

PRE-DECISIONAL // FOR DISCUSSION ONLY

United States Department of Commerce

**Plan for Orderly Shutdown
Due to Lapse of Congressional Appropriations**

September 25, 2015

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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.

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: 47,524
- Total number of employees to be excepted under the plan: 6374. This total number of employees is categorized as follows:
 1. They are engaged in military, law enforcement, or direct provision of health care activities: 136
 2. Their compensation is financed by a resource other than annual appropriations: 564
 3. Number of employees, not otherwise exempt, to be retained to protect life and property: 5247
 4. Number of employees otherwise authorized by law: 420

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 468 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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	COUNT	Category 4	Category 3	Category 2	Category 1	
OFFICE OF THE SECRETARY	821	3	61	1	0	
ECONOMIC DVLPMNT ADMINISTRATION	174	1	0	0	0	
BUREAU OF ECONOMIC ANALYSIS	469	0	5	0	0	
NAT OCEANIC & ATMOSPHERIC ADM	11,531	342	4797	235	0	
INTERNATIONAL TRADE ADMIN	1,425	3	12	0	0	
PATENT AND TRADEMARK OFFICE *	12,703	1	116	0	0	
NATL INST OF STND & TECH	3,375	19	222	70	0	
MINORITY BUSINESS DVLPMNT AG	56	0	0	0	0	
NAT TELECOMMUN & INFOR ADMIN	430	1	4	161	0	
NATIONAL TECH INFOR SERVICE	97	0	0	97	0	
BUREAU OF THE CENSUS	15,885	1	27	0	6	
OFF OF THE INSPECTOR GENERAL	163	0	2	0	0	
ECONOMICS AND STATISTICS ADM	32	0	0	0	0	
BUREAU OF INDUSTRY & SECURITY	363	49	1	0	130	
TOTALS	47,524	420	5247	564	136	6367

* The USPTO has sufficient funds from other than FY16 appropriations to continue full operations for at least 4 weeks. Therefore, all 12,703 employees of the USPTO will be excepted for at least 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 FY16 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 FY16 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

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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	Peyser	Kim	202-482-4311	202-714-3170	kpeyser@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.
- 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.

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- 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

Excepted Positions

Office of the Secretary

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

Position	Duty Station	# of Employees	Exception Category (Choose from Drop Down)	Bureau	OU	Narrative
Secretary	Washington, DC	1	4	OS		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	Washington, DC	1	3	OS		Assist Presidential Appointee in administration, coordination, and executive support of Emergency Functions.
Executive Assistant	Washington, DC	1	3	OS		Assist Presidential Appointee in administration, coordination, and executive support of Emergency Functions.
Deputy Secretary	Washington, DC	1	4	OS	DepSec	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	3	OS	DepSec	Assist Presidential Appointee in administration, coordination, and executive support of Emergency Functions.
Senior Advisor to the Deputy Secretary	Washington, DC	1	3	OS	DepSec	Assist Presidential Appointee in administration, coordination, and executive support of Emergency Functions.
Director, Office of Public Affairs	Washington, DC	1	3	OS	OPA	Assist Presidential Appointee in communication and coordination of executive support of Emergency Functions.
Acting Assistant Secretary for Legislative and Intergovernmental Affairs	Washington, DC	1	3	OS	OLIA	Assist all excepted Presidential Appointees in coordination with Congress and relevant Emergency Functions
TOTAL		8				

Orderly Shutdown Needs

Office of the Secretary

Position	Duty Station	# of Employees	Days Needed	Justification
Deputy Chief(s) of Staff, Office of the Secretary	Washington, DC	3	1	Brief Chief of Staff and Deputy Secretary on outstanding items. Coordinate with individual bureaus on any ongoing needs from the Office of the Secretary.
Director of Digital Engagement, Office of Public Affairs	Washington, DC	1	1	Get web message cleared. Work with OCIO on taking down websites.
Director, Office of Executive Secretariat	Washington, DC	1	1.5	Finish last briefing book with executable meetings. Compile and provide to chief of staff the list of bureau contacts. Make sure the last bills have been submitted for payment for obligations incurred prior to appropriations lapse.
Deputy Director, Office of Executive Secretariat	Washington, DC	1	1.5	Brief Secretary and/or chief of staff on how mail will be handled. Compile and provide to chief of staff a list of all items not cleared by start of shutdown.
Director, Office of Policy and Strategic Planning	Washington, DC	1	1	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 Scheduling and Advance	Washington, DC	1	1	Cancel all upcoming meetings and events on the Secretary's calendar and reach out to stakeholders. Pull down all travel.
Director, Office of Business Liaison	Washington, DC	1	1	Cancel all meetings with businesses.
TOTAL		10		

Excepted IT Requirements & Contracts

Office of the Secretary

List of Excepted IT Requirements & Contracts:
Email
File Shares
Mobile Device (iPhones, iPads)
Desktops/Laptops/Microsoft Office
Printers
Internet
Network
Phones and Fax
TSDN equipment and connectivity
TFIN equipment and connectivity
Secure Phone equipment and connectivity
Secure Fax equipment and connectivity

Excepted Positions

CFO/ASA

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

Position	Duty Station	# of Employees	Exception Category	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
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.
Chief of Staff to the CFO/ASA	Washington, DC	1	3	OS	OCFO		In support of PAS performing the duties and functions of the office, and overall management decisions and operations for the protection of life and property
Senior Procurement Executive	Washington, DC	1	3	OS	OCFO	OAM	
Deputy Director, Commerce Acquisition Solutions Division (CAS)	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.

Director of Human Resources and Chief Human Resource Officer	Washington, DC	1	3	OS	OCFO	OHRM	Primary POC for the DOC to administer the furlough and to assist DOC leadership in bringing employees back to work as emergency or essential functions are identified during the furlough. The role is to maintain the list of furloughed employees and coordinate with OSY and other support functions in returning employees to work as needed to sustain property and safety during the furlough period.
Director for Security	Washington, DC	1	3	OS	OCFO	OSY	Front Office - Security Leadership/Policy & ACOR
Deputy Director for Security	Washington, DC	1	3	OS	OCFO	OSY	
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 and field) - CORs, Guards/Access Control
Supervisory Security Specialist	Silver Spring, MD	1	3	OS	OCFO	OSY	Supervisory client security service division (HQ and field) - CORs, guards/Access Control
Security Specialist	Silver Spring, MD	1	3	OS	OCFO	OSY	Client Security Service Division (HQ and field) - CORs, Guards/Access Control
Supervisory Security Specialist	Suitland, MD	1	3	OS	OCFO	OSY	Supervisory client security service division (HQ and field) - CORs, guards/Access Control
Security Specialist	Suitland, MD	1	3	OS	OCFO	OSY	Client Security Service Division (HQ and field) - CORs, Guards/Access Control
Supervisory Security Specialist**	Jeffersonville, IN	1	3	OS	OCFO	OSY	Supervisory client security service division (HQ and 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 (HQ and 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)
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.
Director, Travel Management Division	Washington, DC	1	3	OS	OCFO	OFM	To enable emergency travel of excepted employee
Director, Office of Administrative Programs	Washington, DC	1	3	OS	OCFO	OAM	To enable emergency travel of excepted employee
Purchase Card Program Manager	Washington, DC	1	3	OS	OCFO	OAM	Required to support emergency activities
	TOTAL	37					

Orderly Shutdown Needs

CFO/ASA

Position	Duty Station	# of Employees	Days 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 and travel management assistance.
Director, Financial Management Systems, OFM	Gaithersburg, MD	1	1 day	To ensure orderly shutdown of financial management operations and systems.
Supervisory IT Manager, OFM	Gaithersburg, MD	1	1 day	To ensure orderly shutdown of financial management operations and systems.
DAS for Resource Management	Washington, DC	1	3 days	To ensure orderly shutdown of financial management operations and systems.
Human Resource Specialists	Washington, DC	5	2 days	To ensure orderly shutdown of human resource management operations and systems.
Human Resources Specialists	Washington, DC	2	5 days	To ensure orderly shutdown of human resource management operations and systems.
Management Analyst, OSY (Contracting Officer)	Washington, DC	1	0.5	To ensure orderly shutdown of OSY's contractual obligations.
Departmental Mail Manager	Washington, DC	1	2 days	mail letters to employees who do not come in on October 1
OS Mail Manager	Washington, DC	1	2 days	mail letters to employees who do not come in on October 1
TOTAL		14		

Excepted Positions

Office of the Chief Information Officer- Office of the Secretary

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

							Exception Category (Choose from Drop Down)
Position	Duty Station	# of Employees		Bureau	OU	Office	Narrative
Chief Information Officer	Washington, DC	1	3	OS	OS/OCIO		Executive Leadership for the Department's Information and Technology function, Enterprise Solutions and Operational infrastructure delivery, IT Operations for emergency functions, regulatory compliance and oversight, and advice and guidance to the Secretary
Deputy Chief Information Officer	Washington, DC	1	3	OS	OS/OCIO		Deputy CIO providing oversight for staff required to carry-out operations support for emergency functions and to assist the CIO and CISO in protecting and maintaining the IT Infrastructure and related technology functions for the Office of the Secretary, MBDA, EDA and ESA.
Chief Information Security Officer (CISO)	Washington, DC	1	3	OS	OS/OCIO		Executive Leadership for the Department's IT Security and Cyber related functions including mandated DHS and OMB computer security measures.

IT Specialist	Washington, DC	5	3	OS	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(3 FTE). National Security-SCIF, Computer Incident Response Team as mandated by DHS and OMB for response to possible computer security incidents(3 FTE).
TOTAL		8				

Orderly Shutdown Needs

Bureau Name

Office of the Chief Information Officer-Office of the Secretary

[Redacted]				
Position	Duty Station	# of Employees	Days Needed	Justification
None				
TOTAL		0		

Excepted IT Requirements & Contracts

Bureau Name

List of Excepted IT Requirements & Contracts:
Email
File Shares
Blackberry
Desktops/Laptops/Microsoft
Phones and Fax
Printers
Internet
Network

Excepted Positions

OGC

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

Position	Duty Station	# of Employees	Exception Category (Choose from Drop Down)	Bureau	OU	Office	Narrative
General Counsel (PAS)	Washington, DC	1	4	OS	OGC	OGC FO	Provision of legal advice to the Secretary/Bureaus on Emergency matters continuing in the Department
Deputy General Counsel	Washington, DC	1	3	OS	OGC	OGC FO	
Counsel	Washington, DC	1	3	OS	OGC	OGC FO	
Assistant General Counsel for Administration and Transactions	Washington, DC	1	3	OS	OGC	AGC/ADTRAX	Provision of legal advice to the Secretary/Bureaus on appropriations, ethics and contract issues arising in Emergency matters continuing in the Department
Assistant General Counsel for Litigation, Employment, and Oversight	Washington, DC	1	3	OS	OGC	AGC/LEO	Provision of legal advice to the Secretary/Bureaus on litigation and employment issues arising in Emergency matters continuing in the Department
Chief, General Law Division	Washington, DC	1	3	OS	OGC	AGC/ADTRAX	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/LEO	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/ADTRAX	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/ADTRAX	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 export controls 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 Contract Law	Washington, DC	1	2	OS	OGC	AGC/ADTRAX	Funded by First Net funds. Provision of legal advice to First Net in connection with procurement that will not be postponed during a shutdown.
TOTAL		14					

Notes:

Orderly Shutdown Needs

OGC

Position	Duty Station	# of Employees	Days Needed	Justification
Deputy Chief, Employment & Labor Law Division	Washington, DC	1	5 days	Closing of Litigation cases, filing of motions to stay
Chief, General Litigation Division	Washington, DC	1	3 days	
General Attorney, Employment & Labor Law Division	Washington, DC	1	3 days	
Asst. General Counsel for Legis. & Reg	Washington, DC	1	2 days	Closing of various files and legal matters
Chief Counsel for Legislation	Washington, DC	1	1 day	
Chief Counsel for Regulations	Washington, DC	1	1 day	
Chief Counsel for International Commerce	Washington, DC	1	1 day	
Chief Counsel for Trade Enforcement and Compliance	Washington, DC	1	2 days	Closing of Litigation cases, filing of motions to stay
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	
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
TOTAL		12		

Excepted IT Requirements & Contracts

OGC

List of Excepted IT Requirements & Contracts:
Email
File Shares
Mobile Devices
Desktops
Laptops
Microsoft Office Software
Office Phone
Fax Machines
Printers
Internet
Network
iPads
OGC DOCS (formerly EDMS) ¹

Notes:

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

bureau.

Excepted Positions

Bureau of Economic Analysis

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

Position	Duty Station	# of Employees	Exception Category (Choose from Drop Down)	Bureau	OU	Office	Narrative
Director, ES-0110, Washington, DC	Washington, DC	1	3	BEA	OD	Office of the Director	The Director will be available for overall management decisions and operations.
Chief Information Officer, ES-2210, Washington,	Washington, DC	1	3	BEA	OCIO	OCIO	Oversee and coordinate IT systems shutdown, then monitor with assigned IT staff.
IT Specialist, ZP-2210, Washington, DC*	Washington, DC	1	3	BEA	OCIO	Network Operations	Oversee and coordinate IT systems shutdown, then monitor with assigned IT staff.
Management Analyst, Physical Environment Group, ZA-0343, Washington, DC	Washington, DC	1	3	BEA	ASD	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, ZA-0301, Washington, DC	Washington, DC	1	3	BEA	ASD	Security	BEA's Senior Physical Security Officer will remain on-site to ensure the protection of property. He will also manage minimal mailroom operations as necessary to ensure the 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 become necessary or upon the resumption of activities.
TOTAL		5					

Orderly Shutdown Needs

Bureau of Economic Analysis

Position	Duty Station	# of Employees	Days Needed	Justification
Deputy Director, ES-0110, Washington, DC	Washington, DC	1	1	Overall management of shutdown implementation.
Chief Administrative Officer ES-0343, Washington, DC	Washington, DC	1	1	Primary coordinator of contingency plan and communication of details to internal staff and external users and customers, press etc.
Division Chief, Communications, ZA-0343, Washington, DC	Washington, DC	1	1	Communication to internal staff and external users, customers, press
Division Chief, Administrative Services, ZA-0343, Washington, DC	Washington, DC	1	1	Oversee and coordinate shutdown from Administrative perspective.
Lead, Workforce Services, ZA-0343, Washington, DC	Washington, DC	1	1	Time & Attendance Closeout
Management Analyst, Workforce Services, ZS-0344, Washington, DC	Washington, DC	1	1	Time & Attendance Closeout
Management Analyst, Workforce Services, ZA-0343, Washington, DC	Washington, DC	1	1	Time & Attendance Closeout
TOTAL		7		

Excepted IT Requirements & Contracts

Bureau of Economic Analysis

List of Excepted IT Requirements & Contracts:
Email
File Shares
Mobile Device (Smart Phones, Tablets)
Internet
Network
Desktops/Laptops/Microsoft Office
Phones and Fax
Printers

Excepted Positions

BUREAU OF INDUSTRY AND SECURITY

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

Position	Duty Station	# of Employees	Exception Category (Choose from Drop Down)	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
Assistant Secretary for Export Enforcement	Washington, DC	1	4	BIS			PAS
Deputy Assistant Secretary for Export Enforcement	Washington, DC	1	1	BIS			Supervise/coordinate enforcement activities
Director	Washington, DC	1	1	BIS			Approve/coordinate activities relevant to ongoing criminal investigations
Senior Criminal Investigator	Washington, DC	0	1	BIS			Conduct ongoing criminal investigations
Supvy Criminal Investigator	Washington, DC	8	1	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	New York	2	1	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	Boston, MA	2	1	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	Miami, FL	2	1	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	Chicago, IL	2	1	BIS			Manage/conduct ongoing criminal investigations

Supvy Criminal Investigator	Herndon, VA	2	1	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	Los Angeles, CA	2	1	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	San Jose, CA	2	1	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	Dallas, TX	2	1	BIS			Manage/conduct ongoing criminal investigations
Supvy Criminal Investigator	Houston, TX	1	1	BIS			Manage/conduct ongoing criminal investigations
Criminal Investigator	Washington, DC	11	1	BIS			Conduct ongoing criminal investigations
Criminal Investigator	New York	7	1	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Boston, MA	7	1	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Miami, FL	9	1	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Chicago, IL	8	1	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Minneapolis, MN	1	1	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Herndon, VA	6	1	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Cincinnati, OH	1	1	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Los Angeles, CA	7	1	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Phoenix, AZ	1	1	BIS			Conduct ongoing criminal investigations
Criminal Investigator	San Jose, CA	7	1	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Dallas, TX	4	1	BIS			Conduct ongoing criminal investigations
Criminal Investigator	Houston, TX	3	1	BIS			Conduct ongoing criminal investigations
Director, Office of Enforcement Analysis	Washington, DC	1	1	BIS			Supervise or conduct the critical support provided for processing license determinations for investigations

Supvy Export Compliance	Washington, DC	2	1	BIS		Supervise or conduct the critical support provided for processing license determinations for investigations
Supvy Export Compliance	Washington, DC	1	1	BIS		Supervise or conduct the critical support provided for processing license determinations for investigations
Supvy Criminal Investigator	Washington, DC	1	1	BIS		Manage/conduct ongoing criminal investigations
Criminal Investigator	Beijing, China	2	1	BIS		Conduct ongoing criminal investigations
Criminal Investigator	Hong Kong, China	1	1	BIS		Conduct ongoing criminal investigations
Criminal Investigator	New Delhi, India	1	1	BIS		Conduct ongoing criminal investigations
Criminal Investigator	Moscow, Russia	1	1	BIS		Conduct ongoing criminal investigations
Criminal Investigator	Singapore	1	1	BIS		Conduct ongoing criminal investigations
Criminal Investigator	Dubai, UAE	1	1	BIS		Conduct ongoing criminal investigations
Export Compliance Specialist	Washington, DC	8	1	BIS		Provide critical support in processing license determinations for investigations
Export Compliance Specialist	Washington, DC	10	1	BIS		Provide critical support in processing license determinations for investigations
Export Compliance Specialist	Houston, TX	1	1	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
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)
Microbiologist	Washington, DC	0	4	BIS			License emergency export applications (biological)
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 Administration	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		180					

Orderly Shutdown Needs

BUREAU OF INDUSTRY AND SECURITY

Position	Duty Station	# of Employees	Days Needed	Justification
None				
		TOTAL	#REF!	

Excepted IT Requirements & Contracts

BUREAU OF INDUSTRY AND SECURITY

List of Excepted IT Requirements & Contracts:
Email
Files Shares
BlackBerry
Internet
Desktops/Laptops/Microsoft Office
Phones and Faxes
Printers
Network

Excepted Positions 2015

U.S. Census Bureau

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

Position	Duty Station	# of Employees	Exception Category (Choose from Drop Down)	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 Emergency Management Official
Asst Division Chief, Facilities	Suitland, MD	1	3	ESA	Census	ACSD	Coordinate with GSA on facility Maintenance and Emergencies
Facilities Manager	Suitland, MD	1	3	ESA	Census	ACSD	Coordinate with GSA on facility Maintenance and Emergencies
Division Chief	Suitland, MD	1	3	ESA	Census	HRD	Oversees payroll processing, benefits processing, employee notices and other HR admin functions
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	Responsible for facility maintenance and responding to facility emergencies.
Section Chief	Suitland, MD	1	3	ESA	Census	LTSO	IT Service Desk Support for Virtual Desktop
IT Specialist	Suitland, MD	1	3	ESA	Census	LTSO	IT Service Desk Support for Desktops
IT Technical Security	Suitland, MD	4	3	ESA	Census	OIS	Monitoring of Security devices for indications of malicious or abnormal behavior consistent with the compromise of a system. Performance of incident Response as outline in NIST 800-61.
IT Technical Security	Suitland, MD	1	3	ESA	Census	OIS	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
IT Specialist	Suitland, MD	1	3	ESA	Census	TCO	Task Manager for telecom contractors
Branch Chief	Suitland, MD	1	3	ESA	Census	TCO	Infrastructure Services
IT Specialist	Suitland, MD	2	3	ESA	Census	ASD	Providing technical maintenance and support to Sharepoint system.
IT Specialist (Sys Admin)	Suitland, MD	1	3	ESA	Census	CSvD	Will manage ISSA/Ace System Administrator contractors
IT Specialist (Customer Support)	Suitland, MD	1	3	ESA	Census	CSvD	Will manage Bowie facility activities
IT Specialist	Suitland, MD	1	3	ESA	Census	CSvD	Technical and contractual oversight and guidance to the Decennial servers and storage processing infrastructure.
Survey Statistician	Suitland, MD	5	4	ESA	Census	ITMD	CBP will operate data collection & port facilities. Electronic export transactions are used to enforce export laws and regs and used for monitoring national security related activities. Keeping AES operational permits continued enforcement of export laws and regs consistent w carrying out law enforcement responsibilities.
Division Chief	Suitland, MD	1	4	ESA	Census	ITMD	CBP will operate data collection & port facilities. Electronic export transactions are used to enforce export laws and regs and used for monitoring national security related activities. Keeping AES operational permits continued enforcement of export laws and regs consistent w carrying out law enforcement responsibilities.

TOTAL **35**

Orderly Shutdown Needs 2015

U.S. Census Bureau

Position	Duty Station	# of Employees	Days Needed	Justification
Supervisory HR Specialist	Suitland, MD	2	3 days	Payroll and Benefits Processing
HR Specialist	Suitland, MD	1	3 days	Payroll Processing
HR Specialist	Suitland, MD	1	3 days	Prepare notifications for those who fail to show up in the office.
HR Assistant	Suitland, MD	2	2 Days	Prepare notifications for those who fail to show up in the office.
Secretary, HRD	Suitland, MD	1	2 Days	Prepare notifications for those who fail to show up in the office.
IT Specialist (INET)	Suitland, MD	1	3 days	IT support to payroll processing in particular webTA and NFC. Import of T&A data for FRs from if required.
IT Specialist (APPSW)	Suitland, MD	2	3 days	IT support to payroll processing in particular webTA and NFC. Import of T&A data for FRs from if required.
IT Specialist	Suitland, MD	1	3 days	HR IT Support for All 3 days IT support to payroll processing in particular webTA and NFC.
IT Specialist	Suitland, MD	1	3 days	IT Support for DAPPS payroll processing.
Asst Div Chief, ACQ	Suitland, MD	2	5 days	Perform all necessary emergency contract actions
Mail Branch Chief	Suitland, MD	1	3 days	Handles FedEx shipping of notification packages.
Warehouse Section Chief	Suitland, MD	1	3 days	Ensures commercial deliveries are rescheduled or terminated.
Property Branch Chief	Suitland, MD	1	3 days	Ensures accountability property is not in ship/receive status and is documented
Leasing Section Chief	Suitland, MD	1	3 days	Continues payment of leases and ongoing lease actions at local and state, governments
Travel Branch Chief	Suitland, MD	1	3 days	Coordinates/settles travel for employees in travel status
COOP Chief	Suitland, MD	1	3 days	Ensures efficient shutdown/establishment of building/business operations
Transportation Section Chief	Suitland, MD	1	3 days	Provide courier services as part of orderly shutdown.
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	1	3 days	Printing furlough notices and preparing packages to be sent to all FR and work-at-home employees
FR Rate Assistant	Indiana	1	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	2	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
Admin Tech/Clerk	Atlanta	2	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
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	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
IT Specialist	Atlanta	1	3 days	Provides IT support to staff who are in the office closing out payroll
Regional Director	Chicago	1	3 days	Responsible for checking RO building and property.
Administrative Technicians	Chicago	3	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
Coordinator	Chicago	1	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
Administrative Officer	Chicago	1	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.

Administrative Specialist	Chicago	2	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
IT Specialist	Chicago	1	3 days	Provides IT support to staff who are in the office closing out payroll
Regional Director	Denver	1	3 days	Responsible for checking RO building and property.
Administrative Officer	Denver	1	3 days	Ensures paper T&A forms are keyed in, verified, and corrected.
Administrative Technicians	Denver	6	3 days	Ensures paper T&A forms are keyed in, verified, and corrected.
Lead Administrative Technicians	Denver	2	3 days	Ensures paper T&A forms are keyed in, verified, and corrected.
Administrative Specialist	Denver	2	3 days	Ensures paper T&A forms are keyed in, verified, and corrected.
Clerk	Denver	1	3 days	Ensures paper T&A forms are keyed in, verified, and corrected.
Regional Director	LA	1	3 days	Responsible for checking RO building and property.
Supv. Survey Statistician	LA	1	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
Administrative Officer	LA	1	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
Administrative Specialist	LA	1	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
Regional Director	Philadelphia	1	3 days	Responsible for checking RO building and property.
Administrative Officer	Philadelphia	1	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
Administrative Specialist	Philadelphia	2	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
Administrative Technician/Clerk	Philadelphia	1	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
Office Automation Asst	Philadelphia	1	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
IT Specialist	Philadelphia	1	3 days	Provides IT support to staff who are in the office closing out payroll
Regional Director	NY	1	3 days	Responsible for checking RO building and property
Asst Regional Director	NY	1	3 days	Responsible for checking RO building and property.
Administrative Coordinator	NY	1	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
Administrative Specialist	NY	3	3 days	Ensures paper 308 T&A forms are keyed in, verified, and corrected.
IT Specialist	NY	1	3 days	Provides IT support to staff who are closing out payroll

TOTAL

89

Excepted IT Requirements & Contracts 2015

Bureau Name

List of Excepted IT Requirements & Contracts:
Email
File Shares
Wireless Devices
Internet
Desktops/Laptops/Microsoft Office
Phones and Fax
Printers
Network

Excepted Positions

Economic Development Administration (EDA)

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

Position	Duty Station	# of Employees	Exception Category (Choose from Drop Down)	Bureau	OU	Office	Narrative
Assistant Secretary for Economic Development	Washington, DC	1	4	EDA			EDA currently has one PAS employee, the Assistant Secretary for Economic Development, and does not need anyone on board for the protection of life or property. All EDA space is GSA-owned or leased.

Orderly Shutdown Needs

Economic Development Administration (EDA)

Position	Duty Station	# of Employees	Days Needed	Justification
Chief Financial Officer/Chief Administrative Officer	Washington, DC	1	1	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.

Excepted IT Requirements & Contracts

Economic Development Administration (EDA)

List of Excepted IT Requirements & Contracts:

None

Excepted IT Requirements & Contracts

ESA - Office of Under Secretary

List of Excepted IT Requirements & Contracts:

IPA for Office of Chief Economist (obligated FY '15 2-yr funds)

Orderly Shutdown Needs

ESA - Office of Under Secretary

Position	Duty Station	# of Employees	Days Needed	Justification
Acting Under Secretary for Economic Affairs	Washington, DC	1	Up to 1 day	As Chief Operating Officer for all ESA, ensure appropriate shutdown of operating units (OCE, Census, & BEA)
CFO & Director of Administration	Washington, DC	1	Up to 1 day	To ensure orderly shutdown of financial management operations and systems; time & attendance closeout.
TOTAL		2		

Excepted Positions

ESA - Office of Under Secretary

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

Position	Duty Station	# of Employees	Exception Category (Choose from Drop Down)	Bureau	OU	Office	Narrative
N/A							
	TOTAL	0					

Excepted Positions

International Trade Administration

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

Position	Duty Station	# of Employees	Exception Category (Choose from Drop Down)	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.
Assistant Secretary for Global Markets and Director General for the U.S. and Foreign Commercial Service	Washington DC	1	4	OS	ITA	GM	PAS
Assistant Secretary for Industry & Analysis	Washington DC	1	4	OS	ITA	I&A	PAS

Position	Duty Station	# of Employees	Exception Category (Choose from Drop Down)	Bureau	OU	Office	Narrative
Assistant Secretary for Enforcement and Compliance	Washington DC	1	4	OS	ITA	E&C	PAS
CIO	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.
Director of Network Operations	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.
Chief Information Security Officer	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.
Director of Foreign Service Human Capital	Washington, DC	1	3	OS	ITA	GM	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.
Export Control Officer	Singapore	1	3	OS	ITA	GM	Conduct on-going overseas pre-licensing and post-shipment checks to ensure compliance with U.S. national security.

Position	Duty Station	# of Employees	Exception Category (Choose from Drop Down)	Bureau	OU	Office	Narrative
Export Control Officer	Russia	1	3	OS	ITA	GM	Conduct on-going overseas pre-licensing and post-shipment checks to ensure compliance with U.S. national security.
Export Control Officer	India	1	3	OS	ITA	GM	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	GM	Conduct on-going overseas pre-licensing and post-shipment checks to ensure compliance with U.S. national security.
Import Policy Analysts	Washington, DC	2	3	OS	ITA	E&C	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.

* 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. This may include IT contractors.

Excepted Positions

MBDA

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

Exception Category							
Position	Duty Station	# of Employees	(Choose from Drop Down)	Bureau	OU	Office	Narrative
None (MBDA will not require any excepted positions during a shutdown)							
TOTAL		0					

Orderly Shutdown Needs

MBDA

Position	Duty Station	# of Employees	Days Needed	Justification
half a day in order to conduct an orderly shutdown of the bureau.				

NOAA Orderly Shutdown Needs

Office	Duty Station	# of Employees	Time Estimate	Bureau	Narrative
Office of the Chief Financial Officer		1	2 Days	NOAA	Ensure that a full back-up of CBS/DW was successful the last night of operations; then power down server.
Office of the Chief Financial Officer		1	2 Days	NOAA	Facilitate employee return from travel.
Office of Workforce Management Office		1	3-4 days	NOAA	Conduct Employee Relations/Labor Activities following orderly shutdown.
Office of the CIO and High Performance Computing and Communications		1	4-5 days	NOAA	Shutdown: personnel actions and general administrative functions.
NOAA Headquarters		1	1-3 days	NOAA	Legislative Affairs: To conduct orderly shutdown of operations.
NOAA Headquarters		1	1-3 days	NOAA	External and internal communications: To conduct orderly shutdown of operations.
NOAA Headquarters		2	1-3 day	NOAA	Orderly termination of administrative/personnel activities.
Office of General Counsel		4	4-5 days	NOAA	Active Litigation Pending - Provide legal service and guidance for all matters that may occur during orderly shutdown.
NOAA Environmental Satellite and Data Information Service		2	2 days	NOAA	Administrative activities to address personnel, contract and acquisition functions.
National Marine Fisheries Service		1	1-2 days	NOAA	Contract actions required to effect shutdown.
National Marine Fisheries Service		2	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		9	1 day	NOAA	Employees return from travel status.
National Marine Fisheries Service		2	1-2 days	NOAA	Protection of Federal Property: Including aquaria, experimental cultures, facilities, living marine resources (including endangered species), data, contingent emergency response, and minimal required contractor management.
National Marine Fisheries Service		1	1-2 days	NOAA	Place labs, samples, data, experiments/research, aquaria/animals, cultures, field studies and equipment in appropriate condition for shutdown and preparation for intermittent maintenance/inspection to safeguard and protect.

Office	Duty Station	# of Employees	Time Estimate	Bureau	Narrative
National Marine Fisheries Service		8	1-2	NOAA	Orderly shutdown to safeguard facilities and equipment.
National Marine Fisheries Service		6	3-5	NOAA	IT Support to prepare systems and equipment for shutdown.
Office of Marine and Aviation Operations		4	3 days	NOAA	Ferdinand Hassler: Ship Operations/Personnel at Sea (Wage Marine) necessary to return ship to homeport. Estimated 3 day transit required for returning to New Castle, NH.
Office of Marine and Aviation Operations		10	3 days	NOAA	Bell Shimada: Ship Operations/Personnel at Sea (Wage Marine and CAPS) necessary to return ship to homeport. Estimated 3 days transit required for returning to Newport, OR.
Office of Marine and Aviation Operations		10	7 days	NOAA	Reuben Lasker: Ship Operations/Personnel at Sea (Wage Marine and CAPS) necessary to return ship to homeport. Estimated 7 days transit required for returning to San Diego, CA.
Office of Marine and Aviation Operations		9	15 days	NOAA	Okeanos Explorer: Ship Operations/ Personnel (Wage Marine and CAPS). Time required to return to homeport in Davisville, RI is too lengthy. EX will inport on September 30 at MOC PI in Pearl Harbor, HI departing approximately October 5 for shipyard repairs on the West Coast commencing October 15.
Office of Marine and Aviation Operations		11	3 days	NOAA	Nancy Foster: Ship Operations/Personnel at Sea (Wage Marine and CAPS) necessary to return ship to homeport.
Office of Marine and Aviation Operations		18	3 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, VA.
Office of Marine and Aviation Operations		21	2 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		13	4 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, AK.
Office of Marine and Aviation Operations		15	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		23	5 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.
Office of Oceanic and Atmospheric Research		8	2-4 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
National Weather Service		2	1-2 days	NOAA	Ensure the continuity of operations and PMEF functions are initiated and emergency procurement is enabled if necessary.

Office	Duty Station	# of Employees	Time Estimate	Bureau	Narrative
National Ocean Service		10	1-2 days	NOAA	(NOS-wide) Up to 2 days of short term activities necessary to support an orderly shutdown of 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	197			

NOAA Excepted Positions

Office	Duty Station	# of Employees	Exception	Bureau	Narrative
Office of the Chief Administrative Officer		9	3	NOAA	Provide necessary levels of support for command and control and to conduct operations supporting NOAA excepted program activities.
Office of Oceanic and Atmospheric Research		14	2		Support for safe operations at NOAA-supported DOE sites.
Office of Oceanic and Atmospheric Research		2	3	NOAA	Support NWS life/safety activities using OAR products/tools.
Office of Oceanic and Atmospheric Research		4	3	NOAA	Maintain minimal level of leadership and support at the Line Office Headquarters level. 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		46	3	NOAA	Maintain minimal level of administration and leadership at the Laboratory level. To assist with orderly termination of NOAA functions, actions include personnel actions, manage procurement actions and modify or terminate contracts.
Office of Oceanic and Atmospheric Research		5	3	NOAA	Continued operation of PSD internal and field network connectivity and automated data ingest services: 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		3	3	NOAA	SAFETY AND 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. Four of these

Office	Duty Station	# of Employees	Exception	Bureau	Narrative
					remote sites are highly susceptible to vandalism and theft. They house expensive instrumentation and computers. Five of the six sites maintain gas chromatographs with electron capture devises (ECDs) that are critical to keep secure (for trace amounts of nuclear material regulated by the nuclear regulatory commission (NRC)). Further NOAA operates instrumentation for many national, international, private, and university partners at these sites and such instrumentation should be protested, as it is not the governments. In some cases the partners are paying NOAA to maintain their systems. Damage or loss at any of these facilities would seriously hamper our ability to continue the 40+ year largely unbroken records of the global atmosphere at these sites. Closing these sites could have potential international repercussions. During the last shutdown it was deemed essential to secure and protect the investment in these remotely operated government facilities and scientific equipment. One staff member at each site: Barrow, AK; Trinidad Head, CA; Tula, American Samoa; South Pole, Antarctica, Summit, and Greenland. In addition, this includes the Atlantic Oceanographic and Meteorological Lab, located in Miami, FL, and would be highly susceptible to vandalism and theft. The lab is a government-owned, sole-tenant facility without security contract and houses bio-hazard materials.
Office of Oceanic and Atmospheric Research		3	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		4	3	NOAA	Experimental High Resolution Rapid Refresh (HRRR) model runs are used extensively by WFO forecasters and the NCEP Severe Storm Prediction Center. These staff support the operation of the experimental HRRR model. The model is the now-range operational model used in decision-making for warnings of severe thunderstorms/tornadoes, affecting safety of life/property. Without the model, currently used in operations by forecasters issuing tornado/severe thunderstorm warnings, the efficacy of the warnings would be compromised increasing the imminent threat to the safety of human life and property in such an event.
Office of Oceanic and Atmospheric Research		4	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 (RAP) and high performance computing systems in support of PMEF DOC 2 -- weather forecast models. Maintain continuity of backup RAP model on the Jet supercomputer in case of NCEP operational system issues. This is necessary to 1) provide initial conditions every hour for the experimental HRRR model runs and 2) to give emergency backup debugging capability, should model run failures occur in the operational RAP at NCEP. These staff support the operation of the research models used successfully in warning and forecasting operations. The models are used in decision-making for warnings of severe thunderstorms/tornadoes as well as other weather scenarios (heavy rain, snow, etc.), affecting safety of life/property.

Office	Duty Station	# of Employees	Exception	Bureau	Narrative
					Without access to these models, currently used in operations by forecasters issuing tornado/severe thunderstorm warnings, the efficacy of the warnings would be compromised, increasing the imminent threat to the safety of human life and property in such an event.
Office of Oceanic and Atmospheric Research		3	2 days	NOAA	Federal IT computer staff required for planning and IT security requirements, and executing an orderly system shutdown. Facility operations for orderly shutdown and maintenance; verification that no critical data sets are lost and minimal functionality is maintained.
Office of Oceanic and Atmospheric Research		3	2 days	NOAA	Ensure data is being collected, quality controlled, and distributed to operations through the GTS, and that supporting IT systems are functioning at AOML for multiple 24/7 operations and systems such as Hurricane reconnaissance, inner core data, AMVER/SEAS System, Data Buoy data, Pirata, etc. for the continuous operations of oceanic and atmospheric measurement networks; the data from which are critical for safety of life/property as they provide the input data for operational weather modeling in hurricane warnings and forecasts. Without the data, the efficacy of the model output used in determining warning criteria (e.g., strength, path, landfall) would be compromised, resulting in inaccurate warnings and higher mortality rates.
Office of Oceanic and Atmospheric Research		4	2 days	NOAA	Ensure continuation of long term time series of essential ocean and atmospheric data. All of these observations are required to maintain the value of long-term data sets, and some have been maintained for more than 30 years.
Office of Oceanic and Atmospheric Research		5	2 days	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. The continued operation of the Coastwatch node is necessary to protect life/property as the data sets are used in the suite of data available to hurricane forecasters both nationally and internationally to determine strength, path, and landfall characteristics -- vital to the issuance of hurricane warnings for coastal residents (National Hurricane Center) and evacuation orders (US and international). Without access to the data, information access to warnings and forecasts would be directly impacted. In addition, the node is also used to process/transmit other data, including local wildfire issues. Therefore, this activity is required to protect the safety of human life and property.
Office of Oceanic and Atmospheric Research		5	2 days	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; the data from which are critical for safety of life/property as they provide the input data for operational weather modeling in hurricane warnings and forecasts. Without the data, the efficacy of the model output used in determining warning criteria (e.g., strength, path, landfall)

Office	Duty Station	# of Employees	Exception	Bureau	Narrative
					would be compromised, resulting in inaccurate warnings and higher mortality rates.
Office of Oceanic and Atmospheric Research		8	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. Without continuous monitoring and maintenance, the environment in the computer room will deteriorate and damage/destroy government equipment (i.e., data archive magnetic tapes). This includes 5 decades of GFDL research work that could be destroyed, including research which serves as the basis for national and international assessments on climate variability and change. These data and this research is the foundation for new weather and climate modeling. Therefore, these activities are required to protect property (both the data assets and data sets).
Office of Oceanic and Atmospheric Research		3	3	NOAA	Maintain long-term measurement networks for climate and atmospheric deposition.
Office of the CIO and High Performance Computing and Communications		3	3	NOAA	OCIO NOAA0300 - Messaging Operations Center (MOC) to support Google mail, calendar and telephone systems critical to supporting excepted activities under a shutdown. Also providing acquisition support for critical excepted services.
Office of the CIO and High Performance Computing and Communications		1	3	NOAA	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		1	3	NOAA	OCIO NOAA0200 - Network Operations Center (NOC) to support ongoing excepted/exempted operations 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.
Office of the CIO and High Performance Computing and Communications		3	3	NOAA	HCHB IT and Central OCIO Support for excepted activities critical to supporting excepted activities under a shutdown.

Office	Duty Station	# of Employees	Exception	Bureau	Narrative
Office of the CIO and High Performance Computing and Communications		1	3	NOAA	OCIO NOAA1200 CORPSERV LAN NOAA1200 LAN and IT Support for excepted activities critical to supporting excepted activities under a shutdown.
Office of the CIO and High Performance Computing and Communications		1	3	NOAA	OCIO NOAA0500 - R&D High-Performance Computer System critical to supporting excepted activities under a shutdown. (ARCHIVE ONLY to continue archiving and prevent loss or compromise of critical data)
Office of the CIO and High Performance Computing and Communications		5	3	NOAA	Network Field Operations -- Norfolk, VA, Kansas City, MO, Boulder, CO, Seattle, Wa, and 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		9	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		1	3	NOAA	Assist Presidential Appointee in administration, coordination, and executive support of emergency functions & operations.
Office of General Counsel		3	3	NOAA	General Counsel - Legal Advisor to the National Weather Service.
NOAA Environmental Satellite and Data Information Service		274	3	NOAA	These activities support secure and efficient command and control of NOAA and 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. These 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

Office	Duty Station	# of Employees	Exception	Bureau	Narrative
					<p>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.</p> <p>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. Wallops/CDAS 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. Camp Springs/NCWPC provides critical imagery by operating NOAA controlled associated systems. 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. 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. Boulder provides space weather data collection and distribution to NWS for weather forecasting. 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. Asheville/NCEI provides secure collection and storage of climate data.</p>
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
Office of Acquisition and Grants		4	3	NOAA	Satellite Contracting Officer.
Office of Acquisition and Grants		4	3	NOAA	Information Technology Contracting Officer.
Office of Acquisition and Grants		4	3	NOAA	Weather Contracting Officer.
Office of Acquisition and Grants		3	3	NOAA	Weather Contracting Specialist.
Office of Acquisition and Grants		2	3	NOAA	High Performance Supercomputing (WCOSS) Contracting Officer.
Office of Acquisition and Grants		3	3	NOAA	Contracting Officers (to serve ship construction and other ongoing contracting).

Office	Duty Station	# of Employees	Exception	Bureau	Narrative
Office of Acquisition and Grants		2	3	NOAA	Purchase Card Contracting Officer.
Office of Acquisition and Grants		3	3	NOAA	Small Purchase Contracting Officer.
Office of Acquisition and Grants		5	3	NOAA	Facilities Contracting Officer.
Office of Acquisition and Grants		1	3	NOAA	Acquisition Systems Administration.
Office of Acquisition and Grants		4	3	NOAA	Cooperative Institutes Management.
Office of Acquisition and Grants		4	3	NOAA	Executive Oversight.
National Marine Fisheries Service		147	2	NOAA	Seafood Inspection Program is funded under unobligated multi-year or no-year funds.
National Marine Fisheries Service		29	2	NOAA	Other Reimbursables [All have been confirmed as fully funded under reimbursable agreements with continuing funding].
NMFS		86	3	NOAA	Law Enforcement Activities: Officers and others required to fulfill law enforcement activities to protect federal trust resources, including the protection of endangered species, critical habitat, and protected areas.
NMFS		102	3	NOAA	Fisheries Management Activities: Including quota monitoring and observer activities, regulatory actions to prevent overfishing, and minimal required contractor management.
NMFS		105	3	NOAA	Protection of Federal Property: Including aquaria, experimental cultures, facilities, living marine resources (including endangered species), data, contingent emergency response, and minimal required contractor management.
Office of Marine and Aviation Operations		340		NOAA	Commissioned Officers of the NOAA Corps (322) and U.S. Public Health Service (18) supporting activities to protect the safety of human life and property.
Office of Marine and Aviation Operations		4	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	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	Duty Station	# of Employees	Exception	Bureau	Narrative
Office of Marine and Aviation Operations		2	3	NOAA	IT employee at marine operations center to keep essential servers and email 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. Failure to support these systems could result in system breach or failure potentially compromising crew health and safety: communications/logistics/medivac support. One Excepted at MOCA and one Excepted at MOCP..
Office of Marine and Aviation Operations	Tampa, FL	37	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		6	3	NOAA	Engineering/Project Management Support: Port Engineers and Acquisition personnel are essential for COTR functions for Ronald Brown, Okeanos Explorer and Nancy Foster during ship repair periods. Delaying repairs would result in greater liability for NOAA for resulting delays in vessel delivery.
Office of Marine and Aviation Operations		3	3	NOAA	Human Resources support for excepted personnel - Three employees will be on intermittent status from OMAO's Commissioned Personnel Center to address issues associated with PMEF excepted personnel.
Office of Marine and Aviation Operations		6	3	NOAA	Facilities Management and Security - Marine Operations Center Atlantic (3), Pacific (2) and Ketchikan (1) 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 of dollars that must be secured and protected to avoid risk of damage or theft, and prevent their future use.
Office of Marine and Aviation Operations		194	3	NOAA	Facilities Management and Security - NOAA Ships 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 of dollars 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. Excepted staff and Excepted/ Intermittent staff by port as follows: Norfolk, VA (7/3 Excepted and 4 Intermittent), Charleston, SC (6/3 Excepted and 3 Intermittent), Seattle, WA (9/5 Excepted and 4 Intermittent), New Castle, NH (6/3 Excepted and 3 Intermittent), Pascagoula, MS (19/11 Excepted and 8 intermittent), Newport Naval Station, RI (5/3 Excepted and 2 Intermittent), Davisville, RI (1/1 Excepted/Intermittent), Honolulu, HI (18/9 Excepted and 9 Intermittent), Kodiak, AK (6/4 Excepted and 2 Intermittent), Ketchikan, AK (6/3 Exempt and 3 Intermittent), Newport, OR (14/6 Excepted and 8 Intermittent) and San Diego, CA (7/ 3 Exempt and 4 Intermittent). Included in these figures where available at that port are Intermittent Electronic Technicians/Electronic Engineer, Intermittent Port Engineer for each location

Office	Duty Station	# of Employees	Exception	Bureau	Narrative
					when available and Intermittent Stewards for each location to conduct fleet feeding. The number of Exempt security personnel for RB, TJ, FA, RA, FH, DY, HB, SH, PC, RL, NF, GU, EX, HA, SE and OR are included in the number of personnel needed for an orderly shutdown (ie ships needing time to transit to their homeport). In addition 88 Relief Pool personnel are shown as Intermittent as it is not possible to predict exactly how many and where relief personnel will be at shutdown. Only those Relief Pool personnel necessary for orderly shutdown, ship security or ship management will be placed in a work status.
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	2	NOAA	(NOS/ORR) Maintain minimal on-hand response activities that are essential for immediate response 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
National Ocean Service		8	2	NOAA	(NOS/NGS) Conduct critical geodetic positioning activities necessary to maintain public transportation safety --FAA and national airline safety depend on accurate geodetic positioning work. FAA Reimbursable (currently funded with carryover funds, are able to operate until funds expended. [Activities of these excepted personnel are fully funded under reimbursable funds that would continue during a lapse in appropriations.]
National Ocean Service		5	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. The CORS network is a multi-purpose cooperative endeavor involving government, academic, and private organizations. The sites are independently owned and operated. Each agency shares their data with NGS, and NGS in turn analyzes and distributes the data free of charge. As of August 2015, the CORS network contains over 1,900 stations, contributed by over 200 different organizations, and the network continues to expand. CORS is an operational system that must be maintained 24X7 to provide accurate positioning information to the public.
National Ocean Service		38	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

Office	Duty Station	# of Employees	Exception	Bureau	Narrative
					<p>will put these vessels at risk, and increase the imminent threat to property loss/damage. Studies have shown an over 50% reduction in groundings when real time data is available. Real time data also detects tsunamis and supports NWS Tsunami Warning Center's ability to issue warnings that protect human life. Real time data supports emergency response to oil spills, hurricanes and other extreme weather events that can threaten human life, property and the environment. Data includes real-time water levels, currents, winds and other oceanographic and meteorological measurements for major U.S. port and coastal areas. CO-OPS manages observing systems (including partnership Physical Oceanographic Real Time System program) to acquire measurements, perform data management (quality control, processing), and generate real time products that support safety of life and property navigation decisions, ORR emergency response efforts, and NWS storm surge and tsunami warnings. Includes 3 personnel to maintain minimally required IT Security capability to prevent cyber-attack of Center for Operational Oceanographic Products (COOPs) and Office of Coast Survey (OCS) data and products. The integrity of COOPs and OCS data must be protected as it supports safe marine transportation.</p>
National Ocean Service		25	3	NOAA	<p>(NOS OCS) Maintain safe navigation of ships in U.S. (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 U.S. waters, and prevent imminent threats of loss or damage to commercial shipping. The public and the marine transportation system depend on timely accurate charts for safety of life and property and the conduct of commerce. Without these up-to-date charts, navigational hazards cannot be identified which could result in a maritime disaster (groundings or strikes of uncharted underwater objects. As stated, this work focuses on dangers to navigation and supports Homeland Security operations.</p>
National Ocean Service		1	3	NOAA	<p>(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. Furthermore, we use this modeling infrastructure each day to identify areas at risk for Vibrio bacteria in the northern Gulf of Mexico in order to protect shell fisheries in that area. This is an operational forecast system, much like weather forecasting, that must continue in order to meet public demand and the safety of human health.</p>

Office	Duty Station	# of Employees	Exception	Bureau	Narrative
National Ocean Service		23	3	NOAA	(NOS/ONMS) Protection of live animal/living marine resources and property at national marine sanctuaries and visitor centers (GFNMS, FKNMS), mechanical support for operation of sanctuary enforcement patrols critical to public safety and protection (FKNMS). The Florida Keys sanctuary is near one of the most populated and heavily trafficked areas for a sanctuary; failure to support state partners who conduct ongoing enforcement and protection activity increases the threat to human safety and property (including marine resources). Up to 2 days for orderly shutdown of administrative activities (HQ), intermittent support for facility and vessel security visits where ONMS is primary tenant/facility owner to ensure that federal assets are secured. Two staff identified to provide emergency response for marine mammal stranding or other response event (HIHWNMS and HQ). Three staff needed for three days to unload equipment and small boats from NOAA vessel (i.e., orderly shutdown).
National Ocean Service		17	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 contains a powerful Nuclear Magnetic Resonance (NMR) Imager that requires onsite storage and usage of stable radio-isotopes. These facilities will require attention and maintenance through the duration of a shutdown if one occurs. NCCOS maintains five labs and two centers that conduct research and, in several cases, contain hazardous chemicals, highly dangerous equipment and live animals that will perish if not maintained. Specifically, there are 2 labs in Charleston, SC, 1 in Beaufort, NC, 1 lab in Oxford, MD; 1 lab in Katsitna Bay. NCCOS' Charleston lab is a Biohazard level 3, and requires 6 people to maintain safety including constant monitoring of complex equipment that requires constant flow-through of gas. Also present are microbiological agents, live animals that will perish if not attended. The remaining 4 labs require excepted personnel to protect microbial agents, live animals, and on-going experiments that require constant attention and safety monitoring: Oxford Lab (4); Beaufort Lab (5); Kasitsna Bay (2); and the second Charleston Lab (7). Failure to have excepted personnel present to conduct these activities increases the threat of significant injury to public health and loss of extremely sensitive equipment and property.
National Ocean Service		36	3	NOAA	(NOS-wide) Maintain minimal/essential IT and geospatial systems/network and management structure of sustain core PMEF activities.
National Weather Service		3399	3	NOAA	Providing the Nation with climate, water, weather forecasts and warnings to protect life and property. Includes all operational staff in the National Centers, WFOs, RFCs, WSOs, DCOs, CWSUs, Tsunami Warning Centers, and Regional Operations Centers required to perform excepted activities. These offices

Office	Duty Station	# of Employees	Exception	Bureau	Narrative
					operate on a 24x7 or 16x7 schedules to provide forecasts, warnings data and critical expertise. The staffs are comprised of Meteorologists, Hydrologists, Geophysicists, Meteorological Technicians, Electronic Technicians, and IT Specialists. Excepted employees also include employees overseeing NWS NEXRAD operations in the Radar Operations Center, as well as employees in the National Reconditioning Center and National Logistics Support Center providing logistical and technical expertise to NWS forecast operations.
National Weather Service		275	3	NOAA	Employees in intermittent or excepted status who provide critical functions in support of PMEF activities. Includes these types of activities: emergency maintenance/repair of operational systems, funds certification, and procurement requests.
	TOTAL	5385			

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)

Excepted Positions

National Telecommunications and Information Administration

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

**Highlight indicates detailee*

Position	Duty Station	# of Employees	Exception Category (Choose from Drop Down)	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)

Associate Administrator Public Safety Communications	Washington, DC	1	2	NTIA		OPSC	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	Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Supervisory Communications Program Specialist	Washington, DC	4	2	NTIA		OPSC	Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Telecom. Policy Specialist	Washington, DC	3	2	NTIA		OPSC	Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Grants Mgmt. Specialist	Washington, DC	1	2	NTIA		OPSC	Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Telcom. Policy Specialist	Washington, DC	1	2	NTIA		OPSC	Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Grants Management Specialist	Washington, DC	1	2	NTIA		OPSC	Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Telecomm. Policy Specialist	Washington, DC	1	2	NTIA		OPSC	Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.

Grants Mgmt. Specialist	Boulder, CO	3	2	NTIA		ITS	Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Telecom. Policy Specialist	Washington, DC	1	2	NTIA		OPCM	Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Admin, Specialist	Washington, DC	1	2	NTIA		OPCM	Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.
Secretray	Washington, DC	4	2	NTIA		OPSC	Funded through provisions of the Middle Class Tax Relief and Job Creation Act of 2012.

Orderly Shutdown Needs

NTIA

Position	Duty Station	# of Employees	Days Needed	Justification
CFO	Washington, DC	1	2 days	To ensure orderly shutdown of financial management operations and systems.
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
CIO	Washington, DC	1	2 days	To ensure orderly transition to shutdown mode for IT systems used by excepted employees.
TOTAL		4		

List of Excepted IT Requirements & Contracts:

Email

File Shares

Mobile Devices

Desktops/Laptops/Microsoft Office

Phones and Fax

Printers

Internet

Network

Remote Access (for exempted personnel)

Excepted Positions

NIST

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

Position	Duty Station	# of Employees	Exception Category (Choose from Drop Down)	Bureau	OU	Office	Narrative
Director, ES	Gaithersburg, MD	1	3	NIST	100 (DO)		Overall NIST 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-DCE5	Boulder, CO	1	3	NIST	131 (OB5M)		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	2	3	NIST	140 (QAAM - 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. Based on lessons learned, an additional 1102 is required to provide review and signature authority for required awards.
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 from 1 to 2. Funded by Baldrige Foundation monies via a Service Level Agreement between OISM and BPEP.
HR Director or Division Chief (201)	Gaithersburg, MD	1	3	NIST	170 (OHRM)		Provide advice in circumstances and ensure compliance with the law, regulation, and policy for unique personnel situations. (10 hours per week)
HR Specialist for ER/LR (201)	Gaithersburg, MD	1	3	NIST	170 (OHRM)		Ensure labor obligations are met for bargaining unit employees who are working during a shutdown (both NIST and NTIS have bargaining unit employees that are required to work during a shutdown). (10 hours per week)
Lead Payroll Technician (544)	Gaithersburg, MD	1	3	NIST	170 (OHRM)		Ensure that payroll processes are functional and data is accurate so that salary payments to excepted employees is correct.
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	181 (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	181 (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, Boulder, CO	Boulder, CO	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 if any 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 Spec-2210, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	184 (OISM)		Virtual Infrastructure, 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)		IT 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)		Web server and web proxy system administration.* 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.
Supv IT Spec-2210, Boulder, CO	Boulder, CO	1	3	NIST	184 (OISM)		Virtual Infrastructure, Storage Area Network, Central File Services Administrator (Gburg). 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	182 (OISM)		Telecommunications system administration - Gburg. This work is necessary to carry out other excepted activities.
Telecom Spec-0391, Boulder, CO	Boulder, CO	1	3	NIST	182 (OISM)		Telecommunications system administration - Boulder. This work is necessary to carry out other excepted activities.
Supv IT Spec-2210, Gaithersburg, MD	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.

Supv IT Spec-2210, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	182 (OISM)	Managed Desktop infrastructure administration (Windows). This work is necessary to carry out other excepted activities.
IT Spec-2210, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	182 (OISM)	Managed Desktop infrastructure administration (Macintosh). This work is necessary to carry out other excepted activities.
IT Spec-2210, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	182 (OISM)	Mobile Device management. This work is necessary to carry out other excepted activities.
IT Spec-2210, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	188 (OISM)	Application Administration for ECMO. This work is necessary to carry out other excepted activities.
Supv IT Spec-2210, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	184 (OISM)	System Administration for ECMO servers. This work is necessary to carry out other excepted activities.
IT Spec-2210, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	183 (OISM)	Database Administration for ECMO. This work is necessary to carry out other excepted activities.
IT Spec-2210, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	181 (OISM)	Monitoring CNST and ECMO computer networks for security threats and maintaining CNST and ECMO network security systems. This work is necessary to carry out other excepted activities.
IT Spec-2210, Gaithersburg, MD	Gaithersburg, MD	1	3	NIST	188 (OISM)	Active Directory. This work is necessary to carry out other excepted activities.
Police Chief Series: 1801	Gaithersburg, MD	1	3	NIST	190 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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.
Firefighter - Chief Series: 0081	Gaithersburg, MD	1	3	NIST	190 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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 (Electrical / High Voltage) Series: 4749	Gaithersburg, MD	1	3	NIST	190 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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 (OFFPM)	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.
Custodial Worker Supervisor Series: 3566	Gaithersburg, MD	1	3	NIST	190 (OFFPM)	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	2	3	NIST	190 (OFFPM)	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 (OFFPM)	Maintain Boulder building systems to ensure 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 (OFFPM)	Oversee operation of 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 (OFFPM)	Maintain Boulder building systems to ensure 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.
Engineering Technician Series: 0802	Boulder, CO	1	3	NIST	190 (OFFPM)	Needed 5 days per week, 8 hours per day to monitor and maintain critical life safety and building management systems for temperature control, air supply volumes and air cleanliness in laboratory and clean room areas as systems are predominantly electronically controlled and must be adjusted electronically to ensure proper set points and controls are maintained.
Utility Systems Repair Operator Series: 4742	Boulder, CO	1	3	NIST	190 (OFFPM)	Needed 5 days per week, 8 hours per day to operate boilers and other necessary equipment and utility systems to protect and prevent damage to government assets, incl. buildings, laboratory equipment and research materials. Maintain the Boulder building systems (mechanical, electrical, and plumbing) to prevent damage, failure or deterioration of NIST buildings, support systems and equipment. Perform daily servicing for specialty systems. Continually monitor systems and equipment; make necessary repairs; and respond to facility emergencies.
Project Manager Series: 0801	Boulder, CO	1	3	NIST	190 (OFFPM)	Minimal Government staff necessary to oversee ongoing Central Utility Plant (CUP) and related utility projects, and ongoing B1R construction projects, on both the Gaithersburg and Boulder sites. Temporary suspension of these projects during a shutdown would raise safety and facilities operation issues.
Architect Series: 0808	Boulder, CO	one	2	NIST	190 (OFFPM)	Minimal Government staff necessary to oversee approx 10 exterior construction projects, which will continue on the Gaithersburg and Boulder sites.
Mechanical Engineer (COTR) Series: 0830	Boulder, CO	2	3	NIST	190 (OFFPM)	Minimal Government staff necessary to oversee the ongoing B1R exterior construction projects at the Boulder site. Temporary suspension of these projects during a shutdown would raise safety and facilities operation issues.
Mechanical Engineer (COTR) Series: 0830	Boulder, CO	2	3	NIST	190 (OFFPM)	Minimal Government staff necessary to oversee ongoing CUP projects and related utility projects at the Boulder site. Temporary suspension of these projects during a shutdown would raise safety and facilities operation issues.
Planner/Estimator Series: WD 4701/08	Boulder, CO	2	3	NIST	190 (OFFPM)	Minimal Government staff necessary to oversee ongoing B1R exterior construction projects, CUP and related utility projects at the Boulder site. Temporary suspension of these projects during a shutdown would raise safety and facilities operation issues.
Construction Representative Series: 0809	Boulder, CO	2	3	NIST	190 (OFFPM)	Minimal Government staff necessary to oversee ongoing B1R exterior construction projects, CUP and related utility projects at the Boulder site. Temporary suspension of these projects during a shutdown would raise safety and facilities operation issues.
General Engineer (COTR) Series: 0801	Gaithersburg, MD	1	3	NIST	190 (OFFPM)	Minimal Government staff necessary to oversee ongoing exterior construction projects at the Gaithersburg site. Temporary suspension of these projects during a shutdown would raise safety and facilities operation issues.
Construction Representative Series: 0809	Gaithersburg, MD	1	3	NIST	190 (OFFPM)	Minimal Government staff necessary to oversee ongoing exterior construction projects at the Gaithersburg site. Temporary suspension of these projects during a shutdown would raise safety and facilities operation issues.
Mechanical Engineer (COTR) Series: 0830	Gaithersburg, MD	2	3	NIST	190 (OFFPM)	Minimal Government staff necessary to oversee the ongoing ESCO (energy services) contract at the Gaithersburg site. Temporary suspension of this project during a shutdown would raise safety and facilities operation issues.
Construction Grant Federal Program Officer Series: 0801	Gaithersburg, MD	one	2	NIST	190 (OFFPM)	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.
Supv Supply Management Specialist Series: 2003	Gaithersburg, MD	1	3	NIST	190 (OFFPM)	4 Hours Per Week (if necessary) To order and accept delivery of gases that are used to maintain critical research equipment that remain in operation otherwise equipment could be irreparably damaged (protecting critical government property).
Inventory Management Specialist Series: 2010	Gaithersburg, MD	1	3	NIST	190 (OFFPM)	4 Hours Per Week (if necessary) To order and accept delivery of gases that are used to maintain critical research equipment that remain in operation otherwise equipment could be irreparably damaged (protecting critical government property).
Supv Safety & Occupational Health Specialist Series: 0018	Boulder, CO	1	3	NIST	190 (OFFPM)	Provide OFFPM safety support, inspections, and coordination for limited contract work and site support on NIST Boulder site.
Supv General Engineer Series: 0801	Gaithersburg, MD	1	3	NIST	190 (OFFPM)	Provide OFFPM safety support, inspections, and coordination for limited contract work and site support on NIST Gaithersburg site.
Assistant Director for Facilities Management (Supervisory Executive Management Specialist) Series: 0301	Gaithersburg, MD	1	3	NIST	190 (OFFPM)	Responsible for the facility maintenance and operations of the NIST Gaithersburg and Boulder sites; oversight of the limited facility maintenance personnel on site; adjust staffing / call in additional staff as necessary to deal with unexpected events / emergencies; handle support services (such as providing bottle gases to maintain critical equipment). Provides additional support to CFMO on overall site management.
Boulder Site Manager Series: 0340	Boulder, CO	1	3	NIST	190 (OFFPM)	Provides local oversight/guidance of facilities and security operations at NIST Boulder site; coordinates closely with CFMO.

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 are required to be present in the building to monitor the plant during post orderly shutdown cooling of the reactor. After reactor shutdown and during post-shutdown cooling, Reactor Operations has to be present and available for maintenance and repairs to any equipment that has to be functional during the post reactor shutdown cooling period. Reactor Operations also sees to it that the Reactor remains operational and ready for startup during a prolonged (orderly) shutdown even after the post shutdown cooling period has been completed. 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 cryogenes. 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 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.
Research Engineer, 0801	Gaithersburg, MD	1	2	NIST	620 (CNST)	The CNST is a user facility in which the NanoFab provides access to nanotechnology tools in the CNST cleanroom. Some external users, typically from industry, have paid (in advance) for the full cost of using these nanofabrication tools, including the services of NanoFab staff members. As a result, using a minimal staff of two NanoFab process engineers, access can be provided for our full cost recovery external users without using any appropriated funds. Further, such industrial users would be greatly disadvantaged by a disruption of their access to both the NanoFab cleanroom and their own materials stored there during the fabrication process. Allowing them access with the support of two NanoFab process engineers will prevent a disruption to the external industrial users schedule, which would occur if they had to seek a new facility as well as arranging to get access to their existing materials and arrange for their transfer.
Materials Research Engineer, 0806	Gaithersburg, MD	1	2	NIST	620 (CNST)	The CNST is a user facility in which the NanoFab provides access to nanotechnology tools in the CNST cleanroom. Some external users, typically from industry, have paid (in advance) for the full cost of using these nanofabrication tools, including the services of NanoFab staff members. As a result, using a minimal staff of two NanoFab process engineers, access can be provided for our full cost recovery external users without using any appropriated funds. Further, such industrial users would be greatly disadvantaged by a disruption of their access to both the NanoFab cleanroom and their own materials stored there during the fabrication process. Allowing them access with the support of two NanoFab process engineers will prevent a disruption to the external industrial users schedule, which would occur if they had to seek a new facility as well as arranging to get access to their existing materials and arrange for their transfer.
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 cryogens 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 cryogens 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 (5), Phys Scientist-1301 (2), NIST Fellow-1321 (2), 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 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, Gburg (2)	Gaithersburg, MD	4	3	NIST	680 (PML)	4 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, CO Ft. Collins, CO Kauai, HI	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 damage to costly equipment.
Physicist, 1310, Gburg	Gaithersburg, MD	1	3	NIST	680 (PML)	Need to periodically check liquid helium-cooled neutron physics instrumentation systems during shutdown, about 4 hrs/at least twice a week; complete shutdown requires 2 weeks notice; anything less risks damage to costly equipment.
Chemist, 1320, Gburg Physicist, 1310, Gburg	Gaithersburg, MD	2	3	NIST	680 (PML)	At least 2 staff members (2 of the 3 at any one time) for emergency access in case of security system failure for multiple labs to assure source security and control.
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	Gaithersburg, MD	8	3	NIST	680 (PML)	8 staff members for about one hour per day. Need to periodically check ultra-high vacuum systems, including LN2-cooled apparatus, 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, Gburg (2)	Gaithersburg, MD	2	3	NIST	680 (PML)	1 staff member for about one hour per day. Need to periodically check cryogenic vacuum systems during shutdown, about 1 hr/day; complete shutdown requires 1 week; anything less risks damage to costly equipment. The vacuum systems would need to be maintained through the shutdown, with staff making daily checks of the cooling systems and pumps.
Physicist, 1310, Gburg	Gaithersburg, MD	1	3	NIST	680 (PML)	One staff member for 2 hours every three days. Needed to refill liquid helium in the wet fridge to protect measurement samples already in the wet fridge. This is needed to protect and preserve the quality and reliability of data to be obtained from these samples.
Physicist, 1310, Gburg	Gaithersburg, MD	1	3	NIST	680 (PML)	3 times per week, 2 hours per visit. The cost of taking our equipment in the event of a full shutdown is approximately 6 months operating equivalent and maintaining a standby condition is prudent. The time is needed to ensure effective and continuous operation of various pumps that maintain vacuum.
Physicist, 1310, Gburg	Gaithersburg, MD	1	3	NIST	680 (PML)	1 staff member for about 1 hour per day. The vacuum system for the NIST Synchrotron Radiation Facility (SURF III), the Nation's primary standard for extreme ultraviolet radiation, needs to continue operating during an outage. The status of the system can be remotely monitored assuming the network is functioning. In the event of an electrical, water, HVAC, or network outage, or of a vacuum system failure, a staff member would need to come into the facility to assess impact, protect property, and initiate a safe and orderly shutdown.
Physicist, 1310, Boulder (1) Chemist, 1320, Boulder (1) Mechanical Engineer, 0830, Bldr (1) Electronics Technician, 0856, Bldr (1) Electronics Technician, 0856, Boulder	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.]
	Boulder, CO	1	3	NIST	680 (PML)	1 staff member for about 4 hours per week. The helium liquefier system would need one day to be shut down completely. The mother dewar needs to be kept cold and would require 4 hours maintenance per week.
Computer Scientist -- ZP-1550-IV -- Gaithersburg (1)	Gaithersburg, MD	1	3	NIST	773 (ITL)	National Vulnerability Database (NVD) -- dependent on NIST e-mail & web servers being up & running
Information Technology Specialist -- ZP-2210-III -- Gaithersburg (1)	Gaithersburg, MD	1	3	NIST	773 (ITL)	National Vulnerability Database (NVD) -- dependent on NIST e-mail & web servers being up & running
Information Technology Specialist ZP-2210-V -- Rockville (1)	Rockville, MD	1	3	NIST	770 (ITL)	NCCoE is an off campus facility owned by the state but maintained and managed by NIST. Staffing required to assure ongoing oversight and security of property.
Executive Service-0340 (1), Gen Bus & Industry-1101 (4), Writing & Editing-1082 (3), Soc Sci-0101 (1), 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 (2), Secretarial-0318 (1)	Gaithersburg, MD	20	2	NIST	450 (BPEP)	All expenses of the Malcolm Baldrige National Quality Award and Baldrige Performance Excellence Program, including the salaries of all staff, are covered by fees generated from products and services and through annual gifts from the Baldrige Foundation. No annual appropriations are used to support the Program.
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	one	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 (8), Clerical-0303 (2), Genl Bus & Industry-1101 (1), Operations Res-1515 (1)	Gaithersburg, MD	14	2	NIST	601 (NVLAP)	The National Voluntary Laboratory Accreditation Program (NVLAP) establishes and operates 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 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, funds are always on hand to maintain NVLAP operations. The NVLAP budget for each fiscal year includes deferred income from those advance payments. That amount averages approximately \$250k, which covers NVLAP personnel costs for at least 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. Having NVLAP shut down at the transition point from one quarter to the next (including at the end of the fiscal year) would have a potential business impact on laboratories set to expire in that quarter. Laboratories that have completed the initial accreditation assessment and complete required actions during a lapse in funding would have the granting of their accreditation delayed. Any laboratories currently accredited would not be able to request changes to their scopes of accreditation.
Division Chief (PSCR) 0343	Boulder, CO	1	2	NIST	671 (PSCR) *	The NIST PSCR has been funded, along with FirstNet, from mandatory spectrum auction funds to perform research and testing in support of the nationwide deployment of a public safety LTE Network. The PSCR staff directly related to the FirstNet work will continue to operate and support FirstNet, which will also continue to operate, in preparation for the FirstNet \$7 billion procurement of a nationwide LTE system. The Division Chief will oversee the operations and work of the PSCR employees.
Administrative Officer (0341)	Boulder, CO	1	2	NIST	671 (PSCR) *	The NIST PSCR has been funded, along with FirstNet, from mandatory spectrum auction funds to perform research and testing in support of the nationwide deployment of a public safety LTE Network. The PSCR staff directly related to the FirstNet work will continue to operate and support FirstNet, which will also continue to operate, in preparation for the FirstNet \$7 billion procurement of a nationwide LTE system. The AO will work 1-2 hours per week to approve and execute needed bank card procurement requests necessary for the maintenance of the PSCR public safety test network.
Secretary (Purchase Card Holder) 0318	Boulder, CO	1	2	NIST	671 (PSCR) *	The NIST PSCR has been funded, along with FirstNet, from mandatory spectrum auction funds to perform research and testing in support of the nationwide deployment of a public safety LTE Network. The PSCR staff directly related to the FirstNet work will continue to operate and support FirstNet, which will also continue to operate, in preparation for the FirstNet \$7 billion procurement of a nationwide LTE system. The secretary will work 1-2 hours per week to purchase bankcard requests for the PSCR.
Electrical Engineer 0855	Boulder, CO	7	2	NIST	671 (PSCR) *	The NIST PSCR has been funded, along with FirstNet, from mandatory spectrum auction funds to perform research and testing in support of the nationwide deployment of a public safety LTE Network. The PSCR staff directly related to the FirstNet work will continue to operate and support FirstNet, which will also continue to operate, in preparation for the FirstNet \$7 billion procurement of a nationwide LTE system. The engineers will work full-time to perform testing and serve as technical experts for the FirstNet Authority in support of its nationwide deployment.
Computer Engineer 0854	Boulder, CO	1	2	NIST	671 (PSCR) *	The NIST PSCR has been funded, along with FirstNet, from mandatory spectrum auction funds to perform research and testing in support of the nationwide deployment of a public safety LTE Network. The PSCR staff directly related to the FirstNet work will continue to operate and support FirstNet, which will also continue to operate, in preparation for the FirstNet \$7 billion procurement of a nationwide LTE system. The computer engineer will work full-time to maintain the PSCR LTE network to be used to inform the FirstNet Authority.
IT Spec 2210	Boulder, CO	1	2	NIST	671 (PSCR) *	The NIST PSCR has been funded, along with FirstNet, from mandatory spectrum auction funds to perform research and testing in support of the nationwide deployment of a public safety LTE Network. The PSCR staff directly related to the FirstNet work will continue to operate and support FirstNet, which will also continue to operate, in preparation for the FirstNet \$7 billion procurement of a nationwide LTE system. The IT Specialist will work full-time to maintain the PSCR LTE network to be used to inform the FirstNet Authority.
Electronics Technician ZT-0856	Boulder, CO	1	2	NIST	671 (PSCR) *	The NIST PSCR has been funded, along with FirstNet, from mandatory spectrum auction funds to perform research and testing in support of the nationwide deployment of a public safety LTE Network. The PSCR staff directly related to the FirstNet work will continue to operate and support FirstNet, which will also continue to operate, in preparation for the FirstNet \$7 billion procurement of a nationwide LTE system. The Technician will work full-time to maintain the PSCR LTE network to be used to inform the FirstNet Authority.

*** Request for Exemption of Mandatory Public Safety Trust Fund R&D from Furlough in the Event of a Federal Government Shutdown**

Section 6303 of the Middle Class Tax Relief and Job Creation Act of 2012 provides for \$300M of non-appropriated auction funding from the Public Safety Trust Fund to NIST to perform R&D critical to Public Safety communications. Specifically, Title VI, Section 6303 calls upon NIST to

- Assist with the development of standards, technologies, and applications to advance wireless public safety communications.
- Document public safety's wireless communications technical requirements.
- Accelerate the development of the capability for communications between currently deployed public safety narrowband systems and the nationwide public safety broadband network
- Establish a research plan and direct research that addresses the wireless communications needs of public safety entities beyond what can be provided by the current generation of broadband technology.
- Accelerate the development of mission critical voice, including device-to-device "talkaround" capability over broadband networks, public safety prioritization, authentication capabilities, and standard application programming interfaces for the nationwide public safety broadband network, if necessary and practical.
- Accelerate the development of communications technology and equipment that can facilitate the eventual migration of public safety narrowband communications to the nationwide public safety broadband network
- Convene working groups of relevant government and commercial parties to achieve these requirements.

This work is performed by the Public Safety Communications Research division, part of the Communications Technology Laboratory, in Boulder Colorado.

Orderly Shutdown Needs

NIST

Position	Duty Station	# of Employees	Days Needed	Justification
Contracting Officer Series 1102 Gaithersburg, MD	Gaithersburg, MD	8	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). Represents an increase in two 1102 series employees based on lessons learned from 2013.
Contracting Officer Series 1102 Boulder, CO	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).
Grants Management Specialist (1109)	Gaithersburg, MD	8	1	To ensure that notification and communication is provided to all grant/agreement awardees. The need for 1109 staff is based on lessons learned from 2013.

3 Supervisory HR Specialists (201); 10 HR Specialists (201); Gaithersburg, MD	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 are required to be present in the building to perform an orderly shutdown of the reactor. This is followed by monitoring the plant during post shutdown cooling of the reactor. After reactor shutdown and during post-shutdown cooling, Reactor Operations has to be present and available for maintenance and repairs to any equipment that has to be functional during the post reactor shutdown cooling period. Reactor Operations also sees to it that the Reactor remains operational and ready for startup during a prolonged (orderly) shutdown even after the post shutdown cooling period has been completed. Employees will work in shifts.
Electronics Technician ZT 0856 III Gaithersburg, MD	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, Gburg (1) Chemist, 1320, Gburg (1) Electronics Technician, 0856, Gburg (1)	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, Gburg	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	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, Gburg	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, Gburg	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, Gburg (2)	Gaithersburg, MD	2	7	Need access to cryogenic systems to properly shutdown systems. Need to be able to monitor systems for about 1 hr/day for a week to complete a safe shutdown. This will avoid risk of permanent damage to costly instrumentation.
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.
Physicist, 1310, Gburg	Gaithersburg, MD	1	3	Access to the MBE laboratory needed to idle the sources. 1/2 day will be needed the first day. In addition on the first day, the same research must shutdown various lasers and their cooling systems. This also takes 1/2 day. Then for the MBE shutdown, another 1/2 day is needed about 3 days later, and 1 hour is needed 4 days later. This is to ensure proper controlled cool down of sources.
Physicist, 1310, Gburg	Gaithersburg, MD	1	1	Time needed to shutdown multiple wet and dry dilution refrigerators. Each shutdown takes 1/2 day.
Physicist, 1310, Gburg	Gaithersburg, MD	1	1	Putting the equipment in stable standby is outside our normal operating procedure and requires multiple checks to be done to protect the equipment.

Electronics Technician, 0856, Boulder	Boulder, CO	1	1	The helium liquifier system would need one day to be shut down completely. The mother dewer needs to be kept cold and would require 4 hours maintainance 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.
Computer Scientist, 1550, Gburg	Gaithersburg, MD	7	1	Several high performance computational laboratories within ITL-IAD will need to be shutdown physically, including several large storage arrays (and COOP mirrors) and computational systems (over 1000 operational cores).
IT Specialist, 2210, Gburg	Gaithersburg, MD	3	1	Several high performance computational laboratories within ITL-IAD will need to be shutdown physically, including several large storage arrays (and COOP mirrors) and computational systems (over 1000 operational cores).
Computer Engineer 0854	Boulder, CO	1	1	PSCR Staff will work the the PSCR CRADA Partners to gracefully shutdown the PSCR Public Safety LTE Test Network equipment
IT Spec 2210	Boulder, CO	1	1	PSCR Staff will work the the PSCR CRADA Partners to gracefully shutdown the PSCR Public Safety LTE Test Network equipment
Electronincs Technician ZT-0856	Boulder, CO	1	1	PSCR Staff will work the the PSCR CRADA Partners to gracefully shutdown the PSCR Public Safety LTE Test Network equipment
TOTAL		102		

Excepted IT Requirements & Contracts	
NIST	
List of Excepted IT Requirements & Contracts:	
Email	
File Shares	
Mobile Devices	
Desktops/Laptops/Microsoft Office	
Phones and Fax	
Printers	
Internet	
Network	
Virtual Infrastructure	
ECMO (service provided to DoC)	

Excepted Positions

National Technical Information Service (NTIS)

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

Position	Duty Station	# of Employees	Exception Category (Choose from Drop Down)	Bureau	OU	Office	Narrative
Director	Alexandria, VA	1	2	NTIS			Fee Based Operations
CFO	Alexandria, VA	1 (Currently Vacant)	2	NTIS			Fee Based Operations
Program Analyst	Alexandria, VA	7	2	NTIS			Fee Based Operations
Supervisory, IT SPEC	Alexandria, VA	5	2	NTIS			Fee Based Operations
Supervisory, IT SPEC (Deputy CIO)	Alexandria, VA	1 (Currently Vacant)	2	NTIS			Fee Based Operations
IT Specialist, INFOSEC	Alexandria, VA	4	2	NTIS			Fee Based Operations
IT Specialist, APPSW	Alexandria, VA	4	2	NTIS			Fee Based Operations
IT Specialist, INET	Alexandria, VA	2	2	NTIS			Fee Based Operations
IT Specialist, PLCYPLN	Alexandria, VA	2	2	NTIS			Fee Based Operations

IT Specialist, SYSADMIN	Alexandria, VA	4	2	NTIS			Fee Based Operations
IT Specialist, DATAMGT	Alexandria, VA	1	2	NTIS			Fee Based Operations
IT Specialist, CUSTSPT	Alexandria, VA	1	2	NTIS			Fee Based Operations
IT Specialist	Alexandria, VA	3	2	NTIS			Fee Based Operations
Budget Analyst	Alexandria, VA	5	2	NTIS			Fee Based Operations
Accounting Technician	Alexandria, VA	2	2	NTIS			Fee Based Operations
Accounting Officer	Alexandria, VA	1	2	NTIS			Fee Based Operations
Accountant	Alexandria, VA	6	2	NTIS			Fee Based Operations
Supervisory, Accountant	Alexandria, VA	1	2	NTIS			Fee Based Operations
General Business	Alexandria, VA	1	2	NTIS			Fee Based Operations
Supervisory, Business & Industry Specialist	Alexandria, VA	9	2	NTIS			Fee Based Operations
Business & Industry Specialist	Alexandria, VA	18	2	NTIS			Fee Based Operations
Management Analyst	Alexandria, VA	1	2	NTIS			Fee Based Operations
Technical Information Specialist	Alexandria, VA	5	2	NTIS			Fee Based Operations
Library Technician	Alexandria, VA	1	2	NTIS			Fee Based Operations
Customer Service Rep	Alexandria, VA	5	2	NTIS			Fee Based Operations
Customer Service	Alexandria, VA	2	2	NTIS			Fee Based Operations
Lead Business & Industry Specialist	Alexandria, VA	2	2	NTIS			Fee Based Operations
Electronic Document	Alexandria, VA	3	2	NTIS			Fee Based Operations

Support Services Specialist	Alexandria, VA	1	2	NTIS			Fee Based Operations
Lead Supply Technician	Alexandria, VA	1	2	NTIS			Fee Based Operations
Clerk	Alexandria, VA	1	2	NTIS			Fee Based Operations
Supervisory, Inventory Management	Alexandria, VA	1	2	NTIS			Fee Based Operations
Materials Handler	Alexandria, VA	1	2	NTIS			Fee Based Operations
Manager, Distribution Facility	Alexandria, VA	1	2	NTIS			Fee Based Operations
	Total	104					

Orderly Shutdown Needs

National Technical Information Service

[Redacted]				
Position	Duty Station	# of Employees	Days Needed	Justification
Not Applicable	Alexandria, VA	None	Not Applicable	Not Applicable
TOTAL		0		

Excepted IT Requirements & Contracts

National Technical Information Service

List of Excepted IT Requirements & Contracts:
Email
File Shares
Mobile Device (Blackberry, Smart Phones, Tablets)
Desktops/Laptops/Microsoft Office
Phones and Fax
Printers
Internet
Network

Excepted Positions

United States Patent and Trademark Office (USPTO)

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

Position	Duty Station	# of Employees	Exception Category	Bureau	OU	Office	Narrative
Under Secretary of Commerce for Intellectual Property and Director of the USPTO	Alexandria, VA	1	4	USPTO	OUS		Agency head - overall management over agency personnel and operations.
Deputy Under Secretary of Commerce for Intellectual Property and Deputy Director of the USPTO	Alexandria, VA	1	3	USPTO	OUS		Agency Deputy - overall management over agency personnel and operations.
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
Director of Human Resources	Alexandria, VA	1	3	USPTO	OCAO		Advises on human resource related matters to include union concerns, time and attendance matters, furlough procedures, etc.
Director of Administrative Services	Alexandria, VA	1	3	USPTO	OCAO		Advises on building operations, physical security, emergency preparedness, etc. matters
Program Analyst	Alexandria, VA	1	3	USPTO	OCAO		USPTO 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.

Position	Duty Station	# of Employees	Exception Category	Bureau	OU	Office	Narrative
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.
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 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

Position	Duty Station	# of Employees	Exception Category	Bureau	OU	Office	Narrative
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 for General Law	Alexandria, VA	1	3	USPTO	OGC		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 (Counsel for Fiscal/Appropriations)	Alexandria, VA	1	3	USPTO	OGC		Senior Level Advisor or other Counsel handling fiscal/appropriations - 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 interpretation of law related to shutdown of the USPTO and the continued protection of USPTO property, IP property, and employees - in particular, on fiscal/appropriations law and the permissible uses of USPTO funds during a shutdown. The office will also advise on the resumption of activities following the shutdown.
Deputy General Counsel/Solicitor	Alexandria, VA	1	3	USPTO	OGC		Deputy General Counsel/Solicitor - Office of the Solicitor - Advise on Government Shutdown in the event of a lapse in appropriations, the General Counsel's Office and 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 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.
Deputy Solicitor	Alexandria, VA	1	3	USPTO	OGC		Deputy Solicitor - Office of the Solicitor - Advise on Government Shutdown in the event of a lapse in appropriations, the General Counsel's Office and 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 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.

Position	Duty Station	# of Employees	Exception Category	Bureau	OU	Office	Narrative
Deputy General Counsel for Employment and Discipline	Alexandria, VA	1	3	USPTO	OGC		Deputy General Counsel for Enrollment and Discipline - Advise on the legal implications of a shutdown and continued protection of property. In the event of a lapse in appropriations, the General Counsel Office and the Office of Enrollment and Discipline will provide ongoing interpretations of law relating to a shutdown of the USPTO and the continued protection of IP property. Specifically, the applicable statute of limitations will be met for practitioner discipline cases. The office will also advise on the 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		
Accountant	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.
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.
Deputy Chief Policy Officer	Alexandria, VA	1	3	USPTO	OPIA		Sustain critical international relations by communicating with foreign governments, IP Offices and other international organizations. Support Administration international IP efforts that continue through lapse in appropriations, if any.

Position	Duty Station	# of Employees	Exception Category	Bureau	OU	Office	Narrative
Commissioner for Patents	Alexandria, VA	1	3	USPTO	Patents		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	Patents		
Deputy Commissioner for Patent Examination Policy	Alexandria, VA	1	3	USPTO	Patents		
Deputy Commissioner for Patent Administration	Alexandria, VA	1	3	USPTO	Patents		
Regional Director - Detroit Satellite Office	Detroit, MI	1	3	USPTO	Patents		
Regional Director - Silicon Valley Regional Office	San Jose, CA	1	3	USPTO	Patents		
Regional Director - Rocky Mountain Regional Office	Denver, CO	1	3	USPTO	Patents		
Senior Patent Attorney	Alexandria, VA	1	3	USPTO	Patents		
Associate Commissioner for Patent Information Management	Alexandria, VA	1	3	USPTO	Patents		
Assistant Deputy Commissioner for Patent Operations - Mechanical and Electrical I	Alexandria, VA	1	3	USPTO	Patents		
Assistant Deputy Commissioner for Patent Operations - Mechanical and Electrical II	Alexandria, VA	1	3	USPTO	Patents		
Assistant Deputy Commissioner for Patent Operations - Electrical and CRU	Alexandria, VA	1	3	USPTO	Patents		
Assistant Deputy Commissioner for Patent Operations - Chemical and Design	Alexandria, VA	1	3	USPTO	Patents		
Assistant Deputy Commissioner for Patent Operations - Electrical and TSS	Alexandria, VA	1	3	USPTO	Patents		
IT Project Manager	Alexandria, VA	1	3	USPTO	Patents		
Supervisory Information Technology Specialist	Alexandria, VA	1	3	USPTO	Patents		

Position	Duty Station	# of Employees	Exception Category	Bureau	OU	Office	Narrative
Supervisory Patent IT Program Manager	Alexandria, VA	1	3	USPTO	Patents		
Commissioner for Trademarks	Alexandria, VA	1	3	USPTO	Trademarks		
Deputy Commissioner for Trademark Examination Policy	Alexandria, VA	1	3	USPTO	Trademarks		Protection of mission critical Intellectual Property and oversight - remain on-site for all foreign activity.
Deputy Commissioner for Trademark Operations	Alexandria, VA	1	3	USPTO	Trademarks		
Supervisory IT Specialist	Alexandria, VA	1	3	USPTO	Trademarks		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	Trademarks		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	Trademarks		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	Trademarks		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	Trademarks		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	Trademarks		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	Trademarks		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.

Position	Duty Station	# of Employees	Exception Category	Bureau	OU	Office	Narrative
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 (SYSANALYSIS/APPSW)	Alexandria, VA	1	3	USPTO	OCIO		PATENTS SDL - IFW - 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 - 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.

Position	Duty Station	# of Employees	Exception Category	Bureau	OU	Office	Narrative
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.
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.

Position	Duty Station	# of Employees	Exception Category	Bureau	OU	Office	Narrative
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.

Position	Duty Station	# of Employees	Exception Category	Bureau	OU	Office	Narrative
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.
TOTAL		117			OCIO		

Orderly Shutdown Needs

United States Patent and Trademark Office (USPTO)

Position	Duty	Static # of Emplo	Days	Need Justification
Human Re: Alexandria		1	1.5 days	Assisting with shut down of staffing and recruitment operations (pl
Human Re: Alexandria		1	2 Full Days	Process Furlough NOA actions to NFC -- days must be sequential du
Human Re: Alexandria		1	2 Full Days	Process Furlough NOA actions to NFC -- Process notifications as nec
Human Re: Alexandria		1	1 days	Place notices on ED-Patents vacancy announcements , certify time
Human Re: Alexandria		1	2.5 days	Time & Attendance transmission for the week ending PP20
Human Re: Alexandria		1	1.5 days	Time & Attendance transmission & Suspense Resolution for the we
Admin Mgr: Alexandria		1	2 days	Cancel oral arguments, send out notices to counsel
Human Re: Alexandria		1	.5 days	Issue Broadcast Furlough Notice – Senior Management Oversight C
	TOTAL		8	

acing notices on open vacancy announcements, answering public questions, processing time and attendance rec
ie to pay process. Time may flex based upon errors
eded
and attendance, respond to inquiries, place an auto-reply on general email boxes and place an out of office voice
ek ending PP19 & the transmission of T&A's for PP20

HR Functions

cords, etc.).

email on ED-Patents 800 lines.

Excepted Positions

OIG

Key for justification of excepted positions:

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 (includes Presidentially appointed, Senate confirmed employees which should be specified in the narrative as PAS)

Position	Duty Station	# of Employees	Exception Category (Choose from Drop Down)	Bureau	OU	Office	Narrative
Acting Inspector General	Washington, DC	1	3	OIG	IG		Retained to protect life and property
IT Specialist	Washington, DC	1	3	OIG	CIO		Maintenance and protection of databases
TOTAL		2					

Orderly Shutdown Needs

OIG

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.

Position	Duty Station	# of Employees	Days Needed	Justification
	TOTAL	0		