



laura_joss@nps.gov

Fwd: Re-opening communications guidance

↑ message

Laura Joss <laura_joss@nps.gov>

Wed, Oct 16, 2013 at 10:37 PM

To: NPS POC <nps_imr_fy13_shutdown_poc@nps.gov>

Shutdown POCs - some useful information about re-opening from WASO PIO Sue Waldron below. Thanks to all of you for your hard work and professionalism during the shutdown. You all did an amazing job.

Sincerely,

Laura

Laura Joss
Acting Regional Director
Intermountain Region

Sent from my iPad

Begin forwarded message:

From: Suzanne Waldron <sue_waldron@nps.gov>
Date: October 16, 2013, 10:03:12 PM MDT
To: Masica Sue <Sue_Masica@nps.gov>, Quinley John <John_Quinley@nps.gov>, Neubacher Patricia <patty_neubacher@nps.gov>, Burkhart Stephanie <stephanie_burkhart@nps.gov>, Joss Laura <laura_joss@nps.gov>, Frost Rick <rick_frost@nps.gov>, Patricia Trap@nps.gov, Rooney Patty <Patty_Rooney@nps.gov>, Dennis Reidenbach <dennis_reidenbach@nps.gov>, Ahern Jane <Jane_Ahern@nps.gov>, Mendelson-Ielmini Lisa <Lisa_Mendelson-Ielmini@nps.gov>, Mummart Jennifer <jennifer_Mummart@nps.gov>, Bengé Shawn <shawn_benge@nps.gov>, marianne_mills@nps.gov
Cc: Jarvis Jon <Jon_Jarvis@nps.gov>, "O'Dell Peggy" <Peggy_O'Dell@nps.gov>, Foster Maureen <Maureen_Foster@nps.gov>, Sheaffer Bruce <Bruce_Sheaffer@nps.gov>, Sholly Cam <cam_sholly@nps.gov>, Vela David <David_Vela@nps.gov>, Compton Jeffrey <shane_compton@nps.gov>, Litterst Mike <Mike_Litterst@nps.gov>, McDowall Lena <Lena_McDowall@nps.gov>, Androff Blake <Blake_Androff@ios.doi.gov>, Kelly Kate <Kate_Kelly@ios.doi.gov>
Subject: Re-opening communications guidance

All: DOI has received the OMB memo on reopening tomorrow and we have been given the go ahead to send the attached guidance on handling reopening communications to you. More information will be coming tomorrow.

Regions: Please forward to your parks as soon as possible.

We expect NPS.gov to be back up for normal operations first thing tomorrow.

We will convene a call with regional pios as early in the day as possible.

Thanks. Let Mike or me know if you or your parks have any questions or suggestions that we can share Servicewide.

Sue



Johnst, Steve <steve_johnst@nps.gov>

Fwd: Memo from Director: Contingency Planning for Lapsed Appropriation with attachments

1 message

Joss, Laura <laura_joss@nps.gov>

Tue, Oct 1, 2013 at 11:52 AM

To: NPS IMR Superintendents <imr_superintendents@nps.gov>, NPS IMR Regional Directorate <imr_rd_staff@nps.gov>, NPS IMRO Management Team <imro_management_team@nps.gov>, NPS IMR Chief Rangers <nps_imr_chief_rangers@nps.gov>, NPS IMR Administrative Officers <imr_administrative_officers@nps.gov>

All: As per the attached memo, we are proceeding with both Phase 2 of the government shut-down as of noon EDT today.

Laura E. Joss
Acting Regional Director
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National Park Service
PO Box 25287
Denver, CO 80225-0287
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----- Forwarded message -----

From: **Foster, Maureen** <maureen_foster@nps.gov>

Date: Tue, Oct 1, 2013 at 11:40 AM

Subject: Memo from Director: Contingency Planning for Lapsed Appropriation with attachments

To: NPS Leadership <nps_leadership@nps.gov>

Cc: Charles Cuvelier <charles_cuvelier@nps.gov>, Michael Litterst <Mike_Litterst@nps.gov>, Beverly Stephens <grace_stephens@nps.gov>, Jennifer Madello <jennifer_madello@nps.gov>, Patrick Breen <patrick_breen@nps.gov>, Joel Hard <joel_hard@nps.gov>, Chris Pergiel <chris_pergiel@nps.gov>, Colin Campbell <colin_campbell@nps.gov>, Billy Shott <billy_shott@nps.gov>, Rena Fugate <rena_fugate@nps.gov>, Gregory Monahan <gregory_monahan@nps.gov>, George Sievers <george_sievers@nps.gov>, Lisa Mendelson <Lisa_Mendelson-Ielmini@nps.gov>, Jennifer Mummart <Jennifer_Mummart@nps.gov>, Philip Selleck <philip_selleck@nps.gov>, Michael Caldwell <mike_caldwell@nps.gov>, Steve Clark <steve_n_clark@nps.gov>, Brian Strack <brian_strack@nps.gov>, Patty Neubacher <Patty_Neubacher@nps.gov>, Scott Wanek <Scott_Wanek@nps.gov>, Craig Dalby <Craig_Dalby@nps.gov>, Shawn Benge <shawn_benge@nps.gov>, David Horne <david_horne@nps.gov>, William Reynolds <william_f_reynolds@nps.gov>, Robert Maclean <robert_maclean@nps.gov>, Michael Alvarez <michael_alvarez@nps.gov>, Thomas Knapp <thomas_knapp@nps.gov>, Samantha Richardson <Samantha_Richardson@nps.gov>

See memo with attachments

Maureen D. Foster
Chief of Staff
National Park Service

10/25/13

DEPARTMENT OF THE INTERIOR Mail - Fwd: Memo from Director: Contingency Planning for Lapsed Appropriation with attachments

1849 C Street, NW, Room 3114

Washington, DC 20240

202.208.5970 (direct)

202.208.3818 (main)

EXPERIENCE YOUR AMERICA

The National Park Service cares for special places

saved by the American people,

so that all may experience our heritage.



Dir Memo Contingency Plan for Lapsed Appropriation wAtt 2013-10-01.pdf

689K



United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.

Washington, D.C. 20240

OCT 1 2013

Office of the Director

To: Directorate; Center Managers; Chief, U.S. Park Police

From: Director *Jonathan S. Jarvis*

Subject: Contingency Plan for Lapsed Appropriation

Attachments (4):

- Shutdown Instructions, Phases 1 & 2 (in memo)
- All Employee email sent from DOI on Monday, September 30, 2013 (in memo)
- NPS Closure Determination and Notice (attached separately)
- Template and Guidance for park closure signs (attached separately)

The government-wide shutdown due to the lapsing of appropriations is now upon us and we are proceeding with both Phase 1 and Phase 2 as of noon today. The continuing resolution that provided FY13 funding for NPS expired at midnight, September 30, 2013, and no FY14 spending bill or continuing resolution has yet been adopted by Congress.

Please refer to the all-employee memo sent out from DOI Assistant Secretary Rhea Suh on Monday, September 30th for guidance regarding individual scenarios, such as employees who are on scheduled leave or on travel status, and for specifics regarding payroll codes and processing. That memo is attached to this correspondence for your convenience. Further HR guidance has been distributed to your HR chiefs. A host of FAQs can also be found on the following Departmental website, which will remain live during the duration of a shutdown:
<http://www.doi.gov/shutdown>

Attached are procedures to execute an orderly shutdown of operations. The shutdown process will take place in two phases. Phase 1 includes all activities to identify excepted and non-excepted personnel, notify the public of the closure, and wind down operations to essential activities only. I am initiating Phase 2 at noon EDT today, October 1. All events and programs must be canceled until appropriations are available.

Each region and program has designated a communications coordinator and has begun to develop a plan for distributing important information to parks and program offices. All questions and information for the duration of the shutdown should be channeled through the designated communication coordinator. We will send a contact list shortly. In addition, employees should be encouraged to monitor media reports and the OPM website for information about the status of government operations.

Shutdown Instructions – Phases 1 and 2

Effective immediately, the National Park Service will take all necessary steps to close and secure national park facilities and grounds. Day use visitors will be instructed to leave the park immediately. Visitors utilizing overnight concession accommodations and campgrounds will be notified to make alternate arrangements and depart the park as part of Phase 2. Wherever possible, park roads will be closed and access will be denied. National and regional offices and support centers will be closed and secured, except where they are needed to support excepted personnel. These steps will be enacted as quickly as possible while still ensuring visitor and employee safety as well as the integrity of park resources.

Please reference the NPS Closure Determination and Notice document, attached to this memo, as needed for compliance with regulations.

Phase 1 Shutdown Procedures:

Immediately take the following steps to shut down all activities not deemed essential that are funded by lapsing appropriation:

1. Confirm your previously identified personnel who are performing excepted activities. The Emergency Response Official designation on a Federal ID card is not necessarily a factor in determining excepted personnel. Rather, essential activities are defined as activities that are needed to:
 - a. Provide for actions necessary to suspend or stop work on projects currently underway, consistent with instructions i-iii below. That is, contracting and finance personnel necessary to perform these duties should remain until the activities can be suspended.
 - i. Contracting activity shutdown personnel must issue (in accordance with FAR procedures) Stop Work or Suspension of Work orders on, or Terminate for the Convenience of the Government, for contracts for goods or services that require oversight or support by personnel funded from lapsed appropriations and are not required to address emergencies involving human life, safety or protection of property. Cooperative agreements should also be suspended.
 - ii. Work on contracts that are not funded by a lapsing appropriation (such as the fiscal year 2014 continuing resolution), such as projects that are fully funded, may continue, provided government oversight and access to closed facilities is not necessary to facilitate performance during the shutdown. If government oversight is required and an excepted individual is available to provide that oversight the contract may continue during a shutdown provided the shutdown is relatively brief. Your contracting officers have received guidance on determining which contracts may continue. That guidance can be found on <http://www.doi.gov/shutdown>

- iii. New contracts should not be initiated during a lapse period unless they are required to address emergencies involving human life, safety, or protection of property.
- b. Conduct essential activities to the extent that they protect life and property, including:
- i. Emergency medical care;
 - ii. Activities essential to ensure continued public health and safety, including safe use of food and drugs and safe use of hazardous materials, garbage collection, drinking water, sewage treatment operation;
 - iii. Direct management of projects obligated from funds that are not subject to lapse, such as multi-year appropriations from prior fiscal years. People not DIRECTLY involved in project management or necessary contracting actions and payments for these projects will not be considered excepted or continue to work.
 - iv. Border and coastal protection and surveillance;
 - v. Protection of federal lands, buildings, waterways, equipment, and other property owned within the National Park System;
 - vi. Law enforcement and disaster assistance;
 - vii. Activities that ensure production of power and maintenance of the power distribution system;
 - viii. Activities necessary to maintain protection of research property;
 - ix. Essential or time-sensitive support services for employees;
 - x. Uninterrupted command, control, and policy leadership;
 - xi. Maintenance of IT systems (including contracted support) critical to activities being carried out by excepted personnel (e.g., radio communication, e-mail, accounting systems, etc.);
 - xii. FY 13 year-end financial management activities; and
 - xiii. Communication with employees and the public.

NOTE: Staffing will be held to the very minimum for the performance of essential functions. This will ordinarily be only law enforcement personnel, at a staffing level that allows for reactive emergency response commensurate with levels of park operations under the shutdown. Wildland fire personnel required for active fires or for monitoring areas currently under a fire watch will remain on duty. However, in certain instances maintenance and IT personnel may be required for systems that normally require 24 hour monitoring or periodic maintenance, without which the system would shut down. Emergency responders, including Fire Management, EMS, and Law Enforcement personnel, not required for essential activities will be placed on furlough but may be called back to duty if an emergency situation arises.

2. Prepare and issue personnel furlough papers for an indefinite period for all non-excepted employees not needed for closedown operations. Non-permanent employees are to be placed in non-pay status for an indefinite period. Take all necessary actions to assure that employees are accorded all due personnel rights. Consult Human Resources and labor relations contacts for appropriate steps.

3. Process payroll for abbreviated pay period.
4. Through appropriate media, notify public of closing of all national parks. Press release templates are being distributed to the parks and program offices.
5. All U.S. Government property and facilities that can be locked or secured must be, including parking lots, comfort stations, tour roads, visitor contact facilities, fee collection facilities. Any one visiting must be directed to leave the park.
6. All day-use, concession-operated visitor services and facilities are to be closed immediately; Concession operations with overnight accommodations will be allowed to remain open until notified under phase 2, below. Exceptions may be granted by park superintendents, but only if a facility is deemed essential for health or safety purposes or is needed to support ongoing, essential park operations.
7. Services offered via commercial use authorizations, whether originating within or outside of park boundaries, are also to cease operations within the park.
8. Outfitter and guide concessioner and CUAs should not commence new trips after a shutdown has been initiated.
9. Access to leased facilities is permitted. However, no recreational uses outside of the inholding/leased facility on park lands are to be permitted.
10. Parks having "thru" road systems should not attempt to close these roadways. Signs should be posted that no visitor services will be available in the park.
11. "Special Events" involving park service personnel either as participants or in crowd control must be cancelled. A special provision has been made for first amendment activities in the National Mall and Memorial Parks and areas administered by the NPS Liaison to the White House in Washington D.C., and Independence National Historic Park in Philadelphia, PA. Please refer to the NPS Closure Determination and Notice, attached to this memo transmission, for the legal record of determination. As always, law enforcement action will be taken in cases where there is a violation of NPS regulations, including if it reasonably appears that the demonstration presents a clear and present danger to the public safety, good order, or health. This includes demonstrations that either qualify under the NPS small-group permit exception or demonstrations that have submitted an application, either before or after the shutdown that were not denied.
12. Only staff involved in excepted or phasedown activities may be on duty. Other employees may not volunteer their time. This rule applies regardless of the type of appointment or funding source of the employee. Cease all volunteer programs and release all volunteers from their duties.
13. Every organization should maintain a list of excepted employees, along with justification for each employee's designation as excepted. Each organization should also keep

meticulous records regarding time employees spend on shutdown activities during the first few days, so that the time can be logged at a later date. Further, if the shutdown continues, the list of employees in furlough status may change. Excepted employees may transition to furlough status, and employees on furlough may be called back as the need arises. You do not need to continuously apprise WASO of each change in status. Rather, please keep careful records so that we can respond to OMB and DOI after the shutdown ends.

14. Cancel all travel and scheduled meetings.

Phase 2 Shutdown Procedures:

I am initiating Phase 2 activities to begin today, October 1, at 12pm EDT. It will be necessary to take the following additional steps.

1. Begin securing files and documents for transfer to Federal Records Center.
2. Specific instructions will be issued for establishing accounts for capturing costs during this period. For now, charge to your normal accounts.
3. Place signs in park areas to advise visitors about park closing and hazards of the area. Place barriers to prevent visitors from entering park. A template for the appropriate wording of the signs is attached to this memo transmission.

All parks should be in the mode of conducting no mission-related work, performing only the excepted activities listed above. Use caution and good judgment in taking any of the above listed actions.

Concession and Campsite Closedown Procedures (Phase 2):

All parks should take the following steps to secure park facilities and shut down concession and campsite operations while ensuring the safety of park visitors:

1. Visitors in all overnight accommodations and campgrounds are to be given 48 hours, starting from 6pm EDT today, October 1, to make other arrangements and leave the park. This applies to visitors in both NPS and concession-operated facilities. Concessioners may begin notifying visitors at noon, but the 48 hour clock begins at 6pm. All overnight visitors must leave the park no later than 6pm EDT Thursday, October 3.
2. Visitors on outfitter or guided trips in the back country or on a secluded river that have already departed at the start of the shutdown will be allowed to complete their trip unless there is a practical and safe way to end the excursion and leave the park.
3. Concession employees who normally live in the park may remain in the park. Concessioners may continue to provide meals and accommodations for those employees.

However, no recreational uses outside of the assigned area on park lands are to be permitted.

4. Access to privately owned boats is permitted, but use for recreational purposes within the park boundary is not allowed.
5. Access to leased facilities is permitted. However, no recreational uses outside of the inholding/leased facility on park lands are allowed.

Park superintendents should notify concessioners of these procedures and the potential implementation timeline immediately.

Deputy Director O'Dell, Comptroller Bruce Sheaffer and a few other excepted NPS officials will remain in Headquarters during this closure and are available for specific questions. I anticipate we will receive many questions and a variety of offers from other agencies and organizations to cover our costs and re-open parks, memorials, trails, roads, or other facilities. Such overtures are to be respectfully rejected. In accordance with Title 16 of the US Code, the National Park System is to be managed for the common benefit of all the people of the United States, and is funded primarily by federal appropriations to achieve this responsibility. Beyond the legal issues involved, it will not be appropriate to open some parks or some parts of parks with non-appropriated or non-federal funding while other parts of the National Park System remain closed.

I know this creates a great deal of frustration and challenges to our employees, mission, partners and visitors. We will get through this.

Attachment 2 – All-Employee Memo issued from DOI Assistant Secretary Rhea Suh Monday 9/30/2012

TO: All Department of the Interior Employees

FROM: Rhea Suh, Assistant Secretary for Policy, Management and Budget

SUBJECT: Guidance Concerning Efforts To Plan For A Potential Lapse In Appropriations

I want to provide you with important information and guidance concerning efforts to plan for and address a potential lapse of appropriations and government shutdown on Tuesday, October 1, 2013.

While the Administration believes that a lapse in funding should not occur, we have a responsibility to the public and to our employees to do everything possible to prepare for a potential shutdown.

These are challenging times – and we understand that these circumstances are challenging to you and your family. A lapse in government activities could impose hardships on you, your families, and the people we serve. We hope that Congress acts quickly to prevent a shutdown and pass a continuing resolution. In the meantime, we want you to know that we are doing everything we can to prepare for a potential shutdown. We will provide you with as much information as possible.

The information, guidance and resources outlined below cover the most important information that you will need to know over these next few days. I encourage you to read it, to print out the Shutdown Checklist for Furloughed Employees, and to make note of telephone numbers you can call and websites you can visit to help keep you updated on the latest information.

Employee Status during a Funding Lapse

If a shutdown occurs, most of our agency's staff will be furloughed. This is not a reflection on the value or importance of our employees' work.

A limited number of employees will be designated as "exempt" or "excepted." Employees who fall into these specialized categories have been apprised of their designation. Exempt employees will continue to work because they are funded from non-lapsing appropriations. Excepted employees will continue to work, despite lapsing appropriations, in order to protect life and property.

A set of general questions and answers can be found on <http://www.doi.gov/shutdown>

Shutdown Notification

If there is a lapse in appropriations on Tuesday, October 1, 2013 and we have direction to proceed with shutdown, the following applies:

Employees should report to work at their normal time and will be given up to four hours to conduct shut down activities. Within the four hour timeframe, an employee should complete their timesheet, work with their supervisor to secure property and files, receive a furlough letter and acknowledge receipt, and conduct other activities as directed. Supervisors may make other arrangements with employees in order to accomplish these shutdown activities through other means, such as teleworking. Employees should report to work unless they have received different direction from their supervisors. Some employees will be given additional time for shutdown activities that will extend beyond the 4 hours. Your supervisor will inform you if you are one of these individuals that is needed to help with these extended shutdown efforts.

A set of human resources questions and answers can be found on <http://www.doi.gov/shutdown>

Shutdown Activities

All employees will be required to complete a series of shutdown activities. Employees must use their time for shutdown activities only, not to work on any non-shutdown projects, tasks, activities or respond to emails. Shutdown activities include:

- Accessing your email.
- Reading your furlough notice and affirming to your supervisor that you did receive it.
- Changing your voicemail message to indicate you will be out of the office for an unspecified time.
- Changing and enabling your email “out of office” message.
- Securing your work documents appropriately.
- Completing your time card.
- Securing your work station and securing government property.

A checklist of shutdown activities with additional guidance is included at the end of this message.

Telework

Employees who have been approved to telework on Tuesday, October 1 should complete as many shutdown activities as possible (please see attached checklist) before they leave work on Monday, September 30, including completing their timecards, so that on Tuesday, October 1, their responsibilities will be to read their furlough email notification and affirm to their supervisor that they did receive it.

Time and Attendance

In the event of a government shutdown, employees should record their actual hours for the current pay period, 2013-21, as you normally would for the time period September 22-30, 2013.

For employees who are not exempt or excepted and would be furloughed – record the balance of the pay period, October 1-5, against the Furlough pay code (pay code 103). Employees should keep track of hours spent on shutdown activities. Amended time sheets will be completed after operations resume.

For excepted employees who will remain on duty to protect life and property - record the balance of the pay period, October 1-5, against the Furlough pay code (pay code 103). Excepted employees should keep track of their time outside of the system.

For employees who are exempt and will continue to work because they are paid from non-lapsing appropriations – report all hours worked as you normally would.

A set of questions and answers on this are at the end of this document.

Employee Pay

October 1, 2013 is a regular payday covering the pay period ending Saturday, September 21, 2013. Employees will be paid on schedule for their hours worked during that pay period. If a shutdown occurs, all employees can expect to be paid on Tuesday, October 15, 2013 for hours worked from September 22, 2013 through September 30, 2013.

All employees will be paid for actual time spent conducting shutdown activities (for most employees this will be no more than 4 hours) after the Congress enacts an appropriation or a continuing resolution.

During the shutdown, exempt employees will be paid for actual hours worked in subsequent pay periods every two weeks. Excepted employees will be paid for actual hours worked during the shutdown upon the next regular payday following passage of a funding bill. Congress will determine if furloughed employees will be paid subsequent to enactment of an appropriation or continuing resolution.

Use of Electronic Equipment

Please keep in mind that employees are prohibited from working while furloughed, including using agency owned computers, mobile devices, and using remote access service to access email or other applications. You should turn off all devices and secure and store government equipment.

Leave

If you have been previously approved to take leave on Tuesday, October 1, and there is a shutdown, your leave will be cancelled. You are expected to report to your duty station unless

you have made alternative arrangements with your supervisor. If there is no shutdown or the government reopens and you had pre-existing leave plans, you should contact your supervisor to ensure your leave approval is still in place or if you are needed to return to work.

Travel

All employees should refrain from beginning official travel leading up to a possible shutdown and should not be traveling during the shutdown, with certain exclusions.

Exempt employees who are funded through non-lapsing appropriations may travel with the appropriate approvals from their supervisor.

Excepted employees who need to travel to protect life and property should do so with the approval of their supervisor. If there is a shutdown, please check with your supervisor to find out if you should immediately return to your duty station or remain in travel status.

Employees who would be furloughed and are on travel when the shutdown occurs, must return to their duty station as soon as possible.

Employees assigned overseas are not considered to be in travel status because their overseas location is considered their permanent station.

Employees on extended TDY travel where a detail personnel action (SF52) was issued and funded should not return to their home location unless instructed by their supervisor.

A set of travel questions and answers can be found on <http://www.doi.gov/shutdown>

Access to Buildings and Facilities

The Main Interior Building (MIB) and South Interior Building (SIB) will be closed to the public throughout the shutdown, although employees who are exempt or excepted will have access. Employees that are furloughed will be able to access the credit union and should check-in at the guard desk

The cafeteria in MIB will be closed. The snack bars in MIB and SIB will be open.

All ramps to the MIB garage will be open on October 1, 2013. Commencing October 2, 2013, only Ramps A and D will be open in MIB.

Parking will be available during the shutdown for those employees that have parking permits for MIB, SIB and the Federal Reserve if they are exempt or excepted.

Transit Subsidy

The transit subsidy has already been loaded onto the electronic media and will be available to employees on October 1, 2013. Employees are authorized to use the subsidy for October 1, 2013 and excepted and exempt employees can use the subsidy during the duration of the shutdown. On call staff can use the subsidy if they are called back to work.

All unused subsidy media will be swept back by DOT at the end of the month.

Agency Services

In October 1, 2013, the shuttles to MIB are expected to be operating. During a government shutdown, after October 1, there will be no shuttle services to MIB and SIB. During the shutdown there will be limited custodial and mail service and the health unit and fitness center will be closed. The MIB child day care center will be closed throughout the duration of the shutdown.

Information Resources

There are a number of resources available where you can get further shutdown information and status updates. Shutdown information can be found on <http://www.doi.gov/shutdown>

In addition, furlough guidance can also be found at the Office of Personnel Management website at www.opm.gov/furlough. You are also encouraged to listen to the news media to obtain information on the status of government funding and whether a shutdown is necessary.

Shutdown Checklist for Furloughed Employees

- Meet with your supervisor to obtain additional necessary details and guidelines about shutdown procedures.
- Provide information about where your supervisor can reach you in the event the government reopens -- home phone, personal cell phone, relative phone, etc.
- Access your email and read your furlough notice and affirm to your supervisor that you have received it. Instructions can be found at <http://googl/tNIPRI>.
- Change your voicemail message. Suggested language for employee voicemail:

“I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your call upon my return to the office.”
- Change and enable your email “out of office” message. Suggested message:

“I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your email upon my return to the office.”
- Secure your work documents appropriately so they are not left out in the open.

- Turn off and put away devices, phones, laptops, etc. for safekeeping.
- Throw out any perishable food.
- Remove or store any personal items for safekeeping.
- Complete your time card
- Turn off the lights and lock the door when you leave (presuming there are no other occupants in the office).

FAQ'S FOR ENTRY OF TIME & ATTENDANCE DURING GOVERNMENT SHUTDOWN

SEPTEMBER 27, 2013

1. I have received notice that I will be furloughed (not excepted) during the government shutdown. How do I enter my time and attendance?

For the current pay period, 2013-21, *through September 30*, report all hours worked, leave taken, etc., as you normally would (only for September 22-30).

The remainder of the October 1-5 period should be recorded against the Furlough pay code (pay code 103). Employees should keep track of the time they spent on shutdown activities. Amended timesheets will be completed after government operations resume to reflect actual time spent on shutdown activities.

2. I have received notice that I have been excepted from the furlough. How do I enter my T&A?

For the current pay period, 2013-21, *through September 30*, report all hours worked, leave taken, etc., as you normally would (for September 22-30).

For the balance of the pay period (October 1-5), hours should be recorded against the Furlough pay code.

Excepted personnel should keep track off-line the hours worked for later submission of an amended timesheet when Congress enacts an appropriation bill.

3. I have received notice that I am exempt from the furlough. How do I enter my T&A?

Exempt personnel are funded by a non-lapsing appropriation, and therefore you report all hours worked or leave taken as you normally would.

4. What if I am furloughed, but it's only for a few days?

If Congress enacts an appropriation bill and an employee Returns to Duty anytime between October 1 – October 5, 2013 (in pay period 2013-21), timesheets would need to be “unverified” to allow for update for actual hours worked and/or furlough hours. Normal T&A processing procedures would then be followed.

5. What if the furlough lasts longer than this pay period, 2013-21, which ends on October 5?

Exempt employees will continue to record their actual time worked.

For excepted personnel, hours should continue to be recorded against the pay code 103 (furlough hours). Excepted personnel should continue to keep track off-line the hours worked for later submission of an amended timesheet when Congress enacts an appropriation bill.

IBC will assume that timesheets not submitted by October 23 (for the pay period ending October 20), should be charged to pay code 103 (furlough hours).



Office of the Director

United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.

Washington, D.C. 20240

National Park System Closure Determination and Notice

Pursuant to 36 C.F.R. § 1.5, effective at 12:01 a.m. on October 1, 2013, all units of the National Park System nationwide are closed to public visitation and use, subject to the conditions and exceptions described below. This national closure determination and notice is necessitated by a lapse in funds appropriated by the United States Congress for the operation of the National Park System and will remain in effect until funding is restored. The period of time during which appropriated funds are not available may be referred to in this determination and notice as the “shutdown period.”

Under 36 C.F.R. § 1.5(a) this national closure determination and notice is necessary to maintain public health and safety in units of the National Park System and to protect park resources and values during the shutdown period. Consistent with the Department of the Interior Contingency Plan, available at www.doi.gov/shutdown, only a relatively small number of “excepted personnel” will be on duty during the shutdown period. Those personnel are not sufficient to provide a full range of visitor services. Therefore, in light of the shutdown and Contingency Plan, measures less restrictive than a national closure will not suffice to maintain public health and safety and to protect park resources and values. The lapse in appropriated funds qualifies as an “emergency” under 36 C.F.R. § 1.5(b); therefore, this determination and notice does not require special rulemaking.

Condition and Exceptions:

1. National Park Service personnel who have been identified as excepted will continue to report for duty in accordance with the National Park Service Contingency Plan and as directed by their supervisors.
2. Members of the public who are currently visiting a unit of the National Park System and not staying overnight in the park must vacate the park immediately. All day-use concession-operated visitor services and facilities are to be closed immediately. Exceptions may be granted by superintendents only if a facility is deemed essential for health or safety purposes.
3. Subject to paragraph 6 below, members of the public who are currently visiting a unit of the national park system and staying overnight either in a National Park Service-operated campground or a concessioner-operated facility in the park must vacate the park by 6:00 p.m. EDT on October 3, 2013.
4. Subject to paragraph 6 below, National Park Service concessioners must suspend their operations in overnight accommodations by 6:00 p.m. EDT on October 3, 2013.
5. Subject to paragraph 6 below, holders of National Park Service commercial use authorizations must immediately cease their in-park operations.

6. The deadlines announced above do not apply to members of the public, concessioners, and holders of commercial use authorizations who are on multi-day backcountry trips that cannot be safely terminated before the end of the trip. Those individuals may continue and complete their multi-day backcountry trips in accordance with their approved permit or plan. Those individuals then must vacate the park within 12 hours after the completion of their trip.

7. This closure determination and notice does not apply to private owners of interests in real property located within the exterior boundaries of units of the National Park System. Park superintendents will continue to allow such owners reasonable access to their private property.

8. This closure determination and notice does not apply to roads that pass through units of the National Park System and provide primary access between points located outside of the parks. Members of the public may continue to use those roads during the shutdown period. However, superintendents may not expend any appropriated funds to maintain or repair those roads. Moreover, superintendents may close those roads, or portions of those roads, in accordance with 36 C.F.R. § 1.5, if such closure is warranted by weather, poor road conditions, or other circumstances.

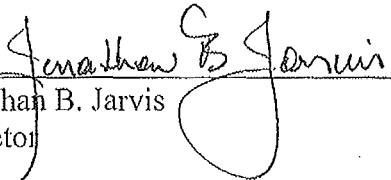
9. All previously issued permits for special events scheduled to occur in units of the National Park System during the shutdown period are hereby cancelled. At the end of the shutdown period holders of cancelled permits may apply for a new permit. Except as provided in paragraph 10 below, all closed areas of the National Park System are also closed to First Amendment activities during the shutdown period, and any previously issued permits for First Amendment activities are hereby cancelled.

10. This closure determination and notice does not apply to First Amendment activities in the National Mall and Memorial Parks and areas administered by the NPS Liaison to the White House in Washington, D.C., and Independence National Historical Park in Philadelphia, Pennsylvania. Persons may continue to conduct First Amendment activities in these units in accordance with existing regulations.

11. Each park superintendent must take reasonable measures to comply with 36 C.F.R. § 1.7 and to provide adequate public notice of this national closure determination and notice.

12. This national closure determination and notice will expire automatically at the end of the shutdown period.

13. Violation of this national closure determination and notice is prohibited.


Jonathan B. Jarvis
Director

October 1, 2013
Date

National Park Service



Shutdown Guidance: Signage

The following message will be posted at all parks and facilities (attached as a sign).

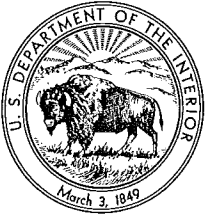
- o Because of the federal government shutdown, this National Park Service facility is closed.

Source: WASO Communications

Updated September 27, 2013



**Because of the federal
government shutdown, this
National Park Service
facility is closed.**



United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.
Washington, DC 20240

IN REPLY REFER TO:
A5631 (2700)

October 1, 2013

Memorandum

To:

From: Associate Director, Workforce, Relevancy and Inclusion

Subject: Furlough Decision Notice

Please be advised that due to the lapse of an FY 2014 appropriation for the Department of the Interior (DOI), no further financial obligations may be incurred by DOI except for those related to the orderly suspension of DOI operations or performance of excepted activities as defined in the Office of Management and Budget (OMB) memorandum for Heads of Executive Departments and Agencies M-13-22 dated September 17, 2013. Because the work you perform does not meet the criteria to be continued during a lapse of appropriation, you are hereby notified that you are placed in a furlough status effective one minute past midnight on Oct 1, 2013.

This furlough (e.g., nonpay, nonworking status) is not expected to exceed 30 days. Therefore, this furlough notice expires no later than October 30, 2013. You should monitor public broadcasts, news media, the internet, and other means for further updates. Upon notification that a Continuing Resolution or a FY 2014 appropriation for DOI has been approved, you will be expected to return to work on your next regular duty day.

In exigent circumstances, you may be required to report for duty, and required to work during this period as needed to perform excepted activities. You are encouraged to provide current contact information to your immediate supervisor. If you are required to report, you will be contacted by an appropriate management official, and you will be advised as to when and where your services are needed.

This action is being taken because of a sudden emergency requiring curtailment of the agency's activities; therefore, no advance notification is possible. The customary 30-day advance notice period and opportunity to answer are suspended under the provisions of 5 CFR 752.404 (d) (2). The 30 day-advance notice otherwise required by 5 CFR 359.806(a) for Senior Executive Service (SES) career appointees (other than reemployed annuitants) may be shortened or waived. This decision notice is being sent to employees through various forms of communication including email, facsimile, and hand delivery.

During the furlough period, you will be in a nonduty, nonpay status, and you may not work at your workplace or other alternative worksite unless and until recalled. You will not be permitted to work as an unpaid volunteer. Any paid leave (annual, sick, court, etc.) approved for use during the furlough period is canceled. Alternative Work Schedules (AWS) are canceled for all DOI employees subject to this furlough period.

You may be able to file an appeal of this action with the Merit Systems Protection Board (MSPB). You must be an "employee" as defined in accordance with 5 U.S.C. 7511 and 5 C.F.R. Part 752 as summarized in relevant part below:

- (a) If you have completed your probationary or trial period or one year of current continuous employment in the competitive service under other than a temporary appointment, you may appeal this action to the MSPB.
- (b) If you are in the excepted service and have veteran's preference, you may appeal to the MSPB if you have completed one year of current continuous service in the same or similar position as the one that you now hold.
- (c) If you are in the excepted service but do not have veteran's preference and are not serving a probationary or trial period under an initial appointment pending conversion to the competitive service, you may appeal to the MSPB if you have completed two years of current continuous service in the same or similar position in an Executive agency under other than a temporary appointment that is limited to two years or less.
- (d) The SES career appointees adversely affected may also appeal this furlough action to the MSPB.
- (e) The Non-Career, Schedule C and Limited Term SES do not have appeal rights to the MSPB.

If you have the right of appeal to the MSPB, and wish to appeal this action to the MSPB, you must file the appeal within 30 calendar days after the effective date of your furlough. If you wish to file an appeal, you may obtain information about the appeals process and a copy of the appeals form from the MSPB website at <http://www.mspb.gov/appeals/appeals.htm>.

MSPB requires an appeal to be filed with the MSPB regional or field office serving the area where your duty station was located when the action was taken. Based upon your duty station, the appropriate field office **can be determined from the attached listing of MSPB Regional and Field Offices**. MSPB also offers the option of electronic filing at <https://e-appeal.mspb.gov/>. Employees have a right to representation in this matter and may be represented by an attorney or other person of their choosing.

Bargaining unit employees may file a grievance concerning this action in accordance with the applicable negotiated collective bargaining agreement or may appeal to MSPB in accordance with the procedures outlined above, but not both. To obtain information on filing a grievance under the negotiated grievance procedure, contact your local union official or your bureau/office's Servicing Human Resources Office.

The DOI's administrative grievance procedures specifically exclude matters appealable to the MSPB. For specific information, contact your bureau/office Servicing Human Resources Office.

You may seek corrective action before the Office of Special Counsel, www.osc.gov. However, if you do so, your appeal will be limited to whether the Agency took one or more covered personnel actions against you in retaliation for making protected whistleblowing disclosures. You will be forgoing the right to otherwise challenge this furlough.

If you believe that you have been unlawfully discriminated against, you may contact an EEO counselor within 45 days of the effective date of this action to file a complaint of discrimination. Please note that in accordance with 29 C.F.R. §1614.302, you may not initially file both a mixed case EEO complaint and a MSPB appeal on the same matter; whichever is filed first shall be considered an election to proceed in that forum.

We recognize the difficult financial implications of any furlough, no matter how limited its length. We will make every effort to keep you informed as additional information regarding the agency funding level becomes available. If you have any questions, please contact your Servicing Human Resources Office.

Deciding Official

Date

I acknowledge receipt of this decision.

Employee's Signature

Date

MSPB Regional and Field Offices

Atlanta Regional Office: 401 West Peachtree Street, N.W., 10th floor, Atlanta, GA 30308-3519; Office: (404) 730-2751; Fax: (404) 730-2767

Geographic Area: Alabama, Florida, Georgia, Mississippi, South Carolina, and Tennessee.

Central Regional Office: 230 South Dearborn Street, 31st floor, Chicago, IL 60604-1669; Office: (312) 353-2923; Fax: (312) 886-4231

Geographic Area: Illinois, Indiana, Iowa, Kansas City, Kansas, Kentucky, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.

Dallas Regional Office: 1100 Commerce Street, Room 620, Dallas, TX 75242-9979; Office: (214) 767-0555; Fax: (214) 767-0102

Geographic Area: Arkansas, Louisiana, Oklahoma, and Texas.

Denver Field Office: 165 South Union Blvd., Suite 318, Lakewood, CO 80228-2009; Office: (303) 969-5101; Fax: (303) 969-5109

Geographic Area: Arizona, Colorado, Kansas (except Kansas City), Montana, Nebraska, New Mexico, North Dakota, South Dakota, Utah, and Wyoming.

New York Field Office: 26 Federal Plaza, Room 3137-A, New York, NY 10278-0022; Office: (212) 264-9372; Fax: (212) 264-1417

Geographic Area: New Jersey counties of Bergen, Essex, Hudson, and Union; New York; Puerto Rico; and Virgin Islands.

Northeastern Regional Office: 1601 Market Street, Suite 1700, Philadelphia, PA 19103
Office: (215) 597-9960; Fax: (215) 597-3456

Geographic Area: Connecticut; Delaware; Maine; Maryland (except the counties of Montgomery and Prince George's); Massachusetts; New Hampshire; New Jersey (except the counties of Bergen, Essex, Hudson, and Union); Pennsylvania; Rhode Island; Vermont; and West Virginia.

Washington Regional Office: 1901 S. Bell Street, Suite 950, Arlington, VA 22202; Office: (703) 756-6250; Fax: (703) 756-7112

Geographic Area: Maryland counties of Montgomery and Prince George's; North Carolina; Virginia; Washington, DC; and all overseas areas not otherwise covered.

Western Regional Office: 201 Mission Street, Suite 2310, San Francisco, CA 94105-1831;
Office: (415) 904-6772; Fax: (415) 904-0580

Geographic Area: Alaska, California, Hawaii, Idaho, Nevada, Oregon, Washington, and Pacific
overseas.



Jarvis, Steve <steve.jarvis@nps.gov>

Fwd: Moving forward with shutdown procedures

1 message

Laura Joss <laura_joss@nps.gov>

Tue, Oct 1, 2013 at 7:24 AM

To: NPS Superintendents <imr_superintendents@nps.gov>, NPS Directorate <imr_rd_staff@nps.gov>, NPS Team <imro_management_team@nps.gov>

All: Please see the official shutdown notice below.

Laura Joss
Acting Regional Director

Sent from my iPad

Begin forwarded message:

From: "Margaret O'Dell" <peggy_o'dell@nps.gov>**Date:** October 1, 2013, 3:24:17 AM MDT**To:** Jon Jarvis <Jon_Jarvis@nps.gov>, Maureen Foster <maureen_foster@nps.gov>, Bruce Sheaffer <Bruce_Sheaffer@nps.gov>, Bert Frost <Bert_Frost@nps.gov>, Stephanie Toothman <Stephanie_Toothman@nps.gov>, Victor Knox <Victor_Knox@nps.gov>, Patrick Gregerson <Patrick_Gregerson@nps.gov>, Cam Sholly <cam_sholly@nps.gov>, Julia Washburn <Julia_Washburn@nps.gov>, David Vela <David_Vela@nps.gov>, Lena McDowall <Lena_McDowall@nps.gov>, Sue Waldron <sue_waldron@nps.gov>, Don Hellmann <Don_Hellmann@nps.gov>, Rich Weideman <Rich_Weideman@nps.gov>, Jeffrey Compton <shane_compton@nps.gov>, Robert MacLean <Robert_MacLean@nps.gov>, Sue Masica <Sue_Masica@nps.gov>, Chris Lehnertz <Chris_Lehnertz@nps.gov>, Laura Joss <Laura_Joss@nps.gov>, Michael Reynolds <Michael_Reynolds@nps.gov>, Stanley Austin <stan_austin@nps.gov>, Steve Whitesell <Steve_Whitesell@nps.gov>, Lisa Mendelson-Ielmini <Lisa_Mendelson-Ielmini@nps.gov>, Dennis Reidenbach <Dennis_Reidenbach@nps.gov>, Michael Caldwell <mike_caldwell@nps.gov>, Shawn Bengel <shawn_benge@nps.gov>, Patricia Trap <Patricia_Trap@nps.gov>, Colin Campbell <colin_campbell@nps.gov>, Patty Neubacher <Patty_Neubacher@nps.gov>, Joel Hard <joel_hard@nps.gov>, Alexa Viets <Alexa_Viets@nps.gov>, Gary Machlis <Gary_Machlis@nps.gov>**Subject:** Fwd: Moving forward with shutdown procedures

Please see message below from Laura Davis to begin shutdown procedures. Please distribute throughout your organizations.

We will likely have a call later today to check in with the shutdown team in the regions and WASO. More to come on time and call in info.

Thank you for your hard work and dedication to the NPS mission. Please remind all to put safety first as they begin the work to close parks and offices.

Sent from my iPhone

Begin forwarded message:

From: Laura Davis <laura_davis@ios.doi.gov>
Date: October 1, 2013, 12:07:31 AM EDT
To: Anne Castle <Anne_Castle@ios.doi.gov>, Mike Connor <MLConnor@usbr.gov>, Elizabeth Washburn <ewashburn@usbr.gov>, Suzette M Kimball <suzette_kimball@usgs.gov>, Tommy Beaudreau <Tommy.Beaudreau@boem.gov>, Tommy Beaudreau <tommy_beaudreau@ios.doi.gov>, Joseph Pizarchik <JPizarchik@osmre.gov>, Glenda Owens <gowens@osmre.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, neil kornze <nkornze@blm.gov>, Steven Ellis <sellis@blm.gov>, Brian Salerno <brian.salerno@bsee.gov>, Rachel Jacobson <Rachel_Jacobson@ios.doi.gov>, "Jarvis, Jon" <Jon_Jarvis@nps.gov>, "Peggy O'Dell" <peggy_o'dell@nps.gov>, Dan Ashe <d_m_ashe@fws.gov>, Rowan Gould <r_w_gould@fws.gov>, "Sobeck, Eileen" <Eileen_Sobeck@ios.doi.gov>, "Washburn, Kevin" <Kevin.Washburn@bia.gov>, Mike Black <Mike.Black@bia.gov>, Jack Haugrud <jack.haugrud@sol.doi.gov>, Edward Keable <Edward.Keable@sol.doi.gov>, Mary Kendall <Mary_Kendall@doioig.gov>; Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Michele Singer <michele_singer@ost.doi.gov>, Mark Davis <mark_davis@ost.doi.gov>
Cc: Rhea Suh <rhea_suh@ios.doi.gov>, Liz Johnson Klein <Elizabeth_Klein@ios.doi.gov>, Ben Milakofsky <benjamin_milakofsky@ios.doi.gov>, Pam Haze <Pam_Haze@ios.doi.gov>, Mary Pletcher <mary_pletcher@ios.doi.gov>, Francis Iacobucci <francis_iacobucci@ios.doi.gov>, Nikki Buffa <nicole_buffa@ios.doi.gov>, Blake Androff <blake_androff@ios.doi.gov>, Sarah Neimeyer <sarah_Neimeyer@ios.doi.gov>
Subject: Moving forward with shutdown procedures

Good evening everyone,

We have been asked to commence our shutdown procedures. For most of you, this practically means that activity starts first thing Tuesday morning. I paste below the directive from OMB Director Burwell. Thanks for all you are doing to make this go smoothly and let us know if we can help with anything before we gather again at 2 tomorrow.

Laura

September 30, 2013

M-13-24

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS
AND AGENCIES

FROM: Sylvia M. Burwell
Director

SUBJECT: Update on Status of Operations

This memorandum follows the September 17, 2013, Memorandum M-13-22, and provides an update on the potential lapse of appropriations.

Appropriations provided under the Consolidated and Further Continuing Appropriations Act, 2013 (P.L. 113-6) expire at 11:59 pm tonight. Unfortunately, we do not have a clear indication that Congress will act in time for the President to sign a Continuing Resolution before the end of the day tomorrow, October 1, 2013.

Therefore, agencies should now execute plans for an orderly shutdown due to the absence of appropriations. We urge Congress to act quickly to pass a Continuing Resolution to provide a short-term bridge that ensures sufficient time to pass a budget for the remainder of the fiscal year, and to restore the operation of critical public services and programs that will be impacted by a lapse in appropriations.

Agencies should continue to closely monitor developments, and OMB will provide further guidance as appropriate. We greatly appreciate your cooperation and the work you and your agencies do on behalf of the American people.



Johnst_Blowe@ios.doi.gov

Guidance Concerning Efforts To Plan For A Potential Lapse In Appropriations

1 message

OS, DOI ADVISORY <doi_advisory@ios.doi.gov>
Bcc: doi_all_employees@doi.gov

Mon, Sep 30, 2013 at 12:32 PM

TO: All Department of the Interior Employees

FROM: Rhea Suh, Assistant Secretary for Policy, Management and Budget

SUBJECT: Guidance Concerning Efforts To Plan For A Potential Lapse In Appropriations

I want to provide you with important information and guidance concerning efforts to plan for and address a potential lapse of appropriations and government shutdown on Tuesday, October 1, 2013.

While the Administration believes that a lapse in funding should not occur, we have a responsibility to the public and to our employees to do everything possible to prepare for a potential shutdown.

These are challenging times – and we understand that these circumstances are challenging to you and your family. A lapse in government activities could impose hardships on you, your families, and the people we serve. We hope that Congress acts quickly to prevent a shutdown and pass a continuing resolution. In the meantime, we want you to know that we are doing everything we can to prepare for a potential shutdown. We will provide you with as much information as possible.

The information, guidance and resources outlined below cover the most important information that you will need to know over these next few days. I encourage you to read it, to print out the Shutdown Checklist for Furloughed Employees, and to make note of telephone numbers you can call and websites you can visit to help keep you updated on the latest information.

Employee Status during a Funding Lapse

If a shutdown occurs, most of our agency's staff will be furloughed. This is not a reflection on the value or importance of our employees' work.

A limited number of employees will be designated as "exempt" or "excepted." Employees who fall into these specialized categories have been apprised of their designation. Exempt employees will continue to work because they are funded from non-lapsing appropriations. Excepted employees will continue to work, despite lapsing appropriations, in order to protect life and property.

A set of general questions and answers can be found on <http://www.doi.gov/shutdown>

Shutdown Notification

If there is a lapse in appropriations on Tuesday, October 1, 2013 and we have direction to proceed with shutdown, the following applies:

Employees should report to work at their normal time and will be given up to four hours to conduct shutdown activities. Within the four hour timeframe, an employee should complete their timesheet, work with their supervisor to secure property and files, receive a furlough letter and acknowledge receipt, and conduct other activities as directed. Supervisors may make other arrangements with employees in order to accomplish these shutdown activities through other means, such as teleworking. Employees should report to work unless they have received different direction from their supervisors. Some employees will be given additional time for shutdown activities that will extend beyond the 4 hours. Your supervisor will inform you if you are one of these

individuals that is needed to help with these extended shutdown efforts.

A set of human resources questions and answers can be found on <http://www.doi.gov/shutdown>

Shutdown Activities

All employees will be required to complete a series of shutdown activities. Employees must use their time for shutdown activities only, not to work on any non-shutdown projects, tasks, activities or respond to emails. Shutdown activities include:

- Accessing your email.
- Reading your furlough notice and affirming to your supervisor that you did receive it.
- Changing your voicemail message to indicate you will be out of the office for an unspecified time.
- Changing and enabling your email "out of office" message.
- Securing your work documents appropriately.
- Completing your time card.
- Securing your work station and securing government property.

A checklist of shutdown activities with additional guidance is included at the end of this message.

Telework

Employees who have been approved to telework on Tuesday, October 1 should complete as many shutdown activities as possible (please see attached checklist) before they leave work on Monday, September 30, including completing their timecards, so that on Tuesday, October 1, their responsibilities will be to read their furlough email notification and affirm to their supervisor that they did receive it.

Time and Attendance

In the event of a government shutdown, employees should record their actual hours for the current pay period, 2013-21, as you normally would for the time period September 22-30, 2013.

- For employees who are not exempt or excepted and would be furloughed – record the balance of the pay period, October 1-5, against the Furlough pay code (pay code 103). Employees should keep track of hours spent on shutdown activities. Amended time sheets will be completed after operations resume.
- For excepted employees who will remain on duty to protect life and property - record the balance of the pay period, October 1-5, against the Furlough pay code (pay code 103). Excepted employees should keep track of their time outside of the system.
- For employees who are exempt and will continue to work because they are paid from non-lapsing appropriations – report all hours worked as you normally would.

A set of questions and answers on this are at the end of this document.

Employee Pay

October 1, 2013 is a regular payday covering the pay period ending Saturday, September 21,

2013. Employees will be paid on schedule for their hours worked during that pay period. If a shutdown occurs, all employees can expect to be paid on Tuesday, October 15, 2013 for hours worked from September 22, 2013 through September 30, 2013.

All employees will be paid for actual time spent conducting shutdown activities (for most employees this will be

no more than 4 hours) after the Congress enacts an appropriation or a continuing resolution.

During the shutdown, exempt employees will be paid for actual hours worked in subsequent pay periods every two weeks. Excepted employees will be paid for actual hours worked during the shutdown upon the next regular payday following passage of a funding bill. Congress will determine if furloughed employees will be paid subsequent to enactment of an appropriation or continuing resolution.

Use of Electronic Equipment

Please keep in mind that employees are prohibited from working while furloughed, including using agency owned computers, mobile devices, and using remote access service to access email or other applications. You should turn off all devices and secure and store government equipment.

Leave

If you have been previously approved to take leave on Tuesday, October 1, and there is a shutdown, your leave will be cancelled. You are expected to report to your duty station unless you have made alternative arrangements with your supervisor. If there is no shutdown or the government reopens and you had pre-existing leave plans, you should contact your supervisor to ensure your leave approval is still in place or if you are needed to return to work.

Travel

All employees should refrain from beginning official travel leading up to a possible shutdown and should not be traveling during the shutdown, with certain exclusions.

- Exempt employees who are funded through non-lapsing appropriations may travel with the appropriate approvals from their supervisor.

- Excepted employees who need to travel to protect life and property should do so with the approval of their supervisor. If there is a shutdown, please check with your supervisor to find out if you should immediately return to your duty station or remain in travel status.

- Employees who would be furloughed and are on travel when the shutdown occurs, must return to their duty station as soon as possible.

- Employees assigned overseas are not considered to be in travel status because their overseas location is considered their permanent station.

- Employees on extended TDY travel where a detail personnel action (SF52) was issued and funded should not return to their home location unless instructed by their supervisor.

A set of travel questions and answers can be found on <http://www.doi.gov/shutdown>

Access to Buildings and Facilities

The Main Interior Building (MIB) and South Interior Building (SIB) will be closed to the public throughout the shutdown, although employees who are exempt or excepted will have access. Employees that are furloughed will be able to access the credit union and should check-in at the guard desk

The cafeteria in MIB will be closed. The snack bars in MIB and SIB will be open.

All ramps to the MIB garage will be open on October 1, 2013. Commencing October 2, 2013, only Ramps A and D will be open in MIB.

Parking will be available during the shutdown for those employees that have parking permits for MIB, SIB and the Federal Reserve if they are exempt or excepted.

Transit Subsidy

The transit subsidy has already been loaded onto the electronic media and will be available to employees on October 1, 2013. Employees are authorized to use the subsidy for October 1, 2013 and excepted and exempt employees can use the subsidy during the duration of the shutdown. On call staff can use the subsidy if they are called back to work.

All unused subsidy media will be swept back by DOT at the end of the month.

Agency Services

In October 1, 2013, the shuttles to MIB are expected to be operating. During a government shutdown, after October 1, there will be no shuttle services to MIB and SIB. During the shutdown there will be limited custodial and mail service and the health unit and fitness center will be closed. The MIB child day care center will be closed throughout the duration of the shutdown.

Information Resources

There are a number of resources available where you can get further shutdown information and status updates. Shutdown information can be found on <http://www.doi.gov/shutdown>

In addition, furlough guidance can also be found at the Office of Personnel Management website at www.opm.gov/furlough. You are also encouraged to listen to the news media to obtain information on the status of government funding and whether a shutdown is necessary.

Shutdown Checklist for Furloughed Employees

- Meet with your supervisor to obtain additional necessary details and guidelines about shutdown procedures.
- Provide information about where your supervisor can reach you in the event the government reopens – home phone, personal cell phone, relative phone, etc.
- Access your email and read your furlough notice and affirm to your supervisor that you have received it. Instructions can be found at <http://googl/tN1PRt>.
- Change your voicemail message. Suggested language for employee voicemail:

"I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your call upon my return to the office."
- Change and enable your email "out of office" message. Suggested message:

"I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your email upon my return to the office."
- Secure your work documents appropriately so they are not left out in the open.
- Turn off and put away devices, phones, laptops, etc. for safekeeping.
- Throw out any perishable food.
- Remove or store any personal items for safekeeping.
- Complete your time card
- Turn off the lights and lock the door when you leave (presuming there are no other occupants in the office).

FAQ'S FOR ENTRY OF TIME & ATTENDANCE DURING GOVERNMENT SHUTDOWN

SEPTEMBER 27, 2013**1. I have received notice that I will be furloughed (not excepted) during the government shutdown. How do I enter my time and attendance?**

For the current pay period, 2013-21, *through September 30*, report all hours worked, leave taken, etc., as you normally would (only for September 22-30).

The remainder of the October 1-5 period should be recorded against the Furlough pay code (pay code 103). Employees should keep track of the time they spent on shutdown activities. Amended timesheets will be completed after government operations resume to reflect actual time spent on shutdown activities.

2. I have received notice that I have been excepted from the furlough. How do I enter my T&A?

For the current pay period, 2013-21, *through September 30*, report all hours worked, leave taken, etc., as you normally would (for September 22-30).

For the balance of the pay period (October 1-5), hours should be recorded against the Furlough pay code.

Excepted personnel should keep track off-line the hours worked for later submission of an amended timesheet when Congress enacts an appropriation bill.

3. I have received notice that I am exempt from the furlough. How do I enter my T&A?

Exempt personnel are funded by a non-lapsing appropriation, and therefore you report all hours worked or leave taken as you normally would.

4. What if I am furloughed, but it's only for a few days?

If Congress enacts an appropriation bill and an employee Returns to Duty anytime between October 1 – October 5, 2013 (in pay period 2013-21), timesheets would need to be “unverified” to allow for update for actual hours worked and/or furlough hours. Normal T&A processing procedures would then be followed.

5. What if the furlough lasts longer than this pay period, 2013-21, which ends on October 5?

Exempt employees will continue to record their actual time worked.

For excepted personnel, hours should continue to be recorded against the pay code 103 (furlough hours). Excepted personnel should continue to keep track off-line the hours worked for later submission of an amended timesheet when Congress enacts an appropriation bill.

IBC will assume that timesheets not submitted by October 23 (for the pay period ending October 20), should be charged to pay code 103 (furlough hours).

Visit oneINTERIOR for employee news and events - <http://oneinterior.doi.net>.

Please do not reply to this e-mail. This mailbox is not monitored. Use the contact information located in the message to get more information or provide comments.



GENERAL FAQs Background Information on Shutdown September 2013

Privileged Deliberative Communication

What causes a shutdown?

A shutdown occurs when there is a lapse in appropriations. The lapse has an impact on those agencies, and those programs/activities, that were funded by the appropriation which lapsed.

Thus, if an agency has other separate, pre-existing appropriations, these other appropriations continue to remain available to support the activities which they fund. Examples are indefinite appropriation (e.g., the permanent law that provides for the payment of Social Security retirement benefits) and carryover balances from a multi-year appropriation in a prior fiscal year.

History of Shutdowns

Prior to FY1996, there were short shutdowns in 1981, 1982, 1983, 1984, 1986, 1987 and 1990. These ranged from several hours to three days (and, in several cases, entirely on a weekend). In FY 1996, there were two shutdowns, neither of which was government-wide. The first affected many agencies and lasted for five days, beginning with the CR's lapse on November 14, 1995, and ending on November 19, 1995, with the enactment of another CR. According to a Congressional Research Service (CRS) report, an estimated 800,000 federal employees had been furloughed. A few weeks later, there was a second shutdown, affecting fewer agencies. This shutdown ran for 21 days, beginning with the CR's lapse on December 16, 1995, and ending on January 6, 1996, with the enactment of another CR (funding for some activities had been provided on December 22 and January 4). According to CRS, an estimated 284,000 federal employees were furloughed as of January 2, with another 475,000 employees continuing to work on "excepted" activities.

Agency "shutdown plans," which are based on DOJ opinions and OMB guidance.

During a shutdown, a Federal agency operates under its "shutdown plan." OMB has required agencies to maintain such plans since 1980. An agency prepares its plan by applying, to its programs and activities, the general principles outlined in DOJ opinions and OMB guidance.

The key DOJ opinions are:

- OLC opinion of August 16, 1995, *Government Operations in the Event of a Lapse of Appropriations*;
- AG opinion of January 16, 1981, *Authority for the Continuance of Government Functions During a Temporary Lapse in Appropriations* (Civiletti opinion);

- *Congressional Research Service Report for Congress, Shutdown of the Federal Government: Causes, Processes, and Effects, August 6, 2013;*
- *Congressional Research Service Report for Congress, Shutdown of the Federal Government: Causes, Processes, and Effects, September 27, 2010;*
- *Congressional Research Service Report for Congress, Shutdown of the Federal Government: Causes, Effects, and Process, September 20, 2004.*

The key OMB guidance documents are:

- Circular A-11, Section 124, *Agency Operations in the Absence of Appropriations* o Memorandum of November 17, 1981, *Agency Operations in the Absence of Appropriations*;
- OMB Bulletin 80-04 of August 28, 1980, *Shutdown of Agency Operations Upon Failure by the Congress to Enact Appropriations*;
- OMB Memorandum M-13-22, *Planning for Agency Operations During a Lapse in Appropriations, September 17, 2013*;
- OMB Memorandum M-11-13, *Planning for Agency Operations During a Laps in Government Funding, April 7, 2011*;
- OMB Memorandum M-96-07, *Planning for Agency Operations in the Absence of Appropriations, December 14, 1995*;
- OMB Memorandum M-96-01, *Planning for Agency Operations, November 9, 1995.*

The Antideficiency Act; “excepted” activities versus “non-excepted” activities

The key statute is the Antideficiency Act (ADA, 31 U.S.C. 1342), which provides that:

“An officer or employee of the United States Government or of the District of Columbia government may not accept voluntary services for either government or employ personal services exceeding that authorized by law except for emergencies involving the safety of human life or the protection of property. ... As used in this section, the term “emergencies involving the safety of human life or the protection of property” does not include ongoing regular functions of government the suspension of which would not imminently threaten the safety of human life or the protection of property.”

Those Federal activities that authorized to continue, during a funding lapse, are “excepted” activities. Those activities which may not continue are “non-excepted.”

In the case of “excepted” activities, an agency may enter into an obligation for the activity to be carried out, but the agency may not expend funds during the shutdown in order to liquidate the obligation. The obligation can be paid only what an appropriation has been enacted.

Example: In the case of “excepted” activities, the agency may continue to have agency employees perform the “excepted” work. Thus, the agency may continue to incur the obligation to pay the employees for the “excepted” work. However, the agency cannot pay the employees for that “excepted” work until an appropriation is enacted. (Thus, whether employees would miss a paycheck would depend on the length of the shutdown.)

What are “excepted” activities under the ADA?

There are two main categories of “excepted activities”: activities that are “authorized by law” and those involving “the safety of human life or the protection of property.” Below are OLC’s descriptions of these activities from its opinion of August 16, 1995.

1. Activities “authorized by law.”

A. Express authorization: contract authority and borrowing authority.

“Congress provides express authority for agencies to enter into contracts or to borrow funds to accomplish some of their functions. An example is the ‘food and forage’ authority given to the Department of Defense, which authorizes contracting for necessary clothing, subsistence, forage, supplies, etc. without an appropriation. In such cases, obligating funds or contracting can continue, because the Antideficiency Act does not bar such activities when they are authorized by law. As the 1981 Opinion emphasized, the simple authorization or even direction to perform a certain action that standardly can be found in agencies’ enabling or organic legislation is insufficient to support a finding of express authorization or necessary implication..., standing alone. There must be some additional indication of an evident intention to have the activity continue despite an appropriations lapse.”

B. Necessary implications: authority to obligate that is necessarily implied by statute.

“The 1981 Opinion concluded that the Antideficiency Act contemplates that a limited number of government functions funded through annual appropriations must otherwise continue despite a lapse in their appropriations because the lawful continuation of other activities necessarily implies that these functions will continue as well.

“Examples include the check writing and distributing functions necessary to disburse the social security benefits that operate under indefinite appropriations.”

“Further examples include contracting for the materials essential to the performance of the emergency services that continue under that separate exception.”

“In addition, in a 1980 opinion, Attorney General Civiletti opined that agencies are by necessary implication authorized ‘to incur those minimal obligations necessary to closing [the] agency.’ The 1981 opinion reiterated this conclusion and consistent practice since

that time has provided for the orderly termination of those functions that may not continue during a period of lapsed appropriations.”

C. Obligations necessary to discharge of the President's constitutional duties and powers.

“Efforts should be made to interpret a general statute such as the Antideficiency Act to avoid the significant constitutional questions that would arise were the Act read to critically impair the exercise of constitutional functions assigned to the executive. In this regard, the 1981 Opinion noted that when dealing with functions instrumental in the discharge of the President's constitutional powers, the ‘President's obligational authority... will be further buttressed in connection with any initiative that is consistent with statutes -- and thus with the exercise of legislative power in an area of concurrent authority — that are more narrowly drawn than the Antideficiency Act and that would otherwise authorize the President to carry out his constitutionally assigned tasks in the manner he contemplates.’ 1981 Opinion, at 6-7.”

Note: In its opinion of September 15, 1995 (*Authority to Employ the Services of White House Employees During an Appropriations Lapse*), OLC concluded that the White House Office could employ individuals on a non-salaried (voluntary) basis to perform “non-excepted” activities during a lapse in the White House appropriation.

2. “Emergencies involving the safety of human life or the protection of property.”

As noted above, an agency may incur obligations (but may not expend funds) in order to address “emergencies involving the safety of human life or the protection of property.”

In 1990, Congress addressed the “emergency” category by adding the following sentence to the ADA:

“As used in this section, the term ‘emergencies involving the safety of human life or the protection of property’ does not include ongoing, regular functions of government the suspension of which would not imminently threaten the safety of human life or the protection of property.”

In its 1995 opinion, OLC concluded that the 1990 amendment “prohibits overly expansive interpretations of the ‘emergency’ exception.” In 1995, OLC reviewed the test that had been set forth in the 1981 AG opinion - few identifying “life and property” emergencies - in light of the 1990 amendment. OLC concluded that the 1981 test should be revised by replacing “in some degree” with “in some significant degree,” so that it would read as follows:

“First, there must be some reasonable and articulable connection between the function to be performed and the safety of human life or the protection of property. Second, there must be some reasonable likelihood that the safety of human life or

the protection of property would be compromised, in some significant degree, by delay in the performance of the function in question.”

As OLC explained, the 1990 amendment “emphasize[s] and reinforce[s] the requirement that there be a threat to human life or property of such a nature that immediate action is a necessary response to the situation.” To illustrate the point, OLC provided an example:

“The brief delay of routine maintenance on government vehicles ought not to constitute an ‘emergency,’ for example, and yet it is quite possible to conclude that the failure to maintain vehicles property may ‘compromise, to some degree’ the safety of the human life of the occupants or the protection of the vehicles, which are government property. We believe that the revised articulation [requiring ‘some significant degree’] clarifies that the emergencies exception applies only to cases of threat to human life or property where the threat can be reasonably said to be near at hand and demanding of immediate response.”

Should an agency assume that the private economy will continue operating?

In its 1995 opinion, OLC addressed the question of “whether the emergency status of government functions should be determined on the assumption that the private economy will continue operating during a lapse in appropriations, or whether the proper assumption is that the private economy will be interrupted. As an example of the difference this might make, consider that air traffic controllers perform emergency functions if aircraft continue to take off and land, but would not do so if aircraft were grounded.” OLC explained that “with respect to any short lapse in appropriations, the practice of past administrations has been to assume the continued operation of the private economy, and so air traffic controllers, meat inspectors, and other similarly situated personnel have been considered to be within the emergency exception of §1342.” OLC, though, further explained that “[t]he correct assumption in the context of an anticipated lone period of lapsed appropriations, where it might be possible to phase in some alternatives to the government activity in question, and thus over time to suspend the government function without thereby imminently threatening human life or property, is not entirely clear.”

Examples of “excepted” activities that may continue during a funding lapse.

Based on the above principles, OLC and OMB have outlined several examples of “excepted” activities that may continue during a funding lapse.

In its 1995 opinion, OLC stated that it “is an entirely inaccurate description” to refer to a funding lapse as “shutting down the government.” To illustrate this point, OLC outlined a number of Federal activities that are not required to cease but rather may continue during a funding lapse:

“Were the federal government actually to shut down, air traffic controllers would not staff FAA air control facilities, with the consequence that the nation's airports

would be closed and commercial air travel and transport would be brought to a standstill.

"Were the federal government to shut down, the FBI, DEA, ATF and Customs Service would stop interdicting and investigating criminal activities of great varieties, including drug smuggling, fraud, machine gun and explosives sales, and kidnapping.

"The country's borders would not be patrolled by the border patrol, with an extraordinary increase in illegal immigration as a predictable result

"In the absence of government supervision, the stock markets, commodities and futures exchanges would be unable to operate.

"Meat and poultry would go uninspected by federal meat inspectors, and therefore could not be marketed.

"Were the federal government to shut down, medicare payments for vital operations and medical services would cease. VA hospitals would abandon patients and close their doors."

Again, as noted above, OLC offered these as examples of Federal activities that may continue.

In addition, in its November 1981 memorandum to agencies, OMB provided the following list of activities that may continue:

1. Provide for for national security, including the conduct of foreign relations essential to the national security or the safety of life and property.
2. Provide for benefit payments and the performance of contract obligations under no-year or multi-year or other funds remaining available for those purposes.
3. Conduct essential activities to the extent that they protect life and property, including:
 - a. Medical care of inpatients and emergency outpatient care;
 - b. Activities essential to ensure continued public health and safety, including safe use of food and drugs and safe use of hazardous material;
 - c. The continuance of air traffic control and other transportation safety functions and the protection of transport property;
 - d. Border and coastal protection and surveillance;
 - e. Protection of Federal lands, buildings, waterways, equipment and other property owned by the United States;
 - f. Care of prisoners and other persons in the custody of the United States;
 - g. Law enforcement and criminal investigations;

- h. Emergency and disaster assistance;
- i. Activities essential to the preservation of the essential elements of the money and banking system of the United States, including borrowing and tax collection activities of the Treasury;
- j. Activities that ensure production of power and maintenance of the power distribution system; and
- k. Activities necessary to maintain protection of research property.



Inbst, Steve <steve_inbst@nps.gov>

Fwd: Helpful guidance on coming to work on Tuesday

1 message

Laura Joss <laura_joss@nps.gov>

Sat, Sep 28, 2013 at 7:16 PM

To: NPS Superintendents <imr_superintendents@nps.gov>, NPS Directorate <imr_rd_staff@nps.gov>, NPS Team <imro_management_team@nps.gov>

From: Beverly Stephens <grace_stephens@nps.gov>

Date: September 28, 2013, 6:45:11 PM MDT

To: Christine Lehnertz <chris_lehnertz@nps.gov>, Laura Joss <laura_joss@nps.gov>, Sue Masica <sue_masica@nps.gov>, Dennis Reidenbach <dennis_reidenbach@nps.gov>, Stanley Austin <stan_austin@nps.gov>, Gordon Wissinger <gordon_wissinger@nps.gov>, Steve Whitesell <steve_whitesell@nps.gov>, "Margaret O'Dell" <peggy_o'dell@nps.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Lena McDowall <lena_mcdowall@nps.gov>, Cam Sholly <cam_sholly@nps.gov>, Donald Hellmann <don_hellmann@nps.gov>, Suzanne Waldron <sue_waldron@nps.gov>, Julia Washburn <julia_washburn@nps.gov>, Stephanie Toothman <stephanie_toothman@nps.gov>, Herbert Frost <bert_frost@nps.gov>, Richard Weideman <rich_weideman@nps.gov>, Raymond Vela <david_vela@nps.gov>

Cc: Lisa Mendelson <lisa_mendelson-ielmini@nps.gov>, Patty Neubacher <patty_neubacher@nps.gov>, Patricia Trap <patricia_trap@nps.gov>, Jennifer Madello <jennifer_madello@nps.gov>, Jennifer Greatorex <jennifer_greatorex@nps.gov>, Gay Vietzke <gay_vietzke@nps.gov>, Michael Byrd <michael_byrd@nps.gov>, Michael Litterst <mike_litterst@nps.gov>, Angela Hargrove <angela_hargrove@nps.gov>, Nancy Wilson <nancy_wilson@nps.gov>

Subject: Fwd: Helpful guidance on coming to work on Tuesday

Hi all,

Some additional guidance from the Department you can forward regarding what happens on Tuesday.

Thanks!

Grace

Begin forwarded message:

From: "Haze, Pam" <pam_haze@ios.doi.gov>

Date: September 28, 2013, 4:57:34 PM EDT

To: "adrienne_moss@ios.doi.gov" <adrienne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin

<chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, Denise Flanagan <denise_flanagan@ios.doi.gov>, Diane Wade <dwade@usgs.gov>, Edward Keable <edward.keable@sol.doi.gov>, Edward Simermeyer <sequoyah_simermeyer@ios.doi.gov>, Ellen Bliss <Ellen_S_Bliss@nbc.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcra <doi_hr_ofcra@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>, Kimberly Prendergast <kimberly_prendergast@ios.doi.gov>, Linda Rihel <linda_y_rihel@nbc.gov>, OS_PHR <os_phr@ios.doi.gov>, "Banks, Annabella" <anabella_banks@ios.doi.gov>, "Jacobs, Janet" <janet_jacobs@ios.doi.gov>, "Rahn, Patti" <patti_ahn@ios.doi.gov>, "Reif, Nancy" <nancy_reif@ios.doi.gov>, "Sizemore, William" <william_sizemore@ios.doi.gov>, "Vashro, Anna" <anna_vashro@ios.doi.gov>

Subject: Helpful guidance on coming to work on Tuesday

Dear Team:

We were asked to provide guidance you can use regarding reporting to work on Tuesday, October 1, 2013. Here is our guidance:

If there is a lapse in appropriations on Tuesday, October 1, 2013 and Congress has not passed an appropriation or continuing resolution and we have direction to proceed with shutdown the following applies:

Employees should report to work at their normal time and will be given up to four hours to conduct shut down activities. Within the four hour timeframe, an employee should complete their timesheet, work with their supervisor to secure property and

files, receive a furlough letter and acknowledge receipt, and conduct other activities as directed. Supervisors may make other arrangements with employees in order to accomplish these shutdown activities through other means, such as teleworking. Employees should report to work unless they have received different direction from their supervisors. Some employees will be given additional time, on an exception basis only, for shutdown activities that will extend beyond the 4 hours. Your supervisor will inform you if you are one of these individuals that is needed to help with these efforts.

If there no lapse in appropriations and the government is operating, the following applies:

Employees should report to work on their normal schedule unless the employee is on previously scheduled and approved leave or is approved for telework or has made other arrangements with their supervisor. Employees should work with their supervisors on any specific circumstances not addressed in this general guidance.

Thanks for your help.



Litterst, Steve <steve.litterst@nps.gov>

Fwd: URGENT - NPS shutdown plan is now online and parks are free to discuss their plans

1 message

Joss, Laura <laura_joss@nps.gov>

Fri, Sep 27, 2013 at 1:07 PM

To: NPS IMR Superintendents <imr_superintendents@nps.gov>, NPS IMR Public Information Officers <imr_public_information_officers@nps.gov>, NPS IMR Regional Directorate <imr_rd_staff@nps.gov>, NPS IMRO Management Team <imro_management_team@nps.gov>; Patrick O'Driscoll <patrick_o'driscoll@nps.gov>

FYI

Laura E. Joss
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----- Forwarded message -----

From: **Waldron, Suzanne** <sue_waldron@nps.gov>

Date: Fri, Sep 27, 2013 at 12:57 PM

Subject: Fwd: URGENT - NPS shutdown plan is now online and parks are free to discuss their plans

To: NPS NLC <nps_nlc@nps.gov>, Lisa Mendelson <lisa_mendelson-ielmini@nps.gov>

Cc: Mike Litterst <Mike_Litterst@nps.gov>

All: following up the NLC call of yesterday - the communications guidance below has just been shared with the regional pios for distribution to all parks. **RDs:** We would appreciate any assistance you can give to ensure that happens.

We have created an InsideNPS page with additional guidance; additions and updates will be made as appropriate.

Sue

----- Forwarded message -----

From: **Litterst, Michael** <mike_litterst@nps.gov>

Date: Fri, Sep 27, 2013 at 2:43 PM

Subject: URGENT - NPS shutdown plan is now online and parks are free to discuss their plans

To: Jane Ahern <jane_ahern@nps.gov>, Megan Nortrup <megan_nortrup@nps.gov>, William Reynolds

<william_f_reynolds@nps.gov>, Patricia Rooney <patty_rooney@nps.gov>, James Doyle

<james_doyle@nps.gov>, Rick Frost <rick_frost@nps.gov>, Stephanie Burkhart

<stephanie_burkhart@nps.gov>, Craig Dalby <craig_dalby@nps.gov>, John Quinley <john_quinley@nps.gov>

Cc: Sue Waldron <sue_waldron@nps.gov>, Jeffrey Olson <jeffrey_olson@nps.gov>

NOTE: Please forward this e-mail to your park contacts immediately and copy me.

The National Park Service shutdown plan is now posted online at: <http://www.doi.gov/shutdown/index.cfm>.

Parks may now respond to inquiries about from the public and the media about how the plan will impact their specific operation (e.g. - that the park will close in the event of a government shutdown, how many employees will be furloughed, how many are excepted, etc.).

While you may respond to media inquiries, there are to be no proactive media efforts (issuing press releases or statements, or reaching out to local media). If that changes, we have a template press release for parks to use that we will make available.

All national media inquiries are to be referred to the Washington communications office (202-206-6843; mike_litterst@nps.gov).

NPS guidance documents are available on InsideNPS at:

<http://inside.nps.gov/waso/custommenu.cfm?lv=2&prg=27&id=11314>

Documents include FAQs, guidance for media inquiries, verbiage for signage and out-of-office messaging in the event of a shutdown, and more. Use of the messaging information contained in these documents is mandatory; it is important that the entire National Park Service speak in a unified voice on this issue.

Following is some specific guidance we have received from the Department that may be of use in responding to inquiries:

- We strongly believe that a lapse in appropriations should not occur and there is enough time for Congress to act. However, we are taking prudent steps to plan.
- The DOI website at: <http://www.doi.gov/shutdown>. This will be the best place to point reporters, the public, and other stakeholders for the latest information.
- Should a lapse in appropriations occur, all bureau websites will be re-directed to <http://www.doi.gov>.
- IF ASKED: Once the contingency plans are posted online, bureaus can answer factual questions from reporters regarding items that are in your contingency plans. This includes local parks, refuges, and other folks in the field answering specific questions about how the asset will be impacted.
- ***Please do not editorialize or offer opinions on the lapse in appropriation and simply stick to the facts.***
- If asked regarding government-wide impacts or any other policy related question (ie What are you doing to prevent a lapse in appropriation?), bureaus should refer reporters either to Jessica Kershaw w/ OCO or directly to the OMB
- Bureaus are **not** to put out proactive press releases regarding impacts of a potential lapse in appropriations at this time. Should that change, we will be the first to let you know.

This is all subject to change early and often so please stay tuned for additional updated guidance.

Thanks to everyone for your assistance and patience over the last several days in what has been (and will continue to be) a rapidly evolving situation. If you have any questions, of course please feel free to get in touch.

Mike

~~~~~  
Mike Litterst  
Chief Spokesperson (acting)

National Park Service  
1849 C Street NW  
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The National Park Service cares for special places saved by the American people so that all may experience our heritage.

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—  
Sue Waldron  
Assistant Director, Communications  
National Park Service  
(202) 208-3046  
Visit us at [www.nps.gov](http://www.nps.gov)

The National Park Service cares for special places saved by the American people so that all may experience our heritage.

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Label, Steve Whitesell, lebst@nps.gov

## Shutdown Updates

1 message

Joss, Laura <laura\_joss@nps.gov>

Fri, Sep 27, 2013 at 11:49 AM

To: NPS IMR Superintendents <imr\_superintendents@nps.gov>, NPS IMRO Management Team <imro\_management\_team@nps.gov>, NPS IMR Regional Directorate <imr\_rd\_staff@nps.gov>

IMR Superintendents and managers: As we receive helpful information about the potential lapse in appropriations, I will share it with you. This morning we had an all-Regional Directors call, and it was determined that for servicewide consistency, there will be limited designation of superintendents as excepted employees on a case by case basis. All regional offices will have three excepted employees; IMRO excepted employees will be Deputy Regional Director, Operations Colin Campbell, Associate Regional Director, Business and Technology Rena Fugate and Chief Ranger Billy Shott.

Regarding equipment (phones, computers, etc), WASO would like you to use your good judgement and be prudent about how we manage property, ensuring it is safeguarded and protected and not inappropriately used, lost or damaged. Employees who are on furlough are to turn off their devices and store them or safeguard them. Part of the four-hour shut down preparation that would occur Tuesday morning if there is a lapse in appropriations is ensuring that employees are making arrangements to safely store and secure property. Please ask your managers to be knowledgeable about the disposition of property and ensure government property is accounted for and secure.

Regarding the issue of when to except staff working on projects that are funded from multi-year sources, if the person is necessary for DIRECT project management AND that person is funded from a multi-year source, they may remain on duty.

Attached below is a link to an article from Bruce Sheaffer.

Laura E. Joss  
Acting Regional Director  
Intermountain Regional Office  
National Park Service  
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----- Forwarded message -----

From: **Sheaffer, Bruce** <bruce\_sheaffer@nps.gov>

Date: Fri, Sep 27, 2013 at 5:00 AM

Subject: Fwd: Good Politico article on the lay of land

To: Chris Lehnertz <Chris\_Lehnertz@nps.gov>, Dennis Reidenbach <Dennis\_Reidenbach@nps.gov>, Gordon Wissinger <Gordon\_Wissinger@nps.gov>, John Wessels <John\_Wessels@nps.gov>, Michael Reynolds <Michael\_Reynolds@nps.gov>, Steve Whitesell <Steve\_Whitesell@nps.gov>, Sue Masica <Sue\_Masica@nps.gov>, Stan Austin <stan\_austin@nps.gov>, Laura Joss <laura\_joss@nps.gov>, Jon Jarvis <Jon\_Jarvis@nps.gov>, Peggy O'Dell <Peggy\_O'Dell@nps.gov>

best article yet on state of shutdown politics..

-

<http://m.politico.com/iphone/story/0913/97425.html>

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C. Bruce Sheaffer  
Comptroller  
National Park Service  
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Laura Joss &lt;laura\_joss@nps.gov&gt;

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**Fwd: shutdown - action required by noon Friday**

1 message

**Joss, Laura** <laura\_joss@nps.gov>

Thu, Sep 26, 2013 at 12:39 PM

To: NPS IMR Superintendents <imr\_superintendents@nps.gov>, NPS IMR Chief Rangers <nps\_imr\_chief\_rangers@nps.gov>, NPS IMR Administrative Officers <imr\_administrative\_officers@nps.gov>, NPS IMR Regional Directorate <imr\_rd\_staff@nps.gov>, NPS IMRO Management Team <imro\_management\_team@nps.gov>

IMR Superintendents and Program Leads:

We have just received from WASO the attached NPS shutdown plan, which will go into effect on Tuesday, October 1, if Congress does not act to avoid a lapse in appropriations prior to midnight on September 30th, 2013. Since we cannot predict how this will play out, we are moving forward with some advance planning. WASO has tried to avoid tasking us unnecessarily, especially in the final week of the fiscal year, but OMB is now requiring us to complete certain planning items this week.

In the attached plan, you will see estimates regarding the number of employees each region and service center will designate as "excepted." These numbers were based on planning conducted in the mid-90's and in 2011. WASO also estimated, servicewide, how many of these excepted employees will be fulfilling an essential visitor protection role (such as in LE, EMS, Fire, USPP).

To be excepted, a position must qualify under the criteria delineated in the plan. Even if an employee's salary is funded from carryover or multi-year appropriation, they are not automatically exempt from furlough. **Only employees conducting essential activities as defined in the contingency plan will be deemed excepted.**

Please promptly review each of your park COOP drawdown plans. The IMRO plan will be reviewed by DRDs and ARDs today. Over the next day and a half, we need you to decide which of your employees you will designate as excepted, and which you intend to furlough based on the list of exception criteria. You do not have to adhere to earlier total estimates, only the list of exception criteria. You will also be able to amend your decisions about who to furlough as the situation evolves. We encourage you to keep your number of excepted employees to a minimum.

**Immediate action:** You and your managers need to begin immediately identifying and notifying verbally all personnel in your park, program or office as to their status in accordance with the guidance in the contingency plan and whether you intend to furlough them or designate them as excepted in the event of a shutdown. This will need to be completed by **noon on Friday**.

**By noon on Monday, September 30** submit to the Deputy Regional Director, Operations (Colin Campbell) a summary, at the park and directorate level, the total number of employees you intend to furlough and the total number of employees you intend to designate as excepted for Phase II operations. For those employees you intend to deem excepted, please indicate how many will be fulfilling an essential visitor protection role (LE, EMS, Fire, USPP). We do not need names or positions at this time, only totals by category and organization.

Over the next two days, you will receive a number of communications from OMB, the Department, and the Secretary. As documents are finalized, including many FAQ pages, they will be posted here:

[www.doi.gov/shutdown](http://www.doi.gov/shutdown)

There will be an HR FAQ page posted here that you can direct your employees to read - we anticipate most staff

questions will relate to HR issues.

We will also be posting internal guidance on InsideNPS.

This could be chaotic, and there is no avoiding that fact. Remember that a shutdown is not certain, and until we receive a notice from the Director indicating that Phase 1 of the shutdown has begun, you do not need to take any further action. This notification will not come before Tuesday. Note that included in the Contingency plan guidance is a draft memo to be issued by the Director if and when the shutdown is ordered. Do not act on this memo until the order comes. Act only on the instructions in this note for now. Regional concessions chiefs will be receiving more detailed instructions from WASO business services.

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**NPS contingency plan 2013 v6.docx**

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## NATIONAL PARK SERVICE CONTINGENCY PLAN

As stated in its original authorizing legislation, the National Park Service mission is to “preserve unimpaired the natural and cultural resources and values of the national park system for the enjoyment, education, and inspiration of this and future generations.”

Effective immediately upon a lapse in appropriations, the National Park Service will take all necessary steps to close and secure national park facilities and grounds in order to suspend all activities except for those that are essential to respond to emergencies involving the safety of human life or the protection of property. Day use visitors will be instructed to leave the park immediately as part of Phase 1 closures. Visitors utilizing overnight concession accommodations and campgrounds will be notified to make alternate arrangements and depart the park as part of Phase 2. Wherever possible, park roads will be closed and access will be denied. National and regional offices and support centers will be closed and secured, except where they are needed to support excepted personnel. These steps will be enacted as quickly as possible while still ensuring visitor and employee safety as well as the integrity of park resources.

The shutdown process will take place in two phases. Phase 1 includes all activities to notify the public of the closure, secure government records and property, and begin winding down operations to essential activities only. Phase 1 will take place over a day and a half. Phase 2 will be initiated by the Director and includes the complete shutdown of all concession facilities and commercial visitor services. Overnight visitors will be given two days to make alternate arrangements and depart the parks. At the end of Phase 2 operations are expected to be at the minimum levels defined below. The entire closure process – both phases – will be completed within four days.

### **Part 1: Designation of Essential and Continuing Programs/Activities**

The Emergency Response Official designation on a Federal ID card is not necessarily a factor in determining excepted personnel. Rather, as defined by the Department of the Interior, essential activities and activities that will continue during a lapse in appropriations are:

- Providing for finance and contracting activities such as benefit payments and actions necessary to suspend or stop work on projects currently underway that require oversight or support from employees funded from lapsed appropriations. That is, contracting and finance personnel necessary to perform these duties should remain until the activities can be suspended.
- Direct management of projects obligated from funds that are not subject to lapse, such as multi-year appropriations from prior fiscal years. People not DIRECTLY involved in project management or necessary contracting actions and payments for these projects will not be considered excepted or continue to work.
- Protecting life and property, including:

- Emergency medical care;
- Law enforcement and disaster assistance;
- Border and coastal protection and surveillance;
- Protection of federal lands, buildings, waterways, equipment, and other property within the National Park System;
- Activities essential to ensure continued public health and safety, including safe use of food and drugs and safe use of hazardous materials, drinking water, sewage treatment operation;
- Activities that ensure production of power and maintenance of the power distribution system;
- Activities necessary to maintain protection of research property;
- Essential or time-sensitive support services for employees;
- Uninterrupted command, control, and policy leadership;
- Maintenance of IT systems critical to activities being carried out by excepted personnel (e.g., radio communication, e-mail, accounting systems, etc.);
- Year-end financial management activities; and
- Communication with employees and the public.

NOTE: Staffing will be held to the very minimum to perform essential functions. This will ordinarily be only law enforcement personnel, at a staffing level that allows for reactive emergency response commensurate with levels of park operations under the shutdown. However, in certain instances maintenance and IT personnel may be required for systems that normally require 24 hour monitoring or periodic maintenance, without which the system would shut down. Emergency responders, including Fire Management, EMS, and Law Enforcement personnel, not required for essential activities will be placed on furlough but may be called back to duty if an emergency situation arises.

### **Headquarters**

In order to complete the required, essential activities defined above, the NPS Washington Support Office (NPS Headquarters) will retain key NPS leaders, as well as a bare minimum number of employees in policy coordination, communication, human resources, contracting, finance, and budget roles, including employees necessary to uphold our year-end financial management responsibilities. Employees required for centralized processing of payments for ongoing projects funded by multi-year appropriations will remain on duty at the minimum level necessary to avoid harm to life, health, and property. NPS leaders remaining on duty will include the Director, Deputy Director for Operations, and the Comptroller. Total excepted and continuing staff is estimated to be no more than 50 full-time employees.

### **Regional Offices**

The National Park Service's seven regional offices play key roles in policy direction and coordination between the Washington office and individual national park sites. During the shutdown process, the regional leaders of law enforcement, administration, budget, contracting, public affairs, and concessions management will remain on duty to implement the closure guidance. Once the shutdown is complete, each region will retain approximately three full-time

staff members to conduct essential activities, disseminate information, both internally and externally, and ensure continued shutdown coordination and communication between Washington and the field.

### **National Park Sites**

Due to the dramatic differences in operations, size, visitation, location, and infrastructure represented in national park sites, the number of employees required to carry out the essential activities defined above will vary greatly from site to site. As a rule, staffing will be held to the very minimum for the protection of life, property, and public health and safety. Only personnel absolutely required to support these activities will remain on duty. Wildland fire personnel required for active fires or for monitoring areas currently under a fire watch will remain on duty. All other personnel, including law enforcement, EMS, and Fire Management not deemed excepted will be furloughed, but will be subject to being called back in the case of an emergency. See below for employee counts by region. The personnel count for the National Capitol Region includes U.S. Park Police staff required for essential activities.

### **Other Offices**

The NPS maintains two project management support centers for large-scale projects – one in Harper's Ferry, WV and one in Denver, CO. Many of the projects managed through these centers are funded through multi-year appropriations. However, even if an employee's salary is funded from carryover or a multi-year appropriation, they are not automatically excepted from a furlough. Only employees conducting essential activities as defined above will be deemed "excepted." Employees funded from multi-year appropriations typically rely on facilities and support staff who are funded by expiring appropriations, and thus managers will designate exceptions and furloughs based solely on whether an employees' activities are essential or not. Employees at these locations necessary for DIRECT project management of ongoing projects funded by multi-year appropriations will remain on duty.

## **Part 2: Designation of Excepted Personnel**

The following estimate of personnel required to carry out the essential activities defined above is based upon the agency's experience from 1995, planning efforts from 2011, and current planning efforts. Please see the attached spreadsheet for a breakout of anticipated excepted employees by position in the Headquarters office and the Regional Offices. During phase one of the shutdown period, parks will decide on final numbers for excepted park staff.

| <b><u>Office/Region</u></b>                  | <b><u>Excepted Employees</u></b> |
|----------------------------------------------|----------------------------------|
| <b><u>Headquarters</u></b>                   |                                  |
| Leadership Staff                             | 12                               |
| Contracting, Finance, and Budget             | 34                               |
| <b><u>Alaska Region</u></b>                  |                                  |
| Regional Office                              | 3                                |
| Total Park Staff                             | 64                               |
| <b><u>Intermountain Region</u></b>           |                                  |
| Regional Office                              | 3                                |
| Total Park Staff                             | 630                              |
| <b><u>Midwest Region</u></b>                 |                                  |
| Regional Office                              | 3                                |
| Total Park Staff                             | 229                              |
| <b><u>National Capitol Region</u></b>        |                                  |
| Regional Office                              | 3                                |
| Total Park/US Park Police Staff              | 661                              |
| <b><u>Northeast Region</u></b>               |                                  |
| Regional Office                              | 3                                |
| Total Park Staff                             | 485                              |
| <b><u>Pacific West Region</u></b>            |                                  |
| Regional Office                              | 3                                |
| Total Park Staff                             | 664                              |
| <b><u>Southeast Region</u></b>               |                                  |
| Regional Office                              | 3                                |
| Total Park Staff                             | 345                              |
| <b><u>Other Offices</u></b>                  | 121                              |
| <b>TOTAL</b>                                 | <b>3,196</b>                     |
| <i>Law Enforcement / EMS / Fire / USPP</i>   | <i>[2,139]</i>                   |
| <b><u>NPS Employees, as of 9/10/2013</u></b> | <b><u>24,645</u></b>             |
| <b>Total Employees to be Furloughed</b>      | <b>21,449</b>                    |



The attached instructions for shutdown describe the Service's plan for orderly shutdown of activities in the event of a lapse of appropriations.

To: Directorate, HFC & DSC Managers  
From: Director  
Subject : Contingency Plan for Lapsed Appropriation

The possibility of a government-wide shutdown due to the lapsing of appropriations now appears high. The continuing resolution that provided FY13 funding for NPS expires at midnight, September 30, 2013, and no FY14 spending bill or continuing resolution has yet been adopted by Congress.

All employees are to report to work on their first scheduled day after September 30. Failure to report to work will result in being charged for leave.

If appropriations have not been provided, the OMB will order the shutdown to begin, and you will be notified to execute your shutdown plan. All employees not designated as excepted from the shutdown will have four hours to institute closedown procedures, secure their work areas, and depart. All employees in travel status are to return from travel unless they are performing an excepted duty. All employees designated as excepted will remain on duty. Non-excepted employees shall be notified in writing of placement into furlough status effective October 1. Do not initiate any travel on or after October 1 unless it is for an essential activity.

Please note that even if an employee's salary is funded from carryover or a multi-year appropriation, they are NOT automatically excepted from a furlough. Only employees conducting essential activities as defined in the contingency plan will be deemed "excepted." Employees funded from multi-year appropriations typically rely on facilities and support staff who are funded by expiring appropriations, and thus managers will designate exceptions and furloughs based solely on whether an employees' activities are essential or not.

Attached are procedures to execute for the orderly shutdown of operations. The shutdown process will take place in two phases. Phase 1 includes all activities to identify excepted and non-excepted personnel, notify the public of the closure, and wind down operations to essential activities only. Phase 2 will be initiated by the Director. All events and programs must be canceled until appropriations are available.

Instructions regarding how to handle administration of payroll and benefits for excepted employees will be sent out at a later date.

Each region and program should designate a communications coordinator and develop a plan for distributing important information to parks and program offices. Each region and program should provide its coordinator's contact information to Washington as soon as possible. All questions and information should be channeled through the designated communication coordinator. In addition, employees should be encouraged to monitor media reports and the OPM website for information about the status of government operations. Many FAQs and other Departmental information regarding the shutdown can be found on [www.doi.gov/shutdown](http://www.doi.gov/shutdown).

## Attachment

**Effective immediately upon a lapse in appropriations, the National Park Service will take all necessary steps to close and secure national park facilities and grounds. Day use visitors will be instructed to leave the park immediately. Visitors utilizing overnight concession accommodations and campgrounds will be notified to make alternate arrangements and depart the park as part of Phase 2. Wherever possible, park roads will be closed and access will be denied. National and regional offices and support centers will be closed and secured, except where they are needed to support excepted personnel. These steps will be enacted as quickly as possible while still ensuring visitor and employee safety as well as the integrity of park resources.**

### **Phase 1 Shutdown Procedures:**

Immediately upon receiving instructions from WASO to begin closedown, take the following steps to shut down all activities not deemed essential that are funded by lapsing appropriation:

1. Identify personnel that are performing excepted or essential activities. The Emergency Response Official designation on a Federal ID card is not necessarily a factor in determining excepted personnel. Rather, essential activities are defined as activities that are needed to:
  - a. Provide for actions necessary to suspend or stop work on projects currently underway, consistent with instructions i-iii below. That is, contracting and finance personnel necessary to perform these duties should remain until the activities can be suspended.
    - i. Stop-work orders should be issued for contracts for goods or services that require oversight or support by personnel funded from lapsed appropriations and are not required to address emergencies involving human life, safety or protection of property.
    - ii. New contracts should not be initiated during a lapse period unless they are required to address emergencies involving human life, safety, or protection of property.
    - iii. Cooperative agreements should be considered for suspension if substantial involvement of the Government is required during the lapse period.
  - b. Conduct essential activities to the extent that they protect life and property, including:
    - i. Emergency medical care;
    - ii. Activities essential to ensure continued public health and safety, including safe use of food and drugs and safe use of hazardous materials, garbage collection, drinking water, sewage treatment operation;
    - iii. Direct management of projects obligated from funds that are not subject to lapse, such as multi-year appropriations from prior fiscal years. People not DIRECTLY involved in project management or necessary contracting actions and payments for these projects will not be considered excepted or continue to work.
    - iv. Border and coastal protection and surveillance;
    - v. Protection of federal lands, buildings, waterways, equipment, and other property owned within the National Park System;

- vi. Law enforcement and disaster assistance;
- vii. Activities that ensure production of power and maintenance of the power distribution system;
- viii. Activities necessary to maintain protection of research property;
- ix. Essential or time-sensitive support services for employees;
- x. Uninterrupted command, control, and policy leadership;
- xi. Maintenance of IT systems (including contracted support) critical to activities being carried out by excepted personnel (e.g., radio communication, e-mail, accounting systems, etc.);
- xii. FY 13 year-end financial management activities; and
- xiii. Communication with employees and the public.

NOTE: Staffing will be held to the very minimum for the performance of essential functions. This will ordinarily be only law enforcement personnel, at a staffing level that allows for reactive emergency response commensurate with levels of park operations under the shutdown. Wildland fire personnel required for active fires or for monitoring areas currently under a fire watch will remain on duty. However, in certain instances maintenance and IT personnel may be required for systems that normally require 24 hour monitoring or periodic maintenance, without which the system would shut down. Emergency responders, including Fire Management, EMS, and Law Enforcement personnel, not required for essential activities will be placed on furlough but may be called back to duty if an emergency situation arises.

- 2. Through appropriate media, notify public of closing of all national parks.
- 3. All U.S. Government property and facilities that can be locked or secured must be, including parking lots, comfort stations, tour roads, visitor contact facilities, fee collection facilities. Any one visiting must be directed to leave the park.
- 4. Parks having "thru" road systems should not attempt to close these roadways. Signs should be posted that no visitor services will be available in the park.
- 5. "Special Events" involving park service personnel either as participants or in crowd control must be cancelled. In park areas that cannot be closed, law enforcement personnel will monitor First Amendment demonstrations. As always, law enforcement action will be taken in cases where there is a violation of NPS regulations, including if it reasonably appears that the demonstration presents a clear and present danger to the public safety, good order, or health. This includes demonstrations that either qualify under the NPS small-group permit exception or demonstrations that have submitted an application, either before or after the shutdown that were not denied.
- 6. Only staff involved in excepted or phasedown activities may be on duty. Other employees may not volunteer their time. This rule applies regardless of the type of appointment or funding source of the employee. Cease all volunteer programs.
- 7. Every organization should create and maintain a list of excepted employees, along with justification for each employee's designation as excepted. Each organization, through its regional or program coordinator, must then inform Washington of the number and organization of employees designated as excepted.

**Phase 2 Shutdown Procedures:**

Should a prolonged lapse in appropriations occur, it will be necessary to take the following additional steps. Do not initiate any of the following actions until instructed to do so by the Washington Office.

1. Prepare and issue personnel furlough papers for an indefinite period for all non-excepted employees not needed for closedown operations. Non-permanent employees are to be placed in non-pay status for an indefinite period. Take all necessary actions to assure that employees are accorded all due personnel rights. Consult Human Resources and labor relations contacts for appropriate steps.
2. Process payroll for abbreviated pay period.
3. Begin securing files and documents for transfer to Federal Records Center.
4. Establish special accounts in accounting system to accumulate all obligations incurred in both "closing down" and "life and property protection" activities. The Washington office will provide specific instruction on how to accomplish this task.
5. Place signs in park areas to advise visitors about park closing and hazards of the area. Place barriers to prevent visitors from entering park.

All parks should be in the mode of conducting no mission-related work, performing only the excepted activities listed above. Use caution and good judgment in taking any of the above listed actions.

**Concession and Campsite Closedown Procedures (Phase 2):**

All parks should take the following steps to secure park facilities and shut down concession and campsite operations while ensuring the safety of park visitors:

1. Visitors in all overnight accommodations and campgrounds are to be given 48 hours, starting from 6 PM EST on the date of notification, to make other arrangements and leave the park. This applies to visitors in both NPS and concession-operated facilities. Exceptions may be granted by park superintendents, but only in situations where complying could result in danger to park staff, concession employees, or visitors (e.g. guided mountaineering trip).
2. All concession-operated visitor services and facilities, including marinas, are to be closed unless they are deemed excepted for health or safety purposes or are needed to support ongoing, essential park operations. Services offered via commercial use authorizations, whether originating within or outside of park boundaries, are also to cease operations within the park. Routine security must be maintained. Access to privately owned boats is permitted, but use for recreational purposes within the park boundary is not allowed.
3. Access to personal and commercial inholdings and leased facilities is permitted. However, no recreational uses outside of the inholding/leased facility on park lands are to be permitted.

Park superintendents should notify concessioners of these procedures and the potential implementation timeline immediately.



Inbal, Steve <steve\_inbal@nps.gov>

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## Fwd: Guidance for possible acquisition lapse

1 message

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**Joss, Laura** <laura\_joss@nps.gov>

Wed, Sep 25, 2013 at 12:57 PM

To: NPS IMR Superintendents <imr\_superintendents@nps.gov>, NPS IMRO Management Team <imro\_management\_team@nps.gov>, NPS IMR Regional Directorate <imr\_rd\_staff@nps.gov>

All,

DOI has set up an internal website to provide guidance for the potential lapse in appropriations. The site is located at [www.doi.gov/shutdown](http://www.doi.gov/shutdown).

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