

## 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.
- OSEC is part of the critical operations of USDA and personnel and expected to be on-call to ensure that critical missions are met.

Excepted employees at the end of orderly shutdown:

Secretary (1)

Deputy Secretary (1)

Assistant Secretary for Administration or Deputy 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)

Director of Policy and Coordination (1)

Scheduler (1)

Special Assistant (1)

Staff Assistant (1)

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