

Table 1: NRC Pandemic Priority Functions

Pandemic Priority Functional Category	Pandemic Priority Function	Job Tasks (Hi-Level)	Personnel & Skills (3 to 5 positions deep)	Equipment, Services, & Infrastructure
<p>Incident Response (NRC Priority Mission Essential Function under COOP Plan)</p> <p>-For reactor and materials safety and safeguards including: security, materials control & accountability (MC&A) emergent risk- significant conditions, e.g., natural, engineered and man-made threats, incidents and emergencies</p> <p>Note: Most of the functions in this category can be implemented using NUREG-0728, "NRC Incident Response Plan"</p>	<p>Provide HOOs and HEROs coverage</p>	<p>-Maintain continuous staffing (24 hours, 7 days a week) and receive emergency and non-emergency notifications from NRC licensees, government agencies, and/or private entities</p> <p>-Notify designated headquarters and regional management decision makers</p> <p>-Notify other Federal departments/agencies, States, and if appropriate, licensees</p> <p>-Notify personnel on response teams of activation and request to support Headquarters Operations Center (HOC) activation</p>	<p>-Headquarters Operations Officers (HOOs)</p> <p>-Headquarters Emergency Response Officers (HEROs)</p>	<p>-Safe, secure, habitable & provisioned work place environment</p> <p>-Secure NRC voice, electronic data & mail communications with internal and external stakeholders from work locations</p> <p>-Physical and electronic access to agency records and software from work locations</p> <p>-Internet access, e-mail, phones, fax, and video teleconferencing (VTC)</p> <p>-Support: IT, system, admin</p> <p>-Response procedures and analysis software, e.g., Emergency Response Data System (ERDS)</p> <p>-Government Emergency Telecommunication Services (GETS)</p> <p>-Wireless Priority Service (WPS)</p>
	<p>Perform Headquarters and Regional event screening</p>	<p>-Obtain basic incident/event information</p> <p>-Determine if incident involves NRC or Agreement State licensee</p> <p>-Determine if additional information is needed to determine incident response mode</p> <p>-Confirm NRC is coordinating or supporting agency in accordance with National Response Plan</p> <p>-Determine preliminary response mode and inform HOO to add RA and ET member to bridge line</p> <p>-For fuel cycle facilities, ask HOO to get EPA on-scene coordinator on call</p>	<p>-HOOs</p> <p>-HQ and Regional Duty Officer</p> <p>-Regional Administrator (RA)</p> <p>-Headquarters ET member</p> <p>-As needed, specialists in: accident analysis, nuclear operations, risk assessment, criticality, health physics, chemical, fire protection, natural phenomena, threat assessment, MC&A, information security, licensing, resident inspector</p>	
	<p>As needed, establish HQ and Regional Incident Response teams</p>	<p>Implement staffing, roles, and responsibilities for:</p> <p>-Executive Team , Reactor Safety Team, Fuel Cycle Safety Team, Protective Measures Team, Safeguards Team (includes HHS and State contacts),</p> <p>-Liaison Team [Govt Liaison: Public Affairs Officer, OCA, STP, OIP, Federal, Regional State Liaison Officers (RSLO), and Regional State Agreements Officers (RSAO)]</p> <p>-Communicate with licensee on status of safety and security and assess their recommendations for protective actions</p> <p>-Advise State officials of the need for protective measures</p> <p>-Communicate and coordinate with Federal departments and agencies including DHS</p> <p>-Maintain communications with key stakeholders in Executive and Legislative Branches</p> <p>-Communicate with national, and local media as appropriate</p>	<p>-Commissioners</p> <p>-Members of HQ and Regional Incident Response Teams</p> <p>-Specialists: various technical disciplines, accident & risk assessment specialists, communications counterparts/liaison, licensing, and admin</p> <p>-Telecom and IT specialists and contractors</p> <p>-Resident inspector</p>	

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Incident Response (Cont'd)	International	<ul style="list-style-type: none"> -Support incident response to foreign incidents or accidents -Satisfy incident notification commitments under relevant international treaties, conventions and agreements -Facilitate critical products being imported 	<ul style="list-style-type: none"> -Foreign reactors assessment Team -Intl programs specialists -Telecom and IT specialists and contractors 	<ul style="list-style-type: none"> -Internet access, e-mail, phones, and fax
	Support JFO and/or NRC Site team	<ul style="list-style-type: none"> -Support DHS Joint Field Office (JFO) as coordinating or cooperating Agency in accordance with National Response Plan (NRP) and Nuclear/Radiological Incident Annex -Coordinate decision making and support with NRC and Agreement States, State, and local officials 	<ul style="list-style-type: none"> -NRC representatives at JFO and Homeland Security Operations Center (HSOC) and Interagency Incident Management Group (IIMG) -Telecom and IT specialists and contractors -Resident inspector 	<ul style="list-style-type: none"> -Safe, secure, habitable & provisioned work place environment -Secure voice, e-data / mail communication -Homeland Secure Data Network (HSDN)
	As needed, establish remote COOP	<ul style="list-style-type: none"> -Support COOP readiness through testing, and follow-up -Support alternate COOP site decision making and staffing, as appropriate -Support orderly activation, relocation, and restoration 	<ul style="list-style-type: none"> -Regional administrator -Designated response team members -Telecom and IT specialists and contractors -Regional telecom specialist -Regional info specialist -Seat Management Contractor 	<ul style="list-style-type: none"> -COOP Plan -Devolution of authority

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<p>Threat Assessment and Dissemination</p> <p>(NRC Priority Mission Essential Function under COOP Plan)</p> <p>-For safety and safeguards including:</p> <p>security, MC&A, emergent risk significant conditions, e.g., natural, engineered and man caused threats, events, and emergencies</p>	<p>Perform threat analysis</p>	<ul style="list-style-type: none"> -Assess threat to licensed facilities and materials -Identify appropriate counter measures -Coordinate with counterpart agencies -Advise licensees -Communicate with State and international partners as necessary 	<ul style="list-style-type: none"> -Empowered official/decision-maker -Cognizant division technical manager -Cognizant PM for Licensee -Nuclear engineer -Chemical engineer -Health physicist -Fire protection engineer -Electrical engineer -Threat analyst -Physical security specialist -MC&A specialist -Information security specialist -State programs specialist -Government programs specialist -International programs specialist -Infosec (NSIR) -Attorney -Telecom and IT specialists and contractors 	<ul style="list-style-type: none"> -Secret Internet Protocol Router Network (SIPRNET) -Homeland Secure Data Network (HSDN - to replace SIPRNET) -GETS -WPS -Joint Worldwide Intelligence Communications System (JWICS) -Operations Center Info Management System (OCIMS) -Headquarters Operations Center (HOC) -Regional Incident Response Centers (IRCs) -Event Notifications -ERDS

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Pandemic-related Communications - with: -NRC staff, -National, State, and Local Government Officials -International Community -Media -Public	Communicate with NRC staff	<ul style="list-style-type: none"> -Announce to the staff when the NRC Pandemic Preparedness Plan is enacted and terminated -Keep staff informed of status and changes -Communicate to all employees about work, absence, and leave status - draft information or messages for employees about work, absence, and leave status and etc. -HR work with OIS and ADM staff to post messages electronically and/or via 1-800-426-8096 or 1-888-415-3888 	<ul style="list-style-type: none"> -Commissioners -Pandemic Executive Team -HR specialists -IT support -Announcement program manager -Telecom and IT specialists and contractors -Regional telecom specialist -Regional info specialist 	<ul style="list-style-type: none"> -Inter/Intra-net access, e-mail, phones, and fax communications with staff (onsite and offsite) -LAN/WAN access -Federal Technology Service (FTS) and Washington Interagency Telecommunications System (WITS) -Emergency Communications System (ECS) -Teleconference Equip -Video Teleconference Equip (VTC)
	Communicate with Congress, Federal departments and agencies	<ul style="list-style-type: none"> -Maintain communication with Congress, Federal departments and agencies, including DHS, DOS, HHS, and OPM -Maintain awareness of Federal government activities 	<ul style="list-style-type: none"> -Commissioners -OCA -HR -International Programs specialist -Telecom and IT specialists and contractors -Regional telecom specialist -Regional info specialist 	<ul style="list-style-type: none"> -Internet access, e-mail, phones, and fax -LAN/WAN access -FTS/WITS -ECS -Teleconference Equip -Video Teleconference Equip (VTC) -GETS -WPS
	Communicate with State and Native American Tribal governments	<ul style="list-style-type: none"> -Maintain communication with State governments -Maintain awareness of State government activities with respect to pandemic condition -Communicate with Native American Tribal governments on pandemic-related actions 	<ul style="list-style-type: none"> -STP staff with support from Regional State Liaison Officers and Regional State Agreements Officers 	
	Communicate with local governments	<ul style="list-style-type: none"> -Maintain communication with local governments -Maintain awareness of local government activities with respect to pandemic condition 	Designated NRC POC with local government	
	Communicate to media and public about specific avian flu-related actions	<ul style="list-style-type: none"> -Provide support to the Commission in communicating to the media and public -Communicate with media and public on avian flu-related actions 	<ul style="list-style-type: none"> -Public Affairs specialist 	

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<p>Licensing to support critical infrastructure, safety, and security</p> <p>Note: (1) Some routine licensing work may be deferred, delayed or cancelled (2) Where applicable streamline review, concurrence, and issuance</p>	<p>Ensure safety while responding to licensee exemption, alternatives, and relief requests</p>	<ul style="list-style-type: none"> -Review and issue emergency TS amendment requests and exigent licensing requests -Provide interface with available licensee, region, and HQ staff to support completion of licensing action(s) -Perform risk analysis of the requested actions and assess their significance in terms of safety and security when applicable -Perform/coordinate technical review, as needed obtain electrical, mechanical, materials/code, reactor, systems, and risk support based upon topic -Use specific model TS/LCO/AOT items based on standard TS, including communication to licensee(s) – (provides benefit of reducing the potential level of effort associated with licensing actions, i.e., emergency amendments, exigent amendments, reliefs and exemptions) -Legal review -Issue press release -Expand policies/processes to include materials licensees, fuel facilities, and gaseous diffusion plants 	<ul style="list-style-type: none"> -Empowered cognizant manager/decision-maker/license reviewer -Cognizant project manager -Source data expert -Licensing assistant -Nuclear engineer -Chemical engineer -Health physicist -Fire protection engineer -Electrical engineer -Risk analyst -Threat analyst -Physical security specialist -MC&A specialist -Information security specialist -EP specialist -Attorney -State programs specialist -Government programs specialist -International programs specialist -Enforcement specialist -Public Affairs Officer 	<ul style="list-style-type: none"> -Physical and electronic access to agency records, analysis and database software from work locations -Phone links for agency business from home -Increased capacity for NRC toll-free long distance numbers -Internet access, e-mail, phones, and fax -LAN/WAN access -FTS/WITS -ECS -Teleconference Equip -Video Teleconference Equip (VTC) -GETS -WPS
	<p>Perform radiation safety officer functions</p>	<ul style="list-style-type: none"> -Technical review -Process review 		
	<p>Import/export licensing</p>	<ul style="list-style-type: none"> -Maintain core capabilities needed to issue high-priority import and export licenses -Maintain connectivity with key import/export stakeholders (vendors, shippers, USG personnel, foreign government personnel, etc.) -Ensure continuity of oversight of transportation of nuclear and/or radioactive material -Continue to support Customs and Border Protection (CBP) in the identification and disposition of materials identified during transport -Legal review 		
	<p>Respond to requests from Department of Navy in the interest of national defense</p>	<ul style="list-style-type: none"> -Perform services as requested in the interest of national defense 		

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Enforcement	Issue NOEDs or use other process for temporary relief of license conditions and TSs	<ul style="list-style-type: none"> -Perform/coordinate technical review, as needed obtain electrical, mechanical, materials/code, gaseous diffusion plant, reactor, systems, and risk support based upon topic -Process review, develop and implement a streamlined/ model NOED or other process to cover majority of these functions, invoked upon notification of emergency conditions, reduced levels of signature authority - resident or a Branch Chief in either Region or HQs -Legal review -Issue press release -Expand NOED policies/processes to include temporary relief of license conditions for materials licensees and fuel facilities 	<ul style="list-style-type: none"> -Empowered cognizant manager/decision-maker/license reviewer -Cognizant project manager -Source data expert -Licensing assistant -Nuclear engineer -Chemical engineer -Health physicist -Fire protection engineer -Electrical engineer -Risk analyst -Threat analyst -Physical security specialist -MC&A specialist -Information security specialist -EP specialist -Attorney -State programs specialist -Government programs specialist -International programs specialist -Enforcement specialist -Public Affairs Officer -Telecom and IT specialists and contractors -Regional telecom specialist -Regional info specialist 	<ul style="list-style-type: none"> -Physical and electronic access to agency records, analysis and database software from work locations -Phone links for agency business from home -Increase capacity for NRC toll-free long distance numbers -Internet access, e-mail, phones, and fax -LAN/WAN access -FTS/WITS -ECS -Teleconference Equip -Video Teleconference Equip (VTC) -GETS -WPS
	Impose added requirements to ensure safety and security	<ul style="list-style-type: none"> -Technical review -Process review -Legal review -Enforcement review -Issue orders -Issue press release 		
	Issue enforcement discretion for temporary exemptions from regulations	<ul style="list-style-type: none"> -Technical review -Legal review -Enforcement review -Issue press release -Define the process for "regulatory relief" 		

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<p>Inspection</p> <p>-Of risk-significant safety and security issues</p> <p>Note: Defer, delay, or modify inspection program, e.g., baseline inspections for reactor safety and security will be suspended, including force-on-force exercises</p>	<p>Evaluate/inspect emergent and/or imminent safety and security event</p>	<p>-Evaluate safety and security significance of incidents</p> <p>-Conduct incident investigations such as IITs, AITs, and SITs as necessary</p> <p>-Assess the adequacy of protective measures both onsite and offsite</p>	<p>-Empowered cognizant manager/decision-maker/inspector</p> <p>-Cognizant project manager</p> <p>-Resident inspector</p> <p>-Region-based inspector</p> <p>-Nuclear engineer</p> <p>-Chemical engineer</p> <p>-Health physicist</p> <p>-Fire protection engineer</p> <p>-Electrical engineer</p> <p>-Risk analyst</p> <p>-Threat analyst</p> <p>-Physical security specialist</p> <p>-MC&A specialist</p> <p>-Information security specialist</p> <p>-EP specialist</p> <p>-State programs specialist</p> <p>-Investigator</p> <p>-Project inspector</p> <p>-Public Affairs Officer</p> <p>-Telecom and IT specialists and contractors</p> <p>-Regional telecom specialist</p> <p>-Regional info specialist</p>	<p>-Safe, secure, reliable transportation to/from field locations</p> <p>-Safe, secure, habitable temporary office space and lodging</p> <p>-Secure NRC voice, electronic data and mail communications</p> <p>- Electronic access to agency records, analysis, and database software</p> <p>- Unfettered access to licensee facilities, personnel, and records</p> <p>-Phone links for agency business from home</p> <p>-Internet access, e-mail, phones, and fax</p> <p>-LAN/WAN access</p> <p>-FTS/WITS</p> <p>-ECS</p> <p>-Teleconference Equip</p> <p>-Video Teleconference Equip (VTC)</p> <p>-GETS</p> <p>-WPS</p>
	<p>Oversee licensed facilities and materials</p>	<p>-Ensure adequate resident inspector coverage at power reactors</p> <p>-Confirm operational safety of fixed facilities</p> <p>-Verify control of radioactive materials and very hazardous materials</p> <p>-Confirm transport and storage for radioactive materials for sources of concern</p> <p>-Streamline inspection to permit electronic contact to assure licensee exists and material is safely stored - could also use empowered non-inspector to perform these streamlined inspection functions</p> <p>-Periodically monitor guard force strength at reactor sites</p>		
	<p>Confirm licensee preparedness for and response to a pandemic</p>	<p>-Confirm that licensees are prepared to respond to a pandemic as necessary to protect public health and safety, promote the common defense and security, and protect the environment (analogous to oversight of strike preparations). This could include confirming that licensees have sufficient staffing levels in key positions to maintain safety and security of licensed facilities and materials during a pandemic.</p> <p>-Assess critical infrastructure needs in comparison with licensee's plans to maintain operational status</p>		

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Enterprise Support Functions	Administer vendor support	<u>Building operations:</u> -HOC clean-room access controls -maintain HQ building A/C, heat, lights, elevators, fire alarms, electric power equipment in operating condition. -project management to monitor contractor performance	-Building mgt. specialist -Contract specialist -Facilities mgt. specialist -Electrical engineer -Heat A/C technician -Cleaners -Electricians -Elevator repair technician -Food service handler -Cook -Plumber -Security guards -Computer software technicians -Computer hardware technicians -Human resources specialist -Medical doctor -Nurse -Employee assistance counselor -Environmental specialist -Refuse removal -General maintenance technician -Security specialist -Attorney (for new contracts) -IT specialists -Telecommunications specialists -Records management specialist -ADAMS Support Staff -Web support staff -Telecom and IT specialists and contractors -Regional telecom specialist -Regional info specialist	-Electric power -Clean water supply -LAN/WAN e-mail and ADAMS access, CITRIX dial-up, broadband, satellite -Physical access to contract records -Telecommunications: local and long distance phone service, cell phones, satellite -Natural gas for kitchen use -Kitchen appliances and cookingware -Computers (desk top or lap top) -Printers -Customer Support Center (CSC) -Network Operations Center (NOC) - OWFN and TWFN Data Centers -FTS and WITS Services -Telecom Service Center (TSC) -Telecom Management Center (TMC) -Document Processing Center -Internet access, e-mail, phones, and fax -LAN/WAN access -FTS/WITS -ECS -Teleconference Equip -Video Teleconference Equip (VTC) -GETS -WPS
		<u>Custodial:</u> - HOC clean-room access controls -maintain building work areas, bathrooms, eating areas, meeting rooms in a sanitary and clean condition. -project management to monitor contractor performance		
		<u>Award new contracts and administer existing contracts :</u> -review requirements/funding documents, issue solicitations (verbal or written), evaluate and award new contracts for critical support services. -administer existing critical support contracts including processing requests for modifications, and reviewing and certifying invoices for payment.		
		<u>Guard services:</u> -providing protective surveillance and response to potential and actual physical threats to NRC buildings, personnel and grounds. -project management to monitor contractor performance		
		<u>Computer systems:</u> -providing operations and maintenance support to critical NRC computer systems (e.g., LAN/WAN service, CSC, websites, data center, database administration) -project management to monitor contractor performance		
		<u>Telecommunications systems:</u> -Provide systems and support for diverse and redundant communications media for pandemic priority functions -Increase and maintain capability to allow 600 to 1000 simultaneous access to CITRIX and remote access to NRC Intranet and related software -Make available phone cards for long distance communication needs with licensees, regions, and others		
		<u>Food service:</u> -Making available clean meals for staff present at the NRC HQ complex. -Project management to monitor contractor performance		

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Enterprise Support Functions (Cont'd)	Administer vendor support (Cont)	<u>Records Management</u> : - Provide overall program responsibility and oversight for the protection of vital records to support performance of Pandemic Priority Functions under any potential and/or actual emergency.	Same as above	Same as above
		<u>Employee Assistance Program (EAP)</u> : -providing personal and financial counseling services to NRC staff as needed- project management to monitor contractor performance <u>EAP Tasks to include</u> : -crisis intervention, short term employee counseling, assessment, and ID of personal or job problems, referral to community resources, management consultation, coaching, follow-up counseling, progress monitoring, education and training on preventing and minimizing problems, critical incident stress debriefing, <u>Health Center tasks</u> : emergency diagnosis, occupational injury/illness, examination, preventive services		
		<u>Personnel support</u> : -process necessary security clearances for essential hires		
	Provide essential supplies, mail operation	-Inventory, purchase, receive, store, deliver supplies needed for sustaining operations during a pandemic. -Receive, screen, distribute, collect, and dispatch mail as needed and permitted by federal authorities. -Provide printing and reproduction services		
Provide parking/ transportation management	-Provide for management and allocation of parking in the NRC buildings according with agency established priorities. -Provide public transit media distribution depending on status of available transportation modes. -Provide local emergency transportation as needed	-Administrative specialist/assistants -Drivers -Multimedia specialists -Duplicating operator	-Computer access -Copiers/duplicators	
Support Federal Register for critical notices	-Provide editing and publishing support for critical federal register notices -Legal review -Streamline process	-Rules specialist -Attorney	-LAN/WAN access -Internet access	

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Enterprise Support Functions (Cont'd)	Perform HR services: absence, leave, work schedules and hours, employee and labor relations, benefits	<ul style="list-style-type: none"> -Advise Managers and employees about HR issues -Develop and implement options and solutions -Process and enter necessary actions -Administer leave program: sick leave, leaver transfer, excused absence -Administer benefits programs, including possible death benefits -legal review of personnel issues 	<ul style="list-style-type: none"> -HR specialists -LR specialists -Benefits specialists -Attorney -Telecom and IT specialists and contractors 	<ul style="list-style-type: none"> -Inter/intranet access, e-mail, phones, and fax communications with staff (on/offsite) and candidates -Physical and elec. access to agency records and software -FPPS -HRMS -Quickhire -LAN/WAN access -Telecom circuits to Department of Interior / National Business Center (DOI/NBC)
	Account for employees throughout pandemic	<ul style="list-style-type: none"> -Maintain up-to-date employee locator information -Verify availability and capability to work at office or alternate work site -Identify alternate means, as necessary, to return personnel on official travel to duty station 	<ul style="list-style-type: none"> -Each employee -First line supervisor -Travel specialists 	<ul style="list-style-type: none"> -Inter/intranet access, e-mail, phones, and fax communications with staff -LAN/WAN access -NRC homepage announcements
	Maintain necessary workforce by hiring new workers or retirees	<ul style="list-style-type: none"> -Help locate and communicate with candidates -Determine appointment eligibility -Coordinate with personnel security -Make offers and appointments -Bring people on board -Enter actions -Streamline process 	<ul style="list-style-type: none"> -HR specialists -Personnel security -Telecom and IT specialists and contractors 	<ul style="list-style-type: none"> -Inter/intranet access, e-mail, phones, and fax communications with staff (on/offsite) and candidates and candidates -Physical and electronic access to agency records and software -FPPS -HRMS -Quickhire -LAN/WAN access -Telecom Circuits to DOI/NRB
	Communicate to all employees about work, absence, and leave status	See Pandemic-related Communications Category	See Pandemic-related Communications Category	See Pandemic-related Communications Category

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Enterprise Support Functions (Cont'd)	Promote, establish and maintain clean work environment and worker interaction	<ul style="list-style-type: none"> -Promote and provide guidance for safe workplace interactions to minimize risk of exposure -Provide hygiene supplies -Provide training and how-to guides (e.g., posters, table top cards) for maintaining healthful interaction, cleanliness, and etiquette -Create and maintain a clean room environment for HOO/HEROs area and HOC (separate HVAC exists for HOO/HERO area?) 	<ul style="list-style-type: none"> -NRC physician -Health Center staff -HR specialists -Training specialists or contractors 	<ul style="list-style-type: none"> -Surgical masks or other masking devices -Posters and desk/table top reminders -Hand sanitizing gel
	Continue payroll function	<ul style="list-style-type: none"> -Staff help desk -Coordinate with Department of Interior / National Business Center (DOI/NBC) -Provide for time and labor reporting 	<ul style="list-style-type: none"> -Payroll specialists -Time and labor specialists -Telecom and IT specialists and contractors -Regional telecom specialist -Regional info specialist 	<ul style="list-style-type: none"> -Computers, printers, internet access, phones, fax, and IT support -Electronic access to HRMS, FPPS, Federal Financial System (FFS), and Secure Payment System (SPS) -Telecommunication Circuits to Department of Interior / National Business Center (DOI/NBC)
	Provide travel support	<ul style="list-style-type: none"> -Process travel orders and vouchers -Maintain help desk 	<ul style="list-style-type: none"> -Travel policy analyst -Travel authorizer -Funds certifier -Attorney -Payment specialist 	<ul style="list-style-type: none"> -Computers, printers, internet access, phones, fax, and IT support -Electronic access to Human Resource Management System (HRMS), Federal Personnel Payroll System (FPPS), Federal Financial System (FFS), and Secure Payment System (SPS) -Telecommunication Circuits to Department of Interior / National Business Center (DOI/NBC)
	Payments for all commercial vendors, contracts, and other agencies	<ul style="list-style-type: none"> -Process approved payment vouchers 	<ul style="list-style-type: none"> -Payment specialist -Certifying officer 	<ul style="list-style-type: none"> -Computers, printers, internet access, phones, fax, and IT support -Electronic access to HRMS, FPPS, FFS, and SPS systems -LAN/WAN access

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Enterprise Support Functions (Cont'd)	Assessment of financial resources (budget execution process)	-Monitor AFM spending levels -Issue allowances	-Chief, Funds Control Team, OCFO -Director, Division of Budget, Planning, & Analysis, OCFO -Chief, Central Allowance Team	-Computers, printers, internet access, phones, fax, and IT support