

Departmental Management

Contingency Plan for Agency Close Down Procedures

March 10, 2011

This plan assumes that some Agency activities will continue and are essential to protect life and property and are excepted from close down procedures, such as:

1. Security personnel and all necessary equipment costs to protect life and property, including the security of the Secretary of Agriculture.
2. Emergency and Natural Disasters Response (i.e., floods)
3. Protection of Federal lands, buildings, waterways, equipment and other property and investments owned by the United States when the suspension of such activities would cause an imminent threat to human life and property.
4. All contracts in support of cyber security and infrastructure operations to support key positions and essential personnel.
5. Protection of Research studies where lack of continuation measurements or maintenance would destroy or endanger validity of research findings. Includes green houses, growth chambers, etc.
6. Collection and Payment activities for previous legal obligations.
7. Excepted positions and support of excepted personnel as needed for close down procedures (see attachment 1)
8. Emergency and Defense Preparedness

This plan also addresses in Attachment 1 those employees that are necessary to lead and direct the continuation of activities identified as excepted from close down procedures.

This plan assumes that all funding for continuing operations beginning on the first day of an appropriations hiatus would come from the following sources:

1. Remaining discretionary prior year unobligated balances (carryover), within authorized apportionment, unless the debt ceiling is reached. (see attachment 2)
2. Remaining permanent appropriations balances including prior year unobligated balances (carryover) and current year collections within authorized apportionment unless debt ceiling is reached.

We have identified the estimated employment by category in the attached document entitled appendixtemplate.

We estimate that it will take the agency 7 days to complete orderly close down procedures.

The following plan addresses procedures for activities not excluded from close down procedures:

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Prior to Day 1, the following actions will be completed:

The Assistant Secretary for Administration (ASA) and Departmental Management (DM) Directors will identify those functions that need to be performed that are solely associated with an orderly interruption of normal activities. Such functions may include but are not limited to:

- Identifying measures to secure records, personal property, real property, and facilities that will be maintained and protected until appropriate disposition is accomplished.
- Drafting communication strategy for communicating with Agency employees.
- Drafting communication strategy for making contacts outside the Agency that is necessary to communicate our status.
- Identify all potential meetings, hearings and other previously arranged Agency business that may need to be cancelled.
- Identify all essential employees and ensure that employees have been identified consistently and fairly in compliance with applicable personnel regulations.
- Identify employees whose presence at work will be required to perform functions associated with the orderly cessation of program activities. This includes employee name, title and function the employee will perform.
- Identify what Chief Information Officer systems support is needed to maintain essential services and information technology infrastructure.
- Identify all employees in International travel status.
- Identify what instructions and procedures Human Resources Management will provide to employees for the close down period.
- Identify appropriate Department contacts for communications purposes and orderly close down of the agency.
- Initiate bargaining over furlough related topics.

First half of Day 1 (First Day funds are not available):

All employees will be directed to report to their supervisors to receive assignments of duties or other pertinent information for an orderly closedown. For those employees teleworking, "report" may be done by telephone.

Managers and supervisors will coordinate the following activities intended to terminate Agency's operations:

- Communicate close down instructions and procedures to all employees.
- Distribute furlough notices at headquarters and all field units to all employees who have not been determined to be necessary for the Agency's termination activities
- Contact any employees on leave and communicate that their leave is cancelled.
- Contact any employee in travel status and direct to return to duty station.
- Ensure all employees to be released complete timesheet entry and submit to approving official.
- Delay any employee transfer of station.

- Ensure all records; personal property and real property are secured.
- Cancel all meetings, hearings and previously arranged DM business.
- Validate existing communication strategy and employee contact information for future communication need.

There will be daily communications by the ASA's Office on the status of the close down procedures with the Department contacts previously identified.

The Director of Management Services will be responsible for:

- Providing instructions and procedures to managers and supervisors for all employees during the close down period. This will include provisions for call back of employees in the event it is determined they are needed to complete close down procedures.
- Providing specific instructions for employees to complete final time and attendance report.
- Ensuring individual furlough notices will be prepared, reviewed and approved.
- Ensure all employees timesheets are processed by the National Finance Center.
- Delay hiring of new employees.
- Coordinating with all contracting officers and contracting officer technical representatives to notify all contractors and vendors that work is suspended.

Second half of Day 1:

Managers and supervisors will coordinate the following activities intended to terminate Agency's operations:

- Document the status of cases and projects so that they can be resumed, transferred, or otherwise appropriately handled when DM's ultimate funding situation is determined.
- Prepare files for permanent storage, transfer to related agencies, or other disposition.
- Complete identification of employees whose presence at work will be required to perform functions associated with the orderly cessation of program activities. This includes:
 - Name of each employee required to continue closedown operations.
 - Title of each employee identified, and
 - The termination function that each identified employee is to perform.
- A finalized listing will be submitted through the Director of Management Services to ASA no later than the end of Day 2.
- Contracting Officers and contracting officer technical representatives will continue to contact all contractors and vendors to let them know work is suspended.

Day 2:

Only employees who were previously identified as required to perform functions necessary for orderly shutdown of program activities will report for work.

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Employees leading, directing and performing work identified as “excepted” from close down procedures on page 1, will continue to work

Employees will be directed to perform only those activities as enumerated earlier.

As each shutdown function is completed, each DM Director the Director of Management Services, of completion and identify those employees who were responsible for the task.

Each employee whose shutdown function is completed will be furloughed immediately and formally notified by their supervisor or appropriate Director if the supervisor is not available.

There will be daily communications by the ASA’s Office on the status of the close down procedures with the Department contacts previously identified.

Day 3 and until completion of close down procedures:

Only employees who were previously identified as required to perform functions necessary for orderly shutdown of program activities will report for work.

Employees leading, directing and performing work identified as “excepted” from close down procedures on page 1, will continue to work.

Employees will be directed to perform only those activities as enumerated earlier.

Employees completing close down functions, continue tasks as outlined under Day 2 for each succeeding day until the Chief determines the shutdown is complete.

There will be daily communications by the ASA’s Office on the status of the close down procedures.

Attachment 1

The closedown plan for Departmental Management covers the following offices:

- Assistant Secretary for Administration
- Assistant Secretary for Civil Rights
- Management Services
- Office of Chief Financial Officer
- Office of Human Resources Management
- Office of the Judicial Officer
- Office of Operations
- Office of Homeland Security and Emergency Coordination
- Office of Small and Disadvantaged Business Utilization
- Office of Procurement and Property Management
- Office of Budget and Program Analysis
- Office of the Chief Information Officer
- Office of the Executive Secretariat
- Office of Advocacy and Outreach
- Office of Administrative Law Judges

Category 1 – Activities for law enforcement, health and safety: (3 Federal Employees)

- A. Provide for radiation safety. (OHSEC)
Number of Employees: 1
- B. Provide Secretary with Executive Protection (OHSEC)
Number of Employees: 2 (Executive Protective Operations Special Agents)

Category 2 – Activities financed from available funds: (52 Federal Employees, 3 Contract Employees)

- A. Support from the Chief Financial Officer and the National Finance Center (OCFO)
Number of Employees: 47
Number of Contract Employees: 3
(135 employees on-call to support systems, run payroll and run payments)
- B. Administration of ongoing Contracts that cannot be shut down (MS)
Number of Employees: 5 (4 in DC, 1 in Fort Collins, Co.)

Category 3 – Activities to protect life and property, where the suspension of which would imminently threaten the safety of human life or the protection of property: (113 Federal Employees, 40 Contract Employees)

- A. Providing technical services supporting the Federal Crop Insurance Corporation Loss Adjustment Payment System and technical services supporting the FTS-2000 Billing System with GSA. The crop loss adjustment program is funded through insurance fees and the billing system through no-year and multi-year funds. (OCIO)

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Number of Employees: 65

- B. Providing personnel to produce back-up tapes for the GSA FTS-2000 Billing System, for maintenance of the Internet Access network and Telecommunications and Applications Services Center LAN during emergency operations, and in support of essential personnel not affected by absence of appropriations. (OCIO)
Number of Employees: Included under 3A
- C. Maintenance of emergency operations (OHSEC)
Number of Employees: 5 (4 Emergency Programs Division Watch Officers and 1 Program Manager with intelligence-JWICS-and SCIF access)
- D. Maintenance of the Forest Service Weather Information Management System to support fire management activities in the protection of property.(OCIO – Kansas City) Number of Employees: Included in 3A
- E. Providing continuity of government telecommunications for Government Emergency Preparedness and Telecommunications Service Priority circuits under Executive Order 12472. (OCIO)
Number of Employees: 1
- F. Maintenance of essential services by the OO Director’s Office for the Headquarters Complex. (OO)
Number of Employees: 17
Number of Contract Employees 24
- G. Ensuring the physical safety , protection of real property and other assets, providing maintenance critical to the protection of property, and support to the USDA General Officers (OO)
Number of Employees: Employees 3
Number of Contract Employees 14 (11 guards per shift, 3 technical contract employees for security systems)
- H. Provide USDA Headquarters mail service for essential personnel and x-ray operations (OO)
Number of Employees: Mail service will be shut down for 20 working days. Should the absence of appropriations extend beyond this period an assessment will be made on the need to bring in a skeletal crew for mailroom duty.
- I. Provide oversight of required procurement services for essential personnel throughout the Department (MS)
Number of Employees: 1
- J. Providing contracting officer services for essential activities throughout the Department (MS)
Number of Employees: 1
- K. Provide human resources policy support to the Secretary, general officers and agency managers. (OHRM)
Number of employees: 3 (3 employees for 1 to 3 days)
- L. Provide Web TA and personnel service and support for closedown by issuing furlough notices, processing personnel actions and providing documents to employees exercising their right to apply for unemployment compensation and other benefits. (MS)
Number of Employees: 11 (1 to 3 days)
- M. Maintenance of electronic communications operations for the USDA Network for services essential within the Washington metropolitan area, including services to the Secretary General Officers and agency managers. (WCTS)

Number of Employees: 2

Number of Contract Employees: 2

- N. Providing computer operations support for the Food Stamp Programs, including state systems and Rural Loan Programs. (OCIO).

Number of Employees: 2

- O. Provide essential budget, regulatory and program issue staff support to general officers and agency managers in the preservation of health, safety and protection of property. (OBPA)

Number of Employees: 2

Recall of employees for emergency or unforeseen needs that require response at the request of the request of the Secretary (These employees will be furloughed in the event of a closedown. However they will remain on call in the event they are needed for emergency or unforeseen circumstances. The number called in will depend on the nature and severity of the emergency or unforeseen circumstance. It is not anticipated that any will be called, but if the need should arise the minimum number will be called and placed back on furlough when the specific issue which precipitated their being called is addressed.)

- Up to 8 COOP employees in the event of emergency incidents.
- Up to 2 employees for Emergency to support NRF
- Up to 3 WCTS employees to support computer operations.
- Up to 80 OCIO employees for network support and data center hosting.
- Up to 4 employees to provide contract policy support for the Secretary
- Up to 135 OCFO employees to run payroll, support systems and run payments
- Up to 2 OBPA employees to provide as needed budget, regulatory or program issue expertise.
- Up to 5 OPPM employees and 3 contract employees to provide procurement support