
From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Tuesday, September 17, 2013 3:11 PM
To: Ralph Charlip; Pam Haze; Mary Pletcher
Subject: NPS contingency shutdown plan
Attachments: DOI submitted NPS contingency plan 2013.docx; attachment 1 NPS contingency plan.xlsx

Please find attached our updated contingency plan and an excel spreadsheet with a list of excepted positions as we currently know them. This submission comports with conversations Bruce has had with Pam and Mary.

Thanks,
Grace

--
Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

NATIONAL PARK SERVICE CONTINGENCY PLAN

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. Where ever 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.); 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. 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 20 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 (currently 100 employees nationwide) 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. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations.

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 interim appropriations now appears high. The continuing resolution that provided interim funding for NPS expires at midnight, September 30, 2013.

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. In addition, employees funded through non-appropriated or multi-year fund sources not subject to lapse who have been designated to work will continue reporting to work. Non-excepted employees shall be verbally notified 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.

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 appropriate communication coordinator. In addition, employees should be encouraged to monitor media reports and the OPM website for information about the status of government operations.

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. Where ever 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 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. 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. Continue direct management of projects obligated from multi-year appropriations from prior fiscal years that are not subject to lapse on September 30, 2013. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations. 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. Border and coastal protection and surveillance;
- iv. Protection of federal lands, buildings, waterways, equipment, and other property owned within the National Park System;
- v. Law enforcement and disaster assistance;
- vi. Activities that ensure production of power and maintenance of the power distribution system;
- vii. Activities necessary to maintain protection of research property;
- viii. Essential or time-sensitive support services for employees;
- ix. Uninterrupted command, control, and policy leadership;
- x. 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.); and
- xi. 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.

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 nonexcepted 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.

Exclusions from Shutdown

NPS has approximately 160 FTE who fit into the category “employees who compensation is financed by carry over or other than annual appropriations”. Accounts that would fund nonessential, excepted activities under the NPS Contingency Plan:

Account: Construction, NPS

Authority: P.L. 111-88

Account: Land Acquisition and State Assistance

Authority: 16 USC 4601

Account: Recreation Enhancement Demonstration Fee Program

Authority: 16 USC 460I-6a

Account: Wildland Fire Management

Authority: 42 USC 1856

| Total Employees Essential v. Furlough | |
|--|-------|
| NPS Employees, as of 9/10/2013 | 24645 |
| NPS Employees deemed essential | 3361 |
| NPS Employees to be Furloughed | 21284 |

| Excepted Employees by Region | |
|-------------------------------------|---------------------------|
| <u>Office/Region</u> | <u>Excepted Employees</u> |
| <u>Headquarters</u> | |
| Leadership Staff | 7 |
| Contracting, Finance, and Budget | 13 |
| <u>Alaska Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 64 |
| <u>Intermountain Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 630 |
| <u>Midwest Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 229 |
| <u>National Capitol Region</u> | |
| Regional Office | 3 |
| Total Park/US Park Police Staff | 852 |
| <u>Northeast Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 485 |
| <u>Pacific West Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 664 |
| <u>Southeast Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 345 |
| <u>Other Offices</u> | |
| | 51 |
| TOTAL | 3361 |

| Excepted Employees by Category | |
|--|--------------|
| <u>Exception Category</u> | |
| Law Enforcement / EMS / Fire / USPP | 2,330 |
| Sources (estimate - depends on active wildland fire personnel) | 160 |
| All Other Excepted Employees | 871 |
| TOTAL | 3,361 |

| Total Employees Essential v. Furlough | |
|--|-------|
| NPS Employees, as of 9/10/2013 | 24645 |
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| Excepted Employees by Region | |
|---|---------------------------|
| <u>Office/Region</u> | <u>Excepted Employees</u> |
| <u>Headquarters</u> | |
| <i>Leadership Staff</i> | 7 |
| Director | |
| Deputy Director, Operations | |
| Comptroller | |
| Associate Director, Visitor & Resource Protection | |
| Associate Director, Workforce Management | |
| Associate Director, Business Services | |
| Associate Director, Information Resources | |
| <i>Contracting, Finance, and Budget</i> | 13 |
| Deputy Comptroller | |
| Deputy CFO | |
| Chief of Contracting | |
| Contracting Officer | |
| Contracting Officer | |
| Chief of Execution | |
| Voucher Examiner | |
| Voucher Examiner | |
| Voucher Examiner | |
| Accounting Technician | |
| Accounting Technician | |
| HR Specialist | |
| HR Specialist | |
| <u>Alaska Region</u> | |
| <i>Regional Office</i> | 3 |
| Regional Director | |
| Associate Regional Director | |
| Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | 64 |
| <u>Intermountain Region</u> | |
| <i>Regional Office</i> | 3 |
| Regional Director | |

| | |
|---|-------------|
| Associate Regional Director | |
| Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | 630 |
| | |
| <u>Midwest Region</u> | |
| <i>Regional Office</i> | 3 |
| Regional Director | |
| Associate Regional Director | |
| Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | 229 |
| | |
| <u>National Capitol Region</u> | |
| <i>Regional Office</i> | 3 |
| Regional Director | |
| Associate Regional Director | |
| Regional Budget Officer | |
| <i>Total Park/US Park Police Staff (positions TBD by region and USPP)</i> | 852 |
| | |
| <u>Northeast Region</u> | |
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| Associate Regional Director | |
| Regional Budget Officer | |
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| <u>Exception Category</u> | |
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From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Wednesday, September 18, 2013 12:51 PM
To: Margaret O'Dell; Bruce Sheaffer
Subject: Fwd: NPS contingency shutdown plan
Attachments: DOI submitted NPS contingency plan 2013.docx

Hi Peggy,
Bruce asked me to send this to you - it is the most current version and I submitted it to the Department yesterday.
Thanks!
Grace

--
Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228H

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Other Offices

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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 as well as current planning efforts. Please see attached spreadsheet for a breakout of excepted employees.

| <u>Office/Region</u> | <u>Excepted Employees</u> |
|-----------------------------|----------------------------------|
|-----------------------------|----------------------------------|

| | |
|---------------------|--|
| <u>Headquarters</u> | |
|---------------------|--|

| | |
|----------------------------------|----|
| Leadership Staff | 7 |
| Contracting, Finance, and Budget | 13 |

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|----------------------|--|
| <u>Alaska Region</u> | |
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|------------------|----|
| Regional Office | 3 |
| Total Park Staff | 64 |

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| <u>Intermountain Region</u> | |
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| | |
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|----------------------|----|

| | |
|--------------|--------------|
| TOTAL | 3,361 |
|--------------|--------------|

Breakout Information

| | |
|-------------------------------------|-------|
| Law Enforcement / EMS / Fire / USPP | 2,330 |
|-------------------------------------|-------|

Funded Through Non-Appropriated Sources ~160 (depending on active wildland fire personnel)

| | |
|------------------------------|-----|
| All Other Excepted Employees | 871 |
|------------------------------|-----|

| | |
|---------------------------------------|---------------|
| <u>NPS Employees, as of 9/10/2013</u> | <u>24,645</u> |
|---------------------------------------|---------------|

| | |
|---|---------------|
| Total Employees to be Furloughed | 21,284 |
|---|---------------|

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From: Director

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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. Where ever 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 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. 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. Continue direct management of projects obligated from multi-year appropriations from prior fiscal years that are not subject to lapse on September 30, 2013. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations. 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. Border and coastal protection and surveillance;
- iv. Protection of federal lands, buildings, waterways, equipment, and other property owned within the National Park System;
- v. Law enforcement and disaster assistance;
- vi. Activities that ensure production of power and maintenance of the power distribution system;
- vii. Activities necessary to maintain protection of research property;
- viii. Essential or time-sensitive support services for employees;
- ix. Uninterrupted command, control, and policy leadership;
- x. 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.); and
- xi. 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.

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 nonexcepted 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.

Exclusions from Shutdown

NPS has approximately 160 FTE who fit into the category “employees who compensation is financed by carry over or other than annual appropriations”. Accounts that would fund nonessential, excepted activities under the NPS Contingency Plan:

Account: Construction, NPS

Authority: P.L. 111-88

Account: Land Acquisition and State Assistance

Authority: 16 USC 4601

Account: Recreation Enhancement Demonstration Fee Program

Authority: 16 USC 460I-6a

Account: Wildland Fire Management

Authority: 42 USC 1856

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Tuesday, September 24, 2013 11:12 AM
To: Lena McDowall
Subject: Fwd: NPS contingency shutdown plan
Attachments: DOI submitted NPS contingency plan 2013.docx

Here is the draft plan.

Begin forwarded message:

From: "Stephens, Beverly" <grace_stephens@nps.gov>
Date: September 18, 2013, 12:50:46 PM EDT
To: "Margaret O'Dell" <Peggy_O'Dell@nps.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>
Subject: **Fwd: NPS contingency shutdown plan**

Hi Peggy,
Bruce asked me to send this to you - it is the most current version and I submitted it to the Department yesterday.
Thanks!
Grace

--

Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228H

NATIONAL PARK SERVICE CONTINGENCY PLAN

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. Where ever 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.); 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. 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 20 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 (currently 100 employees nationwide) 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. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations.

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 as well as current planning efforts. Please see attached spreadsheet for a breakout of excepted employees.

| <u>Office/Region</u> | <u>Excepted Employees</u> |
|-----------------------------|----------------------------------|
|-----------------------------|----------------------------------|

| | |
|---------------------|--|
| <u>Headquarters</u> | |
|---------------------|--|

| | |
|----------------------------------|----|
| Leadership Staff | 7 |
| Contracting, Finance, and Budget | 13 |

| | |
|----------------------|--|
| <u>Alaska Region</u> | |
|----------------------|--|

| | |
|------------------|----|
| Regional Office | 3 |
| Total Park Staff | 64 |

| | |
|-----------------------------|--|
| <u>Intermountain Region</u> | |
|-----------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 630 |

| | |
|-----------------------|--|
| <u>Midwest Region</u> | |
|-----------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 229 |

| | |
|--------------------------------|--|
| <u>National Capitol Region</u> | |
|--------------------------------|--|

| | |
|---------------------------------|-----|
| Regional Office | 3 |
| Total Park/US Park Police Staff | 852 |

| | |
|-------------------------|--|
| <u>Northeast Region</u> | |
|-------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 485 |

| | |
|----------------------------|--|
| <u>Pacific West Region</u> | |
|----------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 664 |

| | |
|-------------------------|--|
| <u>Southeast Region</u> | |
|-------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 345 |

| | |
|----------------------|----|
| <u>Other Offices</u> | 51 |
|----------------------|----|

| | |
|--------------|--------------|
| TOTAL | 3,361 |
|--------------|--------------|

Breakout Information

| | |
|-------------------------------------|-------|
| Law Enforcement / EMS / Fire / USPP | 2,330 |
|-------------------------------------|-------|

Funded Through Non-Appropriated Sources ~160 (depending on active wildland fire personnel)

| | |
|------------------------------|-----|
| All Other Excepted Employees | 871 |
|------------------------------|-----|

| | |
|---------------------------------------|---------------|
| <u>NPS Employees, as of 9/10/2013</u> | <u>24,645</u> |
|---------------------------------------|---------------|

| | |
|---|---------------|
| Total Employees to be Furloughed | 21,284 |
|---|---------------|

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 interim appropriations now appears high. The continuing resolution that provided interim funding for NPS expires at midnight, September 30, 2013.

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. In addition, employees funded through non-appropriated or multi-year fund sources not subject to lapse who have been designated to work will continue reporting to work. Non-excepted employees shall be verbally notified 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.

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 appropriate communication coordinator. In addition, employees should be encouraged to monitor media reports and the OPM website for information about the status of government operations.

Attachment

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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 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. 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. Continue direct management of projects obligated from multi-year appropriations from prior fiscal years that are not subject to lapse on September 30, 2013. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations. 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. Border and coastal protection and surveillance;
- iv. Protection of federal lands, buildings, waterways, equipment, and other property owned within the National Park System;
- v. Law enforcement and disaster assistance;
- vi. Activities that ensure production of power and maintenance of the power distribution system;
- vii. Activities necessary to maintain protection of research property;
- viii. Essential or time-sensitive support services for employees;
- ix. Uninterrupted command, control, and policy leadership;
- x. 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.); and
- xi. 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.

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 nonexcepted 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.

Exclusions from Shutdown

NPS has approximately 160 FTE who fit into the category “employees who compensation is financed by carry over or other than annual appropriations”. Accounts that would fund nonessential, excepted activities under the NPS Contingency Plan:

Account: Construction, NPS

Authority: P.L. 111-88

Account: Land Acquisition and State Assistance

Authority: 16 USC 4601

Account: Recreation Enhancement Demonstration Fee Program

Authority: 16 USC 460I-6a

Account: Wildland Fire Management

Authority: 42 USC 1856

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Tuesday, September 24, 2013 1:45 PM
To: Bruce Sheaffer
Subject: Fwd: Shutdown Plan Feedback 23 Sep 13
Attachments: NPS contingency plan September 2013 v2.docx; attachment 1 NPS contingency plan.xlsx

for print

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

From: **Charlip, Ralph** <ralph_charlip@ios.doi.gov>

Date: Mon, Sep 23, 2013 at 10:27 PM

Subject: Shutdown Plan Feedback 23 Sep 13

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>, "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>, 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>, "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>, 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>

This email provides you with feedback on your initial FY14 Shutdown Plan. Feedback will be provided in three categories: general and format (applies to all bureaus and staff offices) and specific (feedback applies to a specific bureau or staff office). There will be more information provided Tuesday morning.

GENERAL

1. Please standardize terminology throughout your document as follows:

Please use Excepted for the entire category of employees that will not be furloughed, due to availability of non-lapsing appropriations, Senate-confirmed political appointees, employees who are deemed essential for protection of life and property. The term "essential" is no longer used.

Excepted: Employees designated as Excepted may perform essential activities during a Government shutdown even though they are funded through lapsing appropriations. Excepted Employees will not be furloughed as long as they perform essential functions. Excepted employees fall into two categories: 1) For Protection of Life and Property and 2) For Law Enforcement:

Exempt: Employees designated as Exempt Employees perform activities that are funded by non-lapsing appropriations. Exempt Employees will not be furloughed.

2. If your plan does not start with an explanation of your bureau/office, please include one paragraph that explains your mission, the organization and breadth of responsibilities and infrastructure. [Note: feel free to borrow from the Budget in Brief]

3. Plans must contain an explanation of your excepted functions, please include the legal basis for the excepted functions. If you have any questions about the legal basis for an essential function, please contact Ed Keable in the Solicitor's Office. Please include:

a. Functions that are financed by non-lapsing appropriations. Please indicate in your plan which programs or accounts this includes (you may follow the model used by FWS with an attached listing of mandatory programs).

b. Functions to perform activities expressly authorized by law or needed to prevent significant damage to the execution of the terms of a statutory authorization.

c. Functions necessary for law enforcement or to conduct duties to protect life and property.

4. Where you have employees continuing to work in support areas (finance, human resources, etc.) be sure you explain, why these individuals are need based on the categories listed in #3 above. If the need is temporary, include timeframes. For example, if you have payroll technicians who cannot be furloughed, explain that these individuals are needed to support the payroll for programs that are funded through non-lapsing appropriations.

5. For Land Management Bureaus: Please include an explanation in your plan regarding visitor management issues and your timeframes for moving visitors off of campgrounds and closing public facilities. You should specify if contingents of your workforce would need to extend their shutdown past four hours while this work is being conducted.

6. For bureaus with land acquisition and construction, please differentiate between the aspects of the program that would continue as you conduct work on projects funded from carryover and you need to maintain inspection and oversight capacity. Please indicate the aspects of these programs that would need to shutdown involving planning and preparation for new projects and/or new work in rights-of-way, boundary surveys, etc.

7. For bureaus with law enforcement programs, please consider the cadre of employees that will need to be excepted to protect life and property. Do not assume all law enforcement employees are to be retained on duty; rather you should designate a portion that can be on call if they are not needed for direct protection of life and property.

8. For bureaus that are part of the Wildland Fire program, you cannot assume that the program will be entirely shutdown. Rather, you should designate a cadre of employees that would need to be excepted in order to maintain dispatch operations, conduct initial attack. Please be sure you have a cadre of employees on call and a protocol to contact and bring back employees if the need arises.

9. For bureaus that have large contingents of reimbursable employees, please speak directly to how you will treat these employees. Will some of them be excepted to continue to work on projects that are funded through 2014?

10. Remove all names of employees from the plan and instead include position listings in a separate document. Plans will be posted on a public web page and we do not want to have individual jobs or employees identified.

11. In finalizing your plan, please explain that your time frames assume a shutdown of approximately 30 calendar days or 22 workdays.

12. Early in your plan, after the paragraph that explains your mission, identify by title, the official(s) who is (are) responsible for implementing and adjusting the plan to respond to the length of the appropriations hiatus and changes in external circumstances (an OMB A-11 requirement).

13. Please include the number of employees that will be on call.

FORMAT

1. Remove all acronyms from your plan –spell them out.
2. Use Times New Roman Font.
2. Use 12 pitch.
3. Establish one inch margins on all four sides
4. Number pages at bottom right. Using Insert Pages, select “Plain Number 3” (that is, no “Page x of x”) using automatic page numbering.
5. Do not use page borders on any sides.
6. Be sure text is left justified
7. Set “Spacing” on Single Space with “0” spacing “Before” and “After”
8. Use only black text.
9. Do not include anything but the page number in the Footer.

BUREAU AND STAFF OFFICE SPECIFIC FEEDBACK

1. BLM
 - Use excepted not essential throughout the plan.

- Employee numbers in the document do match the totals. For example, there are two numbers for employees on call – 525 and 530. Our numbers indicate you will furlough 10,200.
- Employee numbers are estimates and need to be precise counts.
- For the Helium narrative, please add to the explanation the following:
 “ Ongoing decommissioning would be considered excepted to protect life and property and would continue from October 7 – 14.”
- In Attachment 2, page 6 please do not use the phrase “break in service and enact COOP Plan procedures.” The employees should prepare for shutdown. There is no requirement to impose COOP during a lapse in appropriations.
- Please provide more detail regarding your excepted functions for mandatory accounts. You may follow the FWS model and provide a listing of accounts and indicate if the entire cadre of employees would be excepted.
- It would be helpful to have a chart of the Excepted and Exempted employees by category
- Please change your reference to Wildland Fire being on-call to something along the lines of:
 “Fire management staff designated excepted for purposes of protecting life and property, and to provide emergency services. Fire staff must suppress wildfires because those fires can harm life and/or property and to private landowners. The need for fire management staff varies across the nation according to weather and season. The following positions will be excepted for basic protection of life and property; however, these positions are not sufficient for regular fire management activities such as prescribed burning. Therefore, fire management activities will be limited to initial attack and wildfire suppression.
 Units within their fire season will retain essential fire staff sufficient for minimal Initial Attack capability on site (per staffing plans and preparedness levels). Excepted staff must be approved by the Project Leader and Regional Fire Management Coordinator (RFMC), and each unit must establish procedures for calling in additional capability as needed for larger scale fire suppression activities. Units will not implement any prescribed fires until after shutdown ends.
- Regions and Units will retain essential staff in established interagency Dispatch and/or Coordination Centers if these areas are experiencing wildfires.
- Regions will retain the RFMC, or acting, as essential staff to coordinate suppression activities, and they will establish procedures for calling in additional capability as needed for fire suppression.
- The Bureau will retain the Chief of the Fire Management Branch, or acting, as essential staff to coordinate suppression activities, and they will establish procedures for calling in additional capability as needed.
- Number pages at bottom right. Using Insert Pages, select “Plain Number 3” (that is, no “Page x of x”) using automatic page numbering.
- Please explain if you have any mandatory payments that are required by law to be made on a monthly basis, which would require you retain excepted employees to continue as appropriate.

2. BOEM

- Use excepted not essential throughout the plan.

- Please address whether your excepted activities will include review and approval of exploration and development plans or if you expect to stop this activity. BSSE says they will continue to review and approve plans.
- Please be more explicit about the cash flow issue relative to offsetting collections so it is clear that there is a change in how you would operate under this shutdown as compared to the threatened shutdown in 2011.
- Please specify the source of funds for non-lapsing appropriations – carryover or offsetting collections.
- Your 3.b) excepted employees funded from non-lapsing appropriations should be 64 and 3.c) employees considered exempt should be 8.
- Please indicate employees on call.

3. BSEE

- Use excepted not essential throughout the plan.
- Number pages at bottom right. Using Insert Pages, select “Plain Number 3” (that is, no “Page x of x”) using automatic page numbering.
- Please specify the source of funds for non-lapsing appropriations – carryover or offsetting collections.
- Please include the number of employees on call.

4. OSM

- Please remove all footer content on each page except the page number.

5. USGS

- Use excepted not essential throughout the plan.
- Please identify reimbursable programs and employees that would be continued in a shutdown due to ongoing project funds. If no employees will be continued please explain why.
- Please indicate if reimbursable funds are a source of funding that would allow the continuation of excepted functions.
- Please clarify the role of animal care givers in terms on on-call, part time, etc.
- Please indicate the portion of employees involved in natural hazard monitoring that would be considered excepted vs would be furloughed. This is important to demonstrate that you have identified only those employees needed. Please indicate if any of the hazard employees are on call.
- Can you explain in more detail your plans for continuity as required for protection of life and property for Landsat – both satellite operations and data management and management of the streamgage system. Also, please explain how you will ensure the protection of Federal assets at the labs.
- Establish one inch margins on all four sides
- Number pages at bottom right. Using Insert Pages, select “Plain Number 3” (that is, no “Page x of x”) using automatic page numbering.
- Do not use page borders on any sides.
- Set “Spacing” on Single Space with “0” spacing “Before” and “After”
- Please include the number of employees on call.

6. BOR

No specific feedback, but the General feedback applies.

- Please include the number of employees on call.

7. FWS

- Would be helpful to have a chart of the Excepted and Exempted employees by category
- Employee counts on Page 5 vs Attachment do not match. Your permanent funding number on page 5 is 658 and is 1,252 in the attachment.
- Please clarify law enforcement personnel role – we understand the need to keep the entire cadre of refuge law enforcement personnel, but do not understand the rationale for retaining all law enforcement personnel. There are surely some that are not actively involved in investigations and support staff that should be furloughed. Please specifically call out the ability to retain the port inspectors because they are funded fully by fees.
- Please clarify the role of the AD for Budget, Planning and Human Capital – is this person staying beyond the initial shutdown effort? If so why?
- On Page 6 please expand the discussion about shutdown operations to apply to your field operations and how this will apply to shutting down refuges and other facilities where you have visitors, e.g. campgrounds, fishing and hunting plans.
- You indicate on page 4 that you will retain one payroll person – is this sufficient for support of the mandatory programs?
- Number pages at bottom right. Using Insert Pages, select “Plain Number 3” (that is, no “Page x of x”) using automatic page numbering.
- Please include the number of employees on call.

8. NPS

- Employee numbers are estimates, please update with more precise numbers – if you cannot do that by Wednesday please indicate that this will be part of your initial shutdown efforts at each park.
- Phase I shutdown procedures on page 6 say that you will identify personnel performing excepted activities. Please explain that you will have identified the WASO and regional personnel by the time of shutdown but your task on October 1 (or what date?) will be to identify the personnel exempt in each park unit.
- Can you provide more context for the types of operations that would require longer than one-half day for shutdown?
- Please address the issue of public gatherings on public grounds and the issuance of permits and protection of life and property (e.g., gatherings on the National Mall). That is, while the permit cannot be issued, the public cannot be stopped from gatherings and NPS Police will have to protect life and property as a result of the public gathering. This is the first amendment issue that we will be asked about.
- Please replace the Wildland Fire narrative on P10 with something along the lines of :

“Fire management staff designated excepted for purposes of protecting life and property, and to provide emergency services. Fire staff must suppress wildfires because those fires can harm life and/or property and to private landowners. The need for fire management staff varies across the nation according to weather and season. The following positions will be excepted for basic protection of life and property; however, these positions are not sufficient for regular fire management activities such as prescribed burning. Therefore, fire management activities will be limited to initial attack and wildfire suppression.

Units within their fire season will retain essential fire staff sufficient for minimal Initial Attack capability on site (per staffing plans and preparedness levels). Excepted staff must be approved by the Project Leader and Regional Fire Management Coordinator (RFMC), and each unit must

establish procedures for calling in additional capability as needed for larger scale fire suppression activities. Units will not implement any prescribed fires until after shutdown ends.

- Regions and Units will retain essential staff in established interagency Dispatch and/or Coordination Centers if these areas are experiencing wildfires.
- Regions will retain the RFMC, or acting, as essential staff to coordinate suppression activities, and they will establish procedures for calling in additional capability as needed for fire suppression.
- The Bureau will retain the Chief of the Fire Management Branch, or acting, as essential staff to coordinate suppression activities, and they will establish procedures for calling in additional capability as needed.
- Set “Spacing” on Single Space with “0” spacing “Before” and “After”
- Please include the number of employees on call.

9. BIE

- Use excepted not essential throughout the plan.
- Please indicate if you have any activities that are explicitly required by law because you have a legal requirement to deliver services. If you did not deliver these services there would be harm to beneficiaries.
- Employee counts do not align in document
- Remove all footer comments except page number
- Left justify text.
- Please include the number of employees on call.

10. BIA

- Use excepted not essential throughout the plan.
- Please indicate if you have any activities that are explicitly required by law because you have a legal requirement to deliver services. If you did not deliver these services there would be harm to beneficiaries.
- Number of employees does not match ASIA plan
- Left justify text.
- Number pages at bottom right. Using Insert Pages, select “Plain Number 3” (that is, no “Page x of x”) using automatic page numbering.
- Please include the number of employees on call.

11. ASIA

- Use excepted not essential throughout the plan.
- BIA plan numbers differ
- Please consider maintaining one person full time to handle Congressional Affairs
- Please identify and legal requirements to continue to make benefit payments such as welfare payments or to operate child protection services and detention centers.
- Left justify text.
- Please include the number of employees on call.

12. OST

- Use excepted not essential throughout the plan.

- Please address how contractors are funded such that they will continue to work.
- Please address specific funding sources for Excepted and Exempt employees and how long the funding is expected to last – carryover, mandatory, etc.
- What functions, if any, are required by law (explain the function, legal basis, etc.)?
- Please indicate if you have any activities that are explicitly required by law because you have a legal requirement to deliver services. If you did not deliver these services there would be harm to beneficiaries.
- Please reduce the number of staff except those needed to perform excepted functions such as Land Buy Back.
- Number pages at bottom right. Using Insert Pages, select “Plain Number 3” (that is, no “Page x of x”) using automatic page numbering.
- Set “Spacing” on Single Space with “0” spacing “Before” and “After”
- Please include the number of employees on call.

13. SOL

- No specific feedback, but the General feedback applies.
- Please include the number of employees on call.

14. OIG

- We recommend you consider designating at least one person as excepted to remain available to respond to high level issues.
- Set “Spacing” on Single Space with “0” spacing “Before” and “After”
- Please include the number of employees on call.

15. IOS

- Under Insular Affairs, please change the title from “Assistant Secretary” to “Acting AS” “Office Director” as you determine appropriate
- Under AS-FWP, please change “Acting AS” to “Principal Deputy”
- Under AS-WS, please remove “Acting”
- Under AS LMM, please delete “Acting AS”, this position is accounted for under the BLM plan since the individual serving in the Acting role is the Bureau Director.

16. FBMS

- Please review your list of employees who will not be furloughed to determine if there are any that are critically important for ongoing operations. The availability of carryover should not be the determinant factor. We presume the cadre identified are needed for D8 activities, please explain the need to retain this number of employees.
- Please include the number of employees on call.

17. IBC

- Please verify funding is available for indirect cost funded positions.
- Please include the number of employees on call.

18. ONRR

- No specific feedback, but the General feedback applies.
- Please include the number of employees on call.

Ralph Charlip, FACHE

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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. Where ever 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.); 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. 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 20 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 (currently 100 employees nationwide) 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. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations.

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 as well as current planning efforts. Please see **pages x through y** 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.

| <u>Office/Region</u> | <u>Excepted Employees</u> |
|-----------------------------|----------------------------------|
|-----------------------------|----------------------------------|

| | |
|---------------------|--|
| <u>Headquarters</u> | |
|---------------------|--|

| | |
|----------------------------------|----|
| Leadership Staff | 7 |
| Contracting, Finance, and Budget | 28 |

| | |
|----------------------|--|
| <u>Alaska Region</u> | |
|----------------------|--|

| | |
|------------------|----|
| Regional Office | 3 |
| Total Park Staff | 64 |

| | |
|-----------------------------|--|
| <u>Intermountain Region</u> | |
|-----------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 630 |

| | |
|-----------------------|--|
| <u>Midwest Region</u> | |
|-----------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 229 |

| | |
|--------------------------------|--|
| <u>National Capitol Region</u> | |
|--------------------------------|--|

| | |
|---------------------------------|-----|
| Regional Office | 3 |
| Total Park/US Park Police Staff | 852 |

| | |
|-------------------------|--|
| <u>Northeast Region</u> | |
|-------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 485 |

| | |
|----------------------------|--|
| <u>Pacific West Region</u> | |
|----------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 664 |

| | |
|-------------------------|--|
| <u>Southeast Region</u> | |
|-------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 345 |

| | |
|----------------------|--|
| <u>Other Offices</u> | |
|----------------------|--|

| |
|----|
| 51 |
|----|

| | |
|--------------|--------------|
| TOTAL | 3,361 |
|--------------|--------------|

Breakout Information

| | |
|---|--|
| Law Enforcement / EMS / Fire / USPP | 2,330 |
| Funded Through Non-Appropriated Sources | ~160 (depending on active wildland fire personnel) |
| All Other Excepted Employees | 871 |
| <u>NPS Employees, as of 9/10/2013</u> | <u>24,645</u> |

| | |
|---|---------------|
| Total Employees to be Furloughed | 21,284 |
|---|---------------|

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 interim appropriations now appears high. The continuing resolution that provided interim funding for NPS expires at midnight, **September 30, 2013**.

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. In addition, employees funded through non-appropriated or multi-year fund sources not subject to lapse who have been designated to work will continue reporting to work. Non-excepted employees shall be verbally notified 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.

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 appropriate communication coordinator. In addition, employees should be encouraged to monitor media reports and the OPM website for information about the status of government operations.

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. Where ever 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 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. 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. Continue direct management of projects obligated from multi-year appropriations from prior fiscal years that are not subject to lapse on **September 30, 2013**. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations. 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. Border and coastal protection and surveillance;
 - iv. Protection of federal lands, buildings, waterways, equipment, and other property owned within the National Park System;
 - v. Law enforcement and disaster assistance;
 - vi. Activities that ensure production of power and maintenance of the power distribution system;

- vii. Activities necessary to maintain protection of research property;
- viii. Essential or time-sensitive support services for employees;
- ix. Uninterrupted command, control, and policy leadership;
- x. 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.);
- xi. Activities necessary to ensure the NPS meets its FY 13 financial obligations; and
- xii. 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.
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 nonexcepted 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.

Exemptions from Shutdown

NPS has approximately 160 FTE who fit into the category “employees who compensation is financed by carry over or other than annual appropriations”. Accounts that would fund nonessential, excepted activities under the NPS Contingency Plan:

Account: Construction, NPS

Authority: P.L. 111-88

Account: Land Acquisition and State Assistance

Authority: 16 USC 4601

Account: Recreation Enhancement Demonstration Fee Program

Authority: 16 USC 460I-6a

Account: Wildland Fire Management

Authority: 42 USC 1856

| Total Employees Essential v. Furlough | |
|--|-------|
| NPS Employees, as of 9/10/2013 | 24645 |
| NPS Employees deemed essential | 3361 |
| NPS Employees to be Furloughed | 21284 |

| Excepted Employees by Region | |
|-------------------------------------|---------------------------|
| <u>Office/Region</u> | <u>Excepted Employees</u> |
| <u>Headquarters</u> | |
| Leadership Staff | 7 |
| Contracting, Finance, and Budget | 13 |
| <u>Alaska Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 64 |
| <u>Intermountain Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 630 |
| <u>Midwest Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 229 |
| <u>National Capitol Region</u> | |
| Regional Office | 3 |
| Total Park/US Park Police Staff | 852 |
| <u>Northeast Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 485 |
| <u>Pacific West Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 664 |
| <u>Southeast Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 345 |
| <u>Other Offices</u> | |
| | 51 |
| TOTAL | 3361 |

| Excepted Employees by Category | |
|--|--------------|
| <u>Exception Category</u> | |
| Law Enforcement / EMS / Fire / USPP | 2,330 |
| Sources (estimate - depends on active wildland fire personnel) | 160 |
| All Other Excepted Employees | 871 |
| TOTAL | 3,361 |

| Total Employees Essential v. Furlough | |
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| Director | |
| Deputy Director, Operations | |
| Comptroller | |
| Associate Director, Visitor & Resource Protection | |
| Associate Director, Workforce Management | |
| Associate Director, Business Services | |
| Associate Director, Information Resources | |
| <i>Contracting, Finance, and Budget</i> | 28 |
| Deputy Comptroller | |
| Deputy CFO | |
| Chief of Contracting | |
| Contracting Officer | |
| Contracting Officer | |
| Chief of Execution | |
| Voucher Examiner | |
| Voucher Examiner | |
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| <u>Other Offices</u> | 51 |
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| Excepted Employees by Category | |
| <u>Exception Category</u> | |
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| Funded Through Non-Appropriated Sources (estimate - depends on active wildland fire personnel) | 160 |
| All Other Excepted Employees | 871 |
| TOTAL | 3,361 |

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Tuesday, September 24, 2013 9:46 PM
To: Bruce Sheaffer
Subject: Re: wildland fire
Attachments: NPS contingency plan September 2013 v2.docx; attachment 1 NPS contingency plan.xlsx

ok - there are several other edits from Ralphie that I did not respond to in this edited version of the plan. For example, we do not list the number of people we expect to ask to be on call. Also, we do not explain which category of "essential function" each excepted employee falls into - I assume you would prefer to lay out the parameters and let managers decide who fits the descriptions vs. justifying all 3,377 excepted employees... you and I should go through tomorrow and see if there are any edits from that giant Ralph list that you think are really coming from Pam. Updated plan and memo are attached with comments I inserted as placeholders to indicate where we should decide whether to be more explicit about fee-funded employees and/or project-funded employees who operate out of facilities that are supported by expired funds, or who use materials paid for with expired funds, etc.

On Tue, Sep 24, 2013 at 8:35 PM, Bruce Sheaffer <bruce_sheaffer@nps.gov> wrote:
That's a good question. We will look into this omorrow

Sent from my iPad

On Sep 24, 2013, at 8:33 PM, "Stephens, Beverly" <grace_stephens@nps.gov> wrote:

> I am confused about the wildland fire narrative. The place Ralph wants us to put in all that language is the section on the last page of the plan - but in that section, we are listing the employees that are exempt because they are funded exclusively from non-expiring appropriations, like Wildland Fire Management. So why do we need a long justification about why these employees are essential emergency personnel when they are exempt on the grounds that their funding doesn't expire on Oct 1? Inserting that long narrative into any other place in the plan makes no sense - we don't elaborate about any other type of employee we have deemed essential, so why would we single out fire?

>
>
> --
> Grace Stephens
> Special Assistant to the Comptroller
> (202) 208-4228

--
Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

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. Where ever 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:

Comment [B1]: Something here about fee folks or other people who work in buildings or use resources from appropriated fund sources to work?

- 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 40 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. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations.

Comment [B2]: Something here about fee folks or other people who work in buildings or use resources from appropriated fund sources to work?

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**.

Comment [B4]: Keep? Also, if you are scheduled to be on Annual Leave on Oct 1, do you show up?

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. In addition, employees funded through non-appropriated or multi-year fund sources not subject to lapse who have been designated to work will continue reporting to **work**. 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.

Comment [B5]: Fees? Project staff who work in buildings supported by expired approps?

Comment [B6]: New rule this time

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.

Comment [B7]: OK?

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. Continue direct management of projects obligated from multi-year appropriations from prior fiscal years that are not subject to lapse on **September 30, 2013**. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations. 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. Border and coastal protection and surveillance;

- iv. Protection of federal lands, buildings, waterways, equipment, and other property owned within the National Park System;
- v. Law enforcement and disaster assistance;
- vi. Activities that ensure production of power and maintenance of the power distribution system;
- vii. Activities necessary to maintain protection of research property;
- viii. Essential or time-sensitive support services for employees;
- ix. Uninterrupted command, control, and policy leadership;
- x. 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.);
- xi. FY 13 year-end financial management activities; and
- xii. 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
- 4. one visiting must be directed to leave the park.
- 5. 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.
- 6. “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 was not denied.
- 7. 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.
- 8. 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 nonexcepted 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).
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| Budget analyst | |
| AOC Finance Personnel | |

| | | |
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From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Tuesday, September 24, 2013 9:50 PM
To: randolph.myers@sol.doi.gov; Lisa Mendelson; Bruce Sheaffer
Subject: first amendment activities in the event of a shutdown

Hi Randy and Lisa,

Here is the Bruce-amended version of the first amendment paragraph Randy drafted for our shutdown plan. Bruce asked me to send it to you.

Thanks,

Grace

“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 was not denied.

--

Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Wednesday, September 25, 2013 10:35 AM
To: Myers, Randolph
Cc: Lisa Mendelson; Sheaffer, Bruce; Robert Eaton
Subject: Re: first amendment activities in the event of a shutdown

This is due as part of our shutdown contingency plan due to DOI at noon today - the department moved up the deadline. I thought Randy wrote this, and Bruce only made a few small changes- right? Unless this needs a complete rewrite, I can submit as-is and maybe change it tomorrow morning. These go up on the DOI website either Thursday or Friday, and we are sending to RDs today.

On Sep 25, 2013, at 10:25 AM, "Myers, Randolph" <randolph.myers@sol.doi.gov> wrote:

I think so. I have a meeting at the US Attorney's Office in Beltsville, MD but should be back then.

Randy

Randolph J. Myers
U.S. Department of the Interior, Office of the Solicitor
DPW Branch of National Parks
1849 C Street, NW, Room 5320
Washington, D.C. 20240
w (202) 208-4338 fax (202) 208-3877
Randolph.Myers@sol.doi.gov

This e-mail (including attachments) is intended for the use of the individual or entity to which it is addressed. It may contain information that is privileged, confidential, or otherwise protected by applicable law. If you are not the intended recipient or the employee or agent responsible for delivery of this e-mail to the intended recipient, you are hereby notified that any dissemination, distribution, copying, or use of this e-mail or its contents is strictly prohibited. If you received this e-mail in error, please notify the sender immediately and destroy all copies.

On Wed, Sep 25, 2013 at 10:21 AM, Lisa Mendelson <lisa_mendelson-icimini@nps.gov> wrote:

I'm in a regional leadership council mtg until 4:30 today --- could we talk tomorrow afternoon at 4 pm?

Lisa Mendelson, AICP
National Park Service
Deputy Regional Director
202-297-1338 cell
202-619-7023 office

On Sep 25, 2013, at 10:14 AM, "Sheaffer, Bruce" <bruce_sheaffer@nps.gov> wrote:

you all can write it anyway you want.. just keep it short and don't box yourself in..

On Wed, Sep 25, 2013 at 9:09 AM, Myers, Randolph <randolph.myers@sol.doi.gov> wrote:
Lisa: I'm available and have included Rob Eaton in this e-mail, in the event he wants to join our discussion.

Randy

Randolph J. Myers
U.S. Department of the Interior, Office of the Solicitor
DPW Branch of National Parks
1849 C Street, NW, Room 5320
Washington, D.C. 20240
w (202) 208-4338 fax (202) 208-3877
Randolph.Myers@sol.doi.gov

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On Tue, Sep 24, 2013 at 11:56 PM, Lisa Mendelson <lisa_mendelson-ielmini@nps.gov> wrote:
Thanks - I've got some questions - will call you in the morning, thx.

Primary question right now is that my read of the last sentence allows me to infer that permit applications would be reviewed after a shutdown is in effect. Do we mean that we would accept 1st A permit applications even if in shutdown mode, particularly stage 2?

Talk w you in the morning, thx.

Lisa Mendelson, AICP
National Park Service
Deputy Regional Director
202-297-1338 cell
202-619-7023 office

On Sep 24, 2013, at 9:49 PM, "Stephens, Beverly" <grace_stephens@nps.gov> wrote:

Hi Randy and Lisa,
Here is the Bruce-amended version of the first amendment paragraph Randy drafted for our shutdown plan. Bruce asked me to send it to you.
Thanks,
Grace

“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 was not denied.

--

Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

--

C. Bruce Sheaffer
Comptroller
National Park Service
202-208-4566
bruce_sheaffer@nps.gov

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Wednesday, September 25, 2013 12:06 PM
To: Ralph Charlip
Cc: Bruce Sheaffer
Subject: revised NPS contingency plan
Attachments: DOI second submission NPS contingency plan 2013.docx; attachment 1 NPS contingency plan v2.xlsx

--

Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

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. Where ever 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 40 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. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations.

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.

| <u>Office/Region</u> | <u>Excepted Employees</u> |
|--|--|
| <u>Headquarters</u> | |
| Leadership Staff | 7 |
| Contracting, Finance, and Budget | 29 |
| <u>Alaska Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 64 |
| <u>Intermountain Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 630 |
| <u>Midwest Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 229 |
| <u>National Capitol Region</u> | |
| Regional Office | 3 |
| Total Park/US Park Police Staff | 852 |
| <u>Northeast Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 485 |
| <u>Pacific West Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 664 |
| <u>Southeast Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 345 |
| <u>Other Offices</u> | 51 |
| TOTAL | 3,377 |
| <u>Excepted Employees by Category</u> | |
| Law Enforcement / EMS / Fire / USPP | 2,330 |
| Funded Through Non-Appropriated Sources | ~160 (depending on active wildland fire personnel) |
| All Other Excepted Employees | 871 |
| <u>NPS Employees, as of 9/10/2013</u> | <u>24,645</u> |
| Total Employees to be Furloughed | 21,268 |

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. In addition, employees funded through non-appropriated or multi-year fund sources not subject to lapse who have been designated to work will continue reporting to work. 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.

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.

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. Continue direct management of projects obligated from multi-year appropriations from prior fiscal years that are not subject to lapse on September 30, 2013. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations. 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. Border and coastal protection and surveillance;

- iv. Protection of federal lands, buildings, waterways, equipment, and other property owned within the National Park System;
- v. Law enforcement and disaster assistance;
- vi. Activities that ensure production of power and maintenance of the power distribution system;
- vii. Activities necessary to maintain protection of research property;
- viii. Essential or time-sensitive support services for employees;
- ix. Uninterrupted command, control, and policy leadership;
- x. 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.);
- xi. FY 13 year-end financial management activities; and
- xii. 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
- 4. one visiting must be directed to leave the park.
- 5. 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.
- 6. “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 was not denied.
- 7. 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.
- 8. 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 nonexcepted 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.

Exemptions from Shutdown

NPS has approximately 160 FTE who fit into the category “employees who compensation is financed by carry over or other than annual appropriations”. Accounts that would fund nonessential, excepted activities under the NPS Contingency Plan:

Account: Construction, NPS

Authority: P.L. 111-88

Account: Land Acquisition and State Assistance

Authority: 16 USC 4601

Account: Recreation Enhancement Demonstration Fee Program

Authority: 16 USC 460I-6a

Account: Wildland Fire Management

Authority: 42 USC 1856

| Total Employees Essential v. Furlough | |
|--|-------|
| NPS Employees, as of 9/10/2013 | 24645 |
| NPS Employees deemed essential | 3377 |
| NPS Employees to be Furloughed | 21268 |

| Excepted Employees by Region | |
|-------------------------------------|---------------------------|
| <u>Office/Region</u> | <u>Excepted Employees</u> |
| <u>Headquarters</u> | |
| Leadership Staff | 7 |
| Contracting, Finance, and Budget | 29 |
| <u>Alaska Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 64 |
| <u>Intermountain Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 630 |
| <u>Midwest Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 229 |
| <u>National Capitol Region</u> | |
| Regional Office | 3 |
| Total Park/US Park Police Staff | 852 |
| <u>Northeast Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 485 |
| <u>Pacific West Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 664 |
| <u>Southeast Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 345 |
| <u>Other Offices</u> | |
| | 51 |
| TOTAL | 3377 |

| Excepted Employees by Category | |
|--|--------------|
| <u>Exception Category</u> | |
| Law Enforcement / EMS / Fire / USPP | 2,330 |
| Sources (estimate - depends on active wildland fire personnel) | 160 |
| All Other Excepted Employees | 887 |
| TOTAL | 3,377 |

| Total Employees Essential v. Furlough | |
|--|-------|
| NPS Employees, as of 9/10/2013 | 24645 |
| NPS Employees deemed essential | 3377 |
| NPS Employees to be Furloughed | 21268 |

| Excepted Employees by Region | |
|---|---------------------------|
| <u>Office/Region</u> | <u>Excepted Employees</u> |
| <u>Headquarters</u> | |
| <i>Leadership Staff</i> | 7 |
| Director | |
| Deputy Director, Operations | |
| Comptroller | |
| Associate Director, Visitor & Resource Protection | |
| Associate Director, Workforce Management | |
| Associate Director, Business Services | |
| Associate Director, Information Resources | |
| <i>Contracting, Finance, and Budget</i> | 29 |
| Deputy Comptroller | |
| Deputy CFO | |
| Special Assistant to the Comptroller | |
| Chief of Contracting | |
| Contracting Officer | |
| Contracting Officer | |
| Chief of Execution | |
| Voucher Examiner | |
| Voucher Examiner | |
| Voucher Examiner | |
| Accounting Technician | |
| Accounting Technician | |
| HR Specialist | |
| HR Specialist | |
| Chief, Budget Execution | |
| Budget analyst | |
| AOC Finance Personnel | |

| | | |
|---|---------------------------------------|-----|
| | AOC Finance Personnel | |
| | | |
| | <u>Alaska Region</u> | |
| <i>Regional Office</i> | | 3 |
| | Regional Director | |
| | Associate Regional Director | |
| | Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | | 64 |
| | | |
| | <u>Intermountain Region</u> | |
| <i>Regional Office</i> | | 3 |
| | Regional Director | |
| | Associate Regional Director | |
| | Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | | 630 |
| | | |
| | <u>Midwest Region</u> | |
| <i>Regional Office</i> | | 3 |
| | Regional Director | |
| | Associate Regional Director | |
| | Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | | 229 |
| | | |
| | <u>National Capitol Region</u> | |
| <i>Regional Office</i> | | 3 |
| | Regional Director | |
| | Associate Regional Director | |
| | Regional Budget Officer | |
| <i>Total Park/US Park Police Staff (positions TBD by region and USPP)</i> | | 852 |
| | | |
| | <u>Northeast Region</u> | |
| <i>Regional Office</i> | | 3 |
| | Regional Director | |
| | Associate Regional Director | |
| | Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | | 485 |
| | | |
| | <u>Pacific West Region</u> | |
| <i>Regional Office</i> | | 3 |

| | |
|---|-------------|
| Regional Director | |
| Associate Regional Director | |
| Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | 664 |
| | |
| <u>Southeast Region</u> | |
| <i>Regional Office</i> | 3 |
| Regional Director | |
| Associate Regional Director | |
| Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | 345 |
| | |
| <u>Other Offices</u> | 51 |
| | |
| TOTAL | 3377 |

| Excepted Employees by Category | |
|--|--------------|
| <u>Exception Category</u> | |
| Law Enforcement / EMS / Fire / USPP | 2,330 |
| Funded Through Non-Appropriated Sources (estimate - depends on active wildland fire personnel) | 160 |
| All Other Excepted Employees | 887 |
| TOTAL | 3,377 |

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Wednesday, September 25, 2013 12:11 PM
To: Pam Haze
Subject: DRAFT NPS Qs/As
Attachments: NPS Qs and As Sept 2013.docx

--

Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

NATIONAL PARK SERVICE CONTINGENCY PLAN QUESTIONS & ANSWERS

The following provides information about the National Park Service's contingency plans in the event of a government shutdown as a result of a lapse in appropriations.

Are national parks open?

No. As a result of a shutdown of the Federal Government due to a lapse in appropriations, all 401 national parks are closed. Examples include: Statue of Liberty and Ellis Island, Washington Monument, White House Visitor Center, Independence Hall, Yellowstone National Park. In addition, the following would apply:

- All park entrances are closed and secured.
- Visitor centers and other facilities are closed.
- Education programs and special events are canceled.
- Permits for special events are rescinded.
- Guests staying in hotels and campgrounds have been given 48 hours to leave.
- A small number of National Park Service employees remain to protect park resources.

What about roads through parks?

While the national parks are closed, roads that serve as thruways will remain open.

How many visitors are affected by the shutdown?

Depending on the time of the year, national parks across the nation average a total of between 333,000 (January) and 1,324,000 (July) visitors per day.

Comment [B1]: Need to update

When would the parks reopen?

We would reopen national parks as soon as the shutdown is over.

What events would be canceled because of the shutdown?

All events scheduled at national parks.

I have a reservation to stay at a park hotel; can I get my deposit back?

This is a question each individual park concessioner would address.

I'm already staying in a park hotel/campground. Can I remain during the shutdown?

No. Visitors in overnight accommodations and campgrounds would be given 48 hours to leave the park.

What's the economic impact on gateway communities?

Averaged over the year, national park visitors spend \$32 million per day in local economies.

Will the National Park Service website work during a shutdown?

No. Because the National Park Service employees who maintain the website would not be on duty to keep information current, www.nps.gov will be shut down just like a national park.

What other National Park Service operations are affected by the shutdown?

During the shutdown the National Park Service will not:

- List properties in the National Register of Historic Places.
- Process grant applications.
- Take reservations for camping, boat tours, or other activities.
- Review applications for Federal historic rehabilitation tax credits.
- Provide technical assistance to community-based recreation projects.

What happens to rangers during the shutdown?

For the duration of the shutdown, all federal employees including rangers are furloughed. A limited number of National Park Service employees needed to secure parks and provide law enforcement, emergency services, and firefighting are exempt from the furlough.

How many National Park Service employees remain on duty?

About 3,300.

How many National Park Service employees are furloughed?

Over 20,000.

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Wednesday, September 25, 2013 9:32 PM
To: Bruce Sheaffer; Anne O'Dell; Jason Gibson
Subject: Anne please read first thing!!
Attachments: NPS contingency plan 2013 v4.docx

Bruce, I had to change a lot of things in the plan to make it comport with our new rule, and I want you to read it before you send it out. Anne, when you get in in the morning, can you please print this document showing the track changes, walk it down to Bruce, and have him give you any further edits? Then, once he has settled on a final version, please help him attach a clean copy to the AD/RD note he has in draft in his email. Also, please delete the former version of the shutdown plan that is currently attached to that draft email. The other two attachments - a general Q & A and a concessions paper - can stay as they are.

A few edits to make to the note itself: please review it and make sure it no longer references "exempt" employees at any point. We are no longer exempting employees, which was a designation defined by the employee's fund source. Bruce amended the draft, but can you review Anne and make sure he got all references?

Thank you so much - I have an 8am Dr's appt and he needs to get this out first thing - no one in my office gets in before 9 except Watkins, who is on leave tomorrow. Copying Gibson in case you don't see this Anne or are out tomorrow.

Grace

--
Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

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.

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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.~~
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- 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;
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- 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.

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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 40 full-time employees.

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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.

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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. ~~In addition, employees funded through non-appropriated or multi-year fund sources not subject to lapse who have been designated to work will continue reporting to work.~~ 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 below 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

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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 shutdown, 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. ~~Continue direct management of projects obligated from multi-year appropriations from prior fiscal years that are not subject to lapse on September 30, 2013. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations.~~ 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. Border and coastal protection and surveillance;
 - iv. Protection of federal lands, buildings, waterways, equipment, and other property owned within the National Park System;
 - v. Law enforcement and disaster assistance;

- vi. Activities that ensure production of power and maintenance of the power distribution system;
- vii. Activities necessary to maintain protection of research property;
- viii. Essential or time-sensitive support services for employees;
- ix. Uninterrupted command, control, and policy leadership;
- x. 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.);
- xi. FY 13 year-end financial management activities; and
- xii. Communication with employees and the public.

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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

~~4.~~ ~~3.~~one visiting must be directed to leave the park.

~~5.~~ ~~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.

~~6.~~ ~~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 was not denied.

~~7.~~ ~~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.

~~8.~~ ~~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 nonexcepted 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.

Exemptions from Shutdown

NPS has approximately 160 FTE who fit into the category “employees who compensation is financed by carry over or other than annual appropriations”. Accounts that would fund nonessential, excepted activities under the NPS Contingency Plan:

Account: Construction, NPS

Authority: P.L. 111-88

Account: Land Acquisition and State Assistance

Authority: 16 USC 4601

Account: Recreation Enhancement Demonstration Fee Program

Authority: 16 USC 4601-6a

Account: Wildland Fire Management

Authority: 42 USC 1856

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Wednesday, September 25, 2013 9:42 PM
To: Mary Pletcher; Ralph Charlip; Pam Haze
Cc: Bruce Sheaffer
Subject: updated NPS plan
Attachments: NPS contingency plan 2013 v4.docx

Hi all,

Please find an updated version of the NPS shutdown plan. Bruce and Pam have spoken, and Pam knows that Bruce decided the NPS will only exempt employees from furlough if their activities are essential. We do not plan to automatically exempt any employees solely due to their fund source. So, even if an employee is paid from carryover or a multi-year fund source, if they do not perform an essential function, they will be furloughed. Most of our employees who fit into that category rely on facilities, support staff, supplies, etc. that are funded from appropriations that will lapse in the event of a shutdown.

Our amended plan and communications to the field now reflect this policy. I wonder if other Bureaus would appreciate the opportunity to consider making the same policy change? I understand BLM is going to adopt this policy. Many of the communications we have received from DOI indicate that the Bureaus must exempt employees funded from non-expiring appropriations, but after Bruce and Pam discussed, I believe that this decision is actually up to the Bureaus' discretion. Might be worth clarifying?

Thanks,
Grace

--
Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

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~~6.~~ ~~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 was not denied.

~~7.~~ ~~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.

~~8.~~ ~~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 nonexcepted 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.

Exemptions from Shutdown

NPS has approximately 160 FTE who fit into the category “employees who compensation is financed by carry over or other than annual appropriations”. Accounts that would fund nonessential, excepted activities under the NPS Contingency Plan:

Account: Construction, NPS

Authority: P.L. 111-88

Account: Land Acquisition and State Assistance

Authority: 16 USC 4601

Account: Recreation Enhancement Demonstration Fee Program

Authority: 16 USC 4601-6a

Account: Wildland Fire Management

Authority: 42 USC 1856

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Wednesday, September 25, 2013 9:52 PM
To: Anne O'Dell; Jason Gibson; Bruce Sheaffer
Subject: use this version
Attachments: NPS contingency plan 2013 v4.docx

sorry, use this one - I upped the number of WASO employees in that last draft but neglected to update the totals.

--
Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

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 40 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 only where their salaries are also funded by multi-year appropriations.

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. ~~In addition, employees funded through non-appropriated or multi-year fund sources not subject to lapse who have been designated to work will continue reporting to work.~~ 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 below 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.

|

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. ~~Continue direct management of projects obligated from multi-year appropriations from prior fiscal years that are not subject to lapse on September 30, 2013. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations.~~ 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. Border and coastal protection and surveillance;
 - iv. Protection of federal lands, buildings, waterways, equipment, and other property owned within the National Park System;
 - v. Law enforcement and disaster assistance;

- vi. Activities that ensure production of power and maintenance of the power distribution system;
- vii. Activities necessary to maintain protection of research property;
- viii. Essential or time-sensitive support services for employees;
- ix. Uninterrupted command, control, and policy leadership;
- x. 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.);
- xi. FY 13 year-end financial management activities; and
- xii. 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

~~4.~~ ~~3.~~one visiting must be directed to leave the park.

~~5.~~ ~~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.

~~6.~~ ~~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 was not denied.

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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 nonexcepted 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.
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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.

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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:

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

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NPS has approximately 160 FTE who fit into the category “employees who compensation is financed by carry over or other than annual appropriations”. Accounts that would fund nonessential, excepted activities under the NPS Contingency Plan:

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Authority: 16 USC 4601-6a

Account: Wildland Fire Management

Authority: 42 USC 1856

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Wednesday, September 25, 2013 9:56 PM
To: Charlip, Ralph
Cc: Mary Pletcher; Pam Haze; Bruce Sheaffer
Subject: Re: updated NPS plan
Attachments: NPS contingency plan 2013 v5.docx

was just about to write - sorry, please use this draft - I inadvertently sent you my working copy, version 4, but meant to send you a clean copy, version 5. version 4 contains some incorrect numbers and track changes. Ralph, I will send you an updated spreadsheet tomorrow. Some of those numbers have changed but I am waiting on an updated list of excepted positions from our directorate. The summary table in this word doc is accurate.

Thanks,
Grace

On Wed, Sep 25, 2013 at 9:45 PM, Charlip, Ralph <ralph_charlip@ios.doi.gov> wrote:
How does the revised plan impact the attached spreadsheet?

Ralph Charlip, FACHE
Program Executive for Human Resource Strategic Initiatives
Department of the Interior
1849 C St NW Rm 4038
Washington DC 20242
202-208-2574
ralph_charlip@ios.doi.gov

On Wed, Sep 25, 2013 at 9:42 PM, Stephens, Beverly <grace_stephens@nps.gov> wrote:
Hi all,

Please find an updated version of the NPS shutdown plan. Bruce and Pam have spoken, and Pam knows that Bruce decided the NPS will only except employees from furlough if their activities are essential. We do not plan to automatically exempt any employees solely due to their fund source. So, even if an employee is paid from carryover or a multi-year fund source, if they do not perform an essential function, they will be furloughed. Most of our employees who fit into that category rely on facilities, support staff, supplies, etc. that are funded from appropriations that will lapse in the event of a shutdown.

Our amended plan and communications to the field now reflect this policy. I wonder if other Bureaus would appreciate the opportunity to consider making the same policy change? I understand BLM is going to adopt this policy. Many of the communications we have received from DOI indicate that the Bureaus must exempt employees funded from non-expiring appropriations, but after Bruce and Pam discussed, I believe that this decision is actually up to the Bureaus' discretion. Might be worth clarifying?

Thanks,

Grace

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Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

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Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

NATIONAL PARK SERVICE CONTINGENCY PLAN

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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.

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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:

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- 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 40 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.

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.

| <u>Office/Region</u> | <u>Excepted Employees</u> |
|--|----------------------------------|
| <u>Headquarters</u> | |
| Leadership Staff | 10 |
| Contracting, Finance, and Budget | 34 |
| <u>Alaska Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 64 |
| <u>Intermountain Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 630 |
| <u>Midwest Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 229 |
| <u>National Capitol Region</u> | |
| Regional Office | 3 |
| Total Park/US Park Police Staff | 852 |
| <u>Northeast Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 485 |
| <u>Pacific West Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 664 |
| <u>Southeast Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 345 |
| <u>Other Offices</u> | 51 |
| TOTAL | 3,385 |
| <u>Excepted Employees by Category</u> | |
| Law Enforcement / EMS / Fire / USPP | 2,330 |
| All Other Excepted Employees | 1055 |
| <u>NPS Employees, as of 9/10/2013</u> | <u>24,645</u> |
| Total Employees to be Furloughed | 21,260 |

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

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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 below 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.

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. Border and coastal protection and surveillance;
 - iv. Protection of federal lands, buildings, waterways, equipment, and other property owned within the National Park System;
 - v. Law enforcement and disaster assistance;
 - vi. Activities that ensure production of power and maintenance of the power distribution system;
 - vii. Activities necessary to maintain protection of research property;
 - viii. Essential or time-sensitive support services for employees;

- ix. Uninterrupted command, control, and policy leadership;
- x. 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.);
- xi. FY 13 year-end financial management activities; and
- xii. 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. Anyone 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 was 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 nonexcepted 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.

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Thursday, September 26, 2013 8:02 AM
To: Haze, Pam
Cc: Mary Pletcher; Bruce Sheaffer
Subject: Re: updated NPS plan

We are no longer using the exempt category - did you get v5 that I sent last night? Sorry, I first sent you v4 by mistake, which had some errors. Then I sent v5 about 20 minutes later. I have a drs appt this morning but will be sending you a new spreadsheet when I get in abt 10. I will check all the numbers then. However, those are still draft until the field verifies them today and tomorrow.

Thanks, grace

On Sep 26, 2013, at 7:36 AM, "Haze, Pam" <pam_haze@ios.doi.gov> wrote:

I can't get the numbers to align -

can you see how you can make the total in the office/region match the exempt vs excepted - they don't match now

I get 3,364 for the total of headquarters (44) , regions (21), parks (3,248) and other offices (51)

if i take out the exempt then the total for law enforcement and other excepted is 3,201

On Wed, Sep 25, 2013 at 9:42 PM, Stephens, Beverly <grace_stephens@nps.gov> wrote:
Hi all,

Please find an updated version of the NPS shutdown plan. Bruce and Pam have spoken, and Pam knows that Bruce decided the NPS will only except employees from furlough if their activities are essential. We do not plan to automatically exempt any employees solely due to their fund source. So, even if an employee is paid from carryover or a multi-year fund source, if they do not perform an essential function, they will be furloughed. Most of our employees who fit into that category rely on facilities, support staff, supplies, etc. that are funded from appropriations that will lapse in the event of a shutdown.

Our amended plan and communications to the field now reflect this policy. I wonder if other Bureaus would appreciate the opportunity to consider making the same policy change? I understand BLM is going to adopt this policy. Many of the communications we have received from DOI indicate that the Bureaus must exempt employees funded from non-expiring appropriations, but after Bruce and Pam discussed, I believe that this decision is actually up to the Bureaus' discretion. Might be worth clarifying?

Thanks,
Grace

--

Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Monday, September 30, 2013 9:17 PM
To: Bruce Sheaffer; Lena McDowall
Subject: letter for Director Jarvis
Attachments: NPS Director letter shutdown 10012013.docx

I had to rewrite the letter - the draft we included in our plan is now obsolete. It was written in anticipation of Jon sending it prior to a shutdown, not after it occurred. Also, all employees have now received a very thorough list of specific instructions from Rhea - made no sense to me for Jon to repeat all of that, though you can review and see if there are any detail you think are worth repeating. I added her memo as an attachment to Jon's, so it's all in one place... what do you think about that? I also had to change the phases. We had some stuff in phase 2 - like issuing furlough notices - that I think are supposed to happen in phase 1. So please read this over and see if you concur with all my changes. Lena, there is a comment in the phase 2 concessions piece that I need your help with - isn't there something you wanted me to amend? Also, would you like me to reference the guidance Patrick has put together and where people can find that?

--

Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

October 1, 2013

To: Directorate, HFC & DSC Managers
From: Director
Subject: Contingency Plan for Lapsed Appropriation
Attachments (2):

- Shutdown Instructions, Phases 1 & 2
- All Employee email sent from DOI on Monday, September 30, 2013

The government-wide shutdown due to the lapsing of appropriations is now upon us. 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.

Employees scheduled to work today, October 1, 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 who is needed to help with these extended shutdown efforts. Those employees designated as excepted will remain on duty. You should have been alerted as to your anticipated status – excepted or furloughed – late last week.

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. Phase 2 will be initiated by the Director. 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. 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 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. 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. 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. 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.
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. 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.
7. “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.

8. 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.
9. 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.

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. We anticipate alerting you to the likelihood of Phase 2 no later than the close of business today, October 1.

1. Begin securing files and documents for transfer to Federal Records Center.
2. Establish special accounts in the 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.
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.

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.

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/tNIPRt>.
- 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).

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Friday, October 04, 2013 12:38 PM
To: Mary Pletcher; Ralph Charlip; Pam Haze
Cc: Bruce Sheaffer
Subject: updated NPS shutdown plan and exception numbers
Attachments: NPS contingency plan 2013 updated Oct 4 for DOI.docx

thanks - Grace

--
Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

NATIONAL PARK SERVICE CONTINGENCY PLAN

Updated October 4, 2013

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 half day. If no funding bill appears imminent, at noon EDT on day one of a shutdown, 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.

Special Events

“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 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.

Part 2: Designation of Excepted Personnel

The following list of personnel required to carry out the essential activities defined above reflects current estimates of excepted employees as of close of business on Friday, October 4, 2013. Please note that this remains an estimate, as the number of excepted employees will continue to fluctuate throughout the shutdown period. For example, impending tropical storms have required personnel in our Southeast Region to report to duty over the next few days to secure life and property at those parks in the anticipated storm path. Please also note that this list reflect positions, though duties may be shared by one or more employees. Employees who report for a very limited number of hours per week – such as a maintenance employee who must conduct a safety check on a facility system – are still considered “furloughed,” though they will maintain a log of hours conducting essential activities during the shutdown period.

| Total Employees Essential v. Furlough | |
|--|---------|
| NPS Employees, as of 9/10/2013 | 24,645 |
| NPS Employees deemed essential, as of 10/4/2013 | 3,320 |
| NPS Essential for Visitor Protection (LE, EMS, Fire, USPP) | [2,110] |
| NPS Employees to be Furloughed | 21,325 |

| Exception Summary by Organization | |
|--|--------------|
| WASO Leadership | 9 |
| WASO Support Staff | 75 |
| Denver Service Center | 21 |
| Harper’s Ferry Center | 7 |
| U.S. Park Police | 652 |
| Alaska Region | 39 |
| Intermountain Region | 777 |
| Midwest Region | 234 |
| National Capital Region | 122 |
| Northeast Region | 364 |
| Pacific West Region | 694 |
| Southeast Region | 326 |
| TOTAL NPS EXCEPTIONS | 3,320 |



Message During Shutdown

Director, NPS <nps_director@nps.gov>
Bcc: nps_all_employees@nps.gov

Fri, Oct 11, 2013 at 11:41 AM

October 11, 2013

Memorandum

To: All NPS Employees
From: Director /s/ Jonathan B. Jarvis
Subject: Message During Shutdown

It remains my hope that the Congress acts swiftly to reopen the Government. In the meantime, I wanted to provide a few updates and, most importantly, thank you for your ongoing commitment to public service and to the national parks.

For those who are on unplanned furlough, I want you to know that you are missed. I know many of you are spending time with your family, continuing to give back to your community through a variety of local volunteer efforts, and taking care of household business. I am sure that all of you are frustrated and would like to return to work, and it is my hope that the shutdown will end soon so we can all return to doing the jobs we love.

For those of you who are at work keeping the parks and the public safe, I want to thank you for your service and professionalism in this challenging time. Because of the lapse in funding, you are having to deliver difficult news to our visitors and partners. The functions we must perform under a shutdown are not the reasons any of us joined the National Park Service, but they are the duties we are required to perform by law and regulation. In this time, we must remain focused on our mission – first and foremost – of guarding public safety and protecting the resources with which we are entrusted. I am proud of the service you are continuing to perform, from the search and rescue operation at Craters of the Moon to the U.S. Park Police's response to the tragic incident near the Capitol last week.

The National Park System is supported and loved by the American public not only because national parks are beautiful and historic, but because they are well managed, protected, interpreted, and maintained by a professional workforce. With more than 20,000 workers on furlough during this lapse in appropriations, we must continue to devote our limited resources to the protection of life and property.

Without question, we all want to see the entire national parks and public lands system re-open to the public; we know the closures are having unfortunate impacts on countless families, businesses, and communities. Turning visitors away is simply not in our DNA.

As Ken Burns said, the National Park Service is an utterly democratic idea: for the first time in human history, land was set aside not for kings or the very rich, but for everybody. The National Park System strives to tell the story of all Americans, for all Americans. I know we all look forward to re-opening all 401 national parks so they may fulfill the purposes for which they were intended – to be enjoyed and loved by the American people.

Amid the difficulties that the ongoing shutdown poses on you and your families, I am deeply heartened by your continued commitment to public service and by the passion that the entire National Park Service family has for our mission, now approaching its 100th anniversary in 2016.

Please stay strong, safe, and continue to do your nation proud.



Potential Shutdown of the Federal Government

1 message

Director, NPS <nps_director@nps.gov>
Bcc: nps_all_employees@nps.gov

Mon, Sep 30, 2013 at 3:17 PM

September 30, 2013

Memorandum

To: All Employees
From: Director /s/ Jonathan B. Jarvis
Subject: Potential Shutdown of the Federal Government

While I remain hopeful that a government shutdown at midnight tonight will be avoided, I want you to know that we are prepared in case it happens.

The National Park Service's shutdown contingency plan is posted on www.DOI.gov/shutdown which is also where you should check for any updates during a shutdown. This plan, the guidance that has been posted on [InsideNPS](#), and the information that you have received directly from your supervisor explain how a shutdown will affect our work. I also encourage you to watch [Secretary Jewell's video message](#) to all employees that was posted last Friday. If you have any questions, please ask your supervisor for a clarification.

A shutdown means that most of our fellow employees will be furloughed for the duration. A small number of employees have been "excepted" from this furlough to secure parks and provide law enforcement, emergency services, firefighting, and other vital services. By now employees should have been notified by their supervisors as to whether they are excepted or not excepted.

And if there is one thing that I ask you to understand – in a completely incomprehensible situation – it is that each and every one of you does important work. Being excepted or unexcepted has nothing to do with your value to this organization or our critical mission.

In the event of a shutdown, employees should report to work on October 1 (unless you have received other direction from your supervisor) to conduct shutdown activities. Employees will have up to four hours to complete timesheets, secure property and files, receive and acknowledge a furlough letter, update voicemail and leave an out-of-office message on email and other activities directed by your supervisor.

I know that these are difficult times. A shutdown will disrupt our work and the lives of those who count on us – national park visitors who come to us for world-class educational and recreational experiences and communities across the country who rely on us for help to preserve their history and create healthy outdoor activities for their neighbors. It will also disrupt your lives and that of your families and for that I am sorry.

You are the backbone of this organization. Your dedication to our mission is unquestioned and unrivaled. It is an honor to work with you. And I promise that we will get through this and return to work to serve the American people as we have for nearly 100 years.

From: Foster, Maureen <maureen_foster@nps.gov>
Sent: Tuesday, October 01, 2013 3:04 PM
To: BJ Dunn; Patrick Suddath; Karen Cucurullo; Bob Vogel; Stephen Lorenzetti; John Stanwich; Ann Smith; Lisa Mendelson; Steve Whitesell; Michael Caldwell; Robert Maclean; Dennis Reidenbach; Cam Sholly; Charles Cuvelier; Randolph Myers; Robert Eaton; Barry Roth; Edward Boling; Kevin Haugrud
Subject: Natl Park System Closure Determination and Notice
Attachments: Natl Park System Closure Determination and Notice 2013-10-01.pdf

Here is the signed determination and notice.

Maureen D. Foster
Chief of Staff
National Park Service
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.



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.

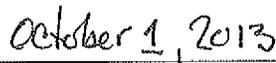
10. This closure determination and notice does not apply to First Amendment activities in the National Mall and Memorial Parks and areas administered by the NPS Liaison to the White House in Washington, D.C., and Independence National Historical Park in Philadelphia, Pennsylvania. Persons may continue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


Date

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Thursday, October 10, 2013 8:35 AM
To: O'Dell, Margaret
Cc: Maureen Foster
Subject: Re: Pacific West Regional Office Rotation - Revision

I can take care of this no problem. Maureen, I will just update the phone list on the google doc with a new tab so we don't lose the historical data - some of the folks rotating out may come back or still need to be reachable by cell, right? I'll update the excepted employee plan as well.

Grace

On Oct 10, 2013, at 8:11 AM, "O'Dell, Margaret" <peggy_o'dell@nps.gov> wrote:

can we add to phone list please....and pretty complicated with comings and goings. Any way to list dates of who is working when? Tell me it this it too much!

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

From: Neubacher, Patricia <patty_neubacher@nps.gov>
Date: Wed, Oct 9, 2013 at 11:45 AM
Subject: Pacific West Regional Office Rotation - Revision
To: Margaret O'Dell <Peggy_O'Dell@nps.gov>
Cc: Scott Wanek <Scott_Wanek@nps.gov>, Rene Buehl <rene_buehl@nps.gov>, Craig Dalby <craig_dalby@nps.gov>, Chris Lehnertz <Chris_Lehnertz@nps.gov>, Bruce Sheaffer <Bruce_Sheaffer@nps.gov>, Maureen Foster <maureen_foster@nps.gov>, Cam Sholly <Cam_Sholly@nps.gov>, Charles Cuvelier <charles_cuvelier@nps.gov>, Jeffrey Compton <shane_compton@nps.gov>

Peggy:

Initially, we had set up our rotation to mirror standard practice in ICS. But upon further reflection, and understanding this may go on longer than 14 days, we've determined that a rotation that allows for continuity is important. Therefore we've made the following adjustments to assure that there are always 2 employees in the regional office who have been involved since October 1. We believe this will provide the best possible coverage for our region.

For today and tomorrow, Scott Wanek has rotated out of exempted status, and has been replaced by Rene Buehl. We've informed our parks and Cam's office of this change. Scott will rotate back into exempt status on Friday, and be available for the next 14 days, if necessary. Rene's contact info is as follows:

Office: (415) 523-2181
Work cell: (415) 609-0802
Personal cell: (707) 293-6780

During this time period, I and Craig Dalby will continue to work with Rene.

Note:

If this goes to this weekend, I will rotate off for the weekend, and Chip Jenkins will provide coverage. Craig and Scott will both be available for the weekend, as well. I will rotate back onto exempt status on Monday. I'll forward Chip Jenkins contact info to you on Friday.

If it goes past the weekend, (and past 14 days), Craig Dalby will rotate off, and Stephanie Burkhart will roll on for 14 days starting Tuesday. Again, as that gets closer we will let you know all the contact info.

Hope this isn't too confusing? At any rate, let me know if you have any questions. Thanks for all of your help.

--

Patty Neubacher
Deputy Regional Director
Pacific West Region
(415) 623-2105 work
(510) 604-9998 cell

From: Margaret O'Dell <peggy_o'dell@nps.gov>
Sent: Monday, September 30, 2013 2:53 PM
To: Elisa Kunz; Barry Roth
Subject: Fwd: 1st amendment permits

Example of how whacky guidance is developing. We need clarity on this ASAP pretty please. Thanks very much.

Sent from my iPhone

Begin forwarded message:

From: "Reidenbach, Dennis" <dennis_reidenbach@nps.gov>
Date: September 30, 2013, 2:43:07 PM EDT
To: "Peggy O'Dell" <Peggy_O'Dell@nps.gov>
Subject: Fwd: 1st amendment permits

Peggy,

Per conversation.

Dennis

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

From: **Vietzke, Gay** <gay_vietzke@nps.gov>
Date: Mon, Sep 30, 2013 at 12:03 PM
Subject: 1st amendment permits
To: Michael Caldwell <mike_caldwell@nps.gov>, Dennis Reidenbach <dennis_reidenbach@nps.gov>
Cc: Stephen Clark <stephen_m_clark@nps.gov>, Jonathan Meade <jonathan_meade@nps.gov>

Mike Slobodian got back to me about this issue.

He checked with WASO and the other regional permit coordinators. This was also in the FAQs.

All permits, including First Amendment permits will be cancelled if there is a shut down. Folks will need to reschedule.

Thanks,
Gay

--

Gay Vietzke
Deputy Regional Director

Park Operations
Northeast Region, NPS
200 Chestnut Street
Philadelphia, PA 19106
215-597-4941

Join the conversation about the Next 100 Years for America's National Parks
nextcenturyforparks.org

Let us know how we are doing!
Send your comments to: NERO_Customer_Feedback@nps.gov

Check out the latest help wanted postings at <https://sites.google.com/a/nps.gov/nerdetail/?pli=1>

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Dennis Reidenbach
Regional Director
Northeast Region
200 Chestnut Street, Suite 502
Philadelphia, PA 19106
ph. 215-597-7013
fax 215-597-0815

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Tuesday, September 17, 2013 3:11 PM
To: Ralph Charlip; Pam Haze; Mary Pletcher
Subject: NPS contingency shutdown plan
Attachments: DOI submitted NPS contingency plan 2013.docx; attachment 1 NPS contingency plan.xlsx

Please find attached our updated contingency plan and an excel spreadsheet with a list of excepted positions as we currently know them. This submission comports with conversations Bruce has had with Pam and Mary.

Thanks,
Grace

--
Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228

NATIONAL PARK SERVICE CONTINGENCY PLAN

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. Where ever 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.); 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. 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 20 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 (currently 100 employees nationwide) 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. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations.

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 as well as current planning efforts. Please see attached spreadsheet for a breakout of excepted employees.

| <u>Office/Region</u> | <u>Excepted Employees</u> |
|-----------------------------|----------------------------------|
|-----------------------------|----------------------------------|

| | |
|---------------------|--|
| <u>Headquarters</u> | |
|---------------------|--|

| | |
|----------------------------------|----|
| Leadership Staff | 7 |
| Contracting, Finance, and Budget | 13 |

| | |
|----------------------|--|
| <u>Alaska Region</u> | |
|----------------------|--|

| | |
|------------------|----|
| Regional Office | 3 |
| Total Park Staff | 64 |

| | |
|-----------------------------|--|
| <u>Intermountain Region</u> | |
|-----------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 630 |

| | |
|-----------------------|--|
| <u>Midwest Region</u> | |
|-----------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 229 |

| | |
|--------------------------------|--|
| <u>National Capitol Region</u> | |
|--------------------------------|--|

| | |
|---------------------------------|-----|
| Regional Office | 3 |
| Total Park/US Park Police Staff | 852 |

| | |
|-------------------------|--|
| <u>Northeast Region</u> | |
|-------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 485 |

| | |
|----------------------------|--|
| <u>Pacific West Region</u> | |
|----------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 664 |

| | |
|-------------------------|--|
| <u>Southeast Region</u> | |
|-------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 345 |

| | |
|----------------------|----|
| <u>Other Offices</u> | 51 |
|----------------------|----|

| | |
|--------------|--------------|
| TOTAL | 3,361 |
|--------------|--------------|

Breakout Information

| | |
|-------------------------------------|-------|
| Law Enforcement / EMS / Fire / USPP | 2,330 |
|-------------------------------------|-------|

Funded Through Non-Appropriated Sources ~160 (depending on active wildland fire personnel)

| | |
|------------------------------|-----|
| All Other Excepted Employees | 871 |
|------------------------------|-----|

| | |
|---------------------------------------|---------------|
| <u>NPS Employees, as of 9/10/2013</u> | <u>24,645</u> |
|---------------------------------------|---------------|

| | |
|---|---------------|
| Total Employees to be Furloughed | 21,284 |
|---|---------------|

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 interim appropriations now appears high. The continuing resolution that provided interim funding for NPS expires at midnight, September 30, 2013.

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. In addition, employees funded through non-appropriated or multi-year fund sources not subject to lapse who have been designated to work will continue reporting to work. Non-excepted employees shall be verbally notified 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.

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 appropriate communication coordinator. In addition, employees should be encouraged to monitor media reports and the OPM website for information about the status of government operations.

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. Where ever 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 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. 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. Continue direct management of projects obligated from multi-year appropriations from prior fiscal years that are not subject to lapse on September 30, 2013. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations. 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. Border and coastal protection and surveillance;
- iv. Protection of federal lands, buildings, waterways, equipment, and other property owned within the National Park System;
- v. Law enforcement and disaster assistance;
- vi. Activities that ensure production of power and maintenance of the power distribution system;
- vii. Activities necessary to maintain protection of research property;
- viii. Essential or time-sensitive support services for employees;
- ix. Uninterrupted command, control, and policy leadership;
- x. 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.); and
- xi. 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.

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 nonexcepted 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.

Exclusions from Shutdown

NPS has approximately 160 FTE who fit into the category “employees who compensation is financed by carry over or other than annual appropriations”. Accounts that would fund nonessential, excepted activities under the NPS Contingency Plan:

Account: Construction, NPS

Authority: P.L. 111-88

Account: Land Acquisition and State Assistance

Authority: 16 USC 4601

Account: Recreation Enhancement Demonstration Fee Program

Authority: 16 USC 460I-6a

Account: Wildland Fire Management

Authority: 42 USC 1856

| Total Employees Essential v. Furlough | |
|--|-------|
| NPS Employees, as of 9/10/2013 | 24645 |
| NPS Employees deemed essential | 3361 |
| NPS Employees to be Furloughed | 21284 |

| Excepted Employees by Region | |
|-------------------------------------|---------------------------|
| <u>Office/Region</u> | <u>Excepted Employees</u> |
| <u>Headquarters</u> | |
| Leadership Staff | 7 |
| Contracting, Finance, and Budget | 13 |
| <u>Alaska Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 64 |
| <u>Intermountain Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 630 |
| <u>Midwest Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 229 |
| <u>National Capitol Region</u> | |
| Regional Office | 3 |
| Total Park/US Park Police Staff | 852 |
| <u>Northeast Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 485 |
| <u>Pacific West Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 664 |
| <u>Southeast Region</u> | |
| Regional Office | 3 |
| Total Park Staff | 345 |
| <u>Other Offices</u> | |
| | 51 |
| TOTAL | 3361 |

| Excepted Employees by Category | |
|--|--------------|
| <u>Exception Category</u> | |
| Law Enforcement / EMS / Fire / USPP | 2,330 |
| Sources (estimate - depends on active wildland fire personnel) | 160 |
| All Other Excepted Employees | 871 |
| TOTAL | 3,361 |

| Total Employees Essential v. Furlough | |
|--|-------|
| NPS Employees, as of 9/10/2013 | 24645 |
| NPS Employees deemed essential | 3361 |
| NPS Employees to be Furloughed | 21284 |

| Excepted Employees by Region | |
|---|---------------------------|
| <u>Office/Region</u> | <u>Excepted Employees</u> |
| <u>Headquarters</u> | |
| <i>Leadership Staff</i> | 7 |
| Director | |
| Deputy Director, Operations | |
| Comptroller | |
| Associate Director, Visitor & Resource Protection | |
| Associate Director, Workforce Management | |
| Associate Director, Business Services | |
| Associate Director, Information Resources | |
| <i>Contracting, Finance, and Budget</i> | 13 |
| Deputy Comptroller | |
| Deputy CFO | |
| Chief of Contracting | |
| Contracting Officer | |
| Contracting Officer | |
| Chief of Execution | |
| Voucher Examiner | |
| Voucher Examiner | |
| Voucher Examiner | |
| Accounting Technician | |
| Accounting Technician | |
| HR Specialist | |
| HR Specialist | |
| <u>Alaska Region</u> | |
| <i>Regional Office</i> | 3 |
| Regional Director | |
| Associate Regional Director | |
| Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | 64 |
| <u>Intermountain Region</u> | |
| <i>Regional Office</i> | 3 |
| Regional Director | |

| | |
|---|-------------|
| Associate Regional Director | |
| Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | 630 |
| | |
| <u>Midwest Region</u> | |
| <i>Regional Office</i> | 3 |
| Regional Director | |
| Associate Regional Director | |
| Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | 229 |
| | |
| <u>National Capitol Region</u> | |
| <i>Regional Office</i> | 3 |
| Regional Director | |
| Associate Regional Director | |
| Regional Budget Officer | |
| <i>Total Park/US Park Police Staff (positions TBD by region and USPP)</i> | 852 |
| | |
| <u>Northeast Region</u> | |
| <i>Regional Office</i> | 3 |
| Regional Director | |
| Associate Regional Director | |
| Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | 485 |
| | |
| <u>Pacific West Region</u> | |
| <i>Regional Office</i> | 3 |
| Regional Director | |
| Associate Regional Director | |
| Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | 664 |
| | |
| <u>Southeast Region</u> | |
| <i>Regional Office</i> | 3 |
| Regional Director | |
| Associate Regional Director | |
| Regional Budget Officer | |
| <i>Total Park Staff (positions TBD by region)</i> | 345 |
| | |
| <u>Other Offices</u> | 51 |
| | |
| TOTAL | 3361 |

| Excepted Employees by Category | |
|--|--------------|
| <u>Exception Category</u> | |
| Law Enforcement / EMS / Fire / USPP | 2,330 |
| Funded Through Non-Appropriated Sources (estimate - depends on active wildland fire personnel) | 160 |
| All Other Excepted Employees | 871 |
| TOTAL | 3,361 |

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Wednesday, September 18, 2013 12:51 PM
To: Margaret O'Dell; Bruce Sheaffer
Subject: Fwd: NPS contingency shutdown plan
Attachments: DOI submitted NPS contingency plan 2013.docx

Hi Peggy,
Bruce asked me to send this to you - it is the most current version and I submitted it to the Department yesterday.
Thanks!
Grace

--
Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228H

NATIONAL PARK SERVICE CONTINGENCY PLAN

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. Where ever 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.); 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. 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 20 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 (currently 100 employees nationwide) 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

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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 as well as current planning efforts. Please see attached spreadsheet for a breakout of excepted employees.

| <u>Office/Region</u> | <u>Excepted Employees</u> |
|-----------------------------|----------------------------------|
|-----------------------------|----------------------------------|

Headquarters

| | |
|----------------------------------|----|
| Leadership Staff | 7 |
| Contracting, Finance, and Budget | 13 |

Alaska Region

| | |
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| Regional Office | 3 |
| Total Park Staff | 64 |

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|------------------|-----|
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National Capitol Region

| | |
|---------------------------------|-----|
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Northeast Region

| | |
|------------------|-----|
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Pacific West Region

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| Regional Office | 3 |
| Total Park Staff | 664 |

Southeast Region

| | |
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Other Offices

| | |
|--|----|
| | 51 |
|--|----|

| | |
|--------------|--------------|
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|--------------|--------------|

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| | |
|-------------------------------------|-------|
| Law Enforcement / EMS / Fire / USPP | 2,330 |
|-------------------------------------|-------|

Funded Through Non-Appropriated Sources ~160 (depending on active wildland fire personnel)

| | |
|------------------------------|-----|
| All Other Excepted Employees | 871 |
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| | |
|---------------------------------------|---------------|
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| | |
|---|---------------|
| Total Employees to be Furloughed | 21,284 |
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To: Directorate, HFC & DSC Managers

From: Director

Subject: Contingency Plan for Lapsed Appropriation

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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. In addition, employees funded through non-appropriated or multi-year fund sources not subject to lapse who have been designated to work will continue reporting to work. Non-excepted employees shall be verbally notified 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.

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 appropriate communication coordinator. In addition, employees should be encouraged to monitor media reports and the OPM website for information about the status of government operations.

Attachment

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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 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. 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. Continue direct management of projects obligated from multi-year appropriations from prior fiscal years that are not subject to lapse on September 30, 2013. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations. 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. Border and coastal protection and surveillance;
- iv. Protection of federal lands, buildings, waterways, equipment, and other property owned within the National Park System;
- v. Law enforcement and disaster assistance;
- vi. Activities that ensure production of power and maintenance of the power distribution system;
- vii. Activities necessary to maintain protection of research property;
- viii. Essential or time-sensitive support services for employees;
- ix. Uninterrupted command, control, and policy leadership;
- x. 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.); and
- xi. 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.

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 nonexcepted 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.

Exclusions from Shutdown

NPS has approximately 160 FTE who fit into the category “employees who compensation is financed by carry over or other than annual appropriations”. Accounts that would fund nonessential, excepted activities under the NPS Contingency Plan:

Account: Construction, NPS

Authority: P.L. 111-88

Account: Land Acquisition and State Assistance

Authority: 16 USC 4601

Account: Recreation Enhancement Demonstration Fee Program

Authority: 16 USC 460I-6a

Account: Wildland Fire Management

Authority: 42 USC 1856

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Tuesday, September 24, 2013 11:12 AM
To: Lena McDowall
Subject: Fwd: NPS contingency shutdown plan
Attachments: DOI submitted NPS contingency plan 2013.docx

Here is the draft plan.

Begin forwarded message:

From: "Stephens, Beverly" <grace_stephens@nps.gov>
Date: September 18, 2013, 12:50:46 PM EDT
To: "Margaret O'Dell" <Peggy_O'Dell@nps.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>
Subject: **Fwd: NPS contingency shutdown plan**

Hi Peggy,
Bruce asked me to send this to you - it is the most current version and I submitted it to the Department yesterday.
Thanks!
Grace

--

Grace Stephens
Special Assistant to the Comptroller
(202) 208-4228H

NATIONAL PARK SERVICE CONTINGENCY PLAN

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. Where ever 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.); 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. 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 20 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 (currently 100 employees nationwide) 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. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations.

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 as well as current planning efforts. Please see attached spreadsheet for a breakout of excepted employees.

| <u>Office/Region</u> | <u>Excepted Employees</u> |
|-----------------------------|----------------------------------|
|-----------------------------|----------------------------------|

| | |
|---------------------|--|
| <u>Headquarters</u> | |
|---------------------|--|

| | |
|----------------------------------|----|
| Leadership Staff | 7 |
| Contracting, Finance, and Budget | 13 |

| | |
|----------------------|--|
| <u>Alaska Region</u> | |
|----------------------|--|

| | |
|------------------|----|
| Regional Office | 3 |
| Total Park Staff | 64 |

| | |
|-----------------------------|--|
| <u>Intermountain Region</u> | |
|-----------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 630 |

| | |
|-----------------------|--|
| <u>Midwest Region</u> | |
|-----------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 229 |

| | |
|--------------------------------|--|
| <u>National Capitol Region</u> | |
|--------------------------------|--|

| | |
|---------------------------------|-----|
| Regional Office | 3 |
| Total Park/US Park Police Staff | 852 |

| | |
|-------------------------|--|
| <u>Northeast Region</u> | |
|-------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 485 |

| | |
|----------------------------|--|
| <u>Pacific West Region</u> | |
|----------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 664 |

| | |
|-------------------------|--|
| <u>Southeast Region</u> | |
|-------------------------|--|

| | |
|------------------|-----|
| Regional Office | 3 |
| Total Park Staff | 345 |

| | |
|----------------------|----|
| <u>Other Offices</u> | 51 |
|----------------------|----|

| | |
|--------------|--------------|
| TOTAL | 3,361 |
|--------------|--------------|

Breakout Information

| | |
|-------------------------------------|-------|
| Law Enforcement / EMS / Fire / USPP | 2,330 |
|-------------------------------------|-------|

Funded Through Non-Appropriated Sources ~160 (depending on active wildland fire personnel)

| | |
|------------------------------|-----|
| All Other Excepted Employees | 871 |
|------------------------------|-----|

| | |
|---------------------------------------|---------------|
| <u>NPS Employees, as of 9/10/2013</u> | <u>24,645</u> |
|---------------------------------------|---------------|

| | |
|---|---------------|
| Total Employees to be Furloughed | 21,284 |
|---|---------------|

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 interim appropriations now appears high. The continuing resolution that provided interim funding for NPS expires at midnight, September 30, 2013.

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. In addition, employees funded through non-appropriated or multi-year fund sources not subject to lapse who have been designated to work will continue reporting to work. Non-excepted employees shall be verbally notified 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.

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 appropriate communication coordinator. In addition, employees should be encouraged to monitor media reports and the OPM website for information about the status of government operations.

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. Where ever 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 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. 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. Continue direct management of projects obligated from multi-year appropriations from prior fiscal years that are not subject to lapse on September 30, 2013. Employees at these locations necessary for direct project management of ongoing projects funded by multi-year appropriations will remain on duty only where their salaries are also funded by multi-year appropriations. 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. Border and coastal protection and surveillance;
- iv. Protection of federal lands, buildings, waterways, equipment, and other property owned within the National Park System;
- v. Law enforcement and disaster assistance;
- vi. Activities that ensure production of power and maintenance of the power distribution system;
- vii. Activities necessary to maintain protection of research property;
- viii. Essential or time-sensitive support services for employees;
- ix. Uninterrupted command, control, and policy leadership;
- x. 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.); and
- xi. 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.

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 nonexcepted 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.

Exclusions from Shutdown

NPS has approximately 160 FTE who fit into the category “employees who compensation is financed by carry over or other than annual appropriations”. Accounts that would fund nonessential, excepted activities under the NPS Contingency Plan:

Account: Construction, NPS

Authority: P.L. 111-88

Account: Land Acquisition and State Assistance

Authority: 16 USC 4601

Account: Recreation Enhancement Demonstration Fee Program

Authority: 16 USC 460I-6a

Account: Wildland Fire Management

Authority: 42 USC 1856

From: Foster, Maureen [maureen_foster@nps.gov]
Sent: Monday, September 30, 2013 1:55 PM
To: Jon Jarvis; Peggy O'Dell
Subject: Fwd: Special Park Use permits during government shut down
Attachments: Briefing closure.doc

These seem to make sense.

Are you both okay with it?

Maureen D. Foster
Chief of Staff
National Park Service
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.

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

From: Dickinson, Merle <lee_dickinson@nps.gov>
Date: Mon, Sep 30, 2013 at 1:49 PM
Subject: Special Park Use permits during government shut down
To: Maureen Foster <maureen_foster@nps.gov>
Cc: Cam Sholly <cam_sholly@nps.gov>, Louis Rowe <louis_rowe@nps.gov>, Russel Wilson <russ_wilson@nps.gov>, Robert Eaton <robert.eaton@sol.doi.gov>, Jim Weiner <jim.weiner@sol.doi.gov>

Maureen

I wanted to make sure the Director's office was in agreement with this guidance.

I had several requests for guidance from parks concerning permits issued for **construction, agricultural and grazing uses**. I talked to Rob Eaton and Jim Weiner, Assistant Solicitor for Acquisitions and Intellectual Property in the Division of General Law.

Permits for construction - these are permit such as the Roseland-Susquehanna Line or the bridge construction by CSX where park land is being used for a non-government construction project.

Larger project are generally monitored by NPS employees paid for by the permit holder through a cost recovery account. While there is some concern about perception, the final guidance was that those projects could probably continue, as long as the NPS employees only worked hours that were reimbursable. This might mean part time work for some employees..

As far as agricultural permits, these are permits that are already issued for the use of park lands for a period of time, usually 5 years. With the parks closed, technically these individuals would not have access to harvest crops or work in the fields. And this is prime harvest time here in the northeast.

Generally agricultural activities do not have an on site monitor. The solicitor guidance was that this was a much closer call, Rob in particular thought this could go either way, but the final guidance was that they feel this is a policy decision, but they have no problem with permit holders obtain access to work the fields as long as it doesn't involve spending any NPS money.

Rob recommended bringing this to the Director's attention ASAP, and said that after our discussion that he is okay with up just copying him, it doesn't need to be cleared through him first.

Recommendation:

- Authorize these activities to continue as long as they can continue without the expenditure of appropriated funds.
- Access should be granted as long as it can be reasonably accommodated by employees that are already on duty

Lee

--

(Merle) Lee Dickinson
National Park Service
Special Park Uses Program Manager
Washington
202-513-7092

Briefing Statement

Bureau: National Park Service
Issue: Continuation of certain permitted activities during government shutdown – request for guidance
Park Site: Servicewide
Date: September 30, 2013

Background:

- Parks have permits issued ongoing activities, such as construction, grazing and agricultural use
- Examples of permits issued for construction include the Roseland-Susquehanna line (DEWA) and the CSX railroad bridge construction (CHOH)
- Construction permit are monitored by NPS staff paid through a cost recovery account
- Agricultural permits this time of year involve primarily crop harvesting
- Grazing permits could require access to feed or water stock
- Grazing and Agricultural permits tend to not have on-site monitors
- Have discussed this issue with solicitors Rob Eaton and Jim Weiner (from general law)

Recommendation:

- Authorize these activities to continue as long as they can continue without the expenditure of appropriated funds.
- Access should be granted as long as it can be reasonably accommodated by employees that are already on duty

Contact: (Name and telephone number)

Lee Dickinson
Special Park Uses Program Manager – WASO
202/513-7092



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/NIPRI>.
- 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).