



Plan - in the Absence of an Appropriation

The U.S. Geological Survey is the Earth and natural science research bureau for the Department of the Interior and the only integrated natural resources research agency in the Federal Government. The U.S. Geological Survey's research and data products support the Department of the Interior's resource and land management needs, and also provide the water, biological, energy, and mineral resources information needed by other Federal, State, Tribal, and local government agencies. Emergency response organizations, natural resource managers, land use planners, and other customers use this information to protect lives and property and to make informed decisions based on the application of science.

The officials responsible for implementing and adjusting the plan to respond to the length of appropriations hiatus and changes in external circumstances are the Acting Director, Acting Deputy Director, and the Associate Director for Administration and Enterprise Information.

In the event there is a lapse in appropriation, the Department of the Interior will notify bureaus to begin an orderly shutdown of non-excepted operations. The U.S. Geological Survey will suspend the majority of its activities with the exception of those functions to protect life and property. The U.S. Geological Survey assumes the timeframe for this shutdown will be approximately 30 calendar days or 22 workdays.

Attachment 1 is a summary of the number of employees in four categories: 1) number of employees who will shutdown within a 4-6 hour window; 2) number of employees requiring up to 40 hours to shutdown; 3) number and percentage of employees to be retained under this Plan; and 4) the number of employees on call to respond to a natural disaster. This plan update includes the addition of 11 employees needed to close out fiscal year 2013 financial operations and 29 employees called in for emergency response to flooding in Colorado.

Orderly Shutdown

In terms of the shutdown, the U.S. Geological Survey is not differentiating between programs/employees funded by appropriated and/or reimbursable dollars due to the complex nature of our reimbursable portfolio. Most of USGS' reimbursable funds are from other Federal sources and it is unclear whether this funding will continue in a shutdown. The U.S. Geological Survey expects most of its workforce (8,623) to participate in the orderly shutdown process. The majority of the workforce can accomplish these activities within a 4-6 hour window which includes securing facilities, completing personnel and financial processes, cancelling meetings/events, and shutting down non-excepted IT operations. Approximately 50 employees will require roughly 40 hours to complete the shutdown process including termination of scientific and/or laboratory projects and the determination of and issuance of stop work orders and notifications to contractors and grantees supporting non-excepted activities.

The U.S. Geological Survey will issue furlough notices to all employees and process applicable pay records.



Plan - in the Absence of an Appropriation

Retained Under This Plan

The U.S. Geological Survey has identified 43 employees needed for the protection of life and property to be retained in the event of a lapse in appropriation. Because sufficient carryover is available to support the salary and benefit costs of these employees, they are designated as exempt. These exempt employees will provide leadership and mission support of those operations *necessary to protect life and property*. Reimbursable funds will not be used for this purpose. Should a prolonged shutdown occur and carryover exhausted, the employees would be designated as excepted.

Where full-time services are not required, employees will work only those hours required to respond to the situation. The National Earthquake Information Center and the Earth Resources Observation and Science Center are two essential activities where this will occur. The National Earthquake Information Center has identified less than one-half of its staff as exempt. Additional employees are on call as necessary to respond in the event of a natural disaster. The Earth Resources Observation and Science Center has identified the minimal necessary contingent to ensure 24-7 Mission Operation Center coverage to sustain computer support, antenna operations, and command and control of the Landsat satellites. This coverage is required to ensure Government direction in case of spacecraft or other system emergency (e.g. anomaly, predicted spacecraft collision, etc.) as well as protect the Government investment in the data sensors on board the spacecraft(s) by maintaining operation. This would enable the data to be collected and stored, to be processed in the event of an emergency (flooding, earthquake, fire) and/or when normal Government operations resume.

Contracting Officer Representatives are included where contract support has been deemed essential and/or where the contract is obligated and is in support of exempted or excepted operations that are retained under this plan to avoid potential harm to life and/or property. The Contracting Officer Representative support will be as needed for oversight (and not necessarily full-time). Contracting Officer Representatives are identified for the Earth Resources Observation and Science Center in conjunction with operations of the Landsat satellite (protection of property) and for enterprise information functions to support critical science information such as water streamgauge information for the National Weather Service, operations of the National Earthquake Information Center networks, etc. On-call employees will be deemed exempt or excepted at the point in time in which they report for duty. The U.S. Geological Survey has approximately 200 employees that will be on-call for response to a natural disaster for which the U.S. Geological Survey is mandated to respond or assist in managing water, biological, geological, geographical, and other natural resources. Mostly, these personnel are at the Volcano Observatories, the Seismic Laboratory, the Water Science Centers, and the Earth Resources Observation and Science Center, however they may include other personnel depending upon the natural hazardous event. The streamgauge network and related data processing systems can operate with little human involvement for short durations in the absence of major flooding. The U.S. Geological Survey has automated processes in place for flagging and prioritizing streamgauge malfunctions. If a malfunction arises, USGS will activate the minimum number of on-call employees necessary to respond to the situation. Additional on-call employees



Plan - in the Absence of an Appropriation

ensuring the protection of Federal assets at our laboratories or supporting animal care will work the minimal hours necessary to protect property or sustain life.

Attachment 1

SUMMARY

U.S. Geological Survey Contingency Plan

Number of employees	8,623
Number of employees expected to be on board before implementation of the plan	8,623
Number of employees that will shut down in 4-6 hours	8,530
Number of employees needed to shut down in less than 40 hours or 5 business days	50 (of the 50 employees -- 4 are Human Resource Specialists needed to issue furlough letters and assist with potential emergency hires; 25 are Contract and Grants specialists needed to issue stop work orders and notifications; the remaining 21 are scientists needed to shut down experiments and laboratories)
Total number of exempt employees* Employees made exempt for FY 2014 close out and to respond to Colorado floods (short term)	43 40
Percent of workforce retained under the plan	0.49%
Number of employees “on call” available (e.g., responders to a natural disaster; human resource expertise if emergency hires are needed, etc.)	200

* Because sufficient carryover is available to support the salary and benefit costs of these employees, they are designated as exempt. These exempt employees will provide leadership and mission support of those operations necessary to protect life and property. Should a prolonged shutdown occur and carryover exhausted, the employees would be designated as excepted.