

National Appeals Division --Shutdown Plans in the Absence of Appropriations

The following plan addresses close down procedures in the absence of appropriations. This plan assumes that no National Appeals Division (NAD) activities will continue in the absence of appropriations. Although no NAD activities will continue, for the purposes of this plan, the following employees are excepted. If the shutdown is extended beyond the identified time period, excepted personnel will cancel appropriate upcoming hearing activities. For the purpose of this plan, during the shutdown, excepted employees will only report to complete limited essential administrative tasks for a prescribed time period.

Excepted Employees:

Although the following employees are considered excepted, their duties are limited to essential administrative tasks for short period of times. Examples of these tasks include attending USDA teleconference meetings to receive shutdown updates; receiving inquiries from and notifying appellants that hearings will not be conducted; and tasks associated with resuming operations and beginning NAD telephone tree procedures. It is not expected that these duties will require more than a couple of hours per week, depending upon the continued length of the shutdown.

- Eastern Regional Deputy Director
- The NAD Director
- The Special Assistant to the Director
- The NAD COOP coordinator

Non-excepted employees include:

Non-excepted employees

- All Administrative Judges
- All Review Officers
- All Regional Office Staff (except as listed above as Emergency Employees)
- All National Office Staff (except as listed above as Emergency Employees)

We estimate it will take NAD four hours to complete orderly close down procedures.

Concept of the Operation for Shut down

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

The NAD Director, Deputy Directors, Special Assistant, and the Regional Deputy 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 the following:

- 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 NAD employees.
- Drafting communication strategy for making contacts outside NAD that is necessary to communicate our status.
- Identify all potential meetings, hearings travel and other previously arranged NAD business that may need to be cancelled.
- Identify all non-expected 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 information technology systems support is needed to maintain essential services and information technology infrastructure.
- Identify all employees in travel status.
- Identify what instructions and procedures NFC personnel will provide to employees for the close down period.
- Identify appropriate Department contacts for communications purposes and orderly close down of the agency.
- Inform and include the Union in pre-planning and during shutdown bargaining over shutdown related topics.
- Plan for Initial notification: Park Center will provide the initial notification that NAD expects an upcoming absence of appropriations. The notification will define the time period to prepare for shutdown implementation. (For the remainder of this plan, the term “time period” will refer to the precise dates identified in the initial notification.) In that notification, NAD will ask employees to make final preparations to implement the following shutdown activities:
 - Appropriate regional administrative staff will print out NADTrack schedules of hearing activities (prehearings, hearings and determinations) scheduled for the time period.

- Employees will begin to secure property in their offices.
- Depending on the dates of anticipated shutdown, appropriate personnel will complete T&A activities as described in the initial notification instructions.
- Appropriate personnel will submit and approve all GovTrip actions.
- COOP Plan coordinator will verify the phone tree in order bring employees back to operating status, when appropriate.
- Supervisors will ensure shutdown employees are advised of their benefits and rights. Employees with TSP loans will review basic agreements for non-pay status during the shutdown and also when returning to pay status.
- Supervisors will ensure all training and travel has stopped and that no leave is approved for the time period.
- NAD COTRs will contact contractors to implement stop work activities.

1. First half of Day 1: In the absence of continuing appropriations, the following steps will occur:

- All employees shall be directed to report to work and receive instructions to shutdown their activities. Non-expected employees as discussed herein will be released on shutdown by mid-day of their workday.
- Hearing officers will notify appellants about cancelling prehearings and/or hearings scheduled within the identified timeframe. At the end of notifications, Hearing Officers will inform their regional offices / supervisors of appellants they were not able to reach directly.
- Hearing officers will email their Regional Directors with appellant contact information for prehearings and/or hearings scheduled beyond the identified timeframe.
- Regional office staff and hearing officers will advise Postal Service and UPS not to deliver until notified to resume deliveries.
- Employees will set up the voicemail extended absence greeting and email out of office automatic reply for the identified timeframe. Employees will cease answering office phones and travelling to the Post Office during the shutdown.
- 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.

- Validate existing communication strategy and employee contact information for future communication need.

2. Second half of Day 1:

Shutdown activities will be completed by the second half of day 1. At this time, and throughout the shutdown, employees should not access government informational technology systems. Exceptions to this principle will be designated excepted employees who may be required to perform brief administrative duties, attend meetings, or interact with NAD appellants and customers on an emergency basis.

3. Day 2 until end of shutdown time period. NAD will be closed down. Excepted employees may continue to perform administrative duties, attend meetings, or notify NAD appellants and customers throughout the shutdown time period.

4. End of Shutdown Activities (Call-Backs) The COOP coordinator will implement phone tree procedures to inform staff when they should return to operating status.

**UNITED STATES DEPARTMENT OF AGRICULTURE
 FY 2016
 SUMMARY OF EMPLOYMENT TO BE CONTINUED IN THE EVENT OF A GOVERNMENT SHUTDOWN**

	<u>Agency</u>	Current On-Board Staff	Estimated Employment for Category One					Total After Day 20	Total as % of Staff
			2nd Half Day One	Day 2	Day 5	Day 10	Day 15		
Agency Name:									
Description of activities to be continued								0	

KEY:

Category I: Military, Law Enforcement and Direct
 Provision of Health

**UNITED STATES DEPARTMENT OF AGRICULTURE
 FY 2016
 SUMMARY OF EMPLOYMENT TO BE CONTINUED IN THE EVENT OF A GOVERNMENT SHUTDOWN**

	Current On-Board Staff	Estimated Employment for Category Two						Total After Day 20	Total as % of Staff
		2nd Half Day One	Day 2	Day 5	Day 10	Day 15	Day 20		
Agency Name: Description of activities to be continued								0	

KEY:
 Category II: Financed from Available Funds

**UNITED STATES DEPARTMENT OF AGRICULTURE
FY 2016
SUMMARY OF EMPLOYMENT TO BE CONTINUED IN THE EVENT OF A GOVERNMENT SHUTDOWN**

<u>Agency</u>	Current On-Board Staff	Estimated Employment for Category Three						Total After Day 20	Total as % of Staff
		2nd Half Day One	Day 2	Day 5	Day 10	Day 15	Day 20		
Agency Name: National Appeals Division Brief Administrative duties	78	4	4	4	4	4	4	24	31%

KEY:

Category III: Protect Life and Property; Authorized by Law; Implied by Law; or Constitutional Duties and Powers

UNITED STATES DEPARTMENT OF AGRICULTURE
 FY 2016
 SUMMARY OF PROGRAM/ACTIVITIES TO BE CONTINUED IN THE EVENT OF A GOVERNMENT SHUTDOWN
 (Dollars in Thousands)

National Appeals Division <u>Program/Activity</u>	<u>Continuing</u> <u>(Y or N)</u>	<u>Exempt</u> <u>(Y or N)</u>	<u>Funding</u> <u>Source</u>	<u>Amount</u> <u>Available</u>	<u>Days</u> <u>Operating</u>	<u>Employees</u> <u>Supported</u>	<u>Excepted</u> <u>(Y or N)</u>	<u>Employees</u> <u>Supported</u>	<u>Program Impacts</u>			
									<u>One</u>	<u>Two</u>	<u>Week</u> <u>Three</u>	<u>Four</u>
Brief Administrative duties	N	Y	Funding strategies identified by the Dept or OMB	Variable	Variable	Variable	Y	Variable				