

## **OFFICE OF THE CHIEF ECONOMIST**

Immediate Office of the Chief Economist  
Office of Energy and Environmental Policy  
Office of Risk Assessment and Cost-Benefit Analysis  
World Agricultural Outlook Board (WAOB)  
Office of Pest Management Policy (OPMP)

### **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, Office of Energy and Environmental Policy, Office of Risk Assessment and Cost-Benefit Analysis, World Agricultural Outlook Board, and Office of Pest Management Policy.

Actions to close down OCE include the following:

1. All employees will be directed to report to their supervisors for assignment of duties or other pertinent information for an orderly closedown. This may also be accomplished by phone.
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 an employee is no longer needed to perform activities to accomplish the orderly closedown, the employee(s) will be notified and placed on furlough.
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* report. OCE shutdown activities will take no more than half a day. Minimal staff will be retained under the plan in the category of protecting public health, safety, or the economy.

The Chief Economist, the Chairperson of the WAOB, the Plant Pathologist in OPMP, and the Senior Policy and Senior Trade Economists are all 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 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. The Plant Pathologist will be part of the U.S. government delegation attending the 6<sup>th</sup> Session of the Ad Hoc Codex Intergovernmental Task Force on Antimicrobial Resistance, while the Senior Policy and Trade Economists will support ongoing international trade negotiations being conducted by the Office of the U.S. Trade Representative. 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, December 3, 2018