

Shutdown Plan: Office of Civil Rights

This plan assumes that no Agency activities will continue during a lapse in appropriations.

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

Actions to close down the Office of Civil Rights (OCR) include the following:

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

The Assistant Secretary for Civil Rights (ASCR) and the Associate Assistant Secretary for Civil Rights 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.
- Drafting communication strategy for communicating with Agency employees.
- Drafting communication strategy to complainants 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 excepted employees and ensure that employees have been identified consistently and fairly in compliance with applicable personnel regulations, including Departmental Directives and Collective Bargaining Agreement with Local 3147 (see Article 33-RIFs, Furloughs, Reorganization, and Transfer of Function).
- 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 OCR IT systems support is needed to maintain essential services and information technology infrastructure.
- Identify what instructions and procedures OCR's Human Resources Management liaison will provide to employees for the close down period.
- Identify appropriate Department contacts for communications purposes and orderly close down of the agency.

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 closedown. For those employees teleworking, "report" may be done by telephone.

OCR Managers 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 excepted from shutdown procedures.
- 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.

- Cancel all meetings, hearings and previously arranged OCR business.
- Validate existing communication strategy and employee contact information for future communication need.

The ASCR will notify employees of the furloughs and close down.

There will be daily communications by the ASCR's Office on the status of the close down procedures with the ASCR's staff:

- Associate Assistant Secretary for Civil Rights – ES
- Staff Assistant – GS-13
- Staff Assistant – GS-12

Second half of Day 1:

The ASCR 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 OCR's ultimate funding situation is determined.
- Prepare files for permanent storage, transfer to related agencies, or other disposition.
- Complete identification of employees whose presence at work will be required to perform functions associated with the orderly cessation of program activities. This includes:
 - o Name of each employee required to continue closedown operations.
 - o Title of each employee identified, and
 - o The termination function that each identified employee is to perform.
- Contracting officer technical representatives will contact all 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.

As each shutdown function is completed, each OCR staff notifies the ASCR, of completion and identifies who was responsible for the task.

Each employee whose shutdown function is completed will be furloughed immediately and formally notified by their supervisor.

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

There will be daily communications between the ASCR's Office and the Deputy Chief of Staff on the status of the close down procedures.

Summary of Employment To Be Continued In The Event Of A Government Shutdown

Category 1 – Military, law enforcement or directly provide health.

Number of employees and activities: 0

Category 2 – Financed by unexpired funds.

Number of employees and activities: 0

Category 3 – Protect Life and Property; Authorized by Law; Implied by Law; or Constitutional Duties and Powers.

Number of employees and activities: 0

Summary of Program/Activities To Be Continued In The Event Of A Government Shutdown

No Programs or Activity Exempt. OCR currently does not anticipate recalling any employees for emergency or unforeseen circumstances.

The shutdown plan for the Office of Civil Rights covers the following offices:

- Assistant Secretary for Civil Rights