign Service Officers*	Saudi Arabia, Washington DC, Canada, Brazil, Kenya, Nigeria, United Kingdom, Netherlands, Kuwait	19	2	OS	ITA	USFCS	Compensation for these employees will be funded through non-appropriated funds
Export Control Officer	China	2	3	OS	ITA	USFCS	Conduct on-going overseas pre-licensing and post-shipment checks to ensure compliance with U.S. national security.
Export Control Officer	Hong Kong	1	3	OS	ITA	USFCS	Conduct on-going overseas pre-licensing and post-shipment checks to ensure compliance with U.S. national security.
Export Control Officer	Singapore	1	3	OS	ITA	USFCS	Conduct on-going overseas pre-licensing and post-shipment checks to ensure compliance with U.S. national security.
Export Control Officer	Russia	1	3	OS	ITA	USFCS	Conduct on-going overseas pre-licensing and post-shipment checks to ensure compliance with U.S. national security.

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Export Control Officer	India	1	3	OS	ITA	USFCS	Conduct on-going overseas pre-licensing and post-shipment checks to ensure compliance with U.S. national security.
Export Control Officer	United Arab Emirates	1	3	OS	ITA	USFCS	Conduct on-going overseas pre-licensing and post-shipment checks to ensure compliance with U.S. national security.
IT Specialist	Washington, DC	1	3	OS	ITA	Ex-Admin	To assure safety and security of ITA's world-wide employees through expeditious two-way communication, as well as to maintain ITA's network for those staff who are excepted.
Import Policy Analysts	Washington, DC	2	3	OS	ITA	ITA	ITA Enforcement and Compliance personnel are essential to WTO litigation matters. In order to provide the full range of analysis and understanding of enforcement and compliance issues, ITA personnel will be excepted to the extent that they are required to prepare for and attend a WTO consultation in Geneva to protect U.S. business interests.
Senior Advisor	Washington, DC	1	4	OS	ITA		White House liaison on national security policy issues as Director for International Economics.
Business and Industry Analyst	Washington, DC	1	2	OS	ITA	I&A	
Chief Information Officer	Washington, DC	1	3	OS	ITA	OCIO	To oversee the safety and security of ITA's world-wide employees through expeditious two-way communication, as well as to maintain ITA's network for those staff who are excepted.
IT Network Specialist	Washington, DC	1	3	OS	ITA	OCIO	To assure safety and security of ITA's world-wide employees through expeditious two-way communication, as well as to maintain ITA's network for those staff who are excepted.
IT Security Specialist	Washington, DC	1	3	OS	ITA	OCIO	To assure safety and security of ITA's world-wide employees through expeditious two-way communication, as well as to maintain ITA's network for those staff who are excepted.
Deputy Assistant Secretary of Commerce	Washington, DC	1	4	ITA	MAC	MAC Europe and Eurasia	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/1-10/16)
Supervisory International Trade Specialist	Washington, DC	1	4	ITA	MAC	MAC Europe and Eurasia	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/2-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAC	MAC Europe and Eurasia	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/5-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAC	MAC Europe and Eurasia	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/5-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAC	MAC Europe and Eurasia	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/4-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAC	MAC Europe and	USTR has determined that in order to fulfill the

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						Eurasia	President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/1-10/4)(10/15-10/16)
International Trade Specialist	Washington, DC	1	4	ITA	MAC	MAC Europe and Eurasia	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/1-10/14)
International Trade Specialist	Washington, DC	1	4	ITA	MAC	MAC Europe and Eurasia	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/1-10/4)
Deputy Assistant Secretary of Commerce	Washington, DC	1	4	ITA	MAC	Trade Agreements and Compliance	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/2-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAC	Trade Agreements and Compliance	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/1-10/6)
Supervisory International Trade Specialist	Washington, DC	1	4	ITA	MAC	Trade Agreements and Compliance	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/5-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAC	Trade Agreements and Compliance	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/5-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAC	Trade Agreements and Compliance	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/2-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAC	Trade Agreements and Compliance	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/5-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAC	Trade Agreements and Compliance	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/2-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAC	Trade Agreements and Compliance	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/5-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAC	Trade Agreements and Compliance	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/5-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAS	Trade Policy and Analysis	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/5-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAS	Telecommunications and E-Commerce	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-

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							TIP negotiations (10/5-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAS	Telecommunications and E-Commerce	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/2-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAS	Textiles and Apparel	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/5-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAS	Financial Services	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/5-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAS	Service Industries	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/5-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAS	Trade Policy and Analysis	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/5-10/12)
International Trade Specialist	Washington, DC	1	4	ITA	MAS	Trade Policy and Analysis	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/2-10/12)
Deputy Assistant Secretary of Commerce	Washington, DC	1	4	ITA	IA	Policy and Negotiations	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/20-10/25)
Senior Import Policy Specialist	Washington, DC	1	4	ITA	IA	Policy and Negotiations	USTR has determined that in order to fulfill the President's foreign affairs responsibility, Commerce personnel are required to support T-TIP negotiations (10/22-10/25)
	TOTAL	84					

* NOTE: In addition to the ITA personnel listed here, the State Department Chiefs of Mission may designate additional ITA personnel at U.S. Embassies and Consulates worldwide as excepted in their contingency plan.

2.2.9.3 ITA Excepted IT Requirements & Contracts

- Email
- File Shares
- Mobile Device (Blackberry, Smart Phones, Tablets)
- Desktops/ Laptops/ Microsoft Office
- Phones and Fax
- Printers

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- Internet
- Network

2.2.10 Minority Business Development Agency (MBDA)

2.2.10.1 MBDA Orderly Shutdown Needs

MBDA will not require any personnel to work more than half a day in order to conduct an orderly shutdown of the bureau.

2.2.10.2 MBDA Excepted Positions

MBDA will not require any excepted positions during a shutdown.

2.2.10.3 MBDA Excepted IT Requirements & Contracts

- None

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2.2.11 National Oceanic and Atmospheric Administration (NOAA)

2.2.11.1 NOAA Orderly Shutdown Needs

Office	Duty Station	# of Employees	Time Estimate	Bureau	Narrative
Office of the Chief Administrative Officer	Boulder, CO	1	1-2 days	NOAA	Coordinate termination of freight deliveries, stop freight pick-ups and to terminate mail service
Office of the Chief Administrative Officer	Seattle, WA	1	1-2 days	NOAA	Coordinate termination of freight deliveries, stop freight pick-ups, terminate mail service.
Office of Oceanic and Atmospheric Research		11	1-2 days	NOAA	To assist with orderly termination of NOAA functions, actions include personnel actions, manage procurement actions, modifying or terminate contracts impacted by the shutdown, cancel NOAA-sponsored meetings/events for several of our field locations
Office of Oceanic and Atmospheric Research		8	1 day	NOAA	Lead the OAR HQ planning efforts for OAR's orderly termination of activities
Office of Oceanic and Atmospheric Research		1	1 day	NOAA	ASD Chief to ensure all staff have returned to their duty station and the orderly shutdown of all CPO activities takes place
Office of Oceanic and Atmospheric Research		18	2 days	NOAA	Federal IT computer staff required for planning and executing an orderly system shutdown
Office of Oceanic and Atmospheric Research		15	2 days	NOAA	Systems contract staff required for planning and executing orderly system shutdown
Office of Oceanic and Atmospheric Research		2	3-5 days	NOAA	Facility operations staff for orderly shutdown and "winterization"
Office of Oceanic and Atmospheric Research		1	1-2 days	NOAA	IT staff to verify that no critical data sets are lost and minimal functionality is maintained during shutdown
Office of Oceanic and Atmospheric Research		1	1-2 days	NOAA	Return of radar systems
Office of Oceanic and Atmospheric Research	Boulder, CO	14	1-2 days	NOAA	Staff time (in Boulder) required to: shutdown high-precision instrumentation and calibration systems and place these instruments into a "hold" status, notify global partners of closure and request shipment holds on samples, shutdown computer support services including automation routines, storage servers, and website infra-structure
Office of Oceanic and Atmospheric Research		16	1 day	NOAA	TDY Scientists to return to their duty station (estimate: 1-day; scientists on NOAA vessels: TBD)
Office of Oceanic and Atmospheric Research		1	2 days	NOAA	Shutting down Engineering Development work in association with April field experiment
Office of Workforce Management Office		2	1-2 days	NOAA	Cancelling Personnel Actions, Payroll Processing, Time and Attendance Processing
Office of the CIO and High Performance Computing and Communications		2	1-2 days	NOAA	Shutdown: personnel actions and general administrative
Office of the CIO and High Performance Computing and		3	1-2 days	NOAA	Shutdown High Performance Computing Centers (GFDL; NCEP)

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Office	Duty Station	# of Employees	Time Estimate	Bureau	Narrative
Communications					
NOAA Headquarters		2	2-4 days	NOAA	Lawyers to file stays and motions for extension of time as part of the orderly shutdown
NOAA Headquarters		1	1-2 days	NOAA	Legislative Affairs: To conduct orderly shutdown of operations
NOAA Headquarters		1	1-2 days	NOAA	External and internal communications: To conduct orderly shutdown of operations
NOAA Headquarters		2	1-2 days	NOAA	Shutdown planning: Implementation policy and planning for the Under Secretary to conduct orderly shutdown of operations
NOAA Headquarters		2	1 day	NOAA	Orderly termination of administrative/personnel activities
Office of General Counsel		2	1-2 days	NOAA	Provide legal service and guidance for all matters that may occur during orderly shutdown
NOAA Environmental Satellite and Data Information Service		4	2 days	NOAA	Administrative activities to address personnel, contract and acquisition functions
NOAA Environmental Satellite and Data Information Service		2	1 day	NOAA	Termination of all (archive and access) functions
NOAA Environmental Satellite and Data Information Service		-	1 day	NOAA	Employees on domestic travel; to return to their duty station
NOAA Environmental Satellite and Data Information Service		1	2 days	NOAA	Employees on foreign travel; to return to their duty station
Office of the Chief Financial Officer		1	1 day	NOAA	Facilitate Employee return from travel
Office of the Chief Financial Officer		2	1 day	NOAA	Ensure that a full backup of CBS/DW was successful the last night of operations; then power down servers
Office of Acquisition and Grants		1	1-2 days	NOAA	System Administrator
Office of Acquisition and Grants		1	2 days	NOAA	Small Purchase Contracting Officer
Office of Acquisition and Grants		1	2 days	NOAA	Executive - manage shutdown operations
National Marine Fisheries Service		16	1-2 days	NOAA	Contracts actions required to effect shutdown
National Marine Fisheries Service		12	1-2 days	NOAA	NMFS Employees on NOAA Vessels (estimate: TBD based on location of vessel and time to return to port)
National Marine Fisheries Service		1	1-2 days	NOAA	Ensure National Seafood Inspection labs and samples are secure and properly stored -- not part of reimbursable-funded Seafood Inspection Program.
National Marine Fisheries Service		73	1 day	NOAA	Employees return from travel status
National Marine Fisheries Service		10	1-2 days	NOAA	Place lab and field studies and equipment in appropriate condition for shutdown
National Marine Fisheries Service		2	1-2 days	NOAA	Loan Servicing and Protection of Insured Property: Protection of collateral that is underwriting a Federal loan portfolio of some \$400 million
National Marine Fisheries Service		28	1-2 days	NOAA	Protection of Federal property such as aquaria, experimental cultures, and captured LMRs under Fisheries care
Office of Marine and Aviation Operations		24	1 day	NOAA	Thomas Jefferson: Ship Operations/Personnel at Sea (Wage Marine and CAPS) necessary to return ship to Homeport. Estimated 1 day transit required for returning to Norfolk

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Office	Duty Station	# of Employees	Time Estimate	Bureau	Narrative
Office of Marine and Aviation Operations		29	3 days	NOAA	Fairweather: Ship Operations/Personnel at Sea (Wage Marine and CAPS) necessary to return ship to MOC-P. Estimated 3 day transit required for returning to Newport, OR
Office of Marine and Aviation Operations		11	2 days	NOAA	Oscar Dyson: Ship Operations/Personnel at Sea (Wage Marine and CAPS) necessary to return ship to homeport. Estimated 2 day transit required for returning to Kodiak
Office of Marine and Aviation Operations		20	2 days	NOAA	Henry B. Bigelow: Ship Operations/Personnel at Sea (Wage Marine and CAPS) necessary to return ship to Homeport. Estimated 1 day transits required for returning to Newport Naval Station, RI
Office of Marine and Aviation Operations		31	2 days	NOAA	Rainier: Ship Operations/Personnel at Sea (Wage Marine and CAPS) necessary to return ship to Homeport. Estimated 5 day transit required for returning to Newport, OR
National Weather Service		2	1-2 days	NOAA	Ensure the continuity of operations and weather forecast functions are enabled by readying emergency capability
National Ocean Service		25	1-2 days	NOAA	(NOS-wide) Up to 2 days of short term activities necessary to support an orderly shutdown administrative activities at each of the National Ocean Service's programs across the country including modify/cancel contracts; adjust payroll, recall persons on travel status, cancel federal led conferences, interviews and communication with external constituents regarding shutdown status
	Total	404			

2.2.11.2 NOAA Excepted Positions

The following are the activities by organization that must continue during a lapse in appropriations. NOAA has made every effort to minimize the number of employees excepted (for reasons other than continuing source of funding and exempted by legislation) in supporting emergency operations that protect against a significant and imminent threat to the safety of human life and property. Given the critical nature of NOAA's research, science and operational missions to the protection of life and property as described below, NOAA believes the following levels of federal support of these missions are necessary. Detailed explanations are included in the table following this narrative.

Office of Oceanic and Atmospheric Research (73 employees) - employees required to maintain climate monitoring research to ensure continuity of crucial long-term historical climate records, and real-time regular research to support ongoing weather and air quality prediction services; ongoing operations at several sites defined by the Department of Energy for support for safe operation at these sites ensuring safety and security of research property; and ensuring that both the atmospheric and oceanic data observation record is maintained.

Environmental Satellite and Data Information Service (184 employees) – employees required to support secure command and control of NOAA and DOD operational environmental satellites and data/imagery. These activities include satellite tracking and control, ground systems, communications equipment, space-based alert systems, anomaly mitigation, data recovery, and critical incident response. These activities, operated on a 24-hour basis, ensure that critical satellite data for weather forecasts and events is not disrupted or degraded.

National Marine Fisheries Service (474 employees) – 174 employees are funded by other than annual appropriations. Of the remaining 300, 129 are law enforcement officers and the others are required to fulfill law enforcement activities to protect federal trust resources, including the protection of endangered species, critical habitat, and protected areas; fisheries management activities including quota monitoring and observer activities, and regulatory actions to prevent overfishing; and protection of Federal property, including aquaria, experimental cultures, facilities, and living marine resources (including endangered species).

Office of Marine and Aviation Operations (490 employees) – 319 are members of the NOAA corps and 18 are members of the US Health Service. These employees support observational data collection for ongoing weather forecasting and severe weather warnings, protection of national trust resources and protection of the fleet, as well as other activities across the agency required for protection of property. The other 153 employees are required to gather and support observational data for weather forecasting and severe weather warnings; and to protect the fleet.

National Ocean Service (173 employees) – 17 employees are funded by other than annual appropriations for Deepwater Horizon and geodetic positioning activities. The remaining 156 employees are required to protect against imminent and significant threats to life and property by supporting safe maritime commerce in U.S. waters, including real-time water level data for ships entering U.S. ports, critical nautical chart updates, and accurate position information. These activities include harmful algal bloom forecasting, protecting living marine resources at national sanctuaries and protecting key long-term research studies, the interruption of which would destroy the value of the Government data, and living marine animals.

National Weather Service (3935 employees) – employees required to continue to provide the nation with weather, water, climate, and air quality forecasts and warnings for imminent threats to protect life and property.

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Office of the Chief Information Officer (19) - Mission Critical Information Technology (IT) systems and operational components are required to remain operational as they are essential to protect the safety of human life and property, including protection of national security, critical medical, public health and law enforcement services and protection of coasts, buildings and waterways.

All Other (20 employees) – employees required to provide support and protection of other excepted employees.

Key for justification of exceptions:

1 = Employees engaged in military, law enforcement, or direct provision of health care activities
2 = Finance by other than FY14 appropriations

3 = Necessary to protect the safety of human life or the protection of property

4 = Authorized by law

Office	Duty Station	# of Employees	Exception	Bureau	Narrative
Office of the Chief Administrative Officer		2	3	NOAA	Providing necessary levels of support for command and control and to conduct operations supporting NOAA excepted program activities.
Office of Oceanic and Atmospheric Research	Idaho National Laboratory and Nevada National Security Site	13	2	NOAA	Ensure ongoing operation of measurement networks required to support safe operations to support ongoing weather warnings and forecast operations.
Office of Oceanic and Atmospheric Research		1	3	NOAA	PSD is currently engaged in a number of research programs in support of excepted activities; these programs require the continuous ingest and recording of field data, and must be maintained to ensure a continuous weather and climate record (especially west coast storms and radar data).
Office of Oceanic and Atmospheric Research		10	3	NOAA	Safety & Security of Property. Staff time at NOAA facilities requiring safety/security. This includes the six Baseline Observatories to maintain site safety/security at remotely operated field locations.
Office of Oceanic and Atmospheric Research		1	3	NOAA	Continued operations of the David Skaggs Research Center (DSRC) Boulder Network Operations Center (BNOC). The BNOC central network is the link for all network services within the DSRC. Like the ESRL DO network the BNOC must remain in operations to support excepted activities conducted by ESRL during a shutdown.
Office of Oceanic and Atmospheric Research		1	3	NOAA	Continued operations of the Earth Systems Research Laboratory (ESRL) Computer Network and Remote Access Systems. The ESRL DO computer is the central network link for all network services within the ESRL, and must remain in operation to support excepted activities at ESRL during a shutdown.

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Office	Duty Station	# of Employees	Exception	Bureau	Narrative
Office of Oceanic and Atmospheric Research		1	3	NOAA	Testbed model ensemble is being used for atmospheric river experiments in California by NWS River Forecast Offices. These staff support the continuous operation of the GPS-Met measurement network, data are critical for safety of life/property as they provide the input data for operational weather modeling.
Office of Oceanic and Atmospheric Research		4	3	NOAA	MADIS surface observations, including distribution of data from the wind profiler network, are used by NCEP operational models and NWS WFOs for weather forecasting.
Office of Oceanic and Atmospheric Research		2	3	NOAA	High Resolution Rapid Refresh (HRRR) model is used extensively by WFO forecasters and NCEP Severe Storm Prediction Center. These staff support the operation of the HRRR model. As the name suggests, the model is the now-range operational model used in decision-making for warnings of severe thunderstorms/tornadoes, affecting safety of life/property.
Office of Oceanic and Atmospheric Research		22	3	NOAA	Support for critical data systems and operations: including 24/7 monitoring of high performance computing and central computer services, required to support continued model runs (RUC, HRRR) and high performance computing systems in support of PMEF DOC 2 -- weather forecast models. Maintain continuity of backup Rapid Update Cycle (RUC) model 1-h cycle running at GSD on jet supercomputer in case NCEP operational RUC crashes.
Office of Oceanic and Atmospheric Research		13	3	NOAA	Ongoing support to monitor and secure data archive environment/IT infrastructure/facility at GFDL for the Supercomputers, required to protect critical data assets and data sets
Office of Oceanic and Atmospheric Research		2	3	NOAA	Ongoing Hazmat mitigation and monitoring of reactive chemicals that have to be maintained in low temperature storage
Office of Oceanic and Atmospheric Research		1	3	NOAA	Coastwatch - Caribbean/Gulf of Mexico Regional Node is one of several sites throughout the United States set up for the processing and distribution of data to monitor sea-surface- temperature, surface currents and algal blooms, study fish and marine mammal distributions, and to aid in atmospheric forecasting.
Office of Oceanic and Atmospheric Research		2	3	NOAA	Ensure Data is being collected and IT systems are functioning at AOML for multiple 24/7 operations and systems such as AMVER/SEAS System, Data Buoy data, Pirata, etc. that support the continuous operations of oceanic measurement networks.
Office of the CIO and High Performance Computing and Communications	Seattle, WA, Dallas, TX, and Norman, OK	3	3	NOAA	OCIO NOAA0300 - Messaging Operations Center (MOC) and supporting systems in Seattle, WA, Dallas, TX, and Norman, OK critical to supporting excepted activities under a shutdown. Google Mail support services and telephone services.
Office of the CIO and High Performance Computing and Communications		1	3	NOAA	OCIO NOAA0200 - Network Operations Center (NOC) to support ongoing excepted/exempted operations critical to supporting excepted activities under a shutdown. Web Operations Center to support critical weather warning and events information critical to supporting excepted activities under a shutdown.
Office of the CIO and High Performance Computing and Communications		3	3	NOAA	Security Operations Center and OCIO NOAA0100 - N-CIRT NOAA Computer Incident Response Team to maintain security operations and incident response critical to supporting excepted activities under a shutdown.

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Office	Duty Station	# of Employees	Exception	Bureau	Narrative
Office of the CIO and High Performance Computing and Communications		3	3	NOAA	HCHB IT and Central OCIO Support for excepted/exempted activities critical to supporting excepted activities under a shutdown.
Office of the CIO and High Performance Computing and Communications		1	3	NOAA	OCIO NOAA1200 CORPSERV LAN NOAA1200 LAN and IT Support for excepted/exempted activities critical to supporting excepted activities under a shutdown.
Office of the CIO and High Performance Computing and Communications		3	3	NOAA	Network Field Operations -- Norfolk, Kansas City, Boulder, Seattle, Hawaii critical to supporting excepted activities under a shutdown.
Office of the CIO and High Performance Computing and Communications		2	3	NOAA	Homeland Security program Office-Ensure continuity of operations in an emergency critical to supporting excepted activities under a shutdown.
Office of the CIO and High Performance Computing and Communications		1	3	NOAA	Radio frequency management operations critical to supporting excepted activities under a shutdown.
Office of the CIO and High Performance Computing and Communications		1	3	NOAA	Operation of NOAA Information Technology Center critical to supporting excepted activities under a shutdown.
Office of Workforce Management Office		1	3	NOAA	Providing human resources support for NOAA employees engaged in Protecting Safety of Human Life and property
NOAA Headquarters		2	4	NOAA	EMPLOYEES EXEMPTED BY LEGISLATION Command and control of NOAA (PAS)
NOAA Headquarters		3	3	NOAA	Assist Presidential Appointee in Administration, coordination, and executive support of Emergency Functions & Operations
NOAA Headquarters		1	3	NOAA	Provide legal service and guidance for all matters that may arise in the conduct of NOAA's missions during shutdown related to natural resources and enforcement.
NOAA Headquarters		2	3	NOAA	Detailees to senior officials who have determined that they are necessary to protect life and property

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Office	Duty Station	# of Employees	Exception	Bureau	Narrative
NOAA Environmental Satellite and Data Information Service	Office by office breakdown below	See Below	3	NOAA	Support secure and efficient command and control of NOAA/DoD operational environmental satellites and data/imagery. Satellite operations (tracking and control, ground systems, communications equipment, space-based alert systems, anomaly mitigation, data recovery, critical incident response) to support the nation's operational environmental satellite systems. Systems provide critical data and imagery for early warning of major weather events and for weather forecasts. In order to ensure that these multibillion assets are not lost or degraded, and that critical data for weather forecasts and events is not disrupted, the satellites and associated systems must be operated on a 24-hour basis. Satellite Command and Control operates and acquires data from Polar Orbiting Operational Environmental Satellites (POES), Geostational Operational Environmental Satellites (GOES), DoD Meteorological Satellite Program (DMSP) and critical partnership satellite programs (MetOp, COSMIC, Jason): tracking satellites' health and safety, and acquiring and processing data delivered from the satellites.
NOAA Environmental Satellite and Data Information Service	Suitland NSOF	106	3	NOAA	Suitland/NSOF manages the 24x7 operations of environmental satellites, the acquisition and processing of environmental data in support of NOAA's mission, including the Search and Rescue Satellite Aided Tracking (SARSAT) system.
NOAA Environmental Satellite and Data Information Service	Wallops/CDAS	44	3	NOAA	Wallops/CDAS (53) supports POES and GOES operations, and non-NOAA satellite missions (NASA, US Air Force, and foreign space agencies), by executing spacecraft commands and schedules, and acquires, maintains, and distributes a continuous flow of environmental satellite data.
NOAA Environmental Satellite and Data Information Service	Camp Springs/World Weather Bldg	17	3	NOAA	Camp Springs/World Weather Building provides critical imagery by operating NOAA controlled associated systems.
NOAA Environmental Satellite and Data Information Service	Fairbanks/ CDAS	1	3	NOAA	Fairbanks/CDAS provides mission support to POES, DMSP, and contingency support for GOES-west satellite. The Station also provides support to non-NOAA missions and includes agencies such as NASA, U.S. Geological Survey, Naval Research Laboratory, and foreign space agencies.
NOAA Environmental Satellite and Data Information Service	Silver Spring	4	3	NOAA	Silver Spring provides overall command control of the satellite program, IT security incident response, and collection of ocean climatology data, automated data ingest software for satellite oceanographic data.
NOAA Environmental Satellite and Data Information Service	Boulder	2	3	NOAA	Boulder provides space weather data collection and distribution to NWS for weather forecasting.
NOAA Environmental Satellite and Data Information Service	Stennis	1	3	NOAA	Stennis provides maintenance/ingest of data flow of high demand ocean model output (from DOD) used in multiple ongoing and event-driven applications including search and rescue, hazardous material spills and fish/mammal kills.
NOAA Environmental Satellite and Data Information Service	Asheville/ NCDC	9	3	NOAA	Asheville/NCDC provides secure collection and storage of climate data.
Office of the Chief Financial Officer		2	3	NOAA	Financial and budget operations required to support excepted activities under a shutdown: Oversight of obligations occurring during government shutdown; Funds Control for Funds Available - Carryover, Reimbursable, Other; Reporting/Querying On Balances

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Office	Duty Station	# of Employees	Exception	Bureau	Narrative
Office of Acquisition and Grants		1	3	NOAA	Satellite Contracting Officer
Office of Acquisition and Grants		1	3	NOAA	Weather Contracting Officer
Office of Acquisition and Grants		1	3	NOAA	Weather Contracting Specialist
Office of Acquisition and Grants		2	3	NOAA	Contracting Officers (to serve ship construction and other ongoing contracting)
Office of Acquisition and Grants		1	3	NOAA	Small Purchase Contracting Officer
Office of Acquisition and Grants		1	3	NOAA	Executive Oversight
National Marine Fisheries Service		163	2	NOAA	Seafood Inspection Program is a "Function that are funded under unobligated multi-year or no-year funds"
National Marine Fisheries Service		11	2	NOAA	Other Reimbursables [All have been confirmed as fully funded under reimbursable agreements with continuing funding]
National Marine Fisheries Service		133	3	NOAA	Protection of the nation's Federal Trust resources from damage due to overfishing and bycatch by ensuring that fishing industry does not violate required catch levels; fisheries stocks through "take" monitoring (quota and vessel monitoring), operation of the observer program collect catch and "bycatch" (incidental capture of unintended fish and protected species) from commercial fishing and processing vessels to not harm Federally protected living marine resources (LMR), and discarded fishing catch is properly accounted for. Employees are performing excepted activities to monitor fisheries quotas (NMFS monitors how many fish are removed from the ocean. At a certain limit, set at a scientific point, the removal of additional fish causes damage to the fishery resource. Absent these activities, fishermen may violate required levels (and violate regulations) without knowing it, and the limits could be reached without the government knowing it, causing harm to the resource. Employees are performing excepted activities as part of the Observer program (Individuals go out on fishing vessels to monitor the number of species of fish, mammals, and turtles caught that were not targeted (bycatch), including species protected under the Endangered Species Act. Absent these activities, protection of these other species (including protected species) cannot be monitored and guaranteed.) Protection of Federal trust resources by notifying mariners (fishing and transport) of presence of protected species and implementing speed limits and equipment use restrictions.

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Office	Duty Station	# of Employees	Exception	Bureau	Narrative
National Marine Fisheries Service		167	1	NOAA	Continue required enforcement of resource protection laws services required to protect Federal Trust resources by enforcing living marine resources (LMR) laws, habitat laws and requirements, and international requirements on imports and trade of LMR and protected resources; to support fishing activities, and to protect endangered species, critical habitat, and protected areas. Employees are Special Agents and Enforcement Officers re-deployed to perform monitoring, patrol and inspections of current regulated activity to support catch limits, accurate reporting, collection of catch information, compliance with closed areas, and protection of endangered and protected species. While most routine investigative activities will be delayed, critical issues will be addressed based on legal requirements. Employees are Enforcement & VMS Technicians and staff - maintain critical support for enforcement operations through limited database searches as required by operational activity of Agents & Officers and maintain commercial fishing vessel monitoring for mandatory declarations, landing notifications, and closed areas.
Office of Marine and Aviation Operations		319	4	NOAA	NOAA Corps Officers support observational data collection for ongoing weather forecasting and severe weather warnings for protection of life and property, protection of national trust resources and protection of the fleet, as well as other activities across the agency required for protection of property
Office of Marine and Aviation Operations		18	4	NOAA	US Public Health Service Officers support activities across the agency required for protection of property
Office of Marine and Aviation Operations		1	3	NOAA	NOHRSC Snow Survey Project (Jetprop / Shrike Missions). The snow survey projects using Jetprop and Shrike aircraft measure the depth and extent of north American snowpack using gamma ray technology. These observations are critical inputs to NWS' hydrologic forecast models, specifically capturing volume of potential snow-melt runoff affecting river and flood forecasts and warnings nationwide.
Office of Marine and Aviation Operations	Marine Operations Center Atlantic, Pacific and Ketchikan	6	3	NOAA	To provide security, IT, and basic services for ship-board crew while ship is in port. Staff is necessary to protect and maintain NOAA's fleet. NOAA vessels are government assets valued in the hundreds of millions of dollars that must be secured and protected to avoid risk of damage or theft, and/or deterioration that would create additional liabilities for the Government and prevent their future use.
Office of Marine and Aviation Operations	Norfolk, VA	9	3	NOAA	NOAA Ships in Homeport to provide security and basic services while ship is in port. Staff is necessary to protect and maintain NOAA's fleet. NOAA vessels are government assets valued in the hundreds of millions \$ that must be protected to avoid risk of damage, theft, and/or deterioration that would create additional liabilities for the Government and prevent their future use.
	Charleston, SC	6	3	NOAA	
	Seattle, WA	1	3	NOAA	
	Pascagoula, MS	9	3	NOAA	

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Office	Duty Station	# of Employees	Exception	Bureau	Narrative
	Honolulu, HI	9	3	NOAA	
	Newport, RI	6	3	NOAA	
	Newport, OR	16	3	NOAA	
	Davisville, RI	6	3	NOAA	
	New Castle, NH	5	3	NOAA	
Office of Marine and Aviation Operations	Aircraft Operations Center	3	3	NOAA	AOC - Facilities Management and Security - Aircraft Operations Center, MacDill AFB, FL to provide security, IT and basic services for aircraft hangar and facilities. Staff is necessary to protect and maintain NOAA's aircraft. NOAA aircraft and facilities are government assets valued in the hundreds of millions of dollars that must be secured and protected to avoid risk of damage or theft that prevent their future use.
Office of Marine and Aviation Operations		2	3	NOAA	IT employee at marine operations center to keep essential servers and C12email service available for use by ships at sea and exempted employees in support of 24X7 operations. Operational IT systems must be continuously monitored to be Federal Information Security Management Act (FISMA) compliant; preventing IT security breaches.
Office of Marine and Aviation Operations	Tampa, FL	49	3	NOAA	Hurricane Reconnaissance and Surveillance Missions. During the hurricane season the National Hurricane Operations Plan requires NOAA to provide WP-3D and G-IV aircraft for reconnaissance and surveillance mission. These missions are critical for storm path and intensity predictions. Accurate storm predictions are essential for evacuation notification, the safety of personnel and protection of property.
Office of Marine and Aviation Operations	Brazil	23	3	NOAA	Ronald H. Brown: Ship Operations/ Personnel at Sea (Wage Marine and CAPS) for ship in a foreign port and length of time required to return to homeport. RB will be in port on Thursday, Oct 3rd in Natal, Brazil. Requiring this vessel to return to home port runs the risk of damaging the vessel and requiring it to need additional repairs in port to preserve government property.
Office of Marine and Aviation Operations		2	3	NOAA	Engineering/Project Management Support: Employees are essential to safely conduct contractor led acceptance trials for Reuben Lasker.
National Ocean Service		9	2	NOAA	(NOS/ORR) Maintain time critical Deepwater Horizon Natural Resource Damage Assessment (NRDA) activities that are necessary to build case around the largest oil spill in US history.
National Ocean Service		7	3	NOAA	(NOS/ORR) "Maintain minimal on-hand response activities that are essential for immediately respond to emergency situations and collect critical and perishable data.
National Ocean Service		1	2	NOAA	(NOS/ORR) Maintain essential Environmental Health and Safety Support for DWH Response/NRDA activities. It is imperative to maintain a safe work environment while gathering potentially hazardous material for analysis

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Office	Duty Station	# of Employees	Exception	Bureau	Narrative
National Ocean Service		13	3	NOAA	(NOS/NGS) Geopositioning services necessary to maintain public safety, transportation, and protection of Nation's critical infrastructure. Services include management of a network of Continuously Operating Reference Stations (CORS), maintain the Global Navigation Satellite System (GNSS) and support overall global positioning activities essential to support public transportation and safety. The Global Navigation Satellite System (GNSS) data supports three dimensional positioning, meteorology, space weather, and geophysical applications throughout the United States, its territories, and a few foreign countries.
National Ocean Service		57	3	NOAA	(NOS/COOPS) Maintain real-time and essential data needed for safe navigation of ships entering US ports. Without such data, shipping will be put at risk because limited channel depths and dredging backlogs have many large vessels pushing draft safety limits. The lack of real-time data regarding water level, wind, visibility and other critical data needed to allow ships safe enter US ports will put these vessels at risk, and increase the imminent threat to property loss/damage.
National Ocean Service		35	3	NOAA	(NOS OCS) Maintain safe navigation of ships in US (Exclusive Economic Zone) waterways by providing critical Nautical Chart Updates (dangers to navigation) including emergency response teams to identify maritime hazards to shipping/transportation and human life. This time-critical data is supplied to the USCG and NGA and is essential to support a safe Marine Transportation System (MTS) in US waters, and prevent imminent threats of loss or damage to commercial shipping.
National Ocean Service		2	3	NOAA	(NOS/NCCOS) Maintenance of the NOAA Operational Harmful Algal Bloom Forecast System (HAB-FS). The NCCOS HAB-FS group processes & analyzes satellite imagery daily to locate harmful algal blooms in support of state health and resource departments. HABs present risks to human health and fisheries, and currently NCCOS is assisting Ohio, Maryland, Virginia, Florida, and Texas in finding blooms, as well as helping other states with unexpected blooms.
National Ocean Service		14	3	NOAA	(NOS/ONMS) Protection of living marine resources at national sanctuary, including operation of sanctuary enforcement patrols, critical to public safety and protection at Florida Keys NMS. The Florida Keys sanctuary is near one of the most populated and heavily trafficked areas for a sanctuary; failure to conduct this ongoing enforcement and protection activity increases the threat to human safety and property (including marine resources).
National Ocean Service	NNCOS Charleston, SC Lab	5	3	NOAA	(NOS/NCCOS) Protects key science and research studies whose complete termination under a shutdown would result in loss of essential scientific data (CCEHBR, HML, CCFHR, and COL): 4 of the NCCOS Laboratories have LIVE ANIMAL holding facilities, 1 is listed as a BSL-3 Facility (this level is applicable to clinical, diagnostic, teaching, research, or production facilities in which work is done with indigenous or exotic agents which may cause serious or potentially lethal disease after inhalation), and one is contains a powerful Nuclear Magnetic Resonance (NMR) Imager that requires onsite storage and usage of stable radio-isotopes.
National Ocean Service	Second Charleston, SC Lab	4	3	NOAA	
National Ocean Service	Oxford, MD Lab	5	3	NOAA	
National Ocean Service	Beaufort, NC Lab	2	3	NOAA	
National Ocean Service	Kasitsna Bay Lab	7	3	NOAA	

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Office	Duty Station	# of Employees	Exception	Bureau	Narrative
National Ocean Service		12	3	NOAA	Maintain minimal/essential IT and geospatial systems/network including safe navigation and harmful algae bloom forecasting critical to supporting excepted activities under a shutdown.
National Weather Service	Eastern Region	639	3	NOAA	Providing the Nation with climate, water, weather forecasts and warnings to protect life and property. All staff in the WFOs, RFCs, WSOs, DCOs, CWSUs and Tsunami Warning Centers are required to perform excepted activities. These offices operate on a 24x7 schedule to provide forecasts, warnings data and critical expertise. The staff is comprised of Meteorologists, Hydrologists, Geophysicists, Meteorological Technicians, Electronic Technicians, IT Specialists, and Administrative Support Assistants (ASAs), who provide these excepted services. Logistics support provided by the ASAs is necessary to complete the full complement of services needed for these offices to issue timely forecasts and warnings.
	Southern Region	870	3	NOAA	
	Central Region	938	3	NOAA	
	Western Region	671	3	NOAA	
	Alaska	206	3	NOAA	
	Pacific Region	120	3	NOAA	
	NCEP National Center	339	3	NOAA	
National Weather Service		5	3	NOAA	Providing critical hydrometeorological support and services to NWS field offices for their localized forecasts through the Hydrometeorological Automated Data System (HADS) and the Community Hydrologic Prediction System (CHPS). HADS delivers real-time data to the NWS field offices in support of the Flood and Flash Flood Warning programs conducted by the WFOs and the RFCs throughout the United States. NWS forecasters rely on the precipitation and river stage observations provided by HADS to issue timely and accurate life-saving flood and flash-flood warnings. CHPS provides the NWS River Forecast Centers with the tools required to issue river level forecasts to allow local emergency managers to close roads and evacuate local communities threatened by rising water; activities required to effectively protect the safety of human life and property.
National Weather Service		4	3	NOAA	Providing remotely-sensed and modeled hydrology products from the National Operational Hydrologic Remote Sensing Center (NOHRSC) for the coterminous U.S. and Alaska for the protection of life and property. The NOHRSC produces snow products and information that include estimates of: snow water equivalent, snow depth, snow pack temperatures, snow sublimation, snow evaporation, and estimates of blowing snow. NOHRSC snow data and products are used by the NWS, other government agencies, the private sector, and the public to deploy snow removal equipment in cities and roadways across the nation for their localized forecasts, designed to effectively protect the safety of human life and property.
National Weather Service		3	3	NOAA	Providing critical, 24x7 support for Weather Forecast Office and River Forecast Office hydrologic forecast/warning generation and dissemination applications and the AHPS web pages to ensure the continuity of NWS forecast and warning operations.
National Weather Service		106	3	NOAA	Provide 24/7 operational support to the NWS Telecommunications Gateway (NWSTG) that is an integral component for the collection and distribution of weather data and products necessary to protect the safety of human life and property. The NWSTG provides national and global real-time exchange services using automated communications resources to collect and distribute a wide variety of environmental data such as observations, analysis and forecast products.

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Office	Duty Station	# of Employees	Exception	Bureau	Narrative
National Weather Service		22	3	NOAA	Provides critical 24/7 operational support via the Radar Operations Center (ROC) for the Nation's network of early warning weather NEXRAD Weather surveillance radars including support for DOD and FAA Network radars; required to support weather forecast and severe weather events prediction, and to support safe commercial aircraft and military operations.
National Weather Service		8	3	NOAA	Operates and maintains the National Data Buoy Network which provides to NWS forecasters and NCEP modelers, real- time meteorological/environmental data in the open ocean and coastal zones surrounding the United States.
National Weather Service		4	3	NOAA	Provide critical, 24x7 operations support for weather information concerning situations that pose imminent threats to life and property and potential environmental hazards to Emergency Managers and national leadership. Coordinates with subject matter experts at NWS Weather Forecast Offices (WFOs), River Forecast Centers (RFCs), Center Weather Service Units (CWSUs), and National Centers to provide weather information critical to protect the safety of human life and property and to manage events potentially posing imminent threats to life and property to FEMA and national level emergency managers.
	TOTAL	5,368			

2.2.11.3 NOAA Excepted IT Requirements & Contracts

- Email
- File Shares
- Mobile Device (Blackberry, Smart Phones, Tablets)
- Desktops/ Laptops/ Microsoft Office
- Phones and Fax
- Printers
- Internet
- Network

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2.2.12 National Telecommunications and Information Administration (NTIA)

2.2.12.1 NTIA Orderly Shutdown Needs

Position	Duty Station	# of Employees	Time Needed	Justification
CFO	Washington, DC	1	2 days	To ensure orderly shutdown of financial management operations and systems.
CIO	Washington, DC	1	2 days	To ensure orderly transition to shutdown mode for IT systems used by excepted employees.
Attorney Advisor	Washington, DC	1	2 days	To address legal questions related to shutdown
Senior Advisor	Washington, DC	1	2 days	To address financial issues related to shutdown
	Total	4		

2.2.12.2 NTIA Excepted Positions

Key for justification of exceptions:

1 = Employees engaged in military, law enforcement, or direct provision of health care activities

2 = Finance by other than FY14 appropriations

3 = Necessary to protect the safety of human life or the protection of property

4 = Authorized by law

Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Assistant Secretary	Washington, DC	1	4	NTIA		OAS	PAS
Domestic Spectrum Manager	Washington, DC	1	3	NTIA		OSM	Emergency protection of spectrum management
Supervisor Telecomm. Specialist	Washington, DC	1	3	NTIA		OSM	Emergency protection of spectrum management
Telecomm. Policy Specialist	Washington, DC	1	3	NTIA		OIA	Emergency protection of internet management (ICANN)
Interim General Manager	EIToro, CA	1	2	NTIA		FirstNet	Management of creation of public safety broadband network. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Interim Deputy General Manager	Washington, DC	1	2	NTIA		FirstNet	Management of creation of public safety broadband network
Chief Financial Officer	Washington, DC	1	2	NTIA		FirstNet	Financial aspects of management of creation of public safety broadband network. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Supervisory Budget Analyst (DCFO)	Washington, DC	1	2	NTIA		FirstNet	Financial aspects of management of creation of public safety broadband network. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Telecomm. Policy Analyst	Washington, DC	1	2	NTIA		FirstNet	Congressional outreach related to public safety broadband network. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Telecomm. Policy Analyst	Eugene, OR and Bend, OR	2	2	NTIA		FirstNet	Strategic communications and outreach related to public safety broadband network. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.

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Board Chairman	Indian Wells, CA	1	2	NTIA	FirstNet	Chairman of the Board of FirstNet overseeing the management and creation of public safety broadband network. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Board Member	Great Falls, VA; McKinney, TX; Sisters, OR; Hallowell, ME; Santa Rosa Beach, FL; Denver, CO; Rancho Santa Fe, CA; Arlington, VA; Colo, IA	9	2	NTIA	FirstNet	Board Members overseeing the management and creation of public safety broadband network. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Associate Administrator Public Safety Communications	Washington, DC	1	2	NTIA	OPSC	Head of the Office of Public Safety Communications. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Supervisory Communications Program Specialist	Washington, DC	1	2	NTIA	OPSC	Deputy to the Associate Administrator of OPSC. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Telecomm. Policy Specialist	Washington, DC	4	2	NTIA	OPSC	Programmatic support for OPSC and FirstNet activities to build a national public safety broadband network and administer SLIGP grant program for states to coordinate with FirstNet. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Communications Program Specialist	Washington, DC	3	2	NTIA	OPSC	Federal Program Officers for SLIGP grant program and 700 MHz grantees working on collaborating with FirstNet and building public safety broadband networks. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Supervisory Budget Analyst	Washington, DC	1	2	NTIA	OPSC	Support for FirstNet CFO and financial matters related to Firstnet. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Administrative Specialist	Washington, DC	1	2	NTIA	OPSC	Administrative support for FirstNet and OPSC. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Secretary	Washington, DC	1	2	NTIA	OPSC	Administrative support for FirstNet and OPSC. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Telecomm. Policy Analyst	Washington, DC	1	2	NTIA	OPSC	Policy support for FirstNet and OPSC. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Electronics Engineers	Boulder, CO	3	2	NTIA	ITS	Technical standards support for FirstNet and OPSC. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
IT Specialist	Washington, DC	1	3	NTIA	OPCM	To ensure operational status of IT systems used by excepted employees.
COR	Washington, DC	1	3	NTIA	OPCM	To ensure oversight and management of contracts related to FirstNet and support for exempted employees.
Telecommunications Policy Specialist	Washington, DC	1	2	NTIA	OTIA	Liaison with FirstNet Board of Directors and FirstNet Secretary. Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
	Total	40				

2.2.12.3 NTIA Excepted IT Requirements & Contracts

- Email
- File Shares
- Mobile Device (Blackberry, Smart Phones, Tablets)
- Desktops/ Laptops/ Microsoft Office
- Phones and Fax
- Printers
- Internet
- Network
- Remote Access (for exempted employees)

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2.2.13 National Institute of Standards and Technology (NIST)

2.2.13.1 NIST Orderly Shutdown Needs

Position	Duty Station	# of Employees	Time Needed	Justification
Contracting Officer Series 1102	Gaithersburg, MD	6	1	To ensure that all stop work orders and suspension notices are given to contractors as needed. The list of contract analysis cannot be determined by the date of this request. The AMD management team will have to send all of the contract notices via electronic means in order for the contractors to receive the stop work order notices timely so they do not incur cost immediately after the shutdown. One or two AMD staff members may need to be available after the 8 hour day if contractors are involved in the orderly shutdown lasting longer than one day. (Reactor or Construction).
Contracting Officer Series 1102	Boulder, CO	1	1	To ensure that all stop work orders and suspension notices are given to contractors as needed. The list of contract analysis cannot be determined by the date of this request. The AMD management team will have to send all of the contract notices via electronic means in order for the contractors to receive the stop work order notices timely so they do not incur cost immediately after the shutdown. One or two AMD staff members may need to be available after the 8 hour day if contractors are involved in the orderly shutdown lasting longer than one day. (Construction).
3 Supervisory HR Specialists (201); 10 HR Specialists (201);	Gaithersburg, MD	13	1	# reduced from 25 in 2011. Assumes electronic issuance of furlough letters.
Nuclear Engineering Technician ZT0802 (19), Mechanical Engineer-ZP0830 (1), Phys Sci-ES1301 (1)	Gaithersburg, MD	21	duration of shutdown	Reactor operators required for shutting down the reactor, monitoring the plant during cooldown, maintaining a presence on site while government contractors are working on construction on the building 235 site (exterior to the building) and responding to possible unforeseen circumstances related to the construction, and performing equipment repairs due to unforeseen circumstances related to reactor operations as necessary. Includes a supervisor to direct activities and executive to provide oversight.
Electronics Technician ZT 0856 III	Gaithersburg, MD	2	3	Be on call to make necessary repairs; and respond to facility emergencies. Maintain electronic equipment for safety and security of the reactor, life safety and building management systems.
Health Physicist	Gaithersburg, MD	3	3	Duty Health Physicist and Supervisor (Brown) to maintain required monitoring equipment and be available for emergency response to radiological incidents
Physicist, 1310	Gaithersburg, MD	2	2	Complex cryogenic equipment must be brought to room temperature slowly to avoid serious damage to unique equipment and to avoid hazardous conditions associated with large volumes of liquid helium.
Physicist, 1310, Chemist, 1320,)	Gaithersburg, MD	3	14	Need to periodically check liquid helium cryogenic systems during shutdown, about 1 hr/day ; complete shutdown requires 2 weeks; anything less risks permanent damage to costly instrumentation.
Physicist, 1310,	Gaithersburg, MD	1	7	Need to periodically check LN ₂ cooled ultra high vacuum systems during shutdown, about 1hr/day; complete shutdown requires 1 week; anything less risks damage to costly equipment.
Physicist, 1310,	Boulder, CO	8	2	Need to periodically check LN ₂ and liquid helium cryogenic systems during shutdown, about 30 min/day; otherwise, a complete shutdown requires 2 days. Anything less risks permanent damage to costly instrumentation.
Physicist, 1310,	Gaithersburg, MD	1	14	Need to periodically check LN ₂ -cooled germanium gamma spec systems during shutdown, about 4hrs/week (at least once a week); complete shutdown requires 1 week notice; anything less risks damage to costly equipment.
Physicist, 1310,	Gaithersburg, MD	1	14	Need to monitor (and stabilize, if needed) the 40 ton interferometer vibration servo. This is critical. If the interferometer servo operates improperly, it can do serious damage to the interferometer and/or to the guide hall and the reactor. One staff member will need access each day (30 minutes per day) to monitor the system, or at a minimum two weeks would be needed to shut down the interferometer into sleep mode.
Physicist, 1310,	Gaithersburg, MD	1	2	Need access to cryogenic systems to properly shutdown systems. Access on October 1 to begin shutdown process and about 2 hours on October 2 to complete shutdown. This will avoid risk of permanent damage to costly instrumentation.

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Physicist, 1310, Gburg	Gaithersburg, MD	1	1	Needs access on October 1 to cryogenic systems to properly shutdown systems to avoid risk of damage to costly instrumentation involving ultra-high vacuum installations.
Electronics Technician, 0856, Boulder	Boulder, CO	1	1	The helium liquefier system would need one day to be shut down completely. The mother dewer needs to be kept cold and would require 4 hours maintenance per week.
Physicist, 1310, Boulder (6) Electronic Engineer, 0855, Boulder (3) Electronics Technician, 0856, Bldr (1)	Boulder, CO	10	2	Boulder clean room and nanofab needs one day to put system into "standby" or "sleep" mode. New clean room since 2011.
	Total	75		

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2.2.13.2 NIST Excepted Positions

The National Institute for Standards and Technology will keep minimal staff in an excepted status. Those that will continue to work in the event of a lapse in funding include personnel to:

- Ensure the safety and security of the NIST campuses in Gaithersburg, MD and Boulder, CO;
- Ensure appropriate monitoring and maintenance of the nuclear reactor and other critical research equipment that require specialized shutdown monitoring or that must be kept in an operational status even if not in use to avoid contamination or system failure;
- Ensure operation of the national timing and synchronization infrastructure as well as the National Vulnerability Database;
- Maintain irreplaceable biological cell lines;
- Conduct research or operations funded by non-expiring appropriations or fees; and,
- Maintain the NIST facility infrastructure including those with specialized environmental specifications.

Key for justification of exceptions:

1 = Employees engaged in military, law enforcement, or direct provision of health care activities

2 = Finance by other than FY14 appropriations

3 = Necessary to protect the safety of human life or the protection of property

4 = Authorized by law

Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Assoc. Director Lab Programs, ES 1301	Gaithersburg, MD	1	3	NIST	100 (DO)		Leadership/Management-On going executive management
Assoc Director Mgmt & Resources, ES 0340	Gaithersburg, MD	1	3	NIST	130 (ADMR)		Overall NIST Shutdown Coordinator and Gaithersburg Facilities Manager
Boulder Labs Site Manager, ES-304-DCES	Boulder, CO	1	3	NIST	131 (OBSM)		Overall NIST Shutdown Coordinator and Boulder Facilities Manager
Environmental Engineer, Series 819	Gaithersburg, MD	1	3	NIST	150 (OSHE)		1 HOUR PER WEEK Weekly inspections of hazardous waste storage facility as required by the U.S EPA and the Maryland Department of the Environment for the purpose of protecting life and property; hazardous waste by its nature is hazardous to both human health and the environment; in addition, it can undergo chemical reactions, generate heat and pressure, etc. Fridays, 9:00 - 10:00
Environmental Engineer, Series 819	Boulder, CO	1	3	NIST	150 (OSHE)		1 Hour Per Week Weekly inspections of hazardous waste storage facility as required by the U.S EPA and the Colorado Department of Public Health and Environment for the purpose of protecting life and property.
Contracting Officer Series 1102	Gaithersburg, MD	1	3	NIST	160 (OFRM-AMD)		During the shutdown where we have major contracts continuing on an emergency basis a warranted contracting officer will be required to work. Bureau Procurement Official (BPO) will also serve as the Competition Advocate as necessary.
HR Specialist (201) for NTIS Alexandria, VA	Alexandria, VA	2	2	NIST	170 (OHRM)		NTIS-BPEP - continued operations. Each employee will work 20 hours per week. Staff count changed

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							from 1 to 2. Funded by Baldrige Foundation monies via a Service Level Agreement between OISM and BPEP.
Supv Gen Eng-0801	Gaithersburg, MD	1	3	NIST	180 (OISM Mgmt)		Supervisory functions for continuing IT operations. This work is necessary to carry out other excepted activities.
Supv Compt Scntst-1550	Gaithersburg, MD	1	3	NIST	180 (OISM)		Monitoring NIST computer networks for security threats. This work is necessary to carry out other excepted activities.
Supv Compt Scntst-1550	Gaithersburg, MD	1	3	NIST	180 (OISM)		Monitoring NIST networks for availability. NIST network administration. Safety systems require IT network availability to enable response. This work is necessary to carry out other excepted activities.
IT Specialist-2210, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	181 (OISM)		Monitoring NIST networks for intrusions. This is required to protect NIST networks, systems, and information and is necessary since NIST is leaving networks and systems running during a potential government shutdown. This work is necessary to carry out other excepted activities.
Compr Scntst-1550, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	181 (OISM)		Contract administration for wiring contracts that support OFPM construction projects that will continue. This work is necessary to carry out other excepted activities.
Supv IT Spec-2210, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	182 (OISM)		iTAC, password resets and account management for staff on campus if there is a prolonged closure. This work is necessary to carry out other excepted activities.
Supv IT Spec-2210, Gaithersburg, MD	Gaithersburg, MD	1	2	NIST	183 (OISM)		Applications Administration for BPEP systems. Funded by Baldrige Foundation monies via a Service Level Agreement between OISM and BPEP. This work is necessary to carry out other excepted activities.
Supv IT Specialist-2210, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	184 (OISM)		Storage Area Network/Central File Services Administrator (Gburg). This work is necessary to carry out other excepted activities.
Comp Scntst-1550 Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	184 (OISM)		(2) Messaging System Administrators - Gburg. This work is necessary to carry out other excepted activities.
IT Spec 2210	Gaithersburg, MD	1	3	NIST	184 (OISM)		(2) Messaging System Administrators - Gburg. This work is necessary to carry out other excepted activities.
IT Spec-2210, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	184 (OISM)		MS SQL DB Administrator/NVD Website Administrator - Gburg. This work is necessary to carry out other excepted activities.
IT Spec-2210, Boulder, CO	Boulder, CO	1	3	NIST	184 (OISM)		Central File Services Administrator - Boulder. This work is necessary to carry out other excepted activities.
IT Spec-2210, Gaithersburg, MD	Gaithersburg, MD	1	2	NIST	184 (OISM)		Systems Administration for BPEP (and OSHE) systems. This work is necessary to carry out other excepted activities.
Telecom Mgr-0391, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	185 (OISM)		Telecommunications system administration - Gburg. This work is necessary to carry out other excepted

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							activities.
Telecom Spec-0391, Boulder, CO	Boulder, CO	1	3	NIST	185 (OISM)		Telecommunications system administration - Boulder. This work is necessary to carry out other excepted activities.
Supv IT Spec-2210	Gaithersburg, MD	1	2	NIST	183 (OISM)		Support of the NVLAP program. Funded by NVLAP with fee income via a Service Level Agreement. Note: This position is part-time (Tue, Thu, 9 to 11am). This work is necessary to carry out other excepted activities.
Police Chief Series: 1801	Gaithersburg, MD	1	3	NIST	190 (OFPM)		NIST Police - Provide for security and safety of personnel and property at NIST sites (Gaithersburg and Boulder). Police will staff one gate at each site for entry of essential staff; patrol the sites and buildings; manage dispatch; monitor alarm systems; monitor NCNR in Gaithersburg; monitor external security information; respond to emergencies. Three (3) shifts in each location.
Canine Officer Series: 1801	Gaithersburg, MD	1	3	NIST	190 (OFPM)		NIST Police - Provide for security and safety of personnel and property at NIST sites (Gaithersburg and Boulder). Police will staff one gate at each site for entry of essential staff; patrol the sites and buildings; manage dispatch; monitor alarm systems; monitor NCNR in Gaithersburg; monitor external security information; respond to emergencies. Three (3) shifts in each location.
Police - Lieutenant Series: 0083	Gaithersburg, MD	4	3	NIST	190 (OFPM)		NIST Police - Provide for security and safety of personnel and property at NIST sites (Gaithersburg and Boulder). Police will staff one gate at each site for entry of essential staff; patrol the sites and buildings; manage dispatch; monitor alarm systems; monitor NCNR in Gaithersburg; monitor external security information; respond to emergencies. Three (3) shifts in each location.
Police Officer Series: 0083	Gaithersburg, MD	20	3	NIST	190 (OFPM)		NIST Police - Provide for security and safety of personnel and property at NIST sites (Gaithersburg and Boulder). Police will staff one gate at each site for entry of essential staff; patrol the sites and buildings; manage dispatch; monitor alarm systems; monitor NCNR in Gaithersburg; monitor external security information; respond to emergencies. Three (3) shifts in each location.
Police - Lieutenant Series: 0083	Boulder, CO	1	3	NIST	190 (OFPM)		NIST Police - Provide for security and safety of personnel and property at NIST sites (Gaithersburg and Boulder). Police will staff one gate at each site for entry of essential staff; patrol the sites and buildings; manage dispatch; monitor alarm systems; monitor NCNR in Gaithersburg; monitor external security information; respond to emergencies. Three (3) shifts in each location.
Police Officer Series: 0083	Boulder, CO	5	3	NIST	190 (OFPM)		NIST Police - Provide for security and safety of personnel and property at NIST sites (Gaithersburg and Boulder). Police will staff one gate at each site

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							for entry of essential staff; patrol the sites and buildings; manage dispatch; monitor alarm systems; monitor NCNR in Gaithersburg; monitor external security information; respond to emergencies. Three (3) shifts in each location.
Firefighter - Chief Series: 0081	Gaithersburg, MD	1	3	NIST	190 (OFPM)		NIST Fire Department - Provide fire, emergency and medical response at the Gaithersburg site. Two (2) shifts.
Firefighter - Captain Series: 0081	Gaithersburg, MD	2	3	NIST	190 (OFPM)		NIST Fire Department - Provide fire, emergency and medical response at the Gaithersburg site. Two (2) shifts.
Firefighter Series: 0081	Gaithersburg, MD	12	3	NIST	190 (OFPM)		NIST Fire Department - Provide fire, emergency and medical response at the Gaithersburg site. Two (2) shifts.
Central Plant Shift Supervisor Series: 4742	Gaithersburg, MD	5	3	NIST	190 (OFPM)		Operate the Central Plant in Gaithersburg; provide necessary utilities to maintain adequate temperatures in the buildings to protect valuable government assets, incl. buildings, laboratory equipment and research materials. Five (5) shifts.
Utility Systems Repair Operators Series: 4742	Gaithersburg, MD	10	3	NIST	190 (OFPM)		Operate the Central Plant in Gaithersburg; provide necessary utilities to maintain adequate temperatures in the buildings to protect valuable government assets, incl. buildings, laboratory equipment and research materials. Five (5) shifts.
Maintenance Mechanic Series: 4742	Gaithersburg, MD	1	3	NIST	190 (OFPM)		Operate the Central Plant in Gaithersburg; provide necessary utilities to maintain adequate temperatures in the buildings to protect valuable government assets, incl. buildings, laboratory equipment and research materials. Five (5) shifts.
HVAC Mechanic Series: 5306	Gaithersburg, MD	2	3	NIST	190 (OFPM)		Maintain the Gaithersburg building systems (mechanical, electrical including distribution, and plumbing) to prevent damage, failure or deterioration of NIST buildings, support systems and equipment. Perform daily servicing for specialty systems. Maintain electronic security, life safety and building management systems. Continually monitor systems and equipment; make necessary repairs; and respond to facility emergencies.
HVAC Shop Supervisor Series: 0802	Gaithersburg, MD	1	3	NIST	190 (OFPM)		Maintain the Gaithersburg building systems (mechanical, electrical including distribution, and plumbing) to prevent damage, failure or deterioration of NIST buildings, support systems and equipment. Perform daily servicing for specialty systems. Maintain electronic security, life safety and building management systems. Continually monitor systems and equipment; make necessary repairs; and respond to facility emergencies.
Engineering Technician (DDC) Series: 0802	Gaithersburg, MD	1	3	NIST	190 (OFPM)		Maintain the Gaithersburg building systems (mechanical, electrical including distribution, and plumbing) to prevent damage, failure or deterioration of NIST buildings, support systems and equipment. Perform daily servicing for specialty systems.

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							Maintain electronic security, life safety and building management systems. Continually monitor systems and equipment; make necessary repairs; and respond to facility emergencies.
Maintenance Mechanic (Electrical / High Voltage) Series: 4749	Gaithersburg, MD	1	3	NIST	190 (OFPM)		Maintain the Gaithersburg building systems (mechanical, electrical including distribution, and plumbing) to prevent damage, failure or deterioration of NIST buildings, support systems and equipment. Perform daily servicing for specialty systems. Maintain electronic security, life safety and building management systems. Continually monitor systems and equipment; make necessary repairs; and respond to facility emergencies.
High Voltage Mechanic Series: 2810	Gaithersburg, MD	1	3	NIST	190 (OFPM)		Maintain the Gaithersburg building systems (mechanical, electrical including distribution, and plumbing) to prevent damage, failure or deterioration of NIST buildings, support systems and equipment. Perform daily servicing for specialty systems. Maintain electronic security, life safety and building management systems. Continually monitor systems and equipment; make necessary repairs; and respond to facility emergencies.
Teletronics Mechanic Series: 2604	Gaithersburg, MD	1	3	NIST	190 (OFPM)		Maintain the Gaithersburg building systems (mechanical, electrical including distribution, and plumbing) to prevent damage, failure or deterioration of NIST buildings, support systems and equipment. Perform daily servicing for specialty systems. Maintain electronic security, life safety and building management systems. Continually monitor systems and equipment; make necessary repairs; and respond to facility emergencies.
Pipefitter Series: 4204	Gaithersburg, MD	2	3	NIST	190 (OFPM)		Maintain the Gaithersburg building systems (mechanical, electrical including distribution, and plumbing) to prevent damage, failure or deterioration of NIST buildings, support systems and equipment. Perform daily servicing for specialty systems. Maintain electronic security, life safety and building management systems. Continually monitor systems and equipment; make necessary repairs; and respond to facility emergencies.
Maintenance Mechanic Worker Series: 4206	Gaithersburg, MD	1	3	NIST	190 (OFPM)		Maintain the Gaithersburg building systems (mechanical, electrical including distribution, and plumbing) to prevent damage, failure or deterioration of NIST buildings, support systems and equipment. Perform daily servicing for specialty systems. Maintain electronic security, life safety and building management systems. Continually monitor systems and equipment; make necessary repairs; and respond to facility emergencies.
Electrician Series: 2805	Gaithersburg, MD	1	3	NIST	190 (OFPM)		Maintain the Gaithersburg building systems (mechanical, electrical including distribution, and plumbing) to prevent damage, failure or deterioration

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							of NIST buildings, support systems and equipment. Perform daily servicing for specialty systems. Maintain electronic security, life safety and building management systems. Continually monitor systems and equipment; make necessary repairs; and respond to facility emergencies.
Custodial Worker Supervisor Series: 3566	Gaithersburg, MD	1	3	NIST	190 (OFPM)		Maintain sanitary conditions in restrooms and working spaces in areas being utilized by limited staff on the Gaithersburg site (1/2 day twice a week).
Custodial Worker Series: 3566	Gaithersburg, MD	1	3	NIST	190 (OFPM)		Maintain sanitary conditions in restrooms and working spaces in areas being utilized by limited staff on the Gaithersburg site (1/2 day twice a week).
Electrician Series: 2805	Boulder, CO	1	3	NIST	190 (OFPM)		Operate the Central Plant in Boulder; provide necessary utilities to maintain adequate temperatures in the buildings to protect valuable government assets, incl. buildings, laboratory equipment and research materials. Maintain the Boulder building systems (mechanical, electrical including distribution, and plumbing) to prevent damage, failure or deterioration of NIST buildings, support systems and equipment. Perform daily servicing for specialty systems. Maintain electronic security, life safety and building management systems. Continually monitor systems and equipment; make necessary repairs; and respond to facility emergencies.
Supervisory Facility Operations, Specialist Series: 1640	Boulder, CO	1	3	NIST	190 (OFPM)		Operate the Central Plant in Boulder; provide necessary utilities to maintain adequate temperatures in the buildings to protect valuable government assets, incl. buildings, laboratory equipment and research materials. Maintain the Boulder building systems (mechanical, electrical including distribution, and plumbing) to prevent damage, failure or deterioration of NIST buildings, support systems and equipment. Perform daily servicing for specialty systems. Maintain electronic security, life safety and building management systems. Continually monitor systems and equipment; make necessary repairs; and respond to facility emergencies.
Electronic Mechanic Series: 0856	Boulder, CO	1	3	NIST	190 (OFPM)		Operate the Central Plant in Boulder; provide necessary utilities to maintain adequate temperatures in the buildings to protect valuable government assets, incl. buildings, laboratory equipment and research materials. Maintain the Boulder building systems (mechanical, electrical including distribution, and plumbing) to prevent damage, failure or deterioration of NIST buildings, support systems and equipment. Perform daily servicing for specialty systems. Maintain electronic security, life safety and building management systems. Continually monitor systems and equipment; make necessary repairs; and respond to facility emergencies.
	Boulder, CO	1	2	NIST	190 (OFPM)		Minimal Government staff necessary to oversee 16

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Project Manager Series: 0801							exterior construction projects, which will continue on the Gaithersburg and Boulder sites, and 24 construction grant projects continuing throughout the country. All of these projects were awarded prior to the start of FY 2011 using either ARRA or CRF funds. The project support staff are funded with prior year funds.
Architect Series: 0808	Boulder, CO	1	2	NIST	190 (OFPM)		Minimal Government staff necessary to oversee 16 exterior construction projects, which will continue on the Gaithersburg and Boulder sites, and 24 construction grant projects continuing throughout the country. All of these projects were awarded prior to the start of FY 2011 using either ARRA or CRF funds. The project support staff are funded with prior year funds.
Construction Representative Series: 0809	Boulder, CO	1	2	NIST	190 (OFPM)		Minimal Government staff necessary to oversee 16 exterior construction projects, which will continue on the Gaithersburg and Boulder sites, and 24 construction grant projects continuing throughout the country. All of these projects were awarded prior to the start of FY 2011 using either ARRA or CRF funds. The project support staff are funded with prior year funds.
General Engineer (COTR) Series: 0801	Gaithersburg, MD	1	2	NIST	190 (OFPM)		Minimal Government staff necessary to oversee 16 exterior construction projects, which will continue on the Gaithersburg and Boulder sites, and 24 construction grant projects continuing throughout the country. All of these projects were awarded prior to the start of FY 2011 using either ARRA or CRF funds. The project support staff are funded with prior year funds.
Construction Representative Series: 0809	Gaithersburg, MD	1	2	NIST	190 (OFPM)		Minimal Government staff necessary to oversee 16 exterior construction projects, which will continue on the Gaithersburg and Boulder sites, and 24 construction grant projects continuing throughout the country. All of these projects were awarded prior to the start of FY 2011 using either ARRA or CRF funds. The project support staff are funded with prior year funds.
Mechanical Engineer (COTR) Series: 0830	Gaithersburg, MD	2	2	NIST	190 (OFPM)		Minimal Government staff necessary to oversee 16 exterior construction projects, which will continue on the Gaithersburg and Boulder sites, and 24 construction grant projects continuing throughout the country. All of these projects were awarded prior to the start of FY 2011 using either ARRA or CRF funds. The project support staff are funded with prior year funds.
Construction Grant Federal Program Officer Series: 0801	Gaithersburg, MD	1	2	NIST	190 (OFPM)		Minimal Government staff necessary to oversee 16 exterior construction projects, which will continue on the Gaithersburg and Boulder sites, and 24 construction grant projects continuing throughout the country. All of these projects were awarded prior to

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							the start of FY 2011 using either ARRA or CRF funds. The project support staff are funded with prior year funds.
Chief Facilities Management Officer Series: 0801	Gaithersburg, MD	1	3	NIST	190 (OFPM)		Oversee facility and security operations at the NIST sites; monitor site activities and emergencies; make decisions on need for closures or changes to construction, facility and security operations; call in additional staff as necessary to deal with unexpected events.
Nuclear Engineering Technician ZT0802 (19), Mechanical Engineer-ZP0830 (1), Phys Sci- ES1301 (1)	Gaithersburg, MD	21	3	NIST	610 (NCNR)		Reactor operators required for shutting down the reactor, monitoring the plant during cooldown, maintaining a presence on site while government contractors are working on construction on the building 235 site (exterior to the building) and responding to possible unforeseen circumstances related to the construction, and performing equipment repairs due to unforeseen circumstances related to reactor operations as necessary. Employees will work in shifts.
Electronics Technician ZT 0856 III	Gaithersburg, MD	2	3	NIST	610 (NCNR)		Intermittent: Be on call to make necessary repairs; and respond to facility emergencies. Maintain electronic equipment for safety and security of the reactor, life safety and building management systems.
Health Physicist	Gaithersburg, MD	3	3	NIST	610 (NCNR)		Intermittent: Duty Health Physicist and Supervisor to maintain required monitoring equipment and be available for emergency response to radiological incidents
Supervisory Physical Scientist, 1301	Gaithersburg, MD	2	3	NIST	620 (CNST)		Within CNST are several laboratories including the NanoFab with critical tools and infrastructure that need to be monitored by someone who would know how to recognize and respond to an emergency or critical tool malfunction that presents a serious safety hazard (including toxic gases) or risk of major damage to the facility infrastructure. daily, during core working hours (8:30-5) totalling no more than 40 hours a week. Additional tools have been added in more locations requiring one additional staff member.
NIST Fellow, ST1310, Physicist, ZP1310	Gaithersburg, MD	2	3	NIST	620 (CNST)		The CNST NanoLab operates a number of laboratories with critical infrastructure that require continuous cooling with liquid helium and/or liquid nitrogen cryogens. The cryogen levels need to be monitored by personnel capable of recognizing and responding to an emergency or critical instrument malfunction (such as a superconducting magnet failure) that presents a serious safety hazard and/or risk of major damage to the infrastructure. The cryogens must be replenished in these instruments approximately twice per week (at different times each week for each instrument). Cryogen depletion will cause a rapid warm up of the instrument, posing a safety hazard, equipment damage, and significant

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							additional costs to re-cool the entire instrument. Given the scope and frequency of the required tasks, two qualified personnel will require access to the NIST campus between 9:00 am and 5 pm daily.
Physical Scientist ZP1301	Gaithersburg, MD	1	3	NIST	630 (MML)		Cell lines in Gaithersburg and Boulder must be maintained in order to carry out mission related work. Staff in three MML Divisions would need to check on cell lines every 2 to 4 days
Research Chemist ZP 1320	Boulder, CO	1	3	NIST	630 (MML)		Cell lines in Gaithersburg and Boulder must be maintained in order to carry out mission related work. Staff in three MML Divisions would need to check on cell lines every 2 to 4 days
Research Chemist ZP1320	Gaithersburg, MD	2	3	NIST	630 (MML)		NMRs in Holings Marine Laboratory, Buildings 224 and 227 in Gaithersburg. Cryogenic fluids need to be maintained in the equipment weekly. If cryogenics are not maintained, the equipment could have major repair costs of \$300K - \$3M
Research Chemist ZP1320	Charleston, SC	1	3	NIST	630 (MML)		NMRs in Holings Marine Laboratory, Buildings 224 and 227 in Gaithersburg. Cryogenic fluids need to be maintained in the equipment weekly. If cryogenics are not maintained, the equipment could have major repair costs of \$300K - \$3M
Physical Scientist Technician ZT1311, Supervisory Physical Scientist ZT1311, Research Chemist ZP 1320	Gaithersburg, MD; Charleston, SC	3	3	NIST	630 (MML)		Failure of refrigeration equipment or depletion of cryogenic fluids risks the loss of irreplaceable samples and hundreds of thousands of dollars worth of SRMs. SRMs represent national artifact- based standards for chemical, biological and material science. Samples in the Specimen Bank are used to allow critical retrospective analyses for assessing environment.
Materials Research Engineer ZP-0806-IV Materials Research Engineer ZP-0806-V Research Chemist ZP-1320-III Research Physicist ZP-1310-IV	Gaithersburg, MD	4	3	NIST	630 (MML)		Intermittent: To replenish the liquid nitrogen supply in three X-ray detectors on a TEM (room 2-1061), SEM (room 2-1065), and FE-SEM (room 2-1075). This will require staff to enter the north loading dock and those three rooms, two times per week. Maintain Cryogen System and microscopes. Failure to do so could result in fatal loss of microscope and data. Maintain TRC Servers, if servers go down, could take weeks to fix them and get them up and running again.
Research Chemist-1320 (6), Phys Scientist-1301 (2), NIST Fellow-1321 (1), Physicist-1310 (3), Mat Engineer-0806 (1), IT Spec-2210 (1)	Gaithersburg, MD	14	4	NIST	630 (MML)		Critical to AFTAC program that provides time-critical response to National Security needs and classified programs. Staff are often required to provide time-sensitive analyses of national security related samples. Please note not all 14 staff members might be required, the need will be dependent on the type of analyses. They will be on call. Activating them will be the decision of the executive in charge of on going management of NIST. Might need as many as 8 (of the 14) at a given time.
Mat Research Eng-0806 (1), Research Chem-1320 (1)	Gaithersburg, MD	2	4	NIST	630 (MML)		Critical to Army program that provides time-critical response to National Security needs and classified

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							programs. Staff are often required to provide time-sensitive analyses of national security related samples. Will be on call and activated by the executive in charge of on going management of NIST.
Physicist, 1310, Gburg (2), Chemist-1320 (1)	Gaithersburg, MD	3	3	NIST	680 (PML)		3 staff members for about one hour per day. Health & Safety: Operation must continue to avoid risk of either biological or chemical contamination of laboratories and equipment in the event of a system failure or if cell incubations are not regularly refreshed and maintained; operations would require about 1 hr/day for maintenance in case of shutdown.
Physicist, 1310, Boulder (5) Physical Scientist, 1301, Boulder (1) IT Specialists, 2210, Boulder (2) Electronics Engineer, 0855, Boulder (1) Electronics Engineer, 0855, Ft. Collins (1) Electronics Engineer, 0855, Kauai (1) Electronics Tech., 0856, Ft. Collins (3) Electronics Tech., 0856, Kauai (1)	Boulder; Ft. Collins; Kauai	15	3	NIST	680 (PML)		15 staff members for one day, every 3rd day. NIST time and frequency operations in Boulder, Ft. Collins, and Kauai are required to continue for reasons of national security (universal time coordination), national economy (e.g. Security Exchange Commission requirements), and national timing and synchronization infrastructure (e.g. millions of radio-controlled clocks).
Physicist, 1310, Boulder (5) Electronic Engineer, 0855, Boulder (3) Electronics Technician, 0856, Bldr (1)	Boulder, CO	9	3	NIST	680 (PML)		4 staff members for 2 hours twice a week. NIST cleanroom, nanofacility and MBE facility in Boulder can be shutdown in one day, but if air handling and cooling systems were to fail during shutdown, emergency access would be required to prevent major damage to multi-million dollar facility. NIST Boulder has a new (2012) multi-million-dollar cleanroom much larger in size to the previous one, which is still in partial operation, and a new (2012) multi-million-dollar Precision Imaging Facility (PIF). Manager of cleanroom, has critical knowledge and expertise of all infrastructure and safety systems to prevent damage to facility. PIF atom probe microscope users have an urgent need to monitor that microscope to prevent major damage. Overall, more staff members are needed to check all systems in the larger facilities.
Physicist, 1310, Gburg (3) Physical Scientist, 1301, Gburg (1) Chemist, 1320, Gburg (1)	Gaithersburg, MD	5	3	NIST	680 (PML)		5 staff members for 1-2 hours twice a week. Important primary standards (electrical, length, and flow) cannot be replaced if equipment is damaged by loss of power, temperature, and humidity controls. Systems must function 24/7. Emergency access would be required in case of system failure.
Physicist, 1310, Gburg	Gaithersburg, MD	1	3	NIST	680 (PML)		Need to periodically check LN2 -cooled germanium gamma spec systems during shutdown, about 4hrs/week (at least once a week); complete shutdown requires 1 week notice; anything less risks

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							damage to costly equipment.
Physicist, 1310, Gburg	Gaithersburg, MD	1	3	NIST	680 (PML)		1 staff member for one hour per day. Emergency access required in case of systematic support failures or disruptions. Important primary standards (electrical, length, and flow) cannot be replaced if equipment is damaged by loss of power, temperature, and humidity controls. Systems must function 24/7. Emergency access would be required in case of system failure.
Physicist, 1310, Gburg (8)	Gaithersburg, MD	8	3	NIST	680 (PML)		8 staff members for about one hour per day. Need to periodically check LN2 cooled ultra high vacuum systems during shutdown, about 1hr/day; complete shutdown requires 1 week; anything less risks damage to costly equipment. The ultra-high vacuum systems would need to be maintained through the shutdown, with staff making daily checks of the cooling systems and pumps.
Physicist, 1310, Boulder (1) Chemist, 1320, Boulder (1) Mechanical Engineer, 0830, Bldr (1) Electronics Technician, 0856, Bldr (1)	Boulder, CO	4	3	NIST	680 (PML)		4 staff members for about 1 hour per week. Need to periodically check MRI liquid helium cryogenic systems during shutdown, about 60 min/week, for safety assurance; a complete shutdown should be avoided due to risk of equipment damage. The MRI system sends daily emails to the listed staff with status information. [Note: New item added. Equipment was acquired after FY2011.]
Electronics Technician, 0856, Boulder	Boulder, CO	1	3	NIST	680 (PML)		The helium liquifier system would need one day to shut down. A portion of this system (mother dower) needs to be kept cold even during a shutdown and would require 4 hours maintenance per week. [Note: New item added. Equipment was acquired after FY2011.]
Compr Scientist -- ZP-1550 -- Gaithersburg (1)	Gaithersburg, MD	1	3	NIST	773 (ITL)		National Vulnerability Database (NVD) -- dependent on NIST e-mail & web servers being up & running
Gen Bus & Industry-1101 (6), Writing & Editing-1082 (3), Soc Sci-0101 (3), Phys Sci-1301 (1), Tech Info-1412 (1), Clerk-0303 (1), IT Spec-2210 (2), Genl Arts & Info-1001 (1), Education & Training-1701 (1), Vis Info-1084 (1), Admin-0301 (1), Secretarial- 0318 (1)	Gaithersburg, MD	22	2	NIST	450 (Baldrige)		Congress eliminated all appropriated funding for the Baldrige Program beginning with FY 2012. All expenses, including the salaries of all staff, are now covered by fees generated from products and services and through annual gifts from the Baldrige Foundation. No appropriated funds from any source are used to support the Program. The Foundation for the Malcolm Baldrige National Quality Award, Inc. (Foundation) approved \$4.407M of funding in support of the program for Fiscal Year 2013 and an additional \$9.687M total for Fiscal Years 2014 and 2015. These funds are to be used specifically for the furtherance of the Malcolm Baldrige National Quality Award and the Baldrige Performance Excellence Program. On June 28, 2013 Ellen Herbst, Senior Advisor to the Deputy Secretary, signed off on the request to accept the gift offer of \$4.843M for FY 2014. The cover memo included the following statement: Due to the restructuring of the Program

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							with a new business model relying solely on non-federal funding sources, the Foundation met and committed to funding initially for FY2012 and more recently for fiscal years 2013-2015. This commitment provides additional funding for areas of the Program formerly covered by federal appropriations, including staff salaries.
Physicist, 1301	Gaithersburg, MD	1	3	NIST	730 (EL)		Periodic checks of equipment to ensure safe operation - equipment hooked up continuously to vacuum, and electrical power, even when not actively running. Failure of any these utilities would cause equipment and/or property damage.
Engineer, 0819	Gaithersburg, MD	1	3	NIST	730 (EL)		Maintains equipment in building 226, A310 which must be continuously fed with N2 gas whether equipment is running or shut down. N2 failure will result in damage to reference materials
Engineer, 0830	Gaithersburg, MD	1	3	NIST	730 (EL)		Monitors electricity management within the Net-Zero Energy Residential Test Facility*, which must be checked periodically to ensure safety and continued equipment performance. Equipment failure would result in damage to the facility. Requires specific technical expertise - cannot be properly performed by any other staff member
Engineer, 0850	Gaithersburg, MD	1	3	NIST	730 (EL)		Maintains simulated occupants (robots) located throughout the Net-Zero Energy Residential Test Facility, which must be checked periodically to ensure safety. Robot failure would result in damage to equipment and the facility. Requires specific technical expertise - cannot be performed by any other staff member
Engineer, 0830	Gaithersburg, MD	1	3	NIST	730 (EL)		Maintains HVAC system in the Net-Zero Energy Residential Test Facility, which must be checked periodically to ensure the system has not leaked refrigerant. Leaks would cause system failure. Requires specific technical expertise - cannot be performed by any other staff member
Engineer, 0830	Gaithersburg, MD	1	3	NIST	730 (EL)		Maintains ground source heat exchangers in the Net-Zero Energy Residential Test Facility, which must be checked periodically to ensure the system has not leaked heat transfer fluid. Equipment failure would result in damage to the facility. Requires specific technical expertise - cannot be performed by any other staff member
Computer Scientist, 1550, Gaithersburg	Gaithersburg, MD	1	3	NIST	730 (EL)		Facilities (A/C, Steam, electrical) outages may cause permanent damage to servers and network equipment if left unsupervised. Equipment needs to be monitored periodically.
Admin-0301 (2), Phys Sci-1301 (10), Clerical-0303 (2), Genl Bus & Industry-1101 (1), Operations Res-1515 (1)	Gaithersburg, MD	16	2	NIST	601 (NVLAP)		The National Voluntary Laboratory Accreditation Program (NVLAP) establishes laboratory accreditation programs in accordance with Part 285 of Title 15 of the U.S. Code of Federal Regulations. All costs associated with the operation of the

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							program are covered by fees collected from applicant and accredited laboratories. Fees are charged annually, with approximately 25% of the accredited labs billed each quarter in advance of the accreditation services to be received the following 12 months. As a result, most of the laboratories have already paid for accreditation services through part or all of FY14. The NVLAP budget for FY14 includes \$240k in deferred income from those advance payments. That amount would cover NVLAP personnel costs for approximately two pay periods. NVLAP currently accredits over 700 laboratories. In many programs, current accreditation is required by regulators or stakeholders in order for laboratories' results to be accepted. NVLAP's accreditation renewal cycle runs quarterly, in parallel with the billing process. Having NVLAP shut down at the transition point from one quarter to the next would have a potential business impact on laboratories set to expire 30 September 2013. As of 20 September, 44 laboratories had not completed the renewal process and could be directly affected by a shutdown of NVLAP because their accreditations would expire. Laboratories that have completed the initial accreditation assessment and complete required actions after 30 September would have the granting of their accreditation delayed. Any laboratories currently accredited would not be able to request changes to their scopes of accreditation.
Information Technology Specialist CP2210-V	Washington, DC	1	4	NIST			White House liaison on national security policy issues as Director for Cybersecurity Privacy, Civil Liberties and Policy
Information Technology Specialist CP2210-IV	Washington, DC	1	4	NIST			White House liaison on national security policy issues as Director of Federal Cybersecurity
Research Chemist ZP 1320 IV, Supervisory Research Chemist ZP 1320 V	Gaithersburg, MD	2	3	NIST	640 (MML)	646 (Chemical Sciences Division)	Failure of refrigeration equipment or depletion of cryogenic fluids risks the loss of irreplaceable samples and hundreds of thousands of dollars worth of SRMs. SRMs represent national artifact- based standards for chemical, biological and material science. These freezers are located in Bldg 227 on the NIST Gaithersburg campus. The staff responsible for freezers in Bldg 301 are not authorized users of the lab in 227 and therefore do not have the appropriate safety training to enter the lab.
Computer Scientist ZP-2210-IV	Gaithersburg, MD	1	3	NIST	180 (OISM)	184 (Enterprise Systems Division)	Staff needed to maintain security for public web servers in both Boulder and Gaithersburg providing Internet Time Service, as well as to provide ftp services to enable data exchange in realizing official NIST time, which is a federally mandated activity (PL- 110-69 assigning responsibility for UTC to DoC, delegated to NIST)

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Contracting Officer, ZA-1102-IV	Gaithersburg, MD	1	3	NIST	160 (OFRM)	164 (Acquisitions Management Division)	FAR requires a signature and approval one level above the contracting officer in specific cases. This individual is needed to support the NIST BPO during a shutdown
Inventory Mgt Specialist ZA-2010-II (1); Supply Mgt Specialist ZA-2003-III (1); Material Handler WG-6907-06 (2)	Gaithersburg, MD	4	3	NIST	190 (OFPM)		Tuesday/Wednesday as needed for up to 4 hours/day-only when deliveries are necessary. To provide for emergency delivery of compressed gas and cryogen to laboratories in order to maintain experiments/equipment in operating in maintenance mode and to prevent any damage during a shutdown
Construction Representative ZT 809-III	Boulder, CO	1	3	NIST	190 (OFPM)		Needed on a sporadic basis to meet with City officials and coordinate NIST and City projects for the restoration of Mesa Road so that the City can reach and repair a city water main. Damage was caused by the recent rains in Boulder
Physical Scientist, ZP 1301 V	Boulder, CO	1	3	NIST	680 (PML)		The Acting Boulder Laboratory Operations Director must be on site to provide executive technical direction for decisions relating to laboratory operations. The Boulder site manager does not have the authority to make these decisions.
Total		275					

2.2.13.3 NIST Excepted IT Requirements & Contracts

- Email
- File Shares
- Mobile Device (Blackberry, Smart Phones, Tablets)
- Desktops/ Laptops/ Microsoft Office
- Phones and Fax
- Printers
- Internet
- Network

2.2.14 National Technical Information Service (NTIS)

2.2.14.1 NTIS Orderly Shutdown Needs

NTIS will remain fully operational during the shutdown (see section below) and will not require any personnel to conduct shutdown processes because NTIS operates totally on earned revenues generated from sales of products and services.

2.2.14.2 NTIS Excepted Positions

Key for justification of exceptions:

1 = Employees engaged in military, law enforcement, or direct provision of health care activities

2 = Finance by other than FY14 appropriations

3 = Necessary to protect the safety of human life or the protection of property

4 = Authorized by law (e.g., national security)

Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Management Analyst	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Accountant	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Director	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Customer Service Rep	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist (APPSW)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Electronic Document	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist (INFOSEC)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Program Analyst	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Electronic Document	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Materials Handler	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist (DATAMGT)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Technical Information Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist (INET)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
	VA						
IT Specialist (INFOSEC)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Technical Information Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Lead, Supply Technician	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Accounting Technician	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Accounting Technician	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Library Technician	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Administrator	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Electronic Document	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Program Analyst	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Supervisor, IT Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Budget Analyst	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Technical Information Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Supervisor, Business &	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Supervisor, IT Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Materials Handler	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Clerk	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Accountant	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Technical Information Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Customer Service Rep	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Accounting Officer	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Support Services Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Program Analyst	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Customer Service Rep	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Technical Information Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Program Analyst	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Supervisor, IT Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Budget Analyst	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Budget Analyst	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Customer Service Rep	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist (SYSADMIN)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist (SYSADMIN)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist (SYSADMIN)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist (APPSW)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Customer Service Rep	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist (APPSW)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Supervisor, Accountant	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
	VA						
Supervisor, IT Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Accountant	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Supervisor, IT Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Materials Handler	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Supervisor, Accountant	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Accountant	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Supervisor, IT Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Manager, Distribution Facilities	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Customer Service Rep	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Lead, Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Technical Information Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Customer Service Rep	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist (INET)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist (INFOSEC)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Program Analyst	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Lead, Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Customer Service Rep	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist (SYSADMIN)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist (APPSW)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
IT Specialist (PLCYPLN)	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Supervisor, Business &	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Supervisor, Inv Mgmt	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Supervisor, Business &	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Accountant	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Supervisor, Business &	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Accountant	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Supervisor, Business &	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Business & Industry Specialist	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
Customer Service Rep	Alexandria, VA	1	2	NTIS			Non-Appropriated Agency
	Total	263					

2.2.14.3 NTIS Excepted IT Requirements & Contracts

- Email
- File Shares
- Mobile Device (Blackberry, Smart Phones, Tablets)
- Desktops/ Laptops/ Microsoft Office
- Phones and Fax
- Printers
- Internet
- Network

2.2.15 US Patent and Trademark Office (USPTO)

2.2.15.1 USPTO Orderly Shutdown Needs

Position	Duty Station	# of Employees	Time Needed	Justification
Human Resource Specialist	Alexandria, VA	1	1.5 days	Assisting with shut down of staffing and recruitment operations (placing notices on open vacancy announcements, answering public questions, processing time and attendance records, etc.).
Human Resource Specialist	Alexandria, VA	1	2 Full Days & 2 half days	Process Furlough NOA actions to NFC -- days must be sequential due to pay process. Time may flex based upon errors
Human Resource Specialist	Alexandria, VA	1	2 Full Days & 2 half days	Process Furlough NOA actions to NFC -- Process notifications as needed
Human Resource Specialist	Alexandria, VA	1	1 days	Place notices on ED-Patents vacancy announcements , certify time and attendance, respond to inquiries, place an auto-reply on general email boxes and place an out of office voicemail on ED-Patents 800 lines.
Human Resource Specialist	Alexandria, VA	1	2.5 days	Time & Attendance transmission for the week ending PP20
Human Resource Specialist	Alexandria, VA	1	1.5 days	Time & Attendance transmission & Suspense Resolution for the week ending PP19 & the transmission of T&A's for PP20
Admin Mgmt Specialist	Alexandria, VA	1	2 days	Cancel oral arguments, send out notices to counsel
Human Resource Specialist	Alexandria, VA	1	1 day	Issue Broadcast Furlough Notice – Senior Management Oversight OHR Functions
	Total	8		

2.2.15.2 USPTO Excepted Positions

The USPTO has sufficient funds from other than FY14 appropriations to continue full operations for approximately 4 weeks. Therefore, all 11,789 employees of the USPTO will be excepted for approximately up to 4 weeks following a lapse in appropriations. After this time period, the USPTO will execute the plan as described below.

The excepted employees will ensure the functionality of processes and systems minimally necessary for the preservation of patent rights, to allow compliance with statutory provisions that cannot be waived, and avoid disclosures of information that would be detrimental to the national security. Additionally, the excepted employees will ensure the functionality of processes and systems minimally necessary to preserve trademark rights. Preventing the public from accessing the USPTO's electronic filing and payments systems may result in the complete or partial loss of intellectual property. Therefore, in order to prevent the loss of valuable intellectual property, these systems should remain open during any closure of the USPTO.

Key for justification of exceptions:

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1 = Employees engaged in military, law enforcement, or direct provision of health care activities

2 = Finance by other than FY14 appropriations

3 = Necessary to protect the safety of human life or the protection of property

4 = Authorized by law

Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Deputy Under Secretary of Commerce for Intellectual Property and Deputy Director of the USPTO	Alexandria, VA	1	3	USPTO	OUS		Overall management decisions and operations for the protection of property
Chief of Staff	Alexandria, VA	1	3	USPTO	OUS		Administration, coordination, and executive support for Agency Senior Leadership
Chief Administrative Officer	Alexandria, VA	1	3	USPTO	OCAO		Provide agency oversight and coordination for shutdown operations, Human Capital and Emergency operations, and reconstitution operations
Program Analyst	Alexandria, VA	1	3	USPTO	OCAO		USPS will continue to accept mail on a daily basis. In order to keep proper receipt and order to incoming mail, contract staff would perform minimal mail processing activities (e.g. date stamp, sort, etc.). A Federal employee is required to oversee the contract staff. Necessary for the protection of personal property.
Director of Security	Alexandria, VA	1	3	USPTO	OCAO		These Office of Security employees would be necessary during the duration of the shutdown to monitor the contract guard force; physical access and security systems; campus, local and national events for potential impacts to the agency; and ensure the safety of the employees and contractors that remain on campus. They are necessary for the protection of life and property.
Emergency Management Specialist	Alexandria, VA	1					
Senior Security Specialist	Alexandria, VA	1					
Senior Security Specialist	Alexandria, VA	1					
Chief Administrative Patent Judge	Alexandria, VA	1	3	USPTO	PTAB		Ongoing contested cases will need orders signed by a judge and entered to preserve party rights. Contested proceedings proceed on a pre-set schedule independent of USPTO closing, and evidentiary rulings will need to be made in depositions and other discovery proceedings. Emergency motions will need to be decided as time periods between the parties pass. Stay orders will need to be entered and sent out to maintain the status quo of property rights between parties in contested cases as the preset deadlines pass.
Paralegal	Alexandria, VA	1	3	USPTO	PTAB		Ongoing contested cases will need orders signed by a judge and entered to preserve party rights. Contested proceedings proceed on a pre-set schedule independent of USPTO closing, and evidentiary rulings will need to be made in depositions and other discovery proceedings. Emergency motions will need to be decided as time periods between the parties pass. Stay orders will need to be entered and sent out to maintain the status quo of property rights between parties in contested cases as the preset deadlines pass.
Chief Administrative Trademark Judge	Alexandria, VA	1	3	USPTO	TTAB		Ongoing contested cases will need orders signed by a judge and entered to preserve party rights. Contested proceedings proceed on a pre-set schedule independent of USPTO closing, and evidentiary rulings will need to be made in depositions and other discovery proceedings. Emergency motions will need to be decided as time periods between the parties pass. Stay orders will need to be entered and sent out to maintain the status quo of property rights between parties in contested cases as the preset

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							deadlines pass.
Mgmt & Program Analyst	Alexandria, VA	1	3	USPTO	TTAB		Responsible for ensuring the availability of the functioning electronic system to issue the orders and reset dates. (The electronic filing system, ESTTA, sets many dates, the position has the permission to override the system, as needed, given direction from the Chief Judge and/or Technical Program Manager, as situations arise that require resetting of dates and issuance of orders contrary to what the system may have established
Technical Program Manager	Alexandria, VA	1	3	USPTO	TTAB		Ongoing contested cases will need orders signed by a judge and entered to preserve party rights. Contested proceedings proceed on a pre-set schedule independent of USPTO closing, and evidentiary rulings will need to be made in depositions and other discovery proceedings. Emergency motions will need to be decided as time periods between the parties pass. Stay orders will need to be entered and sent out to maintain the status quo of property rights between parties in contested cases as the preset deadlines pass.
General Counsel	Alexandria, VA	1	3	USPTO	OGC		General Counsel - Advise on the legal implications of a shutdown and continued protection of property - In the event of a lapse in appropriations, the General Counsel's Office will provide ongoing interpretations of law related to a shutdown of the USPTO and the continued protection of USPTO property, IP property, and employees. This office will also advise on the resumption of activities following the shutdown.
Deputy General Counsel/Director	Alexandria, VA	1	3	USPTO	OGC	Ofc of General Law	Deputy General Counsel/Director, Office of General Law - Advise on Government Shutdown - In the event of a lapse in appropriations, the General Counsel's Office and the Office of General Law will provide ongoing interpretations of law related to a shutdown of the USPTO and the continued protection of USPTO property, IP property, and employees. This office will also advise on the resumption of activities following the shutdown.
Senior Level Advisor (Special Counsel for Employment Litigation)	Alexandria, VA	1	3	USPTO	OGC	Ofc of General Law	Senior Level Advisor (Special Counsel for Employment Litigation) - Advise on Government Shutdown - In the event of a lapse in appropriations, the General Counsel's Office and the Office of General Law will provide ongoing interpretations of law related to a shutdown of the USPTO and the continued protection of USPTO property, IP property, and employees. This office will also advise on the resumption of activities following the shutdown.
Deputy General Counsel/Director	Alexandria, VA	1	3	USPTO	OGC	Ofc of Solicitor	Deputy General Counsel/Director, Office of the Solicitor - Advise on Government Shutdown - In the event of a lapse in appropriations, the General Counsel's Office and the Solicitor's Office will provide ongoing interpretations of law related to a shutdown of the USPTO and the continued protection of USPTO property, IP property, and employees. Specifically, the Solicitor's Office will (1) continue to provide legal advice as needed to protect intellectual property and to comply with the federal mandates during the shutdown, (2) prepare and submit court filings and extension requests as needed prior to and during the shutdown, and (3) prepare for resumption of activities following the shutdown.
Senior Level Advisor (Special Counsel for IP Litigation)	Alexandria, VA	1	3	USPTO	OGC	Ofc of Solicitor	Senior Level Advisor (Special Counsel for IP Litigation), Office of the Solicitor - Advise on Government Shutdown - In the event of a lapse in appropriations, the General Counsel's Office and the Office of the Solicitor will provide ongoing interpretations of law related to a shutdown of the USPTO and the continued protection of USPTO property, IP property, and employees. Specifically, the Solicitor's Office will (1) continue to provide legal advice as needed to protect intellectual property and to comply with the federal mandates during the shutdown, (2) prepare and submit court filings and extension requests as needed during the shutdown, and (3)

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
							prepare for resumption of activities following the shutdown.
Chief Financial Officer	Alexandria, VA	1	3	USPTO	OCFO		Perform POC role for Shutdown activities and provide Oversight of excepted functions. Task supports excepted activities of the OCFO
Budget Analyst	Alexandria, VA	1	3	USPTO	OCFO		Analyze budgetary accounts, amounts, fees, and spending. Task supports excepted activities of the OCFO that support mission related excepted functions. Task supports excepted activities of the OCFO that support mission related excepted functions.
Budget Analyst	Alexandria, VA	1	3	USPTO	OCFO		Process budgetary transactions in financial system. Task supports excepted activities of the OCFO that support mission related excepted functions. Task supports excepted activities of the OCFO that support mission related excepted functions.
Contract Specialist	Alexandria, VA	1	3	USPTO	OCFO		Issue delivery/task orders; Modify actions. Perform Contracting Officer's Technical Representatives (COTR) duties, including entering and approving receivers. Task supports excepted activities of the OCFO that support mission related excepted functions.
Contract Specialist	Alexandria, VA	1	3	USPTO	OCFO		Issue delivery/task orders; Modify actions. Perform Contracting Officer's Technical Representatives (COTR) duties, including entering and approving receivers. Task supports excepted activities of the OCFO that support mission related excepted functions.
Financial Systems Analyst	Alexandria, VA	2	3	USPTO	OCFO		Maintain Systems Availability. Task supports excepted activities of the OCFO that support mission related excepted functions.
Accountant	Alexandria, VA	1	3	USPTO	OCFO		Financial Reporting, reconciliation, and maintain minimum requirements for FY 2014 records. Task supports excepted activities of the OCFO that support mission related excepted functions.
Accounting Technician	Alexandria, VA	1	3	USPTO	OCFO		Process Fees: Process incoming maintenance fees. Task supports excepted activities of the OCFO that support mission related excepted functions.
Accountant	Alexandria, VA	1	3	USPTO	OCFO		
Chief Policy Officer & Director Of International Affairs	Alexandria, VA	1	3	USPTO	OPIA		Monitor international activities related to IP protection and enforcement. Accept correspondence from other international IP agencies and support USPTO leadership on international issues.
Commissioner for Patents	Alexandria, VA	1	3	USPTO	Patent s		Protection of mission critical Intellectual Property and oversight - remain on-site for all foreign activity. Patent Office collects fees for services and has them appropriated back to USPTO through Congress.
Deputy Commissioner for Patent Operations	Alexandria, VA	1	3	USPTO	Patent s		
Deputy Commissioner for Patent Examination Policy	Alexandria, VA	1	3	USPTO	Patent s		
Deputy Commissioner for Patent Administration	Alexandria, VA	1	3	USPTO	Patent s		
Regional Manager - Detroit Satellite Office	Detroit, MI	1	3	USPTO	Patent s		
Senior Patent Attorney	Alexandria, VA	1	3	USPTO	Patent s		
Associate Commissioner for Patent Information Management	Alexandria, VA	1	3	USPTO	Patent s		
Assistant Deputy Commissioner - Chemical and Design	Alexandria, VA	1	3	USPTO	Patent s		
Assistant Deputy Commissioner -	Alexandria, VA	1	3	USPTO	Patent s		

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Mechanical							
Assistant Deputy Commissioner - Electrical I	Alexandria, VA	1	3	USPTO	Patent s		
Assistant Deputy Commissioner - Electrical II	Alexandria, VA	1	3	USPTO	Patent s		
IT Project Manager	Alexandria, VA	1	3	USPTO	Patent s		
Supervisory Information Technology Specialist	Alexandria, VA	1	3	USPTO	Patent s		
Supervisory Patent IT Program Manager	Alexandria, VA	1	3	USPTO	Patent s		
Commissioner for Trademarks	Alexandria, VA	1	3	USPTO	Trade marks		
Supervisory IT Specialist	Alexandria, VA	1	3	USPTO	Trade marks		Madrid System Support - Provides technical and IT support for system necessary to meet legal obligations to the public and International treaties.
IT Specialist	Alexandria, VA	1	3	USPTO	Trade marks		Trademark In-House Photocomposition Support TMOG - Provides technical and IT support for system necessary to meet legal obligations to the public and International treaties.
IT Specialist	Alexandria, VA	1	3	USPTO	Trade marks		TRAM System Support and TMOG - Provides technical and IT support for system necessary to meet legal obligations to the public and International treaties.
Supv. Attorney Advisor	Alexandria, VA	1	3	USPTO	Trade marks		Trademark Electronic Filing System - Provides technical and program management for system necessary to meet legal obligations to the public and International treaties.
Attorney Advisor	Alexandria, VA	1	3	USPTO	Trade marks		Madrid Protocol - Provides technical and program management for system necessary to meet legal obligations to the public and International treaties.
Supervisory TM Specialist	Alexandria, VA	1	3	USPTO	Trade marks		Madrid Protocol - Provides technical and program management for system necessary to meet legal obligations to the public and International treaties.
Chief Information Officer	Alexandria, VA	1	3	USPTO	OCIO		Perform POC role for Shutdown activities and provide Oversight of excepted functions. Task supports excepted activities of the agency and is necessary to meet legal obligations to the public and International treaties.
SUPVY ITSPEC (NETWORK)	Alexandria, VA	1	3	USPTO	OCIO		CIO Command Center (C3) - 24x7 Network and security operations center providing event/incident and response management.
ITSPEC (INFOSEC)	Alexandria, VA	1	3	USPTO	OCIO		CIO Command Center (C3) - 24x7 Network and security operations center providing event/incident and response management.
ITSPEC (INFOSEC)	Alexandria, VA	1	3	USPTO	OCIO		CIO Command Center (C3) - 24x7 Network and security operations center providing event/incident and response management.
ITSPEC (INFOSEC)	Alexandria, VA	1	3	USPTO	OCIO		CIO Command Center (C3) - 24x7 Network and security operations center providing event/incident and response management.
IT SPECIALIST	Alexandria, VA	1	3	USPTO	OCIO		PATENTS SDL - PDX/TDA - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
IT SPECIALIST	Alexandria, VA	1	3	USPTO	OCIO		PATENTS SDL - EFS Web - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		PATENTS SDL - Private PAIR - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		PATENTS SDL - PKI/True PASS/PALM - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC	Alexandria, VA	1	3	USPTO	OCIO		PATENTS SDL - IFW - Provides emergency response to systems

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
(SYSANALYSIS/APPSW)							necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		PATENTS SDL - EAI Hub/CDS/Patent Supervisor - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		PATENTS SDL - SCORE - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
SUPVY ITSPEC (SYSANALYSIS/APPS)	Alexandria, VA	1	3	USPTO	OCIO		TRADEMARKS SDL - Trademark Supervisor - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		TRADEMARKS SDL - TEAS/TEASi - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		TRADEMARKS SDL- TRAM - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		TRADEMARKS SDL - TDR/Databridge/TARR - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		TRADEMARKS SDL - TESS - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		TRADEMARKS SDL - Cropped Images (TCIM)/STIS - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		TRADEMARKS SDL - Madrid - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		CORPORATE SDL - RAM - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		CORPORATE SDL - Assignments - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		CORPORATE SDL - OEMS - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		CORPORATE SDL - TTABVue - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		CORPORATE SDL - WebTA - Time and Attendance tracking for emergency employees.
SUPERVISORY IT SPECIALIST	Alexandria, VA	1	3	USPTO	OCIO		Facilities - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
SUPVY ITSPEC	Alexandria, VA	1	3	USPTO	OCIO		Boyer/Data Loads - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
SUPVY ITSPEC	Alexandria, VA	1	3	USPTO	OCIO		Facilities - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
SUPVY IT SPEC(OS/SYSADMIN)	Alexandria, VA	1	3	USPTO	OCIO		Systems Support - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
SUPVY ITSPEC	Alexandria, VA	1	3	USPTO	OCIO		Server Admin - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
SUPVY ITSPEC	Alexandria, VA	1	3	USPTO	OCIO		Server Administration - Unix - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
COMPR SCNTST	Alexandria, VA	1	3	USPTO	OCIO		Middleware (EFS) - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (OS/SYSADMIN)	Alexandria, VA	1	3	USPTO	OCIO		Middleware (EFS) - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
ITSPEC (APPSW)	Alexandria, VA	1	3	USPTO	OCIO		Storage - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (OS/SYSADMIN)	Alexandria, VA	1	3	USPTO	OCIO		Storage - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (OS/SYSADMIN)	Alexandria, VA	1	3	USPTO	OCIO		Storage - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (DATAMGT)	Alexandria, VA	1	3	USPTO	OCIO		Database - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (DATAMGT)	Alexandria, VA	1	3	USPTO	OCIO		Database - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (DATAMGT)	Alexandria, VA	1	3	USPTO	OCIO		Database - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
SUPVY ITSPEC	Alexandria, VA	1	3	USPTO	OCIO		Server Administration- Microsoft - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (OS/SYSADMIN)	Alexandria, VA	1	3	USPTO	OCIO		Server Administration- Trademarks - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (OS/SYSADMIN)	Alexandria, VA	1	3	USPTO	OCIO		Server Administration- Microsoft - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (OS/SYSADMIN)	Alexandria, VA	1	3	USPTO	OCIO		Server Administration- Microsoft - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
COMPR ENGR	Alexandria, VA	1	3	USPTO	OCIO		RAM Network - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (NETWORK)	Alexandria, VA	1	3	USPTO	OCIO		Network - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
COMPR ENGR	Alexandria, VA	1	3	USPTO	OCIO		Network - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (NETWORK)	Alexandria, VA	1	3	USPTO	OCIO		Network/Telecomm - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
COMPR ENGR	Alexandria, VA	1	3	USPTO	OCIO		PKI - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (OS/SYSADMIN)	Alexandria, VA	1	3	USPTO	OCIO		Category B: (long-term closures) - Back-up/recovery - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (DATAMGT)	Alexandria, VA	1	3	USPTO	OCIO		Category B: (long-term closures) - BRS – TESS - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
SUPVY ITSPEC (CUSTSPT)	Alexandria, VA	1	3	USPTO	OCIO		Service Desk - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
SUPVY ITSPEC	Alexandria, VA	1	3	USPTO	OCIO		Service Desk - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (CUSTSPT)	Alexandria, VA	1	3	USPTO	OCIO		Exec Support/Blackberries - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (CUSTSPT)	Alexandria, VA	1	3	USPTO	OCIO		Service Desk - Hardware - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
ITSPEC (CUSTSPT)	Alexandria, VA	1	3	USPTO	OCIO		Service Desk - Hardware - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
SUPVY PROG MGR	Alexandria, VA	1	3	USPTO	OCIO		Web Services - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.
SUPVY ITSPEC(INET)	Alexandria, VA	1	3	USPTO	OCIO		Web Services - Provides emergency response to systems necessary to meet legal obligations to the public and International treaties.

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Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
	Total	106					

2.2.15.3 USPTO Excepted IT Requirements & Contracts

- Guard Services
- Mail Room
- Data Preparation and Validation Services
- Network Operations
- Trademarks eGov Systems Support
- Financial Systems Support
- PKI, Remote Access Support

Office of the Inspector General (OIG)

2.2.15.4 OIG Orderly Shutdown Needs

OIG will not require any non-excepted personnel to work more than half a day in order to conduct an orderly shutdown of the bureau, provided that the shutdown is less than 30 days.

2.2.15.5 OIG Excepted Positions

Key for justification of exceptions:

1 = Employees engaged in military, law enforcement, or direct provision of health care activities

2 = Finance by other than FY14 appropriations

3 = Necessary to protect the safety of human life or the protection of property

4 = Authorized by law

Position	Duty Station	# of Employees	Exception	Bureau	OU	Office	Narrative
Investigator	Phoenix, AZ	1	1	OIG	OI		Law Enforcement
Inspector General	Washington, DC	1	4	OIG	IG		PAS
IT Specialist	Washington, DC	1	3	OIG	CIO		Maintenance and protection of databases
	TOTAL	3					

2.2.15.6 OIG Excepted IT Requirements & Contracts

- Email
- File Shares
- Mobile Device (Blackberry, Smart Phones, Tablets)
- Desktops/ Laptops/ Microsoft Office
- Phones and Fax
- Printers
- Internet