

OFFICE OF THE CHIEF ECONOMIST

Immediate Office of the Chief Economist
Climate Change Program Office (CCPO)
Office of Energy Policy and New Uses (OEPNU)
Office of Environmental Markets (OEM)
Office of Risk Assessment and Cost-Benefit Analysis (ORACBA)
World Agricultural Outlook Board (WAOB)

Shutdown Plan

The purpose of this plan is to prescribe the actions to be followed by the Office of the Chief Economist (OCE) for an orderly closedown of the organization in the event of a lack of appropriations to permit continuation of programs. OCE includes all staff assigned to the Chief Economist's Immediate Office, Climate Change Program Office, Office of Energy Policy and New Uses, Office of Environmental Markets, Office of Risk Assessment and Cost-Benefit Analysis, and World Agricultural Outlook Board.

Actions to close down OCE include the following:

1. 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 teleworking, reports may be done by telephone.
2. OPPM contracting officers will notify OCE contractors of their operating status.
3. All records, personal property, real property, and facilities will be maintained and protected until appropriate disposition is accomplished.
4. When it is determined that an employee is no longer needed to perform activities to accomplish the orderly closedown, the employee(s) will be notified and placed on furlough or other personnel action as appropriate.
5. Employees should complete timesheet and submit to approving authority. Timesheet will be submitted by master Timekeepers at the appropriate time.
6. Recurring implementation status reports will be provided to the agency administrator.
7. Other instructions and specific guidance will be issued as circumstances require at each occurrence of a potential closedown situation.

The most significant OCE activity that may lapse during a shutdown is the preparation and release of the monthly *World Agricultural Supply and Demand Estimates (WASDE)* report. OCE shutdown activities will take no more than half a day. Staff on board at implementation of the plan is estimated at 54. Two (2) staff will be retained under the plan in the category of protecting public health, safety, or the economy.

The Chief Economist and the Chairperson of the World Agricultural Outlook Board are deemed to be exempt for the purpose of supporting critical activities of the Office of the Secretary, including representing the Department and/or the Secretary in international diplomatic negotiations and responding to requests by the Secretary for agricultural and economic intelligence or analysis in support of decision making that may impact public health, safety, or the economy. All other OCE employees are deemed to be not exempt and will be furloughed for the duration of any shutdown. However, if additional staff is required during the period of the shutdown, the Chief Economist may change the designation of an employee to exempt, only until such time as the emergency need is concluded, upon which time the individual will again be placed on furlough status.

Office of the Chief Economist, May 21, 2015

**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 III						Total After Day 20	Total as % of Staff
		2nd Half Day One	Day 2	Day 5	Day 10	Day 15	Day 20		
Agency Name: Office of the Chief Economist Cat. III-Senior Leadership (Chief Economist and Chairperson, World Agricultural Outlook Board)	50	2	2	2	2	2	2	2	4%

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)

<u>Program/Activity</u>	<u>Is the Program/Activity Exempt</u>	<u>Funding Source</u>	<u>Amount Available</u>	<u>Number of Days Funds Support</u>	<u>Total Number of Staff Supported</u>	<u>Total Number of Excepted Employees</u>	<u>Program Impacts</u>			
							<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Office of the Chief Economist - Senior Leadership /1	Y					2	All activities other than basic top-level leadership will cease	All activities other than basic top-level leadership will cease	All activities other than basic top-level leadership will cease	All activities other than basic top-level leadership will cease

/1 Chief Economist(1) and Chairperson, World Agricultural Outlook Board(1)