

Farm Service Agency
Contingency Plan for Agency Close Down Procedures

April 7, 2011

This plan assumes that some Agency activities will continue and are essential to protect property or are funded outside of annual appropriations and are excepted from close down procedures, such as:

1. Emergency and Natural Disasters Response (i.e., floods)
2. Protection of buildings and other property and investments owned by the United States when the suspension of such activities would cause a threat to government property
3. All contracts in support of cyber security and infrastructure operations to support key positions and essential personnel
4. Excepted positions and support of excepted personnel as needed for close down procedures (see attachment)
5. Emergency and Defense Preparedness including food procurement

This plan also addresses in the attached table 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
2. Section 11 funding for Title II food procurements
3. User fees for warehouse examinations

We have identified the estimated employment by category in the attached table.

We estimate that it will take the agency 3 days to complete orderly close down procedures.

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

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

The Administrator, the Executive Leadership Committee, and applicable 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

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- Identify what IT systems support is needed to maintain essential services and information technology infrastructure
- Coordinate with ITS and NITC on essential infrastructure requirements
- Re-plan contract tasks and deliverables
- Ensure code is checked into Code Repositories
- Ensure essential documents are checked in and/or filed
- Validate and distribute contact lists to excepted personnel
- Ensure outstanding invoices are processed
- Complete nightly processes- COF data transmissions, mainframe, and web batch processes
- 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
- Identify all employees in International travel status
- Identify what instructions and procedures Human Resources Division 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 impacts and implementation

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 shutdown. 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

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- Ensure all records; personal property and real property are secured
- Cancel all meetings, hearings and previously arranged loan closings
- Validate existing communication strategy and employee contact information for future communication need
- Place a hold on all mail deliveries to State and County Offices

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

The Director of Human Resource Management 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

The Director of Acquisition Management will be responsible for:

- Coordinating with all contracting officers and contracting officer technical representatives to notify all contractors and vendors that work is suspended, amended, or continued

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 the Forest Service's ultimate funding situation is determined
- Prepare files for permanent storage, transfer to related agencies, or other disposition
- Coordinate shutdown activities with ITS and NITC
- Post "Sorry" page on the FSA Internet and Intranet
- Shutoff access to web applications
- Verify completion of prior day transmission, mainframe, and web processes
- Continue to re-plan contract work
- Contracting Officers and contracting officer technical representatives will continue to contact all impacted 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.

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, the Line Officer must notify the Line Officer at the next highest level or, at headquarters, the respective Deputy Administer, through channels, 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 Line Officer if the supervisor is not available.

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

- Continue coordination of shutdown activities with ITS and NITC
- Backup databases
- Shutdown scheduled jobs – web & mainframe
- Shutdown data replication jobs to STL & FTC Web farms
- Complete re-planning of contract work

Day 3 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 Administrator determines the shutdown is complete.

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