

SUMMARY  
 BUREAU OCEAN ENERGY MANAGEMENT (BOEM)  
 CONTINGENCY PLAN

Perform Major Operations – Between 45 – 50% of the Bureau employees would continue to report for full time duty. Non-appropriated funds would be used to cover the cost. The number of people required in various parts of the Bureau is listed in the following table:

BOEM FTE* Summary (as of December 8, 2011)		
Location	Total FTE On-Board	Funded** FTE
Executive Office	50	13
Herndon	125	38
Gulf Region	270	178
Pacific Region	27	11
Alaska Region	69	16
<b>TOTAL</b>	<b>541</b>	<b>256</b>

\*FTE- Full Time Employee

\*\* Employees funded through methods other than a lapsing appropriation and therefore not subject to furlough

The major on-going activities that would continue include documents in support of the 5-OCS Oil and Gas Leasing Program, 2012-2017, preparations for Central Gulf of Mexico Lease Sale 216/222, including the Supplemental Environmental Impact Statement (SEIS), review of exploration and development plans, and other major federal actions. BOEM would also continue to work on current renewable energy plans and projects. Routine and emergency activities would continue to be performed. These ongoing major activities will require support from the DOI Solicitor’s Office.

Bureau of Ocean Energy Management (BOEM),

Contingency Plan  
For Use in the Event of  
An Orderly Shutdown of the U.S. Government

The Bureau of Ocean Energy Management (BOEM) manages the energy and mineral resources on the Outer Continental Shelf. The main office for BOEM is in the Main Interior Building in Washington, DC, with technical and administrative support offices in Herndon, VA, and regional offices in New Orleans, LA (Gulf of Mexico Region), Camarillo, CA (Pacific Region), and Anchorage, AK (Alaska Region). The number of positions currently on board for the Bureau is 541.

BOEM is prepared for the orderly shutdown of the U.S. government in the event Congress fails to pass the necessary appropriations bill for it to operate. In the event of a shutdown, BOEM would continue to perform major operations and planning. This would allow the Bureau to continue to plan for future exploration and development of energy resources on the Outer Continental Shelf.

BOEM will continue to review exploration and development plans, perform specific geological reviews that support BSEE permitting decisions, and work on current renewable energy plans and projects. Environmental planning needed to prepare on-going National Environmental Policy Act compliance documents would continue. The operations and planning activities that continue would allow industry to function during a government shutdown. These ongoing major activities will require support from the Department of the Interior Solicitor's Office.

Activities that support major operations and planning. Two contracting officers will process material for essential contracting actions. Personnel associated with human resources will notify employees who are furloughed, secure personnel records, and call back personnel as needed during the shutdown and when the government shutdown ends. Computer and information technology personnel will maintain equipment and electronic data. The FTE associated with these activities are BSEE employees who provide service to BOEM.

Bureau of Ocean Energy Management (BOEM)  
Office Contingency Plan in the Event of Federal Government Shutdown  
Designation of Funded Programs/Activities

Essential Activity	Function	Justification for Essential Designation
Leasing and Plans	Offshore Leasing	To plan for future lease sales, execute leases from the Dec. 14 lease sale, review exploration and development plans, and conduct specific reviews that support BSEE permitting decisions.
Bid adequacy review	Resource evaluation	Review the bids received for the lease sale held on Dec. 14 to determine whether the leases can be issued.
Renewable Energy Plans and Projects	Offshore Renewable Energy Program	To work on current renewable energy plans and projects.
Environmental Management	Regional Offices	To determine environmental consequences of proposed actions, identify potential impacts, and make sound decisions.
Contract Services	BSEE Office of Administration	To manage contracts.
Personnel Functions	BSEE Office of Administration	To maintain personnel functions related to time and attendance, pay, and benefits.
Computer Operations	BSEE Office of Administration	To maintain equipment.
Personnel Notification	BSEE Office of Administration	To inform personnel of the shutdown, furlough status, and notice to return to work.
Building and Property Security	BSEE Office of Administration	To protect government assets.
Documents/Records/Files Security	BSEE Office of Administration	To protect government assets.

Basis for the plan:

1. These functions are needed to maintain security and communication within the Bureau and to ensure the safety of ongoing operations. BOEM will provide funding to BSEE personnel who provide these services to BOEM.
2. Number of full time employees in BOEM: 541
3. Number of employees needed during shutdown: 256
  - a. Employees who are engaged in military, law enforcement, or direct provision of health care activities: 0
  - b. Employees whose compensation is financed by a resource other than annual appropriations: 255
  - c. Employees who are considered essential but are not otherwise exempt: 0
4. Number of employees on furlough in the event of a shutdown: 285

December 15, 2011