Deliberative Draft - April 7, 2011 Attachment 1 - Agency Summary

Function	Task	Owner	% Complete	Status
	Employee Notification/Shutdown	Administrator, AAMTF,	_	
		AASNAP, AASNP,		
		AROCS, CNPP Executive		
Agency Adminisration		Director	0%	
	Confirm Employees have received and			
	successfully completed shutdown as directed			
Regional Operations	State Notifications	AAROS	0%	
	Human Resources			
	Facilities			
	Information Technology			
Human Resources	Content Finalized	DAM	0%	
	T&A			
	Communications Distributed			
Information Technology	Remote Access	CIO	0%	
	Internal Systems			
	External Systems			
	Telecommunications			
Financial Management	Administrative Operations	CFO	0%	
	Accounting			
	Grants			
	SNAP			
	SNP			
	CAP			
Facilities	Fleet Management Transportation	DAM	0%	
	Mail Management			
	Logistics and Facilities Management			
	Security Management			
	Personal Property Management			
Contracts	Notify Vendors, Issue Suspense Letters	DAM	0%	_

Attachment 2 - Agency Administration - Critical Tasks

				Da	ate	#	Responsible Personnel			%	
	Task	Owner	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	
											Status
I	1 Confirm Employees have received and	AA	Notification from	DDAY+3	DDAY+3		8		AAMTF/COO, AASNP, AASNAP,	0%	
ı	successfully completed shutdown as		Administrator, COO						AARACOS, AAROS, DAM, CIO,		
	directed								CFO, CNPP Executive Director		

Deliberative Draft - April 7, 2011 Attachment 3 - Regional Operations - Critical Tasks

				Da	ate	#	#		Responsible Personnel	%	
	Task	Owner	Dependencies	Start			Empl		Names		
					End	Hours		Contr		Complete	Status
	Communicate to Program Operators		Notification	DDAY+3	DDAY+3		7		RA NERO, RA MARO, RA SERO,		
			from COO						RA MWRO, RA SWRO, RA MPRO,		
1									RA WRO	0%	
	SNAP										
	SNP										
	Human Resource Management		Notification	DDAY+3	DDAY+3		7		RA NERO, RA MARO, RA SERO,		
			from COO						RA MWRO, RA SWRO, RA MPRO,		
2									RA WRO	0%	
	Confirm Employee Notification										
	Acknowledge Supervisor Notification										
	Oversee excepted personnel										
	Confirm Orderly Shutdown complete										
	Confirm T&A completed										
	Contact COO (via telephone) to confirm all										
	actions complete						_				
	Facilities Management			DDAY+3	DDAY+3		7		RA NERO, RA MARO, RA SERO,		
١,			from COO						RA MWRO, RA SWRO, RA MPRO,	00/	
3	01								RA WRO	0%	
	Close out all Mail Activities										
	Notify USPS, UPS, FED-EX										
	Notify employees to clean appliances, clear										
	food from offices and common areas.										
	Notify all vendors- deliveries- service										
	contractors of shut down										
	Notify all employees to execute maximum										
	Physical Security measures – lock and										
	secure personal items – safeguard office										
	equipment										
	Unplug all small appliances including										
	communal areas										
	Close out Personal Property Actions						1				
	Notify all requestors and vendors of credit										
	card holder's account status.										
	Reconcile all expense Credit Card										
	purchases and pending orders										

Deliberative Draft - April 7, 2011 Attachment 3 - Regional Operations - Critical Tasks

			D	ate	#	Responsible Personnel			%	
Task	Owner	Dependencies	Start	End	Hours	Empl Names Contr		Complete	Status	
Issue property passes to all employees desiring to take Government property home										
Shut down building Logistics and Facility operational support										
Top off all vehicles – PMCS - Parked Locked and all equipment removed - Secure Keys										
Validate Bldg Security Monitoring										
Contact COO (via telephone) to confirm all actions complete										
Information Technology Management 4	AAROS	Notification from COO	DDAY+3	DDAY+3		7		RA NERO, RA MARO, RA SERO, RA MWRO, RA SWRO, RA MPRO, RA WRO	0%	
Confirm all critical tasks performed by OIT staff are complete										
Final Report 5	AAROS	Notification from COO	DDAY+3	DDAY+3		7		RA NERO, RA MARO, RA SERO, RA MWRO, RA SWRO, RA MPRO, RA WRO	0%	
Contact AAROS (via telephone) to confirm all actions are complete										

Attachment 4 - Human Resource Management Critical Tasks

			D	ate	#			sponsible Personnel	%	
Task	Owner	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
1 Finalize Communication Content	DAM	Notification from COO	DDAY	DDAY	4	1		HR Director, TBD	0%	
Employee Notification										
Supervisor Notification										
Email from Administrator to All Employeees										
Orderly Shutdown Personnel Notification										
Excepted Personnel Notification										
2 Time & Attendance	DAM	Notification from COO	DDAY	DDAY	4	1		HR Director, HR Specialist, TBD	0%	
Coordinate w/ARC, NFC										
Notify timekeepers										
Process Non-Excepted personnel T&A										
Process Essential Orderly Shutdown personnel T&A										
3 Distribute Communication	DAM	Notification from COO	DDAY	DDAY	1	1		HR Director, HR Specialist	0%	
Employee Notice										
Supervisor Notice										
Orderly Shutdown Personnel Notice										
Excepted Personnel Notice										

Attachment 5 - Information Technology - Critical Tasks

					Da	ate	%]				
_	Task	Owner	Location	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
	Disable Remote 1 Access	CIO	FNCS	Notification from COO	DDAY	DDAY	8	30		Chief Information Officer, Financial Systems Director, Portfolio Management Division, Director, Application Development Branch Chief, (4) Application Developers, Web Master, Program Management Branch Chief, (2) Sr. Program Managers, Technology Division Director, Network Operations Branch Chief, Network Operations Deputy Branch Chief, (5) Network Engineers, Desktop Services Deputy Branch Chief, (5) Desktop Services Specialists, Telecom Branch Chief, (2) Telecom Specialists, CNSI, AcuSys, Deloitte, SRA, ASC, ESRI, Ventera, CounterPoint, NITC	0%	
	Disable external access to Infrastructure except for Excepted employees	CIO	FNCS	Notification from COO	DDAY	DDAY	8	30		Chief Information Officer, Financial Systems Director, Portfolio Management Division, Director, Application Development Branch Chief, (4) Application Developers, Web Master, Program Management Branch Chief, (2) Sr. Program Managers, Technology Division Director, Network Operations Branch Chief, Network Operations Deputy Branch Chief, (5) Network Engineers, Desktop Services Deputy Branch Chief, (5) Desktop Services Specialists, Telecom Branch Chief, (2) Telecom Specialists, CNSI, AcuSys, Deloitte, SRA, ASC, ESRI, Ventera, CounterPoint, NITC	0%	
	Disable external access to all Systems	CIO	FNCS	Notification from COO	DDAY	DDAY	8	30		Chief Information Officer, Financial Systems Director, Portfolio Management Division, Director, Application Development Branch Chief, (4) Application Developers, Web Master, Program Management Branch Chief, (2) Sr. Program Managers, Technology Division Director, Network Operations Branch Chief, Network Operations Deputy Branch Chief, (5) Network Engineers, Desktop Services Deputy Branch Chief, (5) Desktop Services Specialists, Telecom Branch Chief, (2) Telecom Specialists, CNSI, AcuSys, Deloitte, SRA, ASC, ESRI, Ventera, CounterPoint, NITC	0%	
	Telecommunications available for use by Excepted employees only	CIO	FNCS	Notification from COO	DDAY	DDAY	8	30		Chief Information Officer, Financial Systems Director, Portfolio Management Division, Director, Application Development Branch Chief, (4) Application Developers, Web Master, Program Management Branch Chief, (2) Sr. Program Managers, Technology Division Director, Network Operations Branch Chief, Network Operations Deputy Branch Chief, (5) Network Engineers, Desktop Services Deputy Branch Chief, (5) Desktop Services Specialists, Telecom Branch Chief, (2) Telecom Specialists, CNSI, AcuSys, Deloitte, SRA, ASC, ESRI, Ventera, CounterPoint, NITC	0%	

Attachment 6- Financial Management Critical Tasks

			Date		#	Responsible Personnel			%	
Task		Dependenc						Names		
	Owner	ies	Start	End	Hours	Empl	Contr		Complete	Status
SNAP	CFO									
SNAP - Benefits								Branch Chief		
			DDAY	DDAY+53*		1		Program Budget	0%	
TEFAP - Food								Branch Chief		
			DDAY	DDAY+53*		1		Program Budget	0%	
FDPIR - Food								Branch Chief		
			DDAY	DDAY+53*		1		Program Budget	0%	
WIC	CFO									
WIC Grants to States								Branch Chief		
			DDAY	DDAY+83*		1		Program Budget	0%	
Child Nutrition Programs	CFO									
National School Lunch								Branch Chief		
Program			DDAY	DDAY+83*		1		Program Budget	0%	
School Breakfast Program								Branch Chief		
			DDAY	DDAY+83*		1		Program Budget	0%	
Child and Adult Care Food								Branch Chief		
Program			DDAY	DDAY+83*		1		Program Budget	0%	
Summer Food Service								Branch Chief		
Program			DDAY	DDAY+83*		1		Program Budget	0%	
Special Milk Program								Branch Chief		
			DDAY	DDAY+83*		1		Program Budget	0%	
State Admin. Expenses								Branch Chief		
			DDAY	DDAY+83*		1		Program Budget		
Fresh Fruit and Vegetable			DD 4) (DD 437 CO#		l ,		Branch Chief	201	
Program			DDAY	DDAY+83*		1		Program Budget	0%	
CAP	CFO									
Farmers Market Nutrition								Branch Chief		
Program			DDAY	DDAY		1		Program Budget	0%	

Senior Farmers Market				Branch Chief		
Nutrition Program	DDAY	DDAY	1	Program Budget	0%	
TEFAP Admin				Branch Chief		
	DDAY	DDAY	1	Program Budget	0%	
Commodity Supplemental				Branch Chief		
Food Program - Admin	DDAY	DDAY	1	Program Budget	0%	
Commodity Supplemental				Branch Chief		
Food Program - Food	DDAY	DDAY + 53	1	Program Budget	0%	

^{*}Subject to change with each Continuing Resolution (CR).

Attachment 7 - Facility Management Critical Tasks

			Da	ate	#		Res	sponsible Personnel	%	ı
Task		Dependencies	Start	End	Hours	Empl	Contr	Names		
	Owner								Complete	Status

Attachment 8 - Contracts Management Critical Tasks

					Date	#		Res	sponsible Personnel	%	
	Task	Owner	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
1	Contract Management Division Critical Projects	DAM								0%	
	Notify Essential contractors for orderly shutdown								Contracts Director, (4)		
			Notification from COO	DDAY	DDAY+5	32-40	4		Contracting Officers		
	Notify Non-essential contractors and Issue Suspense								Contracts Director, (4)		
	Letters		Notification from COO	DDAY	DDAY+5	32-40	4		Contracting Officers		

	Essential Personnel (Orde	erly Shutdown)	Excepted Personne	l (Maintain Critical Functions)
FUNCTION	Federal	Contractor	Federal - Appropriated	Federal - Non Appropriated
Agency Administration	Administrator, Assistant to the Administrator, CNPP Executive Director		Administrator, Assistant to the Administrator	
Supplemental Nutrition Assistance Program	Associate Administrator, Deputy Associate Administrator			
Special Nutrition Programs	Associate Administrator, Deputy Associate Administrator			CN Personnel
Research Analysis, Communications, and Outreach and Strategic Partnerships	Associate Administrator, Director Research & Analysis, Director Communications & Governmental Affairs, Director Strategic Initiatives Partnerships & Outreach			CN Funded Personnel

	Essential Personnel (Orde	erly Shutdown)	vn) Excepted Personnel (Maintain Critical I			
FUNCTION	Federal	Contractor	Federal - Appropriated	Federal - Non Appropriated		
Regional Operations	AAROS, DAAROS, Director of Office of Emergency Management, Northeast Regional Administrator, Northeast Deputy Regional Administrator, MidAtlantic Regional Administrator, MidAtlantic Deputy Regional Administrator, Southeast Regional Administrator, Southeast Deputy Regional Administrator, Southeast Regional Administrator, Southwest Regional Administrator, Southwest Regional Administrator, Midwest Regional Administrator, Midwest Regional Administrator, Midwest Regional Administrator, Mountain Plains Regional Administrator, Mountain Plains Regional Administrator, Western Regional Administrator, Western Deputy Regional Administrator, Western Deputy Regional Administrator		Director, Office of Emergency Management			
Management, Technology & Finance	Associate Administrator/Chief Operating Officer		Associate Administrator/Chief Operating Officer			
Human Resources	Director of Human Resources, Employee Relations Specialist	ARC	Director of Human Resources			

	Essential Personnel (Orde	erly Shutdown)	Excepted Personnel (Maintain Critical Functions)				
FUNCTION	Federal	Contractor	Federal - Appropriated	Federal - Non Appropriated			
Information Technology	Chief Information Officer, Financial Systems Director, Portfolio Management Division, Director, Application Development Branch Chief, Application Developers, Web Master, Program Management Branch Chief, Sr. Program Managers, Technology Division Director, Network Operations Branch Chief, Network Operations Deputy Branch Chief, Network Engineers, Desktop Services Deputy Branch Chief, Desktop Services Specialists, Telecom Branch Chief, Telecom Specialists	CNSI, AcuSys, Deloitte, SRA, ASC, ESRI, Ventera, CounterPoint, NITC	NOTE: Based on subsequent decisions to adjust system shutdown may require the following personnel: CIO, Technology Division Director, Network Engineers, Information Security Specialists				
Financial Management	Chief Financial Officer, Accounting Officer, Program Budget Chief						
Facilities Management	Logistics and Facility Management Director, Space and Real Property Specialist/Mail Manager, Physical Security Team Leader, Security Officers, Property Management Officer		Logistics and Facility Management Director, Security Officers				

	Essential Personnel (Orde	erly Shutdown)	Excepted Personnel (Maintain Critical Functions)			
FUNCTION	Federal	Contractor	Federal - Appropriated	Federal - Non Appropriated		
Contracts Management	Contracts Director, Contract		Contracts Director			
	Officers					

Deliberative Draft - April 7, 2011 Attachment 10 - Information Technology Reconstitution - Critical Tasks

					Da	ate		%	
	Task	Owner	Location	Dependencies	Start	End	Hours	Complete	Status
,	Enable Remote Access	Rory Schultz	FNCS	Notification from COO	RDAY	RDAY	8	0%	
2	Enable external access for all employees	Rory Schultz	FNCS	Notification from COO	RDAY	RDAY	8	0%	
;	Enable external access to all Systems	Jacquie Butler	FNCS	Notification from COO	RDAY	RDAY	8	0%	
	Telecommunications available for use by all employees	Rory Schultz	FNCS	Notification from COO	RDAY	RDAY	8	0%	