

April 8, 2011

To: Mike Young, Director, OBPA

Subject: Plan for Emergency Shutdown

The Secretary of Agriculture requires maximum flexibility in managing the orderly shutdown of USDA. In the event of an interruption of fund availability, all functions and resources of the Office of the Secretary (OSEC) including all Mission Area and Executive Offices would be centralized into the Immediate Office of the Secretary.

The Secretary will assign priorities and shift resources as needed to address national concerns. Circumstances will dictate the actual number of people needed, but it will be minimal. Decisions on the size and specialties of the staff pool will be made on an as needed basis.

On the first day of the shutdown, OSEC employees will report for duty as scheduled and proceed with orderly shutdown including securing files, cancelling schedules, and certifying subagency orderly shutdown. OSEC employees will be notified by call or MIR-3 system with future instructions for reporting to work, if any. OSEC employees are to follow these special instructions:

- Employees in travel status must return to their duty station. Exceptions are the Secretary and any excepted employees assigned to him (i.e. protective detail, etc).
- Excepted employee communication will be conducted through the Watch Center.
- Issue notices of cancellations of ongoing scheduled activities until further notice.
- All phones will be programmed with an appropriate message once shutdown is complete.
- Employees should not be using blackberry communications during shutdown for official business other than for the purposes of shutdown or as required by the Secretary.

Excepted employees at the end of orderly shutdown:

Secretary
Deputy Secretary
All PAS
Chief of Staff
Deputy Chief of Staff
Deputy's Chief of Staff
Director of Communications
Director of Scheduling
Protective Detail (2), and

This plan is subject to amendment as developments require, and provided such amendments are consistent with applicable law.