

**Department of the Interior**  
**Office of the Secretary**  
**Contingency Plan for a Potential Lapse in Appropriations**

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, Insular Affairs, and Policy, Management and Budget; and the Central Utah Project Completion Act Project Office. 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 numbers include:

- Total Employees: 2,848
- Presidential appointees: 4 employees
- Employees in programs financed by other than annual appropriations: 412 employees
- Employees necessary to protect life and property: 148 employees
- The number of employees that are not included in the categories above and will be furloughed: 2,284

Of the 2,848 employees covered by the plan, 564 employees will be retained in exempt or excepted status.

The exempted employees include 412 employees whose compensation is financed by carryover from prior year appropriations, other than annual appropriations including outside customers of the Interior Business Center, employees in the Office of Hearings and Appeals that are continuing to work on probate, and employees in the Cobell Land Buy Back program. This includes 36 employees who would be retained within the Office of Natural Resources Revenue and funded through the use of carryover funding in order to continue to collect and disburse funds to Indians, states and other Federal agencies. A significant number of these employees are deemed essential for ongoing shutdown activities, human resources, budget, acquisition and

financial management, and security activities. If carryover funds are exhausted these employees would be needed to continue their work and would be excepted.

A total of 148 employees are excepted including employees are needed for ongoing law enforcement and security duties and an additional 238 employees are required to protect life and property in the Assistant Secretary – Indian Affairs and Interior Business Center employees conducting support services.