

## **Office of Budget and Program Analysis Contingency/Absence of Appropriation Plan**

In the event of a lapse in appropriations for the Department of Agriculture (USDA), the following procedures will be followed by the Office of Budget and Program Analysis (OBPA).

### First Half of Day One

All employees will be directed either to report to their duty stations or to report to their supervisors by telephone to receive assignments of duties or other pertinent information to assure an orderly shutdown of activities. Managers and supervisors will coordinate the following activities intended to affect an orderly shutdown of OBPA's operations:

- Communicate shutdown instructions and procedures to all employees.
- Distribute furlough notices to all employees who have not been determined to be necessary for shutdown activities.
- Contact any employees on leave and inform them that their leave is cancelled.
- Contact any employee in travel status and direct them to return to their duty stations.
- Ensure all records, personal property, and real property are secured.
- Validate existing OBPA communications strategy and employee contact information for future communications requirements.

### Second through Fifth Day

The Director will report to appropriate Departmental contacts regarding the status of OBPA's shutdown procedures.

The following staff will report to work each day to provide support to policy officials managing the continuation of excepted government activities:

- Director; and
- Associate Director.

### Thereafter

If the absence of appropriations continues, the Director will then reevaluate the status on the fifth day to make decisions on the necessity for continued attendance by these two employees.

All other employees will continue on furlough.

For the period of the lapse, the Director will evaluate the need to bring furloughed staff back based on the needs of the office to conduct excepted activities. Employees brought back from furlough for excepted activities will be put back in furlough status when the need for the excepted activity ceases.

### Post Shutdown Plan

Employees will be required to monitor the status of the government shutdown and agency operations via the Office of Personnel Management (OPM) Website ([www.opm.gov](http://www.opm.gov)), USDA operations website ([www.dm.usda.gov/beprepared](http://www.dm.usda.gov/beprepared)), and news sources for updated information. Employees are required to return to work within 24 hours of notification.