

Office of the Secretary

Contingency Plan for Agency Close Down Procedures

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 utilizing no-year appropriations, permanent funds, and Working Capital Funds which are available without time limitations. 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, all OSEC employees will report for duty as scheduled and proceed with orderly shutdown including securing files, cancelling schedules, and certifying sub-agency orderly shutdown procedures. OSEC employees will be notified by call or automated 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 handheld electronic devices, e.g. iPhones, Blackberries, Droids, etc., for 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 (1)
Deputy Secretary (1)
Assistant Secretary for Administration (1)
All Presidential Appointee Status (9)
Chief of Staff (1)
Deputy Chief of Staff (1)
Deputy's Chief of Staff (1)

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

**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 One						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 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		
<u>Agency</u>			2	5	10	15	20	

Agency Name:

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: Office of the Secretary	98	15	15	15	15	15	15	15	15%

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 Secretary	N	N/A	N/A	0	0	0	All activities other than basic top-level leadership and essential procurement operations will cease. Only emergency activities regarding health, and protection of life and property will be continued.	All activities other than basic top-level leadership and essential procurement operations will cease. Only emergency activities regarding health, and protection of life and property will be continued.	All activities other than basic top-level leadership and essential procurement operations will cease. Only emergency activities regarding health, and protection of life and property will be continued.	All activities other than basic top-level leadership and essential procurement operations will cease. Only emergency activities regarding health, and protection of life and property will be continued.