The Office of the Secretary (OS) contingency plan is provided in accordance with the requirements of Office of Management Budget Circular A-11 Section 124. The OS contingency plan covers the offices included as part of the Immediate Office of the Secretary; the Assistant Secretaries for Fish and Wildlife and Parks, Lands and Minerals Management, Water and Science, and Policy, Management and Budget. Separate plans have been developed for the Assistant Secretary for Indian Affairs, the Office of the Special Trustee for American Indians, the Office of Insular Affairs, the Office of the Solicitor, and the Office of Inspector General.

In preparing the contingency plans, staffing needs were carefully reviewed. Presidentially appointed and Senate confirmed individuals will not be furloughed. Administrative support for these individuals has been kept at a minimal level to support essential mission functions and ongoing operations. A minimum level of staffing for excepted activities has been identified to protect life and property and these individuals will not be furloughed. This includes minimal numbers of staff to provide support for essential operations, including budget, finance, information technology, human resources, acquisition, and other administrative functions. Exempted personnel include those that are funded from non-lapsing sources of funds. The exempt employees include employees whose compensation is financed by other than annual appropriations including the Interior Business Center, Office of Natural Resources Revenue, Cobell Land Buy-Back Program for Tribal Nations, Central Utah Project, Office of Hearings and Appeals, and the Appraisal and Valuation Services Office. The numbers include:

- Total employees: 2,814
- Exempt Presidential appointees: 5
- Exempt employees in programs financed by other than annual appropriations: 313
- Excepted employees necessary to conduct law enforcement duties or protect life and property: 132
- Excepted employees on call to respond to natural disasters or other emergencies, or to provide contracting, facilities, budgeting, or other administrative support: 207
- The number of employees that are not included in the categories above and will be furloughed: 2,157