



**SEP 10 2013**

**MEMORANDUM FOR:** M. PATRICIA SMITH  
Solicitor of Labor

**FROM:**   
DAVID MICHAELS, PhD, MPH

**SUBJECT:** Contingency Plan for Suspension of Agency Operations  
after September 30, 2013

During a lapse in appropriations, OSHA will suspend all operations and its staff will be furloughed, except as described below. Upon the approval of this request, a member of my staff will notify the Assistant Secretary for Administration and Management of the names of the individuals performing the activities below. I anticipate the possibility of job rotation in some instances. If unforeseen circumstances arise, additional employees could be identified to work for the duration of the emergency.

OSHA is authorized to continue functions in advance of appropriations on matters "of emergencies involving the safety of human life or protection of property." We believe that OSHA employees involved in enforcing imminent danger situations under Section 13 of the Occupational Safety and Health Act, and those involved in responding to workplace fatalities and catastrophes, should be excepted from the suspension requirements. OSHA employees should be able to respond to safety and health complaints or other information when employees are potentially exposed to hazardous conditions that present a high risk of death or serious physical harm. In addition, we believe that a minimum number of OSHA employees necessary to provide essential support for these operations may, by necessary implication, be excepted. In this manner, OSHA can maintain a force permitting it to respond to emergency situations.

For these excepted activities, OSHA proposes to retain in duty status the following staff:

- **National Office:** Six members of the Executive Staff; four Senior Compliance Staff; two Engineers from the Office of Construction and Engineering; four Information Technology staff; the Agency Emergency Manager; and one Support Staff for the National Office Executive and Senior Compliance Staff.
  - **Executive Staff:** Assistant Secretary; Deputy Assistant Secretary (career); Deputy Assistant Secretary (non-career); Senior Policy Advisor, Chief of Staff, and Director, Administrative Programs. Executive staff will provide leadership and oversight of staff performing excepted activities and the

Director of Administrative Programs will perform administrative work related to performance of excepted activities. The Agency Emergency Manager will handle National emergency response issues, if necessary. A Special Assistant will provide administrative support to this group and the Senior Compliance Staff.

- **Senior Compliance Staff:** Directorate of Enforcement Programs (DEP) – DEP Director, DEP Deputy Director, and DEP, Health Enforcement Programs Director; Directorate of Construction (DOC) – DOC Director, DOC Office of Engineering Services, Supervisory Civil Engineer and Civil Engineer. The Senior Compliance Staff will provide key management and guidance for activities associated with excepted enforcement responsibilities and assist in tracking and processing open cases/citations to ensure statute of limitations dates do not lapse.
- **Information Technology (IT) Support Staff:** OSHA IT staff will ensure the operation of key information management systems to support enforcement staff performing excepted activities.
- **Regional Offices:** Regional Administrators for all ten regions; and an Assistant Regional Administrator for each of the following – Administrative Programs, Enforcement, and Federal State Operations or Technical Support; plus one support staff per Region.
- **Area Offices:** One Senior Safety Compliance Officer and one Senior Health Compliance Officer for each of the 92 field offices.
- **Salt Lake City Technical Center:** two Senior Chemists and two Industrial Hygienists from the Health Response Unit.

Additionally, certain situations falling within those excepted activities may arise which require the recall of additional staff to address particular emergencies.

Attachment

## NATIONAL OFFICE PERSONNEL EXEMPT FROM SHUTDOWN

POSITION TITLE	OFFICE
Assistant Secretary	Office of the Assistant Secretary
Deputy Assistant Secretary (Career)	Office of the Assistant Secretary
Deputy Assistant Secretary (Non-Career)	Office of the Assistant Secretary
Senior Policy Advisor	Office of the Assistant Secretary
Chief of Staff	Office of the Assistant Secretary
Director of Administrative Programs	Directorate of Administrative Programs
Emergency Program Manager	Directorate of Technical Support and Emergency Management
Special Assistant	Office of the Assistant Secretary
Supervisory Information Technology Specialist	Directorate of Administrative Programs
Lead Information Technology Specialist	Directorate of Administrative Programs
Information Technology Specialist	Directorate of Administrative Programs
Information Technology Specialist	Directorate of Administrative Programs
Director, Enforcement Programs	Directorate of Enforcement Programs
Deputy Director, Enforcement Programs	Directorate of Enforcement Programs
Director Health Enforcement Programs	Directorate of Enforcement Programs
Director of Construction	Directorate of Construction
Supervisory Civil Engineer	Directorate of Construction
Civil Engineer (Structural)	Directorate of Construction

**PERSONNEL OUTSIDE OF WASHINGTON, DC EXEMPT FROM SHUTDOWN**

POSITION TITLE	REGIONAL OFFICES
<p>Regional Administrator                      Assistant Regional Administrator (ARA)                      for Administration and Management                      ARA for Enforcement                      ARA for Technical Support                      Administrative Support</p>	<p>Boston Regional Office                      Boston Regional Office                      Boston Regional Office                      Boston Regional Office                      Boston Regional Office</p>
<p>Regional Administrator                      Assistant Regional Administrator (ARA)                      for Administration and Management                      ARA for Enforcement                      ARA for Technical Support                      Administrative Support</p>	<p>New York Regional Office                      New York Regional Office                      New York Regional Office                      New York Regional Office                      New York Regional Office</p>
<p>Regional Administrator                      Assistant Regional Administrator (ARA)                      for Administration and Management                      ARA for Enforcement                      ARA for Technical Support                      Administrative Support</p>	<p>Philadelphia Regional Office                      Philadelphia Regional Office                      Philadelphia Regional Office                      Philadelphia Regional Office                      Philadelphia Regional Office</p>
<p>Regional Administrator                      Assistant Regional Administrator (ARA)                      for Administration and Management                      ARA for Enforcement                      ARA for Technical Support                      Administrative Support</p>	<p>Atlanta Regional Office                      Atlanta Regional Office                      Atlanta Regional Office                      Atlanta Regional Office                      Atlanta Regional Office</p>
<p>Regional Administrator                      Assistant Regional Administrator (ARA)                      for Administration and Management                      ARA for Enforcement                      ARA for Technical Support                      Administrative Support</p>	<p>Chicago Regional Office                      Chicago Regional Office                      Chicago Regional Office                      Chicago Regional Office                      Chicago Regional Office</p>

<b>POSITION TITLE</b>	<b>REGIONAL OFFICES</b>
<b>Regional Administrator</b>	<b>Dallas Regional Office</b>
<b>Assistant Regional Administrator (ARA) for Administration and Management</b>	<b>Dallas Regional Office</b>
<b>ARA for Enforcement</b>	<b>Dallas Regional Office</b>
<b>ARA for Technical Support</b>	<b>Dallas Regional Office</b>
<b>Administrative Support</b>	<b>Dallas Regional Office</b>
<b>Regional Administrator</b>	<b>Kansas City Regional Office</b>
<b>Assistant Regional Administrator (ARA) for Administration and Management</b>	<b>Kansas City Regional Office</b>
<b>ARA for Enforcement</b>	<b>Kansas City Regional Office</b>
<b>ARA for Technical Support</b>	<b>Kansas City Regional Office</b>
<b>Administrative Support</b>	<b>Kansas City Regional Office</b>
<b>Regional Administrator</b>	<b>Denver Regional Office</b>
<b>Assistant Regional Administrator (ARA) for Administration and Management</b>	<b>Denver Regional Office</b>
<b>ARA for Enforcement</b>	<b>Denver Regional Office</b>
<b>ARA for Technical Support</b>	<b>Denver Regional Office</b>
<b>Administrative Support</b>	<b>Denver Regional Office</b>
<b>Regional Administrator</b>	<b>San Francisco Regional Office</b>
<b>Assistant Regional Administrator (ARA) for Administration and Management</b>	<b>San Francisco Regional Office</b>
<b>ARA for Enforcement</b>	<b>San Francisco Regional Office</b>
<b>ARA for Technical Support</b>	<b>San Francisco Regional Office</b>
<b>Administrative Support</b>	<b>San Francisco Regional Office</b>
<b>Regional Administrator</b>	<b>Seattle Regional Office</b>
<b>Assistant Regional Administrator (ARA) for Administration and Management</b>	<b>Seattle Regional Office</b>
<b>ARA for Enforcement</b>	<b>Seattle Regional Office</b>
<b>ARA for Technical Support</b>	<b>Seattle Regional Office</b>
<b>Administrative Support</b>	<b>Seattle Regional Office</b>

POSITION TITLE	AREA OFFICES
<p><b>One Senior Safety Compliance Officer and One Senior Health Compliance Officer for each Area Office</b></p>	<p><b>REGION I</b>            Andover            Braintree            Bridgeport            Concord            Hartford            Maine            Providence            Springfield</p>
<p><b>One Senior Safety Compliance Officer and One Senior Health Compliance Officer for each Area Office</b></p>	<p><b>REGION II</b>            Albany            Avenel            Buffalo            Hasbrouck Hts.            Long Island            Manhattan            Marlton</p>
<p><b>One Senior Safety Compliance Officer and One Senior Health Compliance Officer for each Area Office</b></p>	<p>Parsippany            Puerto Rico            Queens            Syracuse            Tarrytown</p>
<p><b>One Senior Safety Compliance Officer and One Senior Health Compliance Officer for each Area Office</b></p>	<p><b>REGION III</b>            Allentown            Baltimore            Charleston            Erie            Harrisburg            Philadelphia            Pittsburgh            Norfolk            Wilkes Barre            Wilmington</p>

POSITION TITLE	AREA OFFICES
<p><b>One Senior Safety Compliance Officer and One Senior Health Compliance Officer for each Area Office</b></p>	<p><b>REGION IV</b>  Atlanta East  Atlanta West  Birmingham  Ft. Lauderdale  Jackson  Jacksonville  Mobile  Nashville/Raleigh/Columbia  Savannah  Tampa</p>
<p><b>One Senior Safety Compliance Officer and One Senior Health Compliance Officer for each Area Office</b></p>	<p><b>REGION V</b>  Appleton  Aurora  Calumet City  Chicago North  Cincinnati  Cleveland  Columbus  Eau Claire  Fairview Hts.  Madison  Milwaukee  Peoria  Toledo</p>
<p><b>One Senior Safety Compliance Officer and One Senior Health Compliance Officer for each Area Office</b></p>	<p><b>REGION VI</b>  Austin  Baton Rouge  Corpus Christi  Dallas  El Paso  Fort Worth  Houston North  Houston South  Little Rock  Oklahoma City  San Antonio</p>

<b>POSITION TITLE</b>	<b>AREA OFFICES</b>
<b>One Senior Safety Compliance Officer and One Senior Health Compliance Officer for each Area Office</b>	<b>REGION VII</b>
	Des Moines
	Kansas City
	Omaha
	St. Louis
	Wichita
<b>One Senior Safety Compliance Officer and One Senior Health Compliance Officer for each Area Office</b>	<b>REGION VIII</b>
	Billings
	Bismarck
	Denver
	Englewood
<b>One Senior Safety Compliance Officer and One Senior Health Compliance Officer for each Area Office</b>	<b>REGION IX</b>
	Honolulu
	Las Vegas
	Oakland
	Phoenix
	San Diego
<b>One Senior Safety Compliance Officer and One Senior Health Compliance Officer for each Area Office</b>	<b>REGION X</b>
	Anchorage
	Bellevue
	Boise
	Portland

<b>POSITION TITLE</b>	<b>LOCATION</b>
Senior Chemist	Salt Lake Technical Center
Senior Chemist	Salt Lake Technical Center
Industrial Hygienist	Salt Lake Technical Center
Industrial Hygienist	Salt Lake Technical Center