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.

Office/Region	Excepted Employees
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Leadership Staff	7
Contracting, Finance, and Budget	13
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
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Total Park Staff	485
Pacific West Region	
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Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	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
NPS Employees, as of 9/10/2013	24,645
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.

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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

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

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

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Comptroller	
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Associate Director, Workforce Management	
Associate Director, Business Services	
Associate Director, Information Resources	
Contracting, Finance, and Budget	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	
Alaska Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
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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

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Grace Stephens
Special Assistant to the Comptroller
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xi. 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 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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	13
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	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
NPS Employees, as of 9/10/2013	24,645
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.

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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.

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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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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.

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

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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: "adrianne_moss@ios.doi.gov" <adrianne_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.

Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	28
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	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
NPS Employees, as of 9/10/2013	24,645
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	
Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	13
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	**3361**

Excepted Employees by Category	
Exception Category	
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	21269

Excepted Employees by Region	
Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	7
Director	
Deputy Director, Operations	
Comptroller	
Associate Director, Visitor & Resource Protection	
Associate Director, Workforce Management	
Associate Director, Business Services	
Associate Director, Information Resources	
Contracting, Finance, and Budget	28
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	
Budget analyst	
Budget analyst	
Budget analyst	
Budget analyst	
Budget analyst	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	

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

Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	664
Southeast Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	345
Other Offices	51
TOTAL	**3376**

Excepted Employees by Category	
Exception Category	
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: 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 - (b) (5) [redacted] ... 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.

(b) (5) [redacted]

- 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.

(b) (5) [redacted]

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 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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	29
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	**3,377**

Excepted Employees by Category

Law Enforcement / EMS / Fire / USPP	2,330
Funded Through Non-Appropriated Sources	~160 (depending on active wildland fire personnel)
All Other Excepted Employees	871
NPS Employees, as of 9/10/2013	24,645
Total Employees to be Furloughed	**21,268**

(b) (5) [redacted]

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.

(b) (5) [redacted]

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.

(b) (5) [redacted]

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.

(b) (5) [redacted]

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

Excepted Employees by Category	
Exception Category	
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	
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Excepted Employees by Region	
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Headquarters	
Leadership Staff	7
Director	
Deputy Director, Operations	
Comptroller	
Associate Director, Visitor & Resource Protection	
Associate Director, Workforce Management	
Associate Director, Business Services	
Associate Director, Information Resources	
Contracting, Finance, and Budget	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	
Budget analyst	
Budget analyst	
Budget analyst	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	

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

Regional Director	
Associate Regional Director	
Regional Budget Officer	
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TOTAL	**3,377**

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

(b) (5)

--
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-ielmini@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,
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--
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

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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.

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- Protection of federal lands, buildings, waterways, equipment, and other property within the National Park System;
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- 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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	29
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	**3,377**

Excepted Employees by Category

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

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

Excepted Employees by Category	
Exception Category	
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	
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Excepted Employees by Region	
Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	7
Director	
Deputy Director, Operations	
Comptroller	
Associate Director, Visitor & Resource Protection	
Associate Director, Workforce Management	
Associate Director, Business Services	
Associate Director, Information Resources	
Contracting, Finance, and Budget	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	
Budget analyst	
Budget analyst	
Budget analyst	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	

AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
Alaska Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	64
Intermountain Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
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Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	229
National Capitol Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park/US Park Police Staff (positions TBD by region and USPP)	852
Northeast Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	485
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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. (b) (5) [redacted]

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.

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.

(b) (5)

[redacted]

- 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.

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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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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.

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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. (b) (5) [redacted]

(b) (5) [redacted]

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.

Office/Region	Excepted Employees
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Contracting, Finance, and Budget	34 (5)
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Regional Office	3
Total Park Staff	64
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All Other Excepted Employees	871
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Total Employees to be Furloughed	**21,428** (b) (5)

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 (b) (5) [redacted] 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.

(b) (5) [redacted]

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.

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 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. [redacted] (b) (5) [redacted] 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.
~~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.

(b) (5)

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 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

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.~~

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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	107
Contracting, Finance, and Budget	34~~29~~
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	**3,377**

Excepted Employees by Category

Law Enforcement / EMS / Fire / USPP	2,330
~~Funded Through Non-Appropriated Sources - 160 (depending on active wildland fire personnel)~~	
All Other Excepted Employees	871
NPS Employees, as of 9/10/2013	24,645
Total Employees to be Furloughed	**21,428~~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. (b) (5) [redacted]. 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.

(b) (5) [redacted]

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.

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. (b) (5) [redacted] (b) (5) [redacted] 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;
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vii. Activities necessary to maintain protection of research property;
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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.);
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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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Park superintendents should notify concessioners of these procedures and the potential implementation timeline immediately.

(b) (5)

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

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- (b) (5) [redacted]
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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. (b) (5) [redacted]

(b) (5) [redacted]

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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	10 (b)
Contracting, Finance, and Budget	34 (5)
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	**3,385** (b)

Excepted Employees by Category

Law Enforcement / EMS / Fire / USPP	2,330
(b) (5) [redacted]	
All Other Excepted Employees	105 (b)
NPS Employees, as of 9/10/2013	24,645
Total Employees to be Furloughed	**21,260** (b)

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

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

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

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

If appropriations have not been provided, the OMB will order the shutdown to begin, and you will be notified to execute your shutdown plan. All employees not designated as excepted from the shutdown will have four hours to institute closedown procedures, secure their work areas, and depart. All employees in travel status are to return from travel unless they are performing an excepted duty. All employees designated as excepted will remain on duty. (b) (5) [redacted] 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.

(b) (5) [redacted]

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.

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. (b) (5) [redacted] 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.
~~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.

(b) (5)

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

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.

- 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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	10
Contracting, Finance, and Budget	34
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	**3,385**

Excepted Employees by Category	
Law Enforcement / EMS / Fire / USPP	2,330
All Other Excepted Employees	1055
NPS Employees, as of 9/10/2013	24,645
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

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

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

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

Please note that even if an employee's salary is funded from carryover or a multi-year appropriation, they are not automatically excepted from a furlough. Only employees conducting essential activities as defined 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.

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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.
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        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
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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
>
> (b) (5)
> [redacted]
>
> 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: Friday, September 27, 2013 10:15 AM
To: Ralph Charlip
Subject: nps docs
Attachments: NPS Qs and As Sept 2013.docx; NPS one page Summary 2013.docx

Hi Ralph - Here is the Q & A and the one-pager

--
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?
In 2012, the NPS had a total of almost 283 million visitors. Depending on the time of the year, national parks across the nation average a total of between 375,000 (January) and 1,300,000 (July) visitors per day. In October of 2012, park welcomed an average of 715,000 visitors per day.

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 over $35 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.

DEPARTMENT OF THE INTERIOR
CONTINGENCY PLAN ONE PAGER SUMMARY

I. Services and programs that will remain operational.

NAME OF SERVICE/PROGRAM	REASON
NPS Law Enforcement (including U.S. Park Police) and disaster assistance	Excepted Activity - Protection of life and property
Firefighting and monitoring	Excepted Activity - Protection of life and property
Emergency medical care	Excepted Activity - Protection of life and property
Border and costal protection and surveillance	Excepted Activity - Protection of life and property
Public health inspections required for critical utility infrastructure	Excepted Activity - Protection of life and property
Very limited direct management of projects funded from non-expiring appropriations	Excepted Activity - Protection of life and property
Maintenance necessary to protect critical infrastructure and NPS property and resources	Excepted Activity - Protection of life and property
Access to "thru" roads	Excepted Activity - Protection of life and property
Very limited support and administrative functions: leadership, contracting, finance, personnel, communications	Excepted Activity - Protection of life and property

II. Services and programs that will be closed.

- **All national parks will be closed and secured.**
- **Visitor centers and other facilities will be closed.**
- **Education programs and special events will be canceled.**
- **Permits for special events will be rescinded.**
- **Guests staying in hotels and campgrounds will be notified of the closure and given 48 hours to make alternate arrangements and leave the park.**

III. Key citizen services that will be impacted.

- **All 401 national parks will be closed and day-use visitors asked to leave.**
- **All entrances, parking lots, and facilities that can be secured will be closed.**
- **All permits, events, and activities will be canceled.**
- **Concession-provided services, including marinas, lodging, campgrounds, and food service will be closed to visitors, except where needed to support emergency services.**

IV. Employees.

- **Total Agency Employees: 24,645**
- **Total Employees Furloughed: 21,379**

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 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 periodSeptember 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 it 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 onhttp://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 athttp://googl/tN1PRt.

- Change your voicemail message. Suggested language for employee voicemail:

  "I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your call upon my return to the office."

- Change and enable your email "out of office" message. Suggested message:

  "I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your email upon my return to the office."

- Secure your work documents appropriately so they are not left out in the open.

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

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

SEPTEMBER 27, 2013

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

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

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

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

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

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

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

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

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

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

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

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

Exempt employees will continue to record their actual time worked.

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

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

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> Fri, Oct 11, 2013 at 11:41 AM
Bcc: nps_all_employees@nps.gov

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.

Foster, Maureen <maureen_foster@nps.gov>

Potential Shutdown of the Federal Government

1 messages

Director, NPS <nps_director@nps.gov> Mon, Sep 30, 2013 at 3:17 PM
Bcc: nps_all_employees@nps.gov

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.

Foster, Maureen <maureen_foster@nps.gov>

Welcome back!

1 message

Director, NPS <nps_director@nps.gov> Thu, Oct 17, 2013 at 11:27 AM
Bcc: nps_all_employees@nps.gov

Welcome back to the work that we love and the mission that we are dedicated to.

I want you to know that I am proud of each of you – and every one of you is essential. You have handled this disruption with exceptional professionalism. Those of you who have been at work have kept us together. Those of you who were furloughed have offered the encouragement, support, and baked goods that kept us going.

The work that you do is important; the places that you help protect and share are our nation's most amazing treasures. For almost 100 years, the American people have entrusted us with an awesome responsibility and we have delivered to the delight of nearly 300 million visitors every year.

As we resume normal operations, I ask three things of each of you.

First, take care of yourself and your colleagues. The effects of the shutdown on you, your families, and your co-workers are real. You have many questions; we will get you answers.

Second, focus on the future. We are a perpetuity organization and every day what you do ensures that future generations will be able to experience and enjoy the places that we keep unimpaired. Hold on tight to that mission and how we will celebrate it and our second century of stewardship in 2016.

Third, reach out to our visitors and partners in parks and communities and let them know we welcome them back with open arms.

After nearly 40 years devoted to our mission I can tell you that there is no place I would rather work and no people I would rather work beside than you.

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.

United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

Office of the Director

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

Jonathan B. Jarvis
Director

October 1, 2013
Date

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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	13
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	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
NPS Employees, as of 9/10/2013	24,645
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	
Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	13
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	**3361**

Excepted Employees by Category	
Exception Category	
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	
Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	7
Director	
Deputy Director, Operations	
Comptroller	
Associate Director, Visitor & Resource Protection	
Associate Director, Workforce Management	
Associate Director, Business Services	
Associate Director, Information Resources	
Contracting, Finance, and Budget	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	
Alaska Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	64
Intermountain Region	
Regional Office	3
Regional Director	

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

Excepted Employees by Category	
Exception Category	
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

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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	13
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	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
NPS Employees, as of 9/10/2013	24,645
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: 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 - [redacted]... 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.

(b) (5) [redacted]

- 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.

(b) (5) [redacted]

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 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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	29
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	**3,377**

Excepted Employees by Category

Law Enforcement / EMS / Fire / USPP	2,330
Funded Through Non-Appropriated Sources	~160 (depending on active wildland fire personnel)
All Other Excepted Employees	871
NPS Employees, as of 9/10/2013	24,645
Total Employees to be Furloughed	**21,268**

(b) (5) [redacted]

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.

(b) (5) [redacted]

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.

(b) (5) [redacted]

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.

(b) (5) [redacted]

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

Excepted Employees by Category	
Exception Category	
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	
Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	7
Director	
Deputy Director, Operations	
Comptroller	
Associate Director, Visitor & Resource Protection	
Associate Director, Workforce Management	
Associate Director, Business Services	
Associate Director, Information Resources	
Contracting, Finance, and Budget	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	
Budget analyst	
Budget analyst	
Budget analyst	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	

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

Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	664
Southeast Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	345
Other Offices	51
TOTAL	**3377**

Excepted Employees by Category	
Exception Category	
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**

United States Department of the Interior

Office of the Director

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

OCT 1 2013

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

From: Director Jonathan B. 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 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 periodSeptember 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 it 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 onhttp://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 athttp://googl/tN1PRt.

- Change your voicemail message. Suggested language for employee voicemail:

  "I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your call upon my return to the office."

- Change and enable your email "out of office" message. Suggested message:

  "I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your email upon my return to the office."

- Secure your work documents appropriately so they are not left out in the open.

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

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

SEPTEMBER 27, 2013

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

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

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

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

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

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

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

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

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

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

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

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

Exempt employees will continue to record their actual time worked.

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

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

From: Bruce Sheaffer <bruce_sheaffer@nps.gov>
Sent: Wednesday, September 18, 2013 1:44 PM
To: Margaret O'Dell
Subject: Re: Shutdown Plan

You got one from grace about an hour ago

Sent from my iPhone

On Sep 18, 2013, at 1:31 PM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:

> I would love you to do it and can I still get a copy please?
>
> Sent from my iPhone
>
> On Sep 18, 2013, at 12:26 PM, "Sheaffer, Bruce" <bruce_sheaffer@nps.gov> wrote:
>
> > I am on the phone as well.. if you like I will do it
> >
> > On Wed, Sep 18, 2013 at 11:17 AM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:
> > May I please have an electronic copy of what you submitted to DOI for our shutdown plan? I need to briefly address with RDs on phone call today. Thanks.
> >
> > Sent from my iPhone
> >
> > --
> > C. Bruce Sheaffer
> > Comptroller
> > National Park Service
> > 202-208-4566
> > bruce_sheaffer@nps.gov

From: Blake Androff <blake_androff@ios.doi.gov>
Sent: Thursday, September 26, 2013 9:30 AM
To: Suzanne Waldron; Michael Litterst; Jon Jarvis; Peggy O'Dell; Maureen Foster
Cc: Kate Kelly; Laura Davis; Nikki Buffa; Pam Haze; Rhea Suh; Benjamin Milakofsky
Subject: Shutdown Comms

Please let me know if there is any confusion about the timeline we discussed yesterday at the 1:15 PM regarding comms about a possible lapse in appropriations.

As early as this afternoon, you are able to confirm, if asked, with reporters that the notices were sent to contractors, concessioners, grant recipients, etc.

When the plans post tomorrow between 12 - 3, NPS (and all of DOI) is able to confirm and discuss in factual terms what is included in the plans and what it would mean.

Thanks for your patience. We share your frustration.

Blake

Sent from my iPhone

From: Androff, Blake <blake_androff@ios.doi.gov>
Sent: Thursday, September 26, 2013 9:33 AM
To: Litterst, Michael
Cc: Suzanne Waldron; Jon Jarvis; Peggy O'Dell; Maureen Foster; Kate Kelly; Laura Davis; Nikki Buffa; Pam Haze; Rhea Suh; Benjamin Milakofsky
Subject: Re: Shutdown Comms

Yes.

On Thu, Sep 26, 2013 at 9:31 AM, Litterst, Michael <mike_litterst@nps.gov> wrote:
Just to clarify, when the plans post tomorrow afternoon, parks are also free to discuss their individual plans with local media, visitors and stakeholders?

Mike

~~~~~~~~~~~~~~~~~~~~

Mike Litterst
Chief Spokesperson (acting)

National Park Service
1849 C Street NW
Washington, DC 20240
Ph: (202) 513-0354
Cell: (202) 306-4166

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

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On Thu, Sep 26, 2013 at 9:29 AM, Blake Androff <blake_androff@ios.doi.gov> wrote:
Please let me know if there is any confusion about the timeline we discussed yesterday at the 1:15 PM regarding comms about a possible lapse in appropriations.

As early as this afternoon, you are able to confirm, if asked, with reporters that the notices were sent to contractors, concessioners, grant recipients, etc.

When the plans post tomorrow between 12 - 3, NPS (and all of DOI) is able to confirm and discuss in factual terms what is included in the plans and what it would mean.
~~~~~~~~~~~~~~~~~~~~

Thanks for your patience. We share your frustration.

Blake

Sent from my iPhone

--
Blake Androff
Deputy Director of Communications
U.S. Department of the Interior
Office: (202) 208-6416 | Cell: (202) 725-7435

From:	Vela, Raymond <david_vela@nps.gov>
Sent:	Wednesday, October 09, 2013 9:02 AM
To:	Margaret O'Dell; Maureen Foster; Bruce Sheaffer; Cam Sholly; Jeffrey Compton; Lena McDowall; Suzanne Waldron; Joel Hard; Colin Campbell; Patricia Trap; Lisa Mendelson; Michael Caldwell; Patricia Neubacher; Shawn Benge; Robert Maclean; Michael Alvarez; Sam Whittington; Beverly Stephens
Cc:	Jonathan Jarvis
Subject:	Fwd: Furlough Pay Processing Information for PP 2013-21 and TA processing for PP 2013-22
Attachments:	T&A Processing Furlough continued into pay period 2013 22.docx; Furlough Q & As and Info UGR 2013 final.doc

Hi Folks,
Furlough pay processing questions and answers - FYI.

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Fisher, Michelle** <michelle_fisher@nps.gov>
Date: Wed, Oct 9, 2013 at 7:29 AM
Subject: Fwd: Furlough Pay Processing Information for PP 2013-21 and TA processing for PP 2013-22
To: Raymond Vela <david_vela@nps.gov>, Kathy Wahler <kathy_wahler@nps.gov>

FYI

---------- Forwarded message ----------
From: **Rihel, Linda** <linda_y_rihel@ibc.doi.gov>
Date: Mon, Oct 7, 2013 at 7:11 PM
Subject: Furlough Pay Processing Information for PP 2013-21 and TA processing for PP 2013-22
To: "adavila@nsf.gov" <Adavila@nsf.gov>, Antoine Dotson <Adotson@imls.gov>, "Smith, Allen" <allen.smith@csb.gov>, "amelda.stukes@opic.gov" <Amelda.Stukes@opic.gov>, "amy.m.alexander@nasa.gov" <Amy.M.Alexander@nasa.gov>, "Anderson, David M (AF/HR)" <Andersondm@mcc.gov>, Anna Smith <Anna.Smith@bia.gov>, Arichardson@ushmm.org, ARLETHIA MONROE <Arlethia.monroe@eeoc.gov>, "Edmonds, Arnita R." <Arnita.Edmonds@sss.gov>, Arnold Baca <Arnold_J_Baca@ibc.doi.gov>, Annie Smith <ASmith@usgs.gov>, Atumanuvao@presidiotrust.gov, "bbecker@nsf.gov" <Bbecker@nsf.gov>, BDonovan02@fs.fed.us, Brenda Garrett-Freeman

<Bgarrett@osmre.gov>, Romy Boll <Bollr@sec.gov>, Brenda.Edmond@ed.gov, Brenda.Young@dcsc.gov, Simmons Britney <Britney.Simmons-intern@ntsb.gov>, "bschwab@cpsc.gov" <Bschwab@cpsc.gov>, "card.jason@pbgc.gov" <Card.Jason@pbgc.gov>, "Arietti, Charlene A." <Carietti@nsf.gov>, Carl Cook <Carl.Cook@bia.gov>, "Plank, Carolyn C. (MSFC-IS60)" <Carolyn.Plank@nasa.gov>, Carroll Emily <Carrole@ntsb.gov>, Catherine Gardner <Catherine_M_Gardner@ibc.doi.gov>, "cgonzales@vallescaldera.gov" <Cgonzales@vallescaldera.gov>, Cheryl Thomason <Cheryl_R_Thomason@ibc.doi.gov>, "chestnut.anthony@pbgc.gov" <Chestnut.Anthony@pbgc.gov>, "chinelle.martin@nlrb.gov" <Chinelle.Martin@nlrb.gov>, Chris.bednar@dot.gov, Christine Zertuche <Christine_L_Zertuche@ibc.doi.gov>, Christopher Lawson <Christopher_Lawson@ios.doi.gov>, "Lewis, Chuck HQ DCHR" <Chuck.Lewis@ssa.gov>, "chum@ustda.gov" <Chum@ustda.gov>, Cmcallister@usadf.gov, Crystal Gailes <Crystal_Gailes@nps.gov>, Cyndi Quillen <Cyndi.Quillen@nara.gov>, Cynthia Swords <Cynthia_Swords@fws.gov>, "Brewton, Daisy HQ DCHR" <Daisy.Brewton@ssa.gov>, Danette Salazar <Danette_S_Salazar@ibc.doi.gov>, Daniel.Lee@dcsc.gov, Darlene Nataniel <Darlene.Nataniel@nara.gov>, David Morgan <David.Morgan@ferc.gov>, Debbie Donaldson <Debbie_G_Donaldson@ibc.doi.gov>, "deborah.c.percival@nasa.gov" <Deborah.C.Percival@nasa.gov>, "Gaiser, Desiree (MSFC-IS60)[EAST]" <Desiree.Gaiser@nasa.gov>, Diana Takagi <Diana.takagi@bsee.gov>, "Diller, Donna M." <DillerD@sec.gov>, Donald Garcia <Donald_J_Garcia@ibc.doi.gov>, Donna.Martin@faa.gov, DOTFPPS@dot.gov, Douglas Craig <Douglas.Craig@nara.gov>, "dpratte@onhir.gov" <Dpratte@onhir.gov>, "dsimpson@cpsc.gov" <Dsimpson@cpsc.gov>, Duane.Lee@dot.gov, Duanne Serna <Duanne_C_Serna@ibc.doi.gov>, Emily Brown <Ebrown@usbr.gov>, "edwards.april@pbgc.gov" <Edwards.April@pbgc.gov>, Edner Escarne <Eescarne@osmre.gov>, "efooter@ustaxcourt.gov" <Efooter@ustaxcourt.gov>, Ellen Galarowicz <Ellen_M_Galarowicz@ibc.doi.gov>, "Carpenter, Ellen N" <Encarpen@nsf.gov>, "eric.mozie@usitc.gov" <Eric.Mozie@usitc.gov>, "erikka.legrand@nrc.gov" <Erikka.Legrand@nrc.gov>, Etheridge Arrie <Etheridge.Arrie@pbgc.gov>, Eunice.Allen@dot.gov, "everick.bowens@eeoc.gov" <Everick.Bowens@eeoc.gov>, "fmontgomery@ustaxcourt.gov" <Fmontgomery@ustaxcourt.gov>, "Lee, Gale F." <Gale.Lee@nlrb.gov>, Gary McPherson <Gary_McPherson@ibc.doi.gov>, Ginger Nethery <Ginger_Nethery@fws.gov>, Gray.Richard@epa.gov, "Holmberg, Han" <Han.Holmberg@ed.gov>, Isaacja@mcc.gov, Jack Kuntz <Jack.Kuntz@bia.gov>, "jackie.jones@nrc.gov" <Jackie.Jones@nrc.gov>, "Benavides, Jacqueline J" <Jacque.Benavides@bie.edu>, Jacqueline Ruley <Jacqueline_Ruley@doioig.gov>, Jason Earwood <Jason.Earwood@sol.doi.gov>, "Jason.Nelson@ed.gov" <Jason.nelson@ed.gov>, jeby@supremecourt.gov, Jennifer Nye <Jennifer.Nye@ferc.gov>, Jennifer Russell <Jennifer.Russell@ferc.gov>, Jennifer Corrigan <jennifer_g_corrigan@ibc.doi.gov>, John Farrell <Jfarrell@arctic.gov>, JGetchell01@fs.fed.us, Jim Craner <Jim_Craner@ibc.doi.gov>, "Hardy, Joseph" <Jlhardy@ustaxcourt.gov>, Jody Jenik <Jody_F_Jenik@ibc.doi.gov>, "johnetta.young@usitc.gov" <Johnetta.Young@usitc.gov>, "johnson.bruce@pbgc.gov" <Johnson.Bruce@pbgc.gov>, "jones.tanya@pbgc.gov" <Jones.Tanya@pbgc.gov>, JonesD <JonesD@sec.gov>, Joyce.Woodard@dot.gov, Julie Schwairy <Julie_L_Schwairy@ibc.doi.gov>, "Karen M. Borne (NSSC-XD016)" <Karen.M.Borne@nasa.gov>, Karen Matragrano <Karen_Matragrano@ibc.doi.gov>, Karen Roper <Karen_Roper@ibc.doi.gov>, Kathee Green <Kathee_Z_Green@ibc.doi.gov>, Katherine Peterson <Katherine_Peterson@ibc.doi.gov>, "kathy.a.haley@nasa.gov" <Kathy.A.Haley@nasa.gov>, Kathy.kowsky@faa.gov, Kathy Wagner <Kathy_L_Wagner@ibc.doi.gov>, Kecia.S.Rome@ssa.gov, "kellie.m.noel@nasa.gov" <Kellie.M.Noel@nasa.gov>, Kelly Powell <Kelly.Powell@tsp.gov>, "khayden@cpsc.gov" <Khayden@cpsc.gov>, Kimberly Rose <KRose@blm.gov>, Kathleen Takacs <KTakacs@usgs.gov>, Kristy Valentine <KValentine@blm.gov>, "lacy. strader" <Lacy.Strader@eeoc.gov>, "latonia.r.kirksey@nasa.gov" <Latonia.R.Kirksey@nasa.gov>, "lbrown2@ftc.gov" <LBrown2@ftc.gov>, LC Williams <LC_Williams@ibc.doi.gov>, Leisa Schievelbein <Leisa_R_Schievelbein@ibc.doi.gov>, Linda Walker <Linda_L_Walker@doioig.gov>, Linda Rihel <Linda_Y_Rihel@ibc.doi.gov>, Lisa Martinez <Lisa_M_Martinez@ibc.doi.gov>, Lori Jarman <Lori.Jarman@sol.doi.gov>, Lori Russell <Lori_J_Russell@nbc.gov>, "lporter@imls.gov" <Lporter@imls.gov>, Liz Ray <Lray@jamesmadison.com>, "Wilhelm, Lara" <Lwilhelm@nsf.gov>, Marie Schneider <Marie_Schneider@ibc.doi.gov>, Mark Stover

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Please see the attached pay processing information for PP 2013-21 and TA processing information for PP 2013-22. These should be posted on the POD website tomorrow. This guidance is intended for overall information. Please refer to your Departments specific guidance. Linda

Linda Rihel-Todd
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Working to build a OneHR Community.....

Michelle Fisher
HR Specialist (Info Systems)
WASO, FASER Division
Office of Human Resources
202-354-1975 - Office
202-371-2169 - Fax

United States Department of the Interior
Office of the Secretary

Interior Business Center

October 7, 2013

Furlough continued into pay period 2013 22 – October 6, 2013 through October 19, 2013

1. **How should time and attendance records be reported for pay period 2013-22 for excepted and furloughed employees?**

   A. For pay period, 2013-22, beginning October 6, 2013 hours should be recorded with the Furlough pay code 103, including the holiday, until ordered back to duty. In the event the furlough continues through October 19, 2013, any time and attendance records that are missing (not released by the agencies) as of October 22nd for pay groups 2 and 3 or October 23rd, for pay groups 1 and 4, the IBC will generate the furlough pay code 103. Excepted personnel should continue to keep track off-line the hours they worked for later submission of an amended time sheet when Congress enacts an appropriation bill.

Note: Pay groups 1- DOI, EDU, FLRA, ACHP, ADF, CFA, HST, IAF, JMF, MCC, NCL, PTR, SSS, HMM, and UMC

Pay Group 2 – all other Agencies

Pay Group 3 – SSA

Pay Group 4 - DOT

2. **How should time and attendance records be reported for exempt employees?**

   A. Report all hours worked, holiday hours, or leave taken, etc as you normally would.

   Note: OPM guidance stated that Presidential appointees who are not covered by the leave system in 5 U.S.C. chapter 63 are not subject to furlough, but are also barred from receiving pay during a lapse in appropriation. The Presidential appointees will be paid after Congress passes and the President signs a new appropriation of continuing resolution.

Holiday – Columbus Day

3. **Will employees get paid for a holiday that occurs during a shutdown furlough?**

   A. No. An employee (including excepted employees) who does not work on a holiday will not receive pay for a holiday that occurs during a shutdown furlough. If Congress

enacts an appropriation bill giving the government legal authority to pay retroactively, October 14th may be paid for excepted and furloughed employees.

4. **Can excepted employees be required to perform work on a holiday that occurs during a shutdown furlough?**

   A. Yes. Each agency is responsible for determining which excepted activities must be performed on a holiday in order to carry out functions related to such excepted activities. If an excepted employee refuses to report for work on a holiday after being ordered to do so, he or she can be considered absent without leave (AWOL) and will be subject to any consequences that may follow from being AWOL.

5. **What pay entitlements will accrue to an excepted employee who performs work on a holiday during a shutdown furlough?**

   A. The Federal Government will be obligated to pay an excepted employee who performs work on a holiday according to the normal rules governing pay for work on a holiday. For example, under 5 U.S.C. 5546(b), a covered employee would receive his or her rate of basic pay, plus holiday premium pay at a rate equal to the employee's rate of basic pay. In addition, if such an employee performs officially ordered or approved overtime work on a holiday (i.e., work in excess of his or her basic non-overtime work requirement for that day), the employee would receive overtime pay (or compensatory time off) for that work. Of course, an employee cannot receive payment for working on a holiday until either a FY14 appropriations or a continuing resolution, funding the agency, is signed and is enacted.

United States Department of the Interior
Office of the Secretary

Interior Business Center

Furlough Pay Processing - Questions and Answers
October 7, 2013

This guidance applies to activities that are funded by annual appropriations. Some agency functions have alternative funding sources and, as a result, are not directly affected by a lapse in annual appropriations. Employees performing those functions will generally continue to be governed by the normal pay, leave, and other civil service rules. Agencies should consult with their legal counsel if they have further questions concerning this distinction. Employees should consult with their human resources office.

The following questions and answers and related information are provided due to the lapse in appropriation for Fiscal Year 2014. OPM's guidance is provided on the following link below:

http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/guidance-for-shutdown-furloughs.pdf

OPM's guidance covers questions regarding continuing benefits, health coverage, FEGLI, flexible spending accounts, Dental/Vision, Federal Long Term Care, TSP contributions, TSP loans, leave accruals, lump sum payments, severance pay, etc. **Questions and answers on leave accruals, paid leave, Continuation of Pay for job related injuries, and restored annual leave expiration extensions are addressed in the OPM link above.**

This document provides additional information related to IBC's pay processing during and after the furlough period.

1. **My agency is not furloughed. Will I get paid?**

A. Yes, the IBC will have a minimal number of employees available to process payroll for employees of agencies who are not impacted by the government shutdown.

2. **Will my pay for pay period 2013 21 be processed on time for hours worked prior to a lapse in appropriation?**

A. Employees will receive their paycheck on the usual scheduled pay date. The IBC and the Department of the Treasury have excepted staff scheduled to process all pay schedules on the normal scheduled pay dates.

3. **If I am required to work as an excepted employee, will I receive my normal rate of pay?**

A. You will be paid at your normal rate of pay; however, you might not receive a complete salary payment during the period of the furlough. If the furlough is a shutdown resulting from a lapse in appropriations, payment for the hours worked from October 1, 2013 forward may be delayed until Congress enacts an appropriate bill which gives the government legal authority to pay you.

4. **When will excepted employees receive payment for the hours worked?**

A. Agencies were requested to track excepted employees hours worked during the furlough off-line. Amended time and attendance reports will be requested after Congress enacts an appropriate bill.

Note: OPM guidance stated that Presidential appointees who are not covered by the leave system in 5 U.S.C. chapter 63 are not subject to furlough, but are also barred from receiving pay during a lapse in appropriation. The Presidential appointees will be paid after Congress passes and the President signs a new appropriation of continuing resolution.

5. **Will employees who are furloughed get paid**?

A. Congress will determine whether furloughed employees receive pay for the furlough period. At which time Congress enacts an appropriate bill, amended time and attendance time sheets will be requested.

6. **If my pay is insufficient to permit all deductions to be made, what is the order of precedence that deductions will be made from any salary check?**

A. In general terms, the following deductions are taken from your pay in this order: 1) retirement; 2) Social Security tax; 3) Medicare tax; 4) federal income tax; 5) health insurance under FEHB; 6) basic life insurance under FEGLI; 7) state tax; 8) local tax; 9) government housing 10)debts owed to the federal government; 11) court-ordered debts; 12) optional benefits such as FEDVIP, FLTCIP, FSA, TSP, TSP loans, ROTH; other voluntary deductions such as Association or Union dues, Combined Federal Campaign, allotments ; 13) IRS tax levies.

7. **Given the answer to #6 above, is it possible that my check for pay period 21 could be zero?**

A. Depending on the amount of basic pay received, and the obligations any individual employee may owe, or have previously elected to contribute, it is possible the net resulting pay could be minimal or even zero.

8. **How can I stop these deductions from coming out of my pay?**

A. Employees may access employee express and make changes to their tax exemptions, and various other deductions. Most changes are effective the following pay period.

Insurance and Pre-Tax Benefits

9. How do I make a payment for the missed TSP loan deduction during the furlough period?

A. Employees must pay the missed payment amount directly to the TSP in order to avoid a taxable distribution. The Payroll Office cannot make up missed payments from the next pay check. Payments should be sent with a Loan Payment Coupon, which can be downloaded from the TSP web site.

10. How do I make up for my missed LTCP, FSA, Dental/Vision deductions?

A. These programs have varying processes in place to catch up for missed deductions. Generally, voluntary benefit missed deductions are recovered as follows:

- LTCP will take an additional deduction in subsequent pay periods until the missed deduction is caught up. If Long Term Care Partners does not receive payment for three consecutive pay periods, they will begin to direct bill the enrollee. The enrollee should pay premiums directly billed to him/her on a timely basis to ensure continuation of coverage.
- FSA re-amortizes future deductions. The remaining allotments are recalculated over the remaining pay periods to match the participant's election amount.
- Dental/Vision collects one extra deduction otherwise, BENEFEDS will generate a bill to enrollees for premiums when no payment is received for two consecutive pay periods. The enrollee should pay premiums directly billed to him/her on a timely basis to ensure continuation of coverage.

11. My HSA allotment deduction was missed. How will this be made up?

A. HSA allotments may be re-amortized by increasing your allotment in Employee Express (EEX). Taxes will be adjusted accordingly throughout the remainder of the year if the change is made in EEX. Changes in EEX will be effective the following pay period in most cases.

12. Will furloughed or excepted employees be paid for compensatory time that expired during the furlough?

A. Due to the lapse in appropriations, any payments for expired compensatory time will be delayed until funds are available.

13. If my compensatory time expired during the furlough and I was prevented from using it will the expiration time be extended?

A. Unfortunately, no- unless congress enacts legislations providing otherwise. There is no current authority to extend compensatory time beyond the expiration pay period. When the appropriation is passed any expired compensatory time would be paid for non-exempt FLSA employees. For exempt FLSA employees, payment of expired compensatory time would required supervisory approval.

14. When there is a shutdown furlough how does this impact a separating employee's lump-sum payment for their unused annual leave or restored annual leave?

A. In the event of a shutdown furlough, any payments incurred by the agency for an employee's lump-sum payment will be delayed until funds are available. The Antideficiency Act (31 U.S.C. 1341 et seq.) does not allow authorization of any expenditure or obligation before an appropriation is made, unless authorized by law.

Unemployment Compensation

15. Can I sign up for unemployment compensation?

A. Furloughed employees may become eligible for unemployment compensation. State unemployment compensation requirements differ. Some States require a 1-week waiting period before an individual qualifies for payments. In general, the law of the State in which an employee's last official duty station in Federal civilian service was located will be the State law that determines eligibility for unemployment insurance benefits. (See the Department of Labor website "Unemployment Compensation for Federal Employees" at http://workforcesecurity.doleta.gov/unemploy/unemcomp.asp.) Agencies or employees should submit questions to the appropriate State (or District of Columbia) office. The Department of Labor's website provides links to individual State offices at http://www.servicelocator.org/OWSLinks.asp

The U.S. Department of Labor (DoL) is actively working with unemployment offices to provide technical assistance, as needed related to Unemployment Compensation for Federal Employees. State Unemployment offices generally require an SF-8, SF-50, Leave and Earnings Statement, or W-2 as proof of federal employment.

Access to the LES is available via Employee Express at the following link: www.employeeexpress.gov

1. Employees may use their most recent SF-50 (Notification of Personnel Action) as proof of their federal employment. If they do not have a hard copy of their SF-50, they may be able to access OPM's website for this information. We recommend employees use Microsoft Internet Explorer browser to access the OPM eOPF site. For example, IBC employees can access their SF-50 information via the following link: https://eopf.nbc.gov/doi/

2. Additional guidance for unemployment is available in the Payroll Operations Division's Client Interface Guide (CIG). Our Client Interface Guide (chapter 10 pages 19-22) provides direction regarding the unemployment address and other information. Access to CIG is available via the following link: http://www3.ibc.doi.gov/services/hr/payroll/manuals/index.cfm

The SF-8 (Unemployment Compensation for Federal Employees (UCFE) Program, Notice to Federal Employee about Unemployment Insurance) is required by State Unemployment Offices. The SF-8 requires your agencies Federal Identification No. code. Below is the list of Federal Identification No. codes for each Agency.

DOL UCFE Federal Identification Code Table

Agency Code	Agency Name	**DOL UCFE Federal Identification Code**
HP00	Advisory Council on Historic Preservation	507
AN00	African Development Foundation	301
AW00	Arctic Research Commission	302
CF00	Commission of Fine Arts	538
SK00	Consumer Product Safety Commission	541
TDXX	Department of Transportation	470
EDXX	Dept of Education	480
INXX	Dept of Interior	440
EE00	Equal Employment Opportunity Commission	554
DNFE	Federal Energy Regulatory Commission	373
AU00	Federal Labor Relations Authority	577
RF00	Federal Retirement Thrift Investment Board	584
FT00	Federal Trade Commission	590
HT00	Harry S Truman Scholarship Foundation	601
AH03	Institute of Museum and Library Services	618
IMLS	Institute of Museum and Library Services	618
IF00	Inter-American Foundation	621
TC00	International Trade Commission	623
BK00	James Madison Memorial	312

	Foundation	
MI00	Millennium Challenge Corporation	630
NNXX	National Aeronautic & Space Administration	631
NQ00	National Archives and Records Admin	633
CX00	National Commission Libraries/Info Science	480
CG00	National Education Goals Panel	480
NL00	National Labor Relations Board	645
NF00	National Science Foundation	655
TB00	National Transportation Safety Board	660
NU00	Nuclear Regulatory Commission	659
RE00	Office of Navajo and Hopi Indian Relocation	657
GB00	Overseas Private Investment Corporation	664
BG00	Pension Benefits Guarantee Corporation	667
GJ00	Presidio Trust	911
PD00	Public Defenders Service	584
SE00	Securities & Exchange Commission	690
SS00	Selective Service System	695
SZ00	Social Security Administration	687
TD06	St. Lawrence Seaway Development Corp	470
TD15	Surface Transportation Board	625
HD00	U.S. Holocaust Memorial Museum	507
JL03	U.S. Tax Court	035
FJ00	U.S. Chemical Safety & Hazard Investigations Board	603
EW00	U.S. Trade and Development Agency	912
GM00	Valles Caldera Trust	629

The SF-8 should list the address of Equifax Workforce Solutions UC Express who is responsible for furnishing unemployment data to the state unemployment insurance office upon request.

The contractor responsible for unemployment compensation forms is:

EQUIFAX WORKFORCE SOLUTIONS UC Express
Telephone: (314) 997-2690
UCFE Department
P.O. Box 66945
St. Louis, MO 63166

3. Federal employees who submit a claim for unemployment benefits and receive funds resulting from that claim need to understand when Congress approves agency FY14 funding, unemployment benefits will cease. In addition, if

Congress approves legislation that allows for retroactive pay for federal employees who were on furlough, depending upon the laws of the state, the federal employee may be responsible to reimburse the state for unemployment compensation they received. Again, this reimbursement to each state is the responsibility of each federal employee. Each employee should follow guidance from each state on their reimbursement responsibilities.

4. Agencies will receive a bill from U.S. Department of Labor (DOL) for their share of federal employee's unemployment benefit claims paid to employees. We understand DOL bills to an agency will be received quarterly. These bills from DOL could be substantial dollar amounts.

From: Vela, Raymond <david_vela@nps.gov>
Sent: Wednesday, October 09, 2013 9:14 AM
To: Margaret O'Dell; Maureen Foster; Bruce Sheaffer; Cam Sholly; Jeffrey Compton; Lena McDowall; Suzanne Waldron; Joel Hard; Colin Campbell; Patricia Trap; Lisa Mendelson; Michael Caldwell; Patricia Neubacher; Shawn Benge; Robert Maclean; Michael Alvarez; Sam Whittington; Beverly Stephens; Kathy Wahler; Michelle Fisher
Cc: Jonathan Jarvis
Subject: Fwd: Updated Shutdown Furlough Guidance from OPM Attached
Attachments: Changes to Guidance for Shutdown Furloughs -- 10.08.2013.pdf; Guidance-for-Sutdown-Furloughs 10.08.13.pdf

Hi Folks,
Please see the attached updated version of OPM's Guidance for Shutdown Furloughs.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
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---------- Forwarded message ----------
From: **Charlip, Ralph** <ralph_charlip@ios.doi.gov>
Date: Wed, Oct 9, 2013 at 8:57 AM
Subject: Fwd: Updated Shutdown Furlough Guidance from OPM Attached
To: DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>, Maureen Foster <maureen_foster@nps.gov>, "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, Amy Taylor <amy.taylor@bsee.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Carole Carter-Pfisterer <capfiste@blm.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>, "Davis, Mark" <mark_davis@ost.doi.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>, Fay Iudicello <fay_iudicello@ios.doi.gov>, "Gibbs Tschudy, Deborah" <deborah.gibbstschudy@onrr.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>, "Ingram, George" <george_ingram@ost.doi.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Joseph Ward <joe_ward@nbc.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Nicole Buffa <nicole_buffa@ios.doi.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>

See below and attached please.

Ralph Charlip, FACHE
Program Executive for Human Resource Strategic Initiatives
Department of the Interior
1849 C St NW Rm 4038
Washington DC 20242
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Good evening CHCOs and HR Directors,

This message is to notify you that we have posted an updated version of OPM's Guidance for Shutdown Furloughs. The changes to the previous version include revised guidance on various topics. We are amending the following sections of the guidance:

- Section G (Holidays)
- Section I (Employee Assistance)
- Section Q (Labor Management Relations Implications)

For your convenience, the changes are noted in the attached PDF file. The October 8, 2013, update to the Guidance for Shutdown Furloughs is also attached and available at http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/#url=Shutdown-Furlough.

All the best,

Octavio J. Santiago, Communications Coordinator

U.S. Office of Personnel Management, Employee Services

Changes to OPM Guidance for Shutdown Furloughs
October 8, 2013

Guidance on Various Topics

The changes below are included in the October 8, 2013, update to OPM's Guidance for Shutdown Furloughs.

Holidays

In Section G (Holidays), we are revising the entire section as follows:

1. **Will an employee "exempt" from furlough be paid for a holiday that occurs during a shutdown?**

   A. Employees are "exempt" from furlough if they are not affected by a lapse in appropriations. As such, an "exempt" employee will be paid for a holiday according to the normal rules governing holidays.

2. **Will furloughed employees be paid for a holiday that occurs during a shutdown furlough?**

   A. Furloughed employees will not receive pay for a holiday that occurs during a shutdown furlough unless authorized by subsequent legislation.

3. **What is the status of an "excepted" employee who does not perform work on a holiday that occurs during a shutdown furlough?**

   A. An "excepted" employee who does not perform work on a holiday must be placed in a furlough status for the holiday and must be provided written notice of the agency's decision to furlough in accordance with the guidance in section P. Procedures. This is because during a lapse of appropriations all affected employees must be (1) at work performing excepted activities or (2) furloughed. This applies with respect to any period of time that is part of an affected employee's regularly scheduled administrative workweek, including a holiday.

4. **Will an "excepted" employee who does not work on a holiday that occurs during a shutdown furlough be paid for the holiday?**

   A. No. An "excepted" employee who does not work on a holiday will be placed in a furlough status for the holiday and will not receive pay for a holiday that occurs during a shutdown furlough unless authorized by subsequent legislation.

5. **Can an "excepted" employee voluntarily report to work on the holiday?**

A. No. Each agency must determine which excepted activities must be performed on a holiday, and which employees are needed to perform those functions. Employees who are not otherwise needed to perform excepted functions on the holiday must be placed in furlough status for that day.

6. **Can "excepted" employees be required to perform work on a holiday that occurs during a shutdown furlough?**

A. Yes. Each agency is responsible for determining which excepted activities must be performed on a holiday in order to carry out functions related to such excepted activities. Failure to report to duty on a holiday is no different than failure to report to work on any other day (see Question F.2).

7. **What pay entitlements will accrue to an "excepted" employee who performs work on a holiday during a shutdown furlough?**

A. The Federal Government will be obligated to pay an excepted employee who performs work on a holiday according to the normal rules governing pay for work on a holiday. For example, under 5 U.S.C. 5546(b), a covered employee would receive his or her rate of basic pay, plus holiday premium pay at a rate equal to the employee's rate of basic pay. In addition, if such an employee performs officially ordered or approved overtime work on a holiday (i.e., work in excess of his or her basic non-overtime work requirement for that day), the employee would receive overtime pay (or compensatory time off) for that work. Of course, an excepted employee cannot receive payment for working on a holiday until an appropriations act or a continuing resolution is enacted.

8. **How do the "in lieu of" holiday rules apply during a shutdown furlough?**

A. When a shutdown furlough is not in effect, all full-time employees, including those on flexible or compressed work schedules, are entitled to an "in lieu of" holiday when a holiday falls on a nonworkday. OPM guidance on "in lieu of" holidays can be found here http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/holidays-work-schedules-and-pay/.

During a shutdown furlough, generally—

- The normal "in lieu of" holiday rules apply to employees "exempt" from furlough.
- The "in lieu of" holiday rules do not apply to furloughed employees (i.e., employees do not receive an "in lieu of" holiday if they are in a furlough status on a holiday).
- When scheduling holidays for "excepted" employees, the normal "in lieu of" holiday rules apply. However, as explained in Questions G.4., G.5., and G.6., otherwise excepted employees must be furloughed on the "in lieu of" holidays unless they are working.

Employee Assistance

In Section I (Employee Assistance), we are revising Question I.1. by adding a link to the U.S. Department of Labor list of Federal Identification Codes as follows:

1. Are employees entitled to unemployment compensation while on furlough?

A. It is possible that furloughed employees may become eligible for unemployment compensation. State unemployment compensation requirements differ. Some States require a 1-week waiting period before an individual qualifies for payments. In general, the law of the State in which an employee's last official duty station in Federal civilian service was located will be the State law that determines eligibility for unemployment insurance benefits. (See the Department of Labor website "Unemployment Compensation for Federal Employees" at http://workforcesecurity.doleta.gov/unemploy/unemcomp.asp.) Agencies or employees should submit questions to the appropriate State (or District of Columbia) office. The Department of Labor's website provides links to individual State offices at http://www.servicelocator.org/OWSLinks.asp. A list of Federal Identification Codes (FIC) needed for unemployment compensation applications can be found here http://www.dol.gov/dol/shutdown/FIC_chart.pdf.

Labor Management Relations Implications

In Section Q (Labor Management Relations Implications), we are revising Question Q.4. to replace "i.e." in the second parenthetical with "e.g." as follows:

4. Can union officials perform representational work on "official time" during a shutdown?

A. Exempted employees (i.e. paid by non-appropriated funds) serving as union officials may continue to be granted official time to the same extent and in the same manner as they would under non-shutdown conditions. Other employees serving as union officials may work on official time during a shutdown if such activities fall within the Anti-Deficiency Act's exceptions. The exercise of a union's statutory and/or contractual rights triggered by an excepted management action taken during a shutdown would constitute an excepted activity. Therefore, if an agency has determined that a management action taken during a shutdown is permissible because it is an excepted activity, and such action triggers union representational rights under the collective bargaining agreement or 5 USC chapter 71 (e.g., a formal discussion, a Weingarten interview, or the representation of an employee in connection with an adverse personnel action), official time should be granted to employees to perform representational duties related to that action. With this in mind, agency officials should consult with their General Counsel to evaluate whether contemplated management actions will trigger statutorily or contractually guaranteed representation rights.

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Guidance for Shutdown Furloughs

October 8, 2013

a New Day for Federal Service

Overview

The U.S. Office of Personnel Management (OPM) has prepared human resources guidance for agencies and employees on shutdown furloughs (also called emergency furloughs). A shutdown furlough occurs when there is a lapse in annual appropriations. Shutdown furloughs can occur at the beginning of a fiscal year, if no funds have been appropriated for that year, or upon expiration of a continuing resolution, if a new continuing resolution or appropriations law is not passed.

In a shutdown furlough, an affected agency would have to shut down any activities funded by annual appropriations that are not excepted by law. Typically, an agency will have very little to no lead time to plan and implement a shutdown furlough.

NOTE: This guidance applies to activities that are funded by annual appropriations. Some agency functions have alternative funding sources and, as a result, are not directly affected by a lapse in annual appropriations. Employees performing those functions will generally continue to be governed by the normal pay, leave, and other civil service rules. Agencies should consult with their legal counsel if they have further questions concerning this distinction. Employees should consult with their human resources office.

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A. General

1. What is a furlough?

A. A furlough is the placing of an employee in a temporary nonduty, nonpay status because of lack of work or funds, or other nondisciplinary reasons.

2. What is a shutdown furlough and why is a shutdown furlough necessary?

A. In the event that funds are not available through an appropriations law or continuing resolution, a "shutdown" furlough occurs. A shutdown furlough is necessary when an agency no longer has the necessary funds to operate and must shut down those activities which are not excepted pursuant to the Antideficiency Act.

B. Employee Coverage

1. Who are "excepted" employees?

A. In the context of shutdown furloughs, the term "excepted" is used to refer to employees who are funded through annual appropriations who are nonetheless excepted from the furlough because they are performing work that, by law, may continue to be performed during a lapse in appropriations. Excepted employees include employees who are performing emergency work involving the safety of human life or the protection of property or performing certain other types of excepted work. Agency legal counsels, working with senior agency managers, determine which employees are designated to be handling "excepted" and "non-excepted" functions. See http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/#url=Shutdown-Furlough for copies of OMB and DOJ issuances, which provide guidance on the application of these criteria.

(Note: Presidential appointees who are not covered by the leave system in 5 U.S.C. chapter 63 are not "excepted" as discussed above. However, they are not subject to furlough because their salary is an obligation incurred by the year, without consideration of hours of duty required, so they cannot be placed in a nonduty, nonpay status.)

2. Are all employees who qualify as "emergency employees" for the purpose of weather emergencies considered to be "excepted employees" for the purpose of a shutdown furlough?

A. Not necessarily. "Emergency employees" are those employees who must report for work in emergency situations—e.g., severe weather conditions, air pollution, power failures, interruption of public transportation, and other situations in which significant numbers of employees are prevented from reporting for work or which require agencies to close all or part of their activities. Emergency employees are not automatically deemed excepted employees for purposes of shutdown furloughs. Each agency must determine which employees are excepted employees based on the law.

3. Who are "exempt" employees?

A. Employees are "exempt" from furlough if they are not affected by a lapse in appropriations. This includes employees who are not funded by annually appropriated funds. Employees performing those functions will generally continue to be governed by the normal pay, leave, and other civil service rules.

4. What about employees who are neither "excepted" nor "exempt"?

A. Employees who are funded through annual appropriations but are not designated as excepted are barred from working during a shutdown, except to perform minimal activities as necessary to execute an orderly suspension of agency operations related to non-excepted activities. These employees will be furloughed.

5. How will employees be notified whether they have been designated to be handling "excepted" functions or not?

A. Each agency will determine the method and timing of notifying employees of whether they have been designated as an excepted employee.

6. Why are leave-exempt Presidential appointees not subject to furlough?

A. Individuals appointed by the President, with or without Senate confirmation, who are not covered by the leave system in 5 U.S.C. chapter 63, or an equivalent formal leave system, are not subject to furlough. An exemption from the chapter 63 leave system may be based on 5 U.S.C. 6301(2)(x) or (xi). (See also OPM regulations at 5 CFR 630.211.) These leave-exempt Presidential appointees are not subject to furloughs because they are considered to be entitled to the pay of their offices solely by virtue of their status as an officer, rather than by virtue of the hours they work. In other words, their compensation is attached to their office, and, by necessary implication of the President's authority to appoint such employees, their service under such an appointment creates budgetary obligations without the need for additional statutory authorization. Based on opinions of the Office of Legal Counsel, Department of Justice, the Antideficiency Act prohibition on creating a budgetary obligation before an appropriation is made is not applicable if the obligation is otherwise "authorized by law." (See 31 U.S.C. 1341 and 36 Op. O.L.C. 1, April 8, 2011, at http://www.justice.gov/olc/2011/wh-offrs-exempt-from-leave.pdf.)

A leave-exempt Presidential appointee cannot be placed on nonduty status. Thus, the appointee's pay cannot be reduced based on placement in nonduty status, including via the mechanism of a furlough. As explained above, a leave-exempt Presidential appointee is entitled to the established pay of the position based on the holding of the office, not on the hours of duty.

Presidential appointees who are covered by the chapter 63 leave system are not considered to be entitled to pay based solely on their status as officers; thus, these individuals are subject to

furlough in the same manner as other Federal employees. (See 5 U.S.C. 5508.) Any Presidential appointee who is a member of the Senior Executive Service (SES) or in a senior level (SL/ST) position paid under 5 U.S.C. 5376 is not exempt from the chapter 63 leave system (unless specifically designated for exemption under 5 U.S.C. 6301(2)(xi) and 5 CFR 630.211). All SES and SL/ST employees covered by the chapter 63 leave system are subject to furlough on the same basis as other employees. (The furlough of career SES members is subject to the procedures in 5 CFR 359, subpart H, and the furlough of SL/ST employees is subject to the procedures in 5 CFR 752, subpart D, or 5 CFR part 351, as applicable.)

While employees may be subject to furlough, the applicable due process procedures depend on the type of employee in question. For example, all Presidential appointees are excluded from the adverse action procedures in 5 U.S.C. chapter 75, based on 5 U.S.C. 7511(b)(1) and (3). In addition, Presidential appointees subject to Senate confirmation are excluded from reduction in force procedures, based on 5 CFR 351.202(b). If a Presidential appointee is subject to furlough but not subject to adverse action or reduction in force procedures, the agency should follow any administrative procedures required by any applicable internal personnel policies.

Note: A former career Senior Executive Service (SES) appointee who receives a Presidential appointment that would normally convey an exemption from the leave system may be eligible to elect to retain SES leave benefits under 5 U.S.C. 3392(c). If SES leave benefits are so elected, such a Presidential appointee would be subject to furlough under 5 CFR 359, subpart H.

C. Working during Furlough

1. May an employee volunteer to do his or her job on a nonpay basis during a shutdown furlough?

A. No. Unless otherwise authorized by law, an agency may not accept the voluntary services of an employee. (See 31 U.S.C. 1342.)

2. What happens to employees scheduled for training during a shutdown furlough?

A. Employees who are neither excepted nor exempt and are scheduled for training during a shutdown furlough must be placed in a furlough status and ordered not to attend the scheduled training.

3. May employees take other jobs while on furlough?

A. While on furlough, an individual remains an employee of the Federal Government. Therefore, executive branch-wide standards of ethical conduct and rules regarding outside employment continue to apply when an individual is furloughed (specifically, the executive branch-wide standards of ethical conduct (the standards), at 5 CFR part 2635). In addition, there are specific statutes which prohibit certain outside activities, and agency-specific

supplemental rules that require prior approval of, and sometimes prohibit, outside employment. Therefore, before engaging in outside employment, employees should review these regulations and then consult their agency ethics official to learn if there are any agency-specific supplemental rules governing the employee.

4. If an employee receives a temporary appointment in another agency while furloughed, what happens to his/her benefits (e.g., retirement, health benefits, life insurance, leave)?

A. Retirement, health benefits, and life insurance are handled as if the employee had actually transferred to the new agency. Leave balances are transferred as if the employee had actually transferred. (See Comptroller General opinion B-167975, September 1, 1970.)

5. How should an agency determine the number of furlough hours for alternative work schedule (AWS) employees during a shutdown furlough? Can an employee reschedule a non-workday that occurred during the furlough?

A. Employees are furloughed based on the number of hours they are scheduled to work on the days for which there is a shutdown furlough. Each agency that has an AWS program should have a policy specifying how flexible and compressed work schedules must be established and when they may be changed. Normally, such schedules are established in advance of the pay period involved. Under such a policy, an AWS non-workday scheduled to occur during a shutdown furlough should not be changed after the pay period begins.

5a. What happens to employees on detail during a shutdown furlough?

A. Detailed employees remain officially assigned to their permanent positions during the detail. During a shutdown furlough, each agency will determine the status of their employees on detail within the agency or to another agency. Home and receiving agencies should carefully consult about what activities are appropriate for a detailee to perform during a funding lapse to ensure that the activities are consistent with the reasons why the agency designated them as "excepted."

6. How are personnel working for Federal agencies under mobility agreements pursuant to the Intergovernmental Personnel Act (IPA) treated in a shutdown furlough?

A. The specific authority for furloughing personnel who are working under mobility agreements pursuant to the IPA, either inside the Federal Government or with other organizations, will depend upon the nature of individual agreements, the status of the appointments, and/or the funding arrangements for the assignments. As a general rule, the following principles are applicable in determining whether to furlough personnel on IPA mobility assignments:

- Personnel from non-Federal organizations on appointments to the Federal Government are subject to furlough in the same manner as other employees.

- Personnel on detail to Federal agencies from non-Federal organizations may continue working, provided that the non-Federal organizations pay the total costs of the detail.

- Personnel on detail to Federal agencies from non-Federal organizations that share part of the costs of detail may continue to work if the Federal portion of the cost was obligated from prior appropriations at the time of the IPA mobility agreements. In the event that a furlough takes place during a time for which no funds are appropriated, the assignment should be terminated.

- Personnel on detail to Federal agencies from non-Federal organizations that do not pay or share the costs of the detail are subject to furlough in the same manner as other employees.

D. Pay

1. Will excepted employees be paid for performing work during a shutdown furlough? If so, when will excepted employees receive such payments?

A. Agencies will incur obligations to pay for services performed by excepted employees during a lapse in appropriations, and those employees will be paid after Congress passes and the President signs a new appropriation or continuing resolution.

(Note: Presidential appointees who are not covered by the leave system in 5 U.S.C. chapter 63 are not subject to furlough, but are also barred from receiving pay during a lapse in appropriations. These Presidential appointees will be paid after Congress passes and the President signs a new appropriation or continuing resolution.)

2. Will employees who are furloughed get paid?

A. Congress will determine whether furloughed employees receive pay for the furlough period.

3. Will employees receive a paycheck for hours worked prior to a lapse in appropriations?

A. Under Office of Management and Budget (OMB) guidance issued in 1980 (below), employees will receive this paycheck. Although the payroll for the last pay period before the lapse will be processed potentially during a period of furlough, the minimum number of payroll staff necessary for this process will be excepted from furlough for the minimum time required to issue the checks, including checks for the last pay period before the lapse. This guidance can be found in OMB's August 28, 1980, Bulletin No. 80-14, Shutdown of Agency Operations Upon Failure by the Congress to Enact Appropriations, paragraph 3.b.(1) (Appropriations and funds). OMB has reviewed and concurs in this answer.

4. **When an employee's pay is insufficient to permit all deductions to be made because a shutdown furlough occurs in the middle of a pay period and the employee receives a partial paycheck, what is the order of withholding precedence?**

   A. Agencies will follow the guidance on the order of precedence for applying deductions from the pay of its civilian employees when gross pay is insufficient to cover all authorized deductions found at http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=1477.

5. **May an excepted employee be permitted to earn premium pay (e.g., overtime pay, Sunday premium pay, night pay, availability pay) during the furlough period?**

   A. Yes. Excepted employees who meet the conditions for overtime pay, Sunday premium pay, night pay, availability pay and other premium payments will be entitled to payment in accordance with applicable rules, subject to any relevant payment limitations. Premium pay may be earned but cannot be paid until Congress passes and the President signs a new appropriation or continuing resolution.

E. Performance Awards and Within-Grade Increases

1. **If agency performance management policies and practices require the payment of performance awards to employees, can the payment be delayed until after the shutdown furlough?**

   A. Yes. Neither law nor regulation requires agencies to pay performance awards granted under 5 U.S.C. chapters 43 and 45 and 5 CFR 451.104(a)(3). If agency performance management policies and practices require the payment of performance awards, agencies may delay payment until after the furlough when funds are available.

2. **Are agencies required to pay performance awards to Senior Executive Service (SES) career appointees during a shutdown furlough?**

   A. No. The applicable law (5 U.S.C. 5384) and regulation (5 CFR 534.405) do not specify when an SES performance award must be paid to a career appointee, nor do they provide a basis to pay awards when no appropriated funds are available for that purpose. Therefore, if a shutdown furlough intervenes, an agency may defer payment of SES performance awards until after the furlough, when funds are available.

3. **May agencies deny or delay within-grade or step increases for General Schedule and Federal Wage System employees during a shutdown furlough?**

   A. It depends on how long the shutdown furlough lasts. Within-grade and step increases for General Schedule (GS) and Federal Wage System employees are awarded on the basis of length of service and individual performance. Such increases may not be denied or delayed solely because of lack of funds. However, extended periods of nonpay status (e.g., because of a furlough for lack of funds) may affect the timing of such increases. For example, a GS

employee in steps 1, 2, or 3 of the grade who is furloughed an aggregate of more than 2 workweeks during the waiting period would have his or her within-grade increase delayed by at least a full pay period. (See 5 CFR 531.406(b).)

F. Leave and Other Time Off

1. May an employee not excepted from the furlough take previously approved paid time off (e.g., annual, sick, court, military leave, or leave for bone marrow/organ donor leave, or compensatory time off, including religious compensatory time off) during a shutdown furlough?

A. No. All paid time off during a shutdown furlough period must be canceled because the requirement to furlough supersedes leave and other paid time off rights. The Antideficiency Act (31 U.S.C. 1341 et seq.) does not allow authorization of any expenditure or obligation before an appropriation is made, unless authorized by law. Paid time off creates a debt to the Government that is not authorized by the Act. Therefore, agencies are instructed that during a shutdown furlough, all paid time off must be canceled.

2. May an excepted employee take previously approved paid time off or be granted new requests for paid time off during a shutdown furlough?

A. No. When an excepted employee is not working or not performing excepted activities in compliance with the Antideficiency Act, he or she cannot be in a pay status. Excepted employees must be either performing excepted activities or furloughed during any absence from work. The furlough must be documented by a furlough notice. If an excepted employee refuses to report for work after being ordered to do so, he or she will be considered to be absent without leave (AWOL) and will be subject to any consequences that may follow from being AWOL.

3. May an employee work during the furlough period to accumulate religious compensatory time off hours for religious observances?

A. An employee who is not "excepted" may not work during the furlough period, even to accrue religious compensatory time. However, an excepted employee may work additional hours for religious purposes if the employee is performing excepted activities, though the employee may not use those hours until after the lapse in appropriations is over.

4. If an employee is scheduled to take approved unpaid leave during a shutdown furlough, should the agency provide the employee with a furlough notice?

A. It depends. If the employee is not expected to work during the furlough period (e.g., a 1-year period of leave without pay to accompany a military spouse overseas), then agencies are not required to provide the employee with a furlough notice. If, however, the employee is scheduled to return from unpaid leave to Federal service during the furlough period, the employee should be provided with a furlough notice (effective on the date of scheduled return), unless the employee is expected to be at work performing an excepted activity.

5. **If an employee is scheduled to take unpaid leave under the Family and Medical Leave Act (FMLA) during a shutdown furlough, should the agency provide the employee with a furlough notice?**

   A. It depends. If the employee is not expected to work during the furlough period (e.g., an employee who has just given birth and has requested 12 weeks of unpaid leave (leave without pay (LWOP)) under the FMLA), the agency is not required to provide the employee with a furlough notice. If, however, the employee is scheduled to return from LWOP to Federal service during the furlough period, the employee should be provided with a furlough notice (effective on the date of scheduled return), unless the employee is expected to be at work performing an excepted activity. An employee on LWOP under FMLA during a shutdown furlough may not later substitute paid time off for the days of LWOP.

6. **Does LWOP under FMLA that is scheduled to be taken during a shutdown furlough period count toward the employee's 12-week FMLA leave entitlement?**

   A. No.

7. **If an employee is scheduled to take paid leave or other paid time off under FMLA during a shutdown furlough, should the employee be furloughed?**

   A. Yes. An employee must be placed in furlough status during any paid time off scheduled to be taken during a lapse in appropriations. If an employee is scheduled to take paid time off under FMLA during a shutdown furlough (either continuously or intermittently), the paid time off must be canceled and the employee must be furloughed for any period during which paid time off was scheduled. Thus, any days of scheduled paid time off are documented as furlough days. Any previously scheduled days of unpaid leave under FMLA will continue to be documented as LWOP. No days associated with a shutdown furlough period will be counted against an employee's 12-week FMLA leave entitlement.

8. **Are employees who are not excepted from the furlough allowed to take paid leave or other paid time off during periods when other employees are performing work necessary for an orderly suspension of agency operations?**

   A. No. All paid leave or other paid time off is cancelled during a period when a lapse in appropriations is in effect. There is no authority to obligate funds for paid time off during a lapse in appropriations. Employees who are not excepted from the furlough are allowed to perform minimal activities as necessary to execute an orderly suspension of agency operations related to non-excepted activities. Being on paid leave is not an activity necessary to execute an orderly suspension of agency operations. Agencies should determine on a case-by-case basis whether it is necessary to require employees who had been scheduled to take paid time off to report to duty to perform orderly suspension activities.

9. May an excepted employee be permitted to earn compensatory time off and credit hours (under flexible work schedules) during the shutdown period?

A. Yes. With agency approval, excepted employees may earn compensatory time off and/or credit hours subject to requirements found in 5 U.S.C. 5543 and 6120–6133; 5 CFR 550.114, 551.531, and part 610, subpart D; or other applicable authority. Each agency is responsible for approving the number of hours an excepted employee can work related to the performance of excepted activities. Employees will not be permitted to use earned compensatory time off or credit hours during the shutdown period.

10. If an employee has properly scheduled "use-or-lose" annual leave before the start of the third biweekly pay period prior to the end of the leave year, but is unable to use some or all of the scheduled leave because of the furlough, does the furlough constitute an "exigency of the public business" that would permit an agency to restore the leave after the beginning of the new leave year?

A. Employees in this situation should make every effort to reschedule "use-or-lose" annual leave for use before the end of the current leave year. However, if this is not possible due to a lapse in appropriations, agency heads (or their designees) are encouraged to use their discretionary authority to restore any lost annual leave by determining that the employee was prevented from using his or her leave because of an exigency of the public business—namely, the need to furlough employees because of the lapse in appropriations.

11. If an employee has properly scheduled use of "restored annual leave" that is due to expire at the end of the leave year (because it is the end of the 2-year restoration period) but that leave is canceled and lost due to lapse of appropriations, may the employing agency restore that leave again?

A. Unfortunately, no—unless Congress enacts legislation providing otherwise. There is nothing in existing law or regulation that allows restored annual leave to be restored a second time. In fact, the Comptroller General has determined that unused restored annual leave may not be restored after expiration of the 2-year period. (See B-188993, December 12, 1977.)

12. Does a shutdown furlough affect the accrual of annual leave and sick leave?

A. If an employee is furloughed (i.e., placed in nonpay status) for part of a biweekly pay period, the employee's leave accrual will generally not be affected for that pay period.

However, the accumulation of nonpay status hours during a leave year can affect the accrual of annual leave and sick leave over a period of time. (See 5 CFR 630.208 and Notes 1 and 2 below.) For example, when a full-time employee with an 80-hour biweekly tour of duty accumulates a total of 80 hours of nonpay status from the beginning of the leave year (either in one pay period, or over the course of several pay periods), the employee will not earn annual and sick leave in the pay period in which that 80-hour accumulation is reached. If the employee again accumulates 80 hours of nonpay status, he or she will again not earn leave in

the pay period in which that new 80-hour total is reached. At the end of the leave year, any accumulation of nonpay status hours of less than 80 hours is zeroed out so that the accumulation of nonpay status hours for the next leave year starts at zero.

For part-time employees, the rule blocking accrual of leave based on the accumulation of nonpay status hours (5 CFR 630.208) does not apply. Instead, leave accrual for part-time employees is prorated based on hours in a pay status in each pay period; thus, time in nonpay status reduces leave accrual in each pay period containing such time (5 CFR 630.303 and 5 U.S.C. 6307).

Also, please see OPM's fact sheet on the Effect of Extended Leave Without Pay (LWOP) (or Other Nonpay Status) on Federal Benefits and Programs, which has a section entitled, "Accrual of annual and sick leave."

Note 1: The term "nonpay status" refers to period during which an employee is absent from his or her tour of duty established for leave usage purposes and receives no pay for such absence. Furlough is one type of nonpay status.

Note 2: The term "leave year" is defined as the period beginning on the first day of the first full biweekly pay period in a calendar year and ends on the day immediately before the first day of the first full biweekly pay period in the following calendar year. (For example, for employees on the standard biweekly payroll cycle, the 2013 leave year is January 13, 2013, through January 11, 2014.) (See fact sheet at http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/leave-year-beginning-and-ending-dates/.)

Note 3: For full-time employees with an uncommon tour of duty under 5 CFR 630.210, the accumulation limit used in applying 5 CFR 630.208 is the number of hours in the uncommon tour of duty for a biweekly pay period.

G. Holidays

1. Will an employee "exempt" from furlough be paid for a holiday that occurs during a shutdown?

A. Employees are "exempt" from furlough if they are not affected by a lapse in appropriations. As such, an "exempt" employee will be paid for a holiday according to the normal rules governing holidays.

2. Will furloughed employees be paid for a holiday that occurs during a shutdown furlough?

A. Furloughed employees will not receive pay for a holiday that occurs during a shutdown furlough unless authorized by subsequent legislation.

3. **What is the status of an "excepted" employee who does not perform work on a holiday that occurs during a shutdown furlough?**

   A. An "excepted" employee who does not perform work on a holiday must be placed in a furlough status for the holiday and must be provided written notice of the agency's decision to furlough in accordance with the guidance in section P. Procedures. This is because during a lapse of appropriations all affected employees must be (1) at work performing excepted activities or (2) furloughed. This applies with respect to any period of time that is part of an affected employee's regularly scheduled administrative workweek, including a holiday.

4. **Will an "excepted" employee who does not work on a holiday that occurs during a shutdown furlough be paid for the holiday?**

   A. No. An "excepted" employee who does not work on a holiday will be placed in a furlough status for the holiday and will not receive pay for a holiday that occurs during a shutdown furlough unless authorized by subsequent legislation.

5. **Can an "excepted" employee voluntarily report to work on the holiday?**

   A. No. Each agency must determine which excepted activities must be performed on a holiday, and which employees are needed to perform those functions. Employees who are not otherwise needed to perform excepted functions on the holiday must be placed in furlough status for that day.

6. **Can "excepted" employees be required to perform work on a holiday that occurs during a shutdown furlough?**

   A. Yes. Each agency is responsible for determining which excepted activities must be performed on a holiday in order to carry out functions related to such excepted activities. Failure to report to duty on a holiday is no different than failure to report to work on any other day (see Question F.2).

7. **What pay entitlements will accrue to an "excepted" employee who performs work on a holiday during a shutdown furlough?**

   A. The Federal Government will be obligated to pay an excepted employee who performs work on a holiday according to the normal rules governing pay for work on a holiday. For example, under 5 U.S.C. 5546(b), a covered employee would receive his or her rate of basic pay, plus holiday premium pay at a rate equal to the employee's rate of basic pay. In addition, if such an employee performs officially ordered or approved overtime work on a holiday (i.e., work in excess of his or her basic non-overtime work requirement for that day), the employee would receive overtime pay (or compensatory time off) for that work. Of course, an excepted employee cannot receive payment for working on a holiday until an appropriations act or a continuing resolution is enacted.

8. **How do the "in lieu of" holiday rules apply during a shutdown furlough?**

A. When a shutdown furlough is not in effect, all full-time employees, including those on flexible or compressed work schedules, are entitled to an "in lieu of" holiday when a holiday falls on a nonworkday. OPM guidance on "in lieu of" holidays can be found here http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/holidays-work-schedules-and-pay/.

During a shutdown furlough, generally—

- The normal "in lieu of" holiday rules apply to employees "exempt" from furlough.
- The "in lieu of" holiday rules do not apply to furloughed employees (i.e., employees do not receive an "in lieu of" holiday if they are in a furlough status on a holiday).
- When scheduling holidays for "excepted" employees, the normal "in lieu of" holiday rules apply. However, as explained in Questions G.4., G.5., and G.6., otherwise excepted employees must be furloughed on the "in lieu of" holidays unless they are working.

H. Benefits

1. Will an employee continue to be covered under the Federal Employee Health Benefits (FEHB) program during a shutdown furlough if the agency is unable to make its premium payments on time?

A. Yes, the employee's FEHB coverage will continue even if an agency does not make the premium payments on time. Since the employee will be in a non-pay status, the enrollee share of the FEHB premium will accumulate and be withheld from pay upon return to pay status.

2. What happens if an employee wants to terminate Federal Employee Health Benefits (FEHB) coverage while in a nonpay status in order to avoid the expense?

A. Unlike other types of non-pay status, employees in a non-pay status due to a lapse of appropriations (shutdown furlough) will not have the opportunity to terminate or cancel FEHB coverage. The employee will remain covered; the enrollee share of the FEHB premium will accumulate and be withheld from pay upon return to pay status.

3. **If an employee submitted a new application or a change to his/her health insurance plan (e.g. because of a Qualifying Life Event) and the paperwork was not processed by the agency because of a shutdown furlough, how would the employee seek services or coverage?**

   A. New enrollments or changes in enrollment due to a Qualifying Life Event do not take effect until the employee has been back in pay status for any part of the prior pay period.

4. **Would a lapse in appropriations alter the effective date of an FEHB Open Season enrollment if an enrollment request was fully processed by an agency and submitted to the health plan prior to the lapse?**

   A. No. The effective date would still be the first day of the first full pay period in January.

5. **What happens if agency employees responsible for processing paper SF-2809 FEHB Open Season enrollment requests are furloughed?**

   A. Agencies will have to determine whether those employees may continue to process the enrollment requests if a lapse in appropriations occurs. If agencies conclude that they cannot, pending enrollment requests will not be processed until those employees return to pay status.

6. **What happens if an individual makes an FEHB Open Season enrollment change but the agency did not process the request before the furlough?**

   A. The individual should continue to use the old health plan until he or she returns to pay status and the enrollment is processed to the new health plan.

7. **If an enrollee required healthcare after making an FEHB Open Season enrollment change that was not processed before a furlough and received coverage under the old health plan, will the new health plan be responsible for the coverage received once the furlough is over?**

   A. Yes.

8. **If a furlough delays processing of FEHB Open Season enrollment changes, will the enrollment be retroactive?**

   A. Yes. Per FEHB regulations, all Open Season enrollments and enrollment changes are effective on the first day of the first full pay period in January.

9. **If an individual's health plan is terminating participation in the FEHB Program at the end of the current benefit year, and an Open Season enrollment change has not been processed, what should the individual do in January?**

   A. If the individual needs services urgently, he or she should incur the expenses and file a claim with the new plan once the enrollment change has been processed.

10. **How will someone know whether his or her FEHB enrollment request was fully processed and sent to the new health plan?**

    A. If the individual receives an ID card, the enrollment in the new plan is effective. If an ID card is not received, the enrollment has not been processed.

11. **How will someone know if an electronic FEHB Open Season enrollment change was fully processed?**

    A. If an ID card is received, the enrollment in the new plan is effective. If an ID card is not received, the enrollment has not yet been processed.

12. **What happens to an individual not currently covered under the FEHB who elected to enroll during Open Season if the enrollment has not been processed and will not be processed until after the furlough? Does this individual still have coverage with the elected plan? If so, when?**

    A. Yes, such an individual would have coverage beginning on the first day of the first full pay period in January. Expenses incurred will be reimbursed by the plan once the enrollment has been processed. We suggest that such individuals ensure they use the plan's providers to get the maximum benefits. For fee-for-service plans, check the health plan's website for a list of network providers.

13. **What happens to an employee's Federal Employees' Group Life Insurance (FEGLI) Program coverage if furloughed?**

    A. Coverage continues for 12 consecutive months in a nonpay status without cost to the employee or to the agency. Neither the employee nor the agency incurs a debt during this period of nonpay.

14. **What happens to an employee's Flexible Spending Account (FSAFEDS) coverage if furloughed?**

    A. Payroll deductions will cease for any employee that does not receive pay. The employee remains enrolled in FSAFEDS, but eligible health care claims incurred during a non-pay status will not be reimbursed until the employee returns to a pay status and allotments are successfully restarted. The remaining allotments are recalculated over the remaining pay periods to match the participant's election amount.

Eligible dependent care expenses incurred during a non-pay status may be reimbursed up to whatever balance is in the employee's dependent care account—as long as the expense incurred during the non-pay status allows the employee (or spouse if married) to work, look for work or attend school full-time.

15. Will the effective date of my FSAFEDS enrollment be affected?

A. No.

16. What happens to an employee's Federal Long Term Care (FLTCIP) Program coverage if furloughed?

A. Payroll deductions will cease for any employee that does not receive pay. Coverage will continue so long as premiums are paid. If Long Term Care Partners does not receive payment for three consecutive pay periods, they will begin to direct bill the enrollee. The enrollee should pay premiums directly billed to him/her on a timely basis to ensure continuation of coverage.

17. What happens to an employee's Federal Dental and Vision (FEDVIP) Program coverage if furloughed?

A. Payroll deductions will cease for any employee that does not receive pay. BENEFEDS will generate a bill to enrollees for premiums when no payment is received for two consecutive pay periods. The enrollee should pay premiums directly billed to him/her on a timely basis to ensure continuation of coverage.

18. Will the effective date of my FEDVIP Open Season enrollment be affected?

A. No.

19. What is the effect of a shutdown furlough on Thrift Savings Plan (TSP) contributions, investments, and loans?

A. Agencies and employees should refer to the TSP website or contact their agency representative for information. Agency representatives may contact the Federal Retirement Thrift Investment Board at (202) 942-1450 for additional information.

I. Employee Assistance

1. Are employees entitled to unemployment compensation while on furlough?

A. It is possible that furloughed employees may become eligible for unemployment compensation. State unemployment compensation requirements differ. Some States require a 1-week waiting period before an individual qualifies for payments. In general, the law of the State in which an employee's last official duty station in Federal civilian service was located will be the State law that determines eligibility for unemployment insurance benefits.

(See the Department of Labor website "Unemployment Compensation for Federal Employees" at http://workforcesecurity.doleta.gov/unemploy/unemcomp.asp.) Agencies or employees should submit questions to the appropriate State (or District of Columbia) office. The Department of Labor's website provides links to individual State offices at http://www.servicelocator.org/OWSLinks.asp. A list of Federal Identification Codes (FIC) needed for unemployment compensation applications can be found here http://www.dol.gov/dol/shutdown/FIC_chart.pdf.

2. Can I take a TSP loan while I'm furloughed?

A. Agencies and employees should refer to the TSP website or contact their agency representative for information. Agency representatives may contact the Federal Retirement Thrift Investment Board at (202) 942-1450 for additional information.

3. What resources are available if a Federal employee needs financial assistance during a government shutdown?

A. Some agency employee assistance programs (EAP) include financial consultation services. In addition, employees may want to contact their financial institution, credit union or learn about their options through the Thrift Savings Plan (www.tsp.gov).

4. How will Federal employees access Employee Assistance Program (EAP) services in the event of a government shutdown?

A. EAP services can be helpful in providing confidential counseling and coaching with experienced, licensed counselors—including legal and financial consultation. Federal employees are advised to contact their agency's EAP office to determine whether services will be available in the event of a lapse in appropriations. Many Federal agency EAPs are serviced by Federal Occupational Health (FOH), a division of HHS. Employees who know their agency uses FOH as a provider may contact their toll free EAP phone number (800) 222-0364 (TTY 888- 262-7848) to find out how to access EAP services during a lapse in appropriations.

J. Service Credit for Various Purposes

1. Is furlough or leave without pay (LWOP) considered a break in service?

A. No, both mean the employee is in a nonpay, nonduty status for those days/hours. However, extended furlough or LWOP may affect the calculation of creditable service for certain purposes.

2. To what extent does nonpay status affect Federal employee benefits and programs?

A. The effects of a nonpay status (which includes furlough, leave without pay, absence without leave, and suspension) on Federal employee benefits and programs vary based on

current law and regulation. For additional information, see OPM's fact sheet on the "Effect of Extended Leave Without Pay (or Other Nonpay Status) on Federal Benefits and Programs" at http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/effect-of-extended-leave-without-pay-lwop-or-other-nonpay-status-on-federal-benefits-and-programs/.

K. Federal Employees on Military Duty

1. **Can employees who are taking military leave under 5 U.S.C. 6323 for days covered by a furlough continue to do so during a shutdown furlough?**

A. No. As with other types of paid leave, paid military leave must be canceled for days covered by the furlough.

For employees on active military duty, their status as Absent-Uniformed Service (formerly Leave Without Pay-Uniformed Service (LWOP-US)) is unchanged by periods of intermittent annual or military leave, per the guidance in the Frequently Asked Questions on Military Leave.

2. **Will employees continue to receive a reservist differential payment (5 U.S.C. 5538) while on active duty when they are furloughed from their Federal civilian employment?**

A. No. The reservist differential payments are intended to make up the difference between the employee's customary civil service compensation and his or her military pay, and they are made from the funds of the employing agency appropriated for the payment of employees' salaries. Since funds are not available for employees' salaries during a furlough, no funds may be obligated towards any type of payment for reservist differential. However, if subsequent legislation is passed reimbursing employees their civilian pay for the period of the furlough, it will be necessary for the agency to calculate any reservist differential payments that may be owed.

3. **Will there be an impact on an employee's General Schedule or Federal Wage System within-grade increase (WGI) waiting period due to an employee being in an Absent-Uniformed Service status during a shutdown furlough?**

A. No. The furlough has no impact on an employee's General Schedule or Federal Wage System WGI waiting period if the employee is in an Absent-Uniformed Service status. An absence for the purpose of engaging in military service is creditable service in the computation of waiting periods for successive WGIs when the employee returns to a pay status through the exercise of a restoration right provided by law, Executive order, or regulation. See 5 CFR 531.406(c)(1)(i) and 5 CFR 532.417(c)(4).

L. Retirement

1. If a shutdown furlough occurs during the 3 years of service prior to retirement, what effect will time in a furlough status have on an employee's high-3 average pay?

A. Generally there will be no effect on the high-3 average pay unless the furlough causes the employee to be in a nonpay status for more than 6 months during the calendar year.

2. Are the retirement rules concerning the effect of a shutdown furlough the same for employees under the Civil Service Retirement System and the Federal Employees Retirement System?

A. Yes.

3. What will happen to employees who would have retired during a shutdown furlough?

A. For employees who, on or before the requested retirement date, submitted some notice of their desire to retire, agencies should, when the lapse in appropriations ends, make the retirement effective as of the date requested. The retirement request may be informal (such as a letter requesting retirement), and can be either mailed or personally submitted to the agency. Any additional required paper work, such as the formal retirement application form, may be completed when the agency reopens. No time spent by the retiree in such actions after the effective date of the retirement may be considered as duty time, since the individual would no longer be an employee of the agency.

4. If an employee is scheduled to retire before the end of the leave year with an annual leave balance of over the maximum leave ceiling (e.g., 240, 360, or 720 hours, as applicable) and the furlough prevents the employee's retirement from getting processed until January, does the employee lose his or her annual leave above the maximum leave ceiling?

A. No. The employee's retirement would be retroactively applied to a date prior to the end of the leave year, and the employee would receive the full amount of accumulated and accrued annual leave in a lump-sum payment.

M. Retirement Services: Government Closure

1. I'm a Federal retiree. Will I still receive my monthly annuity payment during a government shutdown?

A. Yes, Federal retirees under the CSRS and FERS retirement systems will still receive their scheduled annuity payments on the first business day of the month.

2. How can I make updates or changes to my retirement account?

A. OPM's Retirement Services is available to assist you with your retirement account. As

always, you can make many of these changes online through Services Online or by calling Retirement Services at 1-888-767-6738. Due to the volume of calls, we recommend that you first use the online services site to make immediate updates and changes.

3. How do I report the death of a family member during a government shutdown?

A. You can report the death and apply for benefits by accessing http://www.opm.gov/retirement-services/ or calling us at 1-888-767-6738. You must still apply, as you normally would, for survivor benefits after the death of an annuitant.

If the family member was a Federal employee at the time of death, survivors must contact the agency for which the deceased worked. If the employing agency is closed, you may need to wait until after a government furlough to begin the process.

4. I recently retired from Federal service. Will my retirement application be delayed by a government shutdown?

A. If your agency or payroll center submitted your retirement application to OPM, you will begin receiving interim annuity payments while OPM retirement specialists process your application. Because OPM Retirement Services is funded by the Trust Fund it manages, OPM Retirement Services employees will still be working normal operating hours during a government furlough.

If your agency or payroll center has not yet submitted your retirement application or the application is incomplete, you will likely experience some delay as OPM must wait on other agencies to submit all of the information needed to process your retirement. Some of these agencies may not be operating during a government furlough.

5. I applied for disability benefits. Will my application still be processed?

A. Disability, reconsideration, and appeals employees at OPM will continue working on your case. If the application requires additional information from other agencies, expect delays during a government furlough.

6. Can I submit a Court Ordered Benefit during a government furlough?

A. Yes, OPM employees will continue working to process court ordered benefits. If the application requires additional information from other agencies, expect delays during a government furlough.

N. Payments upon Separation from Federal Service

1. If there is a shutdown furlough, how does this impact a separating employee's lump-sum payment for their unused annual leave?

A. In the event of a shutdown furlough, any payments incurred by the agency for an

employee's lump-sum payment will be delayed until funds are available.

2. How are separated employees' entitlements to severance pay affected by a shutdown furlough?

A. Funds for severance pay are obligated on a day-to-day basis as the recipient accrues continuing entitlement to severance pay by not being reemployed by the Government of the United States. (Severance pay is suspended or terminated when the individual is reemployed by the Federal Government.) Severance pay is paid at the same pay period intervals as if the recipient were still employed. Any severance payment (on a payroll payday) is linked to the corresponding pay period during which the recipient accrued continuing entitlement to severance pay. If the recipient is reemployed by the Federal Government during a pay period, he or she is entitled to a prorated severance payment covering the days in the period prior to reemployment (e.g., 2/5 of one week's pay if the recipient was reemployed on the third workday of the pay period).

Thus, in the case of a shutdown furlough, accrued but unpaid severance pay represents an obligation to be paid from funds available before the lapse in appropriations occurred. Just as payroll checks for work performed prior to a lapse in appropriations can be processed as part of the orderly suspension of nonexcepted activities, severance pay checks covering days before the lapse may also be processed.

No funds may be authorized for severance payments for days during the lapse until an appropriation is enacted.

Additional information on severance pay (including eligibility criteria and payment formulas) can be found at http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/severance-pay/.

O. Benefits under the Federal Employees' Compensation Act (FECA)

1. How is Continuation of Pay (COP) under the Federal Employees' Compensation Act affected by a Government shutdown?

A. The Department of Labor's Office of Workers' Compensation Programs which administers the Federal Employees' Compensation Act (FECA) advises that, in the event of a Government shutdown, an employee who is disabled due to his or her injury is to be maintained in COP status during the shutdown unless the agency does not have monies available to pay the salary of that employee. If the agency does not have monies to pay salary during the shutdown but the agency's budget is subsequently restored in such a way as to allow for retroactive payment of salary during the shutdown period, the employee should receive COP for any period of disability that occurs within the shutdown. In the event an agency is legally unable to pay COP to an employee because of a lapse in appropriations, the employee may file a claim for regular FECA wage loss compensation for that period.

2. Are employees who are injured while on furlough or LWOP eligible to receive workers' compensation?

A. No. Workers' compensation is paid to employees only if they are injured while performing their duties. Employees on furlough or LWOP are not in a duty status for this purpose. An employee who is receiving workers' compensation payments will continue to receive workers' compensation payments during a furlough and will continue to be charged LWOP.

Note to Section O: Any additional questions regarding Federal workers' compensation benefits should be directed to the Division of Federal Employees' Compensation, Office of Workers' Compensation Programs, U.S. Department of Labor. See http://www.dol.gov/owcp/dfec.

P. Procedures

1. How is a shutdown furlough documented?

A. Unlike an administrative furlough, agencies should *not* prepare an SF-50, "Notification of Personnel Action" (or a List Form of Notice for a group of employees who are to be furloughed on the same day or days each pay period) at the outset of a shutdown furlough. Instead, employees will receive a shutdown furlough notice citing the reasons for the furlough because the ultimate duration of a shutdown furlough is not known by agencies at the outset of the furlough. Once an appropriation has been signed by the President, agencies will be instructed on the appropriateness of preparing documentation consistent with Chapters 15 and 16 of *The Guide to Processing Personnel Actions*.

2. In the event of a shutdown furlough, can an employee be furloughed without first receiving a written notice of decision to furlough?

A. Yes. While an employee must ultimately receive a written notice of decision to furlough, it is not required that such written notice be given prior to effecting the emergency furlough or in person. Advance written notice (including through email) is preferable, but when prior written notice is not feasible, then any reasonable notice (e.g., telephonic, oral, personal email, or by mail promptly after the furlough) is permissible. See Question P.2a. for providing electronic notice of a furlough action.

2a. May employees conduct orderly shutdown activities remotely? May an agency provide an employee electronic notice of a furlough action?

A. In many cases, orderly shutdown activities (including the distribution of furlough notices and, where necessary, the adjustment of voicemail and email messages to reflect the agency's operating status) may be conducted remotely. Agencies that issue furlough notices should consult with their respective General Counsels to ensure each step of the process is consistent with legal requirements. If the nature of an employee's shutdown activities are de minimis (i.e., can be completed in approximately 15 minutes) the agency does not need a telework agreement regarding such remote work. If an agency determines it will electronically notify affected employees of a furlough action, OPM recommends that the agency include each

employee's name, address, and/or e-mail address on the decision notification so that it is clear that an employee is receiving personal notification. Agencies should also consider including in the body of the electronic correspondence, the requirement that the employee provide an email acknowledgement of receipt. If an agency doesn't receive a requested acknowledgement of receipt of an e-mail notification, it should consider delivering a paper copy of the decision notification to the employee at his or her home address by registered mail with a return receipt requested. Similarly, agencies must deliver hard copy furlough notices to those employees without agency email access.

Additionally, OPM recommends that agencies consider informing employees as soon as practicable whether or not an employee is subject to the furlough and provide a contact person who can answer questions related to this issue.

Finally, agencies with bargaining unit employees are reminded that they must provide notice and opportunity to bargain over negotiable procedures and appropriate arrangements to any unions representing their employees.

2b. What are an agency's regulatory obligations in providing an appellant the Merit Systems Protection Board (MSPB) appeal information in the adverse action furlough decision notice?

A. As summarized in the April 11, 2013, Federal Register (http://www.gpo.gov/fdsys/pkg/FR-2013-04-11/pdf/2013-08503.pdf) an agency must satisfy the obligation to provide a copy of the MSPB appeal form when issuing a decision notice. Providing this MSPB appeal hyperlink form electronically (https://e-appeal.mspb.gov/) will typically satisfy the requirement of ensuring that employees subject to a decision appealable to MSPB will have effective access to the MSPB regulations and appeal form. However, if the employee informs the agency that he or she lacks Internet access, the agency is required to take steps to ensure that the employee has actual access to the MSPB's regulations and the appeal form, including providing the employee with a hard copy of these documents upon the employee's request. See Sample Notice for sample decision notice language.

3. What information should be included in the notice of decision of a shutdown furlough when no advance notice is issued?

A. The notice must specify the reason for the furlough and state that the usual 30 calendar days advance notice was not possible due to the emergency requiring curtailment of agency operations. If some employees in a competitive level will not be furloughed because they are performing one of the excepted activities defined by OMB standards, OPM recommends a statement such as the following:

"If employees are being retained in your competitive level, they are required for orderly suspension of agency operations, or they are performing one of the excepted activities defined by law."

For career members (except reemployed annuitants) of the Senior Executive Service (SES), the written notice must provide the reason for the furlough; the expected duration of the furlough and the effective dates; the basis for selecting the appointee when some but not all SES appointees in a given organizational unit are being furloughed; the location where the appointee may inspect the regulations and records pertinent to the action; and, if the notice period is less than 30 calendar days, the reason for the shortened period. For an SES probationer, the notice should also explain the effect (if any) on the duration of the probationary period. See Question P.6a. below regarding noncareer, limited term, or limited emergency appointees and reemployed annuitants holding career appointments.

All notices must include a statement of applicable appeal and grievance rights. An agency must satisfy the obligation to provide a copy of the MSPB appeal form when issuing a decision notice. Providing the MSPB appeal hyperlink form electronically (https://e-appeal.mspb.gov/) will typically satisfy the requirement of ensuring that employees subject to a decision appealable to MSPB will have effective access to the MSPB regulations and appeal form. However, if the employee informs the agency that he or she lacks internet access, the agency is required to take steps to ensure that the employee has actual access to the MSPB's regulations and the appeal form including providing the employee with a hard copy of these documents upon the employee's request.

See "Sample Shutdown Furlough Decision Notice Due to Lapse of Appropriations." This sample can be used for SES and non-SES employees.

3a. How should the decision letter for a shutdown furlough be framed if the agency has not set a specific number of furlough days?

A. While it is desirable when possible to inform the affected employee of a specific number of furlough days in the decision letter, the agency needs only to set out the maximum time that may be involved, so employees have as much information as possible.

3b. What procedural rights apply to employees who are veterans covered under 5 U.S.C. chapter 75 and 5 CFR part 752 for a shutdown furlough?

A. For a shutdown furlough of a covered veteran employee, the law (5 U.S.C. 7513) gives a covered veteran employee the same procedural rights as other covered employees. Employees should consult with their agency human resources office to determine whether they are covered by 5 U.S.C. 7513 and what procedures may apply to them.

3c. If an employee decides to challenge a shutdown furlough, from what point would the time for appeal to the Merit Systems Protection Board run?

A. Employees must file an appeal within 30 days after the effective date of their first furlough day, or 30 days after the date of their receipt of the decision notice whichever is later.

4. **In addition to statutory and regulatory procedural requirements, what other forms of communication should an agency consider when implementing a shutdown furlough?**

   A. Considering the uncertain and changing circumstances surrounding a shutdown furlough, agencies should make efforts to ensure that employees are provided with up-to-date and accurate information. If time permits before a furlough starts, this may be done through effective union-management communication, employee briefings, periodic bulletins, and newsletters. Once a furlough begins, agencies can also consider using 800 numbers and emails to home email accounts.

5. **How does the length of a shutdown furlough affect the procedures that are used to implement the furlough of employees?**

   A. The length of a shutdown furlough does not affect the procedures that are used.

   For most employees, shutdown furloughs lasting 30 calendar days or less (22 workdays) are covered by OPM regulations under 5 CFR part 752, adverse action procedures. Shutdown furloughs lasting 30 calendar days or less (22 workdays) for career appointees in the Senior Executive Service (except reemployed annuitants) are covered under 5 CFR part 359, subpart H. See Question P.6a. below regarding noncareer, limited term, or limited emergency appointees in the SES and reemployed annuitants holding career appointments.

   Shutdown furloughs lasting more than 30 calendar days (22 workdays) are also covered by OPM regulations under 5 CFR part 752, adverse action procedures or 5 CFR part 359, subpart H, as applicable. When the shutdown furlough goes beyond 30 days, agencies should treat it as a second shutdown furlough and issue another adverse action or furlough notice.

   NOTE: RIF furlough regulations and SES competitive furlough requirements are not applicable to emergency shutdown furloughs because the ultimate duration of an emergency shutdown furlough is unknown at the outset and is dependent entirely on Congressional action, rather than agency action. The RIF furlough regulations and SES competitive furlough requirements, on the other hand, contemplate planned, foreseeable, money-saving furloughs that, at the outset, are planned to exceed 30 days.

6. **What procedures and appeal rights are applicable for probationers, employees under temporary appointments in the competitive service, employees who are nonpreference eligible employees in the excepted service with less than 2 years of continuous service, Schedule C employees and others not covered by 5 U.S.C. chapter 75 but also affected by the shutdown furlough?**

   A. There are no mandatory procedures; however, agencies should ensure that all administrative procedures required by negotiated agreements or internal personnel policies are followed, subject to any exceptions to those procedures that would apply in the event of a shutdown furlough.

6a. What procedures and appeal rights are applicable for noncareer, limited term and limited emergency employees in the SES and reemployed annuitants holding career SES appointments?

A. Noncareer, limited term, and limited emergency SES appointees and reemployed SES annuitants holding career appointments are not covered by 5 CFR part 359, subpart H, and they may be furloughed under agency designated procedures, which should include certain minimum features, e.g., whenever possible, a written notice at least 1 day before the furlough that states the reason for, duration of, and effective dates of the furlough.

7. How do agencies implement a shutdown furlough for administrative law judges?

A. The Antideficiency Act applies to administrative law judges (ALJs). Accordingly, they should be furloughed unless they are performing functions that are not funded by annual appropriations or meet one of the Antideficiency Act's exceptions. The Merit Systems Protection Board (MSPB) has adopted procedures for implementing furloughs for ALJs, which are described in 5 CFR 1201.137–141. Those procedures, however, do not specifically address the unique issues raised by an emergency furlough necessitated by a Government shutdown. Accordingly, agencies should consult their legal counsel about how to implement a furlough of ALJs.

8. What happens to new employees who are scheduled to report to work for the first time during a shutdown furlough?

A. By law, individuals do not become Federal employees until they report for work and are sworn in. Agencies should consider delaying the enter-on-duty date for new employees who are scheduled during a shutdown furlough.

9. At the time of an appropriations lapse, an employee who is funded through a lapsed appropriation is on temporary duty assignment away from the employee's normal duty station. The agency notifies the employee to return to the employee's normal duty station. Can the employee elect to delay the return? If the employees decides to delay the return, and as a result the employee incurs additional travel costs, who is liable for those additional travel costs?

A. Employees who are notified to return home should do so as soon as practicable. When an employee returns promptly, the travel expenses that the employee incurs in the return are properly-incurred obligations of the agency (as part of the agency's orderly-shutdown activities), and the agency will reimburse these travel costs after appropriations are enacted and are available for that purpose. If, however, an employee elects not to return promptly and, as a result of this decision, the employee incurs additional travel expenses, those additional travel expenses are not obligations of the agency, and will not be reimbursed (instead, the employee is personally liable for the additional travel expenses); while the employee will be personally liable for the additional travel expenses, the agency will continue to incur the obligation for those travel costs that would have been incurred if the employee

had returned promptly, and the agency will reimburse such "prompt return" travel costs after appropriations are enacted and are available for that purpose. Finally, in the case of those employees who are notified by their agency that they are to remain on travel, because the continuation of their travel is in direct support of an excepted agency activity, their travel expenses are properly-incurred obligations of the agency (as part of the agency carrying out an excepted activity), and the agency will reimburse the travel costs after appropriations are enacted and are available for that purpose.

10. What happens to current Federal employees who are scheduled to transfer to a new agency during a shutdown furlough?

A. Agencies should consider delaying the enter-on-duty date for employees who are scheduled to transfer to a new agency during a shutdown furlough. Such employees would remain on the rolls of their former agency until the new transfer effective date.

11. Will the Merit Systems Protection Board (MSPB) be addressing furlough related appeals during the shutdown?

A. Please consult the MSPB website for additional information on the processing of appeals during any lapse of appropriations.

12. If a Government shutdown occurs, how will furloughed employees be informed when it is over?

A. Employees should follow their agency procedures, including any applicable collective bargaining agreements, which may include monitoring OPM's website (www.opm.gov) and media outlets for notification that a continuing resolution or appropriation has been signed by the President.

13. When a Government shutdown ends, when are furloughed employees expected to return work?

A. If a shutdown were to occur, guidance concerning when furloughed employees should come back to work at the conclusion of the shutdown would have to be tailored to the specific situation. In the absence of such guidance, agencies should apply a rule of reason in requiring employees to return to work as soon as possible, taking into account the disruption in the lives and routines of furloughed employees that a shutdown causes.

Q. Labor Management Relations Implications

1. When a lapse in appropriations requires a shutdown furlough, what is an agency's obligation to bargain?

A. The decision whether to furlough employees and which activities are excepted from a furlough are management rights that are not subject to bargaining. See 5 U.S.C. §7106(a). However, when an agency determines that a shutdown furlough is necessary, agencies have a

duty to notify their exclusive representatives and, upon request, bargain over any negotiable impact and implementation proposals the union may submit, unless the matter of furloughs is already "covered by" a collective bargaining agreement.

In the event of unforeseeable circumstances, such as sudden emergencies requiring immediate curtailment of activities due to a Government shutdown, whatever bargaining that can occur prior to taking action should occur to the extent possible before furlough actions are necessary. However, if agreement isn't reached in the time allowed, the agency should tell the union what actions it will take and offer to continue bargaining on a post implementation basis.

2. **Do agencies have an obligation to bargain before it is known whether a lapse in appropriations will occur?**

A. The law requires an agency to bargain during the term of a collective bargaining agreement on negotiable union-initiated proposals concerning matters that are not expressly contained in, or otherwise covered by, the collective bargaining agreement, unless the union has waived its right to bargain about the subject matter involved. Accordingly, there may be a bargaining obligation if a union makes negotiable proposals in advance of a shutdown that address procedures and appropriate arrangements for affected employees. Agencies should evaluate the circumstances of their situation to determine whether there is a duty to bargain on union proposals concerning furlough procedures.

3. **What is the agency's obligation in responding to a union request under 5 U.S.C. 7114 seeking the agency's furlough plan and a list of excepted and nonexcepted employees?**

A. An agency is required to provide data that is normally maintained, reasonably available and necessary to perform the representational duties of a union. A union requesting information must establish a particularized need for the information by articulating, with specificity, why it needs the requested information, including the uses to which the union will put the information and the connection between those uses and the union's representational responsibilities under the statute. The union must establish that the requested information is required in order for the union to adequately represent its members. An agency denying a request for information must assert and establish any countervailing anti-disclosure interests. An agency may not satisfy its burden by making conclusory or bare assertions; its burden extends beyond simply saying "no." With this in mind, agencies will have to evaluate the circumstances of their situation to determine whether they should provide the requested information.

4. **Can union officials perform representational work on "official time" during a shutdown?**

A. Exempted employees (i.e. paid by non-appropriated funds) serving as union officials may continue to be granted official time to the same extent and in the same manner as they would under non-shutdown conditions. Other employees serving as union officials may work on

official time during a shutdown if such activities fall within the Anti-Deficiency Act's exceptions. The exercise of a union's statutory and/or contractual rights triggered by an excepted management action taken during a shutdown would constitute an excepted activity. Therefore, if an agency has determined that a management action taken during a shutdown is permissible because it is an excepted activity, and such action triggers union representational rights under the collective bargaining agreement or 5 USC chapter 71 (e.g., a formal discussion, a Weingarten interview, or the representation of an employee in connection with an adverse personnel action), official time should be granted to employees to perform representational duties related to that action. With this in mind, agency officials should consult with their General Counsel to evaluate whether contemplated management actions will trigger statutorily or contractually guaranteed representation rights.

5. Will union officials have access to their union offices if they are in furlough status?

A. Generally, access to facilities during a furlough may be restricted based on funding, security or other issues. Depending on agency operations, a particular facility, or portions of a facility, may be fully or partially operational.

Access to a union office during a period of furlough should not be prevented solely on the basis that a union official seeking access is not in a duty status. Access for representational purposes would be subject to each facility's requirements at the time, including provisions in collective bargaining agreements.

SAMPLE SHUTDOWN FURLOUGH DECISION NOTICE DUE TO A LAPSE OF APPROPRIATIONS

This notice would be used for a "shutdown" furlough, where the agency no longer has the necessary funds to operate and must curtail those activities not excepted by OMB standards. In such instances there is no advance written notice proposing the action. See 5 CFR 752.404(d) and 359.806(a)).

NOTICE

In the absence of either a Fiscal Year (FY) [state year] appropriation, or a continuing resolution for [agency name], no further financial obligations may be incurred by [agency name], except for those related to the orderly suspension of [agency's name] operations or performance of excepted activities as defined in the Office of Management and Budget (OMB) memorandum for Heads of Executive Departments and Agencies dated November 17, 1981. Because your services are no longer needed for orderly suspension of operations and you are not engaged in one of the excepted functions, you are being placed in a furlough status effective [enter date]. This furlough, i.e., nonduty, nonpay status, is not expected to exceed 30 days. Therefore, this furlough notice expires on [enter date]. You should monitor public broadcasts and the Internet. When a continuing resolution or an FY [state year] appropriation for [agency name] is approved, you will be expected to return to work on your next regular duty day.

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

If employees are being retained in your competitive level or competitive area, they are required for orderly suspension of agency operations or they are performing one of the excepted activities defined in the OMB memorandum.

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

Employees who have completed a probationary or trial period or 1 year of current continuous employment in the competitive service under other than a temporary appointment may appeal this action to the Merit Systems Protection Board (MSPB). Employees in the excepted service who have veterans preference may appeal to MSPB if they have completed 1 year of current continuous service in the same or similar positions as the one they now hold. Employees in the excepted service who do not have veterans preference and who are not serving a probationary or trial period under an initial appointment pending conversion to the competitive service may appeal to MSPB if they have completed 2 years of current continuous service in the same or

similar positions in an Executive agency under other than a temporary appointment limited to 2 years or less.

Career SES appointees (except reemployed annuitants) who believe requirements of 5 CFR part 359, subpart H, or the agency's procedures have not been correctly applied may also appeal to MSPB. Career SES appointees may inspect the regulations and records pertinent to this action at the following location: [identify location and times, as appropriate].

If you have the right of appeal to MSPB and wish to appeal this action to the MSPB, you must file the appeal within 30 calendar days after the effective date of your furlough. If you wish to file an appeal, you may obtain information about the appeals process and a copy of the appeals form from the MSPB website at http://www.mspb.gov/appeals/appeals.htm. MSPB requires an appeal to be filed with the MSPB regional or field office serving the area where your duty station was located when the action was taken. Based upon your duty station, the appropriate field office is [identify appropriate regional office]. MSPB also offers the option of electronic filing at https://e-appeal.mspb.gov/. Employees have a right to representation in this matter and may be represented by an attorney or other person of their choosing.

Bargaining unit employees may grieve this action in accordance with the applicable negotiated agreement [provide citation to negotiated agreement] or may appeal to MSPB in accordance with the procedures outlined above, but not both. To obtain information on filing a grievance under the negotiated grievance procedure, contact [name of exclusive union representative].

[Under the Board's October 2012 regulations, notices must also include:

Notice of any right the employee has to file a grievance or seek corrective action under subchapters II and III of 5 U.S.C. chapter 12, including:

(1) Whether the election of any applicable grievance procedure will result in waiver of the employee's right to file an appeal with the Board;

(2) Whether both an appeal to the Board and a grievance may be filed on the same matter and, if so, the circumstances under which proceeding with one will preclude proceeding with the other, and specific notice that filing a grievance will not extend the time limit for filing an appeal with the Board;

(3) Whether there is any right to request Board review of a final decision on a grievance in accordance with § 1201.155 of this part; and

(4) The effect of any election under 5 U.S.C. 7121(g), including the effect that seeking corrective action under subchapters II and III of 5 U.S.C. chapter 12 will have on the employee's appeal rights before the Board.

Notice of any right the employee has to file a complaint with the Equal Employment Opportunity Commission or to grieve allegations of unlawful discrimination, consistent with the provisions of 5 U.S.C. 7121(d) and 29 CFR 1614.301 and 1614.302.]

[As summarized in the April 11, 2013, Federal Register (http://www.gpo.gov/fdsys/pkg/FR-2013-04-11/pdf/2013-08503.pdf) an agency must satisfy the obligation to provide a copy of the MSPB appeal form when issuing a decision notice. Providing this MSPB appeal hyperlink form electronically (https://e-appeal.mspb.gov/) will typically satisfy the requirement of ensuring that employees subject to a decision appealable to MSPB will have effective access to the MSPB regulations and appeal form. However, if the employee informs the agency that he or she lacks Internet access, the agency is required to take steps to ensure that the employee has actual access to the MSPB's regulations and the appeal form, including providing the employee with a hard copy of these documents upon the employee's request.]

We recognize the difficult financial implications of any furlough, no matter how limited its length. We will make every effort to keep you informed as additional information regarding the agency funding level becomes available. If you have questions, contact [*contact name, phone number, and email address*]

_____ _____

Deciding Official Date

I acknowledge receipt of this decision.

_____ _____

Employee's signature Date

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
Employee Services
Pay and Leave
1900 E Street, NW
Washington, DC 20415

ES/PL/PS 2014-02

From: Barry Roth <barry.roth@sol.doi.gov>
Sent: Wednesday, October 09, 2013 3:07 PM
To: Nicole Buffa
Cc: Rachel Jacobson; Jonathan Jarvis; Margaret O'Dell; Kevin Haugrud; Edward Boling; Michael Bean; Kate P Kelly; Blake Androff
Subject: Re: Morning Meeting

Jon was putting a new version together for SOL review and sign off. So not yet.

Barry N Roth
Associate Solicitor for Parks & Wildlife
202-208-4344

Sent from my iPhone

On Oct 9, 2013, at 3:04 PM, Nicole Buffa <nicole_buffa@ios.doi.gov> wrote:

All – Is this the final version that Jack and I can send over (we'll accept changes and delete the comms statement, because that is changing, I believe)? I'd like to send this over to folks as soon as we can.

Thanks,
Nikki

From: Jacobson, Rachel [mailto:rachel_jacobson@ios.doi.gov]
Sent: Wednesday, October 09, 2013 11:36 AM
To: Jarvis, Jonathan
Cc: Iacobucci, Francis; Barry Roth; Margaret O'Dell; Kevin Haugrud; Edward Boling; Nikki Buffa; Erin Walls; Michael Bean
Subject: Re: Morning Meeting

Jacobson edits attached

On Wed, Oct 9, 2013 at 9:14 AM, Jarvis, Jonathan <jon_jarvis@nps.gov> wrote:
Here is a draft for discussion with the Secretary at 9:45.

On Wed, Oct 9, 2013 at 8:53 AM, Iacobucci, Francis <francis_iacobucci@ios.doi.gov> wrote:
Apologies for the late notice - the NPS meeting has moved to 9:45am this morning in the Secretary's Office.

Thanks.

--
Francis Iacobucci
Director | Scheduling and Advance
Department of the Interior
202.208.5723 (direct)

--
Jonathan B. Jarvis
Director, NPS

<Interim Policy RJ edits (1).docx>

From: Benge, Shawn <shawn_benge@nps.gov>
Sent: Wednesday, October 09, 2013 3:35 PM
To: Maureen Foster
Cc: Gordon Wissinger; William Reynolds; Jon Pierce; Margaret O'Dell; Cam Sholly; Lena McDowall; Suzanne Waldron; Barry Roth; Michael Caldwell; Lisa Mendelson; Patricia Neubacher; Patricia Trap; Colin Campbell; Joel Hard; Shawn Benge; David Horne
Subject: SER Team Transition (Gov't Shutdown)

The SER is transitioning the team.

Effective **Thursday, October 10** the following team will be in place:

Gordon Wissinger, DRD, SER Coordinator
(o) 404 507 5611
(m) 404 357 0611

Jon Pierce, LE Specialist
(o) 404 507 5712
(m) 678 034 8395

Bill Reynolds, Asst RD--Communications
(o) 404 507 5612
(m) 404 275 9838

Rotating out are Shawn Benge and David Horne.
--
Shawn Benge
Deputy Regional Director
Southeast Region
National Park Service
Office: 404 507 5605
Cell: 404 272 7253

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: Bruce Sheaffer <bruce_sheaffer@nps.gov>
Sent: Friday, October 11, 2013 6:38 AM
To: Masica, Sue
Cc: Peggy O'Dell
Subject: Re: Excepted employee question

I unclear on purpose of the trip. Who benefits. DOI thinks everything they do is excepted

Sent from my iPhone

On Oct 11, 2013, at 12:33 AM, "Masica, Sue" <sue_masica@nps.gov> wrote:

> So here's a circumstance for you to consider...
>
> We have an employee who is lined up for travel to Antarctica pursuant to an interagency reimbursable agreement between DOI and the National Science Foundation. Purpose of the work is aviation safety-related (DOI Office of Aircraft Services to provide logistical flight support and training as the "summer" field season gets underway in Antarctica). All expenses are being paid by NSF. Prior to furlough, all was moving forward for int'l travel approvals (which I supported) for the NPS employee as well as several others from OAS. Employee is to get to Fairbanks on Tuesday on depart for the South Pole on Weds 10/16. Hence the urgency.
>
> Our employee has been told (by DOI OAS - Ralph Getchell in Boise) that as of this AM the trip is still a go in so far as NSF and DOI/OAS is concerned, and that "all" that needs to happen is for us to put him on our exempt list (which otherwise he would not be). I have had no communication direct from DOI, only from the employee's supervisor. I can see my way to excepted under health-safety consideration, but not clear that extends beyond our agency purposes/mission/work. Before I just sent this in, I figured it was worth some consideration. Thoughts?
>
> Happy to discuss more once I'm in the office in the morning. Thanks.
>
> Sue

--

Sue Masica | National Park Service | Regional Director, Alaska
240 W. 5th Avenue | Anchorage, AK 99501 | (907) 644-3510

From:	Kunz, Elisa <elisa_kunz@nps.gov>
Sent:	Monday, September 30, 2013 3:57 PM
To:	Peggy O'Dell; Barry Roth; Merle Dickinson; Russel Wilson; Randolph Myers
Subject:	Fwd: Per your request, attached is the NPS Contengency Plan which on page 7 states...
Attachments:	NPS contingency plan 2013 v6 (1) Final AJNorth 9.27.13.docx

I have spoken with Barry and Randy in the solicitor's office and Lee Dickinson and Russ Wilson in Special Use Permits. We have reread the documents. The information seems clear in the guidance sent under the NPS contingency plan. (Sent by Bruce Shaeffer on September 26, 2013.)

5. "Special Events" involving park service personnel either as participants or in crowd control must be cancelled. In park areas that cannot be closed, law enforcement personnel will monitor First Amendment demonstrations. As always, law enforcement action will be taken in cases where there is a violation of NPS regulations, including if it reasonably appears that the demonstration presents a clear and present danger to the public safety, good order, or health. This includes demonstrations that either qualify under the NPS small-group permit exception or demonstrations that have submitted an application, either before or after the shutdown that were not denied.

Randy quotes this below. The documentation specific to NCR is under 36 CFR 7.96. (Randy has communicated with Robbin Owens of the NCR permit office.)

Randy will be at work during the shutdown to discuss first amendment issues as needed. (work- 202-208-4338; cell- 202-438-1600)

Elisa

Elisa Kunz
Bevinetto Fellow*1849 C Street NW* Room 3123*Washington, DC*20240
Phone: 202-501-7144
". . . the Constitution will endure as a vital charter of human liberty as long as there are those with the courage to defend it, the vision to interpret it, and the fidelity to live by it."-Justice William Brennan

---------- Forwarded message ----------
From: **Dickinson, Merle** <lee_dickinson@nps.gov>
Date: Mon, Sep 30, 2013 at 3:11 PM
Subject: Fwd: Per your request, attached is the NPS Contengency Plan which on page 7 states...
To: Elisa Kunz <elisa_kunz@nps.gov>

---------- Forwarded message ----------
From: **Dickinson, Merle** <lee_dickinson@nps.gov>
Date: Mon, Sep 30, 2013 at 12:25 PM
Subject: Fwd: Per your request, attached is the NPS Contengency Plan which on page 7 states...
To: Michael Slobodian <Michael_Slobodian@nps.gov>

He advocates a common sense approach. If the area is open, then you manage it. And when he means open, he basically means not easily closed. For example, even though the NCR has enough barricades to "close" the mall, he is recommending that they not do so.

Lee

---------- Forwarded message ----------
From: **Myers, Randolph** <randolph.myers@sol.doi.gov>
Date: Mon, Sep 30, 2013 at 10:40 AM
Subject: Fwd: Per your request, attached is the NPS Contengency Plan which on page 7 states...
To: Merle Dickinson <lee_dickinson@nps.gov>

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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---------- Forwarded message ----------
From: **Myers, Randolph** <randolph.myers@sol.doi.gov>
Date: Fri, Sep 27, 2013 at 3:25 PM
Subject: Per your request, attached is the NPS Contengency Plan which on page 7 states...
To: Robbin Owen <robbin_owen@nps.gov>

"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

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

NATIONAL PARK SERVICE CONTINGENCY PLAN

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

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

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

Part 1: Designation of Essential and Continuing Programs/Activities

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

- Providing for finance and contracting activities such as benefit payments and actions necessary to suspend or stop work on projects currently underway that require oversight or support from employees funded from lapsed appropriations. That is, contracting and finance personnel necessary to perform these duties should remain until the activities can be suspended.

- Direct management of projects obligated from funds that are not subject to lapse, such as multi-year appropriations from prior fiscal years. People not DIRECTLY involved in project management or necessary contracting actions and payments for these projects will not be considered excepted or continue to work.

- Protecting life and property, including:

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

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

Headquarters

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

Regional Offices

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

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

National Park Sites

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

Other Offices

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

Part 2: Designation of Excepted Personnel

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

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

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

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

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

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

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

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

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

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

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

Attachment

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

Phase 1 Shutdown Procedures:
Immediately upon receiving instructions from WASO to begin closedown, take the following steps to shut down all activities not deemed essential that are funded by lapsing appropriation:

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

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

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

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

Phase 2 Shutdown Procedures:
Should a prolonged lapse in appropriations occur, it will be necessary to take the following additional steps. Do not initiate any of the following actions until instructed to do so by the Washington Office.

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

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

Concession and Campsite Closedown Procedures (Phase 2):
All parks should take the following steps to secure park facilities and shut down concession and campsite operations while ensuring the safety of park visitors:

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

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

From: Charlip, Ralph <ralph_charlip@ios.doi.gov>
Sent: Tuesday, September 17, 2013 3:40 PM
To: Stephens, Beverly
Subject: Re: NPS contingency shutdown plan

Thanks

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 Tue, Sep 17, 2013 at 3:10 PM, Stephens, Beverly <grace_stephens@nps.gov> wrote:
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

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Monday, September 23, 2013 8:14 AM
To: adrianne_moss@ios.doi.gov; Amy Holley; Anderson, James; Andrew Jackson; Angela Graziano; Bender, Kathryn L; Benjamin Milakofsky; Bernard Mazer; Beverly Stephens; Bruce Delaplaine; Bruce Sheaffer; Celina Cunningham; Charlip, Ralph B; Chris Nolin; Dave Achterberg; Denise Flanagan; Diane Wade; Edward Keable; Edward Simermeyer; Ellen Bliss; Gillick, Larry; Glenn, Douglas A; Gould, Greg; Grayford Payne; James Mccaffery; Janine Velasco; Jean Maybee; Joe Nassar; Jonathan Andrew; Jorge Silva-Banuelos; Kerry Rae; Kimberly Thorsen; Loraine Dawkins; Lori Faeth; Lukjanczuk, Tamara; Margaret Schneider; Mark Lawyer; Mary Pletcher; Michael Bean; Michael Black; Neely, Cynthia; Nichelle Rogers; Pam Haze; Paul Mussenden; Reed Murray; Richard Cardinale; Richard Farr; Robert Wolf; Ruth Stokes; Santos, Tyrone; Scott Mabry; Shayla Simmons; Smith, Clarence; Stephen Hardgrove; Thomas Lillie; Thomas Mulhern; Thomas Thompson; Thomas Wayson; Tommy Tomsan; Vicki Forrest; Walter Cruickshank; Will Shipp; Willie Taylor; Tim Murphy
Subject: Contingency Planning
Attachments: ~$ntingency planning update and instructions Sept 23.docx; Contingency Plan Summary Table for 2013.xlsx; DOI Contingency Plan for 2013 CR lapse.docx

Dear Team:
We got direction late Friday on the timeline for the next week leading up to October 1. I have attached for you a timeline to follow. There will be a meeting at OMB today to go over the timeline and additional instructions so we may have more later.

Also attached is a draft DOI summary of the shutdowm and a matrix of the numbers for each bureau and office. Can I ask you to get back to us with number changes and comments on the plan by cob tomorrow?

We will also get you comments later today on your plan and ask you to revise it and resubmit by tomorrow cob.

Please send your comments to me and to Ralph Charlip. htanks

Note to viewer

NPS-20240-000011 DOC 0003, ONE OF 3 ATTACHMENTS TO DOC 0002 IS CORRUPT AND CANNOT BE OPENED.

/s/ Document Mgmt. Unit

Department of the Interior
Contingency Plan Summary

Bureau/Office	Total Employee Count	Presidential Employees	Excepted Employees												Furloughed Employees		
			Non Appropriated Funding		Activities Expressly Authorized by Law		Activities Necessarily Implied by Law		Law Enforcement		Life & Safety, Other (Excluding Law Enforcement)		Total Employees Retained				
			Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	On Call
BLM	10,800		100	100					300	300	330	180	730	580	10,070	10,220	525
BOEM	549		8	8					0	0	64	64	72	72	477	477	
BSEE	772		408	408					0	0	0	0	408	408	364	364	
OSM	470								0	0	12	8	12	8	458	462	21
BOR	5,394		1,037	1,037					26	26	649	649	1,712	1,712	3,682	3,682	
CUPCA	4		4	4					0	0	0	0	4	4	0	0	
USGS	8,650		0	0					0	0	93	43	93	43	8,557	8,607	200
FWS	9,545		658	658					613	613	729	629	2,000	1,900	7,545	7,645	
NPS	24,645		160	160					2,330	2,330	871	871	3,361	3,361	21,284	21,284	
BIA	4,113		23	23					628	628	567	567	1,218	1,218	2,895	2,895	
BIE	3,963		3,647	3,647							54	54	3,701	3,701	262	262	
Subtotal	68,905	0	6,045	6,045	0	0	0	0	3,897	3,897	3,369	3,065	13,311	13,007	55,594	55,898	746
AS-PMB																	
Immediate		2							0	0	6	6	6	6	-6	-6	
DAS-BFPA			3	3					0	0	7	7	10	10	-10	-10	
FBMS	72								0	0	36	36	36	36	36	36	
DAS-HCD									0	0	7	7	7	7	-7	-7	
DAS-LESEM									11	11	25	25	36	36	-36	-36	
DAS-ONRR	621		0	0			36	36	0	0	0	0	36	36	585	585	4
DAS-PIA			2	2					0	0	14	14	16	16	-16	-16	
DAS-TIBS			12	12					0	0	21	21	33	33	-33	-33	
OHA			61	61					0	0	0	0	61	61	-61	-61	
IBC	940		119	119					0	0	68	68	187	187	753	753	55
Subtotal	1,633	2	197	197	0	0	36	36	11	11	184	184	428	428	1,205	1,205	59
IOS																	
Immediate	42	6									7	7	7	7	35	35	3
Land Buy Back	8		8	8							0	0	8	8	0	0	
Alaska Field Office	13										0	0	0	0	13	13	
OCL	16	1									1	1	1	1	15	15	
Communications	15	2									1	1	1	1	14	14	
Exec Sec	31										2	2	2	2	29	29	2
IACB	10										4	4	4	4	6	6	1
DOI Museum	5										4	4	4	4	1	1	
AS-FWP	6	1									1	1	1	1	5	5	
AS-IA	215	3									60	60	60	60	155	155	
AS-INS	0	vacant									0	0	0	0	0	0	

Numbers are preliminary.

Department of the Interior
Contingency Plan Summary

Bureau/Office	Total Employee Count	Presidential Employees	Excepted Employees												Furloughed Employees		
			Non Appropriated Funding		Activities Expressly Authorized by Law		Activities Necessarily Implied by Law		Law Enforcement		Life & Safety, Other (Excluding Law Enforcement)		Total Employees Retained				
			Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	On Call
AS-LLM	8	vacant									1	1	1	1	7	7	
AS-WS	8	1									1	1	1	1	7	7	
Subtotal	377	14	8	8	0	0	0	0	0	0	82	82	90	90	287	287	6
OST	585		0	0					0	0	44	26	44	26	541	559	
Insular Office	36		0	0					0	0	2	2	2	2	34	34	
OIG	255		0	0					0	0	0	0	0	0	255	255	
SOL	421		19	19					0	0	15	15	34	34	387	387	
Total	72,212	16	6,269	6,269	0	0	36	36	3,908	3,908	3,696	3,374	13,909	13,587	58,303	58,625	811

Numbers are preliminary.

Year	Total Employee Count	Presidential Employees	Excepted Employees												Furloughed Employees		
			Non Appropriated Funding		Activities Expressly Authorized by Law		Activities Necessarily Implied by Law		Law Enforcement		Life & Safety, Other (Excluding Law Enforcement)		Total Employees Retained				
			Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	On Call
2013	72,212	16	6,269	6,269	0	0	36	36	3,908	3,908	3,696	3,374	13,909	13,587	58,303	58,625	811
													19%	19%	81%	81%	
2011	68,950		7,128	7,128					4,257	3,587	4,744	2,625	16,129	13,340	52,821	55,610	
													23%	19%	77%	81%	
1995	70,600		8,100	8,100							8,400	7,400	16,500	15,500	54,100	55,100	
													23%	22%	77%	78%	

Note: In the 1995 shutdown, Congress had enacted the FY 1996 Energy and Water Appropriations Act and BOR and CUPCA were operational.
Also, in 1995, approximately 1,500 Bureua of Mines employees were considered essential.

Department of the Interior
Contingency Plan for
Operations in the Absence of FY 2013 Appropriations

Introduction

This summary document provides an overview and of the contingency plans that are in place for the Department of the Interior and its bureaus and offices in order to proceed through an orderly shut-down in the event of a lapse in appropriations.

In a possible scenario where Congress fails to enact full year appropriations or to fund the Department of the Interior via a continuing resolution, the Department and its bureaus and offices will execute contingency plans. The plans provide the detail for each bureau and office and subsidiary entities to continue activities of the Department of the Interior in the following exempted categories:

- Programs financed by other than annual appropriations.
- Activities expressly authorized by law.
- Activities necessarily implied by law.
- Discharge of the President's constitutional duties and powers.
- Necessary activities to protect life and property.

Overview

Based on the plans developed, approximately 58,303 of the 72,208Department of the Interior employees projected to be in pay status would be furloughed at the outset of a suspension of activities. After a period of one week this would increase to 58,625 employees.

All areas of the National Park and National Wildlife Refuge Systems would be closed and public access would be restricted. The Bureau of Land Management would terminate all non-emergency activities on the public lands. The scientific work of the U.S. Geological Survey would be halted or conducted in a custodial manner. Only those activities needed to respond to emergency situations would be conducted by the Office of Surface Mining. The Bureau of Ocean Energy Management and the Bureau of Safety and Environmental Enforcement would continue to ensure the safety of drilling and production operations and issue drilling and other offshore permits, however renewable activities and five year plan work would be terminated. Most activities at Bureau of Indian Affairs agency, regional and headquarters offices would be suspended. Activities to continue payments to beneficiaries would continue. The Office of the Special Trustee for American Indians would maintain minimum operations necessary to issue checks to beneficiaries. Bureau of Reclamation activities related to continuing to provide for water and power deliveries would be continued, other activities would be suspended.

Approximately 13,897 employees are designated as excepted including 6,265 that would be funded through non-lapsing fund sources, 3,908 law enforcement personnel, and 3,696 employees retained to protect life and property. This number would decrease if the shutdown goes beyond two to three days as facilities are secured and other shutdown activities are completed. A limited number of employees providing administrative support for excepted functions, such as budget, IT, finance, and contracting, are included. Some of these employees may be required on an intermittent basis after the initial shutdown activities are completed. There would be 811 employees on call that would become excepted if necessary.

Approximately 6,265 employees would be continued in funded positions. The educational programs at BIE elementary and secondary schools are forward funded through the FY 2013 appropriations for the 2013-2014 school year and would continue to keep educational programs operational. There are some educational programs that would not continue as these are not forward funded. The Bureau of Reclamation would continue to operate non-appropriated, mandatory, or customer funded programs, such as operation of the Hoover Dam. Personnel needed to protect life and property, such as law enforcement and firefighting personnel, would be funded in the Bureau of Indian Affairs, Bureau of Land Management, Fish and Wildlife Service, and the National Park Service. In addition, the Fish and Wildlife Service would continue to operate several programs that are funded through permanent appropriations, including Sport Fish Restoration, North American Wetlands Conservation Fund, Migratory Bird Conservation Account, and the Natural Resources Damage Assessment Fund.

Shutdown Implementation

As soon as the Department receives direction from the Office of Management and Budget based on the absence of an appropriations bill or a continuing resolution, the Department would notify the bureaus to begin an orderly shutdown.

Shutdown procedures would be implemented at the beginning of the workday following the lapse in appropriations – on October 1, 2013. When a lapse in appropriations occurs on a weekday as it does this year, shutdown activities would be initiated on Tuesday, October 1. Employees whose normal tour of duty includes reporting to work on Tuesday would do so, unless otherwise notified by their supervisors.

Orderly shutdown activities to be completed including securing facilities and work stations and cancelling meetings and other previously arranged business. These activities should normally be completed within four hours.

Excepted Activities and Employees

The excepted total of 13,575 employees includes 6,265 funded through non-lapsing appropriations.

For lapsing appropriations, the Department's bureaus and offices have carefully reviewed staffing needs to complete orderly shutdown activities and to provide for the protection of life and property. The total number of employees would initially be approximately 7,632. After two to three days, the number would decrease to 7,310 as shutdown activities are completed.

Orderly Shutdown. After initial shutdown and the furlough of the majority of employees, it is anticipated that some employees would be continued for a brief period to complete shutdown of operations. Activities would include shutting down computer systems not needed to support essential functions, securing facilities, and completing human resources and financial paperwork. The largest number of employees in this category would be in the National Park Service, which anticipates that it would take two days to clear campgrounds and concession facilities of park visitors and to fully secure facilities.

Protection of Life and Property. After the completion of shutdown activities, the bureaus would continue a limited number of employees to assure protection of life and property. This includes:

- 3,900 employees engaged in law enforcement;
- 36 employees that would be retained to work in activities implied by law- the payment of monthly Mineral Leasing Act payments; and
- 3.374 employees that are to be retained to protect health and property.

The largest single group of such employees would be 3,908 law enforcement personnel, including the U.S. Park Police (852 officers) and Bureau of Indian Affairs police officers, criminal investigators, and detention center staff (600 employees). Law enforcement personnel would also be continued in the Fish and Wildlife Service, the Bureau of Land Management, and the Office of the Secretary.

The remaining personnel who would continue after completion of shutdown activities would provide for protection and maintenance of facilities, monitoring for emergencies, and similar and related activities. For example, a limited number of National Park Service and Fish and Wildlife employees would be maintained at parks, refuges and hatcheries to protect facilities, maintain the closure of public areas, and care for wildlife. The U.S. Geological Survey would maintain personnel responding to earthquakes and monitoring real-time streamgages that are used by the National Weather Service to forecast floods. Where full-time coverage is not required, employees would be furloughed on a standby basis and called in only when necessary.

Recall of Employees. In the event of a prolonged shutdown, furloughed employees may be recalled as necessary to conduct specific shutdown activities or to respond to health and property emergencies.

Direction and Guidance

The Department's contingency planning effort is guided by a set of guidance documents listed below that provide the guidance and history for development of contingency plans. In addition, the Department developed a consistent set of guidance for updating the plans and the framework for specific areas that is based on the following guidance.

- OMB Memorandum M-13-22, Planning for Agency Operations During a Lapse in Appropriations;
- OMB Memorandum M-11-13, Planning for Agency Operations During a Laps in Government Funding, April 7, 2011;
- OMB Circular A-11, Section 124 – Agency Operations in the Absence of Appropriations;
- OMB Memorandum M-96-07, *Planning for Agency Operations in the Absence of Appropriations*, December 14, 1995;
- OMB Memorandum M-96-01, *Planning for Agency Operations*, November 9, 1995;
- OMB Memorandum, *Agency Operations in the Absence of Appropriations*, November 17, 1981;
- Opinion of the Attorney General of the United States, 43 Op. Atty. Gen. 293; January 16, 1981;
- U.S. Department of Justice, Office of Legal Counsel, *Memorandum for Alice Rivlin*, August 16, 1995;
- Congressional Research Service Report for Congress, *Shutdown of the Federal Government: Causes, Processes, and Effects*, August 6, 2013;
- Congressional Research Service Report for Congress, *Shutdown of the Federal Government: Causes, Processes, and Effects*, September 27, 2010;
- Congressional Research Service Report for Congress, *Shutdown of the Federal Government: Causes, Effects, and Process*, September 20, 2004;

Specifics of Bureau Plans

Bureau of Land Management. BLM's plan is consistent with the April 2011 plan. BLM would retain on a continuing basis 580 employees to execute the shutdown, protect property, and to respond to emergencies. This includes 300 law enforcement personnel, but would also include employees to monitor for emergencies, care and feed animals under BLM's immediate control, and for inspection and enforcement functions to protect life and property. The total includes

firefighting crews, hazardous materials response personnel, and other personnel who would be available on an on-call basis. Also excepted from furlough would be a limited number of administrative personnel, including State Directors, National Operations Center finance and IT staff, and sufficient Directorate staff to provide leadership and liaison for continuing activities. Processing of applications for public lands would be suspended. Visitor centers would be closed. Campgrounds would be closed or posted as closed in areas where public access cannot practically be restricted. Continuing activities that are funded by non-lapsing funds include the helium program, which would be experiencing a decommissioning during October 1-14,

Bureau of Ocean Energy Management. The plans for BOEM and BSEE are new, in that the BOEMRE has since been divided into these two new bureaus.

The BOEM plan is not comparable to the April 2011 plan. BOEM would not continue renewable work or work on the five year plan, EIS preparation, or the review of exploration and development plans. BOEM is experiencing a constrained ability to utilize offsetting collections due to the requirement to have sufficient cash available for obligations. BOEM would conduct four excepted functions including support for BSEE permitting operations, emergency response, administrative services, and personnel functions. BOEM would retain 72 employees that are needed for protection of life and property and 8 employees that are funded from non-lapsing sources.

Bureau of Safety and Environmental Enforcement. The Bureau of Safety and Environmental Enforcement would continue operation of about 53% of its functions with 408 employees reporting for full time duty. Non-appropriated funds would be used to cover the cost.
The major on-going activities that would continue include review and processing of exploration and development plans as well as applications for drilling permits and other offshore permits. Inspections would continue to be performed.

Office of Surface Mining Reclamation and Enforcement. On a continuing basis, OSM plans to retain 8 employees deemed necessary for the protection of public safety and property and to manage and coordinate essential field operations of the OSM Federal and State AML Emergency programs and State and Federal regulatory programs. Other employees may be called on to respond to emergency situations and conduct inspections, and declare emergency projects submitted by States or OSM staff, as appropriate. Administrative support for these functions, such as contracting, may also be required and employees would be contacted for such support, as needed.

Bureau of Reclamation. Reclamation has identified 1,712 excepted personnel including 1,037 staff funded using non-appropriated sources that would be retained during a lapse in appropriations. Within the Washington Office, employees would be exempt from furlough,

including the Commissioner, Deputy Commissioners for External and Governmental Affairs, Operations, Policy, Administration and Budget, and the Director and limited staffing to support budget and other administrative support functions. Employees in Denver would include oversight staffing for security, safety and law enforcement for Reclamation's facilities, financial management, IT, contracting and other administrative support functions. The remaining personnel would be located at Reclamation's five regional offices and would perform essential functions as well as provide support to non-appropriated funded programs that would remain open. Programs responsible for the delivery of water and power would continue and some visitor facilities, for example Hoover Dam and Grand Coulee Dam would be open as these are funded from non-lapsing sources of funds.

Central Utah Project Completion Act Office. CUPCA has sufficient carryover funding to continue operating and all 4 employees would continue working. CUPCA would monitor funding availability and adjust operating levels as necessary should the lapse in appropriations be for an extended period.

U.S. Geological Survey. USGS has identified 93 employees to be excepted from furlough for the orderly suspension of operations and for the protection of life and property during the duration of the shutdown with reduction to 43 after 40 hours of shutdown activities. Employees would perform such activities as inspection and maintenance of sensitive scientific equipment and facilities, monitoring of real-time streamgages that are used by the National Weather Service to forecast floods, maintenance of communication with States relative to hydrologic events, protection of classified mapping data and support of Landsat satellite safety and computer support through the EROS Data Center, sustaining fish and animal life, continued operation of earthquake and volcano monitoring systems, and related administrative support.

Fish and Wildlife Service. FWS would exempt from furlough 2,000 employees initially to be reduced to 1,900 once facilities are secured. This includes 1,242 who are deemed necessary for law enforcement and to protect property, and to care for fish and wildlife at refuges and hatcheries. During the period of shutdown, all administrative offices and visitor centers at refuges would be closed. The individuals retained includeemployees at each hatchery to protect the physical facility and maintain the fish at the hatchery; employees at each staffed national wildlife refuge to protect the physical facility and keep the refuge open for access to public rights-of-way; law enforcement field agents and required support personnel; employees in Budget, Planning and Human Capital, Financial Management, Contracting and Facilities Management, Information and Technology Resource Management, the National Conservation Training Center, and External Affairs to direct orderly shutdown and provide for continuing activities. About 658 employees whose salaries are paid from permanent appropriations (receipts) and unobligated carryover balances would not be furloughed. Examples of permanent

accounts include Sport Fish Restoration, North American Wetlands Conservation Fund, Migratory Bird Conservation Account, and the Natural Resources Damage Assessment Fund.

National Park Service. In the event of a lapse in appropriations, NPS would close and secure all park facilities. Park facilities would generally not be available to park visitors. Visitor centers would be closed and access to park areas denied, including the Statue of Liberty and Ellis Island, Independence Hall, Alcatraz, and the Washington Monument. Park roads would be closed except when they are necessary as thruways. All concession operated services and facilities would be closed unless they are deemed essential for health and safety reasons, are needed to support on-going excepted NPS activities or are located in urban areas where full NPS law enforcement coverage is continued due to the inability to control visitor access. Visitors using overnight concession accommodations and campgrounds would be notified and given 48 hours to make alternate arrangements and leave the park. Emergency responders, including fire management, EMS, and law enforcement personnel, not required for essential activities would be placed on furlough but may be called back to duty if an emergency situation arises.

For the first two or three days of a shutdown, approximately 5,800 of the 20,076 staff would remain on duty. As visitors leave the parks and facilities are secured, their numbers would be reduced. Park superintendents would maintain a list of personnel who would be excepted from furlough during a prolonged shutdown. About 3,360 employees (including the U.S. Park Police) would be continued for the duration of a shutdown. Employees at the NPS project management support centers in Harper's Ferry, West Virginia and Denver, Colorado, who are necessary for direct project management of ongoing projects funded by multi-year appropriations would remain on duty.

Bureau of Indian Affairs. BIA would exempt 1,195 employees from furlough for the duration of the shutdown, including 628 law enforcement and 567 other employees needed to protect life and property. This includes personnel to ensure continued payments to beneficiaries and management of detention centers. A limited number of management and administrative personnel would be deemed exempted from furlough to respond to inquiries from tribal governments; to provide for limited financial management, contracting, human resources, and IT support functions; and to provide child protection services on Indian reservations and provide social services in situations where health or safety would otherwise be jeopardized. A total of about 2,895 BIA employees would be furloughed.

Bureau of Indian Education. BIE would exempt 3,701 employees, including 3,647 that are funded from education forward funds and 54 needed to protect life and property. Funds that were appropriated in FY 2013 are available to operate BIE elementary and secondary schools for the 2013-2014 school year. A number of education programs, including FACE, that are not forward funded would not continue in operation. BIE would furlough 262 employees.

Departmental Offices. Presidential advice-and-consent officials, whose continuance on duty is authorized by law under Department of Justice interpretations, would remain on duty, supported by a limited staff to provide coordination and policy guidance for emergency and funded Department operations. A small number of operational staff would be on duty or on call to coordinate or supervise firefighting, law enforcement, and emergency response and similar activities, to maintain communications and provide budget, financial, information technology, human resources, and contracting support, and to provide for operation and protection of the Stewart L. Udall Main and South Interior Buildings. Of the approximately 2,010 employees of the Office of the Secretary, 510 would be retained including 205 funded from non-lapsing sources of funds. In the Office of the Special Trustee for American Indians a total of 26 employees would be retained to protect life and property and 541 employees would be furloughed. In the Office of the Solicitor 34 employees would be excepted and 387 would be furloughed. In the Office of the Inspector General no employees are excepted and all 255 would be furloughed.

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Monday, September 23, 2013 8:25 AM
To: adrianne_moss@ios.doi.gov; Amy Holley; Anderson, James; Andrew Jackson; Angela Graziano; Bender, Kathryn L; Benjamin Milakofsky; Bernard Mazer; Beverly Stephens; Bruce Delaplaine; Bruce Sheaffer; Celina Cunningham; Charlip, Ralph B; Chris Nolin; Dave Achterberg; Denise Flanagan; Diane Wade; Edward Keable; Edward Simermeyer; Ellen Bliss; Gillick, Larry; Glenn, Douglas A; Gould, Greg; Grayford Payne; James Mccaffery; Janine Velasco; Jean Maybee; Joe Nassar; Jonathan Andrew; Jorge Silva-Banuelos; Kerry Rae; Kimberly Thorsen; Loraine Dawkins; Lori Faeth; Lukjanczuk, Tamara; Margaret Schneider; Mark Lawyer; Mary Pletcher; Michael Bean; Michael Black; Neely, Cynthia; Nichelle Rogers; Pam Haze; Paul Mussenden; Reed Murray; Richard Cardinale; Richard Farr; Robert Wolf; Ruth Stokes; Santos, Tyrone; Scott Mabry; Shayla Simmons; Smith, Clarence; Stephen Hardgrove; Thomas Lillie; Thomas Mulhern; Thomas Thompson; Thomas Wayson; Tommy Tomsan; Vicki Forrest; Walter Cruickshank; Will Shipp; Willie Taylor; Tim Murphy
Subject: Re: Contingency Planning
Attachments: contingency planning update and instructions Sept 23.docx

One of the attachments was not readable. Here is a readable version.

On Mon, Sep 23, 2013 at 8:13 AM, Haze, Pam <pam_haze@ios.doi.gov> wrote:
Dear Team:
We got direction late Friday on the timeline for the next week leading up to October 1. I have attached for you a timeline to follow. There will be a meeting at OMB today to go over the timeline and additional instructions so we may have more later.

Also attached is a draft DOI summary of the shutdowm and a matrix of the numbers for each bureau and office. Can I ask you to get back to us with number changes and comments on the plan by cob tomorrow?

We will also get you comments later today on your plan and ask you to revise it and resubmit by tomorrow cob.

Please send your comments to me and to Ralph Charlip. htanks

DEPARTMENT OF THE INTERIOR
CONTINGENCY PLANNING FOR A LAPSE IN APPROPRIATION
September 2013

Contingency Planning Timeline

OMB has issued a schedule to guide us through contingency planning and preparation for a possible shut down.

The plans will be discussed by senior government leadership at a Monday, September 23 PMC Meeting.

OMB examiners will be actively engaged in the review of the plans.

That means we need employee counts and updated plans by cob Tuesday, September 24. We will be giving you comments on your plans on Monday, September 23 with instructions for revision.

Schedule for Contingency Planning:

- Monday, September 23 – PMC meeting that AS-PMB will attend.
  PMB meeting and possible additional direction
  DOI Summary, Matrix of employee numbers, and comments on bureau/office plans will be issued by PMB.

- Tuesday, September 24- Daily updates start
  Team meeting 2-3 pm
  Bureaus/offices to provide employee counts, and updated plans by cob Tuesday,

- Wednesday, September 25 - Plans are due to OMB
  Bureaus/offices to complete one page summary and q&a

- Thursday, September 26 – Discussions begin with unions on furlough decisions
  PMB will notify national unions and bureaus/offices notify local unions
  PMB and bureau/office acquisition offices alert contractors

- Friday, September 27 – Federal agencies post their contingency plans
  PMB will work with Communications on posting plans.

- Monday, September 30 - DOI issue an all employee notice, bureaus/offices should conduct communications to employees

- Tuesday, October 1 - Employees report to duty.
  Bureaus/offices provide employees with furlough notices and furloughed employees are released when they complete their shutdown (within four hours).

DEPARTMENT OF THE INTERIOR
CONTINGENCY PLANNING FOR A LAPSE IN APPROPRIATION
September 2013

Contingency Planning Checklist
This checklist is based on OMB Circular A-11 (2013), Section 124.1.

Summary of significant agency activities that will continue and will cease.

An estimate of time to the nearest half day needed to complete shut down.

- Identify the number of employees that would be able to complete shutdown in one-half day

- Identify activities that cannot be shut down in one-half day and indicate the number of employees involved in those activities and the estimated time for shut down

The number of employees on board on September 30.

The number of employees that are exempt from furlough including Presidential appointees,

The number of employees to be retained in the following "excepted" categories:

1. Presidential appointees

2. Employees in programs financed by other than annual appropriations and in which work will continue. Provide the specific list of programs with estimated positions/employees for each.

2. Employees needed to perform activities expressly authorized by law. This includes employees to make mandatory entitlement payments.

3. Employees needed to perform activities necessarily implied by law. This includes activities that need to continue because suspension would prevent or significantly damage the execution of the terms of a statutory authorization or appropriation. For example, staff to continue to make monthly payments to States that are required by law, e.g. Mineral Leasing Act payments.

4. Employees necessary to the discharge of the President's constitutional duties and powers. This includes the Commander in Chief and employees conducing foreign relations.

5. Employees necessary to conduct law enforcement duties.

6. Employees necessary to protect life and property. These determinations should be made based on an assessment that the safety of life or the protection of property would be compromised in some significant degree and that the threat to life and property can be reasonably said to be near at hand and demanding of immediate attention. Examples include protection of Federal lands, buildings, equipment and property, care of prisoners, emergency and disaster assistance, activities required to ensure production of power and maintenance of power distribution, and active law enforcement and criminal investigation.

The legal basis for the retention of positions/employees for the categories above

The number of employees that are not included in the categories above and will be furloughed.

The number of employees on call.

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Monday, September 23, 2013 1:48 PM
To: adrianne_moss@ios.doi.gov; Amy Holley; Anderson, James; Andrew Jackson; Angela Graziano; Bender, Kathryn L; Benjamin Milakofsky; Bernard Mazer; Beverly Stephens; Bruce Delaplaine; Bruce Sheaffer; Celina Cunningham; Charlip, Ralph B; Chris Nolin; Dave Achterberg; Denise Flanagan; Diane Wade; Edward Keable; Edward Simermeyer; Ellen Bliss; Gillick, Larry; Glenn, Douglas A; Gould, Greg; Grayford Payne; James Mccaffery; Janine Velasco; Jean Maybee; Joe Nassar; Jonathan Andrew; Jorge Silva-Banuelos; Kerry Rae; Kimberly Thorsen; Loraine Dawkins; Lori Faeth; Lukjanczuk, Tamara; Margaret Schneider; Mark Lawyer; Mary Pletcher; Michael Bean; Michael Black; Neely, Cynthia; Nichelle Rogers; Pam Haze; Paul Mussenden; Reed Murray; Richard Cardinale; Richard Farr; Robert Wolf; Ruth Stokes; Santos, Tyrone; Scott Mabry; Shayla Simmons; Smith, Clarence; Stephen Hardgrove; Thomas Lillie; Thomas Mulhern; Thomas Thompson; Thomas Wayson; Tommy Tomsan; Vicki Forrest; Walter Cruickshank; Will Shipp; Willie Taylor; Tim Murphy
Subject: Re: Contingency Planning
Attachments: NPS OnePager.docx; USGS PublicShutdown QA's v2.docx

sorry here are attachments

On Mon, Sep 23, 2013 at 1:47 PM, Haze, Pam <pam_haze@ios.doi.gov> wrote:
Dear bureaus and offices:

We have been asked for updated one pagers and q&a's. From the set that we prepared the last go round I have a sample one-pager from NPS and a sample q&a from USGS. Can you please have these drafted and send them to me and Ralph by Wednesday noon?

Need one for:
BLM
BOEM
BSEE
OSM
BOR
CUPCA
USGS
NPS
BIA
BIE
ONRR
IBC
OST
Insular Office
OIG
SOL

On Mon, Sep 23, 2013 at 8:24 AM, Haze, Pam <pam_haze@ios.doi.gov> wrote:
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On Mon, Sep 23, 2013 at 8:13 AM, Haze, Pam <pam_haze@ios.doi.gov> wrote:
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Also attached is a draft DOI summary of the shutdowm and a matrix of the numbers for each bureau and office. Can I ask you to get back to us with number changes and comments on the plan by cob tomorrow?

We will also get you comments later today on your plan and ask you to revise it and resubmit by tomorrow cob.

Please send your comments to me and to Ralph Charlip. htanks

DEPARTMENT OF THE INTERIOR
CONTINGENCY PLAN ONE PAGER SUMMARY

I. Services and programs that will remain operational.

NAME OF SERVICE/PROGRAM	REASON
NPS Law Enforcement (including U.S. Park Police) and disaster assistance	Emergency – Protection of life and property
Firefighting and monitoring	Emergency – Protection of life and property
Emergency rescue and medical care	Emergency – Protection of life and property
Border and coastal protection and surveillance	Emergency – Protection of life and property
Oil spill response	Excepted – Funded from non-lapsed appropriations
Protection of critical infrastructure and NPS property and resources	Excepted activity
Access to "thru" roads	Excepted activity

II. Services and programs that will be closed.

- **National park units will be closed and secured where possible (Mall area will be open, while the Washington Monument will be closed).**
- **Visitor centers and other facilities will be closed.**
- **Education programs and special events will be canceled.**
- **Permits for special events will be rescinded.**
- **Guests staying in hotels and campgrounds will be notified of the closure and given 48 hours to make alternate arrangements and leave the park.**

III. Key citizen services that will be impacted.

- **394 national park units will be closed and day-use visitors asked to leave.**
- **All entrances, parking lots, and facilities that can be secured will be closed.**
- **All permits, events, and activities will be canceled.**
- **Concession-provided services, including marinas, lodging, campgrounds, and food service will be closed to visitors, except where needed to support emergency services.**

IV. Employees.

- **Total Agency Employees: 20,076**
- **Total Employees Furloughed: 16,715**

Please send summary to Julie Siegel at JSiegel@omb.eop.gov.

USGS
CONTINGENCY PLAN Q & A DOCUMENT
APRIL 7, 2011

We continue to hope that Congress will reach an agreement to avoid a government shutdown, but we are working to prepare for all possible scenarios.

Because the USGS is a scientific organization and a government shutdown will require that USGS scientific research be discontinued, which will impact the availability of information about the earth, natural resources, energy, and other important matters.

What excepted functions will the USGS continue to perform?

The USGS has identified 200 employees who are needed to provide leadership and mission support for the protection of life and property in the event of a national disaster or emergency.

Will the USGS continue to provide streamgage information to the National Weather Service if there are floods?

Yes, flood response efforts will continue by providing data to emergency flood managers.

What will happen if there is a major earthquake in the United States?

The scientists at the National Earthquake Information Center will be on duty to monitor the earthquake activity. However, USGS personnel will not be available to service the seismic network stations in the event of a station outage. Additional staff will be called upon to respond to an earthquake disaster.

Will Landsat satellite coverage continue?

Yes, Landsat 5 and 7 satellite operations will continue to ensure the protection and maintenance of government property.

What will happen if there is a volcanic eruption in the United States?

USGS will continue to operate our five volcano observatories to monitor volcanic activity. Research activities will be discontinued. Additional staff will be called upon to respond to a volcanic event affecting life and safety.

Will animals at USGS facilities be cared for?

Yes, caring for animals will continue as will activities related to the detection and analysis of zoonotic threats in wildlife.

Will the USGS continue ecosystem restoration efforts for the Chesapeake Bay and the Everglades?

All research activities related to ecosystem health and restoration will be discontinued.

Will water quality monitoring and analyzing continue?

Water quality data will not be received, analyzed or disseminated to the public.

Will efforts to restore the endangered whooping crane to the wild continue?

Whooping cranes will be fed and cared for but research activities will cease.

Will research and assessment efforts looking at impacts from the Deepwater Horizon oil spill continue?

Activities related to the oil spill will cease.

Will USGS provide data needed to predict the size of the Gulf of Mexico hypoxic (dead) zone?

No, this activity will cease.

What are some other impacts to citizens?

Access to publications, maps, and data will be limited and most of the USGS scientific publications will not be available on the website.

Will the USGS toll-free number continue to be answered?

No, inquiries from reporters and the public will not be answered & outreach activities at USGS offices nationwide will be discontinued. The toll free number, 1-888-ASK-USGS, will not be answered.

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Monday, September 23, 2013 1:47 PM
To: adrianne_moss@ios.doi.gov; Amy Holley; Anderson, James; Andrew Jackson; Angela Graziano; Bender, Kathryn L; Benjamin Milakofsky; Bernard Mazer; Beverly Stephens; Bruce Delaplaine; Bruce Sheaffer; Celina Cunningham; Charlip, Ralph B; Chris Nolin; Dave Achterberg; Denise Flanagan; Diane Wade; Edward Keable; Edward Simermeyer; Ellen Bliss; Gillick, Larry; Glenn, Douglas A; Gould, Greg; Grayford Payne; James Mccaffery; Janine Velasco; Jean Maybee; Joe Nassar; Jonathan Andrew; Jorge Silva-Banuelos; Kerry Rae; Kimberly Thorsen; Loraine Dawkins; Lori Faeth; Lukjanczuk, Tamara; Margaret Schneider; Mark Lawyer; Mary Pletcher; Michael Bean; Michael Black; Neely, Cynthia; Nichelle Rogers; Pam Haze; Paul Mussenden; Reed Murray; Richard Cardinale; Richard Farr; Robert Wolf; Ruth Stokes; Santos, Tyrone; Scott Mabry; Shayla Simmons; Smith, Clarence; Stephen Hardgrove; Thomas Lillie; Thomas Mulhern; Thomas Thompson; Thomas Wayson; Tommy Tomsan; Vicki Forrest; Walter Cruickshank; Will Shipp; Willie Taylor; Tim Murphy
Subject: Re: Contingency Planning

Dear bureaus and offices:

We have been asked for updated one pagers and q&a's. From the set that we prepared the last go round I have a sample one-pager from NPS and a sample q&a from USGS. Can you please have these drafted and send them to me and Ralph by Wednesday noon?

Need one for:
BLM
BOEM
BSEE
OSM
BOR
CUPCA
USGS
NPS
BIA
BIE
ONRR
IBC
OST
Insular Office
OIG
SOL

On Mon, Sep 23, 2013 at 8:24 AM, Haze, Pam <pam_haze@ios.doi.gov> wrote:
One of the attachments was not readable. Here is a readable version.

On Mon, Sep 23, 2013 at 8:13 AM, Haze, Pam <pam_haze@ios.doi.gov> wrote:

Dear Team:
We got direction late Friday on the timeline for the next week leading up to October 1. I have attached for you a timeline to follow. There will be a meeting at OMB today to go over the timeline and additional instructions so we may have more later.

Also attached is a draft DOI summary of the shutdowm and a matrix of the numbers for each bureau and office. Can I ask you to get back to us with number changes and comments on the plan by cob tomorrow?

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From: Charlip, Ralph <ralph_charlip@ios.doi.gov>
Sent: Monday, September 23, 2013 10:28 PM
To: adrianne_moss@ios.doi.gov; Amy Holley; Anderson, James; Andrew Jackson; Angela Graziano; Bender, Kathryn L; Benjamin Milakofsky; Bernard Mazer; Beverly Stephens; Bruce Delaplaine; Bruce Sheaffer; Celina Cunningham; Charlip, Ralph B; Chris Nolin; Dave Achterberg; Denise Flanagan; Diane Wade; Edward Keable; Edward Simermeyer; Ellen Bliss; Gillick, Larry; Glenn, Douglas A; Gould, Greg; Grayford Payne; James Mccaffery; Janine Velasco; Jean Maybee; Joe Nassar; Jonathan Andrew; Jorge Silva-Banuelos; Kerry Rae; Kimberly Thorsen; Loraine Dawkins; Lori Faeth; Lukjanczuk, Tamara; Margaret Schneider; Mark Lawyer; Mary Pletcher; Michael Bean; Michael Black; Neely, Cynthia; Nichelle Rogers; Pam Haze; Paul Mussenden; Reed Murray; Richard Cardinale; Richard Farr; Robert Wolf; Ruth Stokes; Santos, Tyrone; Scott Mabry; Shayla Simmons; Smith, Clarence; Spano, Julie; Stephen Hardgrove; Thomas Lillie; Thomas Mulhern; Thomas Thompson; Thomas Wayson; Tommy Tomsan; Vicki Forrest; Walter Cruickshank; Will Shipp; Willie Taylor
Subject: Shutdown Plan Feedback 23 Sep 13

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.

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- 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
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

From: Jason Gibson <jason_gibson@nps.gov>
Sent: Tuesday, September 24, 2013 7:17 AM
To: Beverly Stephens
Cc: Bruce Sheaffer
Subject: Re: Shutdown Plan Feedback 23 Sep 13

Oh wow. Just wow. I see he has reversed course from actual names to just position listings. :)

Sent from my iPhone

On Sep 23, 2013, at 10:45 PM, Beverly Stephens <grace_stephens@nps.gov> wrote:

> Looks like Ralphie has some edits for us - nice of him to share with all 50 people.
>
> Begin forwarded message:
>
> > **From:** "Charlip, Ralph" <ralph_charlip@ios.doi.gov>
> > **Date:** September 23, 2013, 10:27:38 PM EDT
> > **To:** "adrianne_moss@ios.doi.gov" <adrianne_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>
Subject: Shutdown Plan Feedback 23 Sep 13

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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.

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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.
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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.
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   - 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.
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- 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.

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- 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
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

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Tuesday, September 24, 2013 7:58 AM
To: Charlip, Ralph
Cc: adrianne_moss@ios.doi.gov; Amy Holley; Anderson, James; Andrew Jackson; Angela Graziano; Bender, Kathryn L; Benjamin Milakofsky; Bernard Mazer; Beverly Stephens; Bruce Delaplaine; Bruce Sheaffer; Celina Cunningham; Chris Nolin; Dave Achterberg; Denise Flanagan; Diane Wade; Edward Keable; Edward Simermeyer; Ellen Bliss; Gillick, Larry; Glenn, Douglas A; Gould, Greg; Grayford Payne; James Mccaffery; Janine Velasco; Jean Maybee; Joe Nassar; Jonathan Andrew; Jorge Silva-Banuelos; Kerry Rae; Kimberly Thorsen; Loraine Dawkins; Lori Faeth; Lukjanczuk, Tamara; Margaret Schneider; Mark Lawyer; Mary Pletcher; Michael Bean; Michael Black; Neely, Cynthia; Nichelle Rogers; Paul Mussenden; Reed Murray; Richard Cardinale; Richard Farr; Robert Wolf; Ruth Stokes; Santos, Tyrone; Scott Mabry; Shayla Simmons; Smith, Clarence; Spano, Julie; Stephen Hardgrove; Thomas Lillie; Thomas Mulhern; Thomas Thompson; Thomas Wayson; Tommy Tomsan; Vicki Forrest; Walter Cruickshank; Will Shipp; Willie Taylor
Subject: Re: Shutdown Plan Feedback 23 Sep 13

Dear Team - to let you know what is happening. The timeframes are moving forward a bit. Late yesterday we received direction from OMB that our shutdown plans are to be complete by cob Wednesday. Also, OMB is to have reviewed them before we finalize.

I worked out an arrangement with OMB whereby they will review our initial draft plans and the comment we gave you in this email. They will give us any additional comments to incorporate before we finalize the plans on Wednesday. My request to you is to incorporate our comments and have your plans finalized by no later than noon tomorrow. In the meantime as we get input from OMB we will share it with you.

Please work with us in these short timeframes as we will need to take your plans and prepare a summary. Please do not hesitate to call if you have questions about our comments. thanks

On Mon, Sep 23, 2013 at 10:27 PM, Charlip, Ralph <ralph_charlip@ios.doi.gov> wrote:

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:

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- 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
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

From: Charlip, Ralph <ralph_charlip@ios.doi.gov>
Sent: Wednesday, September 25, 2013 9:46 PM
To: Stephens, Beverly
Cc: Mary Pletcher; Pam Haze; Bruce Sheaffer
Subject: Re: updated NPS plan
Attachments: attachment 1 NPS contingency plan v2.xlsx

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

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

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

Excepted Employees by Category	
Exception Category	
Law Enforcement / EMS / Fire / USPP	2,330
Funded Through Non-Appropriated Sources (estimate - depends on active	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	
Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	7
Director	
Deputy Director, Operations	
Comptroller	
Associate Director, Visitor & Resource Protection	
Associate Director, Workforce Management	
Associate Director, Business Services	
Associate Director, Information Resources	
Contracting, Finance, and Budget	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	
Budget analyst	
Budget analyst	
Budget analyst	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
Alaska Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	64
Intermountain Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	630
Midwest Region	

Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	229
National Capitol Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park/US Park Police Staff (positions TBD by region and USPP)	852
Northeast Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	485
Pacific West Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	664
Southeast Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	

Total Park Staff (positions TBD by region)	345
Other Offices	51
TOTAL	**3377**

Excepted Employees by Category	
Exception Category	
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: Charlip, Ralph <ralph_charlip@ios.doi.gov>
Sent: Wednesday, September 25, 2013 9:59 PM
To: Stephens, Beverly
Subject: Re: updated NPS plan

OK, thanks

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 9:56 PM, Stephens, Beverly <grace_stephens@nps.gov> wrote:
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:
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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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Special Assistant to the Comptroller
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From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Thursday, September 26, 2013 7:36 AM
To: Stephens, Beverly
Cc: Mary Pletcher; Bruce Sheaffer
Subject: Re: updated NPS plan

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 enforcemetn 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.

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Grace

--
Grace Stephens
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(202) 208-4228

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Thursday, September 26, 2013 8:15 AM
To: Beverly Stephens
Cc: Mary Pletcher; Bruce Sheaffer
Subject: Re: updated NPS plan

bruce and I talked we are good

On Thu, Sep 26, 2013 at 8:02 AM, Beverly Stephens <grace_stephens@nps.gov> wrote:
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
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> Thanks,

Grace

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

From: Charlip, Ralph <ralph_charlip@ios.doi.gov>
Sent: Thursday, September 26, 2013 11:18 AM
To: Bruce Sheaffer; Beverly Stephens
Subject: NPS Shutdown Plan
Attachments: NPS contingency plan 925.docx

Last night, very late, after Mary Pletcher and Pam Haze had the opportunity to complete their review of your shutdown plan submission, a final document was sent to OMB. This document is the version that we anticipate posting to www.doi.gov/shutdown tomorrow between Noon and 3 pm. For your records, attached is the plan that was submitted to OMB.

We recognize there may be changes in your plan over the next few days and if we have a shutdown we will likely ask for any updates. But in the meantime, unless you have a substantive change to your plan, you do not need to send any changes at this time.

Thanks and please let me know if you have any questions.

Ralph Charlip, FACHE
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ralph_charlip@ios.doi.gov

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. 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. Day use visitors will be instructed to leave the park immediately as part of Phase 1 closures. Phase 2 will be initiated by the Director and includes the complete shutdown of all concession facilities and commercial visitor services. Visitors utilizing overnight concession accommodations and campgrounds will be notified to make alternate arrangements and depart the park as part of Phase 2. 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:

- 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.

- Providing for finance and contracting activities such as 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.

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 staff is estimated to be no more than 44 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 (a total of 21) 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. The current estimate is that 3,269 park staff will be excepted.

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. The estimated total for these offices is 51.

Part 2: Designation of Exempt and 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.

Office/Region	Exempt and Excepted Employees
Headquarters	
Leadership Staff	10
Contracting, Finance, and Budget	34
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	**3,385**

Exempt and Excepted Employees by Category	
Law Enforcement / EMS / Fire / USPP	2,330
All Other Excepted Employees	871
NPS Employees, as of 9/10/2013	24,645
Estimated Employees to be Furloughed	**21,428**

ATTACHMENT – INSTRUCTIONS FOR SHUTDOWN

This attachment describes the Service's plan for orderly shutdown of activities in the event of a lapse of appropriations.

Attachment

Effective 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 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.
4. Anyone 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.

From: Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent: Thursday, September 26, 2013 11:38 AM
To: Charlip, Ralph; Pam K Haze; Mary Pletcher
Cc: Beverly Stephens
Subject: Re: NPS Shutdown Plan
Attachments: NPS contingency plan 2013 v6.docx

We did change it again, following many of our own conversations late last night and this morning. Please post this version, v6. There are some substantive changes.

On Thu, Sep 26, 2013 at 11:17 AM, Charlip, Ralph <ralph_charlip@ios.doi.gov> wrote:

Last night, very late, after Mary Pletcher and Pam Haze had the opportunity to complete their review of your shutdown plan submission, a final document was sent to OMB. This document is the version that we anticipate posting to www.doi.gov/shutdown tomorrow between Noon and 3 pm. For your records, attached is the plan that was submitted to OMB.

We recognize there may be changes in your plan over the next few days and if we have a shutdown we will likely ask for any updates. But in the meantime, unless you have a substantive change to your plan, you do not need to send any changes at this time.

Thanks and please let me know if you have any questions.

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

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

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

Part 2: Designation of Excepted Personnel

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

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TOTAL	**3,196**
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NPS Employees, as of 9/10/2013	24,645
Total Employees to be Furloughed	**21,449**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Phase 2 Shutdown Procedures:
Should a prolonged lapse in appropriations occur, it will be necessary to take the following additional steps. Do not initiate any of the following actions until instructed to do so by the Washington Office.

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

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

Concession and Campsite Closedown Procedures (Phase 2):
All parks should take the following steps to secure park facilities and shut down concession and campsite operations while ensuring the safety of park visitors:

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

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

From: Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent: Thursday, September 26, 2013 12:09 PM
To: Pam K Haze; Beverly Stephens; Ralph Charlip; Mary Pletcher
Subject: final - please post this one
Attachments: NPS contingency plan 2013 v6.docx; attachment 1 NPS contingency plan v6.xlsx

one final number shift and the attachment has now been updated. Please use these two documents for the website. thanks

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

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

Phase 2 Shutdown Procedures:
Should a prolonged lapse in appropriations occur, it will be necessary to take the following additional steps. Do not initiate any of the following actions until instructed to do so by the Washington Office.

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

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

Concession and Campsite Closedown Procedures (Phase 2):
All parks should take the following steps to secure park facilities and shut down concession and campsite operations while ensuring the safety of park visitors:

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

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

Total Employees Essential v. Furlough	
NPS Employees, as of 9/10/2013	24645
NPS Employees deemed essential	3266
NPS Employees to be Furloughed	21379

Excepted Employees by Region	
Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	12
Contracting, Finance, and Budget	34
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	661
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	121
TOTAL	**3266**
Law Enforcement / EMS / Fire / USPP	[*2139*]

Total Employees Essential v. Furlough	
NPS Employees, as of 9/10/2013	24645
NPS Employees deemed essential	3266
NPS Employees to be Furloughed	21379

Excepted Employees by Region	
Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	12
Director	
Deputy Director, Operations	
Comptroller	
Associate Director, Visitor & Resource Protection	
Associate Director, Workforce Management	
Deputy Associate Director, Workforce Management	
Associate Director, Business Services	
Associate Director, Information Resources	
Technical Support	
Associate Director, Communications	
Chief Spokesperson	
Communications Specialst	
Contracting, Finance, and Budget	34
Deputy Comptroller	
Deputy CFO	
Special Assistant to the Comptroller	
Chief of Contracting	
Contracting Officer	
Contracting Officer	
Contracting Officer	
Chief of Execution	
Voucher Examiner	
Voucher Examiner	
Voucher Examiner	
Voucher Examiner	
Accounting Technician	
Accounting Technician	
Accounting Technician	
HR Specialist	
HR Specialist	
HR Specialist	
HR Specialist	
Chief, Budget Execution	

Budget analyst	
Budget analyst	
Budget analyst	
Budget analyst	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
Alaska Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	64
Intermountain Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	630
Midwest Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	229
National Capitol Region	
Regional Office	3
Regional Director	
Associate Regional Director	

Regional Budget Officer	
Total Park/US Park Police Staff (positions TBD by region and USPP)	661
Northeast Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	485
Pacific West Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	664
Southeast Region	
Regional Office	3
Regional Director	
Associate Regional Director	
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Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	121
TOTAL	3266

Law Enfor [*2,139*]

NPS Employees, as c	24,645
Total Employees to	**21,449**

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Thursday, September 26, 2013 12:11 PM
To: Sheaffer, Bruce
Cc: Beverly Stephens; Ralph Charlip; Mary Pletcher
Subject: Re: final - please post this one

your kidding - i just worked on the earlier version. are you sure you are done now?

On Thu, Sep 26, 2013 at 12:09 PM, Sheaffer, Bruce <bruce_sheaffer@nps.gov> wrote:
one final number shift and the attachment has now been updated. Please use these two documents for the website. thanks

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

From: Madello, Jennifer <jennifer_madello@nps.gov>
Sent: Friday, September 27, 2013 12:28 PM
To: Beverly Stephens
Subject: Fwd: PPFL excepted employees in the event of a shutdown
Attachments: Sept 27 2013 Denver Service Center Proposed Employees Excepted.docx

---------- Forwarded message ----------
From: **Knox, Victor** <victor_knox@nps.gov>
Date: Fri, Sep 27, 2013 at 12:16 PM
Subject: PPFL excepted employees in the event of a shutdown
To: Bruce Sheaffer <Bruce_Sheaffer@nps.gov>, Peggy O'Dell <peggy_o'dell@nps.gov>
Cc: Jennifer Madello <jennifer_madello@nps.gov>

Bruce, Peggy - The excepted employees within PPFL are 21 DSC employees per the attached memo. All other PPFL employees will be furloughed in the event of a shutdown and they have been notified verbally.

Let me know if you have any concerns with the DSC list.

Vic

--
Victor Knox
National Park Service
Associate Director, Park Planning, Facilities, and Lands
1849 C St NW
Washington, DC 20240

202-208-3264 office
202-230-2981 cell

--
Jennifer Madello
Deputy Comptroller, Budget Officer
National Park Service
202-208-4043 (office)
202-309-2379 (cell)
202-219-3498 (fax)
jennifer_madello@nps.gov

"The probability that we may fail in the struggle ought not to deter us from the support of a cause we believe to be just" -Abraham Lincoln

United States Department of the Interior

NATIONAL PARK SERVICE
DENVER SERVICE CENTER
12795 W. Alameda Parkway
P.O. Box 25287
Denver, Colorado 80225-0287

IN REPLY REFER TO:
P6031 (DSC-D)

OFFICIAL RECORD – NO HARD COPY TO FOLLOW

September 27, 2013

Memorandum

To: Deputy Director for Operations, National Park Service

Through: Associate Director, Park Planning, Facilities and Lands

From: Director, Denver Service Center

Subject: Denver Service Center Proposed Operations in the Event of a Government Shutdown

In the event of a required shutdown in the operations of the National Park Service, the Denver Service Center (DSC) proposes to keep the majority of its contracts open given the need to protect government interest and resources. This proposal to maintain the construction operations of the Denver Service Center is equivalent to how the Center managed its operations during the last congressionally mandated closure in fiscal year 1996, and the approved plan for the last potential shutdown in April 2011.

The cost to the federal government of starting and stopping construction projects is excessive: in actual dollars involved; overall project time to stop and restart projects; loss of quality personnel working on the projects; and the overall risk to the federal government in future claims.

The following list of proposed essential personnel was selected for their knowledge of projects, operations, and required certifications. This list is largely comprised of DSC managers who have the expertise to address technical and contracting issues during a temporary shutdown:

Director's office (4)

Sam Whittington (DSC Director)
Samantha Richardson (DSC Chief of Staff; communications; records management; logistics)
Tom Knapp (transactions w/in fiscal systems; signatory authority for budget actions)
Rhonda Minard (AO/PC access; emergency travel and purchases)

Contracting Services (4) (All staff selected in Contracting Services have Level III Certifications and warrants/knowledge of active projects)

Lori Irish
Brenda Karl
Steve Paul
Ray Prazak

Design and Construction (7) (All staff selected have knowledge of active projects and are COR's)

Randy Copeland
Dan Tower (Project Manager for Ellis Island reopening Oct. 28, 2013)
Paul Cloyd
Ron Shields
Jodie Petersen
Todd Alexander
Karl von Rosenberg (Project Manager for Elwha Project – Water Treatment System)

Transportation (4) (All staff selected have knowledge of active projects and are COR's)

George Tait
Charles Borders
Kristie Franzmann
Mark Pritchett

Planning (2) (For court ordered Merced River Plan – court ordered work completion date December 2013 – Yosemite-based employees)

Kathleen Morse
Alexis Fredy

Please contact me if you require further documentation or details.

/signed/

Sam Whittington

From: Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent: Friday, September 27, 2013 12:19 PM
To: Beverly Stephens
Subject: Fwd: PPFL excepted employees in the event of a shutdown
Attachments: Sept 27 2013 Denver Service Center Proposed Employees Excepted.docx

---------- Forwarded message ----------
From: **Knox, Victor** <victor_knox@nps.gov>
Date: Fri, Sep 27, 2013 at 12:16 PM
Subject: PPFL excepted employees in the event of a shutdown
To: Bruce Sheaffer <Bruce_Sheaffer@nps.gov>, Peggy O'Dell <peggy_o'dell@nps.gov>
Cc: Jennifer Madello <jennifer_madello@nps.gov>

Bruce, Peggy - The excepted employees within PPFL are 21 DSC employees per the attached memo. All other PPFL employees will be furloughed in the event of a shutdown and they have been notified verbally.

Let me know if you have any concerns with the DSC list.

Vic

--
Victor Knox
National Park Service
Associate Director, Park Planning, Facilities, and Lands
1849 C St NW
Washington, DC 20240

202-208-3264 office
202-230-2981 cell

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

United States Department of the Interior

NATIONAL PARK SERVICE
DENVER SERVICE CENTER
12795 W. Alameda Parkway
P.O. Box 25287
Denver, Colorado 80225-0287

IN REPLY REFER TO:
P6031 (DSC-D)

OFFICIAL RECORD – NO HARD COPY TO FOLLOW

September 27, 2013

Memorandum

To: Deputy Director for Operations, National Park Service

Through: Associate Director, Park Planning, Facilities and Lands

From: Director, Denver Service Center

Subject: Denver Service Center Proposed Operations in the Event of a Government Shutdown

In the event of a required shutdown in the operations of the National Park Service, the Denver Service Center (DSC) proposes to keep the majority of its contracts open given the need to protect government interest and resources. This proposal to maintain the construction operations of the Denver Service Center is equivalent to how the Center managed its operations during the last congressionally mandated closure in fiscal year 1996, and the approved plan for the last potential shutdown in April 2011.

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Brenda Karl
Steve Paul
Ray Prazak

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Randy Copeland
Dan Tower (Project Manager for Ellis Island reopening Oct. 28, 2013)
Paul Cloyd
Ron Shields
Jodie Petersen
Todd Alexander
Karl von Rosenberg (Project Manager for Elwha Project – Water Treatment System)

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George Tait
Charles Borders
Kristie Franzmann
Mark Pritchett

Planning (2) (For court ordered Merced River Plan – court ordered work completion date December 2013 – Yosemite-based employees)

Kathleen Morse
Alexis Fredy

Please contact me if you require further documentation or details.

/signed/

Sam Whittington

From: Madello, Jennifer <jennifer_madello@nps.gov>
Sent: Friday, September 27, 2013 1:09 PM
To: Beverly Stephens
Subject: Fwd: SER Furlough Numbers
Attachments: fy 14 ser shutdown numbers.xlsx

---------- Forwarded message ----------
From: **Byrd, Michael** <michael_andrew_byrd@nps.gov>
Date: Fri, Sep 27, 2013 at 12:48 PM
Subject: SER Furlough Numbers
To: Bruce Sheaffer <bruce_sheaffer@nps.gov>, Jennifer Madello <jennifer_madello@nps.gov>
Cc: Ed Buskirk <ed_buskirk@nps.gov>, Sherri Fields <sherri_fields@nps.gov>, Shawn Benge <shawn_benge@nps.gov>, Gordon Wissinger <gordon_wissinger@nps.gov>, Stan Austin <stan_austin@nps.gov>

Bruce: Here are the numbers for SER tied to the exercise for next week.

--
Michael Andrew Byrd
SER, Comptroller
(404) 507-5645

Invictus
"Out of the Night that covers me.....

--
Jennifer Madello
Deputy Comptroller, Budget Officer
National Park Service
202-208-4043 (office)
202-309-2379 (cell)
202-219-3498 (fax)
jennifer_madello@nps.gov

"The probability that we may fail in the struggle ought not to deter us from the support of a cause we believe to be just" -Abraham Lincoln

Park Codes	(c+d) Total Staff	# to be furloughed	# to be excepted	# of excepted that are LE/Emer
ABLI	21	20	1	0
ANDE	15	14	1	0
ANJO	12	9	3	1
ASU-W	15	15	0	0
BICY	76	64	12	5
BISC	36	30	6	5
BISO	63	57	6	3
BLRI	238	196	42	28
BUIS	0			
CAHA/FORA/WRBR	159	144	15	9
CALO	45	41	4	2
CANA	43	38	5	5
CARI	20	19	1	0
CARL	17	13	4	0
CASA	42	37	5	5
CHAT	40	28	12	10
CHCH/MOBE	30	24	6	3
CHPI	0			
CHRI	17	12	5	3
CONG	22	18	4	3
COWP	15	14	1	0
CUGA	57	52	5	4
CUIS	29	26	3	2
DESO	9	8	1	0
DRTO	11	5	6	3
EVER	272	238	34	26
FOCA/TIMU	32	30	2	1
FODO	14	13	1	0
FOFR	7	6	1	0
FOMA	0			
FOPU	20	18	2	0
FOSU	25	23	2	0
GRSM	326	279	47	41
GUCO	11	10	1	1
GUIS	71	61	10	7
HOBE	8	7	1	1
JAZZ	10	9	1	1
JELA	59	56	3	2
JICA	19	17	2	0
KEMO	19	15	4	4

Park Codes	(c+d) Total Staff	# to be furloughed	# to be excepted	# of excepted that are LE/Emer
KIMO	18	15	3	2
LIRI	18	15	3	
MACA	156	149	7	7
MALU	28	25	3	3
MOCR	8	7	1	0
NATC	19	18	1	0
NATR	141	111	30	25
NISI	6	6		0
OBRI	10	8	2	2
OCMU	17	15	2	2
OVVI	1	0	1	0
RUCA	5	4	1	0
SAJU	78	76	2	1
SARI	0			
SEAC	48	47	1	0
SEMO	8	5	3	0
SERO	229	226	3	1
SHIL	26	23	3	3
STRI	16	14	2	1
TUAI	7	6	1	0
TUIN	8	5	3	0
VICK	44	42	2	2
VICR	0			
VIIS	51	47	4	3
	0			
Totals	2867	2530	337	227

From: Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent: Friday, September 27, 2013 12:11 PM
To: Beverly Stephens
Subject: Fwd: AOC Employees Exempted in case of a Shutdown

---------- Forwarded message ----------
From: **Greatorex, Jennifer** <jennifer_greatorex@nps.gov>
Date: Fri, Sep 27, 2013 at 12:09 PM
Subject: AOC Employees Exempted in case of a Shutdown
To: Bruce Sheaffer <bruce_sheaffer@nps.gov>

Supervisory Financial Management	3
Supervisory Accountant	2
Staff Accountant	3
Accountant	8
Financial Specialist	1
Financial Analyst	3
Information Techonolgy Specialist	1
IT Specialist	1
Voucher Technician	1
SAP SME (Contractor)	1
Total	24

Jennifer Greatorex
Accounting Operations Center Manager
National Park Service
13461 Sunrise Valley Drive
Herndon, VA 20171

703.487.9133 Phone
703.217.3247 Cell Phone
703.487.9196 Fax
email: jennifer_greatorex@nps.gov

--
C. Bruce Sheaffer
Comptroller
National Park Service

202-208-4566
bruce_sheaffer@nps.gov

From: Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent: Friday, September 27, 2013 2:23 PM
To: Beverly Stephens
Subject: Fwd: CORRECTED NCR numbers for excepted employees

---------- Forwarded message ----------
From: **Mendelson, Lisa** <lisa_mendelson-ielmini@nps.gov>
Date: Fri, Sep 27, 2013 at 1:22 PM
Subject: Re: CORRECTED NCR numbers for excepted employees
To: Bruce Sheaffer <bruce_sheaffer@nps.gov>, Grace Stephens <grace_stephens@nps.gov>
Cc: Steve Whitesell <steve_whitesell@nps.gov>

My apologies, Gmail sent the earlier saved version, not this -- here are our numbers.

NCRO has 3, consistent with the RD call:
Team Lead, DRD
Regional Chief Ranger or Equivalent (ARD Ops)
Communications

Regionwide NCR total employees	1488
Total Excepted	104
Of the Excepted, Protection/LE/Communications =	39

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

On Fri, Sep 27, 2013 at 1:17 PM, Mendelson, Lisa <lisa_mendelson-ielmini@nps.gov> wrote:
Here's our summary. If you need more detail, I've got it. Thanks for your clarifications.

Regionwide NCR total employees	1488
Total Excepted	97
Of the Excepted,	39

Protection/LE/Communications =

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

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

From: Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent: Friday, September 27, 2013 2:25 PM
To: Beverly Stephens
Subject: Fwd: SER Furlough Numbers
Attachments: fy 14 ser shutdown numbers.xlsx

---------- Forwarded message ----------
From: **Byrd, Michael** <michael_andrew_byrd@nps.gov>
Date: Fri, Sep 27, 2013 at 12:48 PM
Subject: SER Furlough Numbers
To: Bruce Sheaffer <bruce_sheaffer@nps.gov>, Jennifer Madello <jennifer_madello@nps.gov>
Cc: Ed Buskirk <ed_buskirk@nps.gov>, Sherri Fields <sherri_fields@nps.gov>, Shawn Benge <shawn_benge@nps.gov>, Gordon Wissinger <gordon_wissinger@nps.gov>, Stan Austin <stan_austin@nps.gov>

Bruce: Here are the numbers for SER tied to the exercise for next week.

--
Michael Andrew Byrd
SER, Comptroller
(404) 507-5645

Invictus
"Out of the Night that covers me.....

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

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CUIS	29	26	3	2
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DRTO	11	5	6	3
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FODO	14	13	1	0
FOFR	7	6	1	0
FOMA	0			
FOPU	20	18	2	0
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MOCR	8	7	1	0
NATC	19	18	1	0
NATR	141	111	30	25
NISI	6	6		0
OBRI	10	8	2	2
OCMU	17	15	2	2
OVVI	1	0	1	0
RUCA	5	4	1	0
SAJU	78	76	2	1
SARI	0			
SEAC	48	47	1	0
SEMO	8	5	3	0
SERO	229	226	3	1
SHIL	26	23	3	3
STRI	16	14	2	1
TUAI	7	6	1	0
TUIN	8	5	3	0
VICK	44	42	2	2
VICR	0			
VIIS	51	47	4	3
	0			
Totals	2867	2530	337	227

From: Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent: Friday, September 27, 2013 2:22 PM
To: Beverly Stephens
Subject: Fwd: Excepted list for Pacific West Region
Attachments: PWR Planned FY14 Excepted.xlsx

---------- Forwarded message ----------
From: **Neubacher, Patricia** <patty_neubacher@nps.gov>
Date: Fri, Sep 27, 2013 at 1:06 PM
Subject: Excepted list for Pacific West Region
To: Bruce Sheaffer <Bruce_Sheaffer@nps.gov>
Cc: Beverly Stephens <grace_stephens@nps.gov>, NPS PWR Directorate <PWR_Directorate@nps.gov>, Scott Wanek <Scott_Wanek@nps.gov>

Bruce: Attached please find the excepted list for the Pacific West Region. We are reluctantly submitting the list at this time; we believe we need to do some more fine tuning with our park managers and many of them are not yet awake!.

You will note that the number of excepted employees is higher than in FY 11. There are a number of valid reasons for this by specific park. Generally they include:

1. Active fires in parks -- in FY 11 these were reported by the Boise office and not by the individual parks. Not having received specific instructions on this, we've included those numbers here -- including the hot shot crews stationed in our parks. Additionally, it was not the heighth of the fire season when we last reported excepted employees.
2. NRDA functions with critical life/health safety issues. Other contracts that are to be completed in October that have critical life/health/safety/resource issues.
3. Seasonal changes - in many of our large parks, when these numbers were formulated in FY 11 major portions of the parks were under snow and not open to the public. Now, we will be needing to have those park areas go through a closure.
4. The requirement to include all USPHS employees as excepted.
5. Changes in water/wastewater treatment requirements for a few of our parks.

Having said that, there are some proposed increases by parks where the rationale for the increase is not entirely clear to us. We will follow up with those parks this morning and try to resolve the differences. Some of these may be a difference between numbers in Phase I vs Phase 2 of the closure.

Please let us know if you need additional information on the individual park situations and the proposed increases. We anticipate that these numbers will be refined lower - however, we don't anticipate that they will be dramatically lower. We will continue to work on these numbers and get you a revised list as soon as possible.

Sorry for any confusion.

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

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

Column1	Column2	Column12	Column14	Column20	Column21
Park	Purposed # Furloughed			Planned FY14 Excepted	Planned FY11 Excepted
		Public Health	LE/EMS		
ALKA	4	-	-	-	-
AMME/WAPA	29	-	1	3	2
BIHO	4	-	-	2	2
CABR	20	-	1	2	3
CHIS	61	-	6	17	7
CECH	-	-	-	-	-
CIRO	-	-	-	-	-
CRLA	78	-	5	10	10
CRMO	16	-	1	3	3
DEPO	2	-	1	5	1
DEVA	88	-	5	17	22
EBLA	2	-	-	-	-
EUON/JOMU/POCH/RORI	34	-	-	1	1
FOVA	32	-	1	5	3
GOGA	175	-	39	67	67
GRBA	43	-	2	3	5
HAFO/MIIN	11	-	-	2	2
HALE	?	-	-	14	13
HAVO	127	-	4	14	13
JODA	14	-	-	2	1
JOTR	94	-	7	13	26
JUBA	3	-	-	-	-
KAHO	23	-	3	6	1
KALA	37	-	5	10	10
KLSE	7	-	-	2	1
LABE	60	-	2	4	4
LAKE	172	-	29	59	61
LARO	32	-	4	13	12
LAVO	?	-	3	8	8
LEWI	19	-	-	2	1
MANZ	16	-	-	1	1
MOJA	39	-	-	8	6
MORA	192	-	7	32	18
NEPE	25	-	-	3	3
NOCA	119	-	4	17	9
NPSA	15	-	1	4	4
OLYM	103	-	14	31	36
ORCA	20	-	2	4	3
PARA	8	-	1	3	3
PINN	26	-	2	13	15
PORE	90	-	12	24	27
PUHE	11	-	-	2	2
PUHO	23	-	1	2	6
PWRO	?	3	-	6	6
REDW	?	-	7	8	7
SAFR	69	1	-	10	8
SAJH	8	-	1	3	2
SAMO	83	-	7	12	10
SEKI	284	-	16	63	45
TULE	2	-	-	-	-
VALR	?	-	2	4	4
WHIS	?	-	2	5	4
WHMI	7	-	-	1	2
YOSE	669	6	53	175	169
	2,996	10	251	715	669

From: Cam Sholly <cam_sholly@nps.gov>
Sent: Friday, September 27, 2013 2:07 PM
To: Stephens, Beverly
Subject: Re: WASO-VRP Exempted List

14 sorry.

Are you there? Just called.

Cameron Sholly
Associate Director
Visitor and Resource Protection
National Park Service
202.565.1020-w
202.309.8093-c

Sent Wirelessly

On Sep 27, 2013, at 2:01 PM, "Stephens, Beverly" <grace_stephens@nps.gov> wrote:

> Hey Sarge - can you send me position titles for the three people listed under you? I know yours, and am listing "special agent" for the others. But I need a list by position (without names) for the Dept and OMB. Thanks!
>
> ---------- Forwarded message ----------
> From: **Sheaffer, Bruce** <bruce_sheaffer@nps.gov>
> Date: Fri, Sep 27, 2013 at 11:13 AM
> Subject: Fwd: WASO-VRP Exempted List
> To: Beverly Stephens <grace_stephens@nps.gov>
>
> ---------- Forwarded message ----------
> From: **Sholly, Cam** <cam_sholly@nps.gov>
> Date: Fri, Sep 27, 2013 at 10:56 AM
> Subject: WASO-VRP Exempted List
> To: Bruce Sheaffer <Bruce_Sheaffer@nps.gov>
> Cc: Margaret O'Dell <peggy_o'dell@nps.gov>
>
> Total Employees Exempted =12
> Total Not Exempted = 140

Exempted:

- Cam Sholly - coordinate all LE, Fire, and Public Safety
- Charles Cuvelier -coordinate LE and emergency management
- Denise Fuller - EICC dispatcher
- Mark Koontz - Wildland Fire Operations - NIFC

- SPECIAL AGENTS
- Dionne Pegeder - special agent working two active felony sexual assaut cases
- Heidi Hall - special agent working felony child sexual assault case with U.S. Attorney
- Kirby Styles - special agent working Lake Roosevelt NPS ranger shooting
- Steve Demske - special agent working Lake Roosevelt NPS ranger shooting
- Justin Ivary - special agent working GLAC homicide investigation with FBI
- Chris Kuvelsky - special agent working vehicular homicide investigation at SEKI
- Brian Lake - special agent working employee fatality investigation at DEVA
- Matt Fisher - special agent working on NPS employee felony assault investigation at CHIC
- Steve Yu - special agent working multiple cases in Yosemite; park has requested he remain exempted to provide park support
- Jeff Carlisle - special agent; park has requested he remain exempted to provide park support
- 28 special agents classified as not exempted with investigations being put on hold
- All other VRP employees not exempted

_____

Cameron Sholly
Associate Director
Visitor and Resource Protection
National Park Service
(202) 565-1020-w
(202) 501-1287-f

--

C. Bruce Sheaffer
Comptroller
National Park Service
202-208-4566

bruce_sheaffer@nps.gov

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

From: Gay Vietzke <gay_vietzke@nps.gov>
Sent: Friday, September 27, 2013 3:57 PM
To: Stephens, Beverly
Subject: Re: Revised NER On Board and Exempt List

Is 30 minutes okay?
I'll get it to you!

Sent from my iPhone

On Sep 27, 2013, at 3:31 PM, "Stephens, Beverly" <grace_stephens@nps.gov> wrote:

> Hi Gay - thanks for this. Can you also send me the subset of employees who are engaged in visitor protection? Bruce asked for that in his note. A by-park breakout is preferred, but for now a total is helpful. Also, is Dennis on this list? I thought all RDs decided not to except themselves, but I don't know who in the RDs office is the person in the spreadsheet. Actually, if you can send me a position title of the people in the regional office you intend to except, that would be great. Thanks!
>
> ---------- Forwarded message ----------
> From: **Sheaffer, Bruce** <bruce_sheaffer@nps.gov>
> Date: Fri, Sep 27, 2013 at 3:01 PM
> Subject: Fwd: Revised NER On Board and Exempt List
> To: Beverly Stephens <grace_stephens@nps.gov>
>
> ---------- Forwarded message ----------
> From: **Vietzke, Gay** <gay_vietzke@nps.gov>
> Date: Fri, Sep 27, 2013 at 2:26 PM
> Subject: Revised NER On Board and Exempt List
> To: Bruce Sheaffer <bruce_sheaffer@nps.gov>
> Cc: Dennis Reidenbach <dennis_reidenbach@nps.gov>, Michael Caldwell <mike_caldwell@nps.gov>, Alexa Molnar <alexa_molnar@nps.gov>
>
> Hi Bruce,
>
> Below is a revised NER list. It now includes a number of additional exempt employees -
> DEWA's powerline-funded positions so that work can continue
> 6 NER Term employees supporting multi-year construction projects
>
> Thank you. Please let us know if there are any questions.
>
> 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

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

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

<NER On board and exempt list 092713.xls>

From: Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent: Friday, September 27, 2013 12:20 PM
To: Beverly Stephens
Subject: Fwd: NER # of employees
Attachments: NER On board and exempt list 092713.xls

---------- Forwarded message ----------
From: **Vietzke, Gay** <gay_vietzke@nps.gov>
Date: Fri, Sep 27, 2013 at 12:10 PM
Subject: NER # of employees
To: Bruce Sheaffer <bruce_sheaffer@nps.gov>
Cc: Dennis Reidenbach <dennis_reidenbach@nps.gov>, Alexa Molnar <alexa_molnar@nps.gov>, Michael Caldwell <mike_caldwell@nps.gov>

Bruce,

Please see the attached summary of NER employees (by org code) who were on board as of yesterday, with the associated number of exempt employees noted.

Please let us know if you need additional information.

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

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

Date of Report: 09/27/13

National Park Service - Northeast Regional Office

Org Code	Org Code Desc	Number of Employees	Number Exempt	Number Furloughed
1700	ACADIA NATIONAL PARK	203	15	188
1708	ST CROIX ISLAND INTL HIST SITE	3		3
1710	ADAMS NATL HISTORICAL PARK	37	1	36
1715	BLACKSTONE RIVER VALLEY COMM	10		10
1720	BOSTON NATL HISTORICAL PARK	97	16	81
1723	BOSTON AFR-AMER NATL HIST SITE	14		14
1727	BOSTON HARBOR ISLANDS NRA	23		23
1730	CAPE COD NATIONAL SEASHORE	130	11	119
1750	FIRE ISLAND NATIONAL SEASHORE	64	12	52
1760	FT STANWIX NATL MONUMENT	29	1	28
1761	ERIE CANALWAY NATIONAL HERITAGE CORRI	2		2
1762	AFRICAN BURIAL GROUND NM	6		6
1765	NATIONAL PARKS OF NEW YORK HARBOR	5		5
1766	GOVERNORS ISLAND NATL MONUMENT	16	1	15
1767	HARBOR PARKS	12		12
1770	GATEWAY NATL RECREATION AREA	296	39	257
1780	LOWELL NATL HISTORICAL PARK	111	3	108
1790	ROOSEVELT-VANDERBILT HDQRTS	42	5	37
1793	ELEANOR ROOS NATL HIST SITE	10		10
1795	HM OF FD ROOS NAT'L HIST SITE	12		12
1797	VANDERBILT MANS NATL HIST SITE	11		11
1811	MANHATTAN SITES HEADQUARTERS	14	2	12
1812	CASTLE CLINTON NATL MONUMENT	11		11
1813	FEDERAL HALL NATL MEMORIAL	4		4
1814	GENERAL GRANT NATL MEMORIAL	4		4
1815	HAMILTON GRANGE NATL MEMORIAL	4		4
1816	THEO ROOSEVELT BHPL NATL HST S	3		3
1818	MARSH-BILLINGS-ROCKEFELLER NHP	26	1	25
1820	MINUTE MAN NATL HISTORIC PARK	39	2	37
1830	MORRISTOWN NAT'L HIST. PARK	30	4	26
1840	EDISON NATL HISTORIC SITE	34	4	30
1842	NEW BEDFORD WHALING NHP	15		15

1843	PATERSON GREAT FALLS NHP	2			2	
1850	FRED LAW OLMSTED NATL HIST ST	39	1		38	
1860	ROGER WILLIAMS NATL MEMORIAL	6	1		5	
1880	SAGAMORE HILL NATL HIST SITE	18	2		16	
1890	ST PAUL'S CHURCH	1			1	
1900	SALEM MARITIME NATL HIST SITE	32	1		31	
1910	SARATOGA NATL HIST PARK	35	3		32	
1915	ST-GAUDENS NATL HIST SITE	18	2		16	
1920	SAUGUS IRON WORKS NATL HIST ST	10	1		9	
1930	SPRINGFIELD ARMORY NATL HIS ST	12	1		11	
1940	STATUE OF LIBERTY NATL MONUMNT	133	7		126	
1950	MARTIN VAN BUREN NATL HIST SIT	17	2		15	
1953	WEIR FARM NAT'L HIST SITE	16	1		15	
1955	WOMEN'S RIGHTS NATL HIST PARK	17	1		16	
2490	APPALACHIAN TRAIL	9	2		7	
4130	ALLEGHENY PORTAGE RR NATL HIST	23	1		22	
4140	FLIGHT 93 NATIONAL MEMORIAL	17	1		16	
4150	JOHNSTOWN FLOOD NATL MEMORIAL	8	1		7	
4160	FT NECESSITY NATL BATTLEFIELD	18			18	
4180	APPOMATTOX CT HS NATL HIST PK	24	2		22	
4190	ASSATEAGUE ISLAND NATL SEASHOR	106	10		96	###
4210	BOOKER T WASHINGTON NATL MONMT	10	2		8	
4240	CEDAR CREEK AND BELLE GROVE NHP	8	1		7	
4250	CHESAPEAKE BAY PROGRAM OFFICE	19			19	
4290	COLONIAL NATL HIST PARK	79	16		63	
4320	DELAWARE WTR GAP NATL REC AREA	116	25		91	
4340	FT MCHENRY NATL MON & HIST SHR	41	6		35	
4350	HAMPTON NATL HISTORIC SITE	9			9	
4360	FRIENDSHIP HILL NATL HIST SITE	4	1		3	
4370	FRED & SPOTS BTFLD MEM NMP	54	6		48	
4380	GEO WASH BIRTHPLACE NATL MNT	22	2		20	
4400	GETTYSBURG NATIONAL MLTRY PARK	113	10		103	
4410	EISENHOWER NATL HISTORIC SITE	15			15	
4430	HOPEWELL FURNACE NAT HIST SITE	21	2		19	
4450	INDEPENDENCE NATL HIST PARK	222	38		184	
4541	FORT MONROE NM	2			2	
4601	NER NEW YORK MABO/SHRO	14			14	
4602	NER VIRGINIA MABO/SHRO	10			10	

4603	NER NEW ENGLAND MABO/SHRO	13			13	
4604	NER CENTRAL MABO/SHRO	22			22	
4770	PETERSBURG NATL BATTLEFIELD	35	5		30	
4781	GAULEY RIVER NAT'L REC AREA	2			2	
4783	NERI - MGMT	4			4	
4784	NERI - ADMIN	5			5	
4785	NERI - VISITOR PROTECTION	25	7		18	
4786	NERI - MAINTENANCE	51	2		49	
4787	NERI - RESOURCE MGMT	11			11	
4788	NERI - INTERP	22			22	
4790	MAGGIE L WALKER NATL HIST SITE	8			8	
4800	RICHMOND NATL BATTLEFIELD PARK	38	5		33	
4810	STEAMTOWN NATIONAL HISTORIC ST	53	2		51	
4841	SHEN - OFC OF THE SUPT	5			5	
4842	SHEN - DIV OF ADMIN	8			8	
4843	SHEN - DIV OF INTERP & EDUC	34	1		33	###
4844	SHEN - DIV OF RANGER ACTIVITIES	42	32		10	
4845	SHEN - DIV OF MAINTENANCE	69	7		62	
4846	SHEN - DIV OF NATUR & CULTUR RES	39	1		38	
4847	SHEN - FEE & REVENUE MANAGEMENT	39			39	
4850	THOMAS STONE NATL HIST SITE	8			8	
4860	VALLEY FORGE NATL HIST PARK	80	10		70	
4870	UPPER DELAWARE SCENIC & REC RV	32	5		27	
	Total: Parks and MABO/SHRO Offices	3,282	343		2,939	

1711	NORTHEAST MUSEUM SERVICES CNTR	13			13	
1851	OLMSTEAD CNTR FOR LANDSCAPE PRESERVAT	15			15	
2108	MID-ATLANTIC NETWORK	5			5	
2109	EASTERN RIVERS & MOUNTAINS NETWORK	6			6	
2110	NORTHEAST COASTAL & BARRIER NETWORK	9			9	
2111	NORTHEAST TEMPORATE NETWORK	9			9	
2144	NORTHEAST NR-PRO	10			10	
4501	OFC OF THE REGIONAL DIRECTOR, NER	19	1		18	
4502	NER LAND RESOURCES PROJ CTR	9			9	
4503	NER ADMINISTRATION	54			54	
4504	NER PARK OPERATIONS	50	1		49	
4505	NER CONSTRUCTION & FACILITY MGMT	22	2		20	***

4506	NER HERITAGE PRES, PLANNING & COMPLIA	29			29
4526	NER HACE	32			32
4527	NER HISTORIC ARCHITECTURE PROGRAM	9			9
4531	NER NATURAL RESOURCES	40			40
4536	WASHINGTON ROCHAMBEAU REVOL RTE	2			2
4866	ARCHEOLOGY & ARCHITECTURAL OPR	5			5
	Total: Northeast Regional Office	338	4		334

Grand Total Northeast Region	**3,620**	347		3,273

*** Includes I FTE for Sandy Recovery - Tim Hudson
Includes 1 FTE for NTE 2 hrs a day

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Friday, September 27, 2013 4:26 PM
To: Stephens, Beverly
Cc: Ralph Charlip; Bruce Sheaffer
Subject: Re: NPS shutdown plan - PLEASE REPLACE

okay with me - if they can do it

On Fri, Sep 27, 2013 at 4:11 PM, Stephens, Beverly <grace_stephens@nps.gov> wrote:
Hi Ralph.
We understood that the Dept would only post the first 4 pages of our shutdown plan, scrubbing out all internal communication. While you have deleted page 5, which is our draft cover letter from our Director to the field, you have not deleted the remaining 3 pages, which are an attachment to that memo - that entire 4 page document is an internal communication to our field that we do NOT want on a public site. It potentially creates problems for us with our concessioners, partners, and employees. Can you please replace with this document? This is the first 4 pages, saved as one document for your convenience.
Thanks,
Grace

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

From: Trap, Patricia <patricia_trap@nps.gov>
Sent: Friday, September 27, 2013 6:29 PM
To: Beverly Stephens; Bruce Sheaffer
Cc: Michael Reynolds
Subject: MWR: Requested Data
Attachments: MWRO Shutdown Total Excepted and those in LE List.xlsx

Bruce and Grace:

Here are the summary numbers you requested for MWR:

- Total number of employees to be furloughed (as of 9/27): 2331
- Total number of employees designated as excepted: 234
- Total number fulfilling an essential visitor protection role: 176
- The remaining excepted employees are maintenance, water treatment operators, etc.

The attached spreadsheet breaks down the total number of excepted people and those in an essential visitor protection role per park and regional office.

Please let us know if you need additional information.

Patty

Patricia S. Trap
Deputy Regional Director
Midwest Region
p: 402-661-1520
c: 402-637-2414

Park	Total Number Excepted	Total in LE/Fire, etc.
AGFO	1	1
APIS	5	3
ARPO	1	0
BADL	8	6
BRVB	1	1
BUFF	16	14
CHSC	1	0
CUVA	18	15
EFMO	2	1
FOLS	2	1
FOSC	1	1
FOSM	1	1
FOUS	1	1
GERO	1	0
GRPO	1	1
GWCA	1	1
HEHO	2	1
HOCU	2	2
HOME	1	1
HOSP	6	4
INDU	25	23
ISRO	3	2
JAGA	1	0
JECA	2	1
JEFF	31	28
KEWE	1	0
KNRI	1	1
LIBO	1	1
LIHO	4	3
MISS	1	0
MORU	23	20
MWRO	3	1
NIOB	1	1
OZAR	15	12
PERI	2	1
PEVI	1	0
PIPE	1	1
PIRO	5	5
SCBL	2	1
SLBE	4	2
TAPR	1	1
THRO	4	2
ULSG	1	0
VOYA	5	4
WICA	5	2
WICR	4	2
WIHO	1	0
MABO	7	0
FIRE	1	1
TOTALS	**234**	**176**

From: Fugate, Rena <rena_fugate@nps.gov>
Sent: Monday, September 30, 2013 11:33 AM
To: Beverly Stephens
Subject: IMRO Excepted
Attachments: IMRO Final Contact List 9-30-13.docx

Rena Fugate
ARD Business & Technology
NPS, Intermountain Region
Office: 303 969 2544
Cell: 720 560 2515
Fax: 303 969 2337

National Park Service
FY14 Closure Planning

Compilation of Excepted Positions Lists for Regional Offices
September 30, 2013

AKRO Points of Contact
Excepted Employees
FY14 Closure

Joel Hard Deputy Regional Director	Office: Cell #1: Cell #2: Home:	(907) 644-3506 (907) 240-3150 (b) (6) [redacted]
Chris Pergiel Regional Chief Ranger	Office: Cell:	(907) 644-3406 (907) 382-0431
Keith Burgess IT Communications	Office: Cell:	(907) 644-3703 (907) 351-1229

IMRO Points of Contact
Excepted Employees
FY14 Closure

Colin Campbell, Deputy Regional Director, Operations
Office: 303-969-2706
Cell: 720-633-4173
Fax: 303-969-2785
Conference Phone: 303-987-6885

Work Email: colin_campbell@nps.gov

Billy Shott, Chief Ranger
Office: 303-969-2652
Cell: (b) (6), (b) (7)(C)
Fax: 303-969-2037
Home: (b) (6)
Other: 303-953-0035

Work Email: billy_shott@nps.gov
Home Email: wshott@msn.com

Rena Fugate, ARD, Business and Technology
Office: 303 969 2544 office
Business Cell: 720 560 2515
Home: (b) (6)
Personal Cell: 720 626 7054

Work Email: rena_fugate@nps.gov
Home Email: rlf41@yahoo.com

Business & Technology Contacts (for call backs if needed)

Melinda Martinez, Comptroller
Office: 303 969 2589
Business Cell: 303 478 6078
Home: (b) (6)
Work email: Melinda_martinez@nps.gov
Home email: Melinda_L_D@hotmail.com

Tammy Gallegos, Santa Fe MABO Lead
Office: 505 988 6065
Business Cell: 505 231 2846
Home: (b) (6)
Personal Cell: 505 753 9680
Work email: tammy_gallegos@nps.gov
Home email: tkgalleg@yahoo.com

IMR cont'd.

Cindy Lucier, Old Santa Fe Building Manager
Office: 505 988 6896
Business Cell: 505 490 0044
Personal Cell: 505 920 0572

Work email: cindy_lucier@nps.gov
Home email: (b) (6) [redacted]

US Public Health Officers duty stationed in IMR locations

Joe Winkelmaier – Santa Fe
Office: 505 988 6040
Business Cell: 202 641 3518
Home: (b) (6) [redacted]
Personal Cell: 505 660 8516
Work email: joseph_winkelmaier@nps.gov

Mark Baker - Denver
Office: 303 987 6636
Personal Cell: 218 209 8569
Work email: mark_f_baker@nps.gov

Jon Bergeron - Denver
Office: 303 969 2571
Personal Cell: 225 803 6050
Work email: jon_bergeron@nps.gov

Martin Stephens – FLAG covers 8 Arizona parks
Office: 928 638 7355
202 641 3582
Work email: martin_stephens@nps.goiv

George Larsen – YELL covers Montana parks
Office: 307 344 2273
Business Cell: 202 641 3434
Work email: George_larsen@nps.gov

MWRO Points of Contact
Excepted Employees
FY14 Closure

Patricia Trap	Mgt Comms	Deputy RD	402-661-1520 402-637-2414
Capt Greg Monahan	Law Enforcement	Acting Chief Ranger	(b) (6), (b) (7)(C) [redacted]
George Sievers	Contracting Asst	Acting Chief Cont.	402-661-1680

NCRO Points of Contact
Excepted Employees
FY14 Closure

Lisa Mendelson-Ielmini Deputy Regional Director (Shutdown Team Lead)	W Direct W Cell H Cell	(202) 619-7194 (202) 297-1338 (b) (6)
Phil Selleck Associate Regional Director for Operations	W Direct W Cell H Cell	(202) 619-7142 (202) 590-0680 (b) (6)
Jennifer Mummart Associate Regional Director for Communications	W Cell	(202) 230-2959

Our primary POC for the USPP (other than your District Captains and command staff) is:

Deputy Chief Robert D. MacLean Commander, Homeland Security Division	202) 619-7085 - Office (202) 205-7983 - Fax (b) (6), (b) (7)(C) Nextel cell robert_maclean@nps.gov

In addition, we were informed that all USPHS Commissioned Officers were to be designated as "Excepted." For NCR that information is:

Adam Kramer	Eye Street Office Cell	(202) 513-7056 (202) 641-0013

NERO Points of Contact
Excepted Employees
FY14 Closure

Mike Caldwell, Deputy Regional Director, Chief of Staff

Mike_Caldwell@nps.gov

Office: 215-597-7059

Cell: 610-772-3854

Steve Clark, NER Chief Ranger

stephen_m_clark@nps.gov

office: 215-597-4940

cell: [redacted]

Brian Strack, NER Facility Manager

brian_strack@nps.gov

office: 215-597-5364

cell: 267-767-3235

PWRO Points of Contact
Excepted Employees
FY14 Closure

Patty Neubacher Deputy Regional Director	Office: Cell #1: Cell #2: Home:	(415) 623-2105 (510) 604-9998 (415) 609-0910 (b) (6) [redacted]
Scott Wanek Regional Chief Ranger	Office: Cell:	(415) 623-2180 ([redacted] (b) (6), (b) (7)(C)
Craig Dalby Acting Chief of Communications	Office: Cell:	(206) 220-4261 (206) 617-0659

In addition, we were informed by WASO that all USPHS Commissioned Officers were to be designated as "Excepted." For PWRO that information is:

Craig Ungerecht	Office:	(415) 623-2271
Steven Bosiljevac	Office: Cell: Home:	(415) 623-2272 (510) 846-9283 (b) (6) [redacted]
John Heffel	Office: Cell: Home:	(206) 220-4270 (425) 923-3071 ([redacted] (b) (6)

For the transition thru Phase II, the following employees will be involved with closure activities:

- Cynthia Ip, Regional Comptroller
- Jamie Sherrill, Acting Regional Contracting Chief
- Trystan Stern, Regional Chief, Concessions
- David Quitevis, Acting Chief, Information Technology
- Sherri Schilling, Chief, Workforce Management

SERO Points of Contact
Excepted Employees
FY14 Closure

Shawn Benge (coordinator)

SER Deputy Regional Director

(O) 404 507 5605

(M) 404 272 7253

shawn_benge@nps.gov

David Horne

SER Chief Ranger (acting)

(O) 404 507 5622

(M) (b) (6), (b) (7)(C)

david_horne@nps.gov

Robert Vega

SER IT Specialist

(O) 404 507 5683

(M) 404 227 3047

robert_vega_jr@nps.gov

As we progress through phases I & II of the orderly shutdown, a minimal number of contracting, human resources, concessions, and communication staff members will also remain in place. The SER PIO during the orderly shutdown phase will be:

Bill Reynolds

SER Assistant Regional Director for Communications

(O) 404 507 5612

william_f_reynolds@nps.gov

From: Campbell, Colin <colin_campbell@nps.gov>
Sent: Monday, September 30, 2013 6:37 PM
To: Beverly Stephens
Subject: IMR information
Attachments: IMRO Final Contact List 9-30-13 (1).docx; IMRShutdownPlanMatrix-UPDATED_20130930 (1).xlsx

Dear Beverly,

Please find attached refined close estimates for IMR park by park staffing, and IMRO in the event of a lack of appropriations.

For IMR;

4394 employees furloughed

781 excepted
55% of excepted employees are emergency service personnel

Colin

--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

IMRO Points of Contact
Excepted Employees
FY14 Closure

Colin Campbell, Deputy Regional Director, Operations
Office: 303-969-2706
Cell: 720-633-4173
Fax: 303-969-2785
Conference Phone: 303-987-6885

Work Email: colin_campbell@nps.gov

Billy Shott, Chief Ranger
Office: 303-969-2652
Cell: (b) (6), (b) (7)(C)
Fax: 303-969-2037
Home: (b) (6)
Other: 303-953-0035

Work Email: billy_shott@nps.gov
Home Email: (b) (6)

Rena Fugate, ARD, Business and Technology
Office: 303 969 2544 office
Business Cell: 720 560 2515
Home: (b) (6)
Personal Cell: 720 626 7054

Work Email: rena_fugate@nps.gov
Home Email: (b) (6)

Communication (for call backs if needed)	
Rick Frost, ARD Communications & External Affairs	Office: 303 987 6732 Business Cell: 303 378 0255 Home: (b) (6) [redacted] Work email: rick_frost@nps.gov Home email: NA
Business & Technology Contacts (for call backs if needed)	
Melinda Martinez, Comptroller	Office: 303 969 2589 Business Cell: 303 478 6078 Home: (b) (6) [redacted] Work email: Melinda_martinez@nps.gov Home email: (b) (6) [redacted]
Tammy Gallegos, Santa Fe MABO Lead	Office: 505 988 6065 Business Cell: 505 231 2846 Home: (b) (6) [redacted] Personal Cell: 505 753 9680 Work email: tammy_gallegos@nps.gov Home email: (b) (6) [redacted]
Cindy Lucier, Old Santa Fe Building Manager	Office: 505 988 6896 Business Cell: 505 490 0044 Personal Cell: (b) (6) [redacted] Work email: cindy_lucier@nps.gov Home email: (b) (6) [redacted]
Gary Gurtler, Park IT duty stationed in IMRO	Office: 303 969 2517 Business Cell: 303 385 7251 Personal Cell (b) (6) [redacted] Work email: gary_gurtler@nps.gov Home email (b) (6) [redacted]
Dale Sorrels, Radio Tech, Northern Parks	Office: 435 716 2323 Business Cell: 435 210 1635 Personal Cell: (b) (6) [redacted] Work email: dale_sorrels@nps.gov Home email: (b) (6) [redacted]
Daniel Fuentes, Radio Tech, TX	Office: 830 775 7492 x 2239 Business Cell: 956 754 9973 Personal Cell: (b) (6) [redacted] Work email: Daniel_fuentes@nps.gov Home email: (b) (6) [redacted]
Michael Claiborne, Radio Tech, AZ	Office: 520 791 6475 Business Cell: 520 591 0997 Home: 520 505 4782 Work email: Michael_claiborne@nps.gov Home email: (b) (6) [redacted]

Government Shutdown Plan Matrix

Park	Total Employees (when fully staffed)	Total Current Park Employees	Total # Furloughed	Total Excepted	VRP Staffing #	VRP Percent	Names
AMIS	44	54	39	15	10	66.67%	
AZRU	19	18	16	2	1	50.00%	
BAND	79	60	46	14	7	50.00%	
BEOL	18	19	16	3	0	0.00%	
BIBE	98	98	71	27	14	51.85%	
BITH	34	29	25	4	2	50.00%	
BICA	49	44	42	2	2	100.00%	
BLCA-CURE	89	89	86	3	2	66.67%	
BRCA	89	89	76	13	6	46.15%	
CACH	40	40	37	3	2	66.67%	
CANY-ARCH	145	145	127	18	12	66.67%	
CARE	38	38	32	6	4	66.67%	
CAVO	9	9	7	2	0	0.00%	
CAVE	89	89	85	4	3	75.00%	
CAGR	11	12	11	1	0	0.00%	

Government Shutdown Plan Matrix

Park	Total Employees (when fully staffed)	Total Current Park Employees	Total # Furloughed	Total Excepted	VRP Staffing #	VRP Percent	Names
CEBR	14	14	9	5	1	20.00%	
CHCU	29	25	23	2	1	50.00%	
CHAM	23	23	19	4	4	100.00%	
CHIC	58	58	51	7	6	85.71%	
COLM	42	40	34	6	5	83.33%	
DETO	27	23	17	6	3	50.00%	
DINO	62	45	37	8	5	62.50%	
ELMA-ELMO	42	27	22	5	3	60.00%	
FLAG	61	60	55	5	4	80.00%	
FLFO	19	19	16	3	2	66.67%	
FODA	32	20	18	2	2	100.00%	
FOLA	23	13	8	5	4	80.00%	
FOUN	10	23	21	2	0	0.00%	
GICL	1	2	1	1	0	0.00%	
GLAC	323	323	307	29	17	58.62%	
GLCA	191	177	126	51	32	62.75%	
GOSP	19	10	7	3	1	33.33%	

Government Shutdown Plan Matrix

Park	Total Employees (when fully staffed)	Total Current Park Employees	Total # Furloughed	Total Excepted	VRP Staffing #	VRP Percent	Names
GRCA	558	558	465	93	27	29.03%	
GRTE	286	286	243	43	20	46.51%	
GRKO	23	23	19	4	0	0.00%	
GRSA	33	33	28	5	3	60.00%	
GUMO	38	38	32	6	3	50.00%	
HOVE	5	5	3	2	1	50.00%	
NABR	8	8	6	2	1	50.00%	
HUTR	16	16	14	2	0	0.00%	
IMRO	364	364	357	7	1	14.29%	Melinda, Cindy, Tammy, Gary
LAMR	39	39	36	3	3	100.00%	
LIBI	31	31	28	3	1	33.33%	
LYJO	40	42	35	7	4	57.14%	
MEVE	135	135	130	5	4	80.00%	

Government Shutdown Plan Matrix

Park	Total Employees (when fully staffed)	Total Current Park Employees	Total # Furloughed	Total Excepted	VRP Staffing #	VRP Percent	Names
MOCA-TUZI	39	39	35	4	3	75.00%	
National Trails IMR	20	20	20	0	0	0.00%	
NAVA	18	18	16	2	1	50.00%	
ORPI	40	40	24	16	14	87.50%	
PAIS	58	56	42	14	11	78.57%	
PAAL	11	11	10	1	1	100.00%	
PECO	29	28	24	4	3	75.00%	
PEFO	51	47	41	6	3	50.00%	
PETR	22	16	12	4	3	75.00%	
PISP	21	20	17	3	0	0.00%	
ROMO	365	365	322	43	24	55.81%	
SAGU	79	79	67	12	9	75.00%	
SAPU	18	18	14	4	2	50.00%	
SAAN	44	44	41	3	3	100.00%	
SAND	9	7	5	2	0	0.00%	
SEAZ (CORO, FOBU-CHIR)	45	43	29	14	11	78.57%	
SOAR				1	1	100.00%	
SPCO		3	2	1	0	0.00%	

Government Shutdown Plan Matrix

Park	Total Employees (when fully staffed)	Total Current Park Employees	Total # Furloughed	Total Excepted	VRP Staffing #	VRP Percent	Names
TICA	34	34	32	2	0	0.00%	
TONT	10	10	8	2	1	50.00%	
TUMA	16	16	14	2	1	50.00%	
WABA	8	8	7	1	0	0.00%	
WHSA	26	24	19	5	3	60.00%	
YELL	711	689	527	162	102	62.96%	
ZION	213	213	183	30	12	40.00%	
TOTAL	5290	5161	4394	**781**	**431**	55.19%	

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Monday, October 07, 2013 9:52 AM
To: Foster, Maureen
Cc: Vela, Raymond; Margaret O'Dell; Bruce Sheaffer
Subject: Re: MIB-SIB Access List Update

I am on it :). I was going to ask at the 10:15 if anyone had trouble this morning... Did you all get in ok?

On Oct 7, 2013, at 9:50 AM, "Foster, Maureen" <maureen_foster@nps.gov> wrote:

> Is Grace still handling the list? I think that all updates need to go through her. We have a master list on the google drive that she and I have been using.
>
> If we are still doing this and the baby decides to make her appearance, I am willing to assume responsibility for the list.
>
> _____
> 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.
>
> On Mon, Oct 7, 2013 at 9:39 AM, Vela, Raymond <david_vela@nps.gov> wrote:
> Hi Folks,
> Ralph will be sending an updated list to OLES around 3 PM today. Therefore, if we have any adjustments to make to the list, please send them to him before then.
>
> Have a great day.
>
> David Vela
> Associate Director
> Workforce, Relevancy and Inclusion
> National Park Service
> 1849 C Street, NW, Room 3127
> Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Charlip, Ralph** <ralph_charlip@ios.doi.gov>
Date: Mon, Oct 7, 2013 at 9:29 AM
Subject: MIB-SIB Access List Update
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, Amy Taylor <amy.taylor@bsee.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Carole Carter-Pfisterer <capfiste@blm.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>, "Davis, Mark" <mark_davis@ost.doi.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>, Fay Iudicello <fay_iudicello@ios.doi.gov>, "Gibbs Tschudy, Deborah" <deborah.gibbstschudy@onrr.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>, "Ingram, George" <george_ingram@ost.doi.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Joseph Ward <joe_ward@nbc.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Nicole Buffa <nicole_buffa@ios.doi.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>

This morning we have had a number of individuals come to MIB-SIB to work and their name was not on the access list. I think we all realize this new process will take a day or two so that it works as we might like.

To accommodate our growing pains, I am updating the list to send to OLES later today. I'm receiving inputs from many of you, and I thank you for letting me know who needs to be added.

A couple of lessons learned from this morning already.

1. In our original call for names, we asked you to identify someone who the Guards could call if the person's name was not on the access list. For those bureaus/offices that provided only one name, you may want to consider a back-up. Already we have one of the POC's unexpectedly out sick leaving the Guards with no bureau/office contact information.

2. If you have names to add to the access list, please do not resend the original list you sent last week with the name added. Please remove all the previously submitted names and send only the new names.

3. If you have a name you wish to remove from the access list, please include that information in the body of the email.

I'll be sending an updated list to OLES about 3 PM today, so if you have any adjustments to make to the list, please send them by 3.

I'm hoping we won't have to reissue a list each day, so please review the names of those who need access to MIB-SIB this morning.

Thanks!

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

From: Boling, Edward <ted.boling@sol.doi.gov>
Sent: Friday, October 04, 2013 2:45 PM
To: Jonathan Jarvis; Margaret O'Dell
Cc: Barry Roth; Joe Darnell
Subject: Alaska amendment to 10/1 closure determination and notice
Attachments: National Closure Determination and Notice AK amendment draft SOL.docx

Jon & Peggy - attached is a draft amendment to the October 1 closure notice to cover Alaska. Are you and/or your Alaska leadership available to discuss this at 4pm EDT, noon AK time?

Regards,

Ted Boling
Deputy Solicitor -- Parks & Wildlife
U.S Department of the Interior
1849 C Street NW
Washington, DC 20240
202-208-4423 (main)
202-208-3125 (direct)
202-208-5584 (fax)
Ted.Boling@sol.doi.gov

[NPS letterhead.]

Amendment to National Park System Closure Determination and Notice:
Units of the National Park System in Alaska

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 were closed to public visitation and use, subject to the conditions and exceptions described in the Director's October 1, 2013 Closure Determination and Notice. That national closure determination and notice was necessitated by a lapse in funds appropriated by the United States Congress for the operation of the National Park System, 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, and remains in effect until the earlier of the date that funding is restored or 30 days from the date of the closure determination and notice.

The national closure determination and notice does 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. In accordance with that determination and notice, those individuals may continue and complete their multi-day backcountry trips in accordance with their approved permit or plan.

Based on the specific authorities for subsistence uses and sport fishing under the Alaska National Interest Lands Conservation Act (ANILCA) and 36 CFR Part 13, the National Park Service is hereby issuing this amendment to its October 1, 2013 determination and notice to address the many millions of acres of National Parks and National Preserves in Alaska. Subsistence, sport hunting and fishing, and access to in-holdings were authorized by ANILCA and the public undertaking these activities may be engaged in these activities in the remotest areas of National Parks and National Preserves during the shutdown period. While closure of National Park System facilities is fully required, access to the backcountry - areas generally open without fees or permits - will not be curtailed. Subsistence access and activities, sport hunting and fishing, in-holder access, and other uses requiring no new fees, permits or government-required authorization will be allowed to continue during the shutdown period. To the fullest extent possible, parks will provide notice of closed facilities and operations and alert the public that limited, if any, NPS emergency responses or services will be available during the government shutdown.

_____ _____

Jonathan Jarvis
Director, National Park Service

Date

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Saturday, September 28, 2013 8:45 PM
To: Christine Lehnertz; Laura Joss; Sue Masica; Dennis Reidenbach; Stanley Austin; Gordon Wissinger; Steve Whitesell; Margaret O'Dell; Bruce Sheaffer; Lena McDowall; Cam Sholly; Donald Hellmann; Suzanne Waldron; Julia Washburn; Stephanie Toothman; Herbert Frost; Richard Weideman; Raymond Vela
Cc: Lisa Mendelson; Patty Neubacher; Patricia Trap; Jennifer Madello; Jennifer Greatorex; Gay Vietzke; Michael Byrd; Michael Litterst; Angela Hargrove; Nancy Wilson
Subject: Fwd: Helpful guidance on coming to work on Tuesday

Hi all,
Some additional guidance from the Department you can forward regarding what happens on Tuesday.
Thanks!
Grace

Begin forwarded message:

From: "Haze, Pam" <pam_haze@ios.doi.gov>
Date: September 28, 2013, 4:57:34 PM EDT
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, Denise Flanagan <denise_flanagan@ios.doi.gov>, Diane Wade <dwade@usgs.gov>, Edward Keable <edward.keable@sol.doi.gov>, Edward Simermeyer <sequoyah_simermeyer@ios.doi.gov>, Ellen Bliss <Ellen_S_Bliss@nbc.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed

Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>, Kimberly Prendergast <kimberly_prendergast@ios.doi.gov>, Linda Rihel <linda_y_rihel@nbc.gov>, OS_PHR <os_phr@ios.doi.gov>, "Banks, Annabella" <annabella_banks@ios.doi.gov>, "Jacobs, Janet" <janet_jacobs@ios.doi.gov>, "Rahn, Patti" <patti_rahn@ios.doi.gov>, "Reif, Nancy" <nancy_reif@ios.doi.gov>, "Sizemore, William" <william_sizemore@ios.doi.gov>, "Vashro, Anna" <anna_vashro@ios.doi.gov>

Subject: Helpful guidance on coming to work on Tuesday

Dear Team:

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

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

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

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

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

Thanks for your help.

From: Boling, Edward <ted.boling@sol.doi.gov>
Sent: Tuesday, October 08, 2013 3:07 PM
To: Jonathan Jarvis; Margaret O'Dell; Foster, Maureen
Cc: Barry Roth; Jack Haugrud
Subject: Draft amendments to the Director's 10/1 Closure Determination
Attachments: National Closure Determination and Notice AK amendment 10 8 draft SOL.docx

Attached is the SOL draft, as we discussed this morning.
Barry and I will be down at 4pm to discuss.

Ted Boling
Deputy Solicitor -- Parks & Wildlife
U.S Department of the Interior
1849 C Street NW
Washington, DC 20240
202-208-4423 (main)
202-208-3125 (direct)
202-208-5584 (fax)
Ted.Boling@sol.doi.gov

[NPS letterhead.]

(b) (5)

[redacted]

(b) (5)

[redacted]

From: Bean, Michael <michael_bean@ios.doi.gov>
Sent: Wednesday, October 09, 2013 9:36 AM
To: Rachel L Jacobson; Jon Jarvis; Margaret O'Dell; Barry Roth; Edward Boling
Subject: Fwd: updated - for review

forgot to copy Jon, Peggy, and Rachel on the email below.

---------- Forwarded message ----------
From: **Bean, Michael** <michael_bean@ios.doi.gov>
Date: Wed, Oct 9, 2013 at 9:33 AM
Subject: Re: updated - for review
To: "Roth, Barry" <barry.roth@sol.doi.gov>, Edward Boling <ted.boling@sol.doi.gov>

(b) (5)

On Wed, Oct 9, 2013 at 9:16 AM, Roth, Barry <barry.roth@sol.doi.gov> wrote:

Barry N. Roth
Associate Solicitor
Division of Parks & Wildlife
202-208-4344
Fax: 202-208-3877
Barry.Roth@sol.doi.gov

This email 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 of or agent responsible for delivery of this email to the intended recipient, you are hereby notified that its dissemination, distribution, copying or use of this email is strictly prohibited. If you received this email in error, please notify the sender immediately and destroy all copies.

---------- Forwarded message ----------
From: **Jarvis, Jonathan** <jon_jarvis@nps.gov>
Date: Wed, Oct 9, 2013 at 8:35 AM
Subject: Re: updated - for review
To: "Roth, Barry" <barry.roth@sol.doi.gov>, Ted Boling <Ted.Boling@sol.doi.gov>
Cc: "Waldron, Suzanne" <Sue_Waldron@nps.gov>, "Foster, Maureen" <Maureen_Foster@nps.gov>, "McDowall, Lena" <Lena_McDowall@nps.gov>, "Sheaffer, C. B." <Bruce_Sheaffer@nps.gov>, "O'Dell, Peggy" <Peggy_O'Dell@nps.gov>

Here is my shot at a framework to approach the case by case decisions. Close hold, draft. I am talking to the Secretary about this at 9:30, so comments please.

On Tue, Oct 8, 2013 at 7:26 PM, Roth, Barry <barry.roth@sol.doi.gov> wrote:
Here is what Jack and Ted gave back to Kate.

Barry N. Roth
Associate Solicitor
Division of Parks & Wildlife
202-208-4344
Fax: 202-208-3877
Barry.Roth@sol.doi.gov

This email 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 of or agent responsible for delivery of this email to the intended recipient, you are hereby notified that its dissemination, distribution, copying or use of this email is strictly prohibited. If you received this email in error, please notify the sender immediately and destroy all copies.

---------- Forwarded message ----------
From: **Boling, Edward** <ted.boling@sol.doi.gov>
Date: Tue, Oct 8, 2013 at 7:23 PM
Subject: Fwd: updated - for review
To: Katherine Kelly <kate_kelly@ios.doi.gov>
Cc: Jack Haugrud <jack.haugrud@sol.doi.gov>, Barry Roth <BARRY.ROTH@sol.doi.gov>

CLAUDE MOORE / [PISGAH]

With the national closure in place, the National Park Service has undertaken a thorough review of unique circumstances at the request of the [concessioner/cooperative agreement operator]. The National Park Service has determined that resumption of operations can be allowed at this time consistent with the existing contractual arrangement and the Anti-Deficiency Act.

The National Park Service will review the implementation of the closure order in regard to similarly situated partner facilities in national parks.

On background:

The operator must comply with their existing contractual agreements, and without any significant NPS management or assistance until the shutdown is over.

Ted Boling
Deputy Solicitor -- Parks & Wildlife

U.S Department of the Interior
1849 C Street NW
Washington, DC 20240
202-208-4423 (main)
202-208-3125 (direct)
202-208-5584 (fax)
Ted.Boling@sol.doi.gov

---------- Forwarded message ----------
From: **Boling, Edward** <ted.boling@sol.doi.gov>
Date: Tue, Oct 8, 2013 at 7:14 PM
Subject: Fwd: updated - for review
To: Jack Haugrud <jack.haugrud@sol.doi.gov>

Ted Boling
Deputy Solicitor -- Parks & Wildlife
U.S Department of the Interior
1849 C Street NW
Washington, DC 20240
202-208-4423 (main)
202-208-3125 (direct)
202-208-5584 (fax)
Ted.Boling@sol.doi.gov

---------- Forwarded message ----------
From: **Kelly, Katherine** <kate_kelly@ios.doi.gov>
Date: Tue, Oct 8, 2013 at 7:00 PM
Subject: updated - for review
To: "Haugrud, Jack" <jack.haugrud@sol.doi.gov>, Ted Boling <Ted.Boling@sol.doi.gov>
Cc: "Androff, Blake J" <Blake_Androff@ios.doi.gov>, laura davis <Laura_Davis@ios.doi.gov>, Nicole Buffa <nicole_buffa@ios.doi.gov>

CLAUDE MOORE / [PISGAH]

With the national closure in place, the National Park Service has undertaken a thorough review of unique circumstances related to the request of the [concessioner/cooperative agreement]. The National Park Service has determined that allowing resumption of operations can be allowed without requiring the expenditure of funds in violation of the Anti-Deficiency Act or risks to public health and safety or park resources.

The National Park Service will review the implementation of the closure order in regards to similarly situated partner facilities in national parks.

On background:

The operator must comply with their existing contractual agreements, and without any significant NPS management or assistance until the shutdown is over.

--

Kate Kelly
Director of Communications
Department of the Interior
(202) 208 2409
kate_kelly@ios.doi.gov

--

Jonathan B. Jarvis
Director, NPS

--

Michael J. Bean

Counselor to the Assistant Secretary for Fish and Wildlife and Parks

Room 3152, Department of the Interior

Washington, DC 20240

202-208-4416

202-208-4684 (fax)

michael_bean@ios.doi.gov

--

Michael J. Bean

Counselor to the Assistant Secretary for Fish and Wildlife and Parks

Room 3152, Department of the Interior

Washington, DC 20240

202-208-4416

202-208-4684 (fax)

michael_bean@ios.doi.gov

From: Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>
Sent: Monday, September 30, 2013 5:30 PM
To: Davis, Laura
Cc: Elizabeth Washburn; Suzette M Kimball; Joseph Pizarchik; Glenda Owens; Walter Cruickshank; neil kornze; Steven Ellis; Brian Salerno; Rachel Jacobson; Peggy O'Dell; Rowan Gould; Sobeck, Eileen; Washburn, Kevin; Mike Black; Jack Haugrud; Edward Keable; Mary Kendall; Stephen Hardgrove; Michele Singer; Mark Davis; Liz Johnson Klein; Pam Haze; Mary Pletcher; Francis Iacobucci; Sarah Neimeyer
Subject: Re: Last check-in for today on potential lapse

All

We are in 5160 instead of 6150. See you shortly

Ben

Sent from my iPhone

On Sep 30, 2013, at 1:56 PM, "Davis, Laura" <laura_davis@ios.doi.gov> wrote:

> Folks,
> Let's convene again at 5:30 today in 6150 to go through any last instructions or questions you have. Tomorrow, if there is a lapse in appropriations, we will plan to meet at 2 pm to discuss any issues that are arising with shutdown operations.
>
> Thanks,
> Laura
>
> On Sun, Sep 29, 2013 at 5:46 PM, Davis, Laura <laura_davis@ios.doi.gov> wrote:
> Good afternoon everyone,
> Secretary Jewell would like to meet with this group tomorrow to talk about your planning for a potential lapse in appropriations. We are asking that Bureau Directors, Bureau Deputy Directors and Assistant Secretaries ONLY attend this meeting with the Secretary. Apologies for the late notice and we will convene in 6150 at 9 am.
>
> Many thanks for all you are doing,
> Laura

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Monday, September 30, 2013 6:22 PM
To: Bruce Sheaffer; Raymond Vela; Angela Hargrove; Nancy Wilson; Margaret O'Dell
Subject: Fwd: Warning Warning

Begin forwarded message:

From: "Haze, Pam" <pam_haze@ios.doi.gov>
Date: September 30, 2013, 6:07:27 PM EDT
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, Denise Flanagan <denise_flanagan@ios.doi.gov>, Diane Wade <dwade@usgs.gov>, Edward Keable <edward.keable@sol.doi.gov>, Edward Simermeyer <sequoyah_simermeyer@ios.doi.gov>, Ellen Bliss <Ellen_S_Bliss@nbc.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Lorainc Dawkins <lorainc_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T

Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>

Subject: Warning Warning

We want to make sure your managers know not to issue furlough notices tomorrow until we are told to proceed with shutdown. There is an OPM template that has caused some confusion about issuing furlough notices after midnight. Please do NOT proceed with issuing notices or other shutdown actions until we get a clear sign to proceed. thank yoiu

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Monday, September 30, 2013 4:49 PM
To: Margaret O'Dell
Subject: Fwd: Guidance Concerning Efforts To Plan For A Potential Lapse In Appropriations

Begin forwarded message:

From: "OS, DOI ADVISORY" <doi_advisory@ios.doi.gov>
Date: September 30, 2013, 2:32:56 PM EDT
To: undisclosed-recipients:;
Subject: Guidance Concerning Efforts To Plan For A Potential Lapse In Appropriations

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 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 it if they are called back to work.

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

Agency Services

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

Information Resources

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

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

Shutdown Checklist for Furloughed Employees

- Meet with your supervisor to obtain additional necessary details and guidelines about shutdown procedures.

- Provide information about where your supervisor can reach you in the event the government reopens – home phone, personal cell phone, relative phone, etc.

- Access your email and read your furlough notice and affirm to your supervisor that you have received it. Instructions can be found at http://googl/tN1PRt.

- Change your voicemail message. Suggested language for employee voicemail:

"I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your call upon my return to the office."

- Change and enable your email "out of office" message. Suggested message:

"I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your email upon my return to the office."

- Secure your work documents appropriately so they are not left out in the open.

- Turn off and put away devices, phones, laptops, etc. for safekeeping.

- Throw out any perishable food.

- Remove or store any personal items for safekeeping.

- Complete your time card

- Turn off the lights and lock the door when you leave (presuming there are no other occupants in the office).

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

SEPTEMBER 27, 2013

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

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

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

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

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

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

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

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

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

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

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

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

Exempt employees will continue to record their actual time worked.

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

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

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

From: Bruce Sheaffer <bruce_sheaffer@nps.gov>
Sent: Tuesday, October 01, 2013 8:38 AM
To: Jarvis, Jonathan
Cc: Eaton, Robert; Margaret O'Dell; Maureen Foster; Edward Keable; Barry Roth; Myers, Randolph
Subject: Re: National written closure determination

This is a policy and legal issue

Sent from my iPhone

On Oct 1, 2013, at 8:15 AM, "Jarvis, Jonathan" <jon_jarvis@nps.gov> wrote:

> We will also need support on refusals of state take-overs of our parks during shutdown.
>
> On Tue, Oct 1, 2013 at 7:37 AM, Eaton, Robert <robert.eaton@sol.doi.gov> wrote:
> Hi all,
>
> I'm here and will begin to frame out a national written closure determination that satisfies 36 C.F.R. § 1.5(c). As soon as I have a decent first draft--hopefully before 10:00 a.m.--I'll send it to everyone on this email. Thanks.
>
> Rob

Robert C. Eaton, Assistant Solicitor
Branch of National Parks
Division of Parks and Wildlife
Office of the Solicitor
U.S. Department of the Interior
MS 5312
1849 C Street, NW
Washington, DC 20240
Telephone: (202) 208-7957
Telefax: (202) 208-3877

This email is intended solely 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 an employee or agent responsible for the delivery of this email to the intended recipient, you are hereby notified that dissemination, distribution, copying, or use of this email is strictly prohibited. If you received this email in error, please notify the sender immediately and destroy all copies.

--
Jonathan B. Jarvis
Director, NPS

From: Boling, Edward <ted.boling@sol.doi.gov>
Sent: Tuesday, October 01, 2013 12:25 PM
To: Foster, Maureen
Cc: Jon Jarvis; Peggy O'Dell; Sue Waldron; Cam Sholly; Robert Eaton; Barry Roth
Subject: Re: revised closure doc

SOL clears.

Ted Boling
Deputy Solicitor -- Parks & Wildlife
U.S Department of the Interior
1849 C Street NW
Washington, DC 20240
202-208-4423 (main)
202-208-3125 (direct)
202-208-5584 (fax)
Ted.Boling@sol.doi.gov

On Tue, Oct 1, 2013 at 12:10 PM, Foster, Maureen <maureen_foster@nps.gov> wrote:
The latest with Bruce's edits.

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: **Sheaffer, Bruce** <bruce_sheaffer@nps.gov>
Date: Tue, Oct 1, 2013 at 12:07 PM
Subject: revised closure doc
To: Robert Eaton <robert.eaton@sol.doi.gov>, Maureen Foster <Maureen_Foster@nps.gov>, Lena McDowall <Lena_McDowall@nps.gov>

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

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

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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	13
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	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
NPS Employees, as of 9/10/2013	24,645
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: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Tuesday, September 17, 2013 2:36 PM
To: Anne Castle; Thomas Iseman; Lori Caramanian; Kerry Rae; Suzette Kimball; William Werkheiser; Michael Connor; Grayford F Payne; Robert W Wolf; Tommy Beaudreau; Rich Cardinale; Ned Farquhar; James Lyons; Neil G Kornze; Steven Ellis; Janine Velasco; Ann DeBlasi; Margaret Schneider; Walter Cruickshank; Glenda Owens; Rachel L Jacobson; Michael Bean; D M Ashe; Rowan Gould; Denise Sheehan; Jon Jarvis; Margaret O'Dell; Bruce Sheaffer; Kevin Washburn; Lawrence S. Roberts; Thomas Thompson; Michael Black; Roessel, Charles; Eileen Sobeck; Tom T Bussanich; Mark Davis; Michele Singer; Shayla Simmons; Joseph G Pizarchik; OS_PMB_Senior_Staff; Brian Salerno; Mary Kendall; Stephen Hardgrove
Cc: Laura Davis; Benjamin Milakofsky; Nicole Buffa; Blake Androff; Kate P Kelly
Subject: Contingency Planning for a Lapse in Appropriations

Dear Assistant Secretaries and Bureau/Office Directors:
We just got off a phone call with OMB on contingency planning. They ask us to begin planning and preparations although they are hopeful there will be a continuing resolution passed before the end of the fiscal year. As you know we have assembled a team of representatives from your bureaus and offices and we are well along in refreshing our plans. OMB made clear we are not to move forward and post anything on a pubic website or begin outreach until we get instructions to do so. OMB will be consulting with us on our plans as we finalize them. They will be sending us a template for an all employees message that we will be preparing to send out later today or tomorrow.

From: Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent: Wednesday, September 18, 2013 12:27 PM
To: Margaret O'Dell
Subject: Re: Shutdown Plan

I am on the phone as well.. if you like I will do it

On Wed, Sep 18, 2013 at 11:17 AM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:
May I please have an electronic copy of what you submitted to DOI for our shutdown plan? I need to briefly address with RDs on phone call today. Thanks.

Sent from my iPhone

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

From: Bruce Sheaffer <bruce_sheaffer@nps.gov>
Sent: Wednesday, September 18, 2013 1:44 PM
To: Margaret O'Dell
Subject: Re: Shutdown Plan

You got one from grace about an hour ago

Sent from my iPhone

On Sep 18, 2013, at 1:31 PM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:

> I would love you to do it and can I still get a copy please?
>
> Sent from my iPhone
>
> On Sep 18, 2013, at 12:26 PM, "Sheaffer, Bruce" <bruce_sheaffer@nps.gov> wrote:
>
> > I am on the phone as well.. if you like I will do it
> >
> > On Wed, Sep 18, 2013 at 11:17 AM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:
> > May I please have an electronic copy of what you submitted to DOI for our shutdown plan? I need to briefly address with RDs on phone call today. Thanks.
> >
> > Sent from my iPhone
> >
> > --
> > C. Bruce Sheaffer
> > Comptroller
> > National Park Service
> > 202-208-4566
> > bruce_sheaffer@nps.gov

From: Masica, Sue <sue_masica@nps.gov>
Sent: Wednesday, September 18, 2013 3:51 PM
To: Margaret O'Dell
Subject: Re: Will you please
Attachments: Follow-up CBS 08-29-13.pdf

I think this is what he's talking about

Sue Masica | National Park Service | Regional Director, Alaska
240 W. 5th Avenue | Anchorage, AK 99501 | (907) 644-3510

On Wed, Sep 18, 2013 at 11:43 AM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:
Send me what Bruce sent out that he is talking about. He never tells
any of us what he is saying to the field. Old dog no new tricks.

Sent from my iPhone

FY 14 budgeting planning exercise

Sheaffer, Bruce <bruce_sheaffer@nps.gov> Thu, Aug 29, 2013 at 12:56 PM
To: Chris Lehnertz <Chris_Lehnertz@nps.gov>, Dennis Reidenbach <Dennis_Reidenbach@nps.gov>, Gordon Wissinger <Gordon_Wissinger@nps.gov>, John Wessels <John_Wessels@nps.gov>, Michael Reynolds <Michael_Reynolds@nps.gov>, Steve Whitesell <Steve_Whitesell@nps.gov>, Sue Masica <Sue_Masica@nps.gov>, Bert Frost <Bert_Frost@nps.gov>, Cam Sholly <Cam_Sholly@nps.gov>, David Vela <David_Vela@nps.gov>, Don Hellmann <Don_Hellmann@nps.gov>, Julia Washburn <Julia_Washburn@nps.gov>, Lena McDowall <Lena_McDowall@nps.gov>, Rich Weideman <Rich_Weideman@nps.gov>, Stephanie Toothman <stephanie_toothman@nps.gov>, Jon Jarvis <Jon_Jarvis@nps.gov>, Peggy O'Dell <Peggy_O'Dell@nps.gov>, Teresa Chambers <Teresa_Chambers@nps.gov>, Victor Knox <victor_knox@nps.gov>, Jeffrey Compton <Shane_Compton@nps.gov>, Sue Waldron <Sue_Waldron@nps.gov>

We have plans from most organizations and are in the process of reviewing them and, where necessary, sending them back for more clarity. Questions have developed that deserve a response.

We know that these plans are based on today's circumstances, and that changes may occur that will affect your proposals as the year evolves. Our intention when sending out the FY 14 planning exercise was to give managers broad parameters within which to devise a workable spending plan. You should use your plans to commit to key program elements, but continuously monitor changing conditions and adjust the implementation of your plans accordingly.

Managers need to focus on developing a staffing model that meets their critical program requirements and provides the appropriate balance of permanent and non permanent staffing with the base funding level provided. FTE controls are meant to reflect, not limit, your ability to implement your staffing plan. Program managers and their respective Regional or Associate Director must agree on and document the staffing models that result from the development and implementation of these plans.

A reminder to all program managers- Budgetary planning is not solely an administration function. Park superintendents and program managers must stand behind the decisions that are being made in developing financial plans.

Do not begin taking steps to implement these plans. We will provide guidance on what to do in the first quarter as the budget negotiations continue. Similarly, we will provide guidance on a process for letting us know when changes to your plans are necessitated by changing circumstances.

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

From: Masica, Sue <sue_masica@nps.gov>
Sent: Wednesday, September 18, 2013 4:04 PM
To: Peggy O'Dell
Subject: Bruce's shutdown message

This is the only other thing I've seen...

Sue Masica | National Park Service | Regional Director, Alaska
240 W. 5th Avenue | Anchorage, AK 99501 | (907) 644-3510

---------- Forwarded message ----------
From: **Sheaffer, Bruce** <bruce_sheaffer@nps.gov>
Date: Mon, Sep 16, 2013 at 6:05 AM
Subject: Shutdown planning
To: Chris Lehnertz <Chris_Lehnertz@nps.gov>, Dennis Reidenbach <Dennis_Reidenbach@nps.gov>, Gordon Wissinger <Gordon_Wissinger@nps.gov>, John Wessels <John_Wessels@nps.gov>, Michael Reynolds <Michael_Reynolds@nps.gov>, Steve Whitesell <Steve_Whitesell@nps.gov>, Sue Masica <Sue_Masica@nps.gov>, Stan Austin <stan_austin@nps.gov>, Laura Joss <laura_joss@nps.gov>

Unfortunately, on Friday information was disseminated regarding some shutdown contingency planning that we are engaged in here in DC. This information was made available to HR personnel throughout the NPS, and we aren't sure how many people in your regions have received it. I am writing to let you know that there is no need for your staff or your parks to do any work at this time related to shutdown planning. When and if we need you to engage in this exercise, we will let you know. For now, we intend to use the same contingency plans that we prepared in FY12 with a few updates that we can prepare here in Washington. Our primary goal is not to task you or your parks with unnecessary work, especially in the final two weeks of the fiscal year.

I will keep you informed on progress on the FY 2014 Continuing Resolution as it develops. --

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

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Friday, September 20, 2013 2:06 PM
To: Anne Castle; Thomas Iseman; Lori Caramanian; Kerry Rae; Suzette Kimball; William Werkheiser; Michael Connor; Grayford F Payne; Robert W Wolf; Tommy Beaudreau; Rich Cardinale; Ned Farquhar; James Lyons; Neil G Kornze; Steven Ellis; Janine Velasco; Ann DeBlasi; Margaret Schneider; Walter Cruickshank; Glenda Owens; Rachel L Jacobson; Michael Bean; D M Ashe; Rowan Gould; Denise Sheehan; Jon Jarvis; Margaret O'Dell; Bruce Sheaffer; Kevin Washburn; Lawrence S. Roberts; Thomas Thompson; Michael Black; Roessel, Charles; Eileen Sobeck; Tom T Bussanich; Mark Davis; Michele Singer; Shayla Simmons; Joseph G Pizarchik; OS_PMB_Senior_Staff; Brian Salerno; Mary Kendall; Stephen Hardgrove
Cc: Blake Androff; Kate P Kelly; Laura Davis; Benjamin Milakofsky; Rhea Suh; Nicole Buffa; Sarah Neimeyer
Subject: Fwd: E&E: APPROPRIATIONS: House passes stopgap spending bill, setting up showdown with Senate

The House passed the CR (HJ Res 59) by a vote of 230-189. More description in the article below about the outlook. The CR is at the 2013 level (including the sequester) and would continue operations through December 15.

The Statement of Administrative Position indicates the White House opposition to the bill and says the President would veto the bill if it were presented to him.

APPROPRIATIONS:

House passes stopgap spending bill, setting up showdown with Senate

Nick Juliano, E&E reporter
Published: Friday, September 20, 2013

The House today passed a stopgap spending bill to keep the government running for the first 10 weeks of fiscal 2014 while defunding the president's health care law, setting up a showdown with the Senate in an effort to prevent a government shutdown at the end of the month.

The House continuing resolution (CR) passed on a largely party-line vote of 230-189 this morning. Aside from language defunding Obamacare that Republican leaders added following a push from their conservative faction, the bill remains unchanged from a version unveiled earlier this month.

"This CR keeps this Congress moving in the right direction," House Appropriations Chairman Hal Rogers (R-Ky.) said in a statement. "It gives us time to solve the urgent fiscal issues facing our nation -- finding a balanced and attainable plan that eliminates sequestration, implements careful reforms for both discretionary and mandatory spending, and keeps our economy growing."

Among a few small changes in spending levels for the next year, the bill would add $600 million to Forest Service programs whose accounts were tapped to fund wildfire suppression and would provide additional flexibility for National Oceanic and Atmospheric Administration weather satellite programs. Otherwise, agencies would be funded at their post-sequester levels for this year (***E&E Daily***, Sept. 11).

The bill is expected to be taken up next week in the Senate, where Majority Leader Harry Reid (D-Nev.) has the procedural tools necessary to strip out the Obamacare-defunding provision before returning a "clean" CR to the House. However, because of the amount of time necessary for debate, it could take the entire week before the bill is sent back, setting up a possible weekend session in the House to vote on the Senate CR before government funding expires Oct. 1.

"Republicans are simply postponing for a few days the inevitable choice they must face: pass a clean bill to fund the government, or force a shutdown," Reid said in a statement after this morning's House vote. "I have said it before but it seems to bear repeating: the Senate will not pass any bill that defunds or delays Obamacare."

From: Raymond Vela <david_vela@nps.gov>
Sent: Tuesday, September 24, 2013 8:29 PM
To: Margaret O'Dell
Cc: Jonathan Jarvis; Bruce Sheaffer; Angela Hargrove; Deborah Blake
Subject: Fwd: Shutdown Timeline - Updated 24 Sep 13 COB
Attachments: CONTINGENCY PLANNING TIMELINE COB 24 Sep 13.docx

Hi Peggy,
The following was released by DOI HR. My recommendation is that we have a singular strategy in how and who releases this type of information. I await your guidance accordingly.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
(202) 208-5587

Begin forwarded message:

> **From:** "Charlip, Ralph" <ralph_charlip@ios.doi.gov>
> **Date:** September 24, 2013, 6:31:35 PM CDT
> **To:** "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, Denise Flanagan <denise_flanagan@ios.doi.gov>, Diane Wade <dwade@usgs.gov>, Edward Keable <edward.keable@sol.doi.gov>, Edward Simermeyer <sequoyah_simermeyer@ios.doi.gov>, Ellen Bliss <Ellen_S_Bliss@nbc.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston

<michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, Blake Androff <blake_androff@ios.doi.gov>, Tim Fullerton <tim_fullerton@ios.doi.gov>, Jessica Kershaw <jessica_kershaw@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>, Nancy Wilson <nancy_wilson@nps.gov>
Subject: Shutdown Timeline - Updated 24 Sep 13 COB

Attached is the updated timeline that includes items discussed at today's 2 PM meeting.

Please note that the FAQs are now posted to www.doi.gov/shutdown.

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

CONTINGENCY PLANNING TIMELINE
As of COB Sept 24, 2013

Tuesday 24 Sep 2013

- 2 PM Planning Meeting
- FAQs being posted to www.doi.gov/shutdown

Wednesday 25 Sep 13

- 1200, Noon: Final bureau plans are due to PMB.
- All employee message by Secretary
- COB – final plans to OMB

Thurs 26 Sep 13

- National Union notifications by PMB. Bureaus notify local bargaining units.
- Supervisors communicate the status of excepted vs. non-excepted to employees. This should be completed before plans are posted on the web on Friday.
- Contractor, grantee and stakeholder notification begins (PMB will provide guidance to bureaus)
- COB: Bureau/Office Fact Sheets and public FAQs due to PMB
- HR offices begin preparing formal furlough notices – these are not distributed to employees until Tues, 1 Oct 13.
- Daily meeting with Human Resources 3:30PM

Fri 27 Sep 13

- Plans posted to www.doi.gov/shutdown between Noon and 3PM
- All employee video from the Secretary
- Daily meeting with Human Resources 3:30PM

Monday 30 Sep 13

- All employee email from the Secretary
- Daily meeting with Human Resources 3:30PM
- Project Team meeting at 1PM

Tues 1 Oct 13

- Employees come to work
- Congress does not pass a CR – furlough notices issued to non-excepted employees

From: Lena McDowall <lena_mcdowall@nps.gov>
Sent: Wednesday, September 25, 2013 7:01 PM
To: Margaret O'Dell
Subject: Re: Shutdown and concessioners

Will do. We also have concessions-specific instructions and Q&As to send to regional and park concessions staff as soon as Bruce sends out the general instructions.

Sent from my iPhone

On Sep 25, 2013, at 6:38 PM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:

> Can you talk to Jo and get a reminder of how we notified
> concessioners. I think we did a conference call for them. I need to
> know early Thursday morning.
> Thank you.
> Sent from my iPhone

From: Rountree, Carl <crountre@blm.gov>
Sent: Thursday, September 26, 2013 8:29 AM
To: Margaret O'Dell
Subject: SCAs and other Partnerships During Gov't Shutdown

Peggy: What is NPS going to do about Volunteers and Partnership work on your lands if the Government shuts down? We think we will have to suspend their work? Is this in keeping with your policy? Carl

From: Blake Androff <blake_androff@ios.doi.gov>
Sent: Thursday, September 26, 2013 9:30 AM
To: Suzanne Waldron; Michael Litterst; Jon Jarvis; Peggy O'Dell; Maureen Foster
Cc: Kate Kelly; Laura Davis; Nikki Buffa; Pam Haze; Rhea Suh; Benjamin Milakofsky
Subject: Shutdown Comms

Please let me know if there is any confusion about the timeline we discussed yesterday at the 1:15 PM regarding comms about a possible lapse in appropriations.

As early as this afternoon, you are able to confirm, if asked, with reporters that the notices were sent to contractors, concessioners, grant recipients, etc.

When the plans post tomorrow between 12 - 3, NPS (and all of DOI) is able to confirm and discuss in factual terms what is included in the plans and what it would mean.

Thanks for your patience. We share your frustration.

Blake

Sent from my iPhone

From: Litterst, Michael <mike_litterst@nps.gov>
Sent: Thursday, September 26, 2013 9:32 AM
To: Blake Androff
Cc: Suzanne Waldron; Jon Jarvis; Peggy O'Dell; Maureen Foster; Kate Kelly; Laura Davis; Nikki Buffa; Pam Haze; Rhea Suh; Benjamin Milakofsky
Subject: Re: Shutdown Comms

Just to clarify, when the plans post tomorrow afternoon, parks are also free to discuss their individual plans with local media, visitors and stakeholders?

Mike

~~~~~~~~~~~~~~~~~~~~

Mike Litterst
Chief Spokesperson (acting)

National Park Service
1849 C Street NW
Washington, DC 20240
Ph: (202) 513-0354
Cell: (202) 306-4166

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

EXPERIENCE YOUR AMERICA

On Thu, Sep 26, 2013 at 9:29 AM, Blake Androff <blake_androff@ios.doi.gov> wrote:
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Blake
~~~~~~~~~~~~~~~~~~~~

Sent from my iPhone

From: Androff, Blake <blake_androff@ios.doi.gov>
Sent: Thursday, September 26, 2013 9:33 AM
To: Litterst, Michael
Cc: Suzanne Waldron; Jon Jarvis; Peggy O'Dell; Maureen Foster; Kate Kelly; Laura Davis; Nikki Buffa; Pam Haze; Rhea Suh; Benjamin Milakofsky
Subject: Re: Shutdown Comms

Yes.

On Thu, Sep 26, 2013 at 9:31 AM, Litterst, Michael <mike_litterst@nps.gov> wrote:
Just to clarify, when the plans post tomorrow afternoon, parks are also free to discuss their individual plans with local media, visitors and stakeholders?

Mike

~~~~~~~~~~~~~~~~~~~~

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~~~~~~~~~~~~~~~~~~~~

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Blake

Sent from my iPhone

--
Blake Androff
Deputy Director of Communications
U.S. Department of the Interior
Office: (202) 208-6416 | Cell: (202) 725-7435

From:	Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent:	Thursday, September 26, 2013 11:36 AM
To:	Peggy O'Dell; Jon Jarvis; Dennis Reidenbach; Stan Austin; Gordon Wissinger; Chris Lehnertz; Laura Joss; Sue Masica; Steve Whitesell; Michael Reynolds; Teresa Chambers; Lena McDowall; Cam Sholly; Victor Knox; Don Hellmann; Sue Waldron; Bert Frost; Stephanie Toothman; Jeffrey Compton; David Vela; Julia Washburn; Rich Weideman
Cc:	Angela Hargrove; Nancy Wilson
Subject:	shutdown - action required by noon Friday
Attachments:	NPS contingency plan 2013 v6.docx

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

In the attached plan, you will see that we provided estimates regarding the number of employees each region and service center will designate as "excepted." We also estimated, servicewide, how many of these excepted employees will be fulfilling an essential visitor protection role (LE, EMS, Fire, USPP).

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

Please review the attached shutdown plan to see the totals we estimated for your regions. Over the next day and a half, we need you to decide which of your employees you will designate as excepted, and which you intend to furlough. We have been consistent in our messaging that the numbers we provided to the Department on your behalf were estimates. We based these estimates on our experiences in the mid-90s, and on the planning we conducted in 2011. You do not have to adhere to these totals, only the list of exception criteria. You will also be able to amend your decisions about who to furlough as the situation evolves. The Associate Directors will be notified of the excepted and WASO employees.

You are to begin immediately identifying and notifying verbally all personnel as to their status in accordance with the guidance in the contingency plan. By noon on Friday, you and your park managers need to have completed the following:
1. **Verbally** let every employee in your region know whether you intend to furlough them or designate them as excepted in the event of a shutdown.
2. Submit to the Comptroller a summary, through the regional office or Associate Director, at the park, service center and regional office level, the total number of employees you intend to furlough and the total number of employees you intend to designate as excepted. For those employees you intend to deem excepted, please indicate how many will be fulfilling an essential visitor protection role (LE, EMS, Fire, USPP). We do not need names or positions at this time, only totals by category and organization.

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

www.doi.gov/shutdown

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

We will also be posting internal guidance on InsideNPS.

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

Sheaffer

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

NATIONAL PARK SERVICE CONTINGENCY PLAN

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

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

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

Part 1: Designation of Essential and Continuing Programs/Activities

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

- Providing for finance and contracting activities such as benefit payments and actions necessary to suspend or stop work on projects currently underway that require oversight or support from employees funded from lapsed appropriations. That is, contracting and finance personnel necessary to perform these duties should remain until the activities can be suspended.

- Direct management of projects obligated from funds that are not subject to lapse, such as multi-year appropriations from prior fiscal years. People not DIRECTLY involved in project management or necessary contracting actions and payments for these projects will not be considered excepted or continue to work.

- Protecting life and property, including:

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

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

Headquarters

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

Regional Offices

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

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

National Park Sites

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

Other Offices

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

Part 2: Designation of Excepted Personnel

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

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

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

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

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

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

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

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

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

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

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

Attachment

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

Phase 1 Shutdown Procedures:
Immediately upon receiving instructions from WASO to begin closedown, take the following steps to shut down all activities not deemed essential that are funded by lapsing appropriation:

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

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

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

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

Phase 2 Shutdown Procedures:
Should a prolonged lapse in appropriations occur, it will be necessary to take the following additional steps. Do not initiate any of the following actions until instructed to do so by the Washington Office.

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

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

Concession and Campsite Closedown Procedures (Phase 2):
All parks should take the following steps to secure park facilities and shut down concession and campsite operations while ensuring the safety of park visitors:

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

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

From: Rountree, Carl <crountre@blm.gov>
Sent: Thursday, September 26, 2013 12:53 PM
To: O'Dell, Margaret
Subject: Re: SCAs and other Partnerships During Gov't Shutdown

Thanks, C

On Thu, Sep 26, 2013 at 12:52 PM, O'Dell, Margaret <peggy_o'dell@nps.gov> wrote:
Yes, it is, especially since volunteer and partnership work is dependent on NPS supervision or oversight.

On Thu, Sep 26, 2013 at 8:28 AM, Rountree, Carl <crountre@blm.gov> wrote:
Peggy: What is NPS going to do about Volunteers and Partnership work on your lands if the Government shuts down? We think we will have to suspend their work? Is this in keeping with your policy? Carl

From: Reidenbach, Dennis <dennis_reidenbach@nps.gov>
Sent: Thursday, September 26, 2013 2:27 PM
To: Peggy O'Dell
Subject: Today's 4:30 call

Peggy,

In light of Bruce's email message on the shutdown and the amount activity for the field that is entailed, is it still a "principals only" NLC for the first 1/2 hour, or has the situation changed enough that the Regional Directors can include a couple key folks (e.g. DRDs, ARD Admin, Comptroller). Lot of work to do and having people who will be helping the RDs get it done could potentially save some time (they can get off and proceed while we do the rest of the meeting) if there is any new guidance or assignments.

It could be really helpful, especially for us East Coast folks. Don't want to loose this evening if I can get people going on this while they are still here. I just remember the nightmares from the last time around. Just a thought for your consideration.

Dennis

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

From: Reidenbach, Dennis <dennis_reidenbach@nps.gov>
Sent: Thursday, September 26, 2013 3:04 PM
To: Margaret O'Dell
Subject: Re: Today's 4:30 call

Peggy

Ok, thanks.

Timing is everything. The memo came out right after I concluded a regularly scheduled all employee meeting.....where I told them to sit tight until Oct 1st.....oh well.

Dennis

On Thu, Sep 26, 2013 at 3:00 PM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:
Yes you may have others in the first part of the meeting although
there probably is not any new real information.

Sent from my iPhone

On Sep 26, 2013, at 2:27 PM, "Reidenbach, Dennis"
<dennis_reidenbach@nps.gov> wrote:

> Peggy,
>
> In light of Bruce's email message on the shutdown and the amount activity for the field that is entailed, is it still a "principals only" NLC for the first 1/2 hour, or has the situation changed enough that the Regional Directors can include a couple key folks (e.g. DRDs, ARD Admin, Comptroller). Lot of work to do and having people who will be helping the RDs get it done could potentially save some time (they can get off and proceed while we do the rest of the meeting) if there is any new guidance or assignments.
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>
>
> Dennis
>
>
> Dennis Reidenbach
> Regional Director
> Northeast Region
> 200 Chestnut Street, Suite 502
> Philadelphia, PA 19106
> ph. 215-597-7013

> fax 215-597-0815
>

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

From: Jeffrey Shane Compton <shane_compton@nps.gov>
Sent: Thursday, September 26, 2013 4:06 PM
To: Tracey, Tobin
Cc: O'Dell Peggy
Subject: Re: Excepted Personnel During the Shut Down Contact Information Needed

HI Tobin

For Information Resources Directorate (Both Washington, DC and Denver locations) the following are identified as excepted:

Shane Compton, Associate Director
(202) 354-1474 (O)
(703) 839-2106 (C)

Kashif Jamal, WASO IR Services
(202) 354-1433 (O)
(202) 641-1945 (C)

Thanks

Jeffrey Shane Compton
Associate Director
Information Resources

On Sep 26, 2013, at 3:14 PM, "Tracey, Tobin" <tobin_tracey@nps.gov> wrote:

All,

Deputy Director ODell has requested a list of all excepted employees who will be working in the Regional Offices and WASO if the government shuts down next week.

Please provide by COB tomorrow, Friday, September 27, the name, desk phone number, and cell phone number of any people in your office of directorate who will be working during the shut down.

Thank you,
Tobin

Tobin N. Tracey, AIA
Horace Albright Fellow
1849 C Street NW, Rm 3123
Washington, DC 20240

202.208.3962 voice
202.528.8884 cell

From: Christine Lehnertz <chris_lehnertz@nps.gov>
Sent: Thursday, September 26, 2013 6:55 PM
To: Dennis Reidenbach
Cc: Peggy O'Dell; Bruce Sheaffer; Joel Hard; Laura Joss; Michael Reynolds; Stanley Austin; Steve Whitesell; Sue Masica
Subject: Re: High level shut down question/ issue

Hi Dennis,

We should probably schedule an RD call to discuss, if this is an area where consistency is needed. We are not planning to direct parks on the essential positions, and in several cases the park superintendent provides essential services.

I'm proposing a call for RDs on Friday, September 27 at 12:00pm EDT.
Can that work for people?

Thanks

Chris Lehnertz, Regional Director
National Park Service
Pacific West Region

(w) 415-623-2101
(m) 415-652-8811

On Sep 26, 2013, at 3:41 PM, Dennis Reidenbach <dennis_reidenbach@nps.gov> wrote:

> Peggy,
>
> Given the time constraints just now, I didn't feel there was enough
> time to address this issue, but for me it is the one consistency
> factor from the 2011 exercise that I think needs to be consistent
> within the Regions.
>
> There were a couple of key decisions that we made the last time which
> I want to reaffirm as being in place this time:
>
> 1). We agreed last time that it was important that each Regional
> Office would have the same staffing levels (the old plans called for 3
> each), with all of the assigned team being below the ARD level. So
> in our case it was a 3 person team consisting of our Regional Chief
> Ranger, Regional Chief of Maintenance, and the Regional Public Affairs
> Officer.
>
> 2). At the park level, it is clear that type of activities (LE, Fire,
> EMS, and crucial Maintenance system like Wastewater Treatment plants,
> power plants etc) that are essential. Last time we specifically said
> that no Supts, Deputy Supts etc would be considered essential
>

> I think if we have affirmation on those two issues we can work through
> individually using the previous plans as a roadmap.
>
> Thanks.
>
> Dennis
>
> Dennis Reidenbach
> NPS Northeast Regional Director
> 215-597-7013

From: Steve Whitesell <steve_whitesell@nps.gov>
Sent: Thursday, September 26, 2013 8:33 PM
To: Christine Lehnertz
Cc: Dennis Reidenbach; Peggy O'Dell; Bruce Sheaffer; Joel Hard; Laura Joss; Michael Reynolds; Stanley Austin; Sue Masica
Subject: Re: High level shut down question/ issue

Chris

I will be away, but I'll have Lisa Mendelson on the call.

On Sep 26, 2013, at 6:55 PM, Christine Lehnertz <chris_lehnertz@nps.gov> wrote:

> Hi Dennis,
>
> We should probably schedule an RD call to discuss, if this is an area
> where consistency is needed. We are not planning to direct parks on
> the essential positions, and in several cases the park superintendent
> provides essential services.
>
> I'm proposing a call for RDs on Friday, September 27 at 12:00pm EDT.
> Can that work for people?
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> Thanks
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> Chris Lehnertz, Regional Director
> National Park Service
> Pacific West Region
>
> (w) 415-623-2101
> (m) 415-652-8811
>
> On Sep 26, 2013, at 3:41 PM, Dennis Reidenbach
> <dennis_reidenbach@nps.gov> wrote:
>
>> Peggy,
>>
>> Given the time constraints just now, I didn't feel there was enough
>> time to address this issue, but for me it is the one consistency
>> factor from the 2011 exercise that I think needs to be consistent
>> within the Regions.
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>> There were a couple of key decisions that we made the last time which
>> I want to reaffirm as being in place this time:
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>> 1). We agreed last time that it was important that each Regional
>> Office would have the same staffing levels (the old plans called for 3

>> each), with all of the assigned team being below the ARD level. So
>> in our case it was a 3 person team consisting of our Regional Chief
>> Ranger, Regional Chief of Maintenance, and the Regional Public
>> Affairs Officer.
>>
>> 2). At the park level, it is clear that type of activities (LE,
>> Fire, EMS, and crucial Maintenance system like Wastewater Treatment plants,
>> power plants etc) that are essential. Last time we specifically said
>> that no Supts, Deputy Supts etc would be considered essential
>>
>> I think if we have affirmation on those two issues we can work
>> through individually using the previous plans as a roadmap.
>>
>> Thanks.
>>
>> Dennis
>>
>> Dennis Reidenbach
>> NPS Northeast Regional Director
>> 215-597-7013

From: Hard, Joel <joel_hard@nps.gov>
Sent: Thursday, September 26, 2013 9:13 PM
To: Bruce Sheaffer
Cc: Suzy Wooliver; James Vaughn; Margaret O'Dell
Subject: Excepted and furloughed employees
Attachments: Excepted AKR employees.xlsx

Bruce,

I will forward a completed spreadsheet with the specifics by name and contact information later tomorrow, but to meet the expectations of your memorandum and timeline these are the numbers for the Alaska Region. Of course all employees are justified as essential under the criteria of protection of life and property in the guidance reiterated below. I can assign specifics to individuals but it will take a bit more time. Staffing has been held to the very minimum and as consistently as possible to perform these functions.

Verbal notifications of potential furloughs have been initiated.

Let me know if you need more details.
J

- 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.

--
Joel L. Hard

Deputy Regional Director
Alaska Region, NPS

ORG	Total Employees	Excepted Employees Phase I	Excepted Employees Phase II	Furloughed employees
AKRO	165	10	3	155
DENA	169	10	9	159
GLBA	88	8	5	80
KATM	36	6	5	30
KEFJ	34	6	2	28
KLGO	34	4	2	30
LACL	45	3	2	42
SITK	24	2	2	22
WEAR	31	4	3	27
WRST	47	5	4	42
YUGA	84	6	3	78
	757	64	40	693

From: Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent: Friday, September 27, 2013 7:01 AM
To: Chris Lehnertz; Dennis Reidenbach; Gordon Wissinger; John Wessels; Michael Reynolds; Steve Whitesell; Sue Masica; Stan Austin; Laura Joss; Jon Jarvis; Peggy O'Dell
Subject: Fwd: Good Politico article on the lay of land

best article yet on state of shutdown politics.. House leadership looks to be unable to bring party along for the deal.

-

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

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

From: Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent: Friday, September 27, 2013 10:51 AM
To: Bert Frost; David Vela; Don Hellmann; Julia Washburn; Lena McDowall; Maureen Foster; Peggy O'Dell; Rich Weideman; Stephanie Toothman; Sue Waldron; Teresa Chambers; Victor Knox; Chris Lehnertz; Dennis Reidenbach; Laura Joss; Michael Reynolds; Stan Austin; Steve Whitesell; Sue Masica
Subject: shutdown followup

I hope not to send you too many added or amended instructions, but yesterday a misguided instruction was circulated to bureau property people from the department instructing employees to return all equipment- phones, computers etc- to the office as a shutdown requirement. After a bit of discussion they have seen the light and provide the following retraction..

Lastly on property - apologies for our lack of coordination on issuing guidance yesterday to your property staffs. We have retracted the guidance that instructed employees to turn in their property. We would like you to use your good judgement and be prudent about how we manage property ensuring it is safeguarded and protected and not inappropriately used, lost or damaged. Employees who are on furlough are to turn off their devices and store them or safeguard them. Part of the four-hour shut down preparation is ensuring that employees are making arrangements to safety store and secure property. Please ask your managers to be knowledgeable about the disposition of property and ensure government property is accounted for and secure.

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

From: Sholly, Cam <cam_sholly@nps.gov>
Sent: Friday, September 27, 2013 10:57 AM
To: Bruce Sheaffer
Cc: Margaret O'Dell
Subject: WASO-VRP Exempted List

Total Employees Exempted =12
Total Not Exempted = 140

Exempted:

- (b) (6), (b) (7)(C) - coordinate all LE, Fire, and Public Safety
- (b) (6), (b) (7)(C) -coordinate LE and emergency management
- (b) (6), (b) (7)(C) - EICC dispatcher
- (b) (6), (b) (7)(C) - Wildland Fire Operations - NIFC

- SPECIAL AGENTS
- (b) (6), (b) (7)(C) - special agent working two active felony sexual assaut cases
- (b) (6), (b) (7)(C) - special agent working felony child sexual assault case with U.S. Attorney
- (b) (6), (b) (7)(C)- special agent working Lake Roosevelt NPS ranger shooting
- (b) (6), (b) (7)(C)- special agent working Lake Roosevelt NPS ranger shooting
- (b) (6), (b) (7)(C) - special agent working GLAC homicide investigation with FBI
- (b) (6), (b) (7)(C)- special agent working vehicular homicide investigation at SEKI
- (b) (6), (b) (7)(C)- special agent working employee fatality investigation at DEVA
- (b) (6), (b) (7)(C)- special agent working on NPS employee felony assault investigation at CHIC
- (b) (6), (b) (7)(C) - special agent working multiple cases in Yosemite; park has requested he remain exempted to provide park support
- (b) (6), (b) (7)(C) - special agent; park has requested he remain exempted to provide park support
- 28 special agents classified as not exempted with investigations being put on hold
- All other VRP employees not exempted

Cameron Sholly
Associate Director
Visitor and Resource Protection
National Park Service
(202) 565-1020-w

(202) 501-1287-f

From: Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent: Friday, September 27, 2013 11:38 AM
To: Bert Frost; David Vela; Don Hellmann; Julia Washburn; Lena McDowall; Maureen Foster; Peggy O'Dell; Rich Weideman; Stephanie Toothman; Sue Waldron; Teresa Chambers; Victor Knox; Chris Lehnertz; Dennis Reidenbach; Laura Joss; Michael Reynolds; Stan Austin; Steve Whitesell; Sue Masica
Subject: clarifying message

There seems to be some lack of understanding on the issue of when to except staff working on projects that are funded from multi-year sources. If the person is necessary for DIRECT project management AND that person is funded from a multi-year source, they may remain on duty.

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

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

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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	13
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	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
NPS Employees, as of 9/10/2013	24,645
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: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Tuesday, September 17, 2013 4:49 PM
To: Sheaffer, Bruce
Subject: Re: Contingency Planning for a Lapse in Appropriations

i saw it.

On Tue, Sep 17, 2013 at 4:44 PM, Sheaffer, Bruce <bruce_sheaffer@nps.gov> wrote:

---------- Forwarded message ----------
From: **Charlip, Ralph** <ralph_charlip@ios.doi.gov>
Date: Tue, Sep 17, 2013 at 2:44 PM
Subject: Fwd: Contingency Planning for a Lapse in Appropriations
To: "adrianne_moss@ios.doi.gov" <adrianne_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>, 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>

Please see email below from Pam Haze that went to DOI leadership a few minutes ago. It provides an update on our planning efforts and passes along some guidance from OMB. Please note that we (AS/PMB) will be sending an all-employee email late this evening or tomorrow, so please wait until that has been sent before engaging in any internal communications with your employees. Thanks and please let me know if you have any questions.

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

---------- Forwarded message ----------
From: **Haze, Pam** <pam_haze@ios.doi.gov>
Date: Tue, Sep 17, 2013 at 2:36 PM
Subject: Fwd: Contingency Planning for a Lapse in Appropriations
To: Ralph Charlip <ralph_charlip@ios.doi.gov>

---------- Forwarded message ----------
From: **Haze, Pam** <pam_haze@ios.doi.gov>
Date: Tue, Sep 17, 2013 at 2:35 PM
Subject: Contingency Planning for a Lapse in Appropriations
To: Anne Castle <Anne_Castle@ios.doi.gov>, Thomas Iseman <thomas_iseman@ios.doi.gov>, Lori Caramanian <Lori_Caramanian@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Suzette Kimball <suzette_kimball@usgs.gov>, William Werkheiser <whwerkhe@usgs.gov>, Michael Connor <MLConnor@usbr.gov>, Grayford F Payne <gfpayne@usbr.gov>, Robert W Wolf <RWolf@usbr.gov>, Tommy Beaudreau <tommy.beaudreau@boem.gov>, Rich Cardinale <Richard_Cardinale@ios.doi.gov>, Ned Farquhar <Ned_Farquhar@ios.doi.gov>, James Lyons <james_lyons@ios.doi.gov>, Neil G Kornze <nkornze@blm.gov>, Steven Ellis <sellis@blm.gov>, Janine Velasco <jvelasco@blm.gov>, Ann DeBlasi <amdeblas@blm.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Walter Cruickshank <Walter.Cruickshank@boem.gov>, Glenda Owens <gowens@osmre.gov>, Rachel L Jacobson <Rachel_Jacobson@ios.doi.gov>, Michael Bean <Michael_Bean@ios.doi.gov>, D M Ashe <D_M_Ashe@fws.gov>, Rowan Gould <r_w_gould@fws.gov>, Denise Sheehan <Denise_Sheehan@fws.gov>, Jon Jarvis <Jon_Jarvis@nps.gov>, Margaret O'Dell <peggy_o'dell@nps.gov>, Bruce Sheaffer <Bruce_Sheaffer@nps.gov>, Kevin Washburn <Kevin.Washburn@bia.gov>, "Lawrence S. Roberts" <Lawrence_Roberts@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Michael Black <Mike.Black@bia.gov>, "Roessel, Charles" <charles.roessel@bie.edu>, Eileen Sobeck <Eileen_Sobeck@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Mark Davis <mark_davis@ost.doi.gov>, Michele Singer <michele_singer@ost.doi.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, Joseph G Pizarchik <JPizarchik@osmre.gov>, OS_PMB_Senior_Staff <os_pmb_senior_staff@ios.doi.gov>, Brian Salerno <brian.salerno@bsee.gov>, Mary Kendall <Mary_Kendall@doioig.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>
Cc: Laura Davis <Laura_Davis@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Nicole Buffa <nikki_buffa@ios.doi.gov>, Blake Androff <Blake_Androff@ios.doi.gov>, Kate P Kelly

<Kate_Kelly@ios.doi.gov>

Dear Assistant Secretaries and Bureau/Office Directors:
We just got off a phone call with OMB on contingency planning. They ask us to begin planning and preparations although they are hopeful there will be a continuing resolution passed before the end of the fiscal year. As you know we have assembled a team of representatives from your bureaus and offices and we are well along in refreshing our plans. OMB made clear we are not to move forward and post anything on a pubic website or begin outreach until we get instructions to do so. OMB will be consulting with us on our plans as we finalize them. They will be sending us a template for an all employees message that we will be preparing to send out later today or tomorrow.

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

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

From: Gibson, Jason <jason_gibson@nps.gov>
Sent: Wednesday, September 18, 2013 12:39 PM
To: Bruce Sheaffer
Subject: DOI submitted shutdown plan + excepted position listing
Attachments: DOI submitted NPS contingency plan 2013.docx; attachment 1 NPS contingency plan.xlsx

Looks like this is current as of yesterday afternoon.

Jason

Jason Gibson
National Park Service
Business Management Group
Office: 202.513.0890
Mobile: 703.282.2371

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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	13
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	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
NPS Employees, as of 9/10/2013	24,645
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	
Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	13
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	**3361**

Excepted Employees by Category	
Exception Category	
Law Enforcement / EMS / Fire / USPP	2,330
Funded Through Non-Appropriated Sources (estimate - depends on active	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	
Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	7
Director	
Deputy Director, Operations	
Comptroller	
Associate Director, Visitor & Resource Protection	
Associate Director, Workforce Management	
Associate Director, Business Services	
Associate Director, Information Resources	
Contracting, Finance, and Budget	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	
Alaska Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	64
Intermountain Region	
Regional Office	3
Regional Director	
Associate Regional Director	

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

Excepted Employees by Category	
Exception Category	

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: O'Dell, Margaret <peggy_o'dell@nps.gov>
Sent: Wednesday, September 18, 2013 3:34 PM
To: Stephens, Beverly
Cc: Bruce Sheaffer
Subject: Re: NPS contingency shutdown plan

Thank you both.

On Wed, Sep 18, 2013 at 12:50 PM, Stephens, Beverly <grace_stephens@nps.gov> wrote:
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

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Monday, September 23, 2013 8:14 AM
To: adrianne_moss@ios.doi.gov; Amy Holley; Anderson, James; Andrew Jackson; Angela Graziano; Bender, Kathryn L; Benjamin Milakofsky; Bernard Mazer; Beverly Stephens; Bruce Delaplaine; Bruce Sheaffer; Celina Cunningham; Charlip, Ralph B; Chris Nolin; Dave Achterberg; Denise Flanagan; Diane Wade; Edward Keable; Edward Simermeyer; Ellen Bliss; Gillick, Larry; Glenn, Douglas A; Gould, Greg; Grayford Payne; James Mccaffery; Janine Velasco; Jean Maybee; Joe Nassar; Jonathan Andrew; Jorge Silva-Banuelos; Kerry Rae; Kimberly Thorsen; Loraine Dawkins; Lori Faeth; Lukjanczuk, Tamara; Margaret Schneider; Mark Lawyer; Mary Pletcher; Michael Bean; Michael Black; Neely, Cynthia; Nichelle Rogers; Pam Haze; Paul Mussenden; Reed Murray; Richard Cardinale; Richard Farr; Robert Wolf; Ruth Stokes; Santos, Tyrone; Scott Mabry; Shayla Simmons; Smith, Clarence; Stephen Hardgrove; Thomas Lillie; Thomas Mulhern; Thomas Thompson; Thomas Wayson; Tommy Tomsan; Vicki Forrest; Walter Cruickshank; Will Shipp; Willie Taylor; Tim Murphy
Subject: Contingency Planning
Attachments: ~$ntingency planning update and instructions Sept 23.docx; Contingency Plan Summary Table for 2013.xlsx; DOI Contingency Plan for 2013 CR lapse.docx

Dear Team:
We got direction late Friday on the timeline for the next week leading up to October 1. I have attached for you a timeline to follow. There will be a meeting at OMB today to go over the timeline and additional instructions so we may have more later.

Also attached is a draft DOI summary of the shutdowm and a matrix of the numbers for each bureau and office. Can I ask you to get back to us with number changes and comments on the plan by cob tomorrow?

We will also get you comments later today on your plan and ask you to revise it and resubmit by tomorrow cob.

Please send your comments to me and to Ralph Charlip. htanks

Unable to open attachment "~ntingency planning update and instructions Sept 23.docx"

Department of the Interior
Contingency Plan Summary

Bureau/Office	Total Employee Count	Presidential Employees	Excepted Employees												Furloughed Employees		
			Non Appropriated Funding		Activities Expressly Authorized by Law		Activities Necessarily Implied by Law		Law Enforcement		Life & Safety, Other (Excluding Law Enforcement)		Total Employees Retained				
			Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	On Call
BLM	10,800		100	100					300	300	330	180	730	580	10,070	10,220	525
BOEM	549		8	8					0	0	64	64	72	72	477	477	
BSEE	772		408	408					0	0	0	0	408	408	364	364	
OSM	470								0	0	12	8	12	8	458	462	21
BOR	5,394		1,037	1,037					26	26	649	649	1,712	1,712	3,682	3,682	
CUPCA	4		4	4					0	0	0	0	4	4	0	0	
USGS	8,650		0	0					0	0	93	43	93	43	8,557	8,607	200
FWS	9,545		658	658					613	613	729	629	2,000	1,900	7,545	7,645	
NPS	24,645		160	160					2,330	2,330	871	871	3,361	3,361	21,284	21,284	
BIA	4,113		23	23					628	628	567	567	1,218	1,218	2,895	2,895	
BIE	3,963		3,647	3,647							54	54	3,701	3,701	262	262	
Subtotal	68,905	0	6,045	6,045	0	0	0	0	3,897	3,897	3,369	3,065	13,311	13,007	55,594	55,898	746
AS-PMB																	
Immediate		2							0	0	6	6	6	6	-6	-6	
DAS-BFPA			3	3					0	0	7	7	10	10	-10	-10	
FBMS	72								0	0	36	36	36	36	36	36	
DAS-HCD									0	0	7	7	7	7	-7	-7	
DAS-LESEM									11	11	25	25	36	36	-36	-36	
DAS-ONRR	621		0	0			36	36	0	0	0	0	36	36	585	585	4
DAS-PIA			2	2					0	0	14	14	16	16	-16	-16	
DAS-TIBS			12	12					0	0	21	21	33	33	-33	-33	
OHA			61	61					0	0	0	0	61	61	-61	-61	
IBC	940		119	119					0	0	68	68	187	187	753	753	55
Subtotal	1,633	2	197	197	0	0	36	36	11	11	184	184	428	428	1,205	1,205	59
IOS																	
Immediate	42	6									7	7	7	7	35	35	3
Land Buy Back	8		8	8							0	0	8	8	0	0	
Alaska Field Office	13										0	0	0	0	13	13	
OCL	16	1									1	1	1	1	15	15	
Communications	15	2									1	1	1	1	14	14	
Exec Sec	31										2	2	2	2	29	29	2
IACB	10										4	4	4	4	6	6	1
DOI Museum	5										4	4	4	4	1	1	
AS-FWP	6	1									1	1	1	1	5	5	
AS-IA	215	3									60	60	60	60	155	155	
AS-INS	0	vacant									0	0	0	0	0	0	

Numbers are preliminary.

Department of the Interior
Contingency Plan Summary

Bureau/Office	Total Employee Count	Presidential Employees	Excepted Employees												Furloughed Employees		
			Non Appropriated Funding		Activities Expressly Authorized by Law		Activities Necessarily Implied by Law		Law Enforcement		Life & Safety, Other (Excluding Law Enforcement)		Total Employees Retained				
			Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	On Call
AS-LLM	8	vacant									1	1	1	1	7	7	
AS-WS	8	1									1	1	1	1	7	7	
Subtotal	377	14	8	8	0	0	0	0	0	0	82	82	90	90	287	287	6
OST	585		0	0					0	0	44	26	44	26	541	559	
Insular Office	36		0	0					0	0	2	2	2	2	34	34	
OIG	255		0	0					0	0	0	0	0	0	255	255	
SOL	421		19	19					0	0	15	15	34	34	387	387	
Total	72,212	16	6,269	6,269	0	0	36	36	3,908	3,908	3,696	3,374	13,909	13,587	58,303	58,625	811

Numbers are preliminary.

Year	Total Employee Count	Presidential Employees	Excepted Employees												Furloughed Employees		
			Non Appropriated Funding		Activities Expressly Authorized by Law		Activities Necessarily Implied by Law		Law Enforcement		Life & Safety, Other (Excluding Law Enforcement)		Total Employees Retained				
			Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	On Call
2013	72,212	16	6,269	6,269	0	0	36	36	3,908	3,908	3,696	3,374	13,909	13,587	58,303	58,625	811
													19%	19%	81%	81%	
2011	68,950		7,128	7,128					4,257	3,587	4,744	2,625	16,129	13,340	52,821	55,610	
													23%	19%	77%	81%	
1995	70,600		8,100	8,100							8,400	7,400	16,500	15,500	54,100	55,100	
													23%	22%	77%	78%	

Note: In the 1995 shutdown, Congress had enacted the FY 1996 Energy and Water Appropriations Act and BOR and CUPCA were operational.
Also, in 1995, approximately 1,500 Bureua of Mines employees were considered essential.

Department of the Interior
Contingency Plan for
Operations in the Absence of FY 2013 Appropriations

Introduction

This summary document provides an overview and of the contingency plans that are in place for the Department of the Interior and its bureaus and offices in order to proceed through an orderly shut-down in the event of a lapse in appropriations.

In a possible scenario where Congress fails to enact full year appropriations or to fund the Department of the Interior via a continuing resolution, the Department and its bureaus and offices will execute contingency plans. The plans provide the detail for each bureau and office and subsidiary entities to continue activities of the Department of the Interior in the following exempted categories:

- Programs financed by other than annual appropriations.
- Activities expressly authorized by law.
- Activities necessarily implied by law.
- Discharge of the President's constitutional duties and powers.
- Necessary activities to protect life and property.

Overview

Based on the plans developed, approximately 58,303 of the 72,208Department of the Interior employees projected to be in pay status would be furloughed at the outset of a suspension of activities. After a period of one week this would increase to 58,625 employees.

All areas of the National Park and National Wildlife Refuge Systems would be closed and public access would be restricted. The Bureau of Land Management would terminate all non-emergency activities on the public lands. The scientific work of the U.S. Geological Survey would be halted or conducted in a custodial manner. Only those activities needed to respond to emergency situations would be conducted by the Office of Surface Mining. The Bureau of Ocean Energy Management and the Bureau of Safety and Environmental Enforcement would continue to ensure the safety of drilling and production operations and issue drilling and other offshore permits, however renewable activities and five year plan work would be terminated. Most activities at Bureau of Indian Affairs agency, regional and headquarters offices would be suspended. Activities to continue payments to beneficiaries would continue. The Office of the Special Trustee for American Indians would maintain minimum operations necessary to issue checks to beneficiaries. Bureau of Reclamation activities related to continuing to provide for water and power deliveries would be continued, other activities would be suspended.

Approximately 13,897 employees are designated as excepted including 6,265 that would be funded through non-lapsing fund sources, 3,908 law enforcement personnel, and 3,696 employees retained to protect life and property. This number would decrease if the shutdown goes beyond two to three days as facilities are secured and other shutdown activities are completed. A limited number of employees providing administrative support for excepted functions, such as budget, IT, finance, and contracting, are included. Some of these employees may be required on an intermittent basis after the initial shutdown activities are completed. There would be 811 employees on call that would become excepted if necessary.

Approximately 6,265 employees would be continued in funded positions. The educational programs at BIE elementary and secondary schools are forward funded through the FY 2013 appropriations for the 2013-2014 school year and would continue to keep educational programs operational. There are some educational programs that would not continue as these are not forward funded. The Bureau of Reclamation would continue to operate non-appropriated, mandatory, or customer funded programs, such as operation of the Hoover Dam. Personnel needed to protect life and property, such as law enforcement and firefighting personnel, would be funded in the Bureau of Indian Affairs, Bureau of Land Management, Fish and Wildlife Service, and the National Park Service. In addition, the Fish and Wildlife Service would continue to operate several programs that are funded through permanent appropriations, including Sport Fish Restoration, North American Wetlands Conservation Fund, Migratory Bird Conservation Account, and the Natural Resources Damage Assessment Fund.

Shutdown Implementation

As soon as the Department receives direction from the Office of Management and Budget based on the absence of an appropriations bill or a continuing resolution, the Department would notify the bureaus to begin an orderly shutdown.

Shutdown procedures would be implemented at the beginning of the workday following the lapse in appropriations – on October 1, 2013. When a lapse in appropriations occurs on a weekday as it does this year, shutdown activities would be initiated on Tuesday, October 1. Employees whose normal tour of duty includes reporting to work on Tuesday would do so, unless otherwise notified by their supervisors.

Orderly shutdown activities to be completed including securing facilities and work stations and cancelling meetings and other previously arranged business. These activities should normally be completed within four hours.

Excepted Activities and Employees

The excepted total of 13,575 employees includes 6,265 funded through non-lapsing appropriations.

For lapsing appropriations, the Department's bureaus and offices have carefully reviewed staffing needs to complete orderly shutdown activities and to provide for the protection of life and property. The total number of employees would initially be approximately 7,632. After two to three days, the number would decrease to 7,310 as shutdown activities are completed.

Orderly Shutdown. After initial shutdown and the furlough of the majority of employees, it is anticipated that some employees would be continued for a brief period to complete shutdown of operations. Activities would include shutting down computer systems not needed to support essential functions, securing facilities, and completing human resources and financial paperwork. The largest number of employees in this category would be in the National Park Service, which anticipates that it would take two days to clear campgrounds and concession facilities of park visitors and to fully secure facilities.

Protection of Life and Property. After the completion of shutdown activities, the bureaus would continue a limited number of employees to assure protection of life and property. This includes:

- 3,900 employees engaged in law enforcement;
- 36 employees that would be retained to work in activities implied by law- the payment of monthly Mineral Leasing Act payments; and
- 3.374 employees that are to be retained to protect health and property.

The largest single group of such employees would be 3,908 law enforcement personnel, including the U.S. Park Police (852 officers) and Bureau of Indian Affairs police officers, criminal investigators, and detention center staff (600 employees). Law enforcement personnel would also be continued in the Fish and Wildlife Service, the Bureau of Land Management, and the Office of the Secretary.

The remaining personnel who would continue after completion of shutdown activities would provide for protection and maintenance of facilities, monitoring for emergencies, and similar and related activities. For example, a limited number of National Park Service and Fish and Wildlife employees would be maintained at parks, refuges and hatcheries to protect facilities, maintain the closure of public areas, and care for wildlife. The U.S. Geological Survey would maintain personnel responding to earthquakes and monitoring real-time streamgages that are used by the National Weather Service to forecast floods. Where full-time coverage is not required, employees would be furloughed on a standby basis and called in only when necessary.

Recall of Employees. In the event of a prolonged shutdown, furloughed employees may be recalled as necessary to conduct specific shutdown activities or to respond to health and property emergencies.

Direction and Guidance

The Department's contingency planning effort is guided by a set of guidance documents listed below that provide the guidance and history for development of contingency plans. In addition, the Department developed a consistent set of guidance for updating the plans and the framework for specific areas that is based on the following guidance.

- OMB Memorandum M-13-22, Planning for Agency Operations During a Lapse in Appropriations;
- OMB Memorandum M-11-13, Planning for Agency Operations During a Laps in Government Funding, April 7, 2011;
- OMB Circular A-11, Section 124 – Agency Operations in the Absence of Appropriations;
- OMB Memorandum M-96-07, *Planning for Agency Operations in the Absence of Appropriations*, December 14, 1995;
- OMB Memorandum M-96-01, *Planning for Agency Operations*, November 9, 1995;
- OMB Memorandum, *Agency Operations in the Absence of Appropriations*, November 17, 1981;
- Opinion of the Attorney General of the United States, 43 Op. Atty. Gen. 293; January 16, 1981;
- U.S. Department of Justice, Office of Legal Counsel, *Memorandum for Alice Rivlin*, August 16, 1995;
- Congressional Research Service Report for Congress, *Shutdown of the Federal Government: Causes, Processes, and Effects*, August 6, 2013;
- Congressional Research Service Report for Congress, *Shutdown of the Federal Government: Causes, Processes, and Effects*, September 27, 2010;
- Congressional Research Service Report for Congress, *Shutdown of the Federal Government: Causes, Effects, and Process*, September 20, 2004;

Specifics of Bureau Plans

Bureau of Land Management. BLM's plan is consistent with the April 2011 plan. BLM would retain on a continuing basis 580 employees to execute the shutdown, protect property, and to respond to emergencies. This includes 300 law enforcement personnel, but would also include employees to monitor for emergencies, care and feed animals under BLM's immediate control, and for inspection and enforcement functions to protect life and property. The total includes

firefighting crews, hazardous materials response personnel, and other personnel who would be available on an on-call basis. Also excepted from furlough would be a limited number of administrative personnel, including State Directors, National Operations Center finance and IT staff, and sufficient Directorate staff to provide leadership and liaison for continuing activities. Processing of applications for public lands would be suspended. Visitor centers would be closed. Campgrounds would be closed or posted as closed in areas where public access cannot practically be restricted. Continuing activities that are funded by non-lapsing funds include the helium program, which would be experiencing a decommissioning during October 1-14,

Bureau of Ocean Energy Management. The plans for BOEM and BSEE are new, in that the BOEMRE has since been divided into these two new bureaus.

The BOEM plan is not comparable to the April 2011 plan. BOEM would not continue renewable work or work on the five year plan, EIS preparation, or the review of exploration and development plans. BOEM is experiencing a constrained ability to utilize offsetting collections due to the requirement to have sufficient cash available for obligations. BOEM would conduct four excepted functions including support for BSEE permitting operations, emergency response, administrative services, and personnel functions. BOEM would retain 72 employees that are needed for protection of life and property and 8 employees that are funded from non-lapsing sources.

Bureau of Safety and Environmental Enforcement. The Bureau of Safety and Environmental Enforcement would continue operation of about 53% of its functions with 408 employees reporting for full time duty. Non-appropriated funds would be used to cover the cost. The major on-going activities that would continue include review and processing of exploration and development plans as well as applications for drilling permits and other offshore permits. Inspections would continue to be performed.

Office of Surface Mining Reclamation and Enforcement. On a continuing basis, OSM plans to retain 8 employees deemed necessary for the protection of public safety and property and to manage and coordinate essential field operations of the OSM Federal and State AML Emergency programs and State and Federal regulatory programs. Other employees may be called on to respond to emergency situations and conduct inspections, and declare emergency projects submitted by States or OSM staff, as appropriate. Administrative support for these functions, such as contracting, may also be required and employees would be contacted for such support, as needed.

Bureau of Reclamation. Reclamation has identified 1,712 excepted personnel including 1,037 staff funded using non-appropriated sources that would be retained during a lapse in appropriations. Within the Washington Office, employees would be exempt from furlough,

including the Commissioner, Deputy Commissioners for External and Governmental Affairs, Operations, Policy, Administration and Budget, and the Director and limited staffing to support budget and other administrative support functions. Employees in Denver would include oversight staffing for security, safety and law enforcement for Reclamation's facilities, financial management, IT, contracting and other administrative support functions. The remaining personnel would be located at Reclamation's five regional offices and would perform essential functions as well as provide support to non-appropriated funded programs that would remain open. Programs responsible for the delivery of water and power would continue and some visitor facilities, for example Hoover Dam and Grand Coulee Dam would be open as these are funded from non-lapsing sources of funds.

Central Utah Project Completion Act Office. CUPCA has sufficient carryover funding to continue operating and all 4 employees would continue working. CUPCA would monitor funding availability and adjust operating levels as necessary should the lapse in appropriations be for an extended period.

U.S. Geological Survey. USGS has identified 93 employees to be excepted from furlough for the orderly suspension of operations and for the protection of life and property during the duration of the shutdown with reduction to 43 after 40 hours of shutdown activities. Employees would perform such activities as inspection and maintenance of sensitive scientific equipment and facilities, monitoring of real-time streamgages that are used by the National Weather Service to forecast floods, maintenance of communication with States relative to hydrologic events, protection of classified mapping data and support of Landsat satellite safety and computer support through the EROS Data Center, sustaining fish and animal life, continued operation of earthquake and volcano monitoring systems, and related administrative support.

Fish and Wildlife Service. FWS would exempt from furlough 2,000 employees initially to be reduced to 1,900 once facilities are secured. This includes 1,242 who are deemed necessary for law enforcement and to protect property, and to care for fish and wildlife at refuges and hatcheries. During the period of shutdown, all administrative offices and visitor centers at refuges would be closed. The individuals retained includeemployees at each hatchery to protect the physical facility and maintain the fish at the hatchery; employees at each staffed national wildlife refuge to protect the physical facility and keep the refuge open for access to public rights-of-way; law enforcement field agents and required support personnel; employees in Budget, Planning and Human Capital, Financial Management, Contracting and Facilities Management, Information and Technology Resource Management, the National Conservation Training Center, and External Affairs to direct orderly shutdown and provide for continuing activities. About 658 employees whose salaries are paid from permanent appropriations (receipts) and unobligated carryover balances would not be furloughed. Examples of permanent

accounts include Sport Fish Restoration, North American Wetlands Conservation Fund, Migratory Bird Conservation Account, and the Natural Resources Damage Assessment Fund.

National Park Service. In the event of a lapse in appropriations, NPS would close and secure all park facilities. Park facilities would generally not be available to park visitors. Visitor centers would be closed and access to park areas denied, including the Statue of Liberty and Ellis Island, Independence Hall, Alcatraz, and the Washington Monument. Park roads would be closed except when they are necessary as thruways. All concession operated services and facilities would be closed unless they are deemed essential for health and safety reasons, are needed to support on-going excepted NPS activities or are located in urban areas where full NPS law enforcement coverage is continued due to the inability to control visitor access. Visitors using overnight concession accommodations and campgrounds would be notified and given 48 hours to make alternate arrangements and leave the park. Emergency responders, including fire management, EMS, and law enforcement personnel, not required for essential activities would be placed on furlough but may be called back to duty if an emergency situation arises.

For the first two or three days of a shutdown, approximately 5,800 of the 20,076 staff would remain on duty. As visitors leave the parks and facilities are secured, their numbers would be reduced. Park superintendents would maintain a list of personnel who would be excepted from furlough during a prolonged shutdown. About 3,360 employees (including the U.S. Park Police) would be continued for the duration of a shutdown. Employees at the NPS project management support centers in Harper's Ferry, West Virginia and Denver, Colorado, who are necessary for direct project management of ongoing projects funded by multi-year appropriations would remain on duty.

Bureau of Indian Affairs. BIA would exempt 1,195 employees from furlough for the duration of the shutdown, including 628 law enforcement and 567 other employees needed to protect life and property. This includes personnel to ensure continued payments to beneficiaries and management of detention centers. A limited number of management and administrative personnel would be deemed exempted from furlough to respond to inquiries from tribal governments; to provide for limited financial management, contracting, human resources, and IT support functions; and to provide child protection services on Indian reservations and provide social services in situations where health or safety would otherwise be jeopardized. A total of about 2,895 BIA employees would be furloughed.

Bureau of Indian Education. BIE would exempt 3,701 employees, including 3,647 that are funded from education forward funds and 54 needed to protect life and property. Funds that were appropriated in FY 2013 are available to operate BIE elementary and secondary schools for the 2013-2014 school year. A number of education programs, including FACE, that are not forward funded would not continue in operation. BIE would furlough 262 employees.

Departmental Offices. Presidential advice-and-consent officials, whose continuance on duty is authorized by law under Department of Justice interpretations, would remain on duty, supported by a limited staff to provide coordination and policy guidance for emergency and funded Department operations. A small number of operational staff would be on duty or on call to coordinate or supervise firefighting, law enforcement, and emergency response and similar activities, to maintain communications and provide budget, financial, information technology, human resources, and contracting support, and to provide for operation and protection of the Stewart L. Udall Main and South Interior Buildings. Of the approximately 2,010 employees of the Office of the Secretary, 510 would be retained including 205 funded from non-lapsing sources of funds. In the Office of the Special Trustee for American Indians a total of 26 employees would be retained to protect life and property and 541 employees would be furloughed. In the Office of the Solicitor 34 employees would be excepted and 387 would be furloughed. In the Office of the Inspector General no employees are excepted and all 255 would be furloughed.

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Monday, September 23, 2013 8:25 AM
To: adrianne_moss@ios.doi.gov; Amy Holley; Anderson, James; Andrew Jackson; Angela Graziano; Bender, Kathryn L; Benjamin Milakofsky; Bernard Mazer; Beverly Stephens; Bruce Delaplaine; Bruce Sheaffer; Celina Cunningham; Charlip, Ralph B; Chris Nolin; Dave Achterberg; Denise Flanagan; Diane Wade; Edward Keable; Edward Simermeyer; Ellen Bliss; Gillick, Larry; Glenn, Douglas A; Gould, Greg; Grayford Payne; James Mccaffery; Janine Velasco; Jean Maybee; Joe Nassar; Jonathan Andrew; Jorge Silva-Banuelos; Kerry Rae; Kimberly Thorsen; Loraine Dawkins; Lori Faeth; Lukjanczuk, Tamara; Margaret Schneider; Mark Lawyer; Mary Pletcher; Michael Bean; Michael Black; Neely, Cynthia; Nichelle Rogers; Pam Haze; Paul Mussenden; Reed Murray; Richard Cardinale; Richard Farr; Robert Wolf; Ruth Stokes; Santos, Tyrone; Scott Mabry; Shayla Simmons; Smith, Clarence; Stephen Hardgrove; Thomas Lillie; Thomas Mulhern; Thomas Thompson; Thomas Wayson; Tommy Tomsan; Vicki Forrest; Walter Cruickshank; Will Shipp; Willie Taylor; Tim Murphy
Subject: Re: Contingency Planning
Attachments: contingency planning update and instructions Sept 23.docx

One of the attachments was not readable. Here is a readable version.

On Mon, Sep 23, 2013 at 8:13 AM, Haze, Pam <pam_haze@ios.doi.gov> wrote:
Dear Team:
We got direction late Friday on the timeline for the next week leading up to October 1. I have attached for you a timeline to follow. There will be a meeting at OMB today to go over the timeline and additional instructions so we may have more later.

Also attached is a draft DOI summary of the shutdowm and a matrix of the numbers for each bureau and office. Can I ask you to get back to us with number changes and comments on the plan by cob tomorrow?

We will also get you comments later today on your plan and ask you to revise it and resubmit by tomorrow cob.

Please send your comments to me and to Ralph Charlip. htanks

DEPARTMENT OF THE INTERIOR
CONTINGENCY PLANNING FOR A LAPSE IN APPROPRIATION
September 2013

Contingency Planning Timeline

OMB has issued a schedule to guide us through contingency planning and preparation for a possible shut down.

The plans will be discussed by senior government leadership at a Monday, September 23 PMC Meeting.

OMB examiners will be actively engaged in the review of the plans.

That means we need employee counts and updated plans by cob Tuesday, September 24. We will be giving you comments on your plans on Monday, September 23 with instructions for revision.

Schedule for Contingency Planning:

- Monday, September 23 – PMC meeting that AS-PMB will attend.
  PMB meeting and possible additional direction
  DOI Summary, Matrix of employee numbers, and comments on bureau/office plans will be issued by PMB.

- Tuesday, September 24- Daily updates start
  Team meeting 2-3 pm
  Bureaus/offices to provide employee counts, and updated plans by cob Tuesday,

- Wednesday, September 25 - Plans are due to OMB
  Bureaus/offices to complete one page summary and q&a

- Thursday, September 26 – Discussions begin with unions on furlough decisions
  PMB will notify national unions and bureaus/offices notify local unions
  PMB and bureau/office acquisition offices alert contractors

- Friday, September 27 – Federal agencies post their contingency plans
  PMB will work with Communications on posting plans.

- Monday, September 30 - DOI issue an all employee notice, bureaus/offices should conduct communications to employees

- Tuesday, October 1 - Employees report to duty.
  Bureaus/offices provide employees with furlough notices and furloughed employees are released when they complete their shutdown (within four hours).

DEPARTMENT OF THE INTERIOR
CONTINGENCY PLANNING FOR A LAPSE IN APPROPRIATION
September 2013

Contingency Planning Checklist
This checklist is based on OMB Circular A-11 (2013), Section 124.1.

Summary of significant agency activities that will continue and will cease.

An estimate of time to the nearest half day needed to complete shut down.

- Identify the number of employees that would be able to complete shutdown in one-half day

- Identify activities that cannot be shut down in one-half day and indicate the number of employees involved in those activities and the estimated time for shut down

The number of employees on board on September 30.

The number of employees that are exempt from furlough including Presidential appointees,

The number of employees to be retained in the following "excepted" categories:

1. Presidential appointees

2. Employees in programs financed by other than annual appropriations and in which work will continue. Provide the specific list of programs with estimated positions/employees for each.

2. Employees needed to perform activities expressly authorized by law. This includes employees to make mandatory entitlement payments.

3. Employees needed to perform activities necessarily implied by law. This includes activities that need to continue because suspension would prevent or significantly damage the execution of the terms of a statutory authorization or appropriation. For example, staff to continue to make monthly payments to States that are required by law, e.g. Mineral Leasing Act payments.

4. Employees necessary to the discharge of the President's constitutional duties and powers. This includes the Commander in Chief and employees conducing foreign relations.

5. Employees necessary to conduct law enforcement duties.

6. Employees necessary to protect life and property. These determinations should be made based on an assessment that the safety of life or the protection of property would be compromised in some significant degree and that the threat to life and property can be reasonably said to be near at hand and demanding of immediate attention. Examples include protection of Federal lands, buildings, equipment and property, care of prisoners, emergency and disaster assistance, activities required to ensure production of power and maintenance of power distribution, and active law enforcement and criminal investigation.

The legal basis for the retention of positions/employees for the categories above

The number of employees that are not included in the categories above and will be furloughed.

The number of employees on call.

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Monday, September 23, 2013 1:48 PM
To: adrianne_moss@ios.doi.gov; Amy Holley; Anderson, James; Andrew Jackson; Angela Graziano; Bender, Kathryn L; Benjamin Milakofsky; Bernard Mazer; Beverly Stephens; Bruce Delaplaine; Bruce Sheaffer; Celina Cunningham; Charlip, Ralph B; Chris Nolin; Dave Achterberg; Denise Flanagan; Diane Wade; Edward Keable; Edward Simermeyer; Ellen Bliss; Gillick, Larry; Glenn, Douglas A; Gould, Greg; Grayford Payne; James Mccaffery; Janine Velasco; Jean Maybee; Joe Nassar; Jonathan Andrew; Jorge Silva-Banuelos; Kerry Rae; Kimberly Thorsen; Loraine Dawkins; Lori Faeth; Lukjanczuk, Tamara; Margaret Schneider; Mark Lawyer; Mary Pletcher; Michael Bean; Michael Black; Neely, Cynthia; Nichelle Rogers; Pam Haze; Paul Mussenden; Reed Murray; Richard Cardinale; Richard Farr; Robert Wolf; Ruth Stokes; Santos, Tyrone; Scott Mabry; Shayla Simmons; Smith, Clarence; Stephen Hardgrove; Thomas Lillie; Thomas Mulhern; Thomas Thompson; Thomas Wayson; Tommy Tomsan; Vicki Forrest; Walter Cruickshank; Will Shipp; Willie Taylor; Tim Murphy
Subject: Re: Contingency Planning
Attachments: NPS OnePager.docx; USGS PublicShutdown QA's v2.docx

sorry here are attachments

On Mon, Sep 23, 2013 at 1:47 PM, Haze, Pam <pam_haze@ios.doi.gov> wrote:
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We have been asked for updated one pagers and q&a's. From the set that we prepared the last go round I have a sample one-pager from NPS and a sample q&a from USGS. Can you please have these drafted and send them to me and Ralph by Wednesday noon?

Need one for:
BLM
BOEM
BSEE
OSM
BOR
CUPCA
USGS
NPS
BIA
BIE
ONRR
IBC
OST
Insular Office
OIG
SOL

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Please send your comments to me and to Ralph Charlip. htanks

DEPARTMENT OF THE INTERIOR
CONTINGENCY PLAN ONE PAGER SUMMARY

I. Services and programs that will remain operational.

NAME OF SERVICE/PROGRAM	REASON
NPS Law Enforcement (including U.S. Park Police) and disaster assistance	Emergency – Protection of life and property
Firefighting and monitoring	Emergency – Protection of life and property
Emergency rescue and medical care	Emergency – Protection of life and property
Border and coastal protection and surveillance	Emergency – Protection of life and property
Oil spill response	Excepted – Funded from non-lapsed appropriations
Protection of critical infrastructure and NPS property and resources	Excepted activity
Access to "thru" roads	Excepted activity

II. Services and programs that will be closed.

- **National park units will be closed and secured where possible (Mall area will be open, while the Washington Monument will be closed).**
- **Visitor centers and other facilities will be closed.**
- **Education programs and special events will be canceled.**
- **Permits for special events will be rescinded.**
- **Guests staying in hotels and campgrounds will be notified of the closure and given 48 hours to make alternate arrangements and leave the park.**

III. Key citizen services that will be impacted.

- **394 national park units will be closed and day-use visitors asked to leave.**
- **All entrances, parking lots, and facilities that can be secured will be closed.**
- **All permits, events, and activities will be canceled.**
- **Concession-provided services, including marinas, lodging, campgrounds, and food service will be closed to visitors, except where needed to support emergency services.**

IV. Employees.

- **Total Agency Employees: 20,076**
- **Total Employees Furloughed: 16,715**

Please send summary to Julie Siegel at JSiegel@omb.eop.gov.

USGS
CONTINGENCY PLAN Q & A DOCUMENT
APRIL 7, 2011

We continue to hope that Congress will reach an agreement to avoid a government shutdown, but we are working to prepare for all possible scenarios.

Because the USGS is a scientific organization and a government shutdown will require that USGS scientific research be discontinued, which will impact the availability of information about the earth, natural resources, energy, and other important matters.

What excepted functions will the USGS continue to perform?

The USGS has identified 200 employees who are needed to provide leadership and mission support for the protection of life and property in the event of a national disaster or emergency.

Will the USGS continue to provide streamgage information to the National Weather Service if there are floods?

Yes, flood response efforts will continue by providing data to emergency flood managers.

What will happen if there is a major earthquake in the United States?

The scientists at the National Earthquake Information Center will be on duty to monitor the earthquake activity. However, USGS personnel will not be available to service the seismic network stations in the event of a station outage. Additional staff will be called upon to respond to an earthquake disaster.

Will Landsat satellite coverage continue?

Yes, Landsat 5 and 7 satellite operations will continue to ensure the protection and maintenance of government property.

What will happen if there is a volcanic eruption in the United States?

USGS will continue to operate our five volcano observatories to monitor volcanic activity. Research activities will be discontinued. Additional staff will be called upon to respond to a volcanic event affecting life and safety.

Will animals at USGS facilities be cared for?

Yes, caring for animals will continue as will activities related to the detection and analysis of zoonotic threats in wildlife.

Will the USGS continue ecosystem restoration efforts for the Chesapeake Bay and the Everglades?

All research activities related to ecosystem health and restoration will be discontinued.

Will water quality monitoring and analyzing continue?

Water quality data will not be received, analyzed or disseminated to the public.

Will efforts to restore the endangered whooping crane to the wild continue?

Whooping cranes will be fed and cared for but research activities will cease.

Will research and assessment efforts looking at impacts from the Deepwater Horizon oil spill continue?

Activities related to the oil spill will cease.

Will USGS provide data needed to predict the size of the Gulf of Mexico hypoxic (dead) zone?

No, this activity will cease.

What are some other impacts to citizens?

Access to publications, maps, and data will be limited and most of the USGS scientific publications will not be available on the website.

Will the USGS toll-free number continue to be answered?

No, inquiries from reporters and the public will not be answered & outreach activities at USGS offices nationwide will be discontinued. The toll free number, 1-888-ASK-USGS, will not be answered.

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Dear bureaus and offices:

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Please send your comments to me and to Ralph Charlip. htanks

From: Charlip, Ralph <ralph_charlip@ios.doi.gov>
Sent: Monday, September 23, 2013 10:28 PM
To: adrianne_moss@ios.doi.gov; Amy Holley; Anderson, James; Andrew Jackson; Angela Graziano; Bender, Kathryn L; Benjamin Milakofsky; Bernard Mazer; Beverly Stephens; Bruce Delaplaine; Bruce Sheaffer; Celina Cunningham; Charlip, Ralph B; Chris Nolin; Dave Achterberg; Denise Flanagan; Diane Wade; Edward Keable; Edward Simermeyer; Ellen Bliss; Gillick, Larry; Glenn, Douglas A; Gould, Greg; Grayford Payne; James Mccaffery; Janine Velasco; Jean Maybee; Joe Nassar; Jonathan Andrew; Jorge Silva-Banuelos; Kerry Rae; Kimberly Thorsen; Loraine Dawkins; Lori Faeth; Lukjanczuk, Tamara; Margaret Schneider; Mark Lawyer; Mary Pletcher; Michael Bean; Michael Black; Neely, Cynthia; Nichelle Rogers; Pam Haze; Paul Mussenden; Reed Murray; Richard Cardinale; Richard Farr; Robert Wolf; Ruth Stokes; Santos, Tyrone; Scott Mabry; Shayla Simmons; Smith, Clarence; Spano, Julie; Stephen Hardgrove; Thomas Lillie; Thomas Mulhern; Thomas Thompson; Thomas Wayson; Tommy Tomsan; Vicki Forrest; Walter Cruickshank; Will Shipp; Willie Taylor
Subject: Shutdown Plan Feedback 23 Sep 13

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.

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- 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
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

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Monday, September 23, 2013 10:46 PM
To: Bruce Sheaffer; jason_gibson@nps.gov
Subject: Fwd: Shutdown Plan Feedback 23 Sep 13

Looks like Ralphie has some edits for us - nice of him to share with all 50 people.

Begin forwarded message:

> **From:** "Charlip, Ralph" <ralph_charlip@ios.doi.gov>
> **Date:** September 23, 2013, 10:27:38 PM EDT
> **To:** "adrianne_moss@ios.doi.gov" <adrianne_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>
Subject: Shutdown Plan Feedback 23 Sep 13

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.

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9. BIE
- Use excepted not essential throughout the plan.
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- 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.
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    - 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.
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    - 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"
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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.

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    - 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.
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    - 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
Program Executive for Human Resource Strategic Initiatives
Department of the Interior
1849 C St NW Rm 4038
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202-208-2574
ralph_charlip@ios.doi.gov

From: Jason Gibson <jason_gibson@nps.gov>
Sent: Tuesday, September 24, 2013 7:17 AM
To: Beverly Stephens
Cc: Bruce Sheaffer
Subject: Re: Shutdown Plan Feedback 23 Sep 13

Oh wow. Just wow. I see he has reversed course from actual names to just position listings. :)

Sent from my iPhone

On Sep 23, 2013, at 10:45 PM, Beverly Stephens <grace_stephens@nps.gov> wrote:

> Looks like Ralphie has some edits for us - nice of him to share with all 50 people.
>
> Begin forwarded message:
>
> > **From:** "Charlip, Ralph" <ralph_charlip@ios.doi.gov>
> > **Date:** September 23, 2013, 10:27:38 PM EDT
> > **To:** "adrianne_moss@ios.doi.gov" <adrianne_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>
Subject: Shutdown Plan Feedback 23 Sep 13

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.
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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
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   - 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.
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- 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.

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- 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
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

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Tuesday, September 24, 2013 7:58 AM
To: Charlip, Ralph
Cc: adrianne_moss@ios.doi.gov; Amy Holley; Anderson, James; Andrew Jackson; Angela Graziano; Bender, Kathryn L; Benjamin Milakofsky; Bernard Mazer; Beverly Stephens; Bruce Delaplaine; Bruce Sheaffer; Celina Cunningham; Chris Nolin; Dave Achterberg; Denise Flanagan; Diane Wade; Edward Keable; Edward Simermeyer; Ellen Bliss; Gillick, Larry; Glenn, Douglas A; Gould, Greg; Grayford Payne; James Mccaffery; Janine Velasco; Jean Maybee; Joe Nassar; Jonathan Andrew; Jorge Silva-Banuelos; Kerry Rae; Kimberly Thorsen; Loraine Dawkins; Lori Faeth; Lukjanczuk, Tamara; Margaret Schneider; Mark Lawyer; Mary Pletcher; Michael Bean; Michael Black; Neely, Cynthia; Nichelle Rogers; Paul Mussenden; Reed Murray; Richard Cardinale; Richard Farr; Robert Wolf; Ruth Stokes; Santos, Tyrone; Scott Mabry; Shayla Simmons; Smith, Clarence; Spano, Julie; Stephen Hardgrove; Thomas Lillie; Thomas Mulhern; Thomas Thompson; Thomas Wayson; Tommy Tomsan; Vicki Forrest; Walter Cruickshank; Will Shipp; Willie Taylor
Subject: Re: Shutdown Plan Feedback 23 Sep 13

Dear Team - to let you know what is happening. The timeframes are moving forward a bit. Late yesterday we received direction from OMB that our shutdown plans are to be complete by cob Wednesday. Also, OMB is to have reviewed them before we finalize.

I worked out an arrangement with OMB whereby they will review our initial draft plans and the comment we gave you in this email. They will give us any additional comments to incorporate before we finalize the plans on Wednesday. My request to you is to incorporate our comments and have your plans finalized by no later than noon tomorrow. In the meantime as we get input from OMB we will share it with you.

Please work with us in these short timeframes as we will need to take your plans and prepare a summary. Please do not hesitate to call if you have questions about our comments. thanks

On Mon, Sep 23, 2013 at 10:27 PM, Charlip, Ralph <ralph_charlip@ios.doi.gov> wrote:

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- 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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1849 C St NW Rm 4038
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From: Moss, Adrianne <adrianne_moss@ios.doi.gov>
Sent: Tuesday, September 24, 2013 10:33 AM
To: Ann DeBlasi; Bruce Nesslage; C Sheaffer; Carla Burzyk; Eric Modrow; Gayle Shumaker; James Anderson; Janine Velasco; Jason Freihage; Jennifer Madello; Jocelyn Hunn; Jonathan Dunn; Kim N Prendergast; Linda Smith; Louis Mauney; Marie HughesBrown; Murray, Reed; Nolin, Chris; Robert Wolf; Ruth Stokes; Savage, Nancy; Sharon Smith; Thomas Thompson; Tom Bussanich; Tyrone Santos; William Lodder; chris richey
Cc: OS_POB_BPR; Denise Flanagan; Trish Hall; Thomas C Wayson; Pam Haze
Subject: Fwd: Shutdown Plan Feedback 23 Sep 13

Heads Up.

In case you have not seen this, below is feedback provided to your bureau/office on the 2013 shutdown plans. Your bureau/office drafts have been shared with OMB along with these comments. You may hear directly from your OMB examiner asking questions about the specifics in your plan. Please let me or your POB analyst know if you do get questions. We are trying to meet an OMB deadline to have the plans completed by COB tomorrow.

Thank you.

---------- Forwarded message ----------
From: **Haze, Pam** <pam_haze@ios.doi.gov>
Date: Tue, Sep 24, 2013 at 7:58 AM
Subject: Re: Shutdown Plan Feedback 23 Sep 13
To: "Charlip, Ralph" <ralph_charlip@ios.doi.gov>
Cc: "adrianne_moss@ios.doi.gov" <adrianne_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>, 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>, 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>

Dear Team - to let you know what is happening. The timeframes are moving forward a bit. Late yesterday we received direction from OMB that our shutdown plans are to be complete by cob Wednesday. Also, OMB is to have reviewed them before we finalize.

I worked out an arrangement with OMB whereby they will review our initial draft plans and the comment we gave you in this email. They will give us any additional comments to incorporate before we finalize the plans on Wednesday. My request to you is to incorporate our comments and have your plans finalized by no later than noon tomorrow. In the meantime as we get input from OMB we will share it with you.

Please work with us in these short timeframes as we will need to take your plans and prepare a summary. Please do not hesitate to call if you have questions about our comments. thanks

On Mon, Sep 23, 2013 at 10:27 PM, Charlip, Ralph <ralph_charlip@ios.doi.gov> wrote:

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.

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    - 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.

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    - Use excepted not essential throughout the plan.
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    - Please address specific funding sources for Excepted and Exempt employees and how long the funding is expected to last – carryover, mandatory, etc.
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    - 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.
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    - 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"
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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.

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    - 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
Program Executive for Human Resource Strategic Initiatives
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1849 C St NW Rm 4038
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202-208-2574
ralph_charlip@ios.doi.gov

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
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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.

Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	28
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	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
NPS Employees, as of 9/10/2013	24,645
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	
Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	13
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	**3361**

Excepted Employees by Category	
Exception Category	
Law Enforcement / EMS / Fire / USPP	2,330
Funded Through Non-Appropriated Sources (estimate - depends on active	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	21269

Excepted Employees by Region	
Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	7
Director	
Deputy Director, Operations	
Comptroller	
Associate Director, Visitor & Resource Protection	
Associate Director, Workforce Management	
Associate Director, Business Services	
Associate Director, Information Resources	
Contracting, Finance, and Budget	28
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	
Budget analyst	
Budget analyst	
Budget analyst	
Budget analyst	
Budget analyst	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	

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

Total Park Staff (positions TBD by region)	664
Southeast Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	345
Other Offices	51
TOTAL	**3376**

Excepted Employees by Category	
Exception Category	
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: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Wednesday, September 25, 2013 10:59 AM
To: D M Ashe; Jon Jarvis; Neil G Kornze; Rhea Suh
Cc: Janine Velasco; Bruce Sheaffer; Chris Nolin
Subject: Contingency planning
Attachments: BLM plan.docx; FWS Plan.docx; NPS Plan.docx

In advance of the meeting at 1:30 pm and per Rhea's suggestion to use 15 minutes to talk about alignment of land management - attached are the following:

- NPS plan - not yet updated - a final is due at noon
- FWS plan - updated based on comments - should be close to final
- BLM plan - not yet updated - final due at noon

We are meeting with law enforcement separately

The Bureau of Land Management (BLM) Contingency Plan for Possible Shutdown of Government Functions

General: In the event that Congress is unable to enact appropriations for this fiscal year or a continuing resolution, essentially all activities of the BLM will be halted, with the exception of law enforcement and emergency response functions. Without appropriated funds, there is no authority to incur obligations, including obligations for salaries, except in situations involving orderly shutdown of the bureau or to protect life and property.

Because of the uncertainties that we are under, we need to continue to plan for the possibility of such a shutdown. In the event that a shutdown occurs, the Department will notify bureaus to begin an orderly shutdown of unfunded functions. This will require the furlough of a majority of BLM employees. As part of the process, some employees will continue to work to implement the shutdown, including securing facilities, completing personnel and financial processes, notifying external partners and customers of the shutdown, cancelling meetings/events, and shutting down computer systems.

In the event of a lapse in appropriations, the BLM will maintain a limited number of employees to assure protection of life and property. This will primarily involve Law Enforcement, but will also include monitoring for emergencies, care and feeding of animals under our immediate control, and inspection and enforcement functions to protect life and property (see attachment 1).

The BLM will retain on a continuing basis approximately 600 employees deemed "essential" to execute the shutdown and to protect property and respond to emergencies. A limited number of personnel will remain to provide leadership and mission support, and serve as liaisons for continuing activities (see attachment 2). Where full-time services are not required, "essential" employees will be on an on-call basis and will work only the hours required to respond to the situation. Voluntary services from employees will not be accepted.

Although the BLM has "no-year" funding, carryover balances are insufficient to continue normal operations. The BLM also maintains several reimbursable funds. However work on such projects or funded with these accounts will not continue during a shutdown because the regular discretionary appropriations required to support this work are not available.

New funding obligations cannot be made after the shutdown, except those needed to protect safety, health and property, such as HAZMAT emergency responses, fire protection, etc. Emergency rehabilitation will be handled in the same manner as other potential emergency situations such as hazardous materials incidents, i.e. a limited number of "essential" employees will be on call to deal with emergencies.

Consistent with guidance in OMB Circular A-11, the estimated number of employees who will be retained as essential (i.e., not furloughed) is about 600. These FTE fall under the following categories:

- Those employees who are engaged in law enforcement: BLM will maintain about 300 Law Enforcement and associated support (like dispatch);

- Those employees who are needed to protect life and property and are not otherwise exempt: The BLM will maintain approximately:
  - 10 in WO for leadership in overseeing essential activities, budget, and communications,
  - 20 at the National Operations Center for bureau-wide Finance/acquisition and IT systems support for essential activities,
  - Each state will have the FTE needed to respond to emergencies involving safety of human life and protection of property. This will total about 150 FTE.
  - 100 for maintaining helium operations, management of the Alaska pipeline, Rights of Way contracts, management of wild horse and burro holding facilities.

To complete shut-down activities, all employees (approximately 10,800) are expected to spend about a half-day completing the shutdown. Additionally, BLM would retain about 150 FTE (about 10 per state/center/WO) in acquisition, human resource and budget/finance staff necessary to complete workloads required for the shutdown such as issuing personnel actions, issuing stop work orders to contractors, shutting down non-essential systems, etc.

After the initial shutdown procedures are completed, the BLM would maintain about 550 employees on-call. There would be about 25 employees on call in the Washington Office for leadership in Human Resources, safety, emergency operations, budget/finance and acquisition. The States and Centers would maintain about 500 FTE on call for Safety, Fire, Hazmat/emergency services, support services and other critical functions. The BLM has approximately 10,600 employees and would furlough 10,000 FTEs during the funding lapse.

Employee Travel: Any employee on travel status will return to his/her duty station immediately unless the employee is designated as "essential" and fulfilling an essential function. In the case of employees who are in the middle of a change-of-duty-station (such as in temporary quarters), they will continue to be in travel status (since the obligation has already been incurred and there is not a practicable alternative).

Contract administration: While non-emergency contracts are not to be administered during a government shutdown, efforts should be made to mitigate contract costs. For example, for contracts where funds have been obligated on a job basis, the Contracting Officer will determine, on a case-by-case basis, if the contract can continue for a week or two without any quality assurance and inspection. If the contract requires frequent government inspection, either a suspend work order needs to be issued, or, in the manager's or contracting officer's judgment, significant claims for delay may result, project inspectors and CORs may be considered "essential" or be available on an on-call basis. Another scenario occurs where contract performance can continue up to a certain inspection point in the contract, then an appropriate caveat should be inserted in the suspension notice. CORs may issue the suspend work order(s) if they have been delegated this authority by the Contracting Officer in the designation.

Personnel: Contact with furloughed employees will be maintained through phone trees as specified in the Washington, Center, and State Office COOP Plans. Supervisors are responsible for ensuring that phone trees, employee notification plans, are up to date.

Questions should be addressed to Carole Carter-Pfisterer, Assistant Director, Human Capital Management at 202-501-6723 or Janine Velasco, Assistant Director, Business and Fiscal Resources, at 202-208-4864.

Attachments

Attachment 1: Essential Activities

- Law enforcement: Law enforcement activities will continue under the following guidance.
    - the Bureau's lead law enforcement official will continue on duty;
    - each Special Agent-in-Charge will continue on duty;
    - rangers and special agents in the field will continue on duty; and
    - dispatch and other law enforcement personnel will be on call in the event of an emergency situation requiring immediate attention.

- Oil and gas program: Employees responsible for inspection and enforcement will be needed to perform and oversee actions such as well shut-ins, re-completions, and downhole/equipment changes in drilling/plugging operations. A limited number of employees will also be needed to patrol oil and gas field to make sure that theft of oil or condensate is not occurring. While the BLM receives permanent funding from other sources for some of this work *(Permit processing fund authorized under Section 365 of the Energy Policy Act of 2005)*, only the I&E work associated with protection of human life and property is continued during a shutdown. Because of the management and support needed from regular appropriated accounts, the BLM has determined it cannot maintain employees funded through permanent accounts who are assigned to non-essential work.

- Alaska pipeline operations: For health/safety reasons and because funding is exclusively from non-Federal sources and the work is being done at a site not affected by the shutdown, Alaska pipeline work will continue during a shutdown *(This is funded through the Service Charge, Deposits and Forfeitures account in the Trans Alaska Pipeline functional area).*

- Helium Operations: The crude helium enrichment plant is funded through the Helium Funds and authorized by the Helium Act of 1960 and Helium Privitization Act of 1996). The authorization to operate the Helium program is scheduled to end on October 7, 2013. As such contingency planning is also underway to address the authority to operate, rather than a lapse in appropriation. Currently, the BLM is seeking reprogramming to prepare for an orderly decommissioning of the crude helium storage facility should Congress not provide new authorities for this program.

- Right-of-way contracts and construction: Operation of pipelines and other activities such as renewable energy on existing rights-of-way, permits, leases, etc. by the respective operator can continue during a shutdown, unless compliance issues exist that may result in damage to governmental property or a threat to safety. If BLM action is required during a shutdown, the employee should be essential or on-call to provide necessary BLM input/presence and to ensure compliance. If on-going construction of rights-of-way, permits, leases, etc., require BLM presence during construction as part of the terms of authorization, each office will:
    - review the terms of the authorization,
    - evaluate the potential impacts if BLM is not present and work continues, and
    - determine if a Bureau employee should be identified as either essential or on-call to provide necessary BLM input/presence.

- Wild Horse and Burro Holding Facilities: The minimum number of employees needed to humanely care for horses are deemed essential. Employees are needed to oversee contractor work and to address animal health issues/communicate with veterinarians. Normal feeding and monitoring of the health of the animals should continue. Non-essential tasks should not be undertaken. Only the employees needed for the care and feeding of the horses should report for work.

- Contracting: Contracting Officers and the requiring activity should meet with each of the service contractors as soon as possible to develop contingency plans for the orderly shutdown and restart of work. If for any reason a Government shutdown would result in the inability of the service contractors to continue the work (e.g., added funding cannot be obligated to the contracts, access to the facilities where work to be performed would be denied, etc.), then the Contracting Officer should issue written stop-work orders to the affected contractors immediately when the shut-down occurs in accordance with FAR 52.242-15(a) (*The Contracting Officer may, **at any time**, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage*). As stated in this clause, the Contracting Officer may issue the stop-work order at any time, and the contractor must immediately take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Furthermore, written drafts of these orders should be pre-approved pursuant to FAR 42.1303(c) and be ready for immediate issue.

  While non-emergency contracts are not to be administered during government shutdown, efforts should be made to mitigate contract costs. For example, for contracts where funds have been obligated on a job basis, the Contracting Officer will determine, on a case-by-case basis, if the contract can continue without any quality assurance and inspection. If the contract requires frequent government inspection either a suspend work order needs to be issued, or, in the manager's or contracting officer's judgment, significant claims for delay may result, project inspectors and Contracting Officer's Representative may be considered essential or be available on an on-call basis. Another scenario occurs where contract performance can continue up to a certain inspection point in the contract, then an appropriate caveat should be inserted in the suspension notice. In accordance with FAR 42.1303, stop-work orders may be used, when appropriate, in any negotiated fixed-price or cost-reimbursement supply, research and development, or service contract if work stoppage may be required. Additionally, issuance of a stop-work order shall be approved at a level higher than the Contracting Officer.

Attachment 2: Essential Personnel

As stated in the memo and consistent with guidance in OMB Circular A-11, the estimated number of employees who will be retained as essential (i.e., not furloughed) is about 600. These FTE fall under the following categories:

- Those employees who are engaged in law enforcement: BLM will maintain about 300 Law Enforcement and associated support (like dispatch);
- Those employees who are needed to protect life and property and are not otherwise exempt: The BLM will maintain approximately:
  - 10 in WO for leadership in overseeing essential activities, budget, and communications,
  - 20 at the National Operations Center for bureau-wide Finance/acquisition and IT systems support for essential activities,
  - Each state will have the FTE needed to respond to emergencies involving safety of human life and protection of property. This will total about 150 FTE.
  - 100 for management of the Alaska pipeline, Rights of Way contracts, management of wild horse and burro holding facilities.

To complete shut-down activities, all employees (approximately 10,800) are expected to spend about a half-day completing the shutdown. Additionally, BLM would retain about 150 FTE (about 10 per state/center/WO) in acquisition, human resource and budget/finance staff necessary to complete workloads required for the shutdown such as issuing personnel actions, issuing stop work orders to contractors, shutting down non-essential systems, etc.

After the initial shutdown procedures are completed, the BLM would maintain about 550 employees on-call. There would be about 25 employees on call in the Washington Office for leadership in Human Resources, safety, emergency operations, budget/finance and acquisition. The States and Centers would maintain about 500 FTE on call for Safety, Fire, Hazmat/emergency services, support services and other critical functions. The BLM has approximately 10,800 employees and would furlough 10,200 FTEs during the funding lapse.

At the start of a shutdown, employees would prepare to for the break in services and enact COOP Plan procedures:

Position/Function	Functions to be Performed
All employees (other than those designated "essential")	Activities associated with shutting down: – review and organize agency files (particularly identifying confidential material) – notify parties involved in agency matters of the cessation of normal business and document the status of cases and projects so that they can be resumed in the future – administrative tasks such as the inventory of files, furniture and equipment, and the normal processing of paychecks and completed paperwork – secure building, alert local fire and LE regarding contacts during the shutdown

	– other required activities determined by the State Director, Office head, or AD.
Designated finance, budget, and acquisition employees	Activities related to an orderly shutdown or response to Administration or Congressional requests. Setting up protocols and processes for allocating funds in FBMS to allow for expenditures, if needed, to address emergency situations, and payment of labor and operations for essential employees and functions. Managing acquisition processes to transition to a shutdown.
Designated Human Resource employees	Activities related to an orderly shutdown, including payroll, processing personnel actions, etc.

Throughout the entire shutdown period, the following personnel would be determined essential and required to work or be on call depending upon circumstances.

Organization/Position Title	Functions to be Performed
Firefighting and support personnel necessary to call up emergency response or respond to local fire officials	"Protection of Federal lands, buildings... and other property owned by the United States."
Law enforcement (agents and rangers, along with dispatch support) necessary to respond to emergency situations and to local law enforcement officials	Protection of life and property: "Law enforcement and criminal investigations"
Hazardous materials response personnel (on-call)	Protection of life and property.
Washington Office: - Acting Director - Acting Deputy Director, Operations - Director, Office of Law Enforcement and Security - AD, Human Capital Management - AD, Minerals and Realty Management - AD, Business and Fiscal Resources *The following officials will be placed on an on-call status:* -- AD, Renewable Resources and Planning -- Director, NLCS -- AD, Communications or Division Chief, Public Affairs (WO-610) -- Division Chief, Safety (WO-740)	Leadership and decisions on emergency operations (protection of human life and Federal property) Funds control and monitoring funds availability and internal/external communication.
Budget Officer and/or Funds Control Officer	Respond to Congressional requests on funding and to evaluate funds availability and transfer as needed. Allocate funds for emergency situations and payment for essential employees and functions

National Operations Center: -- Director, National Operations Center -- Business Services Division, -- Finance Officer -- Acquisition Staff -- Information Resources Division, Chief *The following officials will be placed on an on-call status:* NOC Human Resource Staff	Leadership and decisions on emergency operations Operation of FBMS to allow for expenditures to address emergency situations and payment of essential employees. Complete actions related to acquisitions such as stop work orders and contract management. Support to sustain essential computer functions and maintain BLMwide e-mail and other systems. To provide bureau-wide access to Quicktime and FPPS if needed
State Director (other critical managers/staff determined by SDs to be critical for protection of life and property) *The following officials will be placed on an on-call status:* *Deputy State Directors, Fire Management Officers, Budget Officers, Contracting, Personnel Officers, Safety Officers (including Safety of Dams) and IT staff.*	Leadership and decisions on emergency operations (protection of human life and Federal property)
Director, Fire and Aviation *The following officials will be placed on an on-call status:* Casual Pay center for emergency firefighter labor payments in the event of an emergency	Leadership and decisions on emergency operations (protection of human life and Federal property)

U.S. FISH AND WILDLIFE SERVICE
CONTINGENCY PLAN FOR OPERATIONS IN THE EVENT OF A LAPSE IN APPROPRIATIONS

Background

The U.S. Fish and Wildlife Service (Service) is the oldest Federal conservation agency, tracing its lineage back to 1871. Over its 142 year history, the Service has adapted to the Nation's changing needs to become a leader in protecting and enhancing America's biological natural resources. In the face of escalating challenges such as land-use, population growth, invasive species, water scarcity, and a range of other complex issues, amidst a changing climate, the Service is meeting today's pressing conservation challenges with a strategic approach.

The Service is the only agency in the Federal government whose primary responsibility is management of biological resources for the American public. The Service helps ensure a healthy environment for people by providing opportunities for Americans to enjoy the outdoors and our shared natural heritage.

The Service is responsible for implementing and enforcing some of our Nation's most important environmental laws, such as the Endangered Species Act, Migratory Bird Treaty Act, Marine Mammal Protection Act, The Lacey Act, and international agreements like the Convention on International Trade in Endangered Species.

The Deputy Director for Operations, Rowan Gould has responsibility for oversight of the execution of the plan. Budget Officer

Shutdown Process

FWS estimates that it will take a half day to shut down most operations. FWS expects that we will need another 100 employees from across FWS that will stay up to 8 hours, in some cases more, to assure property is secured and that everyone knows what the instructions are about who stays and who does not.

Exempt and Excepted Employees

Unless "authorized by law," the Anti-Deficiency Act prohibits the federal government from obligating funds before an appropriations measure has been enacted and also from accepting "voluntary services." See 31 U.S.C. §§ 1341 and 1342. The Act provides an exception for "emergencies involving the safety of human life or the protection of property." However, "emergencies involving the safety of human life and the protection of property" do not "include the ongoing, regular functions of government, the suspension of which would not imminently threaten the safety of human life or the protection of property." See 31 U.S.C. § 1342.

Also, a shutdown generally does not apply to activities funded by obligations validly incurred in

an earlier fiscal year or by multi-year or permanent appropriations. Accordingly, contracts that were previously funded by prior enacted appropriations may continue.

The Service has designated excepted and exempt personnel in six categories. Excepted personnel are those who perform essential activities for the protection of life and property and for law enforcement. Included in this area are animal caretakers, who must feed and care for live animals and those who must protect lab materials that may spoil; refuge management personnel who are essential to protect federal property and public safety; essential infrastructure personnel, who are essential to providing support services, such as information technology and building security to other essential employees; and law enforcement officers, including refuge law enforcement and special agents.

Exempt personnel are those employees who perform activities that are funded by non-lapsing appropriations. These employees include those funded by the Service's permanent funds, including Sportfish and Wildlife Restoration funds, and including funding for reimbursable agreements from non-federal agencies and from other federal agencies with non-lapsing appropriations, such as the Federal Highway Trust Fund. A list of exempt programs is attached (where is this list?).

Approximate Number of Employees Required

Law Enforcement	591
Permanent Funding	499
Essential Infrastructure	94
Animal Caretaker	110
Refuge	315
Emergency Personnel	185
Total	1794

ANIMAL CARETAKERS

Fisheries and Habitat Conservation

Each hatchery will have at least one person on site, with up to two persons on call to protect the physical facility and maintain the fish at the hatchery. During a short-term shut down, fish on site would be maintained, further determinations will need to be made as time passes in the event of a longer-term shut down. Fish Health Centers and Fish Tech Centers will also have at least one and not more than three persons to maintain live animals and cell cultures. The Aquatic Animal Drug Approval Program in Bozeman, MT also will have at least one and not more than three persons to maintain live animals and cell cultures.

Endangered Species

Each captive breeding facility will have at least one person on site and not more than three persons on call to protect the physical facility and maintain the live animals at the facility.

REFUGE MANAGEMENT

National Wildlife Refuge System

FWS has 561 refuges and 38 wetland management districts, so in all almost 600 units. FWS will not retain staff at every refuge, but will have a Refuge Manager or Federal Wildlife Officer at every station with on-site staff, including major refuge complexes. That is approximately 310 essential staff to protect life and safeguard government property and records. They are needed for life and asset protection. For example, there are areas where the refuge is bisecting a highway and accidents on the highway require access through the Refuge by law enforcement and emergency response personnel. Refuge visitor centers and other public facilities will be closed to public access, however, refuge staff is needed to patrol government property and ensure the protection of vehicles, heavy equipment, and other assets. Additional personnel would be on call to respond in the case of a large-scale incident, for emergency response and/or to protect property.

LAW ENFORCEMENT

Refuge Law Enforcement Staff

In the event of a shutdown, all Federal Wildlife Officers of the National Wildlife Refuge System will be essential for basic protection of human life and the security of Service property and facilities. These personnel have primary responsibility for providing basic protection for Service managed facilities and lands. They will also serve as critical emergency first responders.

Law Enforcement

Law enforcement special agents, conservation officers, and wildlife inspectors will continue to function, as necessary for protection of human life and to safeguard government property. However, only those administrative personnel needed to maintain these essential functions will remain on duty.

EMERGENCY PERSONNEL

Fire Management Staff

Fire management staff designated essential for purposes of protecting life and property, and to provide emergency services. Fire staff must suppress wildfires on or near Service owned land because those fires can harm life and/or property belonging to the Service and to private landowners. The need for fire management staff varies across the nation according to weather

and season. The following positions will be essential 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 preparedness and wildfire suppression on Service lands.

Units within their fire season will retain essential fire staff sufficient for minimal Initial Attack capability on site (per staffing plans and preparedness levels). Essential 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 furlough 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 Service 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.

NRDA/Spill Response/Other Emergency Staff

Other staff may be necessary to continue operations at any emergencies existing at the time of appropriations lapse, or emergencies that occur after the lapse of appropriations.

ESSENTIAL INFRASTRUCTURE

National Conservation Training Center (NCTC)

NCTC will shut down operations, send students home, send the NCTC staff home, send our contractors home and cancel all scheduled classes. As part of shutdown, NCTC will notify all students who are to arrive within two to four weeks after furlough is implemented. For maintenance of operations for the security and safety of the facility, NCTC will need not more than four persons.

Human Resources

The Assistant Director and two Human Resource specialists will be available to oversee the HR issues including payroll for permanently funded employees, and employee emergency and support services.

Division of Budget

The Division of Budget will need at least three key personnel to interact and communicate with the Department, the Office of Management and Budget, Treasury, and Congress. Policy and special analytical computations may be required to inform the Department, OMB and others

about essential activities in the absence of appropriations and to monitor the status of appropriations and keep the organization informed of status. Fund transfers and fund management of permanent funds and funding for excepted employees will be necessary.

Business Management Operations

The Assistant Director - BMO is essential to coordinate the activities of the Divisions of Financial Management and Contracting and Facilities Management to direct the orderly shutdown of operations. The Division of Financial Management will have up to two employees on call to answer questions regarding emergency payments and financial operations. These staff will also be available to oversee emergency transactions that are needed related to essential activities.

If payment interest accumulates under the Prompt Payment Act, funds will need to be redirected to that purpose when operations recommence.

To provide liaison between the Division of Engineering, contractors and the Division of Financial Management on actions related to ongoing projects, three contracting officers and the contracting chief in each Region and headquarters, will remain on duty. The contracting officers will be responsible for support of essential contracting actions and closing down hundreds of service contracts and negotiating demobilization cost. 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 is not necessary to facilitate performance during the shutdown.

Contracting activity shutdown personnel must issue Stop Work or Suspension of Work orders on, or Terminate for the Convenience of the Government, all non-essential contracts funded by the 2014 continuing resolution, in accordance with FAR procedures. Once this work is completed, if the employees do not have responsibility for other essential work, they will be furloughed. This is expected to take a week or more.

Contracting and General Services mail room operations will be suspended, but commercial carriers will continue to deliver packages. For Regional Offices that lease an entire building, one facilities manager will need to remain on duty. Because there will be no payroll processed during the furlough, only one employee in the Denver Finance Office will be on call for emergency situations related to QuickTime and/or payroll.

Assistant Director - Information Resources and Technology

To maintain required telecommunications (voice systems, email and networking) capabilities and internet access, maintain network servers as operational, and provide technical support to other staffed offices, two employees will remain on duty in Arlington. Additionally, the Service's Information Technology (IT) Security Manager will remain on call to respond to problems related to IT security.

To maintain required telecommunications capabilities (voice systems, email and networking)

nationally, maintain internet access and national network servers and to provide support to the Regional and Field offices which remain staffed, two employees will remain on duty in the Information Resources Management/National Communications Center (Denver).

External Affairs

The Assistant Director for External Affairs is essential to respond to Congressional inquiries and ensure communications within the Service. The Assistant Director may designate one additional employee on call to carry out these responsibilities.

Service Leadership

The following members of the Directorate are deemed essential to oversee essential activities in the Service; communicate with employees, the Department, the Office of Management and Budget and the Congress; ensure the life safety and protection of facilities throughout the Service.

Director
Deputy Director - Program Management & Policy
Deputy Director - Operations
Chief of Staff
Special Assistant

The Director may designate up to three additional employees on call to assist in carrying out executive responsibilities related to the shutdown of operations.

Regional Directors or their designees must be present to provide essential protection of life safety and facility protection and to respond to any emergencies at field stations, issues with the public on federal lands, and coordinate with the Washington Office. Regional Directors may designate up to three additional employees on call to assist in carrying out work related to the Regional Office. Regional Assistant Directors for Budget and Administration, and the Regional Human Resource Officer will be exempted to provide oversight for funding needed for permanently funded activities. Regional Directors are authorized to call in as many people as are reasonably needed to respond to emergency situations such as fires and floods.

Exemptions

Employees whose salaries are paid from permanent appropriations (receipts) and unobligated balances brought forward in no-year and multi-year accounts will continue to carry out their normal functions. A listing of these accounts is attached.

Personnel Exempt from Shutdown

FWS has 658 employees who fit into the category "employees whose compensation is financed by other than annual appropriations."

Permanent accounts (not subject to Congressional appropriation each year)
In these accounts, carryover balances and new receipts would be available.

- Federal Aid in Wildlife Restoration (all subactivities)
- Sport Fish Restoration (all subactivities)
- North American Wetlands Conservation Fund (all subactivities from 5820-5864)
- Natural Resource Damage Assessment Fund - Receipts/Interest (transfer from Office of the Secretary; all subactivities from 9810-9831)
- Resource Management (no-year account: all receipts)
- National Wildlife Refuge Fund
  - Expenses for Sales
  - Payments to Counties (permanent only, with receipts)
  - Alaska National Interest Lands Conservation Act
- Migratory Bird Conservation Account
- Proceeds from Sales
- Contributed Funds
- Multinational Species Conservation Fund (donation only)
- Operations and Maintenance of Quarters
- Recreational Fee Demonstration Program
- Lahontan Valley and Pyramid Lake Fish and Wildlife Fund
- Wildlife Inspection paid from offsetting collections.

Reimbursable authority
- Resource Management (subactivities from 1900-1999)
- Construction and Anadromous Fish
  - 2690 Drought
- Natural Resource Damage Assessment
  - 8912 Damage Assessment
- Land Acquisition (subactivities from 8470-8479)
- PRFPs – Oil Spills
- Federal Highway Trust Fund

Reimbursable work may continue only if the ordering agency has funds available during the shutdown, and the work is funded exclusively by the ordering agency not funded by annual appropriations.

No-Year Funding

Construction - The Division of Engineering is funded with no-year funds and will continue to operate as long as balances are available to oversee contracts and respond to the needs of ongoing operations.

Land Acquisition - Activities will continue on funded projects as dollars are available. Some contraction of effort is expected, as many personnel are jointly funded with yearly and no-year appropriations.

Instructions for Shutdown

- All employees should report for work. Supervisors will inform staff either orally or in writing that the only activities that they may engage in are those associated with protection of life and property or an orderly shutdown of agency operations. Specific activities will be identified by supervisors and shared with employees. Such functions may include, but are not limited to:

  - Notify parties involved in agency matters of the cessation of normal business;

  - Cancel meetings, hearings, and other previously arranged business;

  - Document the status of cases and projects so that they can be resumed, transferred, or otherwise appropriately handled when the funding situation is determined;

  - Prepare files for permanent storage, transfer to related agencies, or other disposition;

  - Perform those tasks necessary to protect confidential information, including listing all papers to be accorded confidential status;

  - Take measures to secure files;

  - Travel should be limited to that necessary for emergencies involving the safety of human life or the protection of property, or that necessary for the conduct of foreign relations including the negotiation of major treaties; attending a significant bilateral or multilateral meeting. All other employees on travel should return to duty stations as soon as practicable.

  Update time cards for the pay period including verification, validation, and certification.

- Furlough notices will be delivered to all employees who have not been determined to be either excepted or exempt.

- Each employee's furlough notice will be documented, preferably by the employee's signature, indicating date and time of delivery.

- Home telephone numbers of all employees will be obtained by their supervisor to provide for immediate notification when recalled.

- As each employee's shutdown function is completed, he/she will exit the government facility.

- Supervisors will ensure that appliances have been disconnected, equipment/lights have been turned off, and the physical area has been secured for those work sites which do not continue to carry out essential activities.

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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	13
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	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
NPS Employees, as of 9/10/2013	24,645
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: 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.

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.

(b) (5) [redacted]

- 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. (b) (5)

(b) (5) [redacted]

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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	(b) (5)
Contracting, Finance, and Budget	
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	**3,377**

Excepted Employees by Category

Law Enforcement / EMS / Fire / USPP	2,330
(b) (5) [redacted]	[redacted]
All Other Excepted Employees	871
NPS Employees, as of 9/10/2013	24,645
Total Employees to be Furloughed	(b) (5)

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. (b) (5) [redacted] 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.

[redacted]

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.

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. [redacted] 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.
~~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.

(b) (5)

[redacted]

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 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

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.

(b) (5) [redacted]

- 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. (b) (5) [redacted]

(b) (5)

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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	(b) (5)
Contracting, Finance, and Budget	
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
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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.

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From: Director
Subject : Contingency Plan for Lapsed Appropriation

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[redacted]

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.

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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.

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2. Process payroll for abbreviated pay period.
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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.

(b) (5)

[redacted]

From: Charlip, Ralph <ralph_charlip@ios.doi.gov>
Sent: Wednesday, September 25, 2013 9:46 PM
To: Stephens, Beverly
Cc: Mary Pletcher; Pam Haze; Bruce Sheaffer
Subject: Re: updated NPS plan
Attachments: attachment 1 NPS contingency plan v2.xlsx

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.

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Thanks,
Grace

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

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

Excepted Employees by Category	
Exception Category	
Law Enforcement / EMS / Fire / USPP	2,330
Funded Through Non-Appropriated Sources (estimate - depends on active	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	
Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	7
Director	
Deputy Director, Operations	
Comptroller	
Associate Director, Visitor & Resource Protection	
Associate Director, Workforce Management	
Associate Director, Business Services	
Associate Director, Information Resources	
Contracting, Finance, and Budget	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	
Budget analyst	
Budget analyst	
Budget analyst	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	
AOC Finance Personnel	

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

Regional Budget Officer	
Total Park Staff (positions TBD by region)	664
Southeast Region	
Regional Office	3
Regional Director	
Associate Regional Director	
Regional Budget Officer	
Total Park Staff (positions TBD by region)	345
Other Offices	51
TOTAL	**3377**

Excepted Employees by Category	
Exception Category	
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 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.

(b) (5) [redacted]

- 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. (b) (5) [redacted]

(b) (5)

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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	(b) (5)
Contracting, Finance, and Budget	
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	(b) (5)

Excepted Employees by Category

Law Enforcement / EMS / Fire / USPP	2,330
(b) (5) [redacted]	
All Other Excepted Employees	(b) (5)
NPS Employees, as of 9/10/2013	24,645
Total Employees to be Furloughed	(b) (5)

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. (b) (5) [redacted] 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.

[redacted]

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.

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. [redacted] (b) (5) [redacted] 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.
~~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.

(b) (5)

[redacted]

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

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

--
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NATIONAL PARK SERVICE CONTINGENCY PLAN

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    - Emergency medical care;
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- Uninterrupted command, control, and policy leadership;
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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.

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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.

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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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	10
Contracting, Finance, and Budget	34
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Regional Office	3
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Regional Office	3
Total Park Staff	630
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Regional Office	3
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Northeast Region	
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Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	**3,385**

Excepted Employees by Category	
Law Enforcement / EMS / Fire / USPP	2,330
All Other Excepted Employees	1055
NPS Employees, as of 9/10/2013	24,645
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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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.

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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.
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    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
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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.

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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: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Thursday, September 26, 2013 7:36 AM
To: Stephens, Beverly
Cc: Mary Pletcher; Bruce Sheaffer
Subject: Re: updated NPS plan

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 enforcemetn 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: 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

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>
> --

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

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Thursday, September 26, 2013 8:15 AM
To: Beverly Stephens
Cc: Mary Pletcher; Bruce Sheaffer
Subject: Re: updated NPS plan

bruce and I talked we are good

On Thu, Sep 26, 2013 at 8:02 AM, Beverly Stephens <grace_stephens@nps.gov> wrote:
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.
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Grace

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

From: Charlip, Ralph <ralph_charlip@ios.doi.gov>
Sent: Thursday, September 26, 2013 11:18 AM
To: Bruce Sheaffer; Beverly Stephens
Subject: NPS Shutdown Plan
Attachments: NPS contingency plan 925.docx

Last night, very late, after Mary Pletcher and Pam Haze had the opportunity to complete their review of your shutdown plan submission, a final document was sent to OMB. This document is the version that we anticipate posting to www.doi.gov/shutdown tomorrow between Noon and 3 pm. For your records, attached is the plan that was submitted to OMB.

We recognize there may be changes in your plan over the next few days and if we have a shutdown we will likely ask for any updates. But in the meantime, unless you have a substantive change to your plan, you do not need to send any changes at this time.

Thanks and please let me know if you have any questions.

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

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. 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. Day use visitors will be instructed to leave the park immediately as part of Phase 1 closures. Phase 2 will be initiated by the Director and includes the complete shutdown of all concession facilities and commercial visitor services. Visitors utilizing overnight concession accommodations and campgrounds will be notified to make alternate arrangements and depart the park as part of Phase 2. 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:

- 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.

- Providing for finance and contracting activities such as 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.

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 staff is estimated to be no more than 44 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 (a total of 21) 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. The current estimate is that 3,269 park staff will be excepted.

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. The estimated total for these offices is 51.

Part 2: Designation of Exempt and 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.

Office/Region	Exempt and Excepted Employees
Headquarters	
Leadership Staff	10
Contracting, Finance, and Budget	34
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	51
TOTAL	**3,385**

Exempt and Excepted Employees by Category	
Law Enforcement / EMS / Fire / USPP	2,330
All Other Excepted Employees	871
NPS Employees, as of 9/10/2013	24,645
Estimated Employees to be Furloughed	**21,428**

ATTACHMENT – INSTRUCTIONS FOR SHUTDOWN

This attachment describes the Service's plan for orderly shutdown of activities in the event of a lapse of appropriations.

Attachment

Effective 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 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.
4. Anyone 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.

From: O'Toole, Jeanne <jeanne_o'toole@nps.gov>
Sent: Friday, September 27, 2013 12:41 PM
To: Chambers, Teresa
Cc: Victor Chapman; Robert MacLean; Pamela Blyth; Pamela Smith; Marcus Hathaway; Bruce Sheaffer; Peggy O'Dell
Subject: Re: shutdown - action required by noon Friday

Correction:

2. 661 employees are excepted

85 employees will be subject to furlough

On Fri, Sep 27, 2013 at 12:04 PM, O'Toole, Jeanne <jeanne_o'toole@nps.gov> wrote:
In response to the above:

1. Verbal notifications are being made to USPP employees of their status in regard to the potential government shutdown.

2. 661 employees are excepted to include dispatchers and USPP guards.
62 employees are subject to furlough.

On Thu, Sep 26, 2013 at 11:42 AM, Chambers, Teresa <teresa_chambers@nps.gov> wrote:

Chief Teresa Chambers
United States Park Police

---------- Forwarded message ----------
From: "Sheaffer, Bruce" <bruce_sheaffer@nps.gov>
Date: Sep 26, 2013 11:36 AM
Subject: shutdown - action required by noon Friday
To: "Peggy O'Dell" <Peggy_O'Dell@nps.gov>, "Jon Jarvis" <Jon_Jarvis@nps.gov>, "Dennis Reidenbach" <dennis_reidenbach@nps.gov>, "Stan Austin" <stan_austin@nps.gov>, "Gordon Wissinger" <Gordon_Wissinger@nps.gov>, "Chris Lehnertz" <Chris_Lehnertz@nps.gov>, "Laura Joss" <laura_joss@nps.gov>, "Sue Masica" <Sue_Masica@nps.gov>, "Steve Whitesell" <Steve_Whitesell@nps.gov>, "Michael Reynolds" <Michael_Reynolds@nps.gov>, "Teresa Chambers" <Teresa_Chambers@nps.gov>, "Lena McDowall" <Lena_McDowall@nps.gov>, "Cam Sholly" <Cam_Sholly@nps.gov>, "Victor Knox" <victor_knox@nps.gov>, "Don Hellmann" <Don_Hellmann@nps.gov>, "Sue Waldron" <Sue_Waldron@nps.gov>, "Bert Frost" <Bert_Frost@nps.gov>, "Stephanie Toothman" <stephanie_toothman@nps.gov>, "Jeffrey Compton" <Shane_Compton@nps.gov>, "David Vela" <David_Vela@nps.gov>, "Julia Washburn" <Julia_Washburn@nps.gov>, "Rich Weideman" <Rich_Weideman@nps.gov>
Cc: "Angela Hargrove" <angela_hargrove@nps.gov>, "Nancy Wilson" <nancy_wilson@nps.gov>

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

In the attached plan, you will see that we provided estimates regarding the number of employees each region and service center will designate as "excepted." We also estimated, servicewide, how many of these excepted employees will be fulfilling an essential visitor protection role (LE, EMS, Fire, USPP).

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

Please review the attached shutdown plan to see the totals we estimated for your regions. Over the next day and a half, we need you to decide which of your employees you will designate as excepted, and which you intend to furlough. We have been consistent in our messaging that the numbers we provided to the Department on your behalf were estimates. We based these estimates on our experiences in the mid-90s, and on the planning we conducted in 2011. You do not have to adhere to these totals, only the list of exception criteria. You will also be able to amend your decisions about who to furlough as the situation evolves. The Associate Directors will be notified of the excepted and WASO employees.

You are to begin immediately identifying and notifying verbally all personnel as to their status in accordance with the guidance in the contingency plan. By noon on Friday, you and your park managers need to have completed the following:
1. **Verbally** let every employee in your region know whether you intend to furlough them or designate them as excepted in the event of a shutdown.
2. Submit to the Comptroller a summary, through the regional office or Associate Director, at the park, service center and regional office level, the total number of employees you intend to furlough and the total number of employees you intend to designate as excepted. For those employees you intend to deem excepted, please indicate how many will be fulfilling an essential visitor protection role (LE, EMS, Fire, USPP). We do not need names or positions at this time, only totals by category and organization.

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

www.doi.gov/shutdown

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

We will also be posting internal guidance on InsideNPS.

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

Sheaffer

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

--
Jeanne O'Toole, Deputy Chief
Field Operations Division
United States Park Police
Field Operations Division
202.619.7350
www.nps.gov/uspp

--
Jeanne O'Toole, Deputy Chief
Field Operations Division
United States Park Police
Field Operations Division
202.619.7350
www.nps.gov/uspp

Young, Deirdre R

From: Byrd, Michael <michael_andrew_byrd@nps.gov>
Sent: Friday, September 27, 2013 12:48 PM
To: Bruce Sheaffer; Jennifer Madello
Cc: Ed Buskirk; Sherri Fields; Shawn Benge; Gordon Wissinger; Stan Austin
Subject: SER Furlough Numbers
Attachments: fy 14 ser shutdown numbers.xlsx

Bruce: Here are the numbers for SER tied to the exercise for next week.

--
Michael Andrew Byrd
SER, Comptroller
(404) 507-5645

Invictus
"Out of the Night that covers me.....

Park Codes	(c+d) Total Staff	# to be furloughed	# to be excepted	# of excepted that are LE/Emer
ABLI	21	20	1	0
ANDE	15	14	1	0
ANJO	12	9	3	1
ASU-W	15	15	0	0
BICY	76	64	12	5
BISC	36	30	6	5
BISO	63	57	6	3
BLRI	238	196	42	28
BUIS	0			
CAHA/FORA/WRBR	159	144	15	9
CALO	45	41	4	2
CANA	43	38	5	5
CARI	20	19	1	0
CARL	17	13	4	0
CASA	42	37	5	5
CHAT	40	28	12	10
CHCH/MOBE	30	24	6	3
CHPI	0			
CHRI	17	12	5	3
CONG	22	18	4	3
COWP	15	14	1	0
CUGA	57	52	5	4
CUIS	29	26	3	2
DESO	9	8	1	0
DRTO	11	5	6	3
EVER	272	238	34	26
FOCA/TIMU	32	30	2	1
FODO	14	13	1	0
FOFR	7	6	1	0
FOMA	0			
FOPU	20	18	2	0
FOSU	25	23	2	0
GRSM	326	279	47	41
GUCO	11	10	1	1
GUIS	71	61	10	7
HOBE	8	7	1	1
JAZZ	10	9	1	1
JELA	59	56	3	2
JICA	19	17	2	0
KEMO	19	15	4	4

Park Codes	(c+d) Total Staff	# to be furloughed	# to be excepted	# of excepted that are LE/Emer
KIMO	18	15	3	2
LIRI	18	15	3	
MACA	156	149	7	7
MALU	28	25	3	3
MOCR	8	7	1	0
NATC	19	18	1	0
NATR	141	111	30	25
NISI	6	6		0
OBRI	10	8	2	2
OCMU	17	15	2	2
OVVI	1	0	1	0
RUCA	5	4	1	0
SAJU	78	76	2	1
SARI	0			
SEAC	48	47	1	0
SEMO	8	5	3	0
SERO	229	226	3	1
SHIL	26	23	3	3
STRI	16	14	2	1
TUAI	7	6	1	0
TUIN	8	5	3	0
VICK	44	42	2	2
VICR	0			
VIIS	51	47	4	3
	0			
Totals	2867	2530	337	227

From: Campbell, Colin <colin_campbell@nps.gov>
Sent: Friday, September 27, 2013 12:51 PM
To: Sheaffer, Bruce
Subject: Re: IMR excepted and furlough numbers.

OK, will do ASAP. Also hearing through Capt. Higgins that Public Health Service is excepted, which is not currently accounted for in our plans.

On Fri, Sep 27, 2013 at 10:10 AM, Sheaffer, Bruce <bruce_sheaffer@nps.gov> wrote:
As instructed.. I need this by park and a specific number for the regional office

On Fri, Sep 27, 2013 at 12:02 PM, Campbell, Colin <colin_campbell@nps.gov> wrote:
Hello Bruce,

Here are IMR close estimates of excepted and furloughed employees.

This past year, we put each IMR park through an exercise of preparing draw down plans in the event of lack of appropriations. Time of year makes a big difference, but these numbers are FTE, and a mix of full time and part time work to meet essential/emergency services.

Phase 2;

IMR park Excepted employees: 829 Excepted employees
IMR Regional Office: 5-10 This accounts for Policy Leadership, IT, contracting,

Finance, and includes the WAC, Old Santa Fe Trails building, Western Preservation Center, and outlying offices.

IMR furloughed employee total: 4,532

Colin
--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

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

--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

From: Neubacher, Patricia <patty_neubacher@nps.gov>
Sent: Friday, September 27, 2013 1:06 PM
To: Bruce Sheaffer
Cc: Beverly Stephens; NPS PWR Directorate; Scott Wanek
Subject: Excepted list for Pacific West Region
Attachments: PWR Planned FY14 Excepted.xlsx

Bruce: Attached please find the excepted list for the Pacific West Region. We are reluctantly submitting the list at this time; we believe we need to do some more fine tuning with our park managers and many of them are not yet awake!.

You will note that the number of excepted employees is higher than in FY 11. There are a number of valid reasons for this by specific park. Generally they include:

1. Active fires in parks -- in FY 11 these were reported by the Boise office and not by the individual parks. Not having received specific instructions on this, we've included those numbers here -- including the hot shot crews stationed in our parks. Additionally, it was not the heighth of the fire season when we last reported excepted employees.
2. NRDA functions with critical life/health safety issues. Other contracts that are to be completed in October that have critical life/health/safety/resource issues.
3. Seasonal changes - in many of our large parks, when these numbers were formulated in FY 11 major portions of the parks were under snow and not open to the public. Now, we will be needing to have those park areas go through a closure.
4. The requirement to include all USPHS employees as excepted.
5. Changes in water/wastewater treatment requirements for a few of our parks.

Having said that, there are some proposed increases by parks where the rationale for the increase is not entirely clear to us. We will follow up with those parks this morning and try to resolve the differences. Some of these may be a difference between numbers in Phase I vs Phase 2 of the closure.

Please let us know if you need additional information on the individual park situations and the proposed increases. We anticipate that these numbers will be refined lower - however, we don't anticipate that they will be dramatically lower. We will continue to work on these numbers and get you a revised list as soon as possible.

Sorry for any confusion.

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

Column1	Column2	Column12	Column14	Column20	Column21
Park	Purposed # Furloughed			Planned FY14 Excepted	Planned FY11 Excepted
		Public Health	LE/EMS		
ALKA	4	-	-	-	-
AMME/WAPA	29	-	1	3	2
BIHO	4	-	-	2	2
CABR	20	-	1	2	3
CHIS	61	-	6	17	7
CECH	-	-	-	-	-
CIRO	-	-	-	-	-
CRLA	78	-	5	10	10
CRMO	16	-	1	3	3
DEPO	2	-	1	5	1
DEVA	88	-	5	17	22
EBLA	2	-	-	-	-
EUON/JOMU/POCH/RORI	34	-	-	1	1
FOVA	32	-	1	5	3
GOGA	175	-	39	67	67
GRBA	43	-	2	3	5
HAFO/MIIN	11	-	-	2	2
HALE	?	-	-	14	13
HAVO	127	-	4	14	13
JODA	14	-	-	2	1
JOTR	94	-	7	13	26
JUBA	3	-	-	-	-
KAHO	23	-	3	6	1
KALA	37	-	5	10	10
KLSE	7	-	-	2	1
LABE	60	-	2	4	4
LAKE	172	-	29	59	61
LARO	32	-	4	13	12
LAVO	?	-	3	8	8
LEWI	19	-	-	2	1
MANZ	16	-	-	1	1
MOJA	39	-	-	8	6
MORA	192	-	7	32	18
NEPE	25	-	-	3	3
NOCA	119	-	4	17	9
NPSA	15	-	1	4	4
OLYM	103	-	14	31	36
ORCA	20	-	2	4	3
PARA	8	-	1	3	3
PINN	26	-	2	13	15
PORE	90	-	12	24	27
PUHE	11	-	-	2	2
PUHO	23	-	1	2	6
PWRO	?	3	-	6	6
REDW	?	-	7	8	7
SAFR	69	1	-	10	8
SAJH	8	-	1	3	2
SAMO	83	-	7	12	10
SEKI	284	-	16	63	45
TULE	2	-	-	-	-
VALR	?	-	2	4	4
WHIS	?	-	2	5	4
WHMI	7	-	-	1	2
YOSE	669	6	53	175	169
	2,996	10	251	715	669

From: Mendelson, Lisa <lisa_mendelson-ielmini@nps.gov>
Sent: Friday, September 27, 2013 1:18 PM
To: Bruce Sheaffer; Grace Stephens
Cc: Steve Whitesell
Subject: NCR numbers for excepted employees

Here's our summary. If you need more detail, I've got it. Thanks for your clarifications.

Regionwide NCR total employees	1488
Total Excepted	97
Of the Excepted, Protection/LE/Communications =	39

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

From: Mendelson, Lisa <lisa_mendelson-ielmini@nps.gov>
Sent: Friday, September 27, 2013 1:22 PM
To: Bruce Sheaffer; Grace Stephens
Cc: Steve Whitesell
Subject: Re: CORRECTED NCR numbers for excepted employees

My apologies, Gmail sent the earlier saved version, not this -- here are our numbers.

NCRO has 3, consistent with the RD call:
Team Lead, DRD
Regional Chief Ranger or Equivalent (ARD Ops)
Communications

Regionwide NCR total employees	1488
Total Excepted	104
Of the Excepted, Protection/LE/Communications =	39

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

On Fri, Sep 27, 2013 at 1:17 PM, Mendelson, Lisa <lisa_mendelson-ielmini@nps.gov> wrote:
Here's our summary. If you need more detail, I've got it. Thanks for your clarifications.

Regionwide NCR total employees	1488
Total Excepted	97
Of the Excepted, Protection/LE/Communications =	39

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

From: Vietzke, Gay <gay_vietzke@nps.gov>
Sent: Friday, September 27, 2013 2:27 PM
To: Bruce Sheaffer
Cc: Dennis Reidenbach; Michael Caldwell; Alexa Molnar
Subject: Revised NER On Board and Exempt List
Attachments: NER On board and exempt list 092713.xls

Hi Bruce,

Below is a revised NER list. It now includes a number of additional exempt employees -
DEWA's powerline-funded positions so that work can continue
6 NER Term employees supporting multi-year construction projects

Thank you. Please let us know if there are any questions.

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

Date of Report: 09/27/13 revised

National Park Service - Northeast Regional Office

Org Code	Org Code Desc	Number of Employees	Number Exempt	Number Furloughed	
1700	ACADIA NATIONAL PARK	203	15	188	
1708	ST CROIX ISLAND INTL HIST SITE	3		3	
1710	ADAMS NATL HISTORICAL PARK	37	1	36	
1715	BLACKSTONE RIVER VALLEY COMM	10		10	
1720	BOSTON NATL HISTORICAL PARK	97	16	81	
1723	BOSTON AFR-AMER NATL HIST SITE	14		14	
1727	BOSTON HARBOR ISLANDS NRA	23		23	
1730	CAPE COD NATIONAL SEASHORE	130	11	119	
1750	FIRE ISLAND NATIONAL SEASHORE	64	12	52	
1760	FT STANWIX NATL MONUMENT	29	1	28	
1761	ERIE CANALWAY NATIONAL HERITAGE CORRI	2		2	
1762	AFRICAN BURIAL GROUND NM	6		6	
1765	NATIONAL PARKS OF NEW YORK HARBOR	5		5	
1766	GOVERNORS ISLAND NATL MONUMENT	16	1	15	
1767	HARBOR PARKS	12		12	
1770	GATEWAY NATL RECREATION AREA	296	39	257	
1780	LOWELL NATL HISTORICAL PARK	111	3	108	
1790	ROOSEVELT-VANDERBILT HDQRTS	42	5	37	
1793	ELEANOR ROOS NATL HIST SITE	10		10	
1795	HM OF FD ROOS NAT'L HIST SITE	12		12	
1797	VANDERBILT MANS NATL HIST SITE	11		11	
1811	MANHATTAN SITES HEADQUARTERS	14	2	12	
1812	CASTLE CLINTON NATL MONUMENT	11		11	
1813	FEDERAL HALL NATL MEMORIAL	4		4	
1814	GENERAL GRANT NATL MEMORIAL	4		4	
1815	HAMILTON GRANGE NATL MEMORIAL	4		4	
1816	THEO ROOSEVELT BHPL NATL HST S	3		3	
1818	MARSH-BILLINGS-ROCKEFELLER NHP	26	1	25	
1820	MINUTE MAN NATL HISTORIC PARK	39	2	37	
1830	MORRISTOWN NAT'L HIST. PARK	30	4	26	
1840	EDISON NATL HISTORIC SITE	34	4	30	
1842	NEW BEDFORD WHALING NHP	15		15	
1843	PATERSON GREAT FALLS NHP	2		2	
1850	FRED LAW OLMSTED NATL HIST ST	39	1	38	
1860	ROGER WILLIAMS NATL MEMORIAL	6	1	5	
1880	SAGAMORE HILL NATL HIST SITE	18	2	16	
1890	ST PAUL'S CHURCH	1		1	
1900	SALEM MARITIME NATL HIST SITE	32	1	31	
1910	SARATOGA NATL HIST PARK	35	3	32	
1915	ST-GAUDENS NATL HIST SITE	18	2	16	
1920	SAUGUS IRON WORKS NATL HIST ST	10	1	9	
1930	SPRINGFIELD ARMORY NATL HIS ST	12	1	11	
1940	STATUE OF LIBERTY NATL MONUMNT	133	7	126	
1950	MARTIN VAN BUREN NATL HIST SIT	17	2	15	
1953	WEIR FARM NAT'L HIST SITE	16	1	15	
1955	WOMEN'S RIGHTS NATL HIST PARK	17	1	16	
2490	APPALACHIAN TRAIL	9	2	7	
4130	ALLEGHENY PORTAGE RR NATL HIST	23	1	22	
4140	FLIGHT 93 NATIONAL MEMORIAL	17	1	16	
4150	JOHNSTOWN FLOOD NATL MEMORIAL	8	1	7	
4160	FT NECESSITY NATL BATTLEFIELD	18		18	
4180	APPOMATTOX CT HS NATL HIST PK	24	2	22	
4190	ASSATEAGUE ISLAND NATL SEASHOR	106	10	96	###
4210	BOOKER T WASHINGTON NATL MONMT	10	2	8	
4240	CEDAR CREEK AND BELLE GROVE NHP	8	1	7	

4250	CHESAPEAKE BAY PROGRAM OFFICE	19			19	
4290	COLONIAL NATL HIST PARK	79	16		63	
4320	DELAWARE WTR GAP NATL REC AREA	116	25		91	
4320*	DEWA POWERLINE PROJECT STAFF: non-ONPS	9	9		0	
4340	FT MCHENRY NATL MON & HIST SHR	41	6		35	
4350	HAMPTON NATL HISTORIC SITE	9			9	
4360	FRIENDSHIP HILL NATL HIST SITE	4	1		3	
4370	FRED & SPOTS BTFLD MEM NMP	54	6		48	
4380	GEO WASH BIRTHPLACE NATL MNT	22	2		20	
4400	GETTYSBURG NATIONAL MLTRY PARK	113	10		103	
4410	EISENHOWER NATL HISTORIC SITE	15			15	
4430	HOPEWELL FURNACE NAT HIST SITE	21	2		19	
4450	INDEPENDENCE NATL HIST PARK	222	38		184	
4541	FORT MONROE NM	2			2	
4601	NER NEW YORK MABO/SHRO	14			14	
4602	NER VIRGINIA MABO/SHRO	10			10	
4603	NER NEW ENGLAND MABO/SHRO	13			13	
4604	NER CENTRAL MABO/SHRO	22			22	
4770	PETERSBURG NATL BATTLEFIELD	35	5		30	
4781	GAULEY RIVER NAT'L REC AREA	2			2	
4783	NERI - MGMT	4			4	
4784	NERI - ADMIN	5			5	
4785	NERI - VISITOR PROTECTION	25	7		18	
4786	NERI - MAINTENANCE	51	2		49	
4787	NERI - RESOURCE MGMT	11			11	
4788	NERI - INTERP	22			22	
4790	MAGGIE L WALKER NATL HIST SITE	8			8	
4800	RICHMOND NATL BATTLEFIELD PARK	38	5		33	
4810	STEAMTOWN NATIONAL HISTORIC ST	53	2		51	
4841	SHEN - OFC OF THE SUPT	5			5	
4842	SHEN - DIV OF ADMIN	8			8	
4843	SHEN - DIV OF INTERP & EDUC	34	1		33	###
4844	SHEN - DIV OF RANGER ACTIVITIES	42	32		10	
4845	SHEN - DIV OF MAINTENANCE	69	7		62	
4846	SHEN - DIV OF NATUR & CULTUR RES	39	1		38	
4847	SHEN - FEE & REVENUE MANAGEMENT	39			39	
4850	THOMAS STONE NATL HIST SITE	8			8	
4860	VALLEY FORGE NATL HIST PARK	80	10		70	
4870	UPPER DELAWARE SCENIC & REC RV	32	5		27	
	Total: Parks and MABO/SHRO Office	**3,291**	**352**		**2,939**	

1711	NORTHEAST MUSEUM SERVICES CNTR	13			13	
1851	OLMSTEAD CNTR FOR LANDSCAPE PRESERVAT	15			15	
2108	MID-ATLANTIC NETWORK	5			5	
2109	EASTERN RIVERS & MOUNTAINS NETWORK	6			6	
2110	NORTHEAST COASTAL & BARRIER NETWORK	9			9	
2111	NORTHEAST TEMPORATE NETWORK	9			9	
2144	NORTHEAST NR-PRO	10			10	
4501	OFC OF THE REGIONAL DIRECTOR, NER	19	1		18	
4502	NER LAND RESOURCES PROJ CTR	9			9	
4503	NER ADMINISTRATION	54			54	
4504	NER PARK OPERATIONS	50	1		49	
4505	NER CONSTRUCTION & FACILITY MGMT	22	2		20	***
4506	NER HERITAGE PRES, PLANNING & COMPLIA	29			29	
4526	NER HACE	32	6		26	^^^
4527	NER HISTORIC ARCHITECTURE PROGRAM	9			9	
4531	NER NATURAL RESOURCES	40			40	
4536	WASHINGTON ROCHAMBEAU REVOL RTE	2			2	
4866	ARCHEOLOGY & ARCHITECTURAL OPR	5			5	
	Total: Northeast Regional Offic	**338**	**10**		**328**	

Grand Total Northeast Region	**3,620**	362		3,258

*** Includes I FTE for Sandy Recovery - Tim Hudson
Includes 1 FTE for NTE 2 hrs a day
^^^ TERM employees charged to multi-year construction projects as COR/PMs

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Friday, September 27, 2013 2:53 PM
To: Mendelson, Lisa
Cc: Bruce Sheaffer; Steve Whitesell
Subject: Re: NCR numbers for excepted employees

Thanks Lisa - does the 97 include the three regional office folks we predicted for each region, or is it in addition to?

On Fri, Sep 27, 2013 at 1:17 PM, Mendelson, Lisa <lisa_mendelson-ielmini@nps.gov> wrote:
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_____
Lisa Mendelson-Ielmini, AICP
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National Park Service
202-619-7023 office
202-297-1338 cell

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

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Friday, September 27, 2013 3:06 PM
To: Neubacher, Patricia
Cc: Bruce Sheaffer; NPS PWR Directorate; Scott Wanek
Subject: Re: Excepted list for Pacific West Region

thanks so much Patty - do happen to know position titles for the 6 anticipated regional office exceptions?
Thanks,
Grace

On Fri, Sep 27, 2013 at 1:06 PM, Neubacher, Patricia <patty_neubacher@nps.gov> wrote:
Bruce: Attached please find the excepted list for the Pacific West Region. We are reluctantly submitting the list at this time; we believe we need to do some more fine tuning with our park managers and many of them are not yet awake!.

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--
Patty Neubacher
Deputy Regional Director

Pacific West Region
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(510) 604-9998 cell

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

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Friday, September 27, 2013 2:59 PM
To: Mendelson, Lisa
Cc: Bruce Sheaffer; Steve Whitesell
Subject: Re: NCR numbers for excepted employees

I also need the exception totals by park. We don't intend to forward that info right now, but need to have total exceptions by park and by regional office.

On Fri, Sep 27, 2013 at 2:52 PM, Stephens, Beverly <grace_stephens@nps.gov> wrote:
Thanks Lisa - does the 97 include the three regional office folks we predicted for each region, or is it in addition to?

On Fri, Sep 27, 2013 at 1:17 PM, Mendelson, Lisa <lisa_mendelson-ielmini@nps.gov> wrote:
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Deputy Regional Director
National Park Service
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202-297-1338 cell

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

--

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

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Friday, September 27, 2013 4:11 PM
To: Ralph Charlip; Pam Haze; Bruce Sheaffer
Subject: NPS shutdown plan - PLEASE REPLACE
Attachments: NPS contingency plan 2013 to post.docx

Hi Ralph.
We understood that the Dept would only post the first 4 pages of our shutdown plan, scrubbing out all internal communication. While you have deleted page 5, which is our draft cover letter from our Director to the field, you have not deleted the remaining 3 pages, which are an attachment to that memo - that entire 4 page document is an internal communication to our field that we do NOT want on a public site. It potentially creates problems for us with our concessioners, partners, and employees. Can you please replace with this document? This is the first 4 pages, saved as one document for your convenience.
Thanks,
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.

Part 1: Designation of Essential and Continuing Programs/Activities

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

- Providing for finance and contracting activities such as benefit payments and actions necessary to suspend or stop work on projects currently underway that require oversight or support from employees funded from lapsed appropriations. That is, contracting and finance personnel necessary to perform these duties should remain until the activities can be suspended.

- Direct management of projects obligated from funds that are not subject to lapse, such as multi-year appropriations from prior fiscal years. People not DIRECTLY involved in project management or necessary contracting actions and payments for these projects will not be considered excepted or continue to work.

- Protecting life and property, including:

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

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

Headquarters

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

Regional Offices

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

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

National Park Sites

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

Other Offices

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

Part 2: Designation of Excepted Personnel

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

Office/Region	**Excepted Employees**
Headquarters	
Leadership Staff	12
Contracting, Finance, and Budget	34
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	661
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	121
TOTAL	**3,266**
Law Enforcement / EMS / Fire / USPP	[*2,139*]
NPS Employees, as of 9/10/2013	24,645
Total Employees to be Furloughed	**21,379**

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Friday, September 27, 2013 4:41 PM
To: Jennifer Madello; Bruce Sheaffer
Subject: anything from MWR?

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

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Friday, September 27, 2013 4:26 PM
To: Stephens, Beverly
Cc: Ralph Charlip; Bruce Sheaffer
Subject: Re: NPS shutdown plan - PLEASE REPLACE

okay with me - if they can do it

On Fri, Sep 27, 2013 at 4:11 PM, Stephens, Beverly <grace_stephens@nps.gov> wrote:
Hi Ralph.
We understood that the Dept would only post the first 4 pages of our shutdown plan, scrubbing out all internal communication. While you have deleted page 5, which is our draft cover letter from our Director to the field, you have not deleted the remaining 3 pages, which are an attachment to that memo - that entire 4 page document is an internal communication to our field that we do NOT want on a public site. It potentially creates problems for us with our concessioners, partners, and employees. Can you please replace with this document? This is the first 4 pages, saved as one document for your convenience.
Thanks,
Grace

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

From: Hellmann, Donald <don_hellmann@nps.gov>
Sent: Friday, September 27, 2013 4:57 PM
To: Bruce Sheaffer; Beverly Stephens
Subject: Furlough list

From the Office of Legislative and Congressional Affairs, the following will be on furlough in the event of a government shutdown:

(b) (6)

--
Don Hellmann
Assistant Director, Legislative and Congressional Affairs
National Park Service
1849 C Street, N.W., Room 3311
Washington, DC 20240

202-208-5656 (phone)
202-208-5683 (fax)
don_hellmann@nps.gov

From: Mendelson, Lisa <lisa_mendelson-ielmini@nps.gov>
Sent: Friday, September 27, 2013 3:33 PM
To: Bruce Sheaffer; Grace Stephens
Cc: Steve Whitesell
Subject: NCR excepted employees by park and function

As of now per your request. I have the comparison w/ 2011 if you need it. Thanks.

NCRO and Parks Excepted Employees
Phase II Lapse in Appropriations
Proposed Numbers/Positions
9/27/2013

SUMMARY		**2013**	**LE**
Antietam (ANTI)		6	4
Catoctin (CATO)		6	3
Chesapeake and Ohio (CHOH)		14	14
Fords Theatre	(now NAMA)		
George Wash Mem. Pkwy (GWMP)		6	uspp
Harpers Ferry (HAFE)		6	5
Manassas (MANA)		3	3
Monocacy (MONO)		4	3
Natl Cap Parks East (NACE)		12	uspp
Natl Mall and Mem Parks (NAMA)		3	uspp
Potomac Heritage NST		0	0
Presidents Park		22	uspp
Prince William (PRWI)		8	4
Rock Creek (ROCR)		3	uspp
Wolf Trap (WOTR)		2	uspp
NCRO		3	uspp
NCRO intermittent		0	0
NCR dispatch		7	7
		105	**43**

Regionwide NCR total employees	1488
Total Excepted	105
Of the Excepted, Protection/LE/Communications =	43

Lisa Mendelson-Ielmini, AICP
Deputy Regional Director

National Park Service
202-619-7023 office
202-297-1338 cell

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Friday, September 27, 2013 8:10 PM
To: Hellmann, Donald
Cc: Bruce Sheaffer
Subject: Re: Furlough list

Thanks Don - is anyone in your shop not furloughed?

On Sep 27, 2013, at 4:56 PM, "Hellmann, Donald" <don_hellmann@nps.gov> wrote:

> From the Office of Legislative and Congressional Affairs, the following will be on furlough in the event of a government shutdown:

(b) (6)

--
Don Hellmann
Assistant Director, Legislative and Congressional Affairs
National Park Service
1849 C Street, N.W., Room 3311
Washington, DC 20240

202-208-5656 (phone)
202-208-5683 (fax)
don_hellmann@nps.gov

From: Trap, Patricia <patricia_trap@nps.gov>
Sent: Friday, September 27, 2013 6:29 PM
To: Beverly Stephens; Bruce Sheaffer
Cc: Michael Reynolds
Subject: MWR: Requested Data
Attachments: MWRO Shutdown Total Excepted and those in LE List.xlsx

Bruce and Grace:

Here are the summary numbers you requested for MWR:

- Total number of employees to be furloughed (as of 9/27): 2331
- Total number of employees designated as excepted: 234
- Total number fulfilling an essential visitor protection role: 176
- The remaining excepted employees are maintenance, water treatment operators, etc.

The attached spreadsheet breaks down the total number of excepted people and those in an essential visitor protection role per park and regional office.

Please let us know if you need additional information.

Patty

Patricia S. Trap
Deputy Regional Director
Midwest Region
p: 402-661-1520
c: 402-637-2414

Park	Total Number Excepted	Total in LE/Fire, etc.
AGFO	1	1
APIS	5	3
ARPO	1	0
BADL	8	6
BRVB	1	1
BUFF	16	14
CHSC	1	0
CUVA	18	15
EFMO	2	1
FOLS	2	1
FOSC	1	1
FOSM	1	1
FOUS	1	1
GERO	1	0
GRPO	1	1
GWCA	1	1
HEHO	2	1
HOCU	2	2
HOME	1	1
HOSP	6	4
INDU	25	23
ISRO	3	2
JAGA	1	0
JECA	2	1
JEFF	31	28
KEWE	1	0
KNRI	1	1
LIBO	1	1
LIHO	4	3
MISS	1	0
MORU	23	20
MWRO	3	1
NIOB	1	1
OZAR	15	12
PERI	2	1
PEVI	1	0
PIPE	1	1
PIRO	5	5
SCBL	2	1
SLBE	4	2
TAPR	1	1
THRO	4	2
ULSG	1	0
VOYA	5	4
WICA	5	2
WICR	4	2
WIHO	1	0
MABO	7	0
FIRE	1	1
TOTALS	**234**	**176**

From: Donald Hellmann <don_hellmann@nps.gov>
Sent: Saturday, September 28, 2013 11:21 AM
To: Beverly Stephens
Cc: Bruce Sheaffer
Subject: Re: Furlough list

No, I was told everyone was to be furloughed.

Sent from my iPhone

On Sep 27, 2013, at 8:09 PM, Beverly Stephens <grace_stephens@nps.gov> wrote:

> Thanks Don - is anyone in your shop not furloughed?
>
> On Sep 27, 2013, at 4:56 PM, "Hellmann, Donald" <don_hellmann@nps.gov> wrote:
>
> > From the Office of Legislative and Congressional Affairs, the following will be on furlough in the event of a government shutdown:
>
> [redacted]
> (b) (6)
>
> --
> Don Hellmann
> Assistant Director, Legislative and Congressional Affairs
> National Park Service
> 1849 C Street, N.W., Room 3311
> Washington, DC 20240
>
> 202-208-5656 (phone)
> 202-208-5683 (fax)
> don_hellmann@nps.gov

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Sunday, September 29, 2013 8:52 PM
To: Stephanie Toothman; Bruce Sheaffer
Subject: HFC exceptions?

Hi - who is sending me any exceptions in HFC?
Thanks,
Grace

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

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Sunday, September 29, 2013 8:54 PM
To: Sheaffer, Bruce; Jennifer Madello
Subject: Re: IMR excepted and furlough numbers.

is this all we got from IMR?

On Fri, Sep 27, 2013 at 3:02 PM, Sheaffer, Bruce <bruce_sheaffer@nps.gov> wrote:

---------- Forwarded message ----------
From: **Campbell, Colin** <colin_campbell@nps.gov>
Date: Fri, Sep 27, 2013 at 12:51 PM
Subject: Re: IMR excepted and furlough numbers.
To: "Sheaffer, Bruce" <bruce_sheaffer@nps.gov>

OK, will do ASAP. Also hearing through Capt. Higgins that Public Health Service is excepted, which is not currently accounted for in our plans.

On Fri, Sep 27, 2013 at 10:10 AM, Sheaffer, Bruce <bruce_sheaffer@nps.gov> wrote:
As instructed.. I need this by park and a specific number for the regional office

On Fri, Sep 27, 2013 at 12:02 PM, Campbell, Colin <colin_campbell@nps.gov> wrote:
Hello Bruce,

Here are IMR close estimates of excepted and furloughed employees.

This past year, we put each IMR park through an exercise of preparing draw down plans in the event of lack of appropriations. Time of year makes a big difference, but these numbers are FTE, and a mix of full time and part time work to meet essential/emergency services.

Phase 2;

IMR park Excepted employees: 829 Excepted employees
IMR Regional Office: 5-10 This accounts for Policy Leadership, IT, contracting,

Finance, and includes the WAC, Old Santa Fe Trails building, Western Preservation Center, and outlying offices.

IMR furloughed employee total: 4,532

Colin

--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

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

--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

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

--
Grace Stephens
Special Assistant to the Comptroller

(202) 208-4228

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Sunday, September 29, 2013 9:01 PM
To: colin_campbell@nps.gov; Bruce Sheaffer; Jennifer Madello
Subject: IMR exceptions?

Hi Colin,
I need IMR's exception numbers ASAP. As Bruce requested in his memo on Thursday, we need a total of exceptions to be granted at the park level. This cannot be in FTE - we need to know how many people you are designating as excepted. We also need to know what subset of those will be filling a visitor protection role (LE/USPP/Fire/EMS), and of the regional office people you intend to except, we need a list of their positions. Apologies if you sent this already and it didn't make it to me, but IMR is the only region I do not have, and I expect we will be asked to submit these numbers to DOI first thing in the morning.
Thanks,
Grace

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

From: Gregerson, Patrick <patrick_gregerson@nps.gov>
Sent: Monday, September 30, 2013 12:52 PM
To: Bruce Sheaffer
Cc: Jennifer Madello; Ana Maria Scott; Lucid, Mary; Sam Whittington; William Shaddox; Timothy Harvey; Lizette Richardson; Victor Knox
Subject: Fwd:
Attachments: PPFL Total Employee Furloughs FY2014 (lapse in appropriations).xlsx

Bruce,

Attached provides the total PPFL (by Division) Employee Furloughs given a lapse in appropriations.

Let me know if you have any questions.

--
Patrick

<<<<<<<<<<\/>>>>>>>>>>
Patrick Gregerson
Chief, Park Planning & Special Studies
National Park Service
1201 Eye St., NW
Mail Stop 2510, 9th Floor
Washington, DC 20005
202-354-6972 Office
202-744-3613 Cell

We work so others may play

PPFL Lapse in Appropriations Furlough Totals

PPFL Division	Furlough	Excepted
Park Facility Management Division (PFMD)	66	0
Park Planning & Special Studies (PPSS)	7	0
Construction Program Management (CPM)	4	0
Land Acquisition (LANDS)	25	0
Denver Service Center	219	*21
TOTAL	321	21

DSC : 21 Exepted employees roles idenfied and documentation provided to Vic on Friday 9/27/2013

From: Vaughn, James <james_m_vaughn@nps.gov>
Sent: Monday, September 30, 2013 2:15 PM
To: Jennifer Madello; Beverly Stephens
Cc: Bruce Sheaffer
Subject: AKR Excepted positions and phone list
Attachments: AKR Excepted List updated for FY 2014 09-19-13 suzy with changes-2 (1) jh 9 13 (1).xlsx

Grace,
Here's list updated list as you requested.
mark

J. Mark Vaughn
Associate Regional Director, Administration
Alaska Region
National Park Service
240 W. 5th Avenue
Anchorage, AK 99501
james_m_vaughn@nps.gov (NOT mark_vaughn@nps.gov or mark_vaughn@fws.gov)
ph: (907) 644-3504
fax: (907) 644-3816

Alaska Region
Excepted Employees
As of xx/xx/13

Location	Unit	Name	Title	Ph 1	Total	Ph 2	Total	Primary POC work	cell
Anchorage	AKRO	Sue Masica	Regional Director	x	1			(907) 644-3502	(907) 903-3730
Anchorage	AKRO	Joel Hard	Deputy RD	x	2	x	1	(907) 644-3506	(907) 240-3150
Anchorage	AKRO	Mark Vaughn	ARD-Admin	x	3			(907) 644-3504	(907) 444-9222
Anchorage	AKRO	Chris Pergiel	Chief Ranger	x	4	x	2	(907) 644-3406	(b) (6), (b) (7)(C)
Anchorage	AKRO	John Quinley	Communications	x	5	STE Call Back		(907) 644-3512	(907) 444-1336
Anchorage	AKRO	Tammy Perry	Contracting	x	6	STE Call Back		(907) 644-3311	(907) 224-8650
Anchorage	AKRO	Alice Ruth	Budget	x	7			(907) 644-3322	(307) 690-7274
Anchorage	AKRO	Lisa Tibbets	Budget			STE Call Back		(907) 644-3324	(907) 440-2584
Anchorage	AKRO	Keith Burgess	IT	x	8	x	3	(907) 644-3703	(907) 351-1229
Anchorage	AKRO	Cherilyn Alexander	HR	x	9	STE Call Back		(907) 644-3345	(720) 384 5970
Anchorage	AKRO	Tom Gillett	Radio specialist			STE Call Back		(907) 644-3721	(907) 354-0911
Anchorage	AKRO	Jill Morgan	Chief of Concessions	x	10	STE Call Back		(907) 644-3363	(907) 250-8796
Sitka	SITK	Carin Farley	Chief Ranger	x	1	x	1	(907) 747-0120	(b) (6), (b) (7)(C)
Sitka	SITK	Mike Trainor	Chief of Maintenance	x	2	x	2	(907) 747-0150	(907) 623-0871
Nome	BELA	Jeanette Koelsch	Superintendent	x	1	x	1	(907) 443-6101	(907) 304-1895
Kotzebue	WEAR	Frank Hays	Superintendent	x	2	STE Call Back		(907) 442-3890	(907) 412-2190
Kotzebue	WEAR	Ed Viglione	Maintenance worker	x	3	x	2	(907) 442-2573	
Kotzebue	WEAR	Dan Stevenson	Law enforcement	x	4	x	3	(907) 442-8306	(b) (6), (b) (7)(C)
Anchorage	LACL	Adrianna Cahill	Chief of Admin	x	1	STE Call Back		(907) 644-3637	(907) 223-6602
Anchorage	LACL	Lee Fink	Chief Ranger			STE Call Back		(907) 644-3646	(b) (6), (b) (7)(C)
Port Alsworth	LACL	Rich Richotte	District Ranger	x	2	x	1	(907) 781-2102	(b) (6), (b) (7)(C)
Port Alsworth	LACL	Jason Doellefeld	Maintenance Supervisor	x	3	x	2	(907) 781-2138	(907)781-3152
Port Alsworth	LACL	Leon Alsworth	Pilot/Ranger			STE Call Back		(907) 781-2103	(b) (6), (b) (7)(C)
Port Alsworth	LACL	Warren Hill	Ranger/EMS			STE Call Back		(907) 781-2137	(b) (6), (b) (7)(C)

Alaska Region
Excepted Employees
As of xx/xx/13

Location	Unit	Name	Title	Ph 1	Total	Ph 2	Total	Primary POC work	cell
Port Alsworth	LACL	Jeff Newton	Chief of Maintenance			STE Call Back		(907) 644-3635	none
Copper Center	WRST	Rick Obernesser	Superintendent	x	1	STE Call Back		(907) 822-7202	(907) 960-1046
Copper Center	WRST	Peter Christian	Chief Ranger	x	2	x	1	(907) 822-7210	[redacted]
Copper Center	WRST	Wayne Challoner	Chief of Maintenance	x	3	x	2	(907) 822-7246	(907) 259-7246
Copper Center	WRST	Ann Crow	AO	x	4	STE Call Back		(907) 822-7218	(907) 960-1005
Copper Center	WRST	Butch Failing	Facilities Manager	STE Call Back		x	3	(907) 822-7427	(907) 259-3310
Copper Center	WRST	Liz Yost	IT Specialist	x	5	STE Call Back		(907) 822-7224	(907) 259-5334
Chitina	WRST	Jim Baker	Facilities Supervisor	STE Call Back		STE Call Back		(907) 822-7228	(907) 960-1016
Copper Center	WRST	Lynn Ellis	Park Pilot	STE Call Back		STE Call Back		(907) 822-7428	(907) 960-1001
Kennecott	WRST	Stephens Harper	District Ranger	STE Call Back		x	4	(907) 822-7478	[redacted]
Yakutat	WRST	Mike Thompson	District Ranger	STE Call Back		STE Call Back		(907) 822-7453	[redacted]
Copper Center	WRST	Howard Haley	Maint. Mech. Supervisor	STE Call Back		STE Call Back		(907) 822-7495	(907) 259-7495
Skagway	KLGO	Tim Steidel	Chief Ranger	x	1	STE Call Back		(907) 983-9225	[redacted]
Skagway	KLGO	Elizabeth Blakeley	LE Ranger	x	2	x	1	(907) 983-9235	[redacted]
Skagway	KLGO	Scott Logan	Maintenance Worker	x	3	x	2	(907) 983-9260	(907) 612-0111
Skagway	KLGO	Johnnie Powell	Chief of Maintenance	x	4	STE Call Back		(907) 983-9247	(907) 612-0363
King Salmon	KATM	Neal Labrie	Chief Ranger	x	1	x	1	(907) 246-2127	[redacted]
King Salmon	KATM	Allen Gilliland	Park Pilot			STE Call Back		(907) 246-2146	(907) 439-2766
King Salmon	KATM	Tom Kay	Maintenance Work Leader	x	2	x	2	(907) 246-2147	(907) 469-0651
King Salmon	KATM	Vince Webster	Equipment Operator	x	3	x	3	(907) 246-2142	(907) 469-0645
King Salmon	KATM	Lauren Labrie	Chief of Admin	x	4	STE Call Back		(907) 246-2133	(907) 444-8202
King Salmon	KATM	Troy Hamon	Chief of Resources			STE Call Back		(907) 246-2121	(907) 469-0343
King Salmon	KATM	Chad Billock	Maintenance Worker	x	5	x	4	(907) 246-2147	(907) 469-0651
King Salmon	KATM	James Gavin	Facility Manager			STE Call Back		(907) 246-2124	(907) 469-0648

Alaska Region
Excepted Employees
As of xx/xx/13

Location	Unit	Name	Title	Ph 1	Total	Ph 2	Total	Primary POC work	cell
King Salmon	KATM	Dan Maturen	Maintenance Worker	x	6	x	5	(907) 246-2142	(907) 469-0645
Denali Park	DENA	Dan Abbe	Backcountry District Rgr	x	1	x	1	(907) 683-9539	(907) 505-0743
Denali Park	DENA	Sharon Olson	LE Ranger	x	2	x	2	530 355-5148	
Denali Park	DENA	Andy Pace	Emergency Comm Ctr superv	x	3	x	3	COMM CENTER:	
Denali Park	DENA	Brian Napier	ECC Dispatcher	x	4	x	4	(907) 683-9555	
Denali Park	DENA	Sean Lowery	ECC Dispatcher	x	5	x	5		
Denali Park	DENA	Jessica Oconner	ECC Dispatcher	x	6	x	6		
Denali Park	DENA	Jennifer Raffaeli	Kennels Manager	x	7	x	7	(907) 683-9585	
Denali Park	DENA	James Tench	IT specialist	x	8	STE Call Back		(907) 683-9513	
Denali Park	DENA	Bill Ellis	Certified drinking water syste	x	9	x	8	(907) 683-9567	
Denali Park	DENA	Rick Weible	Engineering Equip Operator	x	10	x	9	(907) 683-6420	
Denali Park	DENA	William Birdsal	Maintenance Mechanic			STE Call Back			
Denali Park	DENA	Mary Pearson	Engineering Equip Operator			STE Call Back		(907) 683-6420	
Denali Park	DENA	Greg Timeche	Maintenance Mechanic			STE Call Back		(907) 683-6569	
Denali Park	DENA	Craig Brandt	Heavy Equipment Mechanic			STE Call Back		(907) 683-6414	
Bartlett Cove	GLBA	Albert Faria	Chief Ranger	x	1	x	1	(907) 697-2621	[redacted]
Bartlett Cove	GLBA	Alejandro Zarate	Gen'l Mtnc Ops Supervisor	x	2	x	2	(907) 697-2633	(907) 888-7391
Bartlett Cove	GLBA	Mark Ortega	Utility Systems Repair Opera	x	3	x	3	(907) 697-2630	(907) 209-4013
Bartlett Cove	GLBA	Gus Martinez	District Ranger	x	4	x	4	(907) 697-2628	[redacted]
Bartlett Cove	GLBA	Jim Capra	LE Ranger Dry Bay	x	5	x	5	(907) 822-7454	
Bartlett Cove	GLBA	James Latendresse	LE Ranger	x	6	STE Call Back		(907) 697-3010	[redacted]
Bartlett Cove	GLBA	Margaret Hazen	Supervisory VUA (dispatcher	x	7	STE Call Back		(907) 697-2608	(907) 209-0857

Alaska Region
Excepted Employees
As of xx/xx/13

								Primary POC	
Location	Unit	Name	Title	Ph 1	Total	Ph 2	Total	work	cell
Bartlett Cove	GLBA	Paul Atkinson	IT specialist	x	8	STE Call Back		(907) 697-2678	none
Seward	KEFJ	Pam Rice	Superintendent (Acting)	x	1	STE Call Back		(907) 422-0518	(907) 750-8832
Seward	KEFJ	Mark Thompson	Chief Ranger	x	2	x	1	(907) 422-0520	[redacted]
Seward	KEFJ	Eileen Eavis	AO	x	3	STE Call Back		(907) 422-0510	(907) 362-1160
Seward	KEFJ	Kirk Desermia	Chief of Maintenance	x	4	STE Call Back		(907) 422-0560	(907) 362-7673
Seward	KEFJ	John Anderson	LE Ranger	x	5	x	2	(907) 422-0313	[redacted]
Seward	KEFJ	Jeff Carpenetti	LE Ranger			STE Call Back		(907) 422-0571	[redacted]
Seward	KEFJ	Cherie Heitmeyer	IT specialist	x	6	STE Call Back		(907) 422-0512	(907) 491-1872
Seward	KEFJ	Ben Davis	Maintenance Supervisor			STE Call Back		(907) 422-0564	(702) 768-0663
Bettles	YUGA	Arch Thompson	Facility Mgr -- FAI/BTT	x	1	x	1	(907) 455-0621	(907) 978-4468
Fairbanks	YUGA	Kyle Higley	IT/Communications	x	2	STE Call Back		(907) 455-0605	
Eagle	YUGA	Ed Christiansen	Maintenance worker	x	3	x	2	(907) 547-2233	
Fairbanks	YUGA	Monica Cross	AO	x	4	STE Call Back		(907) 455-0604	
Fairbanks	YUGA	Greg Dudgeon	Superintendent	x	5	STE Call Back		(907) 455-0614	(907) 978-9452
Fairbanks	YUGA	Adam Mehlhorn	LE Ranger			STE Call Back		(907) 692-5494	none
Fairbanks	YUGA	Gary Youngblood	Chief Ranger	x	6	x	3	(907) 455-0616	[redacted]
REGIONAL TOTAL			PFT		64	PFT	40		
						STE Call Back	42		

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Tuesday, October 01, 2013 9:38 AM
To: Bruce Sheaffer
Subject: Fwd: HFC exceptions?

Begin forwarded message:

From: "Washburn, Julia" <julia_washburn@nps.gov>
Date: September 30, 2013, 11:09:00 AM EDT
To: Beverly Stephens <grace_stephens@nps.gov>
Cc: Donald Kodak <don_kodak@nps.gov>
Subject: Re: HFC exceptions?

Hello Grace--

Here is the list of essential staff from my directorate:

Mike Alvarez, Facilities Manager (304) 535-6276. Justification: Mike is necessary to ensure the security and protection of the five facilities operated by Harpers Ferry Center. He is critical since we will have other staff and contractors on site.

Malcom Willoughby, Construction COR (304) 535-6765. Justification: Malcom is the COR for 3 HFC facility construction projects. With Malcom's presence these contractors can continue their work with no delays or modifications to these contracts.

Jalane Johnson, Contracting Officer, (304) 535-6482. Justification: Jalane (and her senior contracting officer) is essential to supporting more than 100 on-going and active media development contracts. These contracts will continue without interruption.

Kim Strite, Senior Contracting Officer, (304) 535-6485. Justification: Kim is essential support for more than 100 on-going and active media development contracts. Contractor work can continue uninterrupted.

Justin Radford, Project Manager, (304) 535-6720. Justification: Justin will provide to project management support to our two contracting officers for more than 100 on-going active media development contracts.

Kathy Owens, IT Specialist, (304) 535-2918. Justification: Site security for HFC, Mather Training Center, and Harpers Ferry National Historic Park rely on the communications systems, both phone and LAN, that are maintained by HFC. The LAN is critical to both our contracting and project management activities.

On Mon, Sep 30, 2013 at 10:34 AM, Beverly Stephens <grace_stephens@nps.gov> wrote:
Hi Julia and Don,
Can you please let me know as soon as you can which, if any, HFC employees you intend to designate as "excepted" in the event of a shutdown tomorrow? Julia, I also need to know if there are any exceptions among your WASO employees, including whether you intend to

except yourself.
Thanks,
Grace

--
Julia Washburn
National Park Service
Associate Director for Interpretation, Education & Volunteers
1849 C Street, NW
Room 3127
Washington, DC 20240
julia_washburn@nps.gov
Direct: 202-208-4265
Cell: 202-641-7380
Assistant: Lynette Garner 202-208-6954 lynette_garner@nps.gov

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Tuesday, October 01, 2013 3:34 PM
To: Vaughn, James; Joel Hard
Cc: Jennifer Madello; Bruce Sheaffer
Subject: Re: AKR Excepted positions and phone list

Hi James - I count 40 exceptions for the region, 31 of whom are in a visitor protection role (LE, EMS, fire, USPP). Can you confirm? You didn't note it explicitly, so I guessed VRP based on their titles. We are not at this time counting those on call as being excepted - they are furloughed and if called back, at that point they will be excepted. Copying Joel in case you have already left.
Thanks,
Grace

On Mon, Sep 30, 2013 at 2:15 PM, Vaughn, James <james_m_vaughn@nps.gov> wrote:
Grace,
Here's list updated list as you requested.
mark

J. Mark Vaughn
Associate Regional Director, Administration
Alaska Region
National Park Service
240 W. 5th Avenue
Anchorage, AK 99501
james_m_vaughn@nps.gov (NOT mark_vaughn@nps.gov or mark_vaughn@fws.gov)
ph: (907) 644-3504
fax: (907) 644-3816

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

From: Hard, Joel <joel_hard@nps.gov>
Sent: Tuesday, October 01, 2013 3:41 PM
To: Stephens, Beverly
Cc: Vaughn, James; Jennifer Madello; Bruce Sheaffer
Subject: Re: AKR Excepted positions and phone list

Hi Beverly,

That is correct all 40 are excepted and justified under the guidance "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.

On Tue, Oct 1, 2013 at 11:33 AM, Stephens, Beverly <grace_stephens@nps.gov> wrote:
Hi James - I count 40 exceptions for the region, 31 of whom are in a visitor protection role (LE, EMS, fire, USPP). Can you confirm? You didn't note it explicitly, so I guessed VRP based on their titles. We are not at this time counting those on call as being excepted - they are furloughed and if called back, at that point they will be excepted. Copying Joel in case you have already left.
Thanks,
Grace

On Mon, Sep 30, 2013 at 2:15 PM, Vaughn, James <james_m_vaughn@nps.gov> wrote:
Grace,
Here's list updated list as you requested.
mark

J. Mark Vaughn
Associate Regional Director, Administration

Alaska Region
National Park Service
240 W. 5th Avenue
Anchorage, AK 99501
james_m_vaughn@nps.gov (NOT mark_vaughn@nps.gov or mark_vaughn@fws.gov)
ph: (907) 644-3504
fax: (907) 644-3816

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

--
Joel L. Hard
Deputy Regional Director
Alaska Region, NPS

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Tuesday, October 01, 2013 4:51 PM
To: Bruce Sheaffer
Subject: summary (with brackets)

Total Employees Essential v. Furlough	
NPS Employees, as of 9/10/2013	24645
NPS Employees deemed essential	3317
NPS Essential Visitor Protection (LE, EMS, Fire, USPP)	[2091]
NPS Employees to be Furloughed	21328
Exception Summary by Organization	
WASO Leadership	9
WASO Support Staff	58
DSC	21
HFC	7
USPP	661
AKR	40
IMR	777
MWR	234
NCR	105
NER	362
PWR	706
SER	337
TOTAL NPS EXCEPTIONS	**3317**

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

From: Velasco, Janine <jvelasco@blm.gov>
Sent: Thursday, October 03, 2013 10:06 AM
To: Haze, Pam
Cc: Chris Nolin; Bruce Sheaffer; Thomas Thompson
Subject: Re: fire

For BLM, we have 187 Fire FTE in Excepted status. They are not being paid.

Janine

On Thu, Oct 3, 2013 at 9:19 AM, Haze, Pam <pam_haze@ios.doi.gov> wrote:
I want to make sure I get this right. For the firefighting folks you've kept onboard during shutdown:

BLM - excepted status not being paid
FWS - excepted status not being paid
NPS - excepted status not being paid
Indian Affairs - excepted not being paid

Could you possibly get me numbers of staff - you have excepted for fire?

From: Thompson, Thomas <thomas.thompson@bia.gov>
Sent: Thursday, October 03, 2013 12:09 PM
To: Haze, Pam
Cc: Janine Velasco; Chris Nolin; Bruce Sheaffer
Subject: Re: fire

BIA fire staff: **44**

Sorry for the delay

On Thu, Oct 3, 2013 at 9:19 AM, Haze, Pam <pam_haze@ios.doi.gov> wrote:
I want to make sure I get this right. For the firefighting folks you've kept onboard during shutdown:

BLM - excepted status not being paid
FWS - excepted status not being paid
NPS - excepted status not being paid
Indian Affairs - excepted not being paid

Could you possibly get me numbers of staff - you have excepted for fire?

--
Tommy D. Thompson
Deputy Assistant Secretary - Management
Indian Affairs
1849 C Street, NW
Washington, DC 20240
202-219-0440

From: Trap, Patricia <patricia_trap@nps.gov>
Sent: Thursday, October 03, 2013 5:17 PM
To: Bruce Sheaffer
Subject: Fwd: ISRO ACTION REQUIRED: FY 14 Shutdown Contingency Planning Instructions for the Midwest Region
Attachments: ISRO contingency planning ver 3.doc

Bruce: Thanks for reviewing this. As I mentioned, I directed the Chief of Maintenance to accelerate this schedule in a safe manner.

Patty

Patricia S. Trap
Deputy Regional Director
Midwest Region
p: 402-661-1520
c: 402-637-2414

United States Department of the Interior

NATIONAL PARK SERVICE
Isle Royale National Park
800 East Lakeshore Drive
Houghton, Michigan 49931-1869

IN REPLY REFER TO:

September 25, 2013

Memorandum

To: Regional Director, Midwest Regional Office

From: Acting Superintendent, Isle Royale National Park

Subject: Contingency Planning for Potential Lapse of FY14 Appropriation

The following personnel will be required to shut down Isle Royale should there be a lapse in the FY14 appropriation.

As of October 1st there will still be 31 employees physically located on Isle Royale National Park as well as at least a dozen family members. Annually, these employees move to the mainland for the winter. Should there be a government shutdown, these individuals would relocate off of the island immediately as there will be no mainland support such as delivery of groceries.

All facilities including three water and wastewater treatment plants, all housing units and government offices would be shut down and winterized. Windigo facilities will be winterized and staff vacating the site by October 8. For Rock Harbor and Mott Island developed areas, winterizing and shutting down all facilities as well as providing government transportation for employees and their families will take until October 17th.

Even without a government shutdown, employees must be removed and facilities winterized prior to October 30th as the conditions on Lake Superior become unsafe for transportation.

To complete this work – the following personnel would be needed for at least a portion of the time:

- 1 maintenance worker leader to shut down Windigo facilities
- 4 water and sewage treatment operators
- 1 telecommunications specialist for support of communications
- 2 boat mechanics to pull and winterize boats
- 2 supervisors to direct shutdown
- 2 boat operators to transport employees on island and general assistance
- 2 laborers to assist with winterization and shutdown
- 2 Houghton based line handlers to assist with RIII docking and debarking and to support any grocery delivery needs if still needed during shut down
- 8 Ranger III crew members to operate the vessel to pick up employees and families from island
- 6 LE rangers and divers to provide emergency support, contact and ensure visitors leave the island, and remove navigational aids

If needed we can provide a list of the employees bulleted above, and a schedule showing the estimated days worked to perform the slated duties and complete the task in a safe and efficient manner.

/s/

Elizabeth A. Rossini

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**

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Friday, October 04, 2013 1:07 PM
To: Sheaffer, Bruce
Subject: Re: Regional Office Excepted folks

Yes she copied me - patty is good about that :)

On Oct 4, 2013, at 1:04 PM, "Sheaffer, Bruce" <bruce_sheaffer@nps.gov> wrote:

---------- Forwarded message ----------
From: **Neubacher, Patricia** <patty_neubacher@nps.gov>
Date: Fri, Oct 4, 2013 at 12:58 PM
Subject: Regional Office Excepted folks
To: Bruce Sheaffer <Bruce_Sheaffer@nps.gov>
Cc: Beverly Stephens <grace_stephens@nps.gov>

Bruce: I've called Sherri Schilling back from furlough (for one or two hours a day). We are getting a ton of HR questions and many of them are so technical, I can't answer. I don't see what other choice we have, since there's no other HR help available at this level.

I've offered her services up to a couple of the other regions too.

Hope that's ok. It brings our excepted numbers in the regional office to 3.25 + the 3 USPHS folks.

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

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

From:	Trap, Patricia <patricia_trap@nps.gov>
Sent:	Tuesday, October 08, 2013 10:36 AM
To:	Bruce Sheaffer
Subject:	Fwd: ISRO ACTION REQUIRED: FY 14 Shutdown Contingency Planning Instructions for the Midwest Region
Attachments:	ISRO contingency planning ver 3.doc

I am resending this memo from ISRO...they are set to be completed by Saturday.

Patty

Patricia S. Trap
Deputy Regional Director
Midwest Region
p: 402-661-1520
c: 402-637-2414

---------- Forwarded message ----------
From: **Trap, Patricia** <patricia_trap@nps.gov>
Date: Thu, Oct 3, 2013 at 4:17 PM
Subject: Fwd: ISRO ACTION REQUIRED: FY 14 Shutdown Contingency Planning Instructions for the Midwest Region
To: Bruce Sheaffer <Bruce_Sheaffer@nps.gov>

Bruce: Thanks for reviewing this. As I mentioned, I directed the Chief of Maintenance to accelerate this schedule in a safe manner.

Patty

Patricia S. Trap
Deputy Regional Director
Midwest Region
p: 402-661-1520
c: 402-637-2414

United States Department of the Interior

NATIONAL PARK SERVICE
Isle Royale National Park
800 East Lakeshore Drive
Houghton, Michigan 49931-1869

IN REPLY REFER TO:

September 25, 2013

Memorandum

To: Regional Director, Midwest Regional Office

From: Acting Superintendent, Isle Royale National Park

Subject: Contingency Planning for Potential Lapse of FY14 Appropriation

The following personnel will be required to shut down Isle Royale should there be a lapse in the FY14 appropriation.

As of October 1st there will still be 31 employees physically located on Isle Royale National Park as well as at least a dozen family members. Annually, these employees move to the mainland for the winter. Should there be a government shutdown, these individuals would relocate off of the island immediately as there will be no mainland support such as delivery of groceries.

All facilities including three water and wastewater treatment plants, all housing units and government offices would be shut down and winterized. Windigo facilities will be winterized and staff vacating the site by October 8. For Rock Harbor and Mott Island developed areas, winterizing and shutting down all facilities as well as providing government transportation for employees and their families will take until October 17th.

Even without a government shutdown, employees must be removed and facilities winterized prior to October 30th as the conditions on Lake Superior become unsafe for transportation.

To complete this work – the following personnel would be needed for at least a portion of the time:

- 1 maintenance worker leader to shut down Windigo facilities
- 4 water and sewage treatment operators
- 1 telecommunications specialist for support of communications
- 2 boat mechanics to pull and winterize boats
- 2 supervisors to direct shutdown
- 2 boat operators to transport employees on island and general assistance
- 2 laborers to assist with winterization and shutdown
- 2 Houghton based line handlers to assist with RIII docking and debarking and to support any grocery delivery needs if still needed during shut down
- 8 Ranger III crew members to operate the vessel to pick up employees and families from island
- 6 LE rangers and divers to provide emergency support, contact and ensure visitors leave the island, and remove navigational aids

If needed we can provide a list of the employees bulleted above, and a schedule showing the estimated days worked to perform the slated duties and complete the task in a safe and efficient manner.

/s/

Elizabeth A. Rossini

From: Alvarez, Michael <michael_alvarez@nps.gov>
Sent: Thursday, October 10, 2013 10:12 AM
To: Stephens, Beverly
Cc: Maureen Foster; Cam Sholly; Sam Whittington; Lena McDowall; Jennifer Greatorex; Jeffrey Compton; Suzanne Waldron; Raymond Vela; Bruce Sheaffer; Margaret O'Dell
Subject: Re: updated exception count - please send any changes by COB Thursday

Hello Beverly,

The number of exempted employees working next week at HFC will be five (5) . I furloughed one (1) Exhibits Production COR effective this morning. I'll need to bring her back at some point once the WHHO project resumes later this month if the shutdown hasn't been resolved by then. I'll be rotating the two Contracting Officers out beginning tomorrow. The Senior Contracting Officer will receive a furlough notice effective tomorrow (10/11/2013) and I'll return her in about a week then swap out the other one. I reserve the right to bring both Contract Officers back together based on work.

Therefore, for now HFC's count next week is five (5). We've reduced our count by two (2) - Exhibits Production COR and Senior Contracting Officer.

Because HFC personnel were designate as exempt initially I'll continue with that assumptions and I'll not be furloughing anyone for the holiday on Monday unless otherwise directed to do so.

Any questions please contact me.

Thanks,

Facilities, Services, and Property helps the National Park Service acquire interpretive tools and services by providing a safe, healthy, and productive work environment at the Harpers Ferry Center!

Communicate, Collaborate, Succeed....!

Michael Alvarez, Deputy Associate Manager
Office of Facilities, Services, and Property
National Park Service
Harpers Ferry Center
67 Mather Place
Harpers Ferry, WV 25425-0050
Office phone (304)-535-6276
Cell phone (240)-997-5826

On Tue, Oct 8, 2013 at 4:45 PM, Stephens, Beverly <grace_stephens@nps.gov> wrote:
Hi all,

Trying to give you more notice this week. Please send me your updated exception counts by COB Thursday. We should expect to provide an update every week until this is finished. As before, please count by position and do not send me names. I have copied below your numbers from last week so you can just update this data. Your employees should continue to keep good records of hours worked.
Thanks,
Grace

Office/Region	**Excepted Employees**
WASO Headquarters	
Leadership Staff	9
Director	
Deputy Director, Operations	
Comptroller	
Chief of Staff	
Associate Director, Workforce Management, Relevancy, and Inclusion	
Associate Director, Business Services	
Associate Director, Information Resources	
Assistant Director, Communications	
Associate Director, Visitor & Resource Protection	
Business Services Support Staff	3
Chief of Contracting	
Contracting Officer	
Contracting Officer	
Information Resources Support Staff	1
Information Resources, Lead WASO Services	
Communications Support Staff	1
Chief Spokesperson	
Comptroller/Budget Support Staff	4
Deputy Comptroller, Budget	
Special Assistant to the Comptroller	
Chief, Budget Execution	
Budget analyst	
Accounting Operations Center/Finance Support Staff	15
Supervisory Financial Management	
Supervisory Financial Management	
Supervisory Financial Management	
Supervisory Accountant	
Supervisory Accountant	
Staff Accountant	
Accountant	
Accountant	

Accountant	
Accountant	
Information Techonolgy Specialist	
IT Specialist	
Voucher Technician	
SAP SME (Contractor)	
SAP SME (Contractor)	
Visitor and Resource Protection Support Staff	31
Chief of LE, Security, and Emergency Services	
Deputy Chief of Emergency Services	
Emergency ICC dispatcher	
Chief of Wildland Fire Operations	
Supervisory Sepcial Agent, Western US	
Special Agent	
Special Agent	
Special Agent	
Special Agent	
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Special Agent	
Special Agent	
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Special Agent	
Special Agent	
Special Agent	
Special Agent	
Workforce, Relevancy, and Inclusion Support Staff	20
SUPERVISORY HUMAN RESOURCES SPEC	
HUMAN RESOURCES SPEC (INFO SYSTEMS)	

HUMAN RESOURCES ASSISTANT (INFO SYS)	
HUMAN RESOURCES ASSISTANT (INFO SYS)	
HUMAN RESOURCES ASSISTANT (INFO SYS)	
STUDENT TRAINEE (HR INFO SYSTEMS)	
HUMAN RESOURCES ASSISTANT (INFO SYS)	
HUMAN RESOURCES SPEC (INFO SYSTEMS)	
HUMAN RESOURCES ASSISTANT (INFO SYS)	
HUMAN RESOURCES ASSISTANT (INFO SYS)	
HUMAN RESOURCES ASSISTANT (INFO SYS)	
HUMAN RESOURCES ASSISTANT (INFO SYS)	
HUMAN RESOURCES ASSISTANT (INFO SYS)	
HUMAN RESOURCES SPEC (INFO SYSTEMS)	
HUMAN RESOURCES ASSISTANT (INFO SYS)	
HUMAN RESOURCES ASSISTANT (INFO SYS)	
HUMAN RESOURCES SPEC (INFO SYSTEMS)	
HUMAN RESOURCES ASSISTANT (INFO SYS)	
SUPVY HR SPECIALIST (INFO SYSTEMS)	
HUMAN RESOURCES ASSISTANT (INFO SYS)	
Denver Service Center	21
Harper's Ferry Center	7
Facilities Manager	
Construction COR	
Senior Contracting Officer	
Contracting Officer	
Project Manager	
Exhibits Production COR	
IT Specialist	

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

From: Alvarez, Michael <michael_alvarez@nps.gov>
Sent: Thursday, October 10, 2013 5:56 PM
To: Beverly Stephens
Cc: Margaret O'Dell; Bruce Sheaffer
Subject: HFC's List Of Exempt Employees...

Hello Beverly,

I left you a voice mail message that I'm swapping out project managers. I furlough one effective tomorrow and plan on bringing another one on Tuesday October 15, 2013. This change doesn't effect the overall number.

Any question please let me know.

Thanks,

Facilities, Services, and Property helps the National Park Service acquire interpretive tools and services by providing a safe, healthy, and productive work environment at the Harpers Ferry Center!

Communicate, Collaborate, Succeed....!

Michael Alvarez, Deputy Associate Manager
Office of Facilities, Services, and Property
National Park Service
Harpers Ferry Center
67 Mather Place
Harpers Ferry, WV 25425-0050
Office phone (304)-535-6276
Cell phone (240)-997-5826

Department of the Interior
Contingency Plan Summary

Bureau/Office	Total Employee Count	Presidential Employees	Excepted Employees: Non Appropriated Funding		Activities Expressly Authorized by Law		Activities Necessarily Implied by Law		Law Enforcement		Life & Safety, Other (Excluding Law Enforcement)		Total Employees Retained		Furloughed Employees		
			Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	On Call
BLM	10,800		100	100					300	300	330	180	730	580	10,070	10,220	525
BOEM	549		8	8					0	0	64	64	72	72	477	477	
BSEE	772		408	408					0	0	0	0	408	408	364	364	
OSM	470								0	0	12	8	12	8	458	462	21
BOR	5,394		1,037	1,037					26	26	649	649	1,712	1,712	3,682	3,682	
CUPCA	4		4	4					0	0	0	0	4	4	0	0	
USGS	8,650		0	0					0	0	93	43	93	43	8,557	8,607	200
FWS	9,545		658	658					613	613	729	629	2,000	1,900	7,545	7,645	
NPS	24,645		160	160					2,330	2,330	871	871	3,361	3,361	21,284	21,284	
BIA	4,113		23	23					628	628	567	567	1,218	1,218	2,895	2,895	
BIE	3,963		3,647	3,647							54	54	3,701	3,701	262	262	
Subtotal	68,905	0	6,045	6,045	0	0	0	0	3,897	3,897	3,369	3,065	13,311	13,007	55,594	55,898	746
AS-PMB																	
Immediate		2							0	0	6	6	6	6	-6	-6	
DAS-BFPA			3	3					0	0	7	7	10	10	-10	-10	
FBMS	72								0	0	36	36	36	36	36	36	
DAS-HCD									0	0	7	7	7	7	-7	-7	
DAS-LESEM									11	11	25	25	36	36	-36	-36	
DAS-ONRR	621		0	0			36	36	0	0	0	0	36	36	585	585	4
DAS-PIA			2	2					0	0	14	14	16	16	-16	-16	
DAS-TIBS			12	12					0	0	21	21	33	33	-33	-33	
OHA			61	61					0	0	0	0	61	61	-61	-61	
IBC	940		119	119					0	0	68	68	187	187	753	753	55
Subtotal	1,633	2	197	197	0	0	36	36	11	11	184	184	428	428	1,205	1,205	59
IOS																	
Immediate	42	6									7	7	7	7	35	35	3
Land Buy Back	8		8	8							0	0	8	8	0	0	
Alaska Field Office	13										0	0	0	0	13	13	
OCL	16	1									1	1	1	1	15	15	
Communications	15	2									1	1	1	1	14	14	
Exec Sec	31										2	2	2	2	29	29	2
IACB	10										4	4	4	4	6	6	1
DOI Museum	5										4	4	4	4	1	1	
AS-FWP	6	1									1	1	1	1	5	5	
AS-IA	215	3									60	60	60	60	155	155	
AS-INS	0	vacant									0	0	0	0	0	0	

Numbers are preliminary.

Department of the Interior
Contingency Plan Summary

Bureau/Office	Total Employee Count	Presidential Employees	Excepted Employees												Furloughed Employees		
			Non Appropriated Funding		Activities Expressly Authorized by Law		Activities Necessarily Implied by Law		Law Enforcement		Life & Safety, Other (Excluding Law Enforcement)		Total Employees Retained				
			Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	On Call
AS-LLM	8	vacant									1	1	1	1	7	7	
AS-WS	8	1									1	1	1	1	7	7	
Subtotal	377	14	8	8	0	0	0	0	0	0	82	82	90	90	287	287	6
OST	585		0	0					0	0	44	26	44	26	541	559	
Insular Office	36		0	0					0	0	2	2	2	2	34	34	
OIG	255		0	0					0	0	0	0	0	0	255	255	
SOL	421		19	19					0	0	15	15	34	34	387	387	
Total	72,212	16	6,269	6,269	0	0	36	36	3,908	3,908	3,696	3,374	13,909	13,587	58,303	58,625	811

Numbers are preliminary.

Year	Total Employee Count	Presidential Employees	Excepted Employees												Furloughed Employees		
			Non Appropriated Funding		Activities Expressly Authorized by Law		Activities Necessarily Implied by Law		Law Enforcement		Life & Safety, Other (Excluding Law Enforcement)		Total Employees Retained				
			Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	Initially	After Shutdown	On Call
2013	72,212	16	6,269	6,269	0	0	36	36	3,908	3,908	3,696	3,374	13,909	13,587	58,303	58,625	811
													19%	19%	81%	81%	
2011	68,950		7,128	7,128					4,257	3,587	4,744	2,625	16,129	13,340	52,821	55,610	
													23%	19%	77%	81%	
1995	70,600		8,100	8,100							8,400	7,400	16,500	15,500	54,100	55,100	
													23%	22%	77%	78%	

Note: In the 1995 shutdown, Congress had enacted the FY 1996 Energy and Water Appropriations Act and BOR and CUPCA were operational.
Also, in 1995, approximately 1,500 Bureua of Mines employees were considered essential.

From: Haze, Pam <pam_haze@ios.doi.gov>
Sent: Tuesday, September 17, 2013 2:36 PM
To: Anne Castle; Thomas Iseman; Lori Caramanian; Kerry Rae; Suzette Kimball; William Werkheiser; Michael Connor; Grayford F Payne; Robert W Wolf; Tommy Beaudreau; Rich Cardinale; Ned Farquhar; James Lyons; Neil G Kornze; Steven Ellis; Janine Velasco; Ann DeBlasi; Margaret Schneider; Walter Cruickshank; Glenda Owens; Rachel L Jacobson; Michael Bean; D M Ashe; Rowan Gould; Denise Sheehan; Jon Jarvis; Margaret O'Dell; Bruce Sheaffer; Kevin Washburn; Lawrence S. Roberts; Thomas Thompson; Michael Black; Roessel, Charles; Eileen Sobeck; Tom T Bussanich; Mark Davis; Michele Singer; Shayla Simmons; Joseph G Pizarchik; OS_PMB_Senior_Staff; Brian Salerno; Mary Kendall; Stephen Hardgrove
Cc: Laura Davis; Benjamin Milakofsky; Nicole Buffa; Blake Androff; Kate P Kelly
Subject: Contingency Planning for a Lapse in Appropriations

Dear Assistant Secretaries and Bureau/Office Directors:
We just got off a phone call with OMB on contingency planning. They ask us to begin planning and preparations although they are hopeful there will be a continuing resolution passed before the end of the fiscal year. As you know we have assembled a team of representatives from your bureaus and offices and we are well along in refreshing our plans. OMB made clear we are not to move forward and post anything on a pubic website or begin outreach until we get instructions to do so. OMB will be consulting with us on our plans as we finalize them. They will be sending us a template for an all employees message that we will be preparing to send out later today or tomorrow.

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

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.

Office/Region	Excepted Employees
Headquarters	
Leadership Staff	7
Contracting, Finance, and Budget	13
Alaska Region	
Regional Office	3
Total Park Staff	64
Intermountain Region	
Regional Office	3
Total Park Staff	630
Midwest Region	
Regional Office	3
Total Park Staff	229
National Capitol Region	
Regional Office	3
Total Park/US Park Police Staff	852
Northeast Region	
Regional Office	3
Total Park Staff	485
Pacific West Region	
Regional Office	3
Total Park Staff	664
Southeast Region	
Regional Office	3
Total Park Staff	345
Other Offices	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
NPS Employees, as of 9/10/2013	24,645
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: Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent: Wednesday, September 18, 2013 12:27 PM
To: Margaret O'Dell
Subject: Re: Shutdown Plan

I am on the phone as well.. if you like I will do it

On Wed, Sep 18, 2013 at 11:17 AM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:
May I please have an electronic copy of what you submitted to DOI for our shutdown plan? I need to briefly address with RDs on phone call today. Thanks.

Sent from my iPhone

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

From: Bruce Sheaffer <bruce_sheaffer@nps.gov>
Sent: Wednesday, September 18, 2013 1:44 PM
To: Margaret O'Dell
Subject: Re: Shutdown Plan

You got one from grace about an hour ago

Sent from my iPhone

On Sep 18, 2013, at 1:31 PM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:

> I would love you to do it and can I still get a copy please?
>
> Sent from my iPhone
>
> On Sep 18, 2013, at 12:26 PM, "Sheaffer, Bruce" <bruce_sheaffer@nps.gov> wrote:
>
> > I am on the phone as well.. if you like I will do it
> >
> > On Wed, Sep 18, 2013 at 11:17 AM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:
> > May I please have an electronic copy of what you submitted to DOI for our shutdown plan? I need to briefly address with RDs on phone call today. Thanks.
> >
> > Sent from my iPhone
> >
> > --
> > C. Bruce Sheaffer
> > Comptroller
> > National Park Service
> > 202-208-4566
> > bruce_sheaffer@nps.gov

From: Masica, Sue <sue_masica@nps.gov>
Sent: Wednesday, September 18, 2013 3:51 PM
To: Margaret O'Dell
Subject: Re: Will you please
Attachments: Follow-up CBS 08-29-13.pdf

I think this is what he's talking about

Sue Masica | National Park Service | Regional Director, Alaska
240 W. 5th Avenue | Anchorage, AK 99501 | (907) 644-3510

On Wed, Sep 18, 2013 at 11:43 AM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:
Send me what Bruce sent out that he is talking about. He never tells
any of us what he is saying to the field. Old dog no new tricks.

Sent from my iPhone

From: Vela, Raymond <david_vela@nps.gov>
Sent: Friday, September 27, 2013 3:28 PM
To: Margaret O'Dell; Bruce Sheaffer; Maureen Foster; Suzanne Waldron; Angela Hargrove; Nancy Wilson
Subject: Individual Employee Notifications
Attachments: Individual Employee Notice.Sept 2013.docx

Hi Folks,
With the change in the notification process this time around (no blanket "all employee" notices allowed) where each employee has to receive a copy with their name in the "To" line and acknowledge receipt, we need to have a signed 'pdf" with the appropriate signature for our employees.

If we have to issue the letter on Tuesday, we are also required to make sure that copies of each signed notice are retained showing their name, and an employee list of formal notifications including attempts to notify (e.g., return receipts on those that will have to be mailed, return receipts requested on email notifications to personal email addresses - will not be able to use government email addresses on October 1st, etc.).

We had discussed earlier that the letter would come from me. With this in mind, please see the attached (4th version from the Department) draft letter, and let me know how you would like to proceed.

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, DC 20240

IN REPLY REFER TO:

A5631 (2700)

October 1, 2013

Memorandum

To:

From: Associate Director, Workforce, Relevancy and Inclusion

Subject: Furlough Decision Notice

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

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

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

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

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

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

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

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

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

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

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

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

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

We recognize the difficult financial implications of any furlough no matter how limited its length. We will make every effort to keep you informed as additional information regarding the agency funding level becomes available. If you have any questions, please contact [contact name, phone number, and email address]

_____ _____

Deciding Official Date

I acknowledge receipt of this decision.

_____ _____

Employee's Signature Date

MSPB Regional and Field Offices

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

From: Vela, Raymond <david_vela@nps.gov>
Sent: Friday, September 27, 2013 3:15 PM
To: Margaret O'Dell; Bruce Sheaffer; Maureen Foster
Cc: Angela Hargrove; Nancy Wilson
Subject: Fwd: Pay for Excepted Employees during a Shutdown Furlough

Hi Folks,
FYI.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Howard, Kermit** <kermit_howard@ios.doi.gov>
Date: Fri, Sep 27, 2013 at 1:08 PM
Subject: Pay for Excepted Employees during a Shutdown Furlough
To: DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>
Cc: DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>, Kermit Howard <Kermit_Howard@ios.doi.gov>

Good afternoon all,

There was a question as to whether or not excepted employees will be paid after the shutdown furlough had concluded.

Please see information below.

OPM:

Who are "excepted" employees?

A. In the context of shutdown furloughs, the term "excepted" is used to refer to employees who are funded through annual appropriations who are nonetheless excepted from the furlough because they are **performing work that, by law, may continue** to be performed during a lapse in appropriations. Excepted employees include **employees who are performing emergency work involving the safety of human life or the protection of property or performing certain other types of excepted work.**

OPM:

1. **Will excepted employees be paid for performing work during a shutdown furlough? If so, when will excepted employees receive such payments?**

A. Agencies **will incur obligations** to pay for services performed by excepted employees during a lapse in appropriations, and those employees will be paid when Congress passes and the President signs a new appropriation or continuing resolution.

The OPM Q & A has been confirmed; an agency will be allowed to incur a debt for those employees performing excepted activities. This answer was confirmed by OMB's August 28, 1980, Bulletin No. 80-14, Shutdown of Agency Operations Upon Failure by the Congress to Enact Appropriations page 2, paragraph. 6.

(1) *Appropriations and funds*. **Agency heads will limit obligations incurred to those needed to maintain the minimum level of essential activities necessary to protect life and property**; to process the necessary personnel actions; to process the personnel payroll for the periods prior to fund interruption; and to provide for orderly transfer of custody of property and records to the General Services Administration (GSA) and the Office of Personnel Management (OPM) for disposition.

Thanks,

Kermit

--

Kermit D. Howard, EMBA

OS/OHR

Department of the Interior

Washington, DC 20240

Office: (202) 208-4231

Kermit_Howard@ios.doi.gov

From: Reidenbach, Dennis <dennis_reidenbach@nps.gov>
Sent: Friday, September 27, 2013 3:42 PM
To: Tobin Tracey
Cc: Peggy O'Dell
Subject: Fwd: Excepted Personnel During the Shut Down Contact Information Needed

Tracey,

As a result of a call the RDs had this a.m., we will be revising the NER list to remove our Chief of Communications (Jane Ahern) and replacing her with one of my two deputies. Will forward the revised list asap.

Dennis.

---------- Forwarded message ----------
From: **Vietzke, Gay** <gay_vietzke@nps.gov>
Date: Thu, Sep 26, 2013 at 6:01 PM
Subject: Re: Excepted Personnel During the Shut Down Contact Information Needed
To: Dennis Reidenbach <dennis_reidenbach@nps.gov>
Cc: Mike Caldwell <Mike_Caldwell@nps.gov>

I will not send this until we confirm the three. Here's the info:

NER Contact info for Exempted Employees:

Steve Clark, NER Chief Ranger
stephen_m_clark@nps.gov
office: 215-597-4940
cell: 267-252-1909

Brian Strack, NER Facility Manager
brian_strack@nps.gov
office: 215-597-5364
cell: 267-767-3235

Jane Ahern, NER Chief of Communications and Leg Affairs
jane_ahern@nps.gov
office: 215-597-0865
cell: 215-817-5870

On Thu, Sep 26, 2013 at 5:46 PM, Dennis Reidenbach <dennis_reidenbach@nps.gov> wrote:
For now assume Jane.

Dennis Reidenbach

On Sep 26, 2013, at 5:45 PM, "Vietzke, Gay" <gay_vietzke@nps.gov> wrote:

Who is #3?
I have info for Brian and Steve.
Gay

On Thu, Sep 26, 2013 at 3:24 PM, Reidenbach, Dennis <dennis_reidenbach@nps.gov> wrote:
FYI.

Gay: Can you get this info together for our three.

Dennis

---------- Forwarded message ----------
From: **Tracey, Tobin** <tobin_tracey@nps.gov>
Date: Thu, Sep 26, 2013 at 3:14 PM
Subject: Excepted Personnel During the Shut Down Contact Information Needed
To: Bruce Sheaffer <bruce_sheaffer@nps.gov>, Herbert Frost <bert_frost@nps.gov>, Donald Hellmann <don_hellmann@nps.gov>, Stephanie Toothman <stephanie_toothman@nps.gov>, Jeffrey Compton <shane_compton@nps.gov>, Gary Machlis <gary_machlis@nps.gov>, Suzanne Waldron <sue_waldron@nps.gov>, Raymond Vela <david_vela@nps.gov>, Lena McDowall <lena_mcdowall@nps.gov>, Cam Sholly <Cam_Sholly@nps.gov>, Victor Knox <Victor_Knox@nps.gov>, Julia Washburn <julia_washburn@nps.gov>, Richard Weideman <rich_weideman@nps.gov>, Sue Masica <sue_masica@nps.gov>, Michael Reynolds <michael_reynolds@nps.gov>, Dennis Reidenbach <dennis_reidenbach@nps.gov>, Stan Austin <stan_austin@nps.gov>, Steve Whitesell <steve_whitesell@nps.gov>, Christine Lehnertz <chris_lehnertz@nps.gov>
Cc: "Stowe, Sharon" <sharon_stowe@nps.gov>, Stephanie Bagozzi <stephanie_bagozzi@nps.gov>, Natalie Greene <natalie_greene@nps.gov>, Denise Mayo <denise_m_mayo@nps.gov>, Jenese McCown <jenese_mccown@nps.gov>, Monette Graham <monette_graham@nps.gov>, Deborah Smith <deb_smith@nps.gov>, Robin Rizzo <robin_rizzo@nps.gov>, Crystal Franklin <crystal_franklin@nps.gov>, Lynette Garner <lynette_garner@nps.gov>, Amy Jonach <amy_jonach@nps.gov>, Suzy Wooliver <suzy_wooliver@nps.gov>, Ramona Turner <ramona_turner@nps.gov>, Rochelle Williams <rochelle_williams@nps.gov>, Erika Blevins <erika_blevins@nps.gov>, Sharon Swihart <sharon_swihart@nps.gov>, Judy Bowman <judy_bowman@nps.gov>, Karen Washington <karen_washington@nps.gov>, Maureen Foster <maureen_foster@nps.gov>, Elisa Kunz <elisa_kunz@nps.gov>

All,

Deputy Director ODell has requested a list of all excepted employees who will be working in the Regional Offices and WASO if the government shuts down next week.

Please provide by COB tomorrow, Friday, September 27, the name, desk phone number, and cell phone number of any people in your office of directorate who will be working during the shut down.

Thank you,
Tobin

Tobin N. Tracey, AIA
Horace Albright Fellow
1849 C Street NW, Rm 3123
Washington, DC 20240

202.208.3962 voice
202.528.8884 cell

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

--

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

--

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
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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: Compton, Jeffrey <shane_compton@nps.gov>
Sent: Friday, September 27, 2013 9:03 PM
To: Margaret O'Dell
Subject: Re: Shutdown

Thanks.

Have a great weekend.

On Friday, September 27, 2013, Margaret O'Dell wrote:
IT folks can work at Eye St if we have shutdown. NPF will be working during shutdown.

Sent from my iPhone

--
Shane Compton, Associate Director
Information Resources
National Park Service
(202) 354-1474 (o)
(703) 839-2106 (c)

From: Patricia Neubacher <patty_neubacher@nps.gov>
Sent: Friday, September 27, 2013 9:28 PM
To: peggy_o'dell@nps.gov
Subject: Re: PWRO Closure Contacts

Makes me sad and tired.

From: Margaret O'Dell [mailto:peggy_o'dell@nps.gov]
Sent: Friday, September 27, 2013 06:16 PM
To: Neubacher, Patricia <patty_neubacher@nps.gov>
Subject: Re: PWRO Closure Contacts

Thanks. Isn't t this ridiculous?

Sent from my iPhone

On Sep 27, 2013, at 2:35 PM, "Neubacher, Patricia" <patty_neubacher@nps.gov> wrote:

> Peggy: Per your request, attached please find the information on PWRO contacts for the potential closure. Please let us know if you need any additional information.
>
> --
> Patty Neubacher
> Deputy Regional Director
> Pacific West Region
> (415) 623-2105 work
> (510) 604-9998 cell
>
> <FY14 Closure contacts.docx>

From: Bruce Sheaffer <bruce_sheaffer@nps.gov>
Sent: Saturday, September 28, 2013 6:35 PM
To: Peggy O'Dell; Maureen Foster
Subject: Fwd: Helpful guidance on coming to work on Tuesday

As we discussed

Sent from my iPhone

Begin forwarded message:

> **From:** "Haze, Pam" <pam_haze@ios.doi.gov>
> **Date:** September 28, 2013, 4:57:34 PM EDT
> **To:** "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, Denise Flanagan <denise_flanagan@ios.doi.gov>, Diane Wade <dwade@usgs.gov>, Edward Keable <edward.keable@sol.doi.gov>, Edward Simermeyer <sequoyah_simermeyer@ios.doi.gov>, Ellen Bliss <Ellen_S_Bliss@nbc.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuclos <jorge_silva-banuclos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson

<thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>, Kimberly Prendergast <kimberly_prendergast@ios.doi.gov>, Linda Rihel <linda_y_rihel@nbc.gov>, OS_PHR <os_phr@ios.doi.gov>, "Banks, Annabella" <annabella_banks@ios.doi.gov>, "Jacobs, Janet" <janet_jacobs@ios.doi.gov>, "Rahn, Patti" <patti_rahn@ios.doi.gov>, "Reif, Nancy" <nancy_reif@ios.doi.gov>, "Sizemore, William" <william_sizemore@ios.doi.gov>, "Vashro, Anna" <anna_vashro@ios.doi.gov>

Subject: Helpful guidance on coming to work on Tuesday

Dear Team:

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

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

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

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

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

Thanks for your help.

From: Suzanne Waldron <sue_waldron@nps.gov>
Sent: Saturday, September 28, 2013 6:43 PM
To: Litterst, Michael; Jarvis Jon; O'Dell Peggy; Sheaffer Bruce; Foster Maureen
Cc: Kate Kelly; Blake Androff; Kershaw, Jessica; Emily Beyer; Linda Friar
Subject: Re: Today show stories on shutdown

Thanks mike, great job

Adding jon, peggy, bruce and maureen. Today show is also at everglades and smokies - mike is coordinating with them

Sue Waldron
Assistant Director, Communications
National Park Service

Sent from my iPad

On Sep 28, 2013, at 2:50 PM, "Litterst, Michael" <mike_litterst@nps.gov> wrote:

> Spoke with Kristen Welker of NBC News this afternoon. She said she will be reporting on the potential shutdown for Today for the next few days. They are filming at Everglades this afternoon for broadcast tomorrow; Linda Friar is working with them, so they are in good hands. They may film me tomorrow for a story to run on Monday; if so, we'll tentatively do it at Yorktown so there's an NPS backdrop. Interview to be about impacts of shutdown and what happened during the last shutdown in 1995.
>
> Her questions to me started at broad agency impacts (closures, numbers of employees furloughed, excepted, etc.), then she asked more specific questions about reactions of employees and the general mood with the approaching (possible) shutdown. I went with a generic "our employees take great pride in being stewards of the natural treasures and historic landmarks and are frustrated at the possibility that the sites won't be available to the American people." She also asked about the impact on employees and I said we have hard-working, dedicated employees who have mortgages to pay and families to care for and are obviously concerned about the possibility of a lengthy furlough.
>
> Mike
>
> ~~~~~~~~~~~~~~~~~~
> Mike Litterst
> Chief Spokesperson (acting)
>
> National Park Service
> 1849 C Street NW
> Washington, DC 20240
> Ph: (202) 513-0354
> Cell: (202) 306-4166
>
> The National Park Service cares for special places saved by the American people so that all may experience our heritage.
>
> EXPERIENCE YOUR AMERICA

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Saturday, September 28, 2013 8:45 PM
To: Christine Lehnertz; Laura Joss; Sue Masica; Dennis Reidenbach; Stanley Austin; Gordon Wissinger; Steve Whitesell; Margaret O'Dell; Bruce Sheaffer; Lena McDowall; Cam Sholly; Donald Hellmann; Suzanne Waldron; Julia Washburn; Stephanie Toothman; Herbert Frost; Richard Weideman; Raymond Vela
Cc: Lisa Mendelson; Patty Neubacher; Patricia Trap; Jennifer Madello; Jennifer Greatorex; Gay Vietzke; Michael Byrd; Michael Litterst; Angela Hargrove; Nancy Wilson
Subject: Fwd: Helpful guidance on coming to work on Tuesday

Hi all,
Some additional guidance from the Department you can forward regarding what happens on Tuesday.
Thanks!
Grace

Begin forwarded message:

From: "Haze, Pam" <pam_haze@ios.doi.gov>
Date: September 28, 2013, 4:57:34 PM EDT
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, Denise Flanagan <denise_flanagan@ios.doi.gov>, Diane Wade <dwade@usgs.gov>, Edward Keable <edward.keable@sol.doi.gov>, Edward Simermeyer <sequoyah_simermeyer@ios.doi.gov>, Ellen Bliss <Ellen_S_Bliss@nbc.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed

Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>, Kimberly Prendergast <kimberly_prendergast@ios.doi.gov>, Linda Rihel <linda_y_rihel@nbc.gov>, OS_PHR <os_phr@ios.doi.gov>, "Banks, Annabella" <annabella_banks@ios.doi.gov>, "Jacobs, Janet" <janet_jacobs@ios.doi.gov>, "Rahn, Patti" <patti_rahn@ios.doi.gov>, "Reif, Nancy" <nancy_reif@ios.doi.gov>, "Sizemore, William" <william_sizemore@ios.doi.gov>, "Vashro, Anna" <anna_vashro@ios.doi.gov>

Subject: Helpful guidance on coming to work on Tuesday

Dear Team:

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

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

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

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

Thanks for your help.

From: Michael Litterst <mike_litterst@nps.gov>
Sent: Sunday, September 29, 2013 5:18 PM
To: Jonathan Jarvis; Margaret O'Dell; Maureen Foster; Sue Waldron; Kate Kelly; Blake Androff; Jessica Kershaw; Emily Beyer; David Ruth; Beth Stern
Subject: NPS on NBC Nightly News TONIGHT (Sunday)

Just finished the interview with NBC and it turns out it's for Nightly News tonight. It was a short interview, essentially just answering what are the NPS concerns in the event of a shutdown; I replied with a form of "hardworking, dedicated employees with families to take care of who would be furloughed, and park resources not being properly cared for."

And a special shout out to Richmond NBP staff members Judy Anthis, Ed Sanders, and Barry Krieg who didn't blink when I walked into the visitor center this afternoon and said "Hi, I'm from WASO and I need a uniform." Given the constraints, I could have looked worse.

Mike

Mike Litterst
Chief Spokesperson (Acting)
National Park Service
1849 C Street NW room 3310
Washington, D.C. 20240
202-513-0354 -office
202-306-4166 - mobile

From: Kelly, Katherine <kate_kelly@ios.doi.gov>
Sent: Sunday, September 29, 2013 5:20 PM
To: Michael Litterst
Cc: Jonathan Jarvis; Margaret O'Dell; Maureen Foster; Sue Waldron; Blake Androff; Jessica Kershaw; Emily Beyer; David Ruth; Beth Stern
Subject: Re: NPS on NBC Nightly News TONIGHT (Sunday)

Mike - I'm going to have to try that line sometime.

On Sun, Sep 29, 2013 at 5:17 PM, Michael Litterst <mike_litterst@nps.gov> wrote:
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202-306-4166 - mobile

--

Kate Kelly
Director of Communications
Department of the Interior
(202) 208 2409 (o) / (202) 306 3888 (c)
kate_kelly@ios.doi.gov

From: Davis, Laura <laura_davis@ios.doi.gov>
Sent: Sunday, September 29, 2013 5:47 PM
To: Anne Castle; Mike Connor; Elizabeth Washburn; Suzette M Kimball; Tommy Beaudreau; Tommy Beaudreau; Joseph Pizarchik; Glenda Owens; Walter Cruickshank; neil kornze; Steven Ellis; Brian Salerno; Rachel Jacobson; Jarvis, Jon; Peggy O'Dell; Dan Ashe; Rowan Gould; Sobeck, Eileen; Washburn, Kevin; Mike Black; Jack Haugrud; Edward Keable; Mary Kendall; Stephen Hardgrove
Cc: Rhea Suh; Liz Johnson Klein; Ben Milakofsky; Pam Haze; Mary Pletcher; Francis Iacobucci; Nikki Buffa; Blake Androff; Sarah Neimeyer
Subject: Meeting tomorrow (Monday) at 9 am with Secretary Jewell

Good afternoon everyone,
Secretary Jewell would like to meet with this group tomorrow to talk about your planning for a potential lapse in appropriations. We are asking that Bureau Directors, Bureau Deputy Directors and Assistant Secretaries ONLY attend this meeting with the Secretary. Apologies for the late notice and we will convene in 6150 at 9 am.

Many thanks for all you are doing,
Laura

From: Raymond Vela <david_vela@nps.gov>
Sent: Sunday, September 29, 2013 7:10 PM
To: Jonathan Jarvis; Margaret O'Dell; Maureen Foster; Suzanne Waldron
Cc: Angela Hargrove; Nancy Wilson
Subject: Fwd: Helpful guidance on coming to work on Tuesday

Hi Folks,
FYI.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
(202) 208-5587

Begin forwarded message:

> **From:** "Haze, Pam" <pam_haze@ios.doi.gov>
> **Date:** September 28, 2013, 4:57:34 PM EDT
> **To:** "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, Denise Flanagan <denise_flanagan@ios.doi.gov>, Diane Wade <dwade@usgs.gov>, Edward Keable <edward.keable@sol.doi.gov>, Edward Simermeyer <sequoyah_simermeyer@ios.doi.gov>, Ellen Bliss <Ellen_S_Bliss@nbc.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam

Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>, Kimberly Prendergast <kimberly_prendergast@ios.doi.gov>, Linda Rihel <linda_y_rihel@nbc.gov>, OS_PHR <os_phr@ios.doi.gov>, "Banks, Annabella" <annabella_banks@ios.doi.gov>, "Jacobs, Janet" <janet_jacobs@ios.doi.gov>, "Rahn, Patti" <patti_rahn@ios.doi.gov>, "Reif, Nancy" <nancy_reif@ios.doi.gov>, "Sizemore, William" <william_sizemore@ios.doi.gov>, "Vashro, Anna" <anna_vashro@ios.doi.gov>

Subject: Helpful guidance on coming to work on Tuesday

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Thanks for your help.

From: Suzanne Waldron <sue_waldron@nps.gov>
Sent: Sunday, September 29, 2013 9:49 PM
To: Margaret O'Dell
Cc: Kelly, Katherine; Michael Litterst; Jonathan Jarvis; Maureen Foster; Blake Androff; Jessica Kershaw; Emily Beyer; David Ruth; Beth Stern
Subject: Re: NPS on NBC Nightly News TONIGHT (Sunday)

Thought that all you super heroes always had your outfits on under your street clothes?

Sue Waldron
Assistant Director, Communications
National Park Service

Sent from my iPad

On Sep 29, 2013, at 8:53 PM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:

> Too funny!
>
> Sent from my iPhone
>
> On Sep 29, 2013, at 5:19 PM, "Kelly, Katherine" <kate_kelly@ios.doi.gov> wrote:
>
> > Mike - I'm going to have to try that line sometime.
> >
> > On Sun, Sep 29, 2013 at 5:17 PM, Michael Litterst <mike_litterst@nps.gov> wrote:
> > Just finished the interview with NBC and it turns out it's for Nightly News tonight. It was a short interview, essentially just answering what are the NPS concerns in the event of a shutdown; I replied with a form of "hardworking, dedicated employees with families to take care of who would be furloughed, and park resources not being properly cared for."
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> >
> > Mike
> >
> > Mike Litterst
> > Chief Spokesperson (Acting)
> > National Park Service

1849 C Street NW room 3310
Washington, D.C. 20240
202-513-0354 -office
202-306-4166 - mobile

--

Kate Kelly
Director of Communications
Department of the Interior
(202) 208 2409 (o) / (202) 306 3888 (c)
kate_kelly@ios.doi.gov

From: Lehnertz, Christine <chris_lehnertz@nps.gov>
Sent: Sunday, September 29, 2013 11:55 PM
To: Joel Hard; Sue Masica; Patty Neubacher; Laura Joss; Colin Campbell; Michael Reynolds; Lisa Mendelson; Steve Whitesell; Stan Austin; Gordon Wissinger; Dennis Reidenbach
Cc: Peggy O'Dell
Subject: Regional Contacts for LIA
Attachments: Final Regional Offices Contact List 2014 LIA.docx

Hi All,

Here's the regional list we talked about compiling, thanks for sending the information after Friday's call. Talk to you all on Monday.

Chris

****

"When safety is first, you last."

Chris
Lehnertz, Regional Director
National Park Service, Pacific West Region
333 Bush Street, Suite 500
San Francisco, CA 94104-2828
(o) 415-623-2101
(m) 415-652-8811

http://www.facebook.com/pacificwestparks

National Park Service
FY14 Closure Planning

Compilation of Excepted Positions Lists for Regional Offices
September 30, 2013

AKRO Points of Contact
Excepted Employees
FY14 Closure

Joel Hard Deputy Regional Director	Office: Cell #1: Cell #2: Home:	(907) 644-3506 (907) 240-3150 (b) (6) [redacted]
Chris Pergiel Regional Chief Ranger	Office: Cell:	(907) 644-3406 (b) (6), (b) (7)(C) [redacted]
Keith Burgess IT Communications	Office: Cell:	(907) 644-3703 (907) 351-1229

IMRO Points of Contact
Excepted Employees
FY14 Closure

Colin Campbell, Deputy Regional Director, Operations
Office: 303-969-2706
Cell: 720-633-4173
Fax: 303-969-2785
Conference Phone: [redacted]

Work Email: colin_campbell@nps.gov

Billy Shott, Chief Ranger
Office: 303-969-2652
Cell: (b) (6), (b) (7)(C)
Fax: 303-969-2037
Home: (b) (6)
Other: (b) (6)

Work Email: billy_shott@nps.gov
Home Email: wshott@msn.com

Rena Fugate, ARD, Business and Technology
(b) (6) personal cell
(b) (6) home
303 969 2544 office - this phone will be fowarded to my personal cell when I am not in the office
720 560 2515 business cell

Work Email: rena_fugate@nps.gov

MWRO Points of Contact
Excepted Employees
FY14 Closure

Patricia Trap	Mgt Comms	Deputy RD	402-661-1520 402-637-2414
Capt Greg Monahan	Law Enforcement	Acting Chief Ranger	402-661-1710 (b) (6), (b) (7)(C)
George Sievers	Contracting Asst	Acting Chief Cont.	402-661-1680

NCRO Points of Contact
Excepted Employees
FY14 Closure

Lisa Mendelson-Ielmini Deputy Regional Director (Shutdown Team Lead)	W Direct W Cell H Cell	(202) 619-7194 (202) 297-1338 (b) (6) [redacted]
Phil Selleck Associate Regional Director for Operations	W Direct W Cell H Cell	(202) 619-7142 (202) 590-0680 (b) (6) [redacted]
Jennifer Mummart Associate Regional Director for Communications	W Cell	(202) 230-2959

Our primary POC for the USPP (other than your District Captains and command staff) is:

Deputy Chief Robert D. MacLean Commander, Homeland Security Division	202) 619-7085 - Office (202) 205-7983 - Fax (b) (6), (b) (7)(C) [redacted] Nextel cell robert_maclean@nps.gov

In addition, we were informed that all USPHS Commissioned Officers were to be designated as "Excepted." For NCR that information is:

Adam Kramer	Eye Street Office Cell	(202) 513-7056 (202) 641-0013

NERO Points of Contact
Excepted Employees
FY14 Closure

Mike Caldwell, Deputy Regional Director, Chief of Staff

Mike_Caldwell@nps.gov

Office: 215-597-7059

Cell: 610-772-3854

Steve Clark, NER Chief Ranger

stephen_m_clark@nps.gov

office: 215-597-4940

cell: [redacted]

Brian Strack, NER Facility Manager

brian_strack@nps.gov

office: 215-597-5364

cell: 267-767-3235

PWRO Points of Contact
Excepted Employees
FY14 Closure

Patty Neubacher Deputy Regional Director	Office: Cell #1: Cell #2: Home:	(415) 623-2105 (510) 604-9998 ([redacted] [redacted]
Scott Wanek Regional Chief Ranger	Office: Cell:	(415) 623-2180 [redacted]
Craig Dalby Acting Chief of Communications	Office: Cell:	(206) 220-4261 (206) 617-0659

In addition, we were informed by WASO that all USPHS Commissioned Officers were to be designated as "Excepted." For PWRO that information is:

Craig Ungerecht	Office:	(415) 623-2271
Steven Bosiljevac	Office: Cell: Home:	(415) 623-2272 (510) 846-9283 [redacted]
John Heffel	Office: Cell: Home:	(206) 220-4270 (425) 923-3071 [redacted]

For the transition thru Phase II, the following employees will be involved with closure activities:

- Cynthia Ip, Regional Comptroller
- Jamie Sherrill, Acting Regional Contracting Chief
- Trystan Stern, Regional Chief, Concessions
- David Quitevis, Acting Chief, Information Technology
- Sherri Schilling, Chief, Workforce Management

SERO Points of Contact
Excepted Employees
FY14 Closure

Shawn Benge (coordinator)

SER Deputy Regional Director

(O) 404 507 5605

(M) 404 272 7253

shawn_benge@nps.gov

David Horne

SER Chief Ranger (acting)

(O) 404 507 5622

(M) (b) (6), (b) (7)(C)

david_horne@nps.gov

Robert Vega

SER IT Specialist

(O) 404 507 5683

(M) 404 227 3047

robert_vega_jr@nps.gov

As we progress through phases I & II of the orderly shutdown, a minimal number of contracting, human resources, concessions, and communication staff members will also remain in place. The SER PIO during the orderly shutdown phase will be:

Bill Reynolds

SER Assistant Regional Director for Communications

(O) 404 507 5612

william_f_reynolds@nps.gov

From: Lehnertz, Christine <chris_lehnertz@nps.gov>
Sent: Sunday, September 29, 2013 11:55 PM
To: Joel Hard; Sue Masica; Patty Neubacher; Laura Joss; Colin Campbell; Michael Reynolds; Lisa Mendelson; Steve Whitesell; Stan Austin; Gordon Wissinger; Dennis Reidenbach
Cc: Peggy O'Dell
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San Francisco, CA 94104-2828
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IMRO Points of Contact
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Colin Campbell, Deputy Regional Director, Operations
Office: 303-969-2706
Cell: 720-633-4173
Fax: 303-969-2785
Conference Phone: Non-responsive

Work Email: colin_campbell@nps.gov

Billy Shott, Chief Ranger
Office: 303-969-2652
Cell: (b) (6), (b) (7)(C)
Fax: 303-969-2037
Home: (b) (6)
Other:

Work Email: billy_shott@nps.gov
Home Email: wshott@msn.com

Rena Fugate, ARD, Business and Technology
(b) (6) personal cell
(b) (6) home
303 969 2544 office - this phone will be fowarded to my personal cell when I am not in the office
720 560 2515 business cell

Work Email: rena_fugate@nps.gov

MWRO Points of Contact
Excepted Employees
FY14 Closure

Patricia Trap	Mgt Comms	Deputy RD	402-661-1520 402-637-2414
Capt Greg Monahan	Law Enforcement	Acting Chief Ranger	402-661-1710 (b) (6), (b) (7)(C)
George Sievers	Contracting Asst	Acting Chief Cont.	402-661-1680

NCRO Points of Contact
Excepted Employees
FY14 Closure

Lisa Mendelson-Ielmini Deputy Regional Director (Shutdown Team Lead)	W Direct W Cell H Cell	(202) 619-7194 (202) 297-1338 (b) (6)
Phil Selleck Associate Regional Director for Operations	W Direct W Cell H Cell	(202) 619-7142 (202) 590-0680 (b) (6)
Jennifer Mummart Associate Regional Director for Communications	W Cell	(202) 230-2959

Our primary POC for the USPP (other than your District Captains and command staff) is:

Deputy Chief Robert D. MacLean Commander, Homeland Security Division	202) 619-7085 - Office (202) 205-7983 - Fax (b) (6), (b) (7)(C) Nextel cell robert_maclean@nps.gov

In addition, we were informed that all USPHS Commissioned Officers were to be designated as "Excepted." For NCR that information is:

Adam Kramer	Eye Street Office Cell	(202) 513-7056 (202) 641-0013

NERO Points of Contact
Excepted Employees
FY14 Closure

Mike Caldwell, Deputy Regional Director, Chief of Staff

Mike_Caldwell@nps.gov

Office: 215-597-7059

Cell: 610-772-3854

Steve Clark, NER Chief Ranger

stephen_m_clark@nps.gov

office: 215-597-4940

cell: [redacted]

Brian Strack, NER Facility Manager

brian_strack@nps.gov

office: 215-597-5364

cell: 267-767-3235

PWRO Points of Contact
Excepted Employees
FY14 Closure

Patty Neubacher Deputy Regional Director	Office: Cell #1: Cell #2: Home:	(415) 623-2105 (510) 604-9998 ([redacted] (b) (6) [redacted]
Scott Wanek Regional Chief Ranger	Office: Cell:	(415) 623-2180 (b) (6), (b) (7)(C) [redacted]
Craig Dalby Acting Chief of Communications	Office: Cell:	(206) 220-4261 (206) 617-0659

In addition, we were informed by WASO that all USPHS Commissioned Officers were to be designated as "Excepted." For PWRO that information is:

Craig Ungerecht	Office:	(415) 623-2271
Steven Bosiljevac	Office: Cell: Home:	(415) 623-2272 (510) 846-9283 (b) (6) [redacted]
John Heffel	Office: Cell: Home:	(206) 220-4270 (425) 923-3071 (b) (6) [redacted]

For the transition thru Phase II, the following employees will be involved with closure activities:

- Cynthia Ip, Regional Comptroller
- Jamie Sherrill, Acting Regional Contracting Chief
- Trystan Stern, Regional Chief, Concessions
- David Quitevis, Acting Chief, Information Technology
- Sherri Schilling, Chief, Workforce Management

SERO Points of Contact
Excepted Employees
FY14 Closure

Shawn Benge (coordinator)

SER Deputy Regional Director

(O) 404 507 5605

(M) 404 272 7253

shawn_benge@nps.gov

David Horne

SER Chief Ranger (acting)

(O) 404 507 5622

(M) (b) (6), (b) (7)(C)

david_horne@nps.gov

Robert Vega

SER IT Specialist

(O) 404 507 5683

(M) 404 227 3047

robert_vega_jr@nps.gov

As we progress through phases I & II of the orderly shutdown, a minimal number of contracting, human resources, concessions, and communication staff members will also remain in place. The SER PIO during the orderly shutdown phase will be:

Bill Reynolds

SER Assistant Regional Director for Communications

(O) 404 507 5612

william_f_reynolds@nps.gov

From: Vela, Raymond <david_vela@nps.gov>
Sent: Monday, September 30, 2013 8:46 AM
To: Margaret O'Dell; Maureen Foster; Suzanne Waldron; Angela Hargrove; Nancy Wilson
Subject: Fwd: FAQs on Time and Attendance
Attachments: T&A FAQ - Sept 27 2013_0530pm.docx

Hi Folks,
FYI.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Charlip, Ralph** <ralph_charlip@ios.doi.gov>
Date: Fri, Sep 27, 2013 at 7:46 PM
Subject: FAQs on Time and Attendance
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Shcaffer <bruce_shcaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, Denise Flanagan <denise_flanagan@ios.doi.gov>, Diane Wade <dwade@usgs.gov>, Edward Keable <edward.keable@sol.doi.gov>, Edward Simermeyer <sequoyah_simermeyer@ios.doi.gov>, Ellen Bliss <Ellen_S_Bliss@nbc.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe

<nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>, Kimberly Prendergast <kimberly_prendergast@ios.doi.gov>, Linda Rihel <linda_y_rihel@nbc.gov>, OS_PHR <os_phr@ios.doi.gov>, "Banks, Annabella" <annabella_banks@ios.doi.gov>, "Jacobs, Janet" <janet_jacobs@ios.doi.gov>, "Rahn, Patti" <patti_rahn@ios.doi.gov>, "Reif, Nancy" <nancy_reif@ios.doi.gov>, "Sizemore, William" <william_sizemore@ios.doi.gov>, "Vashro, Anna" <anna_vashro@ios.doi.gov>

Attached you will find the FAQs on time and attendance. Our previous guidance earlier this week is superseded by the attached. We will also be posting this to our shutdown web page.

Thanks to Peter Symmes in HR, Linda Rihel and other IBC, SOL and PMB staff for helping with this document.

If you have questions, please let me know.

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

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).
On October 1st, employees will come into work for an orderly shutdown of their workplace. Most employees will complete shutdown activities in four hours or less. Record the **actual** amount of time spent in shutdown activities, **up to 4 hours**, as regular time worked. For example, an employee that completes shutdown activities in two hours should only record two hours as regular time. The balance of October 1st should be recorded against the Furlough pay code (pay code 103).

The remainder of the October 2-5 period should be recorded against the Furlough pay code (pay code 103).

Note: If an employee's shutdown activities take longer than four hours, these should be recorded outside the system. After government operations resume, an amended timesheet will need to be completed reflecting the actual hours worked to shutdown operations.

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).

On October 1st, excepted employees may report time worked supporting shutdown activities as regular time worked. **Only 4 hours may be recorded as regular time**. The balance of October 1st should be recorded against the Furlough pay code (pay code 103).

For the balance of the pay period (October 2-5), 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: Christine Lehnertz <chris_lehnertz@nps.gov>
Sent: Monday, September 30, 2013 8:51 AM
To: Lena McDowall; David Vela; Cam Sholly
Cc: Peggy O'Dell
Subject: RD call on Shutdown

Hi Lena, David and Cam,

In case you have not seen the calendar invitation from late last week, we would like to have the chance to visit with the three of you regarding the possible shutdown. We are holding an RDs call today at 2:00edt at 888-381-9493; 9067538#.

The purpose of the call is to have a discussion regarding areas of particular concern for consistent actions across the regions as we work on implementing a shutdown.

Hope you can join us.

(We would welcome the participation of other ADs as well, and extended an invitation via Peggy on the calendar invite. Contracting, HR and LE were areas we were particularly interested in issues of inter-regional consistency.)

Thanks

Chris Lehnertz, Regional Director
National Park Service
Pacific West Region

(w) 415-623-2101
(m) 415-652-8811

From: McDowall, Lena <lena_mcdowall@nps.gov>
Sent: Monday, September 30, 2013 9:08 AM
To: Christine Lehnertz
Cc: David Vela; Cam Sholly; Peggy O'Dell
Subject: Re: RD call on Shutdown

Thanks, Chris. I'll be on the call along with Patrick Breen, the Chief of Contracting. Patrick and I, as well as Bruce, have been answering a number of individual questions about decisions to continue, suspend or terminate certain contracts during a shutdown as well as questions about which COs and CORs should be on the excepted list. It will be good to make sure we're all on the same page during the call. --Lena

On Mon, Sep 30, 2013 at 8:51 AM, Christine Lehnertz <chris_lehnertz@nps.gov> wrote:
Hi Lena, David and Cam,

In case you have not seen the calendar invitation from late last week, we would like to have the chance to visit with the three of you regarding the possible shutdown. We are holding an RDs call today at 2:00edt at Non-responsive [redacted].

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Chris Lehnertz, Regional Director
National Park Service
Pacific West Region

(w) 415-623-2101
(m) 415-652-8811

--
Lena McDowall
Associate Director, Business Services
Ph: (202) 208-5651

Cell: (202) 641-1814
Email: Lena_McDowall@nps.gov

From: Lehnertz, Christine <chris_lehnertz@nps.gov>
Sent: Monday, September 30, 2013 11:27 AM
To: O'Dell, Margaret
Subject: Re: FAQs on Time and Attendance

Thanks so much for distributing to RDs.

Will you be able to join us on the 2:00EDT call today?

Chris

****
"When safety is first, you last."

Chris Lehnertz, Regional Director
National Park Service, Pacific West Region
333 Bush Street, Suite 500
San Francisco, CA 94104-2828
(o) 415-623-2101
(m) 415-652-8811

http://www.facebook.com/pacificwestparks

On Mon, Sep 30, 2013 at 7:52 AM, O'Dell, Margaret <peggy_o'dell@nps.gov> wrote:
Thought you all should see the specific info regarding timekeeping during shutdown. Keeping meticulous records will be critical as we work our way through this unusual time. Some of you may have already seen this, but thought it was worth repeating....

---------- Forwarded message ----------
From: **Vela, Raymond** <david_vela@nps.gov>
Date: Mon, Sep 30, 2013 at 8:46 AM
Subject: Fwd: FAQs on Time and Attendance
To: Margaret O'Dell <peggy_o'dell@nps.gov>, Maureen Foster <maureen_foster@nps.gov>, Suzanne Waldron <sue_waldron@nps.gov>, Angela Hargrove <angela_hargrove@nps.gov>, Nancy Wilson <Nancy_Wilson@nps.gov>

Hi Folks,
FYI.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

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<doi_human_capital_team@ios.doi.gov>, Kimberly Prendergast <kimberly_prendergast@ios.doi.gov>, Linda Rihel <linda_y_rihel@nbc.gov>, OS_PHR <os_phr@ios.doi.gov>, "Banks, Annabella" <annabella_banks@ios.doi.gov>, "Jacobs, Janet" <janet_jacobs@ios.doi.gov>, "Rahn, Patti" <patti_rahn@ios.doi.gov>, "Reif, Nancy" <nancy_reif@ios.doi.gov>, "Sizemore, William" <william_sizemore@ios.doi.gov>, "Vashro, Anna" <anna_vashro@ios.doi.gov>

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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

From: Lehnertz, Christine <chris_lehnertz@nps.gov>
Sent: Monday, September 30, 2013 11:28 AM
To: Margaret O'Dell
Subject: Re: FAQs on Time and Attendance

Great.

****
"When safety is first, you last."

Chris Lehnertz, Regional Director
National Park Service, Pacific West Region
333 Bush Street, Suite 500
San Francisco, CA 94104-2828
(o) 415-623-2101
(m) 415-652-8811

http://www.facebook.com/pacificwestparks

On Mon, Sep 30, 2013 at 8:27 AM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:
Yes.

Sent from my iPhone

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> Chris
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> **National Park Service, Pacific West Region**
> **333 Bush Street, Suite 500**
> **San Francisco, CA 94104-2828**

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Subject: FAQs on Time and Attendance
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, Denise Flanagan <denise_flanagan@ios.doi.gov>, Diane Wade

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

Attached you will find the FAQs on time and attendance. Our previous guidance earlier this week is superseded by the attached. We will also be posting this to our shutdown web page.

Thanks to Peter Symmes in HR, Linda Rihel and other IBC, SOL and PMB staff for helping with this document.

If you have questions, please let me know.

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

From: Davis, Laura <laura_davis@ios.doi.gov>
Sent: Monday, September 30, 2013 1:56 PM
To: Anne Castle; Mike Connor; Elizabeth Washburn; Suzette M Kimball; Tommy Beaudreau; Tommy Beaudreau; Joseph Pizarchik; Glenda Owens; Walter Cruickshank; neil kornze; Steven Ellis; Brian Salerno; Rachel Jacobson; Jarvis, Jon; Peggy O'Dell; Dan Ashe; Rowan Gould; Sobeck, Eileen; Washburn, Kevin; Mike Black; Jack Haugrud; Edward Keable; Mary Kendall; Stephen Hardgrove; Michele Singer; Mark Davis
Cc: Rhea Suh; Liz Johnson Klein; Ben Milakofsky; Pam Haze; Mary Pletcher; Francis Iacobucci; Nikki Buffa; Blake Androff; Sarah Neimeyer
Subject: Last check-in for today on potential lapse

Folks,
Let's convene again at 5:30 today in 6150 to go through any last instructions or questions you have. Tomorrow, if there is a lapse in appropriations, we will plan to meet at 2 pm to discuss any issues that are arising with shutdown operations.

Thanks,
Laura

On Sun, Sep 29, 2013 at 5:46 PM, Davis, Laura <laura_davis@ios.doi.gov> wrote:
Good afternoon everyone,
Secretary Jewell would like to meet with this group tomorrow to talk about your planning for a potential lapse in appropriations. We are asking that Bureau Directors, Bureau Deputy Directors and Assistant Secretaries ONLY attend this meeting with the Secretary. Apologies for the late notice and we will convene in 6150 at 9 am.

Many thanks for all you are doing,
Laura

From: Foster, Maureen <maureen_foster@nps.gov>
Sent: Monday, September 30, 2013 2:02 PM
To: Peggy O'Dell; Bruce Sheaffer; Beverly Stephens
Subject: Please use the NPS_Leadership@nps.gov mailing list

Please use this mailing list and not the NPS NLC one.

Small offices (International Affairs, Policy) and USPP don't get the NLC messages. They are missing important info on shutdown.

Thanks.

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.

From: Foster, Maureen <maureen_foster@nps.gov>
Sent: Monday, September 30, 2013 2:06 PM
To: Beverly Stephens
Cc: Peggy O'Dell; Bruce Sheaffer
Subject: Re: Please use the NPS_Leadership@nps.gov mailing list

Yes it does.

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.

On Mon, Sep 30, 2013 at 2:02 PM, Beverly Stephens <grace_stephens@nps.gov> wrote:
Thanks Maureen - and does this have Stan Austin and also Laura Joss on it for SER/IMR?

On Sep 30, 2013, at 2:01 PM, "Foster, Maureen" <maureen_foster@nps.gov> wrote:

> Please use this mailing list and not the NPS NLC one.
>
> Small offices (International Affairs, Policy) and USPP don't get the NLC messages. They are missing important info on shutdown.
>
> Thanks.
>
> Maureen D. Foster
> Chief of Staff
> National Park Service
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> 202.208.5970 (direct)
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EXPERIENCE YOUR AMERICA
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saved by the American people,
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From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Monday, September 30, 2013 2:03 PM
To: Foster, Maureen
Cc: Peggy O'Dell; Bruce Sheaffer
Subject: Re: Please use the NPS_Leadership@nps.gov mailing list

Thanks Maureen - and does this have Stan Austin and also Laura Joss on it for SER/IMR?

On Sep 30, 2013, at 2:01 PM, "Foster, Maureen" <maureen_foster@nps.gov> wrote:

> Please use this mailing list and not the NPS NLC one.
>
> Small offices (International Affairs, Policy) and USPP don't get the NLC messages. They are missing important info on shutdown.
>
> Thanks.
>
> _____
> Maureen D. Foster
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>
> EXPERIENCE YOUR AMERICA
> The National Park Service cares for special places
> saved by the American people,
> so that all may experience our heritage.

From:	Waldron, Suzanne <sue_waldron@nps.gov>
Sent:	Monday, September 30, 2013 2:13 PM
To:	Luis Rivera
Cc:	Tasha Robbins; Maureen Foster; Peggy O'Dell; Jon Jarvis; Bruce Sheaffer; Mike Litterst; Jody Lyle
Subject:	Jon's all employees email - has been approved
Attachments:	NPS Shutdown 2013_Director message to employees_DRAFT.docx

it's attached - would be great to get it out now so its in emails before the 5 pm call!

Maureen - could you give it a final proof

Jon: it has the new stuff you wanted in it

Bruce: conformed language about reporting tomorrow with guidance sent out by doi on friday

if anyone has any red flags speak NOW!

--
Sue Waldron
Assistant Director, Communications
National Park Service
(202) 208-3046
Visit us at www.nps.gov

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

EXPERIENCE YOUR AMERICA

To: All National Park Service Employees
From: Director
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: Vela, Raymond <david_vela@nps.gov>
Sent: Monday, September 30, 2013 3:14 PM
To: Margaret O'Dell; Bruce Sheaffer; Maureen Foster; Suzanne Waldron
Cc: Jonathan Jarvis; Angela Hargrove; Nancy Wilson
Subject: Fwd: Overtime and Other Special Pay During Lapse of Approp. Furlough

Hi Folks,
FYI.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Charlip, Ralph** <ralph_charlip@ios.doi.gov>
Date: Mon, Sep 30, 2013 at 3:08 PM
Subject: Overtime and Other Special Pay During Lapse of Approp. Furlough
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, Denise Flanagan <denise_flanagan@ios.doi.gov>, Diane Wade <dwade@usgs.gov>, Edward Keable <edward.keable@sol.doi.gov>, Edward Simermeyer <sequoyah_simermeyer@ios.doi.gov>, Ellen Bliss <Ellen_S_Bliss@nbc.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe

<nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>

You asked whether overtime pay was permitted during the furlough. This email provides the response.

Furloughed employees: While on furlough, employees are not working, so the question does not apply.

Exempted employees: Since these individuals continue to be paid, any overtime, Sunday pay, etc. is paid as it always is.

Excepted employees: This answer comes from the Employee FAQs on the shutdown web site (www.doi.gov/shutdown): Excepted employees who meet the conditions for overtime pay, Sunday premium pay, night pay, availability pay and other premium payments will be entitled to payment in accordance with applicable rules, subject to any relevant payment limitations. Premium pay may be earned but cannot be paid until Congress passes and the President signs a new appropriation or continuing resolution.

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

From: Vela, Raymond <david_vela@nps.gov>
Sent: Monday, September 30, 2013 3:03 PM
To: Margaret O'Dell
Cc: Bruce Sheaffer; Maureen Foster; Suzanne Waldron; Angela Hargrove; Nancy Wilson
Subject: Individual Employee Notice
Attachments: Individual Employee Notice.Final.Oct 1, 2014.docx

Hi Peggy,
We just concluded our DOI Meeting, and there is a change in guidance regarding T&A processing - all Excepted and Non-Excepted employees coding for tomorrow will be **103 (Furlough Code)**. Excepted employees will code work as they usually do.

We were also encouraged to get the attached employee notice out for processing **but not for delivery** to employees. Some may want to do a mail merge (as each letter has to be individualized) today in advance of personal delivery tomorrow. My question to you is would you and or the Director want to send this message (regarding the notice) to the NLC or prefer that it come from me? We will also discuss this during our HR Council call at 4:00 PM today.

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, DC 20240

IN REPLY REFER TO:
A5631 (2700)

October 1, 2013

Memorandum

To:

From: Associate Director, Workforce, Relevancy and Inclusion

Subject: Furlough Decision Notice

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

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

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

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

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

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

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

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

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

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

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

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

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

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

_____ _____

Deciding Official Date

I acknowledge receipt of this decision.

_____ _____

Employee's Signature Date

MSPB Regional and Field Offices

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

From: Dennis Reidenbach <dennis_reidenbach@nps.gov>
Sent: Monday, September 30, 2013 4:58 PM
To: Hargrove, Angela
Cc: Christine Lehnertz; Stan Austin; Steve Whitesell; Mike Reynolds; Patricia Trap; Laura Joss; Sue Masica; Raymond Vela; Peggy O'Dell
Subject: Re: Furlough Decision Notice

Angela,

When and how are we going to be notified that it is ok to send this to our parks?

Dennis

Dennis Reidenbach
NPS Northeast Regional Director
215-597-7013

On Sep 30, 2013, at 3:58 PM, "Hargrove, Angela" <angela_hargrove@nps.gov> wrote:

> As referenced in our recent phone call, the attached notice is being forwarded to you. Please do not distribute at this time. Provided below is guidance to use when notices are authorized for issuance.
>
> This letter must be circulated immediately to all supervisors and managers for issuance to all employees **no sooner than 12:01 AM, October 1, 2013.**
>
> - This letter cannot be altered in any manner other than manual/typewritten entry of the employee's name.
>
> - Each employee must be presented with a letter; requested to sign (denote those who refuse to sign if that should occur). Supervisors may use some discretion in the methods used to issue the notice, however, you must ensure the notice is issued and receipt tracked within the timelines described above.
>
> - If your letter must be faxed or emailed, ensure that there is a delivery confirmation on the fax machine used or the employee must acknowledge receipt through email.
>
> - If mailed via U.S.P.S. you must request a signature upon delivery.
>
> - Once signed, make a copy of the notice for the employee and retain the original which must be forwarded to your Servicing Human Resources Office as soon as possible.
>
> *Working to build a OneHR Community.....*
>
> Angela R. Hargrove
> Chief, Office of Human Resources
> Associate Director, Workforce, Relevancy and Inclusion
> National Park Service
> (W) 202-354-1927
> (F) 202-371-2169

Let us know how we served you today: http://www.surveymonkey.com/s/NPSWORKFORCE

<Individual Employee Notice.Final.Oct 1, 2014.final2docx.docx>

From: Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>
Sent: Monday, September 30, 2013 5:30 PM
To: Davis, Laura
Cc: Elizabeth Washburn; Suzette M Kimball; Joseph Pizarchik; Glenda Owens; Walter Cruickshank; neil kornze; Steven Ellis; Brian Salerno; Rachel Jacobson; Peggy O'Dell; Rowan Gould; Sobeck, Eileen; Washburn, Kevin; Mike Black; Jack Haugrud; Edward Keable; Mary Kendall; Stephen Hardgrove; Michele Singer; Mark Davis; Liz Johnson Klein; Pam Haze; Mary Pletcher; Francis Iacobucci; Sarah Neimeyer
Subject: Re: Last check-in for today on potential lapse

All

We are in 5160 instead of 6150. See you shortly

Ben

Sent from my iPhone

On Sep 30, 2013, at 1:56 PM, "Davis, Laura" <laura_davis@ios.doi.gov> wrote:

> Folks,
> Let's convene again at 5:30 today in 6150 to go through any last instructions or questions you have. Tomorrow, if there is a lapse in appropriations, we will plan to meet at 2 pm to discuss any issues that are arising with shutdown operations.
>
> Thanks,
> Laura
>
> On Sun, Sep 29, 2013 at 5:46 PM, Davis, Laura <laura_davis@ios.doi.gov> wrote:
> Good afternoon everyone,
> Secretary Jewell would like to meet with this group tomorrow to talk about your planning for a potential lapse in appropriations. We are asking that Bureau Directors, Bureau Deputy Directors and Assistant Secretaries ONLY attend this meeting with the Secretary. Apologies for the late notice and we will convene in 6150 at 9 am.
>
> Many thanks for all you are doing,
> Laura

From: Vela, Raymond <david_vela@nps.gov>
Sent: Monday, September 30, 2013 5:24 PM
To: NPS Leadership; Herbert Frost; Stephanie Toothman; Victor Knox; Cam Sholly; Julia Washburn; Jeffrey Compton; Lena McDowall; Bruce Sheaffer; Maureen Foster; Teresa Chambers; Suzanne Waldron; Donald Hellmann; Richard Weideman; Margaret O'Dell; Dennis Reidenbach; Sue Masica; Christine Lehnertz; Steve Whitesell; Michael Reynolds; Stan Austin; Laura Joss
Subject: Individual Employee Notice
Attachments: Individual Employee Notice.Final.Oct 1.FY14.docx

Hi Folks,
We have been authorized to provide the following guidance regarding the issuance of Individual Employee Notices. Should a lapse of an FY 14 appropriation occur, the following letter must be circulated immediately to all supervisors and managers for issuance to all employees **no sooner than 12:01 AM, October 1, 2013.** Guidance is as follows:

- This letter cannot be altered in any manner other than manual/typewritten entry of the employee's name.
- Each employee must be presented with a letter and requested to sign (denote those who refuse to sign if that should occur). Supervisors may use some discretion in the methods used to issue the notice, however, you must ensure the notice is issued, and receipt tracked within the timelines described above.
- If your letter must be faxed or emailed, ensure that there is a delivery confirmation on the fax machine used or the employee must acknowledge receipt through email.
- If mailed via U.S.P.S. you must request a signature upon delivery.
- Once signed, make a copy of the notice for the employee and retain the original, which must be forwarded to your Servicing Human Resources Office as soon as possible.

Feel free to give us a call or email should you have any questions, and thanks in advance for your assistance with this matter.

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, DC 20240

IN REPLY REFER TO:
A5631 (2700)

October 1, 2013

Memorandum

To:

From: Associate Director, Workforce, Relevancy and Inclusion

Subject: Furlough Decision Notice

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

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

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

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

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

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

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

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

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

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

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

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

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

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

_____ _____

Deciding Official Date

I acknowledge receipt of this decision.

_____ _____

Employee's Signature Date

MSPB Regional and Field Offices

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

From: katherine_rupp@ios.doi.gov on behalf of Davis, Laura <laura_davis@ios.doi.gov>
Sent: Monday, September 30, 2013 5:32 PM
To: Anne Castle; Mike Connor; Elizabeth Washburn; Suzette M Kimball; Tommy Beaudreau; Tommy Beaudreau; Joseph Pizarchik; Glenda Owens; Walter Cruickshank; neil kornze; Steven Ellis; Brian Salerno; Rachel Jacobson; Jarvis, Jon; Peggy O'Dell; Dan Ashe; Rowan Gould; Sobeck, Eileen; Washburn, Kevin; Mike Black; Jack Haugrud; Edward Keable; Mary Kendall; Stephen Hardgrove; Michele Singer; Mark Davis
Cc: Rhea Suh; Liz Johnson Klein; Ben Milakofsky; Pam Haze; Mary Pletcher; Francis Iacobucci; Nikki Buffa; Blake Androff; Sarah Neimeyer
Subject: Re: Last check-in for today on potential lapse

Please note that this meeting has been moved to 5160.

Thanks,
Katie

Laura Daniel Davis
Chief of Staff
US Department of the Interior
202-208-7351
Laura_Davis@ios.doi.gov

On Mon, Sep 30, 2013 at 1:56 PM, Davis, Laura <laura_davis@ios.doi.gov> wrote:
Folks,
Let's convene again at 5:30 today in 6150 to go through any last instructions or questions you have. Tomorrow, if there is a lapse in appropriations, we will plan to meet at 2 pm to discuss any issues that are arising with shutdown operations.

Thanks,
Laura

On Sun, Sep 29, 2013 at 5:46 PM, Davis, Laura <laura_davis@ios.doi.gov> wrote:
Good afternoon everyone,
Secretary Jewell would like to meet with this group tomorrow to talk about your planning for a potential lapse in appropriations. We are asking that Bureau Directors, Bureau Deputy Directors and Assistant Secretaries ONLY attend this meeting with the Secretary. Apologies for the late notice and we will convene in 6150 at 9 am.

Many thanks for all you are doing,
Laura

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Monday, September 30, 2013 6:22 PM
To: Bruce Sheaffer; Raymond Vela; Angela Hargrove; Nancy Wilson; Margaret O'Dell
Subject: Fwd: Warning Warning

Begin forwarded message:

From: "Haze, Pam" <pam_haze@ios.doi.gov>
Date: September 30, 2013, 6:07:27 PM EDT
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, Denise Flanagan <denise_flanagan@ios.doi.gov>, Diane Wade <dwade@usgs.gov>, Edward Keable <edward.keable@sol.doi.gov>, Edward Simermeyer <sequoyah_simermeyer@ios.doi.gov>, Ellen Bliss <Ellen_S_Bliss@nbc.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Lorainc Dawkins <lorainc_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T

Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>

Subject: Warning Warning

We want to make sure your managers know not to issue furlough notices tomorrow until we are told to proceed with shutdown. There is an OPM template that has caused some confusion about issuing furlough notices after midnight. Please do NOT proceed with issuing notices or other shutdown actions until we get a clear sign to proceed. thank yoiu

From: Raymond Vela <david_vela@nps.gov>
Sent: Monday, September 30, 2013 6:47 PM
To: Margaret O'Dell
Subject: Re: Individual Employee Notice

Hi Peggy,
Thanks for your message. I meant to say that Exempt employees will code as normal. Yes on the furlough letter in not issuing them until tomorrow, and we can issue them electronically as well.

Other questions that we have been receiving is who can serve as the Deciding Official on the furlough notice - the immediate supervisor. Will the Director issue something in writing past midnight if we do not have a CR?

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
(202) 208-5587

On Sep 30, 2013, at 3:13 PM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:

> Hi David
> I am confused on the T&A processing comments from your message regarding coding for excepted employees. The two sentences seem to contradict each other. Can you clarify please?
>
> Regarding the furlough letter...am I correct that we may not issue them until tomorrow but we may issue them electronically rather than only face-to-face? If true that will help a lot.
>
> Sent from my iPhone
>
> On Sep 30, 2013, at 3:02 PM, "Vela, Raymond" <david_vela@nps.gov> wrote:
>
>> Hi Peggy,
>> We just concluded our DOI Meeting, and there is a change in guidance regarding T&A processing - all Excepted and Non-Excepted employees coding for tomorrow will be **103 (Furlough Code)**. Excepted employees will code work as they usually do.
>>
>> We were also encouraged to get the attached employee notice out for processing **but not for delivery** to employees. Some may want to do a mail merge (as each letter has to be individualized) today in advance of personal delivery tomorrow. My question to you is would you and or the Director want to send this message (regarding the notice) to the NLC or prefer that it come from me? We will also discuss this during our HR Council call at 4:00 PM today.
>>
>> Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

<Individual Employee Notice.Final.Oct 1, 2014.docx>

From: Raymond Vela <david_vela@nps.gov>
Sent: Monday, September 30, 2013 6:55 PM
To: Margaret O'Dell; Bruce Sheaffer; Maureen Foster; Suzanne Waldron
Cc: Jonathan Jarvis; Angela Hargrove; Nancy Wilson
Subject: Fwd: Updated Shutdown Furlough Guidance from OPM
Attachments: Changes to Guidance for Shutdown Furloughs -- 09.30.13.pdf

Hi Folks,
FYI.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
(202) 208-5587

Begin forwarded message:

> **From:** "Charlip, Ralph" <ralph_charlip@ios.doi.gov>
> **Date:** September 30, 2013, 6:37:59 PM EDT
> **To:** DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>
> **Subject: Fwd: Updated Shutdown Furlough Guidance from OPM**
>
> See attached
>
> 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
>
> ---------- Forwarded message ----------
> From: **Pletcher, Mary** <mary_pletcher@ios.doi.gov>
> Date: Mon, Sep 30, 2013 at 6:31 PM
> Subject: Fwd: Updated Shutdown Furlough Guidance from OPM
> To: Ralph Charlip <ralph_charlip@ios.doi.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>
>
> FYI...

---------- Forwarded message ----------
From: **Santiago, Octavio J.** <Octavio.Santiago@opm.gov>
Date: Mon, Sep 30, 2013 at 6:29 PM
Subject: Updated Shutdown Furlough Guidance from OPM
To:

Good evening CHCOs,

This message is to notify you that we have posted an updated version of OPM's Guidance for Shutdown Furloughs. The changes to the previous version include new and revised guidance on various topics. We are amending the following sections of the guidance:

- Section C (Working during Furlough)
- Section E (Leave and Other Time Off)
- Section P (Procedures)

For your convenience, the changes are noted in the attached PDF file. The September 30, 2013, update to the Guidance for Shutdown Furloughs is now available at http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/#url=Shutdown-Furlough.

Points of Contact

Should you have any follow-up questions or concerns, OPM Points of Contact are listed by topic at http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/#url=Contact-Us.

All the best,

Octavio J. Santiago, Communications Coordinator

U.S. Office of Personnel Management, Employee Services

Changes to OPM Guidance for Shutdown Furloughs
September 30, 2013

Guidance on Various Topics

The changes below are included in the September 30, 2013, update to OPM's Guidance for Shutdown Furloughs.

Working during Furlough

In Section C (Working during Furlough), we are adding a new Question C.5a. as follows:

5a. What happens to employees on detail during a shutdown furlough?

A. Detailed employees remain officially assigned to their permanent positions during the detail. During a shutdown furlough, each agency will determine the status of their employees on detail within the agency or to another agency. The home agency and the receiving agency should discuss how a detailee will be affected if a furlough is not required in the home agency but is required in the receiving agency. Detailees should not perform excepted activities at the receiving agency during a funding lapse.

Leave and Other Time Off

In Section F (Leave and Other Time Off), we are adding a new Question F.12. as follows:

12. Does a shutdown furlough affect the accrual of annual leave and sick leave?

A. If an employee is furloughed (i.e., placed in nonpay status) for part of a biweekly pay period, the employee's leave accrual will generally not be affected for that pay period.

However, the accumulation of nonpay status hours during a leave year can affect the accrual of annual leave and sick leave over a period of time. (See 5 CFR 630.208 and Notes 1 and 2 below.) For example, when a full-time employee with an 80-hour biweekly tour of duty accumulates a total of 80 hours of nonpay status from the beginning of the leave year (either in one pay period, or over the course of several pay periods), the employee will not earn annual and sick leave in the pay period in which that 80-hour accumulation is reached. If the employee again accumulates 80 hours of nonpay status, he or she will again not earn leave in the pay period in which that new 80-hour total is reached. At the end of the leave year, any accumulation of nonpay status hours of less than 80 hours is zeroed out so that the accumulation of nonpay status hours for the next leave year starts at zero.

For part-time employees, the rule blocking accrual of leave based on the accumulation of nonpay status hours (5 CFR 630.208) does not apply. Instead, leave accrual for part-time employees is prorated based on hours in a pay status in each pay period; thus, time in nonpay

status reduces leave accrual in each pay period containing such time (5 CFR 630.303 and 5 U.S.C. 6307).

Also, please see OPM's fact sheet on the Effect of Extended Leave Without Pay (LWOP) (or Other Nonpay Status) on Federal Benefits and Programs, which has a section entitled, "Accrual of annual and sick leave."

Note 1: The term "nonpay status" refers to period during which an employee is absent from his or her tour of duty established for leave usage purposes and receives no pay for such absence. Furlough is one type of nonpay status.

Note 2: The term "leave year" is defined as the period beginning on the first day of the first full biweekly pay period in a calendar year and ends on the day immediately before the first day of the first full biweekly pay period in the following calendar year. (For example, for employees on the standard biweekly payroll cycle, the 2013 leave year is January 13, 2013, through January 11, 2014.) (See fact sheet at http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/leave-year-beginning-and-ending-dates/.)

Note 3: For full-time employees with an uncommon tour of duty under 5 CFR 630.210, the accumulation limit used in applying 5 CFR 630.208 is the number of hours in the uncommon tour of duty for a biweekly pay period.

Procedures

In Section P (Procedures), we are revising Questions P.1., P.2., P.3., and P.5. Also, we are adding new Questions P.2a., P.2b., P.3a., P.3b., P.3c., and P.6a. The new and revised guidance is as follows:

1. How is a shutdown furlough documented?

A. Unlike an administrative furlough, agencies should *not* prepare an SF-50, "Notification of Personnel Action" (or a List Form of Notice for a group of employees who are to be furloughed on the same day or days each pay period) at the outset of a shutdown furlough. Instead, employees will receive a shutdown furlough notice citing the reasons for the furlough because the ultimate duration of a shutdown furlough is not known by agencies at the outset of the furlough. Once an appropriation has been signed by the President, agencies will be instructed on the appropriateness of preparing documentation consistent with Chapters 15 and 16 of *The Guide to Processing Personnel Actions*.

2. In the event of a shutdown furlough, can an employee be furloughed without first receiving a written notice of decision to furlough?

A. Yes. While an employee must ultimately receive a written notice of decision to furlough, it is not required that such written notice be given prior to effecting the emergency furlough or in person. Advance written notice (including through email) is preferable, but when prior

written notice is not feasible, then any reasonable notice (e.g., telephonic, oral, personal email, or by mail promptly after the furlough) is permissible. See Question P.2a.for providing electronic notice of a furlough action.

2a. May employees conduct orderly shutdown activities remotely? May an agency provide an employee electronic notice of a furlough action?

A. In many cases, orderly shutdown activities (including the distribution of furlough notices and, where necessary, the adjustment of voicemail and email messages to reflect the agency's operating status) may be conducted remotely. Agencies that issue furlough notices should consult with their respective General Counsels to ensure each step of the process is consistent with legal requirements. If the nature of an employee's shutdown activities are de minimis (i.e., can be completed in approximately 15 minutes) the agency does not need a telework agreement regarding such remote work. If an agency determines it will electronically notify affected employees of a furlough action, OPM recommends that the agency include each employee's name, address, and/or e-mail address on the decision notification so that it is clear that an employee is receiving personal notification. Agencies should also consider including in the body of the electronic correspondence, the requirement that the employee provide an email acknowledgement of receipt. If an agency doesn't receive a requested acknowledgement of receipt of an e-mail notification, it should consider delivering a paper copy of the decision notification to the employee at his or her home address by registered mail with a return receipt requested. Similarly, agencies must deliver hard copy furlough notices to those employees without agency email access.

Additionally, OPM recommends that agencies consider informing employees as soon as practicable whether or not an employee is subject to the furlough and provide a contact person who can answer questions related to this issue.

Finally, agencies with bargaining unit employees are reminded that they must provide notice and opportunity to bargain over negotiable procedures and appropriate arrangements to any unions representing their employees.

2b. What are an agency's regulatory obligations in providing an appellant the Merit Systems Protection Board (MSPB) appeal information in the adverse action furlough decision notice?

A. As summarized in the April 11, 2013, Federal Register (http://www.gpo.gov/fdsys/pkg/FR-2013-04-11/pdf/2013-08503.pdf) an agency must satisfy the obligation to provide a copy of the MSPB appeal form when issuing a decision notice. Providing this MSPB appeal hyperlink form electronically (https://e-appeal.mspb.gov/) will typically satisfy the requirement of ensuring that employees subject to a decision appealable to MSPB will have effective access to the MSPB regulations and appeal form. However, if the employee informs the agency that he or she lacks Internet access, the agency is required to take steps to ensure that the employee has actual access to the MSPB's regulations and the appeal form, including providing the employee with a hard copy of these documents upon the employee's request. See Sample Notice for sample decision notice language.

3. What information should be included in the notice of decision of a shutdown furlough when no advance notice is issued?

A. The notice must specify the reason for the furlough and state that the usual 30 calendar days advance notice was not possible due to the emergency requiring curtailment of agency operations. If some employees in a competitive level will not be furloughed because they are performing one of the excepted activities defined by OMB standards, OPM recommends a statement such as the following:

"If employees are being retained in your competitive level, they are required for orderly suspension of agency operations, or they are performing one of the excepted activities defined by law."

For career members (except reemployed annuitants) of the Senior Executive Service (SES), the written notice must provide the reason for the furlough; the expected duration of the furlough and the effective dates; the basis for selecting the appointee when some but not all SES appointees in a given organizational unit are being furloughed; the location where the appointee may inspect the regulations and records pertinent to the action; and, if the notice period is less than 30 calendar days, the reason for the shortened period. For an SES probationer, the notice should also explain the effect (if any) on the duration of the probationary period. See Question P.6a. below regarding noncareer, limited term, or limited emergency appointees and reemployed annuitants holding career appointments.

All notices must include a statement of applicable appeal and grievance rights. An agency must satisfy the obligation to provide a copy of the MSPB appeal form when issuing a decision notice. Providing the MSPB appeal hyperlink form electronically (https://e-appeal.mspb.gov/) will typically satisfy the requirement of ensuring that employees subject to a decision appealable to MSPB will have effective access to the MSPB regulations and appeal form. However, if the employee informs the agency that he or she lacks internet access, the agency is required to take steps to ensure that the employee has actual access to the MSPB's regulations and the appeal form including providing the employee with a hard copy of these documents upon the employee's request.

See "Sample Shutdown Furlough Decision Notice Due to Lapse of Appropriations." This sample can be used for SES and non-SES employees.

3a. How should the decision letter for a shutdown furlough be framed if the agency has not set a specific number of furlough days?

A. While it is desirable when possible to inform the affected employee of a specific number of furlough days in the decision letter, the agency needs only to set out the maximum time that may be involved, so employees have as much information as possible.

3b. What procedural rights apply to employees who are veterans covered under 5 U.S.C. chapter 75 and 5 CFR part 752 for a shutdown furlough?

A. For a shutdown furlough of a covered veteran employee, the law (5 U.S.C. 7513) gives a covered veteran employee the same procedural rights as other covered employees. Employees should consult with their agency human resources office to determine whether they are covered by 5 U.S.C. 7513 and what procedures may apply to them.

3c. If an employee decides to challenge a shutdown furlough, from what point would the time for appeal to the Merit Systems Protection Board run?

A. Employees must file an appeal within 30 days after the effective date of their first furlough day, or 30 days after the date of their receipt of the decision notice whichever is later.

5. How does the length of a shutdown furlough affect the procedures that are used to implement the furlough of employees?

A. The length of a shutdown furlough does not affect the procedures that are used.

For most employees, shutdown furloughs lasting 30 calendar days or less (22 workdays) are covered by OPM regulations under 5 CFR part 752, adverse action procedures. Shutdown furloughs lasting 30 calendar days or less (22 workdays) for career appointees in the Senior Executive Service (except reemployed annuitants) are covered under 5 CFR part 359, subpart H. See Question P.6a. below regarding noncareer, limited term, or limited emergency appointees in the SES and reemployed annuitants holding career appointments.

Shutdown furloughs lasting more than 30 calendar days (22 workdays) are also covered by OPM regulations under 5 CFR part 752, adverse action procedures or 5 CFR part 359, subpart H, as applicable. When the shutdown furlough goes beyond 30 days, agencies should treat it as a second shutdown furlough and issue another adverse action or furlough notice.

NOTE: RIF furlough regulations and SES competitive furlough requirements are not applicable to emergency shutdown furloughs because the ultimate duration of an emergency shutdown furlough is unknown at the outset and is dependent entirely on Congressional action, rather than agency action. The RIF furlough regulations and SES competitive furlough requirements, on the other hand, contemplate planned, foreseeable, money-saving furloughs that, at the outset, are planned to exceed 30 days.

6a. What procedures and appeal rights are applicable for noncareer, limited term and limited emergency employees in the SES and reemployed annuitants holding career SES appointments?

A. Noncareer, limited term, and limited emergency SES appointees and reemployed SES annuitants holding career appointments are not covered by 5 CFR part 359, subpart H, and they may be furloughed under agency designated procedures, which should include certain minimum features, e.g., whenever possible, a written notice at least 1 day before the furlough that states the reason for, duration of, and effective dates of the furlough.

From: Raymond Vela <david_vela@nps.gov>
Sent: Monday, September 30, 2013 6:52 PM
To: O'Dell, Margaret
Subject: Re: Warning Warning

Hi Peggy,
Thanks for your message, and please enjoy the evening with Ben. What a true blessing!

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
(202) 208-5587

On Sep 30, 2013, at 6:42 PM, "O'Dell, Margaret" <peggy_o'dell@nps.gov> wrote:

> For you to share with your program managers and superintendents....Below is a message from Pam Haze reminding us all that despite what came from OPM template, no furlough notices should go out until we get a clear sign from DOI. So a clear sign to proceed means Laura Davis will notify all DOI bureaus when it is time to implement shut down procedures.....sorry for confusion between OPM and DOI.
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> From: **Beverly Stephens** <grace_stephens@nps.gov>
> Date: Mon, Sep 30, 2013 at 6:22 PM
> Subject: Fwd: Warning Warning
> To: Bruce Sheaffer <bruce_sheaffer@nps.gov>, Raymond Vela <david_vela@nps.gov>, Angela Hargrove <angela_hargrove@nps.gov>, Nancy Wilson <nancy_wilson@nps.gov>, Margaret O'Dell <peggy_o'dell@nps.gov>
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Subject: Warning Warning

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From: Waldron, Suzanne <sue_waldron@nps.gov>
Sent: Monday, September 30, 2013 7:24 PM
To: Jon Jarvis; Peggy O'Dell; Maureen Foster; Bruce Sheaffer; Dan Wenk
Cc: Mike Litterst; Jody Lyle
Subject: Fwd: Fink is back

he's baaaack!

---------- Forwarded message ----------
From: **Jody Lyle** <jlyledc@gmail.com>
Date: Mon, Sep 30, 2013 at 7:15 PM
Subject: Fink is back
To: sue_waldron@nps.gov, mike_litterst@nps.gov

OMG, I can't believe you were just telling me about this guy this morning. He's made a video that he posted on YouTube encouraging employees to work during the shutdown. It already has 424 views. Someone posted it on diginterp and people don't seem to be taking the bait.

http://www.youtube.com/watch?v=yUmTCEjMQIA

--
Sue Waldron
Assistant Director, Communications
National Park Service
(202) 208-3046
Visit us at www.nps.gov

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

EXPERIENCE YOUR AMERICA

From: Dennis Reidenbach <dennis_reidenbach@nps.gov>
Sent: Monday, September 30, 2013 7:38 PM
To: O'Dell, Margaret
Subject: Re: Warning Warning

Happy Anniversary! Kris and are at 34 years and in some ways it feels like yesterday. You two obviously were teenage bride and groom!

Dennis Reidenbach
NPS Northeast Regional Director
215-597-7013

On Sep 30, 2013, at 6:42 PM, "O'Dell, Margaret" <peggy_o'dell@nps.gov> wrote:

> For you to share with your program managers and superintendents....Below is a message from Pam Haze reminding us all that despite what came from OPM template, no furlough notices should go out until we get a clear sign from DOI. So a clear sign to proceed means Laura Davis will notify all DOI bureaus when it is time to implement shut down procedures.....sorry for confusion between OPM and DOI.
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> Subject: Fwd: Warning Warning
> To: Bruce Sheaffer <bruce_sheaffer@nps.gov>, Raymond Vela <david_vela@nps.gov>, Angela Hargrove <angela_hargrove@nps.gov>, Nancy Wilson <nancy_wilson@nps.gov>, Margaret O'Dell <peggy_o'dell@nps.gov>
>
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Date: September 30, 2013, 6:07:27 PM EDT
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, Denise Flanagan <denise_flanagan@ios.doi.gov>, Diane Wade <dwade@usgs.gov>, Edward Keable <edward.keable@sol.doi.gov>, Edward Simermeyer <sequoyah_simermeyer@ios.doi.gov>, Ellen Bliss <Ellen_S_Bliss@nbc.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan

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From: Maclean, Robert <robert_maclean@nps.gov>
Sent: Monday, September 30, 2013 6:50 PM
To: O'Dell, Margaret
Subject: Re: Warning Warning

36 years...First of all, No Way...and congratulations to you and your husband.

And...thank you for the information and engagement.

Deputy Chief Robert D. MacLean
Commander, Homeland Security Division
United States Park Police
(202) 619-7085 - Office
(202) 205-7983 - Fax
(202) 438-6656 - Nextel
robert_maclean@nps.gov - Email

On Mon, Sep 30, 2013 at 6:42 PM, O'Dell, Margaret <peggy_o'dell@nps.gov> wrote:
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To: Bruce Sheaffer <bruce_sheaffer@nps.gov>, Raymond Vela <david_vela@nps.gov>, Angela Hargrove <angela_hargrove@nps.gov>, Nancy Wilson <nancy_wilson@nps.gov>, Margaret O'Dell <peggy_o'dell@nps.gov>

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Date: September 30, 2013, 6:07:27 PM EDT
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From: Lehnertz, Christine <chris_lehnertz@nps.gov>
Sent: Monday, September 30, 2013 7:44 PM
To: Sue Masica; Laura Joss; Dennis Reidenbach; Steve Whitesell; Michael Reynolds; Stan Austin
Cc: Peggy O'Dell
Subject: RDs' Confidential Phone List

So as to have the information all in one place, here are the personal phone numbers for RDs:

Stan Austin
(c)(b) (6) [redacted]

Laura Joss
(c) (b) (6) [redacted]

Chris Lehnertz
(c) (b) (6) [redacted]

Sue Masica
(c) (b) (6) [redacted]

Dennis Reidenbach
(h) (b) (6) [redacted]

Mike Reynolds
(c) (b) (6) [redacted]
(c) (b) (6) [redacted]

Steve Whitesell
(c) (b) (6) [redacted]

****
"When safety is first, you last."

Chris Lehnertz, Regional Director
National Park Service, Pacific West Region
333 Bush Street, Suite 500
San Francisco, CA 94104-2828
(o) 415-623-2101
(m) 415-652-8811

http://www.facebook.com/pacificwestparks

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Monday, September 30, 2013 4:49 PM
To: Margaret O'Dell
Subject: Fwd: Guidance Concerning Efforts To Plan For A Potential Lapse In Appropriations

Begin forwarded message:

From: "OS, DOI ADVISORY" <doi_advisory@ios.doi.gov>
Date: September 30, 2013, 2:32:56 PM EDT
To: undisclosed-recipients:;
Subject: Guidance Concerning Efforts To Plan For A Potential Lapse In Appropriations

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 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 it if they are called back to work.

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

Agency Services

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

Information Resources

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

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

Shutdown Checklist for Furloughed Employees

- Meet with your supervisor to obtain additional necessary details and guidelines about shutdown procedures.

- Provide information about where your supervisor can reach you in the event the government reopens – home phone, personal cell phone, relative phone, etc.

- Access your email and read your furlough notice and affirm to your supervisor that you have received it. Instructions can be found at http://googl/tN1PRt.

- Change your voicemail message. Suggested language for employee voicemail:

"I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your call upon my return to the office."

- Change and enable your email "out of office" message. Suggested message:

"I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your email upon my return to the office."

- Secure your work documents appropriately so they are not left out in the open.

- Turn off and put away devices, phones, laptops, etc. for safekeeping.

- Throw out any perishable food.

- Remove or store any personal items for safekeeping.

- Complete your time card

- Turn off the lights and lock the door when you leave (presuming there are no other occupants in the office).

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

SEPTEMBER 27, 2013

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

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

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

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

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

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

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

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

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

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

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

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

Exempt employees will continue to record their actual time worked.

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

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

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

From: Laura Davis <laura_davis@ios.doi.gov>
Sent: Tuesday, October 01, 2013 12:08 AM
To: Anne Castle; Mike Connor; Elizabeth Washburn; Suzette M Kimball; Tommy Beaudreau; Tommy Beaudreau; Joseph Pizarchik; Glenda Owens; Walter Cruickshank; neil kornze; Steven Ellis; Brian Salerno; Rachel Jacobson; Jarvis, Jon; Peggy O'Dell; Dan Ashe; Rowan Gould; Sobeck, Eileen; Washburn, Kevin; Mike Black; Jack Haugrud; Edward Keable; Mary Kendall; Stephen Hardgrove; Michele Singer; Mark Davis
Cc: Rhea Suh; Liz Johnson Klein; Ben Milakofsky; Pam Haze; Mary Pletcher; Francis Iacobucci; Nikki Buffa; Blake Androff; Sarah Neimeyer
Subject: Moving forward with shutdown procedures

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

September 30, 2013

M-13-24

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Sylvia M. Burwell
Director

SUBJECT: Update on Status of Operations

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

Appropriations provided under the Consolidated and Further Continuing Appropriations Act, 2013 (P.L. 113-6) expire at 11:59 pm tonight. Unfortunately, we do not have a clear indication that Congress will act in time for the President to sign a Continuing Resolution before the end of the day tomorrow, October 1, 2013. Therefore, agencies should now execute plans for an orderly shutdown due to the absence of appropriations. We urge Congress to act quickly to pass a Continuing Resolution to provide a short-term bridge that ensures sufficient time to pass a budget for the remainder of the fiscal year, and to restore the operation of critical public services and programs that will be impacted by a lapse in appropriations.

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

From: Laura Davis <laura_davis@ios.doi.gov>
Sent: Tuesday, October 01, 2013 5:08 AM
To: Anne Castle; Mike Connor; Elizabeth Washburn; Suzette M Kimball; Tommy Beaudreau; Tommy Beaudreau; Joseph Pizarchik; Glenda Owens; Walter Cruickshank; neil kornze; Steven Ellis; Brian Salerno; Rachel Jacobson; Jarvis, Jon; Peggy O'Dell; Dan Ashe; Rowan Gould; Sobeck, Eileen; Washburn, Kevin; Mike Black; Jack Haugrud; Edward Keable; Mary Kendall; Stephen Hardgrove; Michele Singer; Mark Davis
Cc: Rhea Suh; Liz Johnson Klein; Ben Milakofsky; Pam Haze; Mary Pletcher; Francis Iacobucci; Nikki Buffa; Blake Androff; Sarah Neimeyer
Subject: Re: Moving forward with shutdown procedures

Good morning,
Resending to make sure you all saw that we are to be commencing shutdown procedures. Good luck this morning.
Laura

Sent from my iPhone

On Oct 1, 2013, at 12:07 AM, Laura Davis <laura_davis@ios.doi.gov> wrote:

> Good evening everyone,
> We have been asked to commence our shutdown procedures. For most of you, this practically means that activity starts first thing Tuesday morning. I paste below the directive from OMB Director Burwell. Thanks for all you are doing to make this go smoothly and let us know if we can help with anything before we gather again at 2 tomorrow.
> Laura
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> September 30, 2013
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> M-13-24
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> Director
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Agencies should continue to closely monitor developments, and OMB will provide further guidance as appropriate. We greatly appreciate your cooperation and the work you and your agencies do on behalf of the American people.

From: Suzanne Waldron <sue_waldron@nps.gov>
Sent: Tuesday, October 01, 2013 7:11 AM
To: Jon Jarvis; Peggy O'Dell; Maureen Foster
Subject: Fwd: Shutdown Has Occurred; Duration Uncertain

Fyi

Sent from my iPhone

Begin forwarded message:

From: Derrick Crandall <dcrandall@funoutdoors.com>
Date: October 1, 2013, 6:13:30 AM EDT
To: "Alex Klein (aklein@gtlc.com)" <aklein@gtlc.com>, "Andrew N. Todd (atodd@xanterra.com)" <atodd@xanterra.com>, "Brad Hill (statue_of_liberty@msn.com)" <statue_of_liberty@msn.com>, "Bruce Fears (Fears-bruce@aramark.com)" <Fears-bruce@aramark.com>, "Carol Metzler (feltyco@mindspring.com)" <feltyco@mindspring.com>, Chris Belland <cbelland@historictours.com>, "Dave Woodside (dwoodside@theacadiacorporation.com)" <dwoodside@theacadiacorporation.com>, Derrick Crandall <dcrandall@funoutdoors.com>, "Dick Buck (B6207@aol.com)" <B6207@aol.com>, "Ed Wimberly (edw@lakeroosevelt.com)" <edw@lakeroosevelt.com>, "George Campsen, Jr. (Chip) " <chip@spiritlinecruises.com>, Gerry Gabrys <ggabrys@guestservices.com>, "Jim Houser (Jhouser@dncinc.com)" <Jhouser@dncinc.com>, jim McCaleb <jmccaleb@xanterra.com>, "John Rutter (jrutter@gtlc.com)" <jrutter@gtlc.com>, "John Schoppman (rdelgado@foreverresorts.com)" <rdelgado@foreverresorts.com>, "Joseph K. Fassler (jfassler@viad.com)" <jfassler@viad.com>, "Kevin T. Kelly (kkelly@dncinc.com)" <kkelly@dncinc.com>, "Pam Pitts (pkpitts@calparksco.com)" <pkpitts@calparksco.com>, "Rex Maughan (delkins@foreverliving.com)" <delkins@foreverliving.com>, "Rick Abramson (Rabramso@dncinc.com)" <Rabramso@dncinc.com>, Terry MacRae <tmacrae@hornblower.com>
Cc: "Lena McDowall (Lena_McDowall@nps.gov)" <Lena_McDowall@nps.gov>, "Ben Erichsen (John_Erichsen@nps.gov)" <John_Erichsen@nps.gov>, "Sue Waldron (Sue_Waldron@nps.gov)" <Sue_Waldron@nps.gov>, "Bill Butts (bbutts@foreverresorts.com)" <bbutts@foreverresorts.com>, "Bob Shaw (rshaw@hornblower.com)" <rshaw@hornblower.com>, "Cadrette, Ron" <RCadrette@glacierparkinc.com>, "Carol Hill (carolhill@yankeefleet.com)" <carolhill@yankeefleet.com>, Catherine Ahern <cahern@funoutdoors.com>, "Dan Jensen (djensen@dncinc.com)" <djensen@dncinc.com>, Tom Georgevits <tgeorgevits@funoutdoors.com>, "Gordon Taylor (gtaylor@xanterra.com)" <gtaylor@xanterra.com>, "Jeff Marquis (jmarquis@guestservices.com)" <jmarquis@guestservices.com>, "Jimrlyons@aol.com" <Jimrlyons@aol.com>, "Julie Hanson Gackenbach (Julie.gackenbach@confrerestrategies.com)" <Julie.gackenbach@confrerestrategies.com>, "Kris Rohr (rohrk@guestservices.com)" <rohrk@guestservices.com>, "Max T. Felty" <max@gburgtours.com>, "Navaz Ghaswala (NGhaswala@foreverliving.com)" <NGhaswala@foreverliving.com>, "Rick Wayland (waylandr@guestservices.com)" <waylandr@guestservices.com>, Terry Strickland <terry@yankeefreedom.com>
Subject: Shutdown Has Occurred; Duration Uncertain

I am truly saddened by events which have prompted the closure of our national parks and the consequent closures of all concessions activities. Our national government is experiencing an era where consensus-building and cooperation seem lost arts. Obviously, this now has a direct and adverse impact

on you and your colleagues – and on the many thousands of park visitors you would be serving each day had the shutdown not occurred.

Ben Erichsen, Chief of the Commercial Services Office of NPS, tells me that he has been in contact with a great many concessioners directly. I know that several of you are communicating your frustrations and disappointment to your Members of Congress and to the President. It is ironic that the closure will mean the loss of millions of dollars in federal revenue – lost entrance fees, lost franchisee fees and more. I also recognize that there may be extraordinary efforts mounted to reopen some park units, using state and other manpower as well as additional efforts on the part of concessioners. Hopefully, the shutdown will be of short duration, making most of these efforts moot. I will share any information we receive on these activities.

NPHA offices will be available to assist you. Below my signature, I am affixing the memo sent by NPS Director Jon Jarvis to all NPS employees. I am certain that he would express the same message of empathy about the impact of the shutdown on the lives of NPS employees to you and your team. Although there is general national guidance requiring shutdowns of day use sites to begin today and closedowns of food and lodging by late this week for those currently at your facilities, individual superintendents have significant flexibility and may be able to work with you on unusual situations.

Derrick

Derrick A. Crandall, Counselor
National Park Hospitality Association
1200 G Street, N.W. Suite 650
Washington, D.C. 20005
202-682-9530, F 202-682-9529
www.parkpartners.org

DIRECTOR'S OFFICE

Shutdown Of Federal Government

Director Jarvis issued an all employee memorandum yesterday afternoon entitled "Potential Shutdown of the Federal Government." Now, just short of midnight on Monday, it is evident that the shutdown will actually take place. That memo is therefore being retransmitted in full and appears below.
****
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: Eaton, Robert <robert.eaton@sol.doi.gov>
Sent: Tuesday, October 01, 2013 7:37 AM
To: Jonathan Jarvis; Margaret O'Dell; Bruce Sheaffer; Maureen Foster
Cc: Edward Keable; Barry Roth; Myers, Randolph
Subject: National written closure determination

Hi all,

I'm here and will begin to frame out a national written closure determination that satisfies 36 C.F.R. § 1.5(c). As soon as I have a decent first draft--hopefully before 10:00 a.m.--I'll send it to everyone on this email. Thanks.

Rob

Robert C. Eaton, Assistant Solicitor
Branch of National Parks
Division of Parks and Wildlife
Office of the Solicitor
U.S. Department of the Interior
MS 5312
1849 C Street, NW
Washington, DC 20240
Telephone: (202) 208-7957
Telefax: (202) 208-3877

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From: Jarvis, Jonathan <jon_jarvis@nps.gov>
Sent: Tuesday, October 01, 2013 8:15 AM
To: Eaton, Robert
Cc: Margaret O'Dell; Bruce Sheaffer; Maureen Foster; Edward Keable; Barry Roth; Myers, Randolph
Subject: Re: National written closure determination

We will also need support on refusals of state take-overs of our parks during shutdown.

On Tue, Oct 1, 2013 at 7:37 AM, Eaton, Robert <robert.eaton@sol.doi.gov> wrote:
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--
Jonathan B. Jarvis
Director, NPS

From: Bruce Sheaffer <bruce_sheaffer@nps.gov>
Sent: Tuesday, October 01, 2013 8:38 AM
To: Jarvis, Jonathan
Cc: Eaton, Robert; Margaret O'Dell; Maureen Foster; Edward Keable; Barry Roth; Myers, Randolph
Subject: Re: National written closure determination

This is a policy and legal issue

Sent from my iPhone

On Oct 1, 2013, at 8:15 AM, "Jarvis, Jonathan" <jon_jarvis@nps.gov> wrote:

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> On Tue, Oct 1, 2013 at 7:37 AM, Eaton, Robert <robert.eaton@sol.doi.gov> wrote:
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--
Jonathan B. Jarvis
Director, NPS

From: Reidenbach, Dennis <dennis_reidenbach@nps.gov>
Sent: Tuesday, October 01, 2013 8:42 AM
To: Claire Rozdilski
Cc: Peggy O'Dell
Subject: Fwd: Scanned from a Xerox multifunction device
Attachments: Scanned from a Xerox multifunction device001.pdf

Claire,

Here is my signed notice.

Dennis

---------- Forwarded message ----------
From: <colorqube9302@nps.gov>
Date: Tue, Oct 1, 2013 at 8:56 AM
Subject: Scanned from a Xerox multifunction device
To: "Dennis_Reidenbach@nps.gov" <Dennis_Reidenbach@nps.gov>

Please open the attached document. It was scanned and sent to you using a Xerox multifunction device.

Number of Images: 4
Attachment File Type: pdf

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

United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, DC 20240

IN REPLY REFER TO:
A5631 (2700)

October 1, 2013

Memorandum

To: DENNIS REYDENBACH

From: Associate Director, Workforce, Relevancy and Inclusion

Subject: Furlough Decision Notice

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

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

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

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

During the furlough period, you will be in a nonduty, nonpay status, and you may not work at your workplace or other alternative worksite unless and until recalled. You will not be permitted

to work as an unpaid volunteer. Any paid leave (annual, sick, court, etc.) approved for use during the furlough period is canceled. Alternative Work Schedules (AWS) are canceled for all DOI employees subject to this furlough period.

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

(a) If you have completed your probationary or trial period or one year of current continuous employment in the competitive service under other than a temporary appointment, you may appeal this action to the MSPB.

(b) If you are in the excepted service and have veteran's preference, you may appeal to the MSPB if you have completed one year of current continuous service in the same or similar position as the one that you now hold.

(c) If you are in the excepted service but do not have veteran's preference and are not serving a probationary or trial period under an initial appointment pending conversion to the competitive service, you may appeal to the MSPB if you have completed two years of current continuous service in the same or similar position in an Executive agency under other than a temporary appointment that is limited to two years or less.

(d) The SES career appointees adversely affected may also appeal this furlough action to the MSPB.

(e) The Non-Career, Schedule C and Limited Term SES do not have appeal rights to the MSPB.

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

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

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

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

You may seek corrective action before the Office of Special Counsel, www.osc.gov. However, if you do so, your appeal will be limited to whether the Agency took one or more covered

personnel actions against you in retaliation for making protected whistleblowing disclosures. You will be forgoing the right to otherwise challenge this furlough.

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

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

Peggy O'Dell 10.1.13

Deciding Official Date

I acknowledge receipt of this decision.

Dennis R. Rendall 10/1/13

Employee's Signature Date

MSPB Regional and Field Offices

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

From: Roth, Barry <barry.roth@sol.doi.gov>
Sent: Tuesday, October 01, 2013 8:44 AM
To: Bruce Sheaffer
Cc: Jarvis, Jonathan; Eaton, Robert; Margaret O'Dell; Maureen Foster; Edward Keable; Myers, Randolph
Subject: Re: National written closure determination

As usual Bruce is correct that it is a policy decision with legal implications.

As to the document Rob is drafting right now, I recommend that it meet the requirements of 1.5 for a record determination of the closures. It may be delivered to the field via a memo that addresses other issues, but a closure record wouldn't ordinarily address these policy decisions except to say why less restrictive measures were not available. While the record determination is not privileged, it does not have to be publicly posted, it just is the record support for the closure/restriction.

Barry N. Roth
Associate Solicitor
Division of Parks & Wildlife
202-208-4344
Fax: 202-208-3877
Barry.Roth@sol.doi.gov

This email 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 of or agent responsible for delivery of this email to the intended recipient, you are hereby notified that its dissemination, distribution, copying or use of this email is strictly prohibited. If you received this email in error, please notify the sender immediately and destroy all copies.

On Tue, Oct 1, 2013 at 8:37 AM, Bruce Sheaffer <bruce_sheaffer@nps.gov> wrote:
This is a policy and legal issue

Sent from my iPhone

On Oct 1, 2013, at 8:15 AM, "Jarvis, Jonathan" <jon_jarvis@nps.gov> wrote:

> We will also need support on refusals of state take-overs of our parks during shutdown.
>
> On Tue, Oct 1, 2013 at 7:37 AM, Eaton, Robert <robert.eaton@sol.doi.gov> wrote:
> Hi all,

I'm here and will begin to frame out a national written closure determination that satisfies 36 C.F.R. § 1.5(c). As soon as I have a decent first draft--hopefully before 10:00 a.m.--I'll send it to everyone on this email. Thanks.

Rob

Robert C. Eaton, Assistant Solicitor
Branch of National Parks
Division of Parks and Wildlife
Office of the Solicitor
U.S. Department of the Interior
MS 5312
1849 C Street, NW
Washington, DC 20240
Telephone: (202) 208-7957
Telefax: (202) 208-3877

This email is intended solely 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 an employee or agent responsible for the delivery of this email to the intended recipient, you are hereby notified that dissemination, distribution, copying, or use of this email is strictly prohibited. If you received this email in error, please notify the sender immediately and destroy all copies.

--
Jonathan B. Jarvis
Director, NPS

From: ramona_turner@nps.gov on behalf of Reynolds, Michael <michael_reynolds@nps.gov>
Sent: Tuesday, October 01, 2013 9:14 AM
To: O'Dell, Margaret
Subject: Re: Furlough Decision Notice
Attachments: Mike Reynolds Signed Furlough Decision Notice.pdf

Good morning, Peggy,

Attached please find Mike's signed furlough decision notice.

Thank you,
Ramona

On Tue, Oct 1, 2013 at 7:23 AM, O'Dell, Margaret <peggy_o'dell@nps.gov> wrote:
Good morning Mike,

Please see the attached memo and send a signed copy back via email or fax.
The last page is intentionally left blank.

Peggy

--
Michael Reynolds
National Park Service
Regional Director, Midwest
601 Riverfront Dr.
Omaha, NE. 68132
(402) 661 1520
michael_reynolds@nps.gov

United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, DC 20240

IN REPLY REFER TO:
A5631 (2700)

October 1, 2013

Memorandum

To: MICHAEL REYNOLDS

From: Associate Director, Workforce, Relevancy and Inclusion

Subject: Furlough Decision Notice

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to work as an unpaid volunteer. Any paid leave (annual, sick, court, etc.) approved for use during the furlough period is canceled. Alternative Work Schedules (AWS) are canceled for all DOI employees subject to this furlough period.

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

Peggy O'Dell — 10.1.13

Deciding Official — Date

I acknowledge receipt of this decision.

Michael J. Reynolds — 10-1-13

Employee's Signature — Date

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

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

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 it if they are called back to work.

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

Agency Services

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

Information Resources

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

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

Shutdown Checklist for Furloughed Employees

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

  "I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your call upon my return to the office."

- Change and enable your email "out of office" message. Suggested message:

  "I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your email upon my return to the office."

- Secure your work documents appropriately so they are not left out in the open.
- Turn off and put away devices, phones, laptops, etc. for safekeeping.
- Throw out any perishable food.
- Remove or store any personal items for safekeeping.
- Complete your time card.
- Turn off the lights and lock the door when you leave (presuming there are no other occupants in the office).

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

From: Sheaffer, Bruce <bruce_sheaffer@nps.gov>
Sent: Tuesday, October 01, 2013 9:51 AM
To: Peggy O'Dell; Maureen Foster
Subject: Fwd: shutdown letter
Attachments: NPS Director letter shutdown 10012013.docx

---------- Forwarded message ----------
From: **Sheaffer, Bruce** <bruce_sheaffer@nps.gov>
Date: Tue, Oct 1, 2013 at 9:18 AM
Subject: shutdown letter
To: Jon Jarvis <Jon_Jarvis@nps.gov>

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

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

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. 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. 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. 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.

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; 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. 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.

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.

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.

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.

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.

2. All visitors must leave the park no later than 6pm EDT Thursday, October 3. 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).

3. 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.

4. 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.

5. Access to privately owned boats is permitted, but use for recreational purposes within the park boundary is not allowed.

6. 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.

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 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 periodSeptember 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 it 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 onhttp://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 athttp://googl/tN1PRt.

- Change your voicemail message. Suggested language for employee voicemail:

  "I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your call upon my return to the office."

- Change and enable your email "out of office" message. Suggested message:

  "I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your email upon my return to the office."

- Secure your work documents appropriately so they are not left out in the open.

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

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

SEPTEMBER 27, 2013

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

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

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

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

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

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

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

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

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

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

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

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

Exempt employees will continue to record their actual time worked.

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

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

From: Lehnertz, Christine <chris_lehnertz@nps.gov>
Sent: Friday, September 27, 2013 11:49 AM
To: Joel Hard; Sue Masica; Laura Joss; Michael Reynolds; Stan Austin; Gordon Wissinger; Steve Whitesell; Lisa Mendelson; Dennis Reidenbach; Peggy O'Dell; Bruce Sheaffer
Cc: Sharon Stowe; Claire Rozdilski
Subject: Added Bruce and Peggy to the RDs call in Shutdown

9am PDT/noon EDT

Non-responsive

****

"When safety is first, you last."

Chris Lehnertz, Regional Director
National Park Service, Pacific West Region
333 Bush Street, Suite 500
San Francisco, CA 94104-2828
(o) 415-623-2101
(m) 415-652-8811

http://www.facebook.com/pacificwestparks

From: Compton, Jeffrey <shane_compton@nps.gov>
Sent: Friday, September 27, 2013 11:32 AM
To: Bruce Sheaffer
Cc: Margaret O'Dell
Subject: IR Excepted Employees

As requested,

In the even of a shutdown, Information Resources Directorate has designated the following

2 Excepted Employees - (NOT fulfilling VRP role)
85 Furloughed Employees

All employees have been briefed verbally to inform them if they are excepted or will be furloughed.

Thanks

Shane Compton, Associate Director
Information Resources
National Park Service
(202) 354-1474 (o)
(703) 839-2106 (c)

From: Rozdilski, Claire <claire_rozdilski@nps.gov>
Sent: Friday, September 27, 2013 11:49 AM
To: Margaret O'Dell
Subject: Fwd: Added Bruce and Peggy to the RDs call in Shutdown

Don't know if you knew about this... 12 minutes till this call...

---------- Forwarded message ----------
From: **Lehnertz, Christine** <chris_lehnertz@nps.gov>
Date: Fri, Sep 27, 2013 at 11:48 AM
Subject: Added Bruce and Peggy to the RDs call in Shutdown
To: Joel Hard <joel_hard@nps.gov>, Sue Masica <Sue_Masica@nps.gov>, Laura Joss <laura_joss@nps.gov>, Michael Reynolds <michael_reynolds@nps.gov>, Stan Austin <stan_austin@nps.gov>, Gordon Wissinger <Gordon_Wissinger@nps.gov>, Steve Whitesell <Steve_Whitesell@nps.gov>, Lisa Mendelson <lisa_mendelson-ielmini@nps.gov>, Dennis Reidenbach <Dennis_Reidenbach@nps.gov>, Peggy O'Dell <Peggy_O'Dell@nps.gov>, Bruce Sheaffer <Bruce_Sheaffer@nps.gov>
Cc: Sharon Stowe <sharon_stowe@nps.gov>, Claire Rozdilski <claire_rozdilski@nps.gov>

9am PDT/noon EDT

Non-responsive

[redacted]

****
"When safety is first, you last."

Chris Lehnertz, Regional Director
National Park Service, Pacific West Region
333 Bush Street, Suite 500
San Francisco, CA 94104-2828
(o) 415-623-2101
(m) 415-652-8811

http://www.facebook.com/pacificwestparks

--
Claire C. Rozdilski
National Park Service
Staff Assistant to the Deputy Director, Operations
1849 C Street NW
Washington, DC 20240

202-208-3818(Office)
202-306-4023 (Cell)
202-208-7889 (Fax)

From: Neubacher, Patricia <patty_neubacher@nps.gov>
Sent: Friday, September 27, 2013 2:35 PM
To: Margaret O'Dell; Tobin Tracey
Cc: NPS PWR Directorate; Bruce Sheaffer; Scott Wanek; Craig Dalby
Subject: PWRO Closure Contacts
Attachments: FY14 Closure contacts.docx

Peggy: Per your request, attached please find the information on PWRO contacts for the potential closure. Please let us know if you need any additional information.

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

FY14 Closure
PWRO Points of Contact
Excepted Employees

Patty Neubacher Deputy Regional Director	Office: Cell #1: Cell #2: Home:	(415) 623-2105 (510) 604-9998 (415) 609-0910 (b) (6) [redacted]
Scott Wanek Regional Chief Ranger	Office: Cell:	(415) 623-2180 (b) (6), (b) (7)(C) [redacted]
Craig Dalby Acting Chief of Communications	Office: Cell:	(206) 220-4261 (206) 617-0659

In addition, we were informed by WASO that all USPHS Commissioned Officers were to be designated as "Excepted." For PWRO that information is:

Craig Ungerecht	Office:	(415) 623-2271
Steven Bosiljevac	Office: Cell: Home:	(415) 623-2272 (510) 846-9283 (b) (6) [redacted]
John Heffel	Office: Cell: Home:	(206) 220-4270 (425) 923-3071 (b) (6) [redacted]

For the transition thru Phase II, the following employees will be involved with closure activities:

- Cynthia Ip, Regional Comptroller
- Jamie Sherrill, Acting Regional Contracting Chief
- Trystan Stern, Regional Chief, Concessions
- David Quitevis, Acting Chief, Information Technology
- Sherri Schilling, Chief, Workforce Management

From: Trap, Patricia <patricia_trap@nps.gov>
Sent: Friday, September 27, 2013 2:44 PM
To: Margaret O'Dell; Tobin Tracey
Cc: Michael Reynolds
Subject: MWRO Excepted Employee List

MWRO	Patricia Trap	Management/Communications	DRD	402-661-1520	40
MWRO	Captain Greg Monahan	Law Enforcement	Acting MWRO Chief Ranger	402-661-1710	40
MWRO	George Sievers	Contracting Assistance	Acting Chief Contracting	402-661-1680	

Patty

Patricia S. Trap
Deputy Regional Director
Midwest Region
p: 402-661-1520
c: 402-637-2414

From: Lehnertz, Christine <chris_lehnertz@nps.gov>
Sent: Friday, September 27, 2013 2:52 PM
To: Peggy O'Dell; Bruce Sheaffer
Cc: Joel Hard; Sue Masica; Laura Joss; Michael Reynolds; Stan Austin; Gordon Wissinger; Steve Whitesell; Lisa Mendelson; Dennis Reidenbach; Patty Neubacher
Subject: RDs Discussion on LIA

Hi Peggy and Bruce,

On this morning's RD call, we discussed consistency of excepted personnel for two specific areas:

(1) Regional office staffing levels: each regional office will identify three core staff to manage the LIA. We agreed that the three person team should include (a) a designated team leader at the DRD level; (b) an individual to address law enforcement and protection issues at either the ARD or Regional Chief Ranger level; and (c) a third person to be determined depending on the regional needs. The third person should be below the RD level, and preferably below the DRD level; for most regions this is either communications, IT or operations related. There may also be others held in reserve for limited exceptions as we move through the phases of shutdown.

(2) At the park level, we agreed that superintendents or deputy superintendents may be excepted personnel on a case-by-case basis. Particularly in remote and small locations where the superintendent performs a wide range of functions, and would be the most capable individual for local communications and coordination. Overall, there are few superintendents who have been identified as excepted, but there are some parks where this is the best strategy.

Also, we have scheduled a follow-up call for Monday, September 30 at 2:00pm EDT and will send out a calendar invitation shortly. We would

like to have you both join us, and would also appreciate it if Lena McDowall, David Vela, and Cam Sholly could join us. Of course, all ADs would be welcome. Non-responsive

thanks

Chris

****

"When safety is first, you last."

Chris Lehnertz, Regional Director
National Park Service, Pacific West Region
333 Bush Street, Suite 500
San Francisco, CA 94104-2828
(o) 415-623-2101
(m) 415-652-8811

http://www.facebook.com/pacificwestparks

From: Edward Boling <ted.boling@sol.doi.gov>
Sent: Tuesday, October 01, 2013 11:46 AM
To: Eaton, Robert
Cc: Jonathan Jarvis; Margaret O'Dell; Bruce Sheaffer; Maureen Foster; Suzanne Waldron; Kevin Haugrud; Edward Keable; Barry Roth; Myers, Randolph; Kim Fondren
Subject: Re: Revised national closure determination and notice

Thanks Rob. Maureen or someone in NPS, please print it on letterhead for Jon's signature

Sent from my iPhone

On Oct 1, 2013, at 11:33 AM, "Eaton, Robert" <robert.eaton@sol.doi.gov> wrote:

> Hi all,
>
> Please see attached. I tried to capture all of the changes we discussed and agreed on.
>
> Rob

Robert C. Eaton, Assistant Solicitor
Branch of National Parks
Division of Parks and Wildlife
Office of the Solicitor
U.S. Department of the Interior
MS 5312
1849 C Street, NW
Washington, DC 20240
Telephone: (202) 208-7957
Telefax: (202) 208-3877

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<National Closure Determination and Notice (10-01-13, revised).docx>

From: Robert Maclean <robert_maclean@nps.gov>
Sent: Tuesday, October 01, 2013 11:51 AM
To: Peggy_O'Dell@nps.gov; cam_sholly@nps.gov; lisa_mendelson-ielmini@nps.gov; bob_vogel@nps.gov
Cc: Teresa_Chambers@nps.gov; Pamela_Blyth@nps.gov; Jeanne_O'Toole@nps.gov; Victor_Chapman@nps.gov
Subject: Fw:

From: Paschel, Christopher [mailto:christopher_paschel@nps.gov]
Sent: Tuesday, October 01, 2013 08:46 AM
To: Paul Brooks <Paul_Brooks@nps.gov>; Rob Maclean <Robert_MacLean@nps.gov>
Subject:

http://blog.gulflive.com/mississippi-press-news/2013/10/honor_flight_vets_arrive_at_wo.html

--
Christopher Paschel
Branch Director, Intelligence and Counterterrorism
United States Park Police

Office: (202) 610-8762
BB: (b) (6), (b) (7)(C)

WARNING: THIS CORRESPONDENCE SHOULD BE TREATED AS LAW ENFORCEMENT SENSITIVE (LES) AND IS "FOR OFFICIAL USE ONLY" (FOUO). LES INFORMATION SHOULD NOT BE FURNISHED OUTSIDE THE U.S. GOVERNMENT OR PUBLIC SAFETY. THE INFORMATION CONTAINED WITHIN MAY BE EXEMPT, UNDER 5 U.S.C552(b)(7).

From: Foster, Maureen <maureen_foster@nps.gov>
Sent: Tuesday, October 01, 2013 12:10 PM
To: Jon Jarvis; Peggy O'Dell; Sue Waldron; Cam Sholly; Edward Boling
Subject: Fwd: revised closure doc
Attachments: National Closure Determination and Notice (10-01-13, revised) v2.docx

The latest with Bruce's edits.

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: **Sheaffer, Bruce** <bruce_sheaffer@nps.gov>
Date: Tue, Oct 1, 2013 at 12:07 PM
Subject: revised closure doc
To: Robert Eaton <robert.eaton@sol.doi.gov>, Maureen Foster <Maureen_Foster@nps.gov>, Lena McDowall <Lena_McDowall@nps.gov>

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

[NPS letterhead.]

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 Jarvis Director, National Park Service	Date

From: Eaton, Robert <robert.eaton@sol.doi.gov>
Sent: Tuesday, October 01, 2013 10:16 AM
To: Jonathan Jarvis; Margaret O'Dell; Bruce Sheaffer; Maureen Foster
Cc: Edward Boling; Barry Roth; Myers, Randolph; Edward Keable; Kevin Haugrud
Subject: Draft national closure determination and notice
Attachments: National Closure Determination and Notice (10-01-13).docx

Please see attached.

Robert C. Eaton, Assistant Solicitor
Branch of National Parks
Division of Parks and Wildlife
Office of the Solicitor
U.S. Department of the Interior
MS 5312
1849 C Street, NW
Washington, DC 20240
Telephone: (202) 208-7957
Telefax: (202) 208-3877

This email is intended solely 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 an employee or agent responsible for the delivery of this email to the intended recipient, you are hereby notified that dissemination, distribution, copying, or use of this email is strictly prohibited. If you received this email in error, please notify the sender immediately and destroy all copies.

[Put on NPS letterhead.]

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. [Alternative opening sentence: "Acting pursuant to 36 C.F.R. § 1.5, I, Jonathan Jarvis, Director of the National Park Service, hereby announce that, 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, less restrictive measures will not suffice. 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. Subject to paragraph 5 below, members of the public who are currently visiting units of the National Park System must vacate those parks within 48 hours after the effective date and time of this determination.

3. Subject to paragraph 5 below, National Park Service concessioners must suspend their in-park operations within 48 hours after the effective date and time of this determination.

4. Subject to paragraph 5 below, holders of National Park Service commercial use authorizations must immediately cease their in-park operations.

5. 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.

6. 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.

7. 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.

8. 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 9 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.

9. Because of their long history of hosting First Amendment activities and events, because of their expansive outdoor grounds, and because of their location in the hearts of major metropolitan areas, this closure determination and notice does not apply to 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. However, the superintendents of those parks may close specific areas of the parks in accordance with 36 C.F.R. § 1.5.

10. 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.

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

Please direct any questions to [Cam Sholley?] of my staff at [insert telephone number here.].

_____ _____

Jonathan Jarvis
Director, National Park Service

Date

From: Foster, Maureen <maureen_foster@nps.gov>
Sent: Tuesday, October 01, 2013 12:22 PM
To: Sue Waldron; Peggy O'Dell
Subject: Fwd: letter final, missing one attachment
Attachments: NPS Director letter shutdown FINAL.docx; NPS Shutdown sign FINAL 9.27.13 (2).pdf; NPS Shutdown Guidance Signage FINAL 9.27.13 (2).docx

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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: **Sheaffer, Bruce** <bruce_sheaffer@nps.gov>
Date: Tue, Oct 1, 2013 at 12:20 PM
Subject: letter final, missing one attachment
To: Jon Jarvis <Jon_Jarvis@nps.gov>, Maureen Foster <Maureen_Foster@nps.gov>, Robert Eaton <robert.eaton@sol.doi.gov>
Cc: Beverly Stephens <grace_stephens@nps.gov>

Here is the letter with Jon's edits -we need to attach to the email transmission three items: Sue's closure template and guidance (attached here) and the legal record of determination. Rob Eaton and Maureen Foster are reviewing the amended legal document now.

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

October 1, 2013

To: Directorate, HFC & DSC Managers
From: Director
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 others will remain in Washington 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 by federal appropriations to achieve this responsibility. Therefore 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 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 periodSeptember 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 it 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 onhttp://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 athttp://googl/tN1PRt.

- Change your voicemail message. Suggested language for employee voicemail:

  "I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your call upon my return to the office."

- Change and enable your email "out of office" message. Suggested message:

  "I am out of the office for the duration of the government shutdown. I will not be checking messages, but will return your email upon my return to the office."

- Secure your work documents appropriately so they are not left out in the open.

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

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

SEPTEMBER 27, 2013

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

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

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

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

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

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

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

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

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

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

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

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

Exempt employees will continue to record their actual time worked.

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

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

National Park Service
U.S. Department of the Interior

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

Internal use only – not for distribution

National Park Service

Shutdown Guidance: Signage

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

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

Source: WASO Communications

Updated September 27, 2013

From: Boling, Edward <ted.boling@sol.doi.gov>
Sent: Tuesday, October 01, 2013 12:25 PM
To: Foster, Maureen
Cc: Jon Jarvis; Peggy O'Dell; Sue Waldron; Cam Sholly; Robert Eaton; Barry Roth
Subject: Re: revised closure doc

SOL clears.

Ted Boling
Deputy Solicitor -- Parks & Wildlife
U.S Department of the Interior
1849 C Street NW
Washington, DC 20240
202-208-4423 (main)
202-208-3125 (direct)
202-208-5584 (fax)
Ted.Boling@sol.doi.gov

On Tue, Oct 1, 2013 at 12:10 PM, Foster, Maureen <maureen_foster@nps.gov> wrote:
The latest with Bruce's edits.

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: **Sheaffer, Bruce** <bruce_sheaffer@nps.gov>
Date: Tue, Oct 1, 2013 at 12:07 PM
Subject: revised closure doc
To: Robert Eaton <robert.eaton@sol.doi.gov>, Maureen Foster <Maureen_Foster@nps.gov>, Lena McDowall <Lena_McDowall@nps.gov>

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

From: Sholly, Cam <cam_sholly@nps.gov>
Sent: Tuesday, October 01, 2013 12:40 PM
To: Raymond Vela
Cc: Margaret O'Dell; Bruce Sheaffer; Maureen Foster
Subject: Fwd: FS unemployment info
Attachments: Encl_1_(AppealRights).docx; Encl_3_(ImpactOnBenefits).docx; SF-8 _(Unemployment_Claim).pdf; Unemployment_Info_State_Contacts .docx

David,

This came from USFS - of special note is the coding they provided their employees for unemployment. Do we have anything similar in DOI to give out? I know you said it varied from state to state, but it seems like where it was possible, employees would need the information.

Cameron Sholly
Associate Director
Visitor and Resource Protection
National Park Service
(202) 565-1020-w
(202) 501-1287-f

---------- Forwarded message ----------
From: **Rowe, Louis** <louis_rowe@nps.gov>
Date: Tue, Oct 1, 2013 at 12:36 PM
Subject: Fwd: FS unemployment info
To: Cam Sholly <cam_sholly@nps.gov>

Cam:
This was what USDA FS sent out to their employees. Can you check with Dave Vela to see if there is something similar for our folks?

---------- Forwarded message ----------
From: **Devine, Tim** <tim_devine@nps.gov>
Date: Tue, Oct 1, 2013 at 12:29 PM
Subject: FS unemployment info
To: Louis Rowe <louis_rowe@nps.gov>
Cc: Sonya Rowe <sonya_rowe@nps.gov>

Louis:
Here are the unemployment forms that the FS employees here at Carhart got...

--*Tim*

Tim Devine, Branch Chief, Training and Development
National Park Service - Wilderness Stewardship Division
Arthur Carhart National Wilderness Training Center
32 Campus Drive #3168, Missoula, MT 59812-3168
Phone: 406-243-4612
Email: tim_devine@nps.gov

--
Louis Rowe
Deputy Associate Director
Visitor and Resource Protection
National Park Service
Office 202 513-7080
Cell 703 994-5816

USDA FOREST SERVICE EMPLOYEE APPEAL RIGHTS

Employees who have completed a probationary or trial period or one year of current continuous employment in the competitive service under other than a temporary appointment may appeal this furlough action to the Merit Systems Protection Board (MSPB).

Employees in excepted service appointments who have veterans preference may appeal to the MSPB if they have completed one year of current continuous service in the same or similar positions as the one they now hold.

Employees in excepted service appointments who do not have veterans preference and who are not serving a probationary or trial period under an initial appointment pending conversion to the competitive service may appeal this furlough action to the MSPB if they have completed two years of current continuous service in the same or similar positions under other than a temporary appointment limited to two years or less.

SES career appointees adversely affected may also appeal.

Employees have a right to representation in this matter and may be represented by an attorney or other person of their choosing.

If you wish to appeal this action to the Merit Systems Protection Board, you must file the appeal within 30 calendar days after the effective date of your furlough. You can obtain an MSPB form 185 (MSPB Appeal Form) and instruction for filing at the MSPB Website www.mspb.gov. You may either file online at https://e-appeal.mspb.gov/ or contact your regional MSPB office as indicated below in the Regional MSPB Office enclosure.

If you wish to file an appeal, notify your agency contact to obtain a copy of the MSPB regulations and appeal form and the address of the MSPB Regional Office having jurisdiction.

Bargaining unit employees may grieve this action in accordance with their bargaining agreements, or they may appeal to MSPB in accordance with the procedures outlined above, but not both. To obtain information on filing a grievance under the negotiated grievance procedure, contact your local union representative.

USDA FOREST SERVICE - SYNOPSIS OF EFFECT ON BENEFITS

Health Insurance: The employee's FEHB coverage will continue uninterrupted. During the furlough, a debt for the employee portion of the premiums will be incurred. The Federal Employees Health Benefits Program (FEHB) coverage continues with the current coverage. Enrollment changes due to a Qualifying Life Event that are not processed prior to the furlough do not take effect until the pay period after the employee returns to a pay status.

Life Insurance Coverage: FEGLI coverage will continue uninterrupted for up to 12 months in nonpay status. An employee is NOT required to pay the employee share of premiums and will NOT incur a debt.

Dental and Vision Coverage: Payroll deductions will cease for an employee not receiving pay for an entire pay period. Coverage will continue so long as the premiums are paid. Employees enrolled in the FEDVIP who are furloughed for two consecutive pay periods will be billed directly for their premiums, and they must pay this bill. If they do not pay by the due date specified on the bill, their coverage will be terminated and they must wait until the next open season to enroll. Employees cannot elect to cancel coverage and reenroll upon return to duty. *Note: Payments made through direct bill are not eligible for "pre-tax" savings.*

Flexible Spending Account: Deductions will cease for employees enrolled in FSAFEDS when furloughed for an entire pay period. The remaining elected contribution for the calendar year must be recalculated over the remaining pay periods to equal the amount elected by the participant. Eligible health care claims incurred during the non-pay status will not be reimbursed until the employee returns to a pay status.

Long Term Care Coverage: Payroll deductions will cease for an employee not receiving pay for an entire pay period. Coverage will continue so long as the premiums are paid. Employees enrolled in LTC who are furloughed for three consecutive pay periods will be billed directly. The employee will receive a bill at their home address for their premiums, and they must pay this bill to ensure continued coverage.

Retirement Coverage: Service credit for retirement, reduction in force, and leave accrual continues for up to a maximum of 6 calendar months of nonpay time per calendar year. An employee is NOT required to make any deposit into the retirement system to receive credit for this period of nonpay status. There is no effect to the high-3 average pay unless the furlough causes the employee to be in a nonpay status for more than a total of 6 months in the calendar year. If a furlough happens to extend the employees nonpay period beyond 6 months for the calendar year, any service in excess of 6 months is not creditable for leave or retirement purposes, and the employee's service computation dates must be updated.

Thrift Savings Plan: TSP deductions are withheld from an employee's earned pay. If there is no pay for an entire pay period, no TSP deductions can be withheld and FERS employees will not receive the agency automatic 1% or matching contributions. If the furlough period is not for an entire pay period, but perhaps for several days in a pay period, the TSP contributions elected as a percentage of pay will be reduced in relation to the reduction in pay. TSP contributions elected as dollar amount will not automatically decrease with a reduction in pay. Employees who had set up deductions to reach the maximum contribution for the calendar year may need to adjust their withholdings for the remainder of the year in order to reach the maximum contribution limits. For more information: https://www.tsp.gov/PDF/formspubs/oc13-7.pdf

TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE

This form has been given to you because (1) you have been separated from your job, or (2) you were placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

Unemployment insurance (UI) for Federal workers. When unemployed, Federal workers may be entitled to UI benefits similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to FILE A CLAIM, go to the nearest LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE of the STATE EMPLOYMENT SECURITY AGENCY to register for work and file your claim for UI. Your ELIGIBILITY for UI CANNOT be determined until AFTER you file a claim. DO NOT DELAY filing a UI claim; if you wait, your unemployment benefits may be reduced or you may not qualify for any benefits.

To help EXPEDITE your claim, take THIS FORM with you, your SOCIAL SECURITY ACCOUNT NUMBER CARD, the OFFICIAL NOTICE of your most recent SEPARATION or of your present NONPAY status (Standard Form 50 if available), EARNINGS and LEAVE statements, or similar documents that indicate you were emloyed by a Federal agency.

FEDERAL AGENCY will insert in the box:
1st line - Parent Federal Agency Name and 3 digit code number
2nd line - Major Component (if any)
3rd and 4th line - complete address to which all forms pertaining to a claim should be sent (ES-931, 931A, 934, 936, and notices of appeal, hearings, and determinations)

3 Digit Identification FEDERAL AGENCY CODE NO. 445

Department of Agriculture

C/O TALX UC Express

P.O. Box 66945

St. Louis, MO 63166

To be completed by the *Federal Agency:*

Contact Name/Office

ASC - Human Capital Mgmt

Telephone No. *(include area code)*

(877) 372-7248 Opt 2

KEEP THIS FORM and **TAKE IT WITH YOU** if you file a UCFE/UI claim for unemployed Federal workers provided by Federal law (U.S. CODE, Title 5, Chapter 85). For more information about UCFE/UI, read the REVERSE SIDE of this form.

NSN 7540-00-634-3964

STANDARD FORM 8 (Rev. 6-87)
Prescribed by Dept. of Labor
20 CFR 609

UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

UNEMPLOYMENT INSURANCE (UI) FOR FEDERAL WORKERS

TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

GENERAL INFORMATION:

1. WHO WILL PAY UNEMPLOYMENT BENEFITS?

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment insurance (UI) law. The amount of your regular weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you had your last Official Duty Station. This Duty Station will be printed on your final "Notification of Personnel Action", SF-50. If you have received all the regular benefits for which you are eligible, you may, under certain circumstances, became eligible for additional weeks of extended benefits; check with a State local office official. If your last duty station was outside the United States, you will not be eligible until you return to the United States, including the District of Columbia, Puerto Rico, and Virgin Islands. Your benefit rights will then be determined under the law of your State of residence.

UCFE/UI for unemployed Federal workers is paid from U.S. Government funds. No deductions were taken from your pay to finance these benefits.

2. UNDER WHAT CONDITIONS WILL I BE ELIGIBLE?

All State UI laws require that:
a. You must be unemployed, able to work, and available for suitable work; (In some cases, you may be eligible if you are employed less than full time);
b. You must register for work and file a claim at a local public employment service/UI claim office;
c. You must continue to report to the office as directed; and
d. You must have had a certain amount of employment/wages within a base period of 1 year specified in the State law and have been separated through no fault of your own.

All State UI laws will deny you benefits for such reasons as:

a. Quitting your job voluntarily without good cause or being discharged for misconduct connected with work; or
b. Refusing an offer of a suitable job without good cause.

Some State UI laws deny or reduce UI benefits for certain types of payments you may receive (retirement, severance, and/or lump-sum amount for unused, accrued annual leave).

3. DO I HAVE THE RIGHT OF APPEAL?

Yes. If a determination is made denying you benefits, you have the right to appeal as provided in the applicable State law.

4. ARE THERE ANY PENALTIES?

Yes. If you willfully make a false (fraudulent) claim, you may be fined, imprisoned, or both. If you make a mistake in giving information when you file your claim, notify the local UI claim office as soon as you discover the mistake: prompt notification may avoid a penalty.

(The above statements are issued for general information; they do not have the effect of law, regulation, or ruling).

IF YOU BECOME REEMPLOYED and have been collection UCFE/UI benefit payments, it is your RESPONSIBILITY to notify the local office, in writing, to discontinue paying benefits now that you are employed. Failure to do so may result in a *penalty such as a fine, imprisonment, or both.*

00050677 NPS-20240-000015 (0207) Page 2 of 2

Unemployment Information and Contacts for State Unemployment Offices

Employees may be eligible for unemployment benefits while on furlough. Unemployment benefits are administered by each state's Unemployment Insurance Agency, and the eligibility criteria may vary from state to state. Employees should contact their local unemployment office or the State's main office. State and local unemployment offices can be found at https://www.servicelocator.org/OWSLinks.asp, and a contact list for each state is attached (Enclosure 1). Additional information on unemployment compensation can be found at:

- Department of Labor: http://www.workforcesecurity.doleta.gov/unemploy/unemcomp.asp

A Standard Form (SF) 8, Notice to Federal Employee about Unemployment Insurance, is included, which you will need to file an unemployment claim.

State	Address	Telephone / Website
Alabama	Department of Industrial Relations 649 Monroe Street Montgomery, AL 36131-0099	(334) 242-8830 www.dir.alabama.gov
Alaska	Employment Security Tax Dept of Labor and Workforce Development PO Box 115509 Juneau, AK 99811-5509	(888) 448-3527 www.labor.state.ak.us/estax/
Arizona	Unemployment Tax - 911B Department of Economic Security PO Box 6028 Phoenix, AZ 85005-6028	(602) 771-6601 www.azdes.gov/esa/uitax/uithome.asp
Arkansas	Department of Workforce Services PO Box 2981 Little Rock, AK 72203-2981	(501) 682-3798 www.arkansas.gov/esd/Employers/
California	Account Services Group, MIC-90 Employment Development Department PO Box 942880 Sacramento, CA 94280	(888) 745-3886 www.edd.ca.gov
Colorado	Unemployment Insurance Operations Department of Labor and Employment PO Box 8789 Denver, CO 80201-8789	(800) 480-8299 www.colorado.gov/CDLE
Connecticut	Connecticut Department of Labor 200 Folly Brook Blvd Wethersfield, CT 61091-1114	(860) 263-6550 www.ctdol.state.ct.us
Delaware	Division of Unemployment Insurance Department of Labor PO Box 9950 Wilmington, DE 19809-0950	(302) 761-8484 www.delawareworks.com
District of	Department of Employment Services	(202) 698-7550

Unemployment Information and Contacts for State Unemployment Offices

Columbia	Office of Unemployment Compensation Tax Division 609 H Street NE, 3rd floor Washington, DC 20001-4347	www.dcnetworks.org
Florida	Unemployment Compensation Services Agency for Workforce Innovation 107 E. Madison St. MSC 229 Tallahassee, FL 32399-0180	(800) 482-8293 dor.myflorida.com/dor/uc
Georgia	Department of Labor 148 Andrew Young Inter Blvd, Suite 800 Atlanta, GA 30303-1732	(404) 232-3301 www.dol.state.ga.us
Hawaii	Department of Labor and Industrial Relations 830 Punchbowl Street, Room 437 Honolulu, HI 96813-5096	(808) 586-8913 www.hawaii.gov/labor
Idaho	Department of Labor 317 W Main Street Boise, ID 83735-0002	(800) 448-2977 www.labor.state.id.us
Illinois	Department of Employment Security 33 South State St Chicago, IL 60603	(800) 247-4984 www.ides.state.il.us
Indiana	Department of Workforce Development 10 North Senate Ave Room SE 106 Indianapolis, IN 46204-2277	(317) 232-7436 www.in.gov/dwd
Iowa	Workforce Development 1000 East Grand Avenue Des Moines, IA 50319-0209	(515) 281-5339 www.iowaworkforce.org/ui
Kansas	Department of Labor 401 SW Topeka Blvd Topeka, KS 66603-3182	(785) 296-5027 www.dol.ks.gov
Kentucky	Department for Employment Services P. O. Box 948 Frankfort, KY 40602-0948	(502) 564-2272 www.oet.ky.gov
Louisiana	Louisiana Workforce Commission PO Box 94094 Baton Rouge, LA 70804	(225) 342-2944 www.laworks.net/homepage.asp
Maine	Department of Labor PO Box 259 Augusta, ME 04332-0259	(207) 621-5120 www.state.me.us/labor
Maryland	Department of Labor, Licensing, & Regulation 1100 North Eutaw St,	(800) 492-5524 www.dllr.state.md.usemployment/unemployment.shtml

	Room 414 Baltimore, MD 21201-2201	
Massachusetts	Division of Employment and Training 19 Staniford Street Boston, MA 02114-2589	(617) 626-5050 www.detma.org
Michigan	Department of Labor & Economic Growth 3024 W Grand Blvd Detroit, MI 48202-6024	(313) 456-2180 www.michigan.gov/uia
Minnesota	Department of Employment & Economic Development 332 Minnesota Street, Suite E200 St. Paul, MN 55101-1351	(651) 296-6141 www.uimn.org/tax
Mississippi	Department of Employment Security PO Box 1699 Jackson, MS	(866) 806-0272 www.mdes.ms.gov
Missouri	Division of Employment Security PO Box 59 Jefferson City, MO 65104-0059	(573) 751-3340 www.labor.mo.gov
Montana	Unemployment Insurance Division PO Box 6339 Helena, MT 59604-6339	(406) 444-3834 www.uid.dli.mt.gov
Nebraska	Department of Labor Box 94600 State House Station Lincoln, NE 68509-4600	(402) 471-9940 www.dol.nebraska.gov
Nevada	Department of Employment Training and Rehabilitation 500 East Third Street Carson City, NV 89713-0030	(775) 684-6300 https://uitax.nvdetr.org
New Hampshire	Department of Employment Security 32 South Main Street Concord, NH 03301-4857	(603) 228-4033 www.nhes.state.nh.us
New Jersey	Department of Labor & Workforce Development PO Box 947 Trenton, NJ 08625-0947	(609) 633-6400 lwd.dol.state.nj.us
New Mexico	Department of Workforce Solutions PO Box 2281 Albuquerque, NM 87103-2281	(505) 841-8576 www.dws.state.nm.us
New York	Department of Labor State Campus, Building 12 Room 500	(518) 457-4179 www.labor.state.ny.us

	Albany, NY 12240-0339	
North Carolina	Employment Security Commission PO Box 26504 Raleigh, NC 27611-6504	(919) 707-1150 www.ncesc.com
North Dakota	Job Service of North Dakota PO Box 5507 Bismarck, ND 58506-5507	(701) 328-2814 www.jobsnd.com
Ohio	Department of Job & Family Services PO Box 182404 Columbus, OH 43218-2404	(614) 466-2319 www.jfs.ohio.gov
Oklahoma	Employment Security Commission PO Box 52003 Oklahoma City, OK 73152-2003	(405) 557-7143 www.ok.gov/oesc_web
Oregon	Employment Department 875 Union Street NE Room 107 Salem, OR 97311-0030	(503) 947-1488, option 5 (503) 947-1537 FUTA www.oregon.gov/employ/tax
Pennsylvania	Dept of Labor and Industry 7th and Forster Street, Room 915 Harrisburg, PA 17121-0001	(717) 787-7679 www.dli.state.pa.us
Puerto Rico	Department of Labor and Human Resources PO Box 1020 San Juan, PR 000919	(787) 754-5818 www.dtrh.gobierno.pr/
Rhode Island	Division of Taxation One Capitol Hill, Ste 36 Providence, RI 29085-5829	(401) 574-8700 www.uitax.ri.gov
South Carolina	Employment Security Commission PO Box 995 Columbia, SC 29202-0995	(803) 737-3075 dew.sc.gov
South Dakota	Department of Labor PO Box 4730 Aberdeen, SD 57402-4730	(605) 626-2312 dol.sd.gov
Tennessee	Department of Labor and Workforce Development 220 French Landing Drive Nashville, TN 37243	(615) 741-2486 www.state.tn.us/labor-wfd/esdiv.html
Texas	Workforce Commission PO Box 149037 Austin, TX 78714-9037	(512) 463-2700 www.twc.state.tx.us
Utah	Department of Workforce Services PO Box 45288 Salt Lake City, UT 84145-0288	(801) 526-9400 www.jobs.utah.gov

Unemployment Information and Contacts for State Unemployment Offices

Vermont	Department of Labor PO Box 488 Montpelier, VT 05601-0488	(802) 828-4252 www.labor.vermont.gov
Virgin Islands	Department of Labor PO Box 302608 St. Thomas, VI 00803-2608	(340) 776-1440 www.vidol.gov
Virginia	Employment Commission PO Box 1358 Richmond, VA 23218-1358	(804) 371-7159 www.vec.virginia.gov/vecportal/employer/employer_services.cfm
Washington	Employment Security Department PO Box 9046 Olympia, WA 98507-9046	(360) 902-9360 www.esd.wa.gov/uitax/index.php
West Virginia	Bureau of Employment Programs 112 California Avenue Charleston, WV 25305-0016	(304) 558-2676 www.wvcommerce.org/business/workforcewv
Wisconsin	Department of Workforce Development PO Box 7942 Madison, WI 57307-7942	(608) 261-6700 dwd.wisconsin.gov/dwd/employers.htm
Wyoming	Unemployment Tax Division PO Box 2760 Casper, WY 82602-2760	(307) 235-3217 wydoe.state.wy.us

From: Vela, Raymond <david_vela@nps.gov>
Sent: Tuesday, October 01, 2013 12:56 PM
To: Sholly, Cam
Cc: Margaret O'Dell; Bruce Sheaffer; Maureen Foster
Subject: Re: FS unemployment info

Hi Cam,
In response to your question, please see recent guidance provided below by the Department.

If I am furloughed, am I eligible to receive unemployment compensation benefits.
Is the UC claim based on the state where you live, or where you work? It is possible that furloughed employees may become eligible for unemployment compensation. State unemployment compensation requirements differ. In general, the law of the State in which an employee's last official duty station in Federal civilian service was located will be the State law that determines eligibility for unemployment insurance benefits. (See the Department of Labor website "Unemployment Compensation for Federal Employees" at http://workforcesecurity.doleta.gov/unemploy/unemcomp.asp.) Agencies or employees should submit questions to the appropriate State (or District of Columbia) office.

You had also asked me the other day about the prospect of an employee taking a job while furloughed. Please see the guidance provided below by the Department.

Can I take another job while furloughed?
Even while on furlough, you are still a government employee, and must still abide by standards of ethical conduct and other rules regarding outside employment. In addition, there are specific statutes which prohibit certain outside activities, and agency-specific supplemental rules that require prior approval of, and sometimes prohibit, outside employment. Therefore, before engaging in outside employment, employees should review these regulations, and then consult their agency ethics official to learn if there are any agency-specific supplemental rules governing the employee.

Hope this helps.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

On Tue, Oct 1, 2013 at 12:40 PM, Sholly, Cam <cam_sholly@nps.gov> wrote:
David,

This came from USFS - of special note is the coding they provided their employees for unemployment. Do we have anything similar in DOI to give out? I know you said it varied from state to state, but it seems like where it was possible, employees would need the information.

Cameron Sholly
Associate Director
Visitor and Resource Protection
National Park Service
(202) 565-1020-w
(202) 501-1287-f

---------- Forwarded message ----------
From: **Rowe, Louis** <louis_rowe@nps.gov>
Date: Tue, Oct 1, 2013 at 12:36 PM
Subject: Fwd: FS unemployment info
To: Cam Sholly <cam_sholly@nps.gov>

Cam:
This was what USDA FS sent out to their employees. Can you check with Dave Vela to see if there is something similar for our folks?

---------- Forwarded message ----------
From: **Devine, Tim** <tim_devine@nps.gov>
Date: Tue, Oct 1, 2013 at 12:29 PM
Subject: FS unemployment info
To: Louis Rowe <louis_rowe@nps.gov>
Cc: Sonya Rowe <sonya_rowe@nps.gov>

Louis:
Here are the unemployment forms that the FS employees here at Carhart got...

--*Tim*

Tim Devine, Branch Chief, Training and Development
National Park Service - Wilderness Stewardship Division
Arthur Carhart National Wilderness Training Center
32 Campus Drive #3168, Missoula, MT 59812-3168
Phone: 406-243-4612
Email: tim_devine@nps.gov

--

Louis Rowe
Deputy Associate Director
Visitor and Resource Protection
National Park Service
Office 202 513-7080
Cell 703 994-5816

From: Mendelson, Lisa <lisa_mendelson-ielmini@nps.gov>
Sent: Tuesday, October 01, 2013 2:02 PM
To: Foster, Maureen; Bruce Sheaffer; Peggy O'Dell
Subject: Re: Memo from Director: Contingency Planning for Lapsed Appropriation with attachments

This document includes the language I referenced earlier about Phase 2 direction to issue indefinite furlough notices --- so you really mean for us to do so? thanks lisa

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.

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

On Tue, Oct 1, 2013 at 1:40 PM, Foster, Maureen <maureen_foster@nps.gov> wrote:
See memo with attachments

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.

From: Masica, Sue <sue_masica@nps.gov>
Sent: Tuesday, October 01, 2013 10:47 AM
To: Peggy O'Dell
Subject: Signed furlough notice
Attachments: Furlough Acknowledge SEM 10-01-13.pdf

Here you go ...

Sue Masica | National Park Service | Regional Director, Alaska
240 W. 5th Avenue | Anchorage, AK 99501 | (907) 644-3510

United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, DC 20240

IN REPLY REFER TO:
A5631 (2700)

October 1, 2013

Memorandum

To: Sue Masica

From: Associate Director, Workforce, Relevancy and Inclusion

Subject: Furlough Decision Notice

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

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

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

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

During the furlough period, you will be in a nonduty, nonpay status, and you may not work at your workplace or other alternative worksite unless and until recalled. You will not be permitted

to work as an unpaid volunteer. Any paid leave (annual, sick, court, etc.) approved for use during the furlough period is canceled. Alternative Work Schedules (AWS) are canceled for all DOI employees subject to this furlough period.

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

(a) If you have completed your probationary or trial period or one year of current continuous employment in the competitive service under other than a temporary appointment, you may appeal this action to the MSPB.

(b) If you are in the excepted service and have veteran's preference, you may appeal to the MSPB if you have completed one year of current continuous service in the same or similar position as the one that you now hold.

(c) If you are in the excepted service but do not have veteran's preference and are not serving a probationary or trial period under an initial appointment pending conversion to the competitive service, you may appeal to the MSPB if you have completed two years of current continuous service in the same or similar position in an Executive agency under other than a temporary appointment that is limited to two years or less.

(d) The SES career appointees adversely affected may also appeal this furlough action to the MSPB.

(e) The Non-Career, Schedule C and Limited Term SES do not have appeal rights to the MSPB.

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

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

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

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

You may seek corrective action before the Office of Special Counsel, www.osc.gov. However, if you do so, your appeal will be limited to whether the Agency took one or more covered

personnel actions against you in retaliation for making protected whistleblowing disclosures. You will be forgoing the right to otherwise challenge this furlough.

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

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

Peggy D. Dell 10.1.13

Deciding Official Date

I acknowledge receipt of this decision.

Ann E. Marsh 10/1/13

Employee's Signature Date

From: Vela, Raymond <david_vela@nps.gov>
Sent: Wednesday, October 02, 2013 8:36 AM
To: Margaret O'Dell
Subject: Fwd: Unemployement

Hi Peggy,
FYI, and as per our discussion. Thanks in advance for your assistance with this matter, as the longer the shut down lasts, the more desperate our employees are going to be in needing these benefits (assuming they would qualify).

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Fugate, Rena** <rena_fugate@nps.gov>
Date: Tue, Oct 1, 2013 at 7:01 PM
Subject: Unemployement
To: Raymond Vela <david_vela@nps.gov>

Hi David:
An employee at CAVE went to the unemployment office and was told he needed an SF50 to apply. The office told him that the furlough letter was not sufficient.

Could you let me know what to tell our folks about unemployment and how to document that they are on furlough.

Thanks for your help.

Rena Fugate
ARD Business & Technology
NPS, Intermountain Region
Office: 303 969 2544
Cell: 720 560 2515
Personal Cell: 720 626 7054
Fax: 303 969 2337

From: Haugrud, Kevin <jack.haugrud@sol.doi.gov>
Sent: Wednesday, October 02, 2013 10:07 AM
To: Nicole Buffa; Laura Davis
Cc: Margaret O'Dell
Subject: Fwd: Natl Park System Closure Determination and Notice
Attachments: Natl Park System Closure Determination and Notice 2013-10-01.pdf

Here's the existing closure order

---------- Forwarded message ----------
From: **Foster, Maureen** <maureen_foster@nps.gov>
Date: Tue, Oct 1, 2013 at 3:03 PM
Subject: Natl Park System Closure Determination and Notice
To: BJ Dunn <bj_dunn@nps.gov>, Patrick Suddath <patrick_suddath@nps.gov>, Karen Cucurullo <karen_cucurullo@nps.gov>, Bob Vogel <bob_vogel@nps.gov>, Stephen Lorenzetti <steve_lorenzetti@nps.gov>, John Stanwich <john_stanwich@nps.gov>, Ann Smith <Ann_Bowman_Smith@nps.gov>, Lisa Mendelson <Lisa_Mendelson-Ielmini@nps.gov>, Steve Whitesell <Steve_Whitesell@nps.gov>, Michael Caldwell <mike_caldwell@nps.gov>, Robert Maclean <robert_maclean@nps.gov>, Dennis Reidenbach <Dennis_Reidenbach@nps.gov>, Cam Sholly <cam_sholly@nps.gov>, Charles Cuvelier <charles_cuvelier@nps.gov>, Randolph Myers <randolph.myers@sol.doi.gov>, Robert Eaton <robert.eaton@sol.doi.gov>, Barry Roth <barry.roth@sol.doi.gov>, Edward Boling <ted.boling@sol.doi.gov>, Kevin Haugrud <jack.haugrud@sol.doi.gov>

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.

United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

Office of the Director

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

Jonathan B. Jarvis
Director

October 1, 2013
Date

From: Nicole Buffa <nicole_buffa@ios.doi.gov>
Sent: Wednesday, October 02, 2013 10:40 AM
To: Margaret O'Dell; Kate P Kelly; Jon Jarvis
Subject: Connect pls

Really need you guys to connect on a new WW2 statement ASAP.

From: Nicole Buffa <nicole_buffa@ios.doi.gov>
Sent: Wednesday, October 02, 2013 11:03 AM
To: Kate P Kelly; Blake Androff; Laura Davis; Jon Jarvis; Margaret O'Dell
Subject: Honor Flight to World War II Memorial in jeopardy due to shutdown : News : NorthwestOhio.com

Obviously this is not our policy. Have we gotten any Qs on this? Should consider a strong statement that we are not arresting veterans.

http://www.northwestohio.com/news/story.aspx?id=953619#.Ukw0yGS9LCS

> He says they are considering going ahead with the trip even if the government is still on shutdown, but when he called the parks service, he was told they would face arrest. "I said, are you kidding me? You're going to arrest a 90/91-year-old veteran from seeing his memorial? If it wasn't for them it wouldn't be there. She said, 'That's correct sir.'"
>
> When Armstrong asked for her name, he says she did not give it to him and then promptly hung up the phone.

From: Cuvelier, Charles <charles_cuvelier@nps.gov>
Sent: Wednesday, October 02, 2013 11:23 AM
To: Margaret O'Dell
Subject: WWII

Per USPP the Speaker has pushed back arriving at the WWII monument until 1200.

Charles Cuvelier
Chief, LESES
202-809-5519
Charles_cuvelier@NPS.gov

From: Vela, Raymond <david_vela@nps.gov>
Sent: Wednesday, October 02, 2013 12:53 PM
To: Jonathan Jarvis; Margaret O'Dell; Maureen Foster; Bruce Sheaffer; Cam Sholly; Lena McDowall; Suzanne Waldron
Subject: Employee Unemployment Benefits

Hi Folks,
I spoke with Mary regarding the unemployment benefits question. As a reminder, a CAVE employee went to the unemployment office, and was told he needed an SF50 to apply. The unemployment office told him that the furlough letter was not sufficient.

OPM guidance states the following:

How is a shutdown furlough documented?

Unlike an administrative furlough, agencies **should not prepare an SF-50**, "Notification of Personnel Action" (or a List Form of Notice for a group of employees who are to be furloughed on the same day or days each pay period) at the outset of a shutdown furlough. Instead, employees will receive a shutdown furlough notice citing the reasons for the furlough **because the ultimate duration of a shutdown furlough is not known by agencies at the outset of the furlough.**

Once an appropriation has been signed by the President, agencies will be instructed on the appropriateness of preparing documentation consistent with Chapters 15 and 16 of The Guide to Processing Personnel Actions.

Are employees entitled to unemployment compensation while on furlough?

It is possible that furloughed employees may become eligible for unemployment compensation. State unemployment compensation requirements differ. Some States **require a 1-week waiting period** before an individual qualifies for payments. In general, the law of the State in which an employee's last official duty station in Federal civilian service was located will be the State law that determines eligibility for unemployment insurance benefits.

SF50

Therefore, in the case of the CAVE employee (or any employee, he/she **cannot receive an SF50 for now based on OPM instructions)**. Mary indicated that they will be discussing this matter with OPM.

SF8

We also looked, and could not find any reference to an SF8 (Unemployment Compensation for Federal Employees) in the OPM guidance as a potential alternative to the SF50. We believe that an SF8 will not satisfy State unemployment office needs (as evidenced by the CAVE employee). However, Mary indicated that they will seriously consider placing a generic version of the SF8 on DOI's web page in the coming days.

FYI.
David Vela
Associate Director

Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

From: Vela, Raymond <david_vela@nps.gov>
Sent: Wednesday, October 02, 2013 2:12 PM
To: Margaret O'Dell; Maureen Foster; Suzanne Waldron; Bruce Sheaffer; Lena McDowall; Jeffrey Compton; Joel Hard; Colin Campbell; Patricia Trap; Lisa Mendelson; Michael Caldwell; Patricia Neubacher; Shawn Benge; Robert Maclean; Michael Alvarez; Sam Whittington; Cam Sholly
Cc: Jonathan Jarvis; Kathy Wahler; Russell Baker; Michelle Fisher
Subject: Fwd: Template For Hours Worked
Attachments: Hours Worked.xlsx

Hi Folks,
FYI.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Charlip, Ralph** <ralph_charlip@ios.doi.gov>
Date: Wed, Oct 2, 2013 at 12:26 PM
Subject: Template For Hours Worked
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, "Davis, Mark" <mark_davis@ost.doi.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>, Fay Iudicello <fay_iudicello@ios.doi.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen

<Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>, Kermit Howard <kermit_howard@ios.doi.gov>, Nicholas Chomycia <nicholas_chomycia@ios.doi.gov>

Attached is a template you can use to track hours that employees work. This would be useful for Excepted employees or on-call employees that are required to perform Excepted duties.

Our thanks to BSEE for their template.

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

Bureau:

Organization Code:

Supervisor Name:

	Hours Worked										
Date	**10/1**	**10/2**	**10/3**	**10/4**	**10/5**	**10/4**	**10/7**	**10/8**	**10/9**	**10/10**	**10/11**
Day	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday

Employee Name

From: Vela, Raymond <david_vela@nps.gov>
Sent: Wednesday, October 02, 2013 3:28 PM
To: Jonathan Jarvis; Margaret O'Dell; Maureen Foster; Bruce Sheaffer; Cam Sholly; Jeffrey Compton; Lena McDowall; Suzanne Waldron
Subject: Fwd: SF8 Posted on Shutdown Page

Hi Folks,
The "SF-8 Unemployment Compensation Notice" is now up on DOI's web page. It states the following: "If you plan to file for unemployment compensation, download and print this form. Take this form along with your furlough notice and the other documents described on the form to your local public employment service office." As best as possible, please get the word out among your folks, and I will inform the field accordingly.

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Mary Pletcher** <mary_pletcher@ios.doi.gov>
Date: Wed, Oct 2, 2013 at 2:59 PM
Subject: Fwd: SF8 Posted on Shutdown Page
To: Raymond Vela <david_vela@nps.gov>, Beverly Stephens <grace_stephens@nps.gov>

The form is up.

Sent from my iPhone

Begin forwarded message:

> **From:** "Charlip, Ralph" <ralph_charlip@ios.doi.gov>
> **Date:** October 2, 2013, 2:55:42 PM EDT
> **To:** "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine

<bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, "Davis, Mark" <mark_davis@ost.doi.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>, Fay Iudicello <fay_iudicello@ios.doi.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>, Kermit Howard <kermit_howard@ios.doi.gov>, Nicholas Chomycia <nicholas_chomycia@ios.doi.gov>
Subject: SF8 Posted on Shutdown Page

The SF8 form, used by employees to begin the unemployment insurance process, has been posted on the shutdown page - www.doi.gov/shutdown.

Please do your best to get this information to all of your employees, especially those who are furloughed.

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

From:	Eaton, Robert <robert.eaton@sol.doi.gov>
Sent:	Tuesday, October 01, 2013 11:33 AM
To:	Jonathan Jarvis; Margaret O'Dell; Bruce Sheaffer; Maureen Foster; Suzanne Waldron
Cc:	Kevin Haugrud; Edward Keable; Edward Boling; Barry Roth; Myers, Randolph; Kim Fondren
Subject:	Revised national closure determination and notice
Attachments:	National Closure Determination and Notice (10-01-13, revised).docx

Hi all,

Please see attached. I tried to capture all of the changes we discussed and agreed on.

Rob

Robert C. Eaton, Assistant Solicitor
Branch of National Parks
Division of Parks and Wildlife
Office of the Solicitor
U.S. Department of the Interior
MS 5312
1849 C Street, NW
Washington, DC 20240
Telephone: (202) 208-7957
Telefax: (202) 208-3877

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[NPS letterhead.]

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.

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 in-park operations 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 Jarvis
Director, National Park Service

Date

From: Edward Boling <ted.boling@sol.doi.gov>
Sent: Tuesday, October 01, 2013 11:34 AM
To: Eaton, Robert
Cc: Jonathan Jarvis; Margaret O'Dell; Bruce Sheaffer; Maureen Foster; Barry Roth; Myers, Randolph; Edward Keable; Kevin Haugrud
Subject: Re: Draft national closure determination and notice

Do you have a redraft yet? I need it in Laura Davis' office

Sent from my iPhone

On Oct 1, 2013, at 10:16 AM, "Eaton, Robert" <robert.eaton@sol.doi.gov> wrote:

> Please see attached.

Robert C. Eaton, Assistant Solicitor
Branch of National Parks
Division of Parks and Wildlife
Office of the Solicitor
U.S. Department of the Interior
MS 5312
1849 C Street, NW
Washington, DC 20240
Telephone: (202) 208-7957
Telefax: (202) 208-3877

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<National Closure Determination and Notice (10-01-13).docx>

From: Steve Whitesell <steve_whitesell@nps.gov>
Sent: Tuesday, October 01, 2013 9:46 AM
To: O'Dell, Margaret
Subject: Re: Furlough Decision Notice

Peggy

I am in receipt of my furlough notice. I am without printer or fax, but hereby acknowledge and accept my notice. Consider this my signed receipt.

Hopefully that works

Steve

On Oct 1, 2013, at 7:26 AM, "O'Dell, Margaret" <peggy_o'dell@nps.gov> wrote:

> Good morning Steve,
>
> Please see the attached memo and send a signed copy back via email or fax.
> The last page is intentionally left blank.
>
> Peggy
> <Whitesell.pdf>

From: Vela, Raymond <david_vela@nps.gov>
Sent: Thursday, October 03, 2013 8:18 AM
To: Kathy Wahler
Cc: Margaret O'Dell; Bruce Sheaffer
Subject: Re: HROC Operational Needs

Hi Kathy,
Please proceed accordingly, and continue to keep me posted of developments.

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

On Wed, Oct 2, 2013 at 5:26 PM, Vela, Raymond <david_vela@nps.gov> wrote:
Hi Bruce,
Please see the narrative below regarding positions proposed to be deemed Essential and temporarily returned from furlough status at HROC.

In addition to our Supervisory Human Resources Specialist, GS-0201-13, we need to return the following staff members from Furlough status **beginning tomorrow (10/03/2013) through next Thursday (10/10/2013)** in order to ensure critical personnel actions (approximately 2,000) are processed and released to IBC (Payroll) so as to not cause additional impacts on pay on our existing workforce as well as IBC operations.

They are as follows:

Position Title	Series/Grade
HUMAN RESOURCES SPEC (INFO SYSTEMS)	GS-0201-09/01
HUMAN RESOURCES ASSISTANT (INFO SYS)	GS-0203-06/01
HUMAN RESOURCES ASSISTANT (INFO SYS)	GS-0203-05/01
HUMAN RESOURCES ASSISTANT (INFO SYS)	GS-0203-05/01
STUDENT TRAINEE (HR INFO SYSTEMS)	GS-0299-07/01
HUMAN RESOURCES ASSISTANT (INFO SYS)	GS-0203-07/02
HUMAN RESOURCES SPEC (INFO SYSTEMS)	GS-0201-11/05
HUMAN RESOURCES ASSISTANT (INFO SYS)	GS-0203-05/01
HUMAN RESOURCES ASSISTANT (INFO SYS)	GS-0203-06/01
HUMAN RESOURCES ASSISTANT (INFO SYS)	GS-0203-06/01
HUMAN RESOURCES ASSISTANT (INFO SYS)	GS-0203-06/03
HUMAN RESOURCES ASSISTANT (INFO SYS)	GS-0203-06/01
HUMAN RESOURCES SPEC (INFO SYSTEMS)	GS-0201-11/01

HUMAN RESOURCES ASSISTANT (INFO SYS)	GS-0203-06/01
HUMAN RESOURCES ASSISTANT (INFO SYS)	GS-0203-07/03
HUMAN RESOURCES SPEC (INFO SYSTEMS)	GS-0201-09/01
HUMAN RESOURCES ASSISTANT (INFO SYS)	GS-0203-06/01
SUPVY HR SPECIALIST (INFO SYSTEMS)	GS-0201-12/07
HUMAN RESOURCES ASSISTANT (INFO SYS)	GS-0203-05/01

All of these employees are able to work assigned actions at a very independent level, and require minimal assistance. These employees will be coding, calculating, and releasing the following personnel actions:

- Appointments
- Conversions to Appointments
- Conversions to Appointments with Not to Exceed Date
- Extension Actions
- Appointment Related Actions (e.g., Promotions, Reassignments, Change to Lower Grades that involve Region to Region Moves)
- Change in Work Schedules from Full time or Part time to Intermittent (Time Card will error out)
- Change to Lower Grades (otherwise employee will get overpaid and owe money back)
- All other actions effecting pay (e.g. Change in Duty Station; Within Grade Increases, Temporary Promotions, etc.)
- Separation Actions – all types (so individuals can apply for unemployment)

Please let me know if you have any questions and or need any additional information, and thanks for your assistance with this matter.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

From: Vela, Raymond <david_vela@nps.gov>
Sent: Thursday, October 03, 2013 11:18 AM
To: Margaret O'Dell; Maureen Foster
Cc: Jonathan Jarvis; Bruce Sheaffer; Kathy Wahler
Subject: Fwd: Impact of Government Shutdown

Hi Folks,
FYI. Also, OPM Retirement Services, is asking about the impact the shutdown is having on processing of retirement claims at the Bureau and Payroll level. We have been asked to respond if we have staff working on submitted claims or responding to inquiries from employees or retirees.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Rihel, Linda** <linda_y_rihel@ibc.doi.gov>
Date: Thu, Oct 3, 2013 at 11:10 AM
Subject: Re: Impact of Government Shutdown
To: "Chomycia, Nicholas" <nicholas_chomycia@ios.doi.gov>
Cc: DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>

I have payroll staff working the retirement packages that we received prior to the furlough. Any separations that are effective in this pay period 2013 21 (Sept 22-Oct 5) will not be begin to be processed until October 15th. Most of DOI is furloughed so we do not anticipate receiving many separation actions until we return to duty. Linda

Linda Rihel-Todd
Chief, Payroll Operations Division
Human Resources Directorate, Interior Business Center
Phone (303) 969-7739 Fax (303) 969-5469
Office of the Secretary, Department of the Interior
www.ibc.doi.gov
Linda_Y_Rihel@ibc.doi.gov ***PLEASE NOTE EMAIL CHANGE***

Your Focus: Your Mission; Our Focus: You

Customer satisfaction is our number 1 priority. Please take a few moments to complete our customer survey by visiting this link. http://www.surveymonkey.com/s/6WVLF8P

Thank you for your valued feedback!

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From: Vela, Raymond <david_vela@nps.gov>
Sent: Thursday, October 03, 2013 11:34 AM
To: Margaret O'Dell
Cc: Kathy Wahler
Subject: From Furlough to Excepted Status

Hi Peggy,
I just spoke to Ralph, and all it takes is a phone call as well as the appropriate documentation of the time worked.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

From: Neubacher, Patricia <patty_neubacher@nps.gov>
Sent: Thursday, October 03, 2013 11:36 AM
To: Raymond Vela; Maureen Foster; Margaret O'Dell; Bruce Sheaffer
Cc: Craig Dalby; Scott Wanek
Subject: Question from our parks

As this shutdown drags on, parks have asked for guidance on the issuance of furlough letters. The email from Angela Hargrove on September 30th, says that "This letter (i.e., the attached furlough letter) cannot be altered in any manner other than manual/typewritten entry of the employee's name". The letter has the furlough date of October 1 and is signed by David Vela.

So...as we rotate some folks off of furlough and into excepted positions...and rotate folks out of excepted positions into furlough status, the parks have asked what paperwork can/should be giving to employees.

Can you please clarify for us? Thanks.

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

From: Vela, Raymond <david_vela@nps.gov>
Sent: Thursday, October 03, 2013 1:22 PM
To: Neubacher, Patricia
Cc: Maureen Foster; Margaret O'Dell; Bruce Sheaffer; Craig Dalby; Scott Wanek; Cam Sholly; Jeffrey Compton; Lena McDowall; Suzanne Waldron; Joel Hard; Colin Campbell; Patricia Trap; Lisa Mendelson; Michael Caldwell; Shawn Benge; Robert Maclean; Michael Alvarez; Sam Whittington; Kathy Wahler; Beverly Stephens
Subject: Re: Question from our parks

Hi Patty,
Thanks for your message. I have confirmed with the Department, that in order to bring employees from "Furlough" into "Excepted" positions, all it takes is a phone call as well as the appropriate documentation of the time worked. Documentation of their time is **critical.** No formal documentation to the employee is needed once he/she returns to "Furlough" status. Also, Departmental guidance states that **"When the shutdown furlough goes beyond 30 days, agencies should treat it as a second shutdown furlough and issue another adverse action or furlough notice."** More details to follow should we still find ourselves in this position.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

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

From: Stephens, Beverly <grace_stephens@nps.gov>
Sent: Thursday, October 03, 2013 1:30 PM
To: Vela, Raymond
Cc: Neubacher, Patricia; Maureen Foster; Margaret O'Dell; Bruce Sheaffer; Craig Dalby; Scott Wanek; Cam Sholly; Jeffrey Compton; Lena McDowall; Suzanne Waldron; Joel Hard; Colin Campbell; Patricia Trap; Lisa Mendelson; Michael Caldwell; Shawn Benge; Robert Maclean; Michael Alvarez; Sam Whittington; Kathy Wahler
Subject: Re: Question from our parks

Hi David,
Thanks for the update. What about employees who were excepted this week, but who will be furloughed starting Monday? I imagine that a lot of people will fall into this category now that we have fully shut down and are moving into week two of this madness. Should managers amend your furlough letter to reflect the correct date of issuance? Or should it still say October 1?
Thanks,
Grace

On Thu, Oct 3, 2013 at 1:21 PM, Vela, Raymond <david_vela@nps.gov> wrote:
Hi Patty,
Thanks for your message. I have confirmed with the Department, that in order to bring employees from "Furlough" into "Excepted" positions, all it takes is a phone call as well as the appropriate documentation of the time worked. Documentation of their time is **critical.** No formal documentation to the employee is needed once he/she returns to "Furlough" status. Also, Departmental guidance states that **"When the shutdown furlough goes beyond 30 days, agencies should treat it as a second shutdown furlough and issue another adverse action or furlough notice."** More details to follow should we still find ourselves in this position.

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

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

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

From: Neubacher, Patricia <patty_neubacher@nps.gov>
Sent: Thursday, October 03, 2013 1:31 PM
To: Vela, Raymond
Cc: Maureen Foster; Margaret O'Dell; Bruce Sheaffer; Craig Dalby; Scott Wanek; Cam Sholly; Jeffrey Compton; Lena McDowall; Suzanne Waldron; Joel Hard; Colin Campbell; Patricia Trap; Lisa Mendelson; Michael Caldwell; Shawn Benge; Robert Maclean; Michael Alvarez; Sam Whittington; Kathy Wahler; Beverly Stephens
Subject: Re: Question from our parks

Thanks David.

But what about the folks that were initially designated as "excepted" that we now are proposing to furlough? What letter do we give them?

On Thu, Oct 3, 2013 at 10:21 AM, Vela, Raymond <david_vela@nps.gov> wrote:
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Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

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

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

From: Vela, Raymond <david_vela@nps.gov>
Sent: Thursday, October 03, 2013 1:43 PM
To: Neubacher, Patricia
Cc: Maureen Foster; Margaret O'Dell; Bruce Sheaffer; Craig Dalby; Scott Wanek; Cam Sholly; Jeffrey Compton; Lena McDowall; Suzanne Waldron; Joel Hard; Colin Campbell; Patricia Trap; Lisa Mendelson; Michael Caldwell; Shawn Benge; Robert Maclean; Michael Alvarez; Sam Whittington; Kathy Wahler; Beverly Stephens
Subject: Re: Question from our parks

Hi Patty,
You must provide the employee with the furlough notice that was provided with my signature (as this notice was approved by the Department). Place the date that the furlough will commence, and have a supervisor of the park/office sign as the Deciding Official (the employee signs and dates as well). Make sure that a supervisor has kept a record of the hours worked as well as a copy of the completed furlough notice.

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

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Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service

1849 C Street, NW, Room 3127
Washington, DC 20240

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Fax: 202-219-1173

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Can you please clarify for us? Thanks.

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(415) 623-2105 work
(510) 604-9998 cell

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

From: Vela, Raymond <david_vela@nps.gov>
Sent: Thursday, October 03, 2013 2:22 PM
To: Margaret O'Dell; Bruce Sheaffer; Maureen Foster; Cam Sholly; Jeffrey Compton; Lena McDowall; Suzanne Waldron; Joel Hard; Colin Campbell; Patricia Trap; Lisa Mendelson; Michael Caldwell; Patricia Neubacher; Shawn Benge; Robert Maclean; Michael Alvarez; Sam Whittington; Beverly Stephens; Kathy Wahler
Cc: Jonathan Jarvis
Subject: Fwd: Unemployment Insurance, SF8, SF50 Update

Hi Folks,
Here's the latest information that the Department is providing regarding alternative forms of documentation for the filing of unemployment benefits. Please distribute widely. Also, the Department is pursuing discussions with OPM about their guidance that says not to issue SF50s until after the shutdown is over.

http://www.doi.gov/shutdown/fy2014/unemployment-compensation-notice.cfm

The site states the following:

SF-8 Unemployment Compensation Notice

If you plan to file for unemployment compensation, download and print this form. Take this form along with your furlough notice and the other documents described on the form to your local public employment service office.

SF8

If you file for unemployment benefits, state unemployment offices are accustomed to having an SF50 Personnel Action to help adjudicate your claim. Federal agencies, following guidance from the Office of Personnel Management, are not issuing SF50s at this time. The Department of Labor advises that in addition to the SF8, you should provide the state unemployment office with a copy of your most recent Leave and Earnings statement. Your Leave and Earnings statement includes the monetary information state offices can use to determine the amount of unemployment benefits you may be eligible to receive. Department of Labor also recommends you provide a copy of your most recent W-2 would work as well. Both your Leave and Earning Statement and your W-2 can be downloaded from Employee Express athttps://www.employeeexpress.gov/DefaultLogin.aspx. Please note that if Congress approves back-payment of wages after the shutdown and you have received unemployment benefits, you will be required to repay your unemployment benefits.

Have a great day.

David Vela
Associate Director

Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Charlip, Ralph** <ralph_charlip@ios.doi.gov>
Date: Thu, Oct 3, 2013 at 11:32 AM
Subject: Unemployment Insurance, SF8, SF50 Update
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, "Davis, Mark" <mark_davis@ost.doi.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>, Fay Iudicello <fay_iudicello@ios.doi.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Joseph Ward <joe_ward@nbc.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>

Yesterday we posted a standard SF8 on the our shutdown page with some basic information (www.doi.gov/shutdown). Also yesterday Kermit Howard began discussions with OPM about their guidance that says not to issue SF50s until after the shutdown is over. He also spoke with Department of Labor officials and learned that while state unemployment offices are accustomed to having an SF50 Personnel Action to help adjudicate claims, employees can present the SF8 plus their most recent Leave and Earning Statement or W-2 in lieu of the SF50. Both the Leave and Earning Statement and W-2 can be downloaded from Employee Express at https://www.employeeexpress.gov/DefaultLogin.aspx. We are updating the shutdown web site with this information and ask that you share this information with all of your employees.

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

From: Margaret O'Dell <peggy_o'dell@nps.gov>
Sent: Wednesday, October 02, 2013 10:19 PM
To: Peggy O'Dell
Subject: Fwd: Template For Hours Worked
Attachments: Hours Worked.xlsx

Sent from my iPhone

Begin forwarded message:

From: "Vela, Raymond" <david_vela@nps.gov>
Date: October 2, 2013, 2:11:40 PM EDT
To: "Margaret O'Dell" <peggy_o'dell@nps.gov>, Maureen Foster <maureen_foster@nps.gov>, Suzanne Waldron <sue_waldron@nps.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Lena McDowall <Lena_McDowall@nps.gov>, Jeffrey Compton <shane_compton@nps.gov>, Joel Hard <Joel_Hard@nps.gov>, Colin Campbell <colin_campbell@nps.gov>, Patricia Trap <patricia_trap@nps.gov>, Lisa Mendelson <lisa_mendelson-ielmini@nps.gov>, Michael Caldwell <mike_caldwell@nps.gov>, Patricia Neubacher <patty_neubacher@nps.gov>, Shawn Benge <shawn_benge@nps.gov>, Robert Maclean <robert_maclean@nps.gov>, Michael Alvarez <michael_alvarez@nps.gov>, Sam Whittington <sam_whittington@nps.gov>, Cam Sholly <cam_sholly@nps.gov>
Cc: Jonathan Jarvis <jon_jarvis@nps.gov>, Kathy Wahler <kathy_wahler@nps.gov>, Russell Baker <russell_baker@nps.gov>, Michelle Fisher <michelle_fisher@nps.gov>
Subject: Fwd: Template For Hours Worked

Hi Folks,
FYI.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Charlip, Ralph** <ralph_charlip@ios.doi.gov>
Date: Wed, Oct 2, 2013 at 12:26 PM
Subject: Template For Hours Worked

To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, "Davis, Mark" <mark_davis@ost.doi.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>, Fay Iudicello <fay_iudicello@ios.doi.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>, Kermit Howard <kermit_howard@ios.doi.gov>, Nicholas Chomycia <nicholas_chomycia@ios.doi.gov>

Attached is a template you can use to track hours that employees work. This would be useful for Excepted employees or on-call employees that are required to perform Excepted duties.

Our thanks to BSEE for their template.

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

Bureau:

Organization Code:

Supervisor Name:

	Hours Worked										
Date	**10/1**	**10/2**	**10/3**	**10/4**	**10/5**	**10/4**	**10/7**	**10/8**	**10/9**	**10/10**	**10/11**
Day	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Employee Name											

From: Compton, Jeffrey <shane_compton@nps.gov>
Sent: Thursday, October 03, 2013 4:45 PM
To: Peggy O'Dell
Cc: Maureen Foster
Subject: Email during Furloughs

Hi

The only rule I know about "15 minutes" is the rule that allows employees to log in remotely for 15 minutes to conduct shutdown activities.

The OCIO holds a 11 am meeting everyday; and they have never mentioned anything other than furlough employees shall not access email.

I would double check to make sure.

Shane Compton, Associate Director
Information Resources
National Park Service
(202) 354-1474 (o)
(703) 839-2106 (c)

OPM "Guidance for Shutdown Furloughs", (just issued 9/30/13)

2a. May employees conduct orderly shutdown activities remotely? May an agency provide an employee electronic notice of a furlough action? A. In many cases, orderly shutdown activities (including the distribution of furlough notices and, where necessary, the adjustment of voicemail and email messages to reflect the agency's operating status) may be conducted remotely. Agencies that issue furlough notices should consult with their respective General Counsels to ensure each step of the process is consistent with legal requirements. If the nature of an employee's shutdown activities are de minimis (i.e., can be completed in approximately 15 minutes) the agency does not need a telework agreement regarding such remote work. If an agency determines it will electronically notify affected employees of a furlough action, OPM recommends that the agency include each employee's name, address, and/or e-mail address on the decision notification so that it is clear that an employee is receiving personal notification. Agencies should also consider including in the body of the electronic correspondence, the requirement that the employee provide an email acknowledgement of receipt. If an agency doesn't receive a requested acknowledgement of receipt of an e-mail notification, it should consider delivering a paper copy of the decision notification to the employee at his or her home address by registered mail with a return receipt requested. Similarly, agencies must deliver hard copy furlough notices to those employees without agency email access. Additionally, OPM recommends that agencies consider informing employees as soon as practicable whether or not an employee is subject to the furlough and provide a contact person who can answer questions related to this issue.

21
Finally, agencies with bargaining unit employees are reminded that they must provide notice and opportunity to bargain over negotiable procedures and appropriate arrangements to any unions representing their employees.

From:	Vela, Raymond <david_vela@nps.gov>
Sent:	Friday, October 04, 2013 9:18 AM
To:	Jonathan Jarvis; Margaret O'Dell; Maureen Foster; Bruce Sheaffer; Cam Sholly; Jeffrey Compton; Lena McDowall; Beverly Stephens
Subject:	Fwd: Hours and Actions Worked Reports (PP 1321)
Attachments:	Hours Worked.xlsx; HROC - Daily Actions Worked (PP 1321).xlsx

Hi Folks
The grand total for all personnel actions released for one day (Thursday) by our HROC Processing team - 966. This is an amazing amount of work in a short period of time!
FYI.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Wahler, Kathy** <kathy_wahler@nps.gov>
Date: Fri, Oct 4, 2013 at 12:14 AM
Subject: Hours and Actions Worked Reports (PP 1321)
To: Raymond Vela <david_vela@nps.gov>
Cc: Jessie Wood <jessie_wood@nps.gov>, Lisa Zahn <lisa_zahn@nps.gov>, Debbie Walthall <debbie_walthall@nps.gov>, Angela Hargrove <angela_hargrove@nps.gov>

Good Evening David,

Attached you will find my "Skeleton Team's" hours spent and actions worked/released. THESE FOLKS ROCK!!!. Please let me know if you have any questions. Thanks.

Regards,

Kathy

Kathy Wahler
Chief, Processing and Records Management Branch
Human Resources Operations Center (HROC)
WASO, Human Resources Office
National Park Service
12795 W. Alameda Parkway
Lakewood CO 80228

Office: (303) 985-6859
IPhone: (303) 374-4251
Fax: (303) 985-6956
Customer Satisfaction Survey

Bureau: National Park Service

Organization Code: 2714

Supervisor Name(s): William "Jessie" Wood

	Hours Worked									
Date	10/1	10/2	10/3	10/4	10/5	10/4	10/7	10/8	10/9	10/10
Day	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Employee Name										
Kathy Wahler	15	11.5	14							

Bureau: National Park Service

Organization Code: 2714

Supervisor Name(s): Kathy Wahler

	Hours Worked									
Date	10/1	10/2	10/3	10/4	10/5	10/4	10/7	10/8	10/9	10/10
Day	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Employee Name										
Dawn Alvey	1.5	0	6							
Laurie Atoe	2	0	8.75							
Gregory Boudreaux	1	0	9							
Shawn Creel	2.75	0	0							
Jeremy Espinoza	1.75	0	8.75							
Rebecca Just	2	0	9							
Nanci Kodweis	2.75	0	9.5							
Brittni Langus	2	0	0							
Chelsea Lavelle	1.75	0	9							
Amanda Maes	1.5	0	9							
Stephanie Marquez	2	0	5.5							
Rowland Radford	2.15	0	8.15							
Leslie Richardson	2.45	0	8							
Melissa Rostowfske	1.15	0	9							
David Sapio	1.5	0	7							
Cori Seeger	2	0	12							
Sherry Smith	3	0	6.5							
Linda Tookey	1.5	0	6.5							
Micah Willner	1	0	9							
GRAND TOTAL OF HOURS WORKED	**50.75**	**11.5**	**154.65**							

HROC - PROCESSING & RECORDS MANAGEMENT BRANCH PP 1321 ACTIONS WORKED DAILY FOR PAY CALC - EXCEPTED FURLOUGH STAFF								
Date	**10/3**	**10/4**	**10/5**	**10/4**	**10/7**	**10/8**	**10/9**	**10/10**
Day	**Thursday**	**Friday**	**Saturday**	**Sunday**	**Monday**	**Tuesday**	**Wednesday**	**Thursday**
Nature of Action								
Appointments	33							
Conversions to Appointments	15							
Conversions to Appointments With Not To Exceed Dates	5							
Extensions to Appointments	355							
Grand Total for Appointments	**408**							
Promotions	19							
Reassignments	6							
Change-To-Lower-Grades	11							
Change In Work Schedules	80							
Placement In Pay Status	22							
Return To Duty	2							
AUO	1							
Within Grade Increases	94							
Temporary Promotions	5							
Grand Total for Pay Related Actions	**240**							
Separations	283							
Grand Total for Separations	**283**							
Placement In Non-Pay Status	5							
Leave Without Pay	4							
Change In Hours	2							
Termination of Detail	1							

From: Vela, Raymond <david_vela@nps.gov>
Sent: Friday, October 04, 2013 10:00 AM
To: Margaret O'Dell; Maureen Foster; Bruce Sheaffer; Cam Sholly; Jeffrey Compton; Lena McDowall; Suzanne Waldron; Joel Hard; Colin Campbell; Patricia Trap; Lisa Mendelson; Michael Caldwell; Patricia Neubacher; Shawn Benge; Robert Maclean; Michael Alvarez; Sam Whittington; Beverly Stephens; Kathy Wahler
Cc: Jonathan Jarvis
Subject: Fwd: U.S. Department of Labor Unemployment Compensation Resources for Agencies

Hi Folks,
FYI, and please share with your HR staff who are working and receive questions about unemployment compensation. They may use the following contacts at DoL by email (preferred) or by phone:

- Betty Castillo at castillo.betty@dol.gov or (202) 693-3209
- Candace Edens at edens.candace@dol.gov or (202) 693-3210

Please do not share this contact information with your furloughed employees. Furloughed employees may contact their unemployment office for assistance when completing their application and/or checking the status of their claim. Also, contact information is available on State websites.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Mulhern, Thomas** <thomas_mulhern@ios.doi.gov>
Date: Fri, Oct 4, 2013 at 9:41 AM
Subject: Fwd: U.S. Department of Labor Unemployment Compensation Resources for Agencies
To: Human Capital Team <DOI_Human_Capital_Team@ios.doi.gov>, Human Resources <DOI_HUMAN_RESOURCES@ios.doi.gov>, DOI_HR_Ofcrs@ios.doi.gov

For you situational awareness and guidance, TM

---------- Forwarded message ----------
From: **Santiago, Octavio J.** <Octavio.Santiago@opm.gov>

Date: Fri, Oct 4, 2013 at 8:11 AM
Subject: U.S. Department of Labor Unemployment Compensation Resources for Agencies
To:

Good morning CHCOs and HR Directors,

Record numbers of furloughed Federal employees have attempted to apply, or have already applied, for unemployment compensation benefits as a result of the lapse in appropriations. The U.S. Department of Labor (DoL) is actively working with unemployment offices in the States, the District of Columbia, Puerto Rico, and the Virgin Islands, to provide technical assistance, as needed, related to Unemployment Compensation for Federal Employees.

As you receive questions about furlough documentation (e.g., SF-8, SF-50, Leave and Earnings Statements, W-2, etc.) that unemployment offices may require, the following points of contact at DoL are available to assist your human resources (HR) staff with unemployment compensation HR-related inquiries. Should your HR staff have questions about unemployment compensation, they may use the following contacts at DoL by email (preferred) or by phone:

- Betty Castillo at castillo.betty@dol.gov or (202) 693-3209
- Candace Edens at edens.candace@dol.gov or (202) 693-3210

Please do not share the aforementioned contact information with your furloughed employees. Furloughed employees may contact their unemployment office for assistance with completing their application and/or checking the status of their claim. Contact information is available on State websites. See: Map of State UI Websites and Other Information [Click on map at bottom to view a specific State's website]

DoL's answers to frequently asked unemployment compensation questions are available at:

Unemployment Compensation for Federal Employees - Fact Sheet (PDF)

All the best,

Octavio J. Santiago, Communications Coordinator

U.S. Office of Personnel Management, Employee Services

--
Thomas Mulhern
Director, Human Resources, Office of the Secretary
Thomas_Mulhern@ios.doi.gov

From: Vela, Raymond <david_vela@nps.gov>
Sent: Friday, October 04, 2013 10:47 AM
To: Margaret O'Dell
Subject: Re: Hours and Actions Worked Reports (PP 1321)

Hi Peggy,
Thanks for your message, and we will be in a much better position when we return to full operations as a result of these outcomes!

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

On Fri, Oct 4, 2013 at 10:35 AM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:
Many thanks to your HROC staff.

Sent from my iPhone

On Oct 4, 2013, at 9:18 AM, "Vela, Raymond" <david_vela@nps.gov> wrote:

> Hi Folks
> The grand total for all personnel actions released for one day (Thursday) by our HROC Processing team - 966. This is an amazing amount of work in a short period of time!
> FYI.
>
> David Vela
> Associate Director
> Workforce, Relevancy and Inclusion
> National Park Service
> 1849 C Street, NW, Room 3127
> Washington, DC 20240
>
> Office: 202-208-5587
> Fax: 202-219-1173
>
> ---------- Forwarded message ----------
> From: **Wahler, Kathy** <kathy_wahler@nps.gov>
> Date: Fri, Oct 4, 2013 at 12:14 AM

Subject: Hours and Actions Worked Reports (PP 1321)
To: Raymond Vela <david_vela@nps.gov>
Cc: Jessie Wood <jessie_wood@nps.gov>, Lisa Zahn <lisa_zahn@nps.gov>, Debbie Walthall <debbie_walthall@nps.gov>, Angela Hargrove <angela_hargrove@nps.gov>

Good Evening David,

Attached you will find my "Skeleton Team's" hours spent and actions worked/released. THESE FOLKS ROCK!!!. Please let me know if you have any questions. Thanks.

Regards,

Kathy

Kathy Wahler
Chief, Processing and Records Management Branch
Human Resources Operations Center (HROC)
WASO, Human Resources Office
National Park Service
12795 W. Alameda Parkway
Lakewood CO 80228
Office: (303) 985-6859
IPhone: (303) 374-4251
Fax: (303) 985-6956
Customer Satisfaction Survey

<Hours Worked.xlsx>

<HROC - Daily Actions Worked (PP 1321).xlsx>

From: Vela, Raymond <david_vela@nps.gov>
Sent: Thursday, October 03, 2013 5:02 PM
To: Margaret O'Dell; Maureen Foster; Cam Sholly; Jeffrey Compton; Lena McDowall; Suzanne Waldron; Joel Hard; Colin Campbell; Patricia Trap; Lisa Mendelson; Michael Caldwell; Shawn Benge; Robert Maclean; Michael Alvarez; Sam Whittington; Kathy Wahler; Jonathan Jarvis
Subject: Fwd: new furlough notices - what is the protocol?
Attachments: Individual Employee Notice.Final.Oct.FY14.docx

Hi Folks,
Please see my response to the question as to what to do when a region, park, or office needs to Furlough someone who has been Excepted. The furlough memo with my signature needs to be used, and the beginning furlough date needs to be reflected. I have attached the memo as well (just fill in the day). The supervisor is the Deciding Official (which could be a regional supervisor). The primary reason for using the same furlough notice is that there is a lot of information that ALL employees need to have. Also, we need to speak with one consistent voice on these matters. The Department is also reminding us to document the reason for a recall from Furlough to Excepted status (in addition to documenting the hours worked).

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Vela, Raymond** <david_vela@nps.gov>
Date: Thu, Oct 3, 2013 at 2:09 PM
Subject: Re: new furlough notices - what is the protocol?
To: "Neubacher, Patricia" <patty_neubacher@nps.gov>
Cc: "Stephens, Beverly" <grace_stephens@nps.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>

Hi Patty,
Yes - need to modify the date so that it accurately reflects the date we are actually issuing the furlough letter. I have attached the letter as well (just fill in the day).

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service

1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

On Thu, Oct 3, 2013 at 1:53 PM, Neubacher, Patricia <patty_neubacher@nps.gov> wrote:
David: Just to clarify -- the letter signed by you is dated October 1, 2013. We would need to modify the date so that it accurately reflects the date we are actually issuing the furlough letter, correct? Do you want to send us a furlough letter, with your signature, and without a date? We'll make sure that the supts use the correct letter -- but the date seems paramount for such things as collecting unemployment.

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

United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, DC 20240

IN REPLY REFER TO:
A5631 (2700)

October , 2013

Memorandum

To:

From: Associate Director, Workforce, Relevancy and Inclusion

Subject: Furlough Decision Notice

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

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

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

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

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

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

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

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

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

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

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

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

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

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

October , 2013

_____ _____

Deciding Official Date

I acknowledge receipt of this decision.

October , 2013

_____ _____

Employee's Signature Date

MSPB Regional and Field Offices

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

From: Vela, Raymond <david_vela@nps.gov>
Sent: Friday, October 04, 2013 12:55 PM
To: Neubacher, Patricia; Maureen Foster; Cam Sholly; Jeffrey Compton; Lena McDowall; Suzanne Waldron; Joel Hard; Colin Campbell; Patricia Trap; Lisa Mendelson; Michael Caldwell; Shawn Benge; Robert Maclean; Michael Alvarez; Sam Whittington; Kathy Wahler
Cc: Margaret O'Dell; Bruce Sheaffer; Beverly Stephens
Subject: Re: new furlough notices - what is the protocol?
Attachments: Individual Employee Notice.Final.Oct.FY14 (1 Revised).docx

Hi Patty,
Yes (please see attached), and thanks for your message. Folks, the item in question (first paragraph) is as follows: "Because the work you perform does not meet the criteria to be continued during a lapse of appropriation, you are hereby notified that you are placed in a furlough status effective October , 2013" (just fill in the day).

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

On Fri, Oct 4, 2013 at 12:36 PM, Neubacher, Patricia <patty_neubacher@nps.gov> wrote:
David: Just noticed that the body of the letter still references being furloughed on october 1st. Do you want to modify the master letter and resend?

On Thu, Oct 3, 2013 at 11:09 AM, Vela, Raymond <david_vela@nps.gov> wrote:
Hi Patty,
Yes - need to modify the date so that it accurately reflects the date we are actually issuing the furlough letter. I have attached the letter as well (just fill in the day).

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

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

United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, DC 20240

IN REPLY REFER TO:
A5631 (2700)

October , 2013

Memorandum

To:

From: Associate Director, Workforce, Relevancy and Inclusion

Subject: Furlough Decision Notice

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>
> (b) If you are in the excepted service and have veteran's preference, you may appeal to the MSPB if you have completed one year of current continuous service in the same or similar position as the one that you now hold.
>
> (c) If you are in the excepted service but do not have veteran's preference and are not serving a probationary or trial period under an initial appointment pending conversion to the competitive service, you may appeal to the MSPB if you have completed two years of current continuous service in the same or similar position in an Executive agency under other than a temporary appointment that is limited to two years or less.
>
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If you have the right of appeal to the MSPB, and wish to appeal this action to the MSPB, you must file the appeal within 30 calendar days after the effective date of your furlough. If you wish to file an appeal, you may obtain information about the appeals process and a copy of the appeals form from the MSPB website at http://www.mspb.gov/appeals/appeals.htm.

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

October , 2013

_____ _____

Deciding Official Date

I acknowledge receipt of this decision.

October , 2013

_____ _____

Employee's Signature Date

MSPB Regional and Field Offices

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

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

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

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

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

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

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

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

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

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

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

From: Jeffrey Shane Compton <shane_compton@nps.gov>
Sent: Friday, October 04, 2013 2:14 PM
To: O'Dell Margaret
Cc: Maureen Foster; Sheaffer Bruce
Subject: Fwd: Email Access

Hi

We may want to cover on the 4 pm call.

I suggest adding it to the shutdown page, as it applies to all bureaus and DOI made the decision.

Thanks

Jeffrey Shane Compton
Associate Director
Information Resources
(202) 354-1474 (o)
(703) 839-2106 (c)

Begin forwarded message:

From: "Compton, Jeffrey" <shane_compton@nps.gov>
Subject: Re: Email Access
Date: October 4, 2013 1:59:48 PM EDT
To: "Charlip, Ralph" <ralph_charlip@ios.doi.gov>
Cc: David Vela <David_Vela@nps.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Kermit Howard <kermit_howard@ios.doi.gov>, Nicholas Chomycia <nicholas_chomycia@ios.doi.gov>

Thanks Ralph

We just haven't seen any OMB guidance on the subject other than employees are allowed to use 15 minutes to conduct shutdown activities. It is very specific to shutdown, so we were concerned.

I will pass on the info to my Director and Deputy Director. We will come up with a way to notify the on-call staff so they know.

Take care

Shane Compton, Associate Director
Information Resources
National Park Service
(202) 354-1474 (o)
(703) 839-2106 (c)

On Fri, Oct 4, 2013 at 1:51 PM, Charlip, Ralph <ralph_charlip@ios.doi.gov> wrote:
OMB said employees on call can access their govt email using govt or personal devices for 15 min/day. The 15 min can be 1 once a day for 15 min, 15 times a day for 1 min each or some other combination of time. My interpretation of the OMB guidance would mean the employee remains on furlough during this period.

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 Fri, Oct 4, 2013 at 1:23 PM, Compton, Jeffrey <shane_compton@nps.gov> wrote:
Hi Ralph

Sorry to bother you;

NPS got an email from OCIO that on call employees are allowed 15 minutes each day to check email. Employees have only heard what is in the press that they may not; hence we want to be clear before we start allowing a much larger number access email.

- Is DOI making a management call or is this something in OPM or OMB policy? .
- Do we record their 15 minutes each day actual work?
- Can they use government and/or personal equipment to access email? (Some on-call staff may not have government issued computers, tablets, etc.)

I have copied our NPS Associate Director for Workforce and Diversity. We are being asked to give an update this afternoon on our 4 pm NPS management call. We hope you can respond soon.

Thanks

Shane Compton, Associate Director
Information Resources
National Park Service
(202) 354-1474 (o)
(703) 839-2106 (c)

From:	Vela, Raymond <david_vela@nps.gov>
Sent:	Friday, October 04, 2013 2:33 PM
To:	Margaret O'Dell; Maureen Foster; Bruce Sheaffer; Cam Sholly; Jeffrey Compton; Lena McDowall; Suzanne Waldron; Joel Hard; Patricia Trap; Lisa Mendelson; Michael Caldwell; Patricia Neubacher; Shawn Benge; Colin Campbell; Robert Maclean; Sam Whittington; Michael Alvarez; Beverly Stephens; Kathy Wahler
Cc:	Jonathan Jarvis
Subject:	Fwd: Updated Furlough Guidance from OPM
Attachments:	Changes to Guidance for Shutdown Furloughs -- 10.04.2013.pdf

Hi Folks,
FYI, and please share with your HR staff who are working regarding the following changes to OPM Guidance for Shutdown Furloughs. The updates concern working during a furlough and Labor Management Relations implications.

Changes to OPM Guidance for Shutdown Furloughs

The changes below are included in the October 4, 2013, update to OPM's Guidance for Shutdown Furloughs.

Working During Furlough

In Section C (Working during Furlough), we are revising Question C.5a. as follows:

5a. What happens to employees on detail during a shutdown furlough?
A. Detailed employees remain officially assigned to their permanent positions during the detail. During a shutdown furlough, each agency will determine the status of their employees on detail within the agency or to another agency. Home and receiving agencies should carefully consult about what activities are appropriate for a detailee to perform during a funding lapse to ensure that the activities are consistent with the reasons why the agency designated them as "excepted."

Labor Management Relations Implications

In Section Q (Labor Management Relations Implications), we are revising Questions Q.4. and Q.5. as follows:

4. Can union officials perform representational work on "official time" during a shutdown?
A. Exempted employees (i.e. paid by non-appropriated funds) serving as union officials may continue to be granted official time to the same extent and in the same manner as they would under non-shutdown conditions. Other employees serving as union officials may work on official time during a shutdown if such activities fall within the Anti-Deficiency Act's exceptions. The exercise of a union's statutory and/or contractual rights triggered by an excepted management action taken during a shutdown would constitute an excepted activity. Therefore, if an agency has determined that a management action taken during a shutdown is permissible because it is an excepted activity, and such action triggers union representational rights under the collective bargaining agreement or 5 USC chapter 71 (i.e. a formal discussion, a Weingarten interview, or the representation of an employee in connection with an adverse personnel action), official time should be granted to employees to perform representational duties related to that action. With this in mind, agency officials should consult with their General Counsel to evaluate whether contemplated management actions will trigger statutorily or contractually guaranteed representation rights.

5. Will union officials have access to their union offices if they are in furlough status?
A. Generally, access to facilities during a furlough may be restricted based on funding, security or other issues. Depending on agency operations, a particular facility, or portions of a facility, may be fully or partially operational. Access to a union office during a period of furlough should not be prevented solely on the basis that a union official seeking access is not in a duty status. Access for representational purposes would be subject to each facility's requirements at the time, including provisions in collective bargaining agreements.

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Chomycia, Nicholas** <nicholas_chomycia@ios.doi.gov>
Date: Fri, Oct 4, 2013 at 2:01 PM
Subject: Fwd: Updated Furlough Guidance from OPM
To: DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>

Attached for your information is an OPM update to Furlough Guidance for Shutdown Furloughs. The updates concern working during a furlough and Labor Management Relations implications. Please share with your Servicing Human Resources Offices as appropriate.
Nick Chomycia
Employee Relations Program Manager
United States Department of the Interior
Office of Human Resources
1849 C Street, NW
Washington, DC 20240
202-208-6107 (FAX) 202-219-1513

---------- Forwarded message ----------
From: **OPM-PLR** <PLR@opm.gov>
Date: Fri, Oct 4, 2013 at 1:43 PM
Subject: Updated Furlough Guidance from OPM
To:

Good afternoon,

This message is to notify you that we have posted an updated version of OPM's Guidance for Shutdown Furloughs. The changes to the previous version include revised guidance on various topics. We are amending the following sections of the guidance:

- Section C (Working during Furlough)

- Section Q (Labor Management Relations Implications)

For your convenience, the changes are noted in the attached PDF file. The October 4, 2013, update to the Guidance for Shutdown Furloughs is now available at http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/#url=Shutdown-Furlough.

If you access the furlough guidance via this link and the September 30 guidance displays on your computer, please note that you may need to refresh your browser or clear your cache (Press F5) to view the updated guidance. Otherwise, the specific questions that have been added/revised are in the PDF attachment to this message.

OPM Partnership and Labor Relations

Changes to OPM Guidance for Shutdown Furloughs
October 4, 2013

Guidance on Various Topics

The changes below are included in the October 4, 2013, update to OPM's Guidance for Shutdown Furloughs.

Working during Furlough

In Section C (Working during Furlough), we are revising Question C.5a. as follows:

5a. What happens to employees on detail during a shutdown furlough?

A. Detailed employees remain officially assigned to their permanent positions during the detail. During a shutdown furlough, each agency will determine the status of their employees on detail within the agency or to another agency. Home and receiving agencies should carefully consult about what activities are appropriate for a detailee to perform during a funding lapse to ensure that the activities are consistent with the reasons why the agency designated them as "excepted."

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Access to a union office during a period of furlough should not be prevented solely on the basis that a union official seeking access is not in a duty status. Access for representational purposes would be subject to each facility's requirements at the time, including provisions in collective bargaining agreements.

From: Boling, Edward <ted.boling@sol.doi.gov>
Sent: Friday, October 04, 2013 2:45 PM
To: Jonathan Jarvis; Margaret O'Dell
Cc: Barry Roth; Joe Darnell
Subject: Alaska amendment to 10/1 closure determination and notice
Attachments: National Closure Determination and Notice AK amendment draft SOL.docx

Jon & Peggy - attached is a draft amendment to the October 1 closure notice to cover Alaska. Are you and/or your Alaska leadership available to discuss this at 4pm EDT, noon AK time?

Regards,

Ted Boling
Deputy Solicitor -- Parks & Wildlife
U.S Department of the Interior
1849 C Street NW
Washington, DC 20240
202-208-4423 (main)
202-208-3125 (direct)
202-208-5584 (fax)
Ted.Boling@sol.doi.gov

[NPS letterhead.]

Amendment to National Park System Closure Determination and Notice:
Units of the National Park System in Alaska

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 were closed to public visitation and use, subject to the conditions and exceptions described in the Director's October 1, 2013 Closure Determination and Notice. That national closure determination and notice was necessitated by a lapse in funds appropriated by the United States Congress for the operation of the National Park System, 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, and remains in effect until the earlier of the date that funding is restored or 30 days from the date of the closure determination and notice.

The national closure determination and notice does 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. In accordance with that determination and notice, those individuals may continue and complete their multi-day backcountry trips in accordance with their approved permit or plan.

Based on the specific authorities for subsistence uses and sport fishing under the Alaska National Interest Lands Conservation Act (ANILCA) and 36 CFR Part 13, the National Park Service is hereby issuing this amendment to its October 1, 2013 determination and notice to address the many millions of acres of National Parks and National Preserves in Alaska. Subsistence, sport hunting and fishing, and access to in-holdings were authorized by ANILCA and the public undertaking these activities may be engaged in these activities in the remotest areas of National Parks and National Preserves during the shutdown period. While closure of National Park System facilities is fully required, access to the backcountry - areas generally open without fees or permits - will not be curtailed. Subsistence access and activities, sport hunting and fishing, in-holder access, and other uses requiring no new fees, permits or government-required authorization will be allowed to continue during the shutdown period. To the fullest extent possible, parks will provide notice of closed facilities and operations and alert the public that limited, if any, NPS emergency responses or services will be available during the government shutdown.

_____ _____

Jonathan Jarvis
Director, National Park Service

Date

From: Compton, Jeffrey <shane_compton@nps.gov>
Sent: Thursday, October 03, 2013 5:18 PM
To: Peggy O'Dell; Maureen Foster
Subject: Email for on call staff

Hi

Bernie apparently mentioned in his own staff meeting that on-call staff can check email 15 minutes each day. However, he mentioned no policy or guidance. Hence, Martha Eichenbaum, DOI Email Manager, is checking with HR and her management to clarify.

I will let you know what I find out.

Shane Compton, Associate Director
Information Resources
National Park Service
(202) 354-1474 (o)
(703) 839-2106 (c)

From: Chris Lehnertz <chrleh@icloud.com>
Sent: Saturday, October 05, 2013 3:08 AM
To: peggy_o'dell@nps.gov
Subject: RD Exception Next Week

Hi Peggy,

I was sorry to miss the RD call on Friday, in large part because I wanted to have further discussion about regional core teams.

I continue to think that RDs should not be furloughed. I understand the concern about the perception around pay, but I think it is greatly, greatly outweighed the the perception that senior leadership is missing, checked out, or vacationing. I am not as much interested in regions needing to be consistent, but know it is a very strong concern for one or two others. I don't know how strong that consideration is for you.

This weekend will be a trying time for most of our PWR parks -- beautiful weather in the west, tons of weekend visitors who will be disappointed (some enraged) and even heavier media coverage.

I would like to request being an excepted employee on at least Monday, and preferably for the duration of the shutdown, to actively participate in conference calls, and in order to call and check in on individual parks. I would also like to add some additional safety messages to our daily PWR call. Our regional office team is doing a great job, but I think we need to have a little more conversation about risk management on each superintendent call.

Would be happy to talk with you this weekend, and will be closely monitoring my personal email.

Thanks much.

Chris

From: Chris Lehnertz <chrleh@icloud.com>
Sent: Monday, October 07, 2013 6:14 AM
To: margaret_o'dell@nps.gov; peggy_o'dell@nps.gov
Subject: Fwd: RD Exception Next Week

Hi Peggy,

Hope you had a good weekend. I wanted to resend this, in case you didn't receive it. May be that you just want to wait until Tuesday to discuss on RD call.

If an exception could even be for a few hours a week, I'd like to sit in on daily regional calls, and be able to talk, as well as reach out to parks with phone calls. With 59 parks, our current team is pretty much just fielding calls, and I'd like to make more regular contact, and have a presence talking with folks. RDs leadership absence is being noted, and I think our leadership for morale, messaging and support is important.

Thanks

Chris

Begin forwarded message:

> **From:** Chris Lehnertz <chrleh@icloud.com>
> **Date:** October 5, 2013 at 12:08:05 AM PDT
> **To:** peggy_o'dell@nps.gov
> **Subject: RD Exception Next Week**
>
> Hi Peggy,
>
> I was sorry to miss the RD call on Friday, in large part because I wanted to have further discussion about regional core teams.
>
> I continue to think that RDs should not be furloughed. I understand the concern about the perception around pay, but I think it is greatly, greatly outweighed the the perception that senior leadership is missing, checked out, or vacationing. I am not as much interested in regions needing to be consistent, but know it is a very strong concern for one or two others. I don't know how strong that consideration is for you.
>
> This weekend will be a trying time for most of our PWR parks -- beautiful weather in the west, tons of weekend visitors who will be disappointed (some enraged) and even heavier media coverage.
>
> I would like to request being an excepted employee on at least Monday, and preferably for the duration of the shutdown, to actively participate in conference calls, and in order to call and check in on individual parks. I would also like to add some additional safety messages to our daily PWR call. Our regional office team is doing a great job, but I think we need to have a little more conversation about risk management on each superintendent call.

Would be happy to talk with you this weekend, and will be closely monitoring my personal email.

Thanks much.

Chris

From: Jarvis, Jonathan <jon_jarvis@nps.gov>
Sent: Monday, October 07, 2013 8:12 AM
To: Sue Waldron; Peggy O'Dell
Subject: Draft all employee message
Attachments: To all NPS Employees draft 10.7.docx

for review

--
Jonathan B. Jarvis
Director, NPS

To all NPS Employees

Today, we begin day seven of the shut down due to the lack of an appropriation that would fund the Federal Government. The good news is that the House did pass legislation to provide payment to you for the time you have been furloughed. This has been one of my primary concerns and to not pay you for this involuntary furlough would have been tragic and created great hardship. Having started in the NPS as a GS 3 and worked for years as the sole family breadwinner with two small children as a GS 7 and 9, I know what it means to live paycheck to paycheck.

I am sure you have seen that the NPS has been in the news a great deal regarding the shutdown. The employees of the National Park Service and our park areas have become the tangible face that illustrates elements of the shutdown.

I have had to make some very tough decisions over the last week, weathering the political pressures to open the parks. It is interesting to see and hear from so many self-proclaimed "experts" on park management who claim that we can just open up the parks without funding. They suggest these parks are just open lands, or open air, and therefore they should continue to be open for public use.

My position has been that the National Park System is supported and loved by the American public not only because our parks are beautiful and historic, but because they are well managed, protected, interpreted and maintained by a professional workforce that is now on furlough.

The NPS enabling legislation, the Organic Act, directs the agency to use "such measures and means" that the parks entrusted to our care will be unimpaired for future generations. Consequently, in that we no longer have National Park Service professionals to administer the parks to the mandated standards of the NPS Organic Act, closure is the only "measure" that can assure the nation's parks, with their irreplaceable resources, will be unimpaired for future generations.

With this unplanned furlough, I imagine some of you are taking care of household chores, or spending some great time with your family. I have heard that many of you are volunteering for a variety of local efforts and for that gift to your community, thank you! I am sure that all of you are frustrated and would like to return to work, and it is my hope that we can bring you all back soon. In the interim, hang in there, I miss you all.

Despite the budget debacle and the shutdown, I am seeing a strong and renewed commitment by National Park Service employees to our mission, now approaching its 100th year anniversary in 2016. National Park Service employees have become the public face of government employees in the shutdown. I met a furloughed employee from another federal agency this week and he thanked me for the visibility of the NPS and the professionalism we are demonstrating on that front line on behalf of all federal employees.

In closing I am reminded of what Wallace Stegner wrote in 1983. "National parks are the best idea we ever had. Absolutely American, absolutely democratic, they reflect us at our best rather than our worst."

From: Benge, Shawn <shawn_benge@nps.gov>
Sent: Monday, October 07, 2013 8:56 AM
To: Margaret O'Dell
Subject: Re: Question

I can call at 9:30 if not too late. Currently on conference call. If 9:30 won't work, give me a time and I will make it work.

Greatly appreciated!

On Sun, Oct 6, 2013 at 9:23 PM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:
We can certainly add another person to helps age the workload. Do some of you need to have a day off soon? Are you available to talk early tomorrow morning. You can call my cell anytime after 7:15 in the morning. Look forward to talking with you
Sent from my iPhone

On Oct 6, 2013, at 5:59 PM, "Benge, Shawn" <shawn_benge@nps.gov> wrote:

Peggy,

I was wondering if there is any opportunity to increase the SERO "excepted" number from 3 to 4 (at least in the short term). I would like to add Sherri Fields, DRD to the mix to help manage the workload. Triage is becoming more difficult just due to the volume that's coming at us. I would not say that is beyond the capacity of the current three folks, but the tipping point is in view. The added assistance would help to make it more reasonable. I recognize WASO is in the same boat, probably worse off, so please understand I can live with NO. I felt compelled to ask the question because I can see it's taking a toll and if there is no really consequence around taking on a fourth person, I want to take advantage of the opportunity. There are a couple of more biggies that will require some attention next week that I have been avoiding because I can't get to them. They include:

GRSM--Scheduled cemetery visitation in North Carolina (North Shore Road area). The Park provides both water and land-based transportation services during weekends based on a published schedule. Cemetery visitation is scheduled for Oct 12-13. If we are shut down, obviously I can't image Dale will be requesting to provide such services, but we need a game plan to manage public reaction. It will impact both the Park and SERO. FYI---I haven't had any conversation with the park on this issues yet. We only provide transportation services to each cemetery once a year. There are many cemeteries, that's why is a 4 month operation. The cemeteries are inaccessible for most people without our transportation services. People wait all year to have an opportunity to visit their family cemeteries and many travel long distances.

BISC---During Memorial Day weekend, a major water based event occurs in Biscayne Bay. This is not a permitted event because it starts outside the park, however, all the boaters end up in the park (in a particular area). The size of the event is really large with dozens of folks

being arrested each year. LE occurs through a unified command system. I suspect there could be a lot of angry folks (drunk and naked). We will need to spend time with the park assuring we have an effective operational plan.

GRSM--Newfound Gap Road

Let me know what you think. Again, just asking and I'm not at all at the begging point. FYI--Stan is aware and supportive.

Thanks,

--

Shawn Benge
Deputy Regional Director
Southeast Region
National Park Service
Office: 404 507 5605
Cell: 404 272 7253

--
Shawn Benge
Deputy Regional Director
Southeast Region
National Park Service
Office: 404 507 5605
Cell: 404 272 7253

From: Laura Joss <laurajoss@me.com>
Sent: Monday, October 07, 2013 9:28 AM
To: O'Dell, Margaret
Subject: Re: IMR RD Callback request

Peggy: Thanks for taking time to talk with me about this today. As per our discussion, I will work 2-4 hours/day October 7-10 in order to provide leadership and assistance with critical issues to the three IMRO excepted employees.

Thank you.

Laura

Laura E. Joss
435-260-0903

On Oct 7, 2013, at 6:11 AM, "O'Dell, Margaret" <peggy_o'dell@nps.gov> wrote:

> So let's talk this morning....you can call my cell anytime before 10:15 ET when I have to go into a meeting.
>
> P
>
> On Sun, Oct 6, 2013 at 10:38 PM, Laura Joss <laurajoss@me.com> wrote:
> Peggy: I would like to ask your approval to go into the office on a callback basis for a few hours Monday and Tuesday to give guidance on the high profile issues at numerous parks in AZ and UT who are dealing with re-opening requests by their delegations, closure bypasses (the Take Back Our Parks campaign) and also to assist with the major storm damage issues at parks in WY and MT from this weekend's heavy snow (some areas received up to 4').
>
> Unless I hear to the contrary from you, I'd like to go in around 9am Mountain time.
>
> Thanks for your consideration of this request.
>
> Laura
>
> Laura E. Joss
> 435-260-0903

From: Vela, Raymond <david_vela@nps.gov>
Sent: Monday, October 07, 2013 9:39 AM
To: Margaret O'Dell; Maureen Foster
Cc: Bruce Sheaffer
Subject: Fwd: MIB-SIB Access List Update

Hi Folks,
Ralph will be sending an updated list to OLES around 3 PM today. Therefore, if we have any adjustments to make to the list, please send them to him before then.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Charlip, Ralph** <ralph_charlip@ios.doi.gov>
Date: Mon, Oct 7, 2013 at 9:29 AM
Subject: MIB-SIB Access List Update
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, Amy Taylor <amy.taylor@bsee.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Carole Carter-Pfisterer <capfiste@blm.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>, "Davis, Mark" <mark_davis@ost.doi.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>, Fay Iudicello <fay_iudicello@ios.doi.gov>, "Gibbs Tschudy, Deborah" <deborah.gibbstschudy@onrr.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>, "Ingram, George" <george_ingram@ost.doi.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Joseph Ward <joe_ward@nbc.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins

<loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Nicole Buffa <nicole_buffa@ios.doi.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>

This morning we have had a number of individuals come to MIB-SIB to work and their name was not on the access list. I think we all realize this new process will take a day or two so that it works as we might like.

To accommodate our growing pains, I am updating the list to send to OLES later today. I'm receiving inputs from many of you, and I thank you for letting me know who needs to be added.

A couple of lessons learned from this morning already.

1. In our original call for names, we asked you to identify someone who the Guards could call if the person's name was not on the access list. For those bureaus/offices that provided only one name, you may want to consider a back-up. Already we have one of the POC's unexpectedly out sick leaving the Guards with no bureau/office contact information.

2. If you have names to add to the access list, please do not resend the original list you sent last week with the name added. Please remove all the previously submitted names and send only the new names.

3. If you have a name you wish to remove from the access list, please include that information in the body of the email.

I'll be sending an updated list to OLES about 3 PM today, so if you have any adjustments to make to the list, please send them by 3.

I'm hoping we won't have to reissue a list each day, so please review the names of those who need access to MIB-SIB this morning.

Thanks!

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

From: O'Dell, Margaret <peggy_o'dell@nps.gov>
Sent: Monday, October 07, 2013 9:40 AM
To: Peggy O'Dell
Subject: Fwd: Template For Hours Worked
Attachments: Hours Worked.xlsx

---------- Forwarded message ----------
From: **Margaret O'Dell** <peggy_o'dell@nps.gov>
Date: Wed, Oct 2, 2013 at 10:19 PM
Subject: Fwd: Template For Hours Worked
To: Peggy O'Dell <peggy_o'dell@nps.gov>

Sent from my iPhone

Begin forwarded message:

> **From:** "Vela, Raymond" <david_vela@nps.gov>
> **Date:** October 2, 2013, 2:11:40 PM EDT
> **To:** "Margaret O'Dell" <peggy_o'dell@nps.gov>, Maureen Foster <maureen_foster@nps.gov>, Suzanne Waldron <sue_waldron@nps.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Lena McDowall <Lena_McDowall@nps.gov>, Jeffrey Compton <shane_compton@nps.gov>, Joel Hard <Joel_Hard@nps.gov>, Colin Campbell <colin_campbell@nps.gov>, Patricia Trap <patricia_trap@nps.gov>, Lisa Mendelson <lisa_mendelson-ielmini@nps.gov>, Michael Caldwell <mike_caldwell@nps.gov>, Patricia Neubacher <patty_neubacher@nps.gov>, Shawn Benge <shawn_benge@nps.gov>, Robert Maclean <robert_maclean@nps.gov>, Michael Alvarez <michael_alvarez@nps.gov>, Sam Whittington <sam_whittington@nps.gov>, Cam Sholly <cam_sholly@nps.gov>
> **Cc:** Jonathan Jarvis <jon_jarvis@nps.gov>, Kathy Wahler <kathy_wahler@nps.gov>, Russell Baker <russell_baker@nps.gov>, Michelle Fisher <michelle_fisher@nps.gov>
> **Subject: Fwd: Template For Hours Worked**
>
> Hi Folks,
> FYI.
>
> Have a great day.
>
> David Vela
> Associate Director
> Workforce, Relevancy and Inclusion
> National Park Service
> 1849 C Street, NW, Room 3127
> Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Charlip, Ralph** <ralph_charlip@ios.doi.gov>
Date: Wed, Oct 2, 2013 at 12:26 PM
Subject: Template For Hours Worked
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, "Davis, Mark" <mark_davis@ost.doi.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>, Fay Iudicello <fay_iudicello@ios.doi.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>, Kermit Howard <kermit_howard@ios.doi.gov>, Nicholas Chomycia <nicholas_chomycia@ios.doi.gov>

Attached is a template you can use to track hours that employees work. This would be useful for Excepted employees or on-call employees that are required to perform Excepted duties.

Our thanks to BSEE for their template.

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

Bureau:

Organization Code:

Supervisor Name:

	Hours Worked										
Date	**10/1**	**10/2**	**10/3**	**10/4**	**10/5**	**10/4**	**10/7**	**10/8**	**10/9**	**10/10**	**10/11**
Day	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Employee Name											

From: Foster, Maureen <maureen_foster@nps.gov>
Sent: Monday, October 07, 2013 9:51 AM
To: Vela, Raymond
Cc: Margaret O'Dell; Bruce Sheaffer; Beverly Stephens
Subject: Re: MIB-SIB Access List Update

Is Grace still handling the list? I think that all updates need to go through her. We have a master list on the google drive that she and I have been using.

If we are still doing this and the baby decides to make her appearance, I am willing to assume responsibility for the list.

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.

On Mon, Oct 7, 2013 at 9:39 AM, Vela, Raymond <david_vela@nps.gov> wrote:
Hi Folks,
Ralph will be sending an updated list to OLES around 3 PM today. Therefore, if we have any adjustments to make to the list, please send them to him before then.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Charlip, Ralph** <ralph_charlip@ios.doi.gov>
Date: Mon, Oct 7, 2013 at 9:29 AM
Subject: MIB-SIB Access List Update
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, Amy Taylor <amy.taylor@bsee.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Carole Carter-Pfisterer <capfiste@blm.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>, "Davis, Mark" <mark_davis@ost.doi.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>, Fay Iudicello <fay_iudicello@ios.doi.gov>, "Gibbs Tschudy, Deborah" <deborah.gibbstschudy@onrr.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>, "Ingram, George" <george_ingram@ost.doi.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Joseph Ward <joe_ward@nbc.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Nicole Buffa <nicole_buffa@ios.doi.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>

This morning we have had a number of individuals come to MIB-SIB to work and their name was not on the access list. I think we all realize this new process will take a day or two so that it works as we might like.

To accommodate our growing pains, I am updating the list to send to OLES later today. I'm receiving inputs from many of you, and I thank you for letting me know who needs to be added.

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I'm hoping we won't have to reissue a list each day, so please review the names of those who need access to MIB-SIB this morning.

Thanks!

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

From: Beverly Stephens <grace_stephens@nps.gov>
Sent: Monday, October 07, 2013 9:52 AM
To: Foster, Maureen
Cc: Vela, Raymond; Margaret O'Dell; Bruce Sheaffer
Subject: Re: MIB-SIB Access List Update

I am on it :). I was going to ask at the 10:15 if anyone had trouble this morning... Did you all get in ok?

On Oct 7, 2013, at 9:50 AM, "Foster, Maureen" <maureen_foster@nps.gov> wrote:

> Is Grace still handling the list? I think that all updates need to go through her. We have a master list on the google drive that she and I have been using.
>
> If we are still doing this and the baby decides to make her appearance, I am willing to assume responsibility for the list.
>
> _____
> 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.
>
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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

From: Chris Lehnertz <chrleh@icloud.com>
Sent: Monday, October 07, 2013 10:14 AM
To: O'Dell, Margaret
Subject: Re: RD Exception Next Week

Thanks so much for your message Peggy. You hang in there too. Look forward to talking tomorrow.

On Oct 7, 2013, at 5:38 AM, "O'Dell, Margaret" <peggy_o'dell@nps.gov> wrote:

> Hi Chris,
>
> I have been swamped all last week and this weekend, so I haven't had time to think about your request.
> Sorry for the delay in responding.
>
> As you suggest, I would like to discuss with all the RDs on our Tuesday call. As this drags on I am sure folks are feeling more and more concerned. I know the deputies are doing a great job, so that is not the issue.
>
> I did approve Stan going in to help his regional staff on Saturday because they were slammed, and he went back on furlough on Sunday. If you have that situation where the volume of work requires another hand, I would be willing to agree to adding you to the PWR shutdown team as an additional resource during that high work volume time.
>
> On Tuesday let's discuss options, do RDs go back to work and give deputies some days off? Do we start a rotation, assuming this will go on through Oct 16 when debt ceiling must be addressed. Or do we say RDs are critical now since the challenges of maintaining a closure are becoming more difficult. I think each region has a different level of activity and we should make decisions based on real time circumstances for each.
>
> Hope that helps you think through it as well. Hang in there....
>
> On Mon, Oct 7, 2013 at 6:13 AM, Chris Lehnertz <chrleh@icloud.com> wrote:
> Hi Peggy,
>
> Hope you had a good weekend. I wanted to resend this, in case you didn't receive it. May be that you just want to wait until Tuesday to discuss on RD call.
>
> If an exception could even be for a few hours a week, I'd like to sit in on daily regional calls, and be able to talk, as well as reach out to parks with phone calls. With 59 parks, our current team is pretty much just fielding calls, and I'd like to make more regular contact, and have a presence talking with folks. RDs leadership absence is being noted, and I think our leadership for morale, messaging and support is important.
>
> Thanks

Chris

Begin forwarded message:

From: Chris Lehnertz <chrleh@icloud.com>
Date: October 5, 2013 at 12:08:05 AM PDT
To: peggy_o'dell@nps.gov
Subject: RD Exception Next Week

Hi Peggy,

I was sorry to miss the RD call on Friday, in large part because I wanted to have further discussion about regional core teams.

I continue to think that RDs should not be furloughed. I understand the concern about the perception around pay, but I think it is greatly, greatly outweighed the the perception that senior leadership is missing, checked out, or vacationing. I am not as much interested in regions needing to be consistent, but know it is a very strong concern for one or two others. I don't know how strong that consideration is for you.

This weekend will be a trying time for most of our PWR parks -- beautiful weather in the west, tons of weekend visitors who will be disappointed (some enraged) and even heavier media coverage.

I would like to request being an excepted employee on at least Monday, and preferably for the duration of the shutdown, to actively participate in conference calls, and in order to call and check in on individual parks. I would also like to add some additional safety messages to our daily PWR call. Our regional office team is doing a great job, but I think we need to have a little more conversation about risk management on each superintendent call.

Would be happy to talk with you this weekend, and will be closely monitoring my personal email.

Thanks much.

Chris

From: Jeffrey Shane Compton <shane_compton@nps.gov>
Sent: Monday, October 07, 2013 11:08 AM
To: O'Dell Margaret
Subject: Mail Room in Denver, Alameda Building

Hi Peggy

I got a call from Sam Whittington late friday regarding mail service for the Alameda Building. He states that his construction packages are received via a public SharePoint site (which is up) and via USPS, UPS, FedEx. He states his projects are being negatively impacted as they are expecting the drawings, proposals, etc.

He requests that I open the mail room and allow mail to be delivered. This is tricky as some mail comes from the Federal Center, (we go pick it up) and some is received by the building. Also, we x-ray and then sort for property tagging, storage, and delivery. So, it isn't as simple as bringing in one person to sort mail.

I don't recommend opening the mail room; however I wanted to confirm with you, before answering Sam.

Thanks

Jeffrey Shane Compton
Associate Director
Information Resources
(202) 354-1474 (o)
(703) 839-2106 (c)

From: Waldron, Suzanne <sue_waldron@nps.gov>
Sent: Monday, October 07, 2013 11:56 AM
To: Jarvis, Jonathan
Cc: Peggy O'Dell; Maureen Foster
Subject: Re: Draft all employee message
Attachments: To all NPS Employees draft 10.7_sue.docx

couple thoughts/edits

On Mon, Oct 7, 2013 at 8:12 AM, Jarvis, Jonathan <jon_jarvis@nps.gov> wrote:
for review

--
Jonathan B. Jarvis
Director, NPS

--
Sue Waldron
Assistant Director, Communications
National Park Service
(202) 208-3046
Visit us at www.nps.gov

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

EXPERIENCE YOUR AMERICA

(b) (5)

[redacted]

(b) (5)

From: Benge, Shawn <shawn_benge@nps.gov>
Sent: Sunday, October 06, 2013 6:00 PM
To: Margaret O'Dell
Subject: Question

Peggy,

I was wondering if there is any opportunity to increase the SERO "excepted" number from 3 to 4 (at least in the short term). I would like to add Sherri Fields, DRD to the mix to help manage the workload. Triage is becoming more difficult just due to the volume that's coming at us. I would not say that is beyond the capacity of the current three folks, but the tipping point is in view. The added assistance would help to make it more reasonable. I recognize WASO is in the same boat, probably worse off, so please understand I can live with NO. I felt compelled to ask the question because I can see it's taking a toll and if there is no really consequence around taking on a fourth person, I want to take advantage of the opportunity. There are a couple of more biggies that will require some attention next week that I have been avoiding because I can't get to them. They include:

GRSM--Scheduled cemetery visitation in North Carolina (North Shore Road area). The Park provides both water and land-based transportation services during weekends based on a published schedule. Cemetery visitation is scheduled for Oct 12-13. If we are shut down, obviously I can't image Dale will be requesting to provide such services, but we need a game plan to manage public reaction. It will impact both the Park and SERO. FYI---I haven't had any conversation with the park on this issues yet. We only provide transportation services to each cemetery once a year. There are many cemeteries, that's why is a 4 month operation. The cemeteries are inaccessible for most people without our transportation services. People wait all year to have an opportunity to visit their family cemeteries and many travel long distances.

BISC---During Memorial Day weekend, a major water based event occurs in Biscayne Bay. This is not a permitted event because it starts outside the park, however, all the boaters end up in the park (in a particular area). The size of the event is really large with dozens of folks being arrested each year. LE occurs through a unified command system. I suspect there could be a lot of angry folks (drunk and naked). We will need to spend time with the park assuring we have an effective operational plan.

GRSM--Newfound Gap Road

Let me know what you think. Again, just asking and I'm not at all at the begging point. FYI--Stan is aware and supportive.

Thanks,

--

Shawn Benge
Deputy Regional Director
Southeast Region
National Park Service

Office: 404 507 5605
Cell: 404 272 7253

From: Foster, Maureen <maureen_foster@nps.gov>
Sent: Monday, October 07, 2013 5:08 PM
To: Bruce Sheaffer; Cam Sholly; Colin Campbell; David Vela; Joel Hard; Jon Jarvis; Lena McDowall; Lisa Mendelson-Ielmini; Michael Alvarez; Michael Caldwell; Patricia Trap; Patty Neubacher; Peggy O'Dell; Robert Maclean; Sam Whittington; Shane Compton; Shawn Benge; Sue Waldron
Subject: Conference call on Tuesday, October 8

PLEASE SHARE THIS WITH YOUR MANAGERS AND SUPERINTENDENTS

Director Jarvis will lead a conference call on Tuesday for non-furloughed NPS managers and superintendents to discuss the shutdown.

Please share this email as appropriate.

Tuesday, October 8
3:00 EDT

Non-responsive

All participants should dial into the call approximately 15 minutes prior to the start of the call. Each caller will be asked to provide a name and park/program location.

Please **DO NOT** put the phone on hold during the conference call; however, using the mute function is fine.

Please **DO NOT** use a cell phone to dial into the call as cell phones may cause static interference.

Due to the finite number of lines, we ask that offices/programs phone into together (to the extent possible).

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
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saved by the American people,
so that all may experience our heritage.

From: O'Dell, Margaret <peggy_o'dell@nps.gov>
Sent: Monday, October 07, 2013 5:16 PM
To: Peggy O'Dell
Subject: Fwd: Template For Hours Worked
Attachments: Hours Worked.xlsx

---------- Forwarded message ----------
From: **O'Dell, Margaret** <peggy_o'dell@nps.gov>
Date: Mon, Oct 7, 2013 at 9:40 AM
Subject: Fwd: Template For Hours Worked
To: Peggy O'Dell <peggy_o'dell@nps.gov>

---------- Forwarded message ----------
From: **Margaret O'Dell** <peggy_o'dell@nps.gov>
Date: Wed, Oct 2, 2013 at 10:19 PM
Subject: Fwd: Template For Hours Worked
To: Peggy O'Dell <peggy_o'dell@nps.gov>

Sent from my iPhone

Begin forwarded message:

> **From:** "Vela, Raymond" <david_vela@nps.gov>
> **Date:** October 2, 2013, 2:11:40 PM EDT
> **To:** "Margaret O'Dell" <peggy_o'dell@nps.gov>, Maureen Foster <maureen_foster@nps.gov>, Suzanne Waldron <sue_waldron@nps.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Lena McDowall <Lena_McDowall@nps.gov>, Jeffrey Compton <shane_compton@nps.gov>, Joel Hard <Joel_Hard@nps.gov>, Colin Campbell <colin_campbell@nps.gov>, Patricia Trap <patricia_trap@nps.gov>, Lisa Mendelson <lisa_mendelson-ielmini@nps.gov>, Michael Caldwell <mike_caldwell@nps.gov>, Patricia Neubacher <patty_neubacher@nps.gov>, Shawn Benge <shawn_benge@nps.gov>, Robert Maclean <robert_maclean@nps.gov>, Michael Alvarez <michael_alvarez@nps.gov>, Sam Whittington <sam_whittington@nps.gov>, Cam Sholly <cam_sholly@nps.gov>
> **Cc:** Jonathan Jarvis <jon_jarvis@nps.gov>, Kathy Wahler <kathy_wahler@nps.gov>, Russell Baker <russell_baker@nps.gov>, Michelle Fisher <michelle_fisher@nps.gov>
> **Subject: Fwd: Template For Hours Worked**
>
> Hi Folks,
> FYI.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
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Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

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From: **Charlip, Ralph** <ralph_charlip@ios.doi.gov>
Date: Wed, Oct 2, 2013 at 12:26 PM
Subject: Template For Hours Worked
To: "adrianne_moss@ios.doi.gov" <adrianne_moss@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Anderson, James" <james.anderson@boem.gov>, Andrew Jackson <Andrew_Jackson@ios.doi.gov>, Angela Graziano <angela_graziano@ios.doi.gov>, Annette Marvin <amarvin@usbr.gov>, "Bender, Kathryn L" <Kathryn_L_Bender@ios.doi.gov>, Benjamin Milakofsky <benjamin_milakofsky@ios.doi.gov>, Bernard Mazer <Bernard_Mazer@ios.doi.gov>, Beverly Stephens <grace_stephens@nps.gov>, Bruce Delaplaine <bruce_delaplaine@doioig.gov>, Bruce Sheaffer <bruce_sheaffer@nps.gov>, Celina Cunningham <celina_cunningham@ios.doi.gov>, "Charlip, Ralph B" <Ralph_Charlip@ios.doi.gov>, Chris Nolin <chris_nolin@fws.gov>, Dave Achterberg <DAchterberg@usbr.gov>, "Davis, Mark" <mark_davis@ost.doi.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>, Fay Iudicello <fay_iudicello@ios.doi.gov>, "Gillick, Larry" <larry_gillick@ios.doi.gov>, "Glenn, Douglas A" <Douglas_Glenn@ios.doi.gov>, "Gould, Greg" <Greg.Gould@onrr.gov>, Grayford Payne <gfpayne@usbr.gov>, James Mccaffery <james_mccaffery@ios.doi.gov>, Janine Velasco <jvelasco@blm.gov>, Jean Maybee <jean_maybee@ios.doi.gov>, Joe Nassar <joe_nassar@nbc.gov>, Jonathan Andrew <jonathan_andrew@ios.doi.gov>, Jonathan Dunn <jonathan_dunn@ios.doi.gov>, Jorge Silva-Banuelos <jorge_silva-banuelos@ios.doi.gov>, Kerry Rae <kerry_rae@ios.doi.gov>, Kimberly Thorsen <Kim_Thorsen@ios.doi.gov>, Loraine Dawkins <loraine_dawkins@ios.doi.gov>, Lori Faeth <lori_faeth@ios.doi.gov>, "Lukjanczuk, Tamara" <tamara.lukjanczuk@boem.gov>, Margaret Schneider <margaret.schneider@bsee.gov>, Mark Lawyer <mark_lawyer@ios.doi.gov>, Mary Pletcher <Mary_Pletcher@ios.doi.gov>, Michael Bean <michael_bean@ios.doi.gov>, Michael Black <mike.black@bia.gov>, Michael Johnston <michael_j_johnston@fbms.doi.gov>, Nancy Monroe <nancy_monroe@ios.doi.gov>, "Neely, Cynthia" <Cynthia_Neely@ost.doi.gov>, Nichelle Rogers <Nichelle.Rogers@onrr.gov>, Pam Haze <pam_haze@ios.doi.gov>, Paul Mussenden <paul_mussenden@ios.doi.gov>, Reed Murray <rrmurray@usbr.gov>, Richard Cardinale <richard_cardinale@ios.doi.gov>, Richard Farr <richard_a_farr@nbc.gov>, Robert Wolf <rwolf@usbr.gov>, Ruth Stokes <rstokes@osmre.gov>, "Santos, Tyrone" <tyrone.santos@sol.doi.gov>, Scott Mabry <scott.mabry@bsee.gov>, Shayla Simmons <Shayla.Simmons@sol.doi.gov>, "Smith, Clarence" <clarence_smith@ios.doi.gov>, "Spano, Julie" <julie_spano@ios.doi.gov>, Stephen Hardgrove <stephen_hardgrove@doioig.gov>, Thomas Lillie <thomas.lillie@bsee.gov>, Thomas Mulhern <thomas_mulhern@ios.doi.gov>, Thomas Thompson <thomas.thompson@bia.gov>, Thomas

Wayson <thomas_c_wayson@ios.doi.gov>, Tom T Bussanich <Tom_Bussanich@ios.doi.gov>, Tommy Tomsan <tommy.tomsan@sol.doi.gov>, Vicki Forrest <vicki.forrest@bia.gov>, Walter Cruickshank <walter.cruickshank@boem.gov>, Will Shipp <wshipp@usbr.gov>, Willie Taylor <willie_taylor@ios.doi.gov>, DOI_HR_Ofcrs <doi_hr_ofcrs@ios.doi.gov>, DOI_Human_Capital_Team <doi_human_capital_team@ios.doi.gov>, Kermit Howard <kermit_howard@ios.doi.gov>, Nicholas Chomycia <nicholas_chomycia@ios.doi.gov>

Attached is a template you can use to track hours that employees work. This would be useful for Excepted employees or on-call employees that are required to perform Excepted duties.

Our thanks to BSEE for their template.

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

Bureau:

Organization Code:

Supervisor Name:

	Hours Worked										
Date	**10/1**	**10/2**	**10/3**	**10/4**	**10/5**	**10/4**	**10/7**	**10/8**	**10/9**	**10/10**	**10/11**
Day	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Employee Name											

From: Neubacher, Patricia <patty_neubacher@nps.gov>
Sent: Monday, October 07, 2013 5:27 PM
To: Margaret O'Dell
Cc: Scott Wanek; Craig Dalby; Maureen Foster
Subject: Pacific West Region rotation

Peggy: As per your request on the call today, here's our tentative plan for PWRO:

Following the established rotation for ICS, Scott Wanek, Craig Dalby and myself would stay in place for the first 14 days. At that point we would rotate with other PWRO Directorate members. This would seem to work fine for us - none of us are feeling terribly stressed or exhausted (well, no more than normal!). However, if you are uncomfortable with that arrangement/plan, please let us know.

Chris mentioned that RDs may start coming into the office for a couple of hours a day. That's fine...and I've offered that she and I could rotate if that would make her more comfortable.

Parks seem to be fine and are establishing their own rotations...based on their specific park requirements.

Please let me know if you have any questions or concerns. Thanks!

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

From: Neubacher, Patricia <patty_neubacher@nps.gov>
Sent: Monday, October 07, 2013 5:32 PM
To: O'Dell, Margaret
Cc: Maureen Foster
Subject: Re: Pacific West Region rotation

You know, one general concern I have is that if this goes longer than 30 days, don't we have to begin RIF procedures of some sort? not sure how we plan for that in advance?

On Mon, Oct 7, 2013 at 2:29 PM, O'Dell, Margaret <peggy_o'dell@nps.gov> wrote:
Thanks for the prompt reply....RDs will discuss tomorrow to see what they want to do. Thank you for managing things so well.

On Mon, Oct 7, 2013 at 5:27 PM, Neubacher, Patricia <patty_neubacher@nps.gov> wrote:
Peggy: As per your request on the call today, here's our tentative plan for PWRO:

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

--
Patty Neubacher
Deputy Regional Director
Pacific West Region

(415) 623-2105 work
(510) 604-9998 cell

From: Kelly, Katherine <kate_kelly@ios.doi.gov>
Sent: Monday, October 07, 2013 5:49 PM
To: jon jarvis; O'Dell, Peggy; maureen foster; Suzanne Waldron; mike litterst; Ted Boling; Haugrud, Jack; laura davis; Nicole Buffa; Androff, Blake J
Subject: draft Jarvis message to employees
Attachments: To all NPS Employees draft 10.7_sue kk.docx

Here's an updated draft of the Director's message to employees; the idea being that this will go out via email and on the doi.gov/shutdown.

It's on the long side (thanks to some potentially unnecessary flowery stuff that the silly comms team added) so cuts are welcome.

Please send any edits tonight/first thing tmrw. Or, happy to discuss thoughts via phone.

--

Kate Kelly
Director of Communications
Department of the Interior
(202) 208 2409
kate_kelly@ios.doi.gov

To all NPS Employees:

It remains my hope that the Congress acts swiftly to reopen the Government; in the meantime, I am writing this short message to National Park Service employees as we go into the second week of the lapse in appropriations.

First, I am pleased that the House of Representatives passed legislation – and the Senate is expected to follow suit – to retroactively pay you for the time you have been furloughed. This has been one of my primary concerns; to not pay you for this involuntary furlough would have caused great hardship on many employees. Having started in the National Park Service as a GS 3 and working for years as my family's sole breadwinner with two small children as a GS 7 and 9, I know what it means to live paycheck to paycheck.

Second, for those on this unplanned furlough, I want you to know that you are missed. I have heard that many of you are spending time with your family, continuing to give back to your community through 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 we can bring you all back soon.

For those of you who are at work keeping the parks safe, please take extra care with your own safety and well being. In many ways, the National Park Service employees who remain on duty have become the public face of the government during the shutdown. Because of the lapse in funding, you are having to deliver difficult news to our visitors and partners and perform functions totally antithetical to why you joined the National Park Service in the first place. Your patience and professionalism during this difficult time has made me even more proud to be your director.

Lastly, I want to provide additional information regarding some reports you may be seeing of generous offers of support and temporary assistance to partially reopen various individual parks around the country.

There is no doubt that we all want to see the entire 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.

However, it would not be appropriate or feasible to open some parks or some parts of the parks while other parts of the National Park System remain closed.

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 do not have the resources to properly support partial park operations. Furthermore, national parks are part of

an interdependent system, drawing support from the regional and national teams for everything from budget to legal to human resources to contract services.

In the end, we are bound by the NPS-enabling legislation, the Organic Act, which directs the agency to use "such measures and means" to ensure that the parks entrusted to our care will be unimpaired for future generations. Without National Park Service professionals to administer the parks to the mandated standards of the Act, temporary closure is the only "measure" that can ensure our nation's parks, with their irreplaceable resources, will be unimpaired for future generations.

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 tells the story of all Americans, for all Americans. I know we all look forward to re-opening all 401 national parks.

Despite the budget debacle and the shutdown, I am heartened by the strong and renewed commitment by the National Park Service family to our mission, now approaching its 100th anniversary in 2016.

Please stay strong and together we will get through this.

From: Waldron, Suzanne <sue_waldron@nps.gov>
Sent: Monday, October 07, 2013 6:21 PM
To: Kelly, Katherine
Cc: O'Dell, Peggy
Subject: Re: you guys in your office? I can come down

yes i'm in mine but can meetyou in peggy's

On Mon, Oct 7, 2013 at 6:17 PM, Kelly, Katherine <kate_kelly@ios.doi.gov> wrote:

--

Kate Kelly
Director of Communications
Department of the Interior
(202) 208 2409
kate_kelly@ios.doi.gov

--

Sue Waldron
Assistant Director, Communications
National Park Service
(202) 208-3046
Visit us at www.nps.gov

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

EXPERIENCE YOUR AMERICA

From: Whittington, Sam <sam_whittington@nps.gov>
Sent: Monday, October 07, 2013 6:30 PM
To: Margaret O'Dell; Bruce Sheaffer; Maureen Foster
Cc: Jennifer Madello
Subject: DSC carryover issue raised in today's 4pm call

I spoke with Madello and believe we are OK. Please let me know if any additional information or discussion is required.

Thanks,

--
Sam Whittington, PE
Director Denver Service Center
303 969 2186 (desk)
303 562 5614 (cell)
303 969 2100 (DSC main line)

From: Boyle, Jaime <jaime_boyle@nps.gov>
Sent: Monday, October 07, 2013 6:35 PM
To: O'Dell, Margaret
Subject: Re: ICON Closure Update #4

Unfortunately, I do not have the land line number with me right now. I can certainly send it to you in the morning. If you need it immediately I can try to track it down through Pat Smith or Rob MacLean.

Jaime

On Mon, Oct 7, 2013 at 6:09 PM, O'Dell, Margaret <peggy_o'dell@nps.gov> wrote:
when you have time will you forward me the phone number for the command post? Thanks.

On Mon, Oct 7, 2013 at 6:05 PM, Jaime Boyle <jaime_boyle@nps.gov> wrote:
Once again all is quiet, no incidents to report.

Unified Command has been shut down for the day and will become
operational tomorrow morning at 0900 hours.

--
****
Jaime Boyle
Special Events Coordinator
National Mall and Memorial Parks
900 Ohio Drive SW
Washington, DC 20024
202-245-4491 (desk)
202-438-9674 (cell)
jaime_boyle@nps.gov

From: Richardson, Samantha <samantha_richardson@nps.gov>
Sent: Monday, October 07, 2013 6:37 PM
To: Margaret O'Dell
Cc: Maureen Foster; Beverly Stephens
Subject: Denver Service Center list of excepted personnel for week of October 7, 2013
Attachments: Oct 7 2013 DSC Excepted Personnel.docx

Hi Peggy,

Per your direction during the conference call today, Sam Whittington asked me to pass along the DSC excepted personnel plan for this week.
Please let us know if you need additional details.

Thanks,

Samantha Richardson
Chief of Staff, Denver Service Center
National Park Service
303.969.2825
12795 W. Alameda Parkway
Lakewood, CO 80228
Samantha_Richardson@nps.gov
Fax 303.987.5022 Cell 720.878.8850
Follow the Denver Service Center on Twitter: http://twitter.com/DenSrvcCtrNPS

Denver Service Center Excepted Personnel – Week of Oct. 7, 2013:

DSC Operating Plan: DSC overall will continue to manage its ongoing construction projects with the following limited staff, and will bring in employees with specific skill-sets as required.

Excepted personnel since Oct. 1, 2013:

Sam Whittington, DSC Director
Tom Knapp, Chief, Budget and Administration
Rhonda Minard, Management Analyst
Samantha Richardson, DSC Chief of Staff
Lori Irish, Division Chief, Contracting Services
Brenda Karl, Branch Chief, Transportation/Planning
Steve Paul, Branch Chief, Eastern Branch
Ray Prazak, Branch Chief, Western Branch
Randy Copeland, Division Chief, Design and Construction
Todd Alexander, Branch Chief, NCR/SER
Paul Cloyd, Branch Chief, PWR/IMR
Ron Shields, Branch Chief, MWR/AKR
Jodie Petersen, Branch Chief, NER
Dan Tower, Project Manager, Ellis Island
Karl von Rosenberg, Project Manager, Elwha Project – Water Treatment System
George Tait, Division Chief, Transportation Division
Charles Borders, Branch Chief, NCR/SER
Kristie Franzmann, Branch Chief, NER/IMR
Mark Pritchett, Branch Chief, MWR/AKR/PWR
Mike Tomkosky, Project Manager, GRSM Foothills Projects
Kathleen Morse, YOSE – Merced River Plan

Additional excepted personnel required for specific project issues week of Oct. 7:

Brian Olson, Safety and Fire Protection Engineer (Oct. 8 only)
Brian Heitman, Project Specialist/Elwha Water Facilities Temp Diversion Pump Station (Oct. 8-11)
Cam Hugie, Project Manager – SEKI Final Inspection (Oct. 10-12 only)

DSC can provide additional justification and details for these additional staff if needed.

From: Kelly, Katherine <kate_kelly@ios.doi.gov>
Sent: Tuesday, October 08, 2013 8:44 AM
To: jon jarvis; O'Dell, Peggy; maureen foster; Suzanne Waldron; mike litterst; Ted Boling; Haugrud, Jack; laura davis; Nicole Buffa; Androff, Blake J
Subject: Re: draft Jarvis message to employees

reminder that I'm looking for edits this morning; 10am is ideal

On Mon, Oct 7, 2013 at 5:49 PM, Kelly, Katherine <kate_kelly@ios.doi.gov> wrote:
Here's an updated draft of the Director's message to employees; the idea being that this will go out via email and on the doi.gov/shutdown.

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Please send any edits tonight/first thing tmrw. Or, happy to discuss thoughts via phone.

--

Kate Kelly
Director of Communications
Department of the Interior
(202) 208 2409
kate_kelly@ios.doi.gov

--

Kate Kelly
Director of Communications
Department of the Interior
(202) 208 2409
kate_kelly@ios.doi.gov

From: Jarvis, Jonathan <jon_jarvis@nps.gov>
Sent: Tuesday, October 08, 2013 9:09 AM
To: Kelly, Katherine
Cc: O'Dell, Peggy; maureen foster; Suzanne Waldron; mike litterst; Ted Boling; Haugrud, Jack; laura davis; Nicole Buffa; Androff, Blake J
Subject: Re: draft Jarvis message to employees
Attachments: To all NPS Employees draft 10.7_sue kk 2.docx

very minor edits. Looks fine to me.

On Tue, Oct 8, 2013 at 8:43 AM, Kelly, Katherine <kate_kelly@ios.doi.gov> wrote:
reminder that I'm looking for edits this morning; 10am is ideal

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(202) 208 2409
kate_kelly@ios.doi.gov

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Jonathan B. Jarvis
Director, NPS

To all NPS Employees:

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With more than 20,000 workers on furlough during this lapse in appropriations, we do not have the resources to properly support partial park operations. Furthermore, national parks are part of

(b) (5)

[redacted]

From: Waldron, Suzanne <sue_waldron@nps.gov>
Sent: Tuesday, October 08, 2013 9:15 AM
To: Jarvis, Jonathan
Cc: Kelly, Katherine; O'Dell, Peggy; maureen foster; mike litterst; Ted Boling; Haugrud, Jack; laura davis; Nicole Buffa; Androff, Blake J
Subject: Re: draft Jarvis message to employees
Attachments: To all NPS Employees draft 10.7_sue kk 2_sw.docx

a few minor, typo-ish edits

On Tue, Oct 8, 2013 at 9:08 AM, Jarvis, Jonathan <jon_jarvis@nps.gov> wrote:
very minor edits. Looks fine to me.

On Tue, Oct 8, 2013 at 8:43 AM, Kelly, Katherine <kate_kelly@ios.doi.gov> wrote:
reminder that I'm looking for edits this morning; 10am is ideal

On Mon, Oct 7, 2013 at 5:49 PM, Kelly, Katherine <kate_kelly@ios.doi.gov> wrote:
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Department of the Interior

(202) 208 2409
kate_kelly@ios.doi.gov

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Jonathan B. Jarvis
Director, NPS

--
Sue Waldron
Assistant Director, Communications
National Park Service
(202) 208-3046
Visit us at www.nps.gov

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

EXPERIENCE YOUR AMERICA

(b) (5)

[redacted]

(b) (5)

[redacted]

From: Vela, Raymond <david_vela@nps.gov>
Sent: Tuesday, October 08, 2013 1:23 PM
To: Margaret O'Dell; Maureen Foster; Bruce Sheaffer; Cam Sholly; Jeffrey Compton; Lena McDowall; Suzanne Waldron; Robert Maclean; Joel Hard; Colin Campbell; Patricia Trap; Lisa Mendelson; Michael Caldwell; Shawn Benge; Patricia Neubacher; Michael Alvarez; Sam Whittington; Beverly Stephens; Kathy Wahler
Cc: Jonathan Jarvis; Rena Fugate
Subject: Fwd: Conflicting information re TSP loans

Hi Folks,
I was informed by the Department that new FAQs are posted with a link to the TSP fact sheet. My thanks to Rena for bringing this matter to our attention.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

---------- Forwarded message ----------
From: **Vela, Raymond** <david_vela@nps.gov>
Date: Tue, Oct 8, 2013 at 11:43 AM
Subject: Re: Conflicting information re TSP loans
To: "Fugate, Rena" <rena_fugate@nps.gov>

Hi Rena,
The Department indicated that they will work on an update accordingly.

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

On Tue, Oct 8, 2013 at 11:15 AM, Vela, Raymond <david_vela@nps.gov> wrote:
Hi Rena,
Thanks for bringing this to my attention, and I will consult with the Department accordingly.

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

On Tue, Oct 8, 2013 at 10:55 AM, Fugate, Rena <rena_fugate@nps.gov> wrote:
Hi:
Not sure who maintains the DOI website, but the info under Employee FAQs has information about TSP loans that doesn't seem to be correct. The info on the site says TSP loans will not be possible.

The TSP Fact Sheet says an employee can take a loan. The link follows along with the info from the fact sheet.
https://www.tsp.gov/PDF/formspubs/oc11-5.pdf

From TSP Fact Sheet

Can I take a TSP loan while I'm furloughed?

Yes. By law, a TSP participant may take a TSP loan any time before separation. 5 U.S.C. § 8433(g)(1). The TSP has adopted an administrative rule that provides that TSP participants must be in a pay status in order to take a TSP loan. The TSP adopted this rule because it generally requires TSP participants to agree to repay their loans through payroll deduction.

Since shutdowns are rare occurrences and are typically of short duration, the TSP's Executive Director has determined that it is in the best interest of TSP participants to interpret the requirement that participants be in a pay status to mean that a break in pay due to a Government shutdown does not disqualify one from TSP loan eligibility. A short-term break in pay status would still allow participants to commence payment by payroll deduction within the required 60 days of the loan issue date. If a shutdown were to extend beyond 60 days, participants would still be responsible for making loan payments.

Rena Fugate
ARD Business & Technology
NPS, Intermountain Region
Office: 303 969 2544
Cell: 720 560 2515
Fax: 303 969 2337

From: Vela, Raymond <david_vela@nps.gov>
Sent: Wednesday, October 09, 2013 2:13 PM
To: Ian Glick
Cc: Patricia Neubacher; Jonathan Jarvis; Margaret O'Dell; Maureen Foster
Subject: Fwd: OWCP procedures and forms during Shutdown
Attachments: ca-1 blank form 2014.pdf; CA-16 AQS 2014.pdf; Guide for treating physicians.doc

Hi Ian,
Thanks for your inquiry during the Director's Call yesterday. Not knowing any specifics regarding your Workers' Compensation question, I am providing the following guidance as per OPM. I am also attaching some forms that may be helpful that were provided by our colleagues in the Pacific West Region. Hope this helps.

Benefits Under the Federal Employees' Compensation Act (FECA)

How is Continuation of Pay (COP) under the Federal Employees' Compensation Act affected by a Government shutdown?

A. The Department of Labor's Office of Workers' Compensation Programs which administers the Federal Employees' Compensation Act (FECA) advises that, in the event of a Government shutdown, an employee who is disabled due to his or her injury is to be maintained in COP status during the shutdown unless the agency does not have monies available to pay the salary of that employee. If the agency does not have monies to pay salary during the shutdown but the agency's budget is subsequently restored in such a way as to allow for retroactive payment of salary during the shutdown period, the employee should receive COP for any period of disability that occurs within the shutdown. In the event an agency is legally unable to pay COP to an employee because of a lapse in appropriations, the employee may file a claim for regular FECA wage loss compensation for that period.

Are employees who are injured while on furlough or LWOP eligible to receive workers' compensation?

A. No. Workers' compensation is paid to employees only if they are injured while performing their duties. Employees on furlough or LWOP are not in a duty status for this purpose. An employee who is receiving workers' compensation payments will continue to receive workers' compensation payments during a furlough and will continue to be charged LWOP. Any additional questions regarding Federal workers' compensation benefits should be directed to the Division of Federal Employees' Compensation, Office of Workers' Compensation Programs, U.S. Department of Labor (see http://www.dol.gov/owcp/dfec).

Have a great day.
David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

U.S. Department of Labor
Office of Workers' Compensation Programs

Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation

Employee: Please complete all boxes 1 - 15 below. Do not complete shaded areas.
Witness: Complete bottom section 16.
Employing Agency (Supervisor or Compensation Specialist): Complete shaded boxes a, b, and c.

Employee Data

1. Name of employee (Last, First, Middle)			2. Social Security Number
3. Date of birth Mo. Day Yr.	4. Sex ☐ Male ☐ Female	5. Home telephone	6. Grade as of date of injury Level Step
7. Employee's home mailing address (include street address, city, state, and ZIP code)			8. Dependents ☐ Wife, Husband ☐ Children under 18 years ☐ Other
City		ZIP Code	

Description of Injury

9. Place where injury occurred (e.g. 2nd floor, Main Post Office Bldg., 12th & Pine)

10. Date injury occurred Mo. Day Yr.	Time ☐ a.m. ☐ p.m.	11. Date of this notice Mo. Day Yr.	12. Employee's occupation

13. Cause of injury (Describe what happened and why)

14. Nature of injury (identify both the injury and the part of the body, e.g., fracture of left leg)	a. Occupation code
	b. Type code c. Source code
	OWCP Use - NOI Code

Employee Signature

15. I certify, under penalty of law, that the injury described above was sustained in performance of duty as an employee of the United States Government and that it was not caused by my willful misconduct, intent to injure myself or another person, nor by my intoxication. I hereby claim medical treatment, if needed, and the following, as checked below, while disabled for work:

☐ a. Continuation of regular pay (COP) not to exceed 45 days and compensation for wage loss if disability for work continues beyond 45 days. If my claim is denied, I understand that the continuation of my regular pay shall be charged to sick or annual leave, or be deemed an overpayment within the meaning of 5 USC 5584.

☐ b. Sick and/or Annual Leave

I hereby authorize any physician or hospital (or any other person, institution, corporation, or government agency) to furnish any desired information to the U.S. Department of Labor, Office of Worker's Compensation Program (or to its official representative). This authorization also permits any official representative of the Office to examine and to copy any records concerning me.

Signature of employee or person acting on his/her behalf _____ Date _____

Any person who knowingly makes any false statement, misrepresentation, concealment of fact or any other act of fraud to obtain compensation as provided by the FECA or who knowingly accepts compensation to which that person is not entitled is subject to civil or administrative remedies as well as felony criminal prosecution and may, under appropriate criminal provisions, be punished by a fine or imprisonment or both.

Have your supervisor complete this receipt attached to this form and return it to you for your records.

Witness Statement

16. Statement of witness (Describe what you saw, heard, or know about this injury)

Name of witness	Signature of witness	Date signed
Address	City	ZIP Code

Official Supervisor's Report: Please complete information requested below:

Supervisor's Report

17. Agency name and address of reporting office (include street address, city, state, and ZIP code)

OWCP Agency Code

OSHA Site Code

City

ZIP Code

18. Employee's duty station (include street address, city, state and ZIP code) City

ZIP Code

19 Employee's retirement coverage ☐ CSRS ☐ FERS ☐ Other, (identify)

20. Regular work hours From: ☐ a.m. ☐ p.m. To: ☐ a.m. ☐ p.m.

21. Regular work schedule ☐ Sun. ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat.

22. Date of Injury Mo. Day Yr.

23. Date notice received Mo. Day Yr.

24. Date stopped work Mo. Day Yr. Time: ☐ a.m. ☐ p.m.

25. Date pay stopped Mo. Day Yr.

26. Date 45 day period began Mo. Day Yr.

27. Date returned to work Mo. Day Yr. Time: ☐ a.m. ☐ p.m.

28. Was employee injured in performance of duty? ☐ Yes ☐ No (If "No," explain)

29. Was injury caused by employee's willful misconduct, intoxication, or intent to injure self or another? ☐ Yes (If "Yes," explain) ☐ No

30. Was injury caused by third party? ☐ Yes ☐ No (If "No," go to Item 32,)

31. Name and address of third party (include street address, city, state, and ZIP code)

City

ZIP Code

32. Name and address of physician first providing medical care (include street address, city, state, ZIP code)

City

ZIP Code

33. First date medical care received Mo. Day Yr.

34. Do medical reports show employee is disabled for work? ☐ Yes ☐ No

35. Does your knowledge of the facts about this injury agree with statements of the employee and/or witnesses? ☐ Yes ☐ No (If "No," explain)

36. If the employing agency controverts continuation of pay, state the reason in detail.

37. Pay rate when employee stopped work

Per

Signature of Supervisor and Filing Instructions

38. A supervisor who knowingly certifies to any false statement, misrepresentation concealment of fact, etc. in respect of this claim may also be subject to appropriate felony criminal prosecution.

I certify that the information given above and that furnished by the employee on the reverse of this form is true to the best of my knowledge with the following exception:

Name of supervisor (Type or print)

Signature of supervisor

Date

Supervisor's Title

Office phone

39. Filing instructions

☐ No lost time and no medical expense: Place this form in employee's medical folder (SF-66-D)

☐ No lost time, medical expense incurred or expected: forward this form to OWCP

☐ Lost time covered by leave, LWOP, or COP: forward this form to OWCP

☐ First Aid Injury

Instructions for Completing Form CA-1

Complete all items on your section of the form. If additional space is required to explain or clarify any point, attach a supplemental statement to the form. Some of the items on the form which may require further clarification are explained below.

Employee (or person acting on the employees' behalf)

13) Cause of injury

Describe in detail how and why the injury occurred. Give appropriate details (e.g.: If you fell, how far did you fall and in what position did you land?)

14) Nature of injury

Give a complete description of the condition(s) resulting from your injury. Specify the right or left side if applicable (e.g., fractured left leg: cut on right index finger).

15) Election of COP/Leave

If you are disabled for work as a result of this injury and filed CA-1 within thirty days of the injury, you may be entitled to receive continuation of pay (COP) from your employing agency. COP is paid for up to 45 calendar days of disability, and is not charged against sick or annual leave. If you elect sick or annual leave you may not claim compensation to repurchase leave used during the 45 days of COP entitlement.

Supervisor

As the time the form is received, complete the receipt of notice of injury and give it to the employee. In addition to completing Items 17 through 39, the supervisor is responsible for obtaining the witness statement in Item 16 and for filling in the proper codes in shaded boxes a, b, and c on the front of the form. If medical expense or lost time is incurred or expected, the completed form should be sent to OWCP within 10 working days after is received.

The supervisor should also submit any other information or evidence pertinent to the merits of this claim.

If the employing agency controverts COP, the employee should be notified and the reason for controversion explained to him or her.

17) Agency name and address of reporting office

The name and address of the office to which correspondence from OWCP should be sent (if applicable, the address of the personnel or compensation office).

18) Duty station street address and zip code

The address and zip code of the establishment where the employee actually works.

19) Employers Retirement Coverage.

Indicate which retirement system the employee is covered under.

30) Was injury caused by third party?

A third party is an individual or organization (other than the injured employee or the Federal government) who is liable for the injury. For instance, the driver of a vehicle causing an accident in which an employee is injured, the owner of a building where unsafe conditions cause an employee to fall, and a manufacturer whose defective product causes an employee's injury, could all be considered third parties to the injury.

32) Name and address of physician first providing medical care

The name and address of the physician who first provided medical care for this injury. If initial care was given by a nurse or other health professional (not a physician) in the employing agency's health unit or clinic, indicate this on a separate sheet of paper.

33) First date medical care received

The date of the first visit to the physician listed in Item 31.

36) If the employing agency controverts continuation of pay, state the reason in detail.

COP may be controverted (disputed) for any reason; however, the employing agency may refuse to pay COP only if the controversion is based upon one of the nine reasons given below:

a) The disability was not caused by a traumatic injury.

b) The employee is a volunteer working without pay or for nominal pay, or a member of the office staff of a former President;

c) The employee is not a citizen or a resident of the United States or Canada;

d) The injury occurred off the employing agency's premises and the employee was not involved in official "off premise" duties;

e) The injury was proximately caused by the employee's willful misconduct, intent to bring about injury or death to self or another person,k or intoxication;

f) The injury was not reported on Form CA-1 within 30 days following the injury;

g) Work stoppage first occurred 45 days or more following the injury;

h) The employee initially reported the injury after his or her employment was terminated; or

i) The employee is enrolled in the Civil Air Patrol, Peace Corps, Youth Conservation Corps, Work Study Programs, or other similar groups.

Employing Agency - Required Codes

Box a (Occupation Code), Box b (Type Code), Box c (Source Code), OSHA Site Code

The Occupational Safety and Health Administration (OSHA) requires all employing agencies to complete these items when reporting an injury. The proper codes may be found in OSHA Booklet 2014, "Recordkeeping and Reporting Guidelines."

OWCP Agency Code

This is a four-digit (or four digit plus two letter) code used by OWCP to identify the employing agency. The proper code may be obtained from your personnel or compensation office, or by contacting OWCP.

Benefits for Employees under the Federal Employees' Compensation Act (FECA)

The FECA, which is administered by the Office of Workers' Compensation Programs (OWCP), provides the following benefits for job-related traumatic injuries:

(1) Continuation of pay for disability resulting from traumatic, job-related injury, not to exceed 45 calendar days. (To be eligible for continuation of pay, the employee, or someone acting on his/her behalf, must file Form CA-1 within 30 days following the injury and provide medical evidence in support of disability within 10 days of submission of the CA-1. Where the employing agency continue's the employee's pay, the pay must not be interrupted unless one of the provision's outlined in 20 CFR 10.222 apply.

(2) Payment of compensation for wage loss after the expiration of COP, if disability extends beyond such point, or if COP is not payable. If disability continues after COP expires, Form CA-7, with supporting medical evidence, must be filed with OWCP. To avoid interruption of income, the form should be filed on the 40th day of the COP period.

(3) Payment of compensation for permanent impairment of certain organs, members, or functions of the body (such as loss or loss of use of an arm or kidney, loss of vision, etc.), or for serious defringement of the head, face, or neck.

(4) Vocational rehabilitation and related services where directed by OWCP.

(5) All necessary medical care from qualified medical providers. The injured employee may choose the physician who provides initial medical care. Generally, 25 miles from the place of injury, place of employment, or employee's home is a reasonable distance to travel for medical care.

An employee may use sick or annual leave rather than LWOP while disabled. The employee may repurchase leave used for approved periods. Form CA-7b, available from the personnel office, should be studied BEFORE a decision is made to sue leave.

For additional information, review the regulations governing the administration of the FECA (Code of Federal Regulations, Chapter 20, Part 10) or pamphlet CA-810.

Privacy Act

In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), you are hereby notified that: (1) The Federal Employees' Compensation Act, as amended and extended (5 U.S.C. 8101, et seq.) (FECA) is administered by the Office of Workers' Compensation Programs of the U.S. Department of Labor, which receives and maintains personal information on claimants and their immediate families. (2) Information which the Office has will be used to determine eligibility for and the amount of benefits payable under the FECA, and may be verified through computer matches or other appropriate means. (3) Information may be given to the Federal agency which employed the claimant at the time of injury in order to verify statements made, answer questions concerning the status of the claim, verify billing, and to consider issues relating to retention, rehire, or other relevant matters. (4) Information may also be given to other Federal agencies, other government entities, and to private-sector agencies and/or employers as part of rehabilitative and other return-to-work programs and services. (5) Information may be disclosed to physicians and other health care providers for use in providing treatment or medical/vocational rehabilitation, making evaluations for the Office, and for other purposes related to the medical management of the claim. (6) Information may be given to Federal, state and local agencies for law enforcement purposes, to obtain information relevant to a decision under the FECA, to determine whether benefits are being paid properly, including whether prohibited dual payments are being made, and, where appropriate, to pursue salary/administrative offset and debt collection actions required or permitted by the FECA and/or the Debt Collection Act.
(7) Disclosure of the claimant's social security number (SSN) or tax identifying number (TIN) on this form is mandatory. The SSN and/or TIN), and other information maintained by the Office, may be used for identification, to support debt collection efforts carried on by the Federal government, and for other purposes required or authorized by law. (8) Failure to disclosure all requested information may delay the processing of the claim or the payment of benefits, or may result in an unfavorable decision or reduced level of benefits.

Note: This notice applies to all forms requesting information that you might receive from the Office in connection with the processing and adjudication of the claim you filed under the FECA.

Receipt of Notice of Injury

This acknowledges receipt of Notice of Injury sustained by (Name of injured employee)

Which occurred on (Mo. Day, Yr.)

At (Location)

Signature of Official Superior | Title | Date (Mo. Day, Yr.)

*U.S. GPO: 1999-454-845/12704

From: Laura Davis <laura_davis@ios.doi.gov>
Sent: Tuesday, October 08, 2013 10:57 AM
To: kornze neil; Ashe Dan; Jarvis Jon; Foster Maureen; O'Dell Peggy; Hildebrandt Betsy; Ellis Steven
Cc: Haze Pam; Suh Rhea; Buffa Nikki; Kelly Kate; Androff Blake
Subject: Resource vandalism and employee safety

We've talked in our regular meetings about vandalism on our public lands resources, as well as ongoing concerns about the safety of our exempted or excepted employees. The Secretary would like for us to provide specific information on these issues right away, as well as part of our daily reporting to OMB, so can you please compile quickly and get into PMB this morning with a cc to Nikki, and then after that as part of your regular process. Thanks.

Sent from my iPhone

From: Laura Davis <laura_davis@ios.doi.gov>
Sent: Tuesday, October 08, 2013 10:57 AM
To: kornze neil; Ashe Dan; Jarvis Jon; Foster Maureen; O'Dell Peggy; Hildebrandt Betsy; Ellis Steven
Cc: Haze Pam; Suh Rhea; Buffa Nikki; Kelly Kate; Androff Blake
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Sent from my iPhone

From: Vela, Raymond <david_vela@nps.gov>
Sent: Wednesday, October 09, 2013 1:48 PM
To: Margaret O'Dell; Maureen Foster; Bruce Sheaffer; Cam Sholly; Jeffrey Compton; Lena McDowall; Suzanne Waldron; Joel Hard; Mary Risser; Patricia Trap; Lisa Mendelson; Patricia Neubacher; Shawn Benge; Robert Maclean; Michael Alvarez; Sam Whittington; Beverly Stephens; Kathy Wahler
Cc: Jonathan Jarvis
Subject: OPM Certificates

Hi Folks,
We have been receiving inquiries regarding OPM Certs that are nearing their expiration dates. We have no idea if OPM will be making any extensions, and I have asked the Department to check with OPM accordingly. OPM is in the same position that we are all in, and we hope that this will not be a problem. I will keep you posted of developments.

Have a great day.

David Vela
Associate Director
Workforce, Relevancy and Inclusion
National Park Service
1849 C Street, NW, Room 3127
Washington, DC 20240

Office: 202-208-5587
Fax: 202-219-1173

Young, Deirdre R

From: Suzanne Waldron <sue_waldron@nps.gov>
Sent: Tuesday, October 01, 2013 7:19 AM
To: Bob Vogel; Carol Johnson; Jennifer Mummart
Cc: Mike Litterst
Subject: Fwd: Moving forward with shutdown procedures

Bob know that things are nuts this morning but if we could get your talking points on the memorial barricades and if possible an idea of when/ the order they will start going up soon that would help us fend off some requests coming your way

Sent from my iPhone

Begin forwarded message:

> **From:** Suzanne Waldron <sue_waldron@nps.gov>
> **Date:** October 1, 2013, 6:08:33 AM EDT
> **To:** Mike Litterst <Mike_Litterst@nps.gov>, Bob Vogel <Bob_Vogel@nps.gov>, Carol Johnson <Carol_B_Johnson@nps.gov>, John Quinley <John_Quinley@nps.gov>, Stephanie Burkhart <stephanie_burkhart@nps.gov>, Rick Frost <Rick_Frost@nps.gov>, Patricia Rooney <patty_rooney@nps.gov>, Jane Ahern <Jane_Ahern@nps.gov>, Jennifer Mummart <jennifer_Mummart@nps.gov>, William Reynolds <william_f_reynolds@nps.gov>
> **Subject: Fwd: Moving forward with shutdown procedures**
>
> Heres the notice to start shut down
>
> Sent from my iPhone
>
> Begin forwarded message:
>
> > **From:** "Margaret O'Dell" <peggy_o'dell@nps.gov>
> > **Date:** October 1, 2013, 5:24:17 AM EDT
> > **To:** Jon Jarvis <Jon_Jarvis@nps.gov>, Maureen Foster <maureen_foster@nps.gov>, Bruce Sheaffer <Bruce_Sheaffer@nps.gov>, Bert Frost <Bert_Frost@nps.gov>, Stephanie Toothman <Stephanie_Toothman@nps.gov>, Victor Knox <Victor_Knox@nps.gov>, Patrick Gregerson <Patrick_Gregerson@nps.gov>, Cam Sholly <cam_sholly@nps.gov>, Julia Washburn <Julia_Washburn@nps.gov>, David Vela <David_Vela@nps.gov>, Lena McDowall <Lena_McDowall@nps.gov>, Sue Waldron <sue_waldron@nps.gov>, Don Hellmann <Don_Hellmann@nps.gov>, Rich Weideman <Rich_Weideman@nps.gov>, Jeffrey Compton <shane_compton@nps.gov>, Robert MacLean <Robert_MacLean@nps.gov>, Sue Masica <Sue_Masica@nps.gov>, Chris Lehnertz <Chris_Lehnertz@nps.gov>, Laura Joss <Laura_Joss@nps.gov>, Michael Reynolds <Michael_Reynolds@nps.gov>, Stanley Austin <stan_austin@nps.gov>, Steve Whitesell <Steve_Whitesell@nps.gov>, Lisa Mendelson-Ielmini <Lisa_Mendelson-Ielmini@nps.gov>, Dennis Reidenbach <Dennis_Reidenbach@nps.gov>, Michael Caldwell <mike_caldwell@nps.gov>, Shawn Benge <shawn_benge@nps.gov>, Patricia

Trap <Patricia_Trap@nps.gov>, Colin Campbell <colin_campbell@nps.gov>, Patty Neubacher <Patty_Neubacher@nps.gov>, Joel Hard <joel_hard@nps.gov>, Alexa Viets <Alexa_Viets@nps.gov>, Gary Machlis <Gary_Machlis@nps.gov>
Subject: Fwd: Moving forward with shutdown procedures

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

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

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

Sent from my iPhone

Begin forwarded message:

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

<francis_iacobucci@ios.doi.gov>, Nikki Buffa <nicole_buffa@ios.doi.gov>, Blake Androff <blake_androff@ios.doi.gov>, Sarah Neimeyer <sarah_Neimeyer@ios.doi.gov>
Subject: Moving forward with shutdown procedures

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

September 30, 2013

M-13-24

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Sylvia M. Burwell
Director

SUBJECT: Update on Status of Operations

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

Appropriations provided under the Consolidated and Further Continuing Appropriations Act, 2013 (P.L. 113-6) expire at 11:59 pm tonight. Unfortunately, we do not have a clear indication that Congress will act in time for the President to sign a Continuing Resolution before the end of the day tomorrow, October 1, 2013. Therefore, agencies should now execute plans for an orderly shutdown due to the absence of appropriations. We urge Congress to act quickly to pass a Continuing Resolution to provide a short-term bridge that ensures sufficient time to pass a budget for the remainder of the fiscal year, and to restore the operation of critical public services and programs that will be impacted by a lapse in appropriations.

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

From: Bruce Sheaffer <bruce_sheaffer@nps.gov>
Sent: Tuesday, October 01, 2013 8:38 AM
To: Jarvis, Jonathan
Cc: Eaton, Robert; Margaret O'Dell; Maureen Foster; Edward Keable; Barry Roth; Myers, Randolph
Subject: Re: National written closure determination

This is a policy and legal issue

Sent from my iPhone

On Oct 1, 2013, at 8:15 AM, "Jarvis, Jonathan" <jon_jarvis@nps.gov> wrote:

> We will also need support on refusals of state take-overs of our parks during shutdown.
>
> On Tue, Oct 1, 2013 at 7:37 AM, Eaton, Robert <robert.eaton@sol.doi.gov> wrote:
> Hi all,
>
> I'm here and will begin to frame out a national written closure determination that satisfies 36 C.F.R. § 1.5(c). As soon as I have a decent first draft--hopefully before 10:00 a.m.--I'll send it to everyone on this email. Thanks.
>
> Rob

Robert C. Eaton, Assistant Solicitor
Branch of National Parks
Division of Parks and Wildlife
Office of the Solicitor
U.S. Department of the Interior
MS 5312
1849 C Street, NW
Washington, DC 20240
Telephone: (202) 208-7957
Telefax: (202) 208-3877

This email is intended solely 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 an employee or agent responsible for the delivery of this email to the intended recipient, you are hereby notified that dissemination, distribution, copying, or use of this email is strictly prohibited. If you received this email in error, please notify the sender immediately and destroy all copies.

--
Jonathan B. Jarvis
Director, NPS

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.

United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

Office of the Director

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

Jonathan B. Jarvis
Director

October 1, 2013
Date

Young, Deirdre R

From: Cheryl Schreier <cheryl_schreier@nps.gov>
Sent: Thursday, October 17, 2013 1:00 AM
To: patricia_trap@nps.gov
Subject: Re: URGENT: GUIDANCE ON OPENING IF A BUDGET PASSES BY HOUSE, SENATE & PRESIDENT

(b) (6) [redacted]

From: Patricia Trap [mailto:patricia_trap@nps.gov]
Sent: Wednesday, October 16, 2013 09:58 PM
To: Cheryl Schreier <cheryl_schreier@nps.gov>
Subject: Re: URGENT: GUIDANCE ON OPENING IF A BUDGET PASSES BY HOUSE, SENATE & PRESIDENT

(b) (6) [redacted]

Patty

Deputy Regional Director
National Park Service
cell: 402-637-2414
office: 402-637-2414

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> You are hip!
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> Now gotta get some sleep...
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p: 402-661-1520
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Young, Deirdre R

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Sent: Thursday, October 17, 2013 12:58 AM
To: Cheryl Schreier
Subject: Re: URGENT: GUIDANCE ON OPENING IF A BUDGET PASSES BY HOUSE, SENATE & PRESIDENT

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Young, Deirdre R

From: Chris Lehnertz <chrleh@icloud.com>
Sent: Tuesday, October 08, 2013 8:58 PM
To: Wanek, Scott
Cc: Dalby, Craig; Martha Lee; Neubacher Patricia; Jenkins Chip; Burkhart Stephanie
Subject: Re: PWR Call Today

Funny. When not multi-taking my notes are so much longer!

On Oct 8, 2013, at 5:44 PM, "Wanek, Scott" <scott_wanek@nps.gov> wrote:

More like a transcript. I don't think I've ever paid that close attention on one of those calls....

On Tue, Oct 8, 2013 at 5:39 PM, Dalby, Craig <craig_dalby@nps.gov> wrote:
That's a pretty thorough recap, Chris. I have nothing else to add.

Craig Dalby
Chief, Public Information
Pacific West Region
National Park Service
206-220-4261

On Tue, Oct 8, 2013 at 5:27 PM, Chris Lehnertz <chrleh@icloud.com> wrote:
Hi Martha,

Since you likely weren't on the Director's call, here's a summary of what I heard. Others, please chime in with additional messages or different things you might have heard. Would be nice to think of a way to share the "notes" from this call, and likely future calls, with people who may not have been able to make it -- that way each park wouldn't have to write it up and get it out separately. Any ideas on that Craig?

Director Jarvis call with excepted employees on 10/08/2013

- Thanks to everyone who is out there working, we are on skeleton crews and taking on increasingly complicated issues.
- Remember that safety is our first priority. We're in a very strange situation right now. Normally we invite visitors into our parks and are available to help them if they get in trouble. There is a role reversal now, where we are keeping visitors from coming into parks. There are activities of civil disobedience going on, and we have to be prepared in case they ramp up. There could be edgy, anarchy type protests and the Director reemphasized that the activities of enforcing park closures are absolutely not worth any injury to any employee. We will use the great professionalism of our staff to de-escalate situations; there is no need to get in confrontations over closures. Examples include the

work that the USPP is doing on the Mall; using verbal skills to help people leave park areas peacefully. Employees may need to do this every day over and over again, and that's okay. Gettysburg is another good example, where the Chief Ranger did a great job of de-escalating and the visitor's video is posted on YouTube. Remember your well being as we move through each day, and be coordinating relief and rotation of employees.

- Trying to do this work with too few people means we have to make sure we are using our Operational Leadership knowledge to evaluate the risk of activities, and choose not to do some things. Everyone is currently doing a fantastic job, and maintaining safety is the most important priority; it's likely to get crazier.
- From Washington, they do not see a resolution happening any time soon. There don't appear to be any back room deals going on, so this may drag into the debt ceiling negotiations.
- The House bill on federal employee pay was passed, Senate has not yet passed it but is likely to do so. Because there is still no appropriation, although a pay bill may be passed it is only a promise to pay employees when the shutdown ends. There is no appropriation to pay anyone now, so federal employees will not be brought back to work even if the pay bill is signed into law.
- There has been a statement circulated in the media that a ranger was directed to make the shutdown "as painful as possible" for the public. The Director said that this is absolutely not true, neither he nor anyone above him gave any direction like that; we will likely continue to hear a lot about NPS being blamed for closing parks. The Director made the decision to close parks because there is no funding to pay employees to operate parks at the level required by law (e.g. Organic Act) to protect resources unimpaired for future generations. Parks have been shut down in order to prevent impairment.
- The Director asks that we find ways to communicate with furloughed employees. He wants them to know that we care, we're concerned about their well being, health, safety and pay status. We can't open and operate the parks without all of our employees, and we won't. Everyone is essential.
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in de-escalating procedures as necessary, if they haven't been excepted and worked over the last week help them to integrate into the operation. Let the Region know if there are protests or other resource needs, and they can broker that between units. Apply Operational Leadership principles in everything being planned and done.

Additions or changes anyone?

thanks

Chris

On Oct 8, 2013, at 10:42 AM, Martha Lee <4parks2016@gmail.com> wrote:

If I have cell coverage, I'll join, but it's uncertain.

M.

Sent from my iPad

On Oct 8, 2013, at 10:06 AM, Chris Lehnertz <chrleh@icloud.com> wrote:

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thanks

Chris

--
Scott Wanek
Regional Chief Ranger
Pacific West Region
415-623-2180 office
510-501-0459 cell
415-623-2189 fax
VRP Sharepoint Site

Young, Deirdre R

From: Wanek, Scott <scott_wanek@nps.gov>
Sent: Tuesday, October 08, 2013 8:44 PM
To: Dalby, Craig
Cc: Chris Lehnertz; Martha Lee; Neubacher Patricia; Jenkins Chip; Burkhart Stephanie
Subject: Re: PWR Call Today

More like a transcript. I don't think I've ever paid that close attention on one of those calls....

On Tue, Oct 8, 2013 at 5:39 PM, Dalby, Craig <craig_dalby@nps.gov> wrote:
That's a pretty thorough recap, Chris. I have nothing else to add.

Craig Dalby
Chief, Public Information
Pacific West Region
National Park Service
206-220-4261

On Tue, Oct 8, 2013 at 5:27 PM, Chris Lehnertz <chrleh@icloud.com> wrote:
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Director Jarvis call with excepted employees on 10/08/2013

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Scott Wanek
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415-623-2180 office
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415-623-2189 fax
VRP Sharepoint Site

Young, Deirdre R

From: Dalby, Craig <craig_dalby@nps.gov>
Sent: Tuesday, October 08, 2013 8:40 PM
To: Chris Lehnertz
Cc: Martha Lee; Neubacher Patricia; scott_wanek@nps.gov; Jenkins Chip; Burkhart Stephanie
Subject: Re: PWR Call Today

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Chief, Public Information
Pacific West Region
National Park Service
206-220-4261

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Chris

Young, Deirdre R

From: Chris Lehnertz <chrleh@icloud.com>
Sent: Tuesday, October 08, 2013 8:28 PM
To: Martha Lee
Cc: Chris Lehnertz; Neubacher Patricia; scott_wanek@nps.gov; dalby craig; Jenkins Chip; Burkhart Stephanie
Subject: Re: PWR Call Today

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Sent from my iPad

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thanks

Chris

Young, Deirdre R

From: Campbell, Colin <colin_campbell@nps.gov>
Sent: Friday, October 11, 2013 10:27 AM
To: Vaughn Baker; David Uberuaga
Subject: Fwd: Invitation: URGENT CALL TODAY re Approval to Open -- 8:30 am MT; cal... @ Fri Oct 11, 2013 8:30am - 9:30am (colin_campbell@nps.gov)
Attachments: invite.ics

Join if you can!

---------- Forwarded message ----------
From: **Rena Fugate** <rena_fugate@nps.gov>
Date: Fri, Oct 11, 2013 at 8:16 AM
Subject: Invitation: URGENT CALL TODAY re Approval to Open -- 8:30 am MT; cal... @ Fri Oct 11, 2013 8:30am - 9:30am (colin_campbell@nps.gov)
To: "colin_campbell@nps.gov" <colin_campbell@nps.gov>, Cynthia Purcell <cindy_purcell@nps.gov>, Therese Picard <therese_picard@nps.gov>, Paul Henderson <paul_henderson@nps.gov>, Leslie Crossland <leslie_crossland@nps.gov>, Tammy Benson <tammy_benson@nps.gov>, Jim Ireland <jim_ireland@nps.gov>, Jeffrey Bradybaugh <jeff_bradybaugh@nps.gov>, Brian Carey <brian_carey@nps.gov>, Catherine Cannon <kate_cannon@nps.gov>, Craig Yow <craig_yow@nps.gov>, Todd Brindle <todd_brindle@nps.gov>, "laurajoss@me.com" <laurajoss@me.com>, Paul Roelandt <paul_roelandt@nps.gov>, Lindy Mihata <lindy_mihata@nps.gov>, Mary Risser <mary_risser@nps.gov>, Kathleen Gonder <kathleen_gonder@nps.gov>, Billy Shott <billy_shott@nps.gov>, Jock Whitworth <jock_whitworth@nps.gov>

more details »

URGENT CALL TODAY re Approval to Open -- 8:30 am MT; call in [redacted]; pc [redacted]

When Fri Oct 11, 2013 8:30am – 9:30am Mountain Time

Where Conf call (map)

Calendar colin_campbell@nps.gov

Who
- Rena Fugate - organizer
- Cynthia Purcell
- Therese Picard
- Paul Henderson
- Leslie Crossland
- Tammy Benson
- Jim Ireland
- Jeffrey Bradybaugh
- Brian Carey
- Catherine Cannon
- Craig Yow
- Todd Brindle
- laurajoss@me.com
- Paul Roelandt
- Lindy Mihata

- Mary Risser
- Colin Campbell
- Kathleen Gonder
- Billy Shott
- Jock Whitworth

Going? **Yes** - **Maybe** - **No** more options »

Invitation from Google Calendar

You are receiving this email at the account colin_campbell@nps.gov because you are subscribed for invitations on calendar colin_campbell@nps.gov.

To stop receiving these notifications, please log in to https://www.google.com/calendar/ and change your notification settings for this calendar.

--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

Young, Deirdre R

Subject:	Invitation: IMPORTANT CALL TODAY 12:00 MT UTAH PARKS w/ Colin, et al ... @ Wed Oct 9, 2013 12pm - 1pm (colin_campbell@nps.gov)
Location:	Conference Call to discuss issues re to Utah Parks
Start:	Wed 10/9/2013 2:00 PM
End:	Wed 10/9/2013 3:00 PM
Show Time As:	Tentative
Recurrence:	(none)
Meeting Status:	Not yet responded
Organizer:	Rena Fugate

more details »

IMPORTANT CALL TODAY 12:00 MT UTAH PARKS w/ Colin, et al call in [redacted]; pc [redacted]

When	Wed Oct 9, 2013 12pm – 1pm Mountain Time
Where	Conference Call to discuss issues re to Utah Parks (map)
Calendar	colin_campbell@nps.gov
Who	• Rena Fugate - organ • Mary Risser • Cynthia Purcell • Casey Hagaman • Paul Roelandt • Brenda Zirwas • Colin Campbell • Kathleen Gonder • Paul Henderson • Scott Brown • Brian Carey • Billy Shott • Todd Brindle • Lindy Mihata • Catherine Cannon • Jeffrey Bradybaugh • Jock Whitworth • Royce Orme • Therese Picard • Leah McGinnis • Laura Joss

Going? **Yes** - **Maybe** - **No** more options »
Invitation from Google Calendar

You are receiving this email at the account colin_campbell@nps.gov because you are subscribed for invitations on calendar colin_campbell@nps.gov

To stop receiving these notifications, please log in to https://www.google.com/calendar/ and change your notification settings for this calendar.

[redacted]

Young, Deirdre R

From: Campbell, Colin <colin_campbell@nps.gov>
Sent: Friday, October 11, 2013 9:20 AM
To: Paul Henderson
Cc: Catherine Cannon; kevin_moore@nps.gov; James Dougan; mary_risser@nps.gov; billy_shott@nps.gov; Rena_Fugate@nps.gov
Subject: Re: Utah Parks

Thanks Paul, I know it is strange. Until your hear from us, the only answer is that you have not been instructed to re-open.

On Fri, Oct 11, 2013 at 5:46 AM, Paul Henderson <paul_henderson@nps.gov> wrote:
Virtually every Utah media outlet is reporting that the parks in Utah will be open on Saturday morning and the Governor made a statement welcoming folks to Southern Utah to enjoy the national parks.

Obviously we will not act nor make any statements until confirmation is received from IMR but hopefully that information will come sooner rather than later. Even at this early hour I've received calls asking about it.

Paul Henderson
Assistant Superintendent
Arches & Canyonlands National Parks
Hovenweep & Natural Bridges National Monuments
Sent from my iPad

--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

Young, Deirdre R

From: Paul Henderson <paul_henderson@nps.gov>
Sent: Friday, October 11, 2013 7:46 AM
To: Catherine Cannon; kevin_moore@nps.gov; James Dougan; mary_risser@nps.gov; Colin_Campbell@nps.gov; billy_shott@nps.gov; Rena_Fugate@nps.gov
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Paul Henderson
Assistant Superintendent
Arches & Canyonlands National Parks
Hovenweep & Natural Bridges National Monuments Sent from my iPad

Young, Deirdre R

From: Billy Shott <billy_shott@nps.gov>
Sent: Friday, October 11, 2013 12:00 AM
To: Mary Risser
Cc: Colin Campbell
Subject: Re: Fwd:

Thanks for the coms Mary- I'm just reacting to media as well as the parks inquiries to me this evening.

William Shott

On Oct 10, 2013, at 9:58 PM, Mary Risser <mary_risser@nps.gov> wrote:

> This is all I know.
>
> Sent from my iPhone
>
> Begin forwarded message:
>
> > **From:** Colin Campbell <colin_campbell@nps.gov>
> > **Date:** October 10, 2013, 8:06:55 PM MDT
> > **To:** Vaughn Baker <Vaughn_Baker@nps.gov>, David Uberuaga <dave_uberuaga@nps.gov>, Kate Cannon <kate_cannon@nps.gov>, Todd Brindle <Todd_Brindle@nps.gov>, Paul Roelandt <paul_roelandt@nps.gov>, Jeffrey Bradybaugh <jeff_bradybaugh@nps.gov>, Jock Whitworth <jock_whitworth@nps.gov>, Leah McGinnis <leah_mcginnis@nps.gov>, Laura Joss <Laura_Joss@nps.gov>, Mary Risser <mary_risser@nps.gov>
> >
> > WASO just called. No deal yet. Need to remind everyone that we are not to discuss with anyone. States might say whatever, but you don't know anything until you hear from Laura, me or Mary. Things are at sensitive spot and IMR and parks are to make no comment.
> >
> > Sent from my iPhone

Young, Deirdre R

From: Mary Risser <mary_risser@nps.gov>
Sent: Thursday, October 10, 2013 11:59 PM
To: Billy Shott
Cc: Colin Campbell
Subject: Fwd:

This is all I know.

Sent from my iPhone

Begin forwarded message:

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> **To:** Vaughn Baker <Vaughn_Baker@nps.gov>, David Uberuaga <dave_uberuaga@nps.gov>, Kate Cannon <kate_cannon@nps.gov>, Todd Brindle <Todd_Brindle@nps.gov>, Paul Roelandt <paul_roelandt@nps.gov>, Jeffrey Bradybaugh <jeff_bradybaugh@nps.gov>, Jock Whitworth <jock_whitworth@nps.gov>, Leah McGinnis <leah_mcginnis@nps.gov>, Laura Joss <Laura_Joss@nps.gov>, Mary Risser <mary_risser@nps.gov>
>
> WASO just called. No deal yet. Need to remind everyone that we are not to discuss with anyone. States might say whatever, but you don't know anything until you hear from Laura, me or Mary. Things are at sensitive spot and IMR and parks are to make no comment.
>
> Sent from my iPhone

Young, Deirdre R

From: Billy Shott <billy_shott@nps.gov>
Sent: Thursday, October 10, 2013 11:57 PM
To: Colin Campbell; Laura Joss; Rena Fugate; Mary Risser
Subject: Utah agreement

Have I heard correctly that the agreement with Utah has been signed?
Are we implementing? Some folks are wondering if we need to make notifications.

William Shott

Young, Deirdre R

From: Mary Risser <mary_risser@nps.gov>
Sent: Thursday, October 10, 2013 10:31 PM
To: Paul Henderson
Cc: Colin Campbell
Subject: Fwd:

Hey Paul,

Kate told me earlier today that she was heading off to see family tomorrow and you would be running things. Wanted to make sure that you saw Colin's message.

Hope all is well with you. Feel free to call us with any questions

Mary

Sent from my iPhone

Begin forwarded message:

> **From:** Colin Campbell <colin_campbell@nps.gov>
> **Date:** October 10, 2013, 8:06:55 PM MDT
> **To:** Vaughn Baker <Vaughn_Baker@nps.gov>, David Uberuaga <dave_uberuaga@nps.gov>, Kate Cannon <kate_cannon@nps.gov>, Todd Brindle <Todd_Brindle@nps.gov>, Paul Roelandt <paul_roelandt@nps.gov>, Jeffrey Bradybaugh <jeff_bradybaugh@nps.gov>, Jock Whitworth <jock_whitworth@nps.gov>, Leah McGinnis <leah_mcginnis@nps.gov>, Laura Joss <Laura_Joss@nps.gov>, Mary Risser <mary_risser@nps.gov>
>
> WASO just called. No deal yet. Need to remind everyone that we are not to discuss with anyone. States might say whatever, but you don't know anything until you hear from Laura, me or Mary. Things are at sensitive spot and IMR and parks are to make no comment.
>
> Sent from my iPhone

Young, Deirdre R

From: Colin Campbell <colin_campbell@nps.gov>
Sent: Thursday, October 10, 2013 10:07 PM
To: Vaughn Baker; David Uberuaga; Kate Cannon; Todd Brindle; Paul Roelandt; Jeffrey Bradybaugh; Jock Whitworth; Leah McGinnis; Laura Joss; Mary Risser

WASO just called. No deal yet. Need to remind everyone that we are not to discuss with anyone. States might say whatever, but you don't know anything until you hear from Laura, me or Mary. Things are at sensitive spot and IMR and parks are to make no comment.

Sent from my iPhone

Young, Deirdre R

From: Risser, Mary <mary_risser@nps.gov>
Sent: Friday, October 11, 2013 12:54 PM
To: McGinnis, Leah
Cc: Colin Campbell; Laura Joss; Rena Fugate; Billy Shott
Subject: Re: Opening CARE

Hi Leah,

As we discussed, the Washington Office will put out a press release with information about the UT parks that are opening that will include talking points for us to use. The guidance that we are getting at this time, is that park should not put out local press releases.

So, please hold off talking to the media until we get that information from Washington.

Mary

On Fri, Oct 11, 2013 at 10:37 AM, McGinnis, Leah <leah_mcginnis@nps.gov> wrote:
We are currently in the process of checking and cleaning restroom facilities and fully expect to have everything open with the exception of the VC and the Gifford House by this afternoon. This would include the campground.

The VC and Gifford House will be open 8am tomorrow morning.

I have two media calls pending wanting to know our schedule for opening...is it okay to call them back? This would be the Salt Lake Tribune and Deseret News.

We will wait for further guidance on a press release and the use of social media.

Thanks!

--
Leah McGinnis
Superintendent
Capitol Reef National Park
HC 70 Box 15
Torrey, UT 84775
435-425-3026 (fax)
435-425-4100 (office)
435-491-0112 (cell)

--

Mary Risser
Acting Deputy Regional Director/Chief of Staff
Intermountain Region
12795 West Alameda Parkway
Denver, CO 80228
303.969.2799 (office)
970.629.5439 (iPhone)

Young, Deirdre R

From: Risser, Mary <mary_risser@nps.gov>
Sent: Friday, October 11, 2013 12:59 PM
To: Kathleen Gonder; Therese Picard; Jeffrey Bradybaugh; Paul Henderson; Catherine Cannon; Lindy Mihata; Paul Roelandt; Jock Whitworth; Jim Ireland; jireland09@gmail.com; Cynthia Purcell; Craig Yow; Todd Brindle; Brian Carey
Cc: Colin Campbell; Billy Shott; Rena Fugate; Laura Joss
Subject: Media calls

Hi all,

Earlier this morning Colin requested some guidance from WASO on dealing with media calls. We have been told not to do local press releases. There will be a national release coming out that will include talking points for you to use.

Also, we are trying to get the individual websites opens again.

This will also be discussed at the 11 am meeting.

--

Mary Risser
Acting Deputy Regional Director/Chief of Staff
Intermountain Region
12795 West Alameda Parkway
Denver, CO 80228
303.969.2799 (office)
970.629.5439 (iPhone)

Young, Deirdre R

From: Leah McGinnis <leah_mcginnis@nps.gov>
Sent: Thursday, October 10, 2013 7:34 PM
To: Colin Campbell; Laura Joss; Rena Fugate; Billy Shott
Cc: Scott Brown
Subject: Questions

We have two employees, one is a fully funded FMSS hub employee and one is a MABO employee. Do we bring them back?

Also a question about timing once we get the word. Do we bring back employees to spool up during the initial 24 hours of being notified, or do we begin the process of getting things open 24 hours after being notified? Hope that makes sense.

Thanks, and thanks for all the extra work you are all doing to help work through this.

Leah

Sent from my iPad

Young, Deirdre R

From: Google Calendar <calendar-notification@google.com> on behalf of rena_fugate@nps.gov
Sent: Thursday, October 10, 2013 4:40 PM
To: billy_shott@nps.gov; kathleen_gonder@nps.gov; jeff_bradybaugh@nps.gov; scott_brown@nps.gov; cindy_purcell@nps.gov; vaughn_baker@nps.gov; mary_risser@nps.gov; brenda_zirwas@nps.gov; brian_carey@nps.gov; todd_brindle@nps.gov; laura_joss@nps.gov; lindy_mihata@nps.gov; kate_cannon@nps.gov; therese_picard@nps.gov; casey_hagaman@nps.gov; leah_mcginnis@nps.gov; dave_uberuaga@nps.gov; paul_henderson@nps.gov; royce_m_orme@nps.gov; paul_roelandt@nps.gov; colin_campbell@nps.gov; jock_whitworth@nps.gov; rena_fugate@nps.gov
Cc: jeff_bradybaugh@nps.gov; mary_risser@nps.gov; todd_brindle@nps.gov; brenda_zirwas@nps.gov; therese_picard@nps.gov; lindy_mihata@nps.gov; vaughn_baker@nps.gov; kathleen_gonder@nps.gov; dave_uberuaga@nps.gov; paul_roelandt@nps.gov; leah_mcginnis@nps.gov; colin_campbell@nps.gov; billy_shott@nps.gov; cindy_purcell@nps.gov; jock_whitworth@nps.gov; kate_cannon@nps.gov; scott_brown@nps.gov; royce_m_orme@nps.gov; laura_joss@nps.gov; brian_carey@nps.gov; paul_henderson@nps.gov; casey_hagaman@nps.gov
Subject: [Update] URGENT CALL TODAY re Latest News re opening 3:00 p MT UTAH, ROMO, GRCA w/ Colin, et al

Please call in for the latest news and how your park may be impacted

IMPORTANT CALL TODAY 12:00 MT UTAH PARKS w/ Colin, et al call in: [redacted]; pc [redacted]

When Wed Oct 9, 2013 12pm – 1pm Mountain Time

Where Conference Call to discuss issues re to Utah Parks (map)

Who
- Rena Fugate - organizer
- Billy Shott
- Scott Brown
- Leah McGinnis
- Laura Joss
- Casey Hagaman
- Royce Orme
- Todd Brindle
- Therese Picard
- Paul Henderson
- Lindy Mihata
- Brenda Zirwas
- Paul Roelandt
- Jock Whitworth
- Catherine Cannon
- Jeffrey Bradybaugh
- Colin Campbell
- Brian Carey
- Cynthia Purcell
- Kathleen Gonder

- Mary Risser

Young, Deirdre R

From: McGinnis, Leah <leah_mcginnis@nps.gov>
Sent: Friday, October 11, 2013 12:38 PM
To: Colin Campbell; Mary Risser; laurajoss@me.com; Rena Fugate; Billy Shott
Subject: Opening CARE

We are currently in the process of checking and cleaning restroom facilities and fully expect to have everything open with the exception of the VC and the Gifford House by this afternoon. This would include the campground.

The VC and Gifford House will be open 8am tomorrow morning.

I have two media calls pending wanting to know our schedule for opening...is it okay to call them back? This would be the Salt Lake Tribune and Deseret News.

We will wait for further guidance on a press release and the use of social media.

Thanks!

--
Leah McGinnis
Superintendent
Capitol Reef National Park
HC 70 Box 15
Torrey, UT 84775
435-425-3026 (fax)
435-425-4100 (office)
435-491-0112 (cell)

Young, Deirdre R

From: Campbell, Colin <colin_campbell@nps.gov>
Sent: Thursday, October 10, 2013 12:50 PM
To: McDowall, Lena
Cc: Joel Hard; Patricia Neubacher; Patricia Trap; Gordon Wissinger; Michael Caldwell; Lisa Mendelson; Patrick Breen
Subject: Re: Contacts for New Contracting Guidance

For IMR,

Rena Fugate
Office 303-969-2544
Cell 720-560-2515
email rena_fugate@nps.gov

Colin

On Thu, Oct 10, 2013 at 9:51 AM, McDowall, Lena <lena_mcdowall@nps.gov> wrote:
Hi all -

Can you let me know the name of the excepted employee serving as the POC in your region for Contracts and Cooperative Agreements during the shutdown? I believe some regions have someone at the regional office but others may have appointed someone in one of the MABOs. We have some new, fairly technical, contracting guidance on emergency contracting and invoicing coming in from the Department that we'll need to discuss with those folks.

Thanks,

Lena

--
Lena McDowall
Associate Director, Business Services
Ph: (202) 208-5651
Cell: (202) 641-1814
Email: Lena_McDowall@nps.gov

--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

Young, Deirdre R

From: Neubacher, Patricia <patty_neubacher@nps.gov>
Sent: Thursday, October 10, 2013 11:58 AM
To: McDowall, Lena
Cc: Joel Hard; Colin Campbell; Patricia Trap; Gordon Wissinger; Michael Caldwell; Lisa Mendelson; Patrick Breen
Subject: Re: Contacts for New Contracting Guidance

We don't have any one on as an excepted employee. We've called them back in on occassions so that we could do emergency procurements. I can call Leo Guillory or Jamie Sherrill back in if you think that's necessary. Otherwise, its me!

On Thu, Oct 10, 2013 at 8:51 AM, McDowall, Lena <lena_mcdowall@nps.gov> wrote:
Hi all -

Can you let me know the name of the excepted employee serving as the POC in your region for Contracts and Cooperative Agreements during the shutdown? I believe some regions have someone at the regional office but others may have appointed someone in one of the MABOs. We have some new, fairly technical, contracting guidance on emergency contracting and invoicing coming in from the Department that we'll need to discuss with those folks.

Thanks,

Lena

--
Lena McDowall
Associate Director, Business Services
Ph: (202) 208-5651
Cell: (202) 641-1814
Email: Lena_McDowall@nps.gov

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

Young, Deirdre R

From: Campbell, Colin <colin_campbell@nps.gov>
Sent: Thursday, October 10, 2013 9:50 AM
To: Mary Risser; Billy Shott
Subject: Fwd: Conference call at 10:15 EDT

Will do call in my office in 25 minutes

---------- Forwarded message ----------
From: **O'Dell, Margaret** <peggy_o'dell@nps.gov>
Date: Thu, Oct 10, 2013 at 7:35 AM
Subject: Conference call at 10:15 EDT
To: Jon Jarvis <Jon_Jarvis@nps.gov>, Maureen Foster <Maureen_Foster@nps.gov>, Bruce Sheaffer <Bruce_Sheaffer@nps.gov>, Lena McDowall <Lena_McDowall@nps.gov>, David Vela <David_Vela@nps.gov>, Cam Sholly <Cam_Sholly@nps.gov>, Jeffrey Compton <shane_compton@nps.gov>, Peggy O'Dell <peggy_o'dell@nps.gov>, Sue Waldron <sue_waldron@nps.gov>, Mike Caldwell <Mike_Caldwell@nps.gov>, Lisa Mendelson-Ielmini <Lisa_Mendelson-Ielmini@nps.gov>, Gordon Wissinger <Gordon_Wissinger@nps.gov>, Shawn Benge <shawn_benge@nps.gov>, Patricia Trap <Patricia_Trap@nps.gov>, Colin Campbell <colin_campbell@nps.gov>, Patty Neubacher <Patty_Neubacher@nps.gov>, Chris Lehnertz <Chris_Lehnertz@nps.gov>, Joel Hard <joel_hard@nps.gov>

We have some critical information to share and would like to have a conference call at 10:15 this morning. If some regions don't make it in on time for it, we will repeat at noon EDT to catch up with them.

Your regional team is welcome to attend.

[redacted]
Participant code [redacted]

Talk to you all soon....thanks.

--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

Young, Deirdre R

From: O'Dell, Margaret <peggy_o'dell@nps.gov>
Sent: Thursday, October 10, 2013 9:36 AM
To: Jon Jarvis; Maureen Foster; Bruce Sheaffer; Lena McDowall; David Vela; Cam Sholly; Jeffrey Compton; Peggy O'Dell; Sue Waldron; Mike Caldwell; Lisa Mendelson-Ielmini; Gordon Wissinger; Shawn Benge; Patricia Trap; Colin Campbell; Patty Neubacher; Chris Lehnertz; Joel Hard
Subject: Conference call at 10:15 EDT

We have some critical information to share and would like to have a conference call at 10:15 this morning. If some regions don't make it in on time for it, we will repeat at noon EDT to catch up with them.

Your regional team is welcome to attend.

Non-[redacted]
Participant code Non-[redacted]

Talk to you all soon....thanks.

Young, Deirdre R

From: Campbell, Colin <colin_campbell@nps.gov>
Sent: Wednesday, October 09, 2013 3:04 PM
To: Sullivan, Dana
Cc: Billy Shott; Rena Fugate; Mary Risser
Subject: Re: Question - Volunteers that are in government provided housing

I would let them stay for the time being. This will end.

On Wed, Oct 9, 2013 at 12:47 PM, Sullivan, Dana <dana_sullivan@nps.gov> wrote:
what are other parks doing in this region in regards to VIP housing. We have a couple of VIPs that are provided GOV housing units in exchange for working 32 hours a week. Of course, these folks are not working right now, but are still located in GOV housing units.

my inclination is to let them stay, but wanted to see what other folks were doing or what your recommendation might be.

thanks for your time,
dana
--
Dana Sullivan
Chief Ranger
Protection, Fire Management, and Natural Resource Management
El Malpais and El Morro National Monuments
(505)285-4641 x25

NPS employees are our most valuable resource. Resources entrusted to our care will not be preserved for the enjoyment of future generations if we do not first properly care for our employees. (abridged - unknown)

--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

Young, Deirdre R

From: Brindle, Todd <todd_brindle@nps.gov>
Sent: Tuesday, October 08, 2013 11:02 PM
To: Campbell, Colin
Subject: Re: Secretary's Call with Governor

Thanks Colin!

Todd W. Brindle
Superintendent
Glen Canyon National Recreation Area
Rainbow Bridge National Monument
P.O. Box 1507
691 Scenic View Drive
Page, AZ 86040

(928) 608-6210 office
(928) 640-1586 cell
(928) 608-6204 fax

SAFETY - SERVICE - TEAMWORK

On Tue, Oct 8, 2013 at 3:18 PM, Campbell, Colin <colin_campbell@nps.gov> wrote:
FYI,

All should have received instruction now. Don't take action to prevent local authorities from opening parks, document occurrence and report. We will not assist in operating parks. Facilities remain closed.

Be sure to report in real time to the best of your ability to Mary and Billy. WASO VRP needs to know as we learn things.

I go on furlough this evening, and transition to Mary is complete.

Colin

---------- Forwarded message ----------
From: **Sholly, Cam** <cam_sholly@nps.gov>
Date: Tue, Oct 8, 2013 at 4:01 PM
Subject: Secretary's Call with Governor
To: Colin Campbell <Colin_Campbell@nps.gov>, Billy Shott <Billy_Shott@nps.gov>, Lena Koschmann <lena_koschmann@nps.gov>, Michael Archer <Mike_Archer@nps.gov>, Charles Cuvelier <charles_cuvelier@nps.gov>

Apparently the governor told the secretary he was going to reach out to the Sheriff's association to dissuade any disruptive actions in parks by state or local LE.

TRO request is being processed by DOJ.

Please continue feeding us any info you get from the parks on activities on the ground.

Cameron Sholly
Associate Director
Visitor and Resource Protection
National Park Service
(202) 565-1020-w
(202) 501-1287-f

--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

Young, Deirdre R

From: Campbell, Colin <colin_campbell@nps.gov>
Sent: Tuesday, October 08, 2013 6:19 PM
To: Todd Brindle; Kate Cannon; David Uberuaga; Jeffrey Bradybaugh; John Hiscock; Paul Roelandt; Leah McGinnis; Cynthia Purcell
Cc: Mary Risser; Laura Joss; Billy Shott; Rena Fugate; Lena Koschmann
Subject: Fwd: Secretary's Call with Governor

FYI,

All should have received instruction now. Don't take action to prevent local authorities from opening parks, document occurrence and report. We will not assist in operating parks. Facilities remain closed.

Be sure to report in real time to the best of your ability to Mary and Billy. WASO VRP needs to know as we learn things.

I go on furlough this evening, and transition to Mary is complete.

Colin

---------- Forwarded message ----------
From: **Sholly, Cam** <cam_sholly@nps.gov>
Date: Tue, Oct 8, 2013 at 4:01 PM
Subject: Secretary's Call with Governor
To: Colin Campbell <Colin_Campbell@nps.gov>, Billy Shott <Billy_Shott@nps.gov>, Lena Koschmann <lena_koschmann@nps.gov>, Michael Archer <Mike_Archer@nps.gov>, Charles Cuvelier <charles_cuvelier@nps.gov>

Apparently the governor told the secretary he was going to reach out to the Sheriff's association to dissuade any disruptive actions in parks by state or local LE.

TRO request is being processed by DOJ.

Please continue feeding us any info you get from the parks on activities on the ground.

Cameron Sholly
Associate Director
Visitor and Resource Protection
National Park Service
(202) 565-1020-w
(202) 501-1287-f

--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

Young, Deirdre R

From: Campbell, Colin <colin_campbell@nps.gov>
Sent: Friday, October 11, 2013 11:40 AM
To: Suzanne Waldron
Subject: Utah parks

Sue,

Is WASO doing a press release about Utah parks? Can the parks that are re-opening do their own?

Lot of local nuance that could be helpful.

Colin

--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

Young, Deirdre R

From: Joss, Laura <laura_joss@nps.gov>
Sent: Tuesday, October 08, 2013 2:26 PM
To: David Uberuaga; Diane Chalfant
Cc: Mary Risser; Colin Campbell; Rena Fugate
Subject: Fwd: 12:30pm MST NBC Nightly News request re: GRCA

Dave: Feel free to call Sue Waldron directly to discuss this -- her second sentence seems to potentially open the door to doing the interview somewhere in the park, so it would be quickest for you to call her and get her guidance directly since you are short on time.

Laura

Laura E. Joss
Acting Regional Director
Intermountain Regional Office
National Park Service
PO Box 25287
Denver, CO 80225-0287
(303) 969-2856 office
(435) 210-0094 cell
(303) 969-2785 fax

EXPERIENCE YOUR AMERICA

---------- Forwarded message ----------
From: **Waldron, Suzanne** <sue_waldron@nps.gov>
Date: Tue, Oct 8, 2013 at 12:18 PM
Subject: Re: 12:30pm MST NBC Nightly News request re: GRCA
To: Laura Joss <laura_joss@nps.gov>
Cc: David Uberuaga <dave_uberuaga@nps.gov>, Mike Litterst <Mike_Litterst@nps.gov>, Peggy O'Dell <Peggy_O'Dell@nps.gov>, Maureen Foster <Maureen_Foster@nps.gov>, Jon Jarvis <Jon_Jarvis@nps.gov>, Bruce Sheaffer <Bruce_Sheaffer@nps.gov>

looping others for awareness

yup - still the guidance. Would park prefer to allow it somewhere else in the park? Let us know and we can discuss with more info

Do we know who he wants to interview? NPS folks can speak to the factual impact/effect of the shutdown.

obviously, need to tread carefully on any questions about offer by state to pay to open GRCA - here's the statement we are using (checking it is STILL good):

Statement of Mike Litterst, National Park Service Acting Chief Spokesperson:

America's 401 national parks are a source of pride for all Americans and serve as important economic engines for local communities across the nation and we appreciate the generous offers of support and temporary assistance to reopen various individual parks around the country.

There are 401 national parks that comprise the National Park System, which is managed for the common benefit of all the people of the United States, and requires federal appropriations to fulfill its mission and responsibilities. As a result of the lapse in that funding, the entire National Park System is closed and cannot be reopened until funding is restored. Beyond the legal constraints involved, it would not be appropriate or feasible to open some parks or some parts of parks while other parts of the National Park System remain closed to the public.

The National Park Service shares in the frustration of the more than 700,000 people who are being turned away from our parks each day. We continue to hope for a speedy resolution to the lapse in federal appropriation so that we may reopen America's 401 national parks for the enjoyment of millions of visitors.

Here's some Servicewide facts/figures/messages that may be useful to you (assuming you are an interviewee)

- 401 national parks closed
- more than 20,000 NPS employees furloughed
- approximately 3,000 employees remain on duty
- 715,000 visitors a day during October
- approximately 12,500 concession employees affected (at height of summer season, national parks concessioners employ 25,000 people)
- lost revenue to NPS = $450,000 per day ($300,000 in entrance fees; $150,000 in additional in-park activities (boat rentals, campground fees, cave tours, etc.)
- local economic impact = $32 million per day
- national economic impact = $76 million per day
- NPS.gov's 750,000 web pages are used annually by 91 million unique visitors
- park specific facts & figures
    - 15,000 people a day visit the Statue of Liberty in October
    - 17,000 people a day visit the Lincoln Memorial
    - 7,500 people a day are being turned away from Yellowstone National park

On Tue, Oct 8, 2013 at 1:34 PM, Laura Joss <laura_joss@nps.gov> wrote:
Sue: GRCA has a request from NBC Nightly News for Brian Williams to come into the park to film and conduct interviews today at 12:30. Our understanding is that parks should continue to conduct such interviews at the gate and not inside the park. Is that still correct?

Thanks,

Laura

Laura E. Joss
Acting Regional Director
Intermountain Region
National Park Service
PO Box 25286
Denver, CO 80225
(303) 969-2856 work
(435) 210-0094 cell

--

Sue Waldron
Assistant Director, Communications
National Park Service
(202) 208-3046
Visit us at www.nps.gov

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

EXPERIENCE YOUR AMERICA

Young, Deirdre R

From: Carey, Brian <brian_carey@nps.gov>
Sent: Monday, October 07, 2013 9:34 AM
To: Campbell, Colin
Cc: Todd Brindle; Rena Fugate; Billy Shott
Subject: Re: Ann Kirkpatrick - Grand Canyon Closure Conference Call

Thanks.

Brian Carey

On Oct 7, 2013 6:27 AM, "Campbell, Colin" <colin_campbell@nps.gov> wrote:
It is fine if Todd would like to participate and listen. Guidance is that we won't open limited parks or parts of parks. Federal Appropriations will get the parks open again.

On Sun, Oct 6, 2013 at 4:57 PM, Carey, Brian <brian_carey@nps.gov> wrote:
A heads up on a phone call being hosted by US Representative Kirkpatrick's office.

Todd would like to know if there is any guidance on attendance at these types of meetings should he be asked to attend or call in.

I am imagining that we could provide information on the mechanics of the closures at our particular parks and relay the Director's guidance on respectfully rejecting offers of third party assistance. But that it would be best to decline any attendance since there would undoubtedly be discussions of strategic lobbying, etc.

Brian Carey
Management Assistant
Glen Canyon National Recreation Area
Rainbow Bridge National Monument
PO Box 1507
(for ground delivery only - 691 Scenic View Drive)
Page, AZ 86040-1507
928.608.6209 w
928.640.0324 m
928.608.6204 f

---------- Forwarded message ----------
From: **Brindle, Todd** <todd_brindle@nps.gov>
Date: Sun, Oct 6, 2013 at 3:35 PM
Subject: Fwd: Ann Kirkpatrick - Grand Canyon Closure Conference Call
To: Brian Carey <Brian_Carey@nps.gov>

Another meeting - Congressional. Not sure if it pertains to us but please give IMRO a heads up. What is WASO guidance should we be invited to these types of meetings?

Todd W. Brindle
Superintendent
Glen Canyon National Recreation Area
Rainbow Bridge National Monument
P.O. Box 1507
691 Scenic View Drive
Page, AZ 86040

(928) 608-6210 office
(928) 640-1586 cell
(928) 608-6204 fax

SAFETY - SERVICE - TEAMWORK

---------- Forwarded message ----------
From: **Fowler, Lena** <lfowler@coconino.az.gov>
Date: Sun, Oct 6, 2013 at 1:45 PM
Subject: Fwd: Ann Kirkpatrick - Grand Canyon Closure Conference Call
To: Dave Uberuaga <dave_uberuaga@nps.gov>, "Todd W. Brindle" <Todd_Brindle@nps.gov>

Read email below.

Sent from my iPhone

Begin forwarded message:

> **From:** "Archuleta, Liz" <larchuleta@coconino.az.gov>
> **Date:** October 6, 2013 at 1:41:32 PM MST
> **To:** BOS+3 <bos+3@coconino.az.gov>, BOS/Assistants <bos-assistants@coconino.az.gov>, BOS+3 <bos+3@coconino.az.gov>
> **Subject: Fwd: Ann Kirkpatrick - Grand Canyon Closure Conference Call**
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> Dear Board Members,
> Please read the email below. I will be on the call representing Coconino County. I asked Matt to join me as the incoming Chair. Matt has agreed to step aside to have Art on the call to give the perspective of Tusayan business owners. I realize all of us might wish to be on the call however that is not possible since we are not posted for a quorum and the intention of the invitation is specific to the chair of the board. I will clearly communicate the impacts to our county. If you have specific key messages you would like for me to convey, please get me talking points no later than 10:00 tomorrow morning.
> Thank you,
> Liz
>
> Elizabeth Archuleta, Coconino County Supervisors
> District 2
> 219 East Cherry
> Flagstaff, AZ. 86001
> Phone: 928 679-7152

Begin forwarded message:

From: "Frisby, Sam" <Sam.Frisby@mail.house.gov>
Date: October 4, 2013 at 12:53:42 PM MST
To: Undisclosed recipients:;
Subject: Ann Kirkpatrick - Grand Canyon Closure Conference Call

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The call will be Monday, October 7th, at 10:30 AM PST (1:30 PM EST). Please dial: 712-432-0140 and enter the code: 336743#.

Please contact my scheduler, Sam Frisby, to let her know if you will be able to join the call. You can reach her at Sam.Frisby@mail.house.gov or 202-225-3361.

Thank you and I look forward to speaking with you Monday.

Sincerely,

Congresswoman Ann Kirkpatrick

Best,

Samantha Frisby | Scheduler

Office of Congresswoman Ann Kirkpatrick (AZ-01)

330 Cannon House Office Building | Washington D.C. | 202-225-3361

Connect with Rep. Kirkpatrick: Facebook | Twitter | E-newsletter

--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

Young, Deirdre R

From: Campbell, Colin <colin_campbell@nps.gov>
Sent: Monday, October 07, 2013 9:27 AM
To: Carey, Brian
Cc: Rena Fugate; Billy Shott; Todd Brindle
Subject: Re: Ann Kirkpatrick - Grand Canyon Closure Conference Call

It is fine if Todd would like to participate and listen. Guidance is that we won't open limited parks or parts of parks. Federal Appropriations will get the parks open again.

On Sun, Oct 6, 2013 at 4:57 PM, Carey, Brian <brian_carey@nps.gov> wrote:
A heads up on a phone call being hosted by US Representative Kirkpatrick's office.

Todd would like to know if there is any guidance on attendance at these types of meetings should he be asked to attend or call in.

I am imagining that we could provide information on the mechanics of the closures at our particular parks and relay the Director's guidance on respectfully rejecting offers of third party assistance. But that it would be best to decline any attendance since there would undoubtedly be discussions of strategic lobbying, etc.

Brian Carey
Management Assistant
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Rainbow Bridge National Monument
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(for ground delivery only - 691 Scenic View Drive)
Page, AZ 86040-1507
928.608.6209 w
928.640.0324 m
928.608.6204 f

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Date: Sun, Oct 6, 2013 at 3:35 PM
Subject: Fwd: Ann Kirkpatrick - Grand Canyon Closure Conference Call
To: Brian Carey <Brian_Carey@nps.gov>

Another meeting - Congressional. Not sure if it pertains to us but please give IMRO a heads up. What is WASO guidance should we be invited to these types of meetings?

Todd W. Brindle
Superintendent
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(928) 608-6210 office
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SAFETY - SERVICE - TEAMWORK

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To: Dave Uberuaga <dave_uberuaga@nps.gov>, "Todd W. Brindle" <Todd_Brindle@nps.gov>

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> Phone: 928 679-7152
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Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

Young, Deirdre R

From: Colin Campbell <colin_campbell@nps.gov>
Sent: Sunday, October 06, 2013 10:07 PM
To: Margaret O'Dell
Subject: Re: Ann Kirkpatrick - Grand Canyon Closure Conference Call

I'll be in by 7, or any time by cell. Supt. Brindle or Dave U, Diane Chalfant would probably be best. Uncertain as to most recent conversations with congressional staff.

Sent from my iPhone

On Oct 6, 2013, at 7:26 PM, Margaret O'Dell <peggy_o'dell@nps.gov> wrote:

> (b) (5) [redacted]. Has the park had a conversation with the congressional staff yet? Lets talk on Monday. What is a good time for you!
>
> Sent from my iPhone
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> On Oct 6, 2013, at 7:58 PM, Colin Campbell <colin_campbell@nps.gov> wrote:
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928.640.0324 m
928.608.6204 f

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SAFETY - SERVICE - TEAMWORK

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Connect with Rep. Kirkpatrick: Facebook | Twitter | E-newsletter

Young, Deirdre R

From: Margaret O'Dell <peggy_o'dell@nps.gov>
Sent: Sunday, October 06, 2013 9:27 PM
To: Colin Campbell
Subject: Re: Ann Kirkpatrick - Grand Canyon Closure Conference Call

(b) (5) [redacted]. Has the park had a conversation with the congressional staff yet? Lets talk on Monday. What is a good time for you!

Sent from my iPhone

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> > 928.608.6209 w
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SAFETY - SERVICE - TEAMWORK

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Liz

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District 2
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Flagstaff, AZ. 86001
Phone: 928 679-7152

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Connect with Rep. Kirkpatrick: Facebook | Twitter | E-newsletter

Young, Deirdre R

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To: Carey, Brian
Cc: Rena Fugate; Billy Shott; Todd Brindle; Lindy Mihata
Subject: Re: Arizona Game and Fish Commission Offer - Maintaining Public Access to Lees Ferry at Glen Canyon NRA

Director has it and will respond

Sent from my iPhone

On Oct 6, 2013, at 11:38 AM, "Carey, Brian" <brian_carey@nps.gov> wrote:

Colin, Billy, Rena

I just want to confirm that we are still standing by at the park level on any official response from the NPS to this letter, adhering to the chain of command communication directive. We will be switching off on Incident Commander/POC here next week and I want to leave an accurate list as to what is still pending decisions.

As I indicated before, I did respond informally to Larry Riley when he alerted me to the Commission's intent, basically quoting the Director's statement in the 10/1/13 memo.

Brian Carey
Management Assistant
Glen Canyon National Recreation Area
Rainbow Bridge National Monument
PO Box 1507
(for ground delivery only - 691 Scenic View Drive)
Page, AZ 86040-1507
928.608.6209 w
928.640.0324 m
928.608.6204 f

---------- Forwarded message ----------
From: **Larry Riley** <LRiley@azgfd.gov>
Date: Wed, Oct 2, 2013 at 11:12 AM
Subject: Arizona Game and Fish Commission Offer - Maintaining Public Access to Lees Ferry at Glen Canyon NRA
To: Jon_Jarvis@nps.gov
Cc: NPS GLCA Superintendent <glca_superintendent@nps.gov>, Tammy_Whittington@nps.gov, Brian_Carey@nps.gov, Bert Frost <Bert_Frost@nps.gov>

Director Jarvis,

The Arizona Game and Fish Commission directed our Department to correspond with you to extend its request to restore access to Lees Ferry in the Glen Canyon National Recreation Area. I've attached the Commission directed letter to extend the Commission's offer of manpower and resources to facilitate public access for hunting and fishing while protecting federal assets at that portion of the National Recreation Area. Please contact us at your earliest convenience to discuss how we might restore access and provide service. You can contact Director Voyles of the Arizona Game and Fish Department at 623-236-7279, or his Special Assistant Gary R. Hovatter at 623-236-7288.

<image002.png>

<image004.png>

Lawrence M. Riley

Wildlife Management Division

Arizona Game and Fish Department

5000 W. Carefree Highway

Phoenix, AZ 85086-5000

623-236-7623

lriley@azgfd.gov

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<AZGFC Commission Offer to NPS 10 01 2013.pdf>

Young, Deirdre R

From: Carey, Brian <brian_carey@nps.gov>
Sent: Sunday, October 06, 2013 1:38 PM
To: Colin Campbell; Rena Fugate; Billy Shott
Cc: Todd Brindle; Lindy Mihata
Subject: Fwd: Arizona Game and Fish Commission Offer - Maintaining Public Access to Lees Ferry at Glen Canyon NRA
Attachments: image002.png; image004.png; AZGFC Commission Offer to NPS 10 01 2013.pdf

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THE STATE OF ARIZONA
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5000 W. CAREFREE HIGHWAY
PHOENIX, AZ 85086-5000
(602) 942-3000 • WWW.AZGFD.GOV

GOVERNOR
JANICE K. BREWER
COMMISSIONERS
CHAIRMAN, J.W. HARRIS, TUCSON
ROBERT E. MANSELL, WINSLOW
KURT R. DAVIS, PHOENIX
EDWARD "PAT" MADDEN, FLAGSTAFF
DIRECTOR
LARRY D. VOYLES
DEPUTY DIRECTOR
TY E. GRAY

October 2, 2013

Director Jon Jarvis
USDOI National Park Service
49 C Street NW
Washington, DC **20240**

Dear Director Jarvis:

On October 1st, the Arizona Game and Fish Commission met in special public session to discu the challenges of providing access to lands and waters where the public has been denied entry f otherwise lawful hunting and fishing during the shutdown of the Federal Government. The iss is broad and places an inappropriate restriction on the public, keeping them from recreating their public lands and imposing hardships on local economies.

In particular, the Commission believes that access to the Colorado River at Lees Ferry in Gl Canyon National Recreation Area is a location where access should be restored. The regional and nationally significant fishery provides a unique recreational opportunity and is the lifeblo of the economy of the small community of Marble Canyon, Arizona. The financial effects to t local businesses from turning away fishing and hunting visitors due to the shutdown may devastating.

To attempt to alleviate these disproportionate burdens, the Commission voted to extend an off to the National Park Service for the Arizona Game and Fish Department to provide manpow and services to establish a presence sufficient to maintain security on federal property and federal assets at Lees Ferry for up to 30 days in exchange for allowing access through Lees Fer to the Colorado River for fishing and hunting activities in accordance with state fish and gam regulations during the federal government shutdown. This access is intended to maintain t public's ability to fish or take waterfowl from shore or boat on the Colorado River from t confluence of the Paria River upstream to Glen Canyon Dam. Please contact me so that we c begin the process of restoring access to the public and economic wellbeing to the loc community.

Sincerely,

cc: Sally Jewell, Secretary of the Interior
Superintendent Todd Brindle, Glen Canyon National Park Service
Arizona Congressional Delegation
The Honorable Janice K. Brewer, Governor of Arizona
Vanessa Hickman, Arizona State Land Commissioner
Representative Albert Hale, Arizona House of Representatives
Representative Jamescita Peshlakai, Arizona House of Representatives
Senator Carlyle Begay, Arizona State Senate

Lawrence M. Riley

Wildlife Management Division

Arizona Game and Fish Department

5000 W. Carefree Highway

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623-236-7623

lriley@azgfd.gov

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Senator Carlyle Begay, Arizona State Senate

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Representative Jamescita Peshlakai, Arizona House of Representatives
Senator Carlyle Begay, Arizona State Senate

Young, Deirdre R

From: Campbell, Colin <colin_campbell@nps.gov>
Sent: Friday, October 11, 2013 11:02 AM
To: Margaret O'Dell; Maureen Foster
Subject: Utah parks

Parks have begun reopening...

Bryce Canyon, Arches, Canyonlands, Nat. Bridges, Cedar Breaks, Glen Canyon, Cedar Breaks, Glenn Canyon, Zion, Capital Reef: for 10 days.

Are the parks free to do press releases?

Colin

--
Colin Campbell
Deputy Regional Director, Operations
P.O. Box 25287
12795 W. Alameda Pkwy
Denver, CO 80225-0287
303-969-2800
303-969-2785 Fax

Young, Deirdre R

From: Oltrogge, Maureen <maureen_oltrogge@nps.gov>
Sent: Sunday, October 13, 2013 11:46 AM
To: Suzanne Waldron
Cc: Risser, Mary; O'Dell Peggy; Jarvis Jon; Sheaffer Bruce; Androff Blake; Kelly Kate; Patterson Kyle; Maureen Foster; Cam Sholly; Rena Fugate; Billy Shott; Kirby-Lynn Shedlowski; Dave Uberuaga; Bill Wright
Subject: Re: Feedback about public confusion from a closed park

Yes, we'll reach out to the AZ AP and others to do what we can on our end.

Maureen Oltrogge
Public Affairs Officer
Grand Canyon National Park
P.O. Box 129
Grand Canyon, AZ 86023
928-638-7779 office
928-606-9719 cell
928-638-7815 fax

On Sun, Oct 13, 2013 at 8:38 AM, Suzanne Waldron <sue_waldron@nps.gov> wrote:
Thanks mary.

Adding maureen oltrogge and kyle patterson - possible for you guys (and any other pios in open parks) to reach out to your AP and beat reporters and explain the visitor confusion we are encountering and ask them to reiterate/be very Clear about what's open and whats not in their reports to see if we can get some help ?

Think that visitor confusion about what's open is an unfortunate reality - open to all ideas on how we can limit confusion

Looping others for awareness of what you are hearing from visitors

Sue Waldron
Assistant Director, Communications
National Park Service

Sent from my iPad

On Oct 13, 2013, at 11:21 AM, "Risser, Mary" <mary_risser@nps.gov> wrote:

> Hi Maureen and Sue,
>
> I've been sending you feedback from open parks and thought I should be balanced and also forward some information from one of the parks that has remained closed.
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Several members of my staff have already called to ask if they should head back to the park given the news that parks are opening as early as next Monday. They are hearing this in the media and from friends and relatives.

Finally, if my staff are already confused about whether to return to work or not one can only wonder what the public is hearing and thinking. I fear opening select parks will only add to already existing confusion and public frustration. I hope I am wrong. Time will tell.

Several of the news reports out this way are leading off their reports with the broad statement that national parks are opened. If you don't stick around for the segment that contains specific information, the casual viewer doesn't get the message that it's only select parks - not the entire service.

I know that you are aware of this other side of the story but thought you'd be interested in hearing about what's going on in a closed park.

Mary
--

Mary Risser
Acting Deputy Regional Director/Chief of Staff
Intermountain Region
12795 West Alameda Parkway
Denver, CO 80228
303.969.2799 (office)
970.629.5439 (iPhone)

Young, Deirdre R

From: Laura Joss <laura_joss@nps.gov>
Sent: Tuesday, October 15, 2013 7:35 PM
To: jane_rodgers@nps.gov; mary_risser@nps.gov; billy_shott@nps.gov; rena_fugate@nps.gov; peggy_o'dell@nps.gov; Bruce_Sheaffer@nps.gov; Maureen_Foster@nps.gov; sue_waldron@nps.gov
Cc: dave_uberuaga@nps.gov; diane_chalfant@nps.gov; Bill_Wright@nps.gov
Subject: Re: Grand Canyon National Park October 18 Closure Plan

Peggy/Bruce: Since we have not had word from AZ about extending the agreement to keep GRCA open past this Friday, here is the park's proposed plan. Please let us know if any of this is problematic, and whether GRCA or WASO should send out a press release about this.

Thanks,

Laura

Laura E. Joss
Acting Regional Director
Intermountain Region
National Park Service
PO Box 25286
Denver, CO 80225
(303) 969-2856 work
(435) 210-0094 cell

From: Rodgers, Jane [mailto:jane_rodgers@nps.gov]
Sent: Tuesday, October 15, 2013 04:29 PM
To: Laura Joss <laura_joss@nps.gov>; Mary Risser <mary_risser@nps.gov>; Billy Shott <billy_shott@nps.gov>; Rena Fugate <rena_fugate@nps.gov>
Cc: David Uberuaga <dave_uberuaga@nps.gov>; Diane Chalfant <diane_chalfant@nps.gov>; Bill Wright <Bill_Wright@nps.gov>
Subject: Grand Canyon National Park October 18 Closure Plan

Grand Canyon National Park
October 18 Closure Plan

Without additional state funding as of 11:59pm October 16th, the park proposes to:

1. Park to begin closure procedures starting Thursday October 17th at 0800.
2. Notify concessioners and campground users that overnight guests will need to depart the park no later than normal check out time on Saturday October 19th.
3. Backcountry permit holders which start no later than Friday October 18th will be allowed to hike in.
4. Backcountry developed campgrounds must be vacated by normal check out time on Saturday October 19th (Bright Angel, Indian Garden, Tuweep and Cottonwood). At large camping permitted through the permit itinerary.
5. River permits scheduled to start Saturday October 19th will be allowed to launch on Saturday.
6. Close entrance gates at midnight Friday October 18th.
7. Reduce park staffing to excepted furlough employees starting Saturday October 19th.

8. Non-excepted employees to complete shut down and be out of office at the end of their last work day, no later than Friday October 18th; unlike the October 1 shut down, employees will not come in after the closure to complete shut down.
9. Park to send out press releases regarding operational updates as needed.

If funding is received before close of business Thursday October 17th or Friday October 18th the park proposes to:
1. Delay closing for each two days of state funding.
2. Concession services available as soon as possible at the discretion of each concession.

QUESTIONS
- Do employees need to re-submit a furlough letter? Do we need to send this out? We assume they were never taken out of furlough and there is no conflict in payroll.

--
Jane Rodgers
Acting Chief of Staff @ Grand Canyon National Park
(928) 638-7903 (office) or (928) 606-5793 (cell/text)

Young, Deirdre R

From: Suzanne Waldron <sue_waldron@nps.gov>
Sent: Sunday, October 13, 2013 11:40 AM
To: Risser, Mary; O'Dell Peggy; Jarvis Jon; Sheaffer Bruce
Cc: Maureen Foster; Cam Sholly; Rena Fugate; Billy Shott; Litterst Mike
Subject: Re: Cedar Breaks

Thanks mary looping others

Sue Waldron
Assistant Director, Communications
National Park Service

Sent from my iPad

On Oct 13, 2013, at 11:34 AM, "Risser, Mary" <mary_risser@nps.gov> wrote:

> Cedar Breaks has some unique challenges because the visitor use parts of the park are at 10,000 feet and would normally be in the process of closing for the season.
>
> > CEBR has determined that going the extra mile to provide on site visitor services later in the season than typical is well worth our efforts to maintain our strong and productive relationships with our regional and community partners. We plan to open the park and provide visitor services starting on Saturday, Oct.12 and run through COB Sunday Oct.20. Our management team agreed that due to the reality of winter quickly approaching, this will be the absolute drop dead date to close all of our visitor services and facilities REGARDLESS of the status of the shutdown or more funding being made available from the State of Utah.
> >
> > We have reviewed upcoming weather conditions and the status of of our buildings, roads, overlooks, utilities, and trails, and determined that we have adequate staffing and conditions to meet the measure you outlined yesterday: to open **when we can we safely manage public visitation.**
> >
> > We plan to open the scenic drive and all of our viewpoints, our Visitor Center, information desk, ranger station and our hiking trails. Our campground closed on September 22 and will remain closed until next spring. We will maintain our regular schedule of interpretive programs, and our fee operation will be open every day from 9:00 am to 5:00 pm.
> >
> > Due to the safety concerns present with ever changing weather conditions at 10,000 feet elevation, we will be adding a significant number of signs near our trail heads, overlooks and parking areas. These signs will alert visitors to the potential for ice, snow and slippery conditions. We have assigned specific staff to make sure that identified problem areas will be monitored and maintained to be as safe as possible consistent with winter conditions.
> >
> > Our cooperating association bookstore, managed by the Zion Natural History Association, will be fully stocked and operational and will be open on the same 9 to 5 schedule as the rest of our visitor services. Our hard working facilities staff was able to re-open our primary restroom facility at the Visitor Center / Pt. Supreme area, which is always a popular spot for our visitors!
> >
> > We appreciate everything that everyone at IMR and WASO are doing to support our efforts.. and will keep you in the loop as to how things are going.
>
> Mary

--

Mary Risser
Acting Deputy Regional Director/Chief of Staff
Intermountain Region
12795 West Alameda Parkway
Denver, CO 80228
303.969.2799 (office)
970.629.5439 (iPhone)

Young, Deirdre R

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Sent: Sunday, October 13, 2013 11:38 AM
To: Risser, Mary; O'Dell Peggy; Jarvis Jon; Sheaffer Bruce; Androff Blake; Kelly Kate; Oltrogge Maureen; Patterson Kyle
Cc: Maureen Foster; Cam Sholly; Rena Fugate; Billy Shott
Subject: Re: Feedback about public confusion from a closed park

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Sent: Sunday, October 13, 2013 11:35 AM
To: Maureen Foster; Suzanne Waldron; Cam Sholly
Cc: Rena Fugate; Billy Shott
Subject: Cedar Breaks

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303.969.2799 (office)
970.629.5439 (iPhone)

Young, Deirdre R

From: Risser, Mary <mary_risser@nps.gov>
Sent: Sunday, October 13, 2013 11:22 AM
To: Suzanne Waldron; Maureen Foster; Cam Sholly
Cc: Rena Fugate; Billy Shott
Subject: Feedback about public confusion from a closed park

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Acting Deputy Regional Director/Chief of Staff
Intermountain Region
12795 West Alameda Parkway
Denver, CO 80228
303.969.2799 (office)
970.629.5439 (iPhone)

Young, Deirdre R

From: Risser, Mary <mary_risser@nps.gov>
Sent: Sunday, October 13, 2013 10:41 AM
To: Maureen Foster; Suzanne Waldron; Cam Sholly
Subject: Data from Utah Parks

Hi Maureen,

I've asked parks to get this information to me by noon on Monday. I also asked GRCA and ROMO to provide the same information since we will probably be asked the same question from Arizona and Colorado.

As I get information about openings, I'll forward them to you and let you distribute.

As a heads up, the NBC station in Denver is still talking about opening Trail Ridge Road. I think ROMO had fresh snow in the high country last few days and another storm coming in tonight.

Let me now if I can do anything else for you.

Mary

--

Mary Risser
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970.629.5439 (iPhone)

Young, Deirdre R

From: Risser, Mary <mary_risser@nps.gov>
Sent: Monday, October 14, 2013 6:13 PM
To: Catherine Cannon; Paul Henderson; Jeffrey Bradybaugh; Leah McGinnis; Paul Roelandt; Todd Brindle; Jock Whitworth; David Uberuaga; Vaughn Baker
Cc: Kyle Patterson; Suzanne Waldron; Michael Litterst; Rena Fugate; Billy Shott
Subject: Refer requests for information about the agreements to WASO

Good afternoon, everyone.

Kyle Patterson and I have been working with Sue Waldron back in Washington this afternoon about specific questions from the media about the agreements between the states and the Service.

Yesterday, we were told that we, at the field level, can answer very specific questions about visitation numbers this past weekend, but if the questions get more involved than that, please refer them back to WASO. Because of the number of calls that they are getting, Sue recommends that you direct your questions to mike_litterst@nps.gov. We want to make sure that we are being consistent with the responses, and the easiest way to do that is have one person doing the talking for everyone!

Thanks for your cooperation. We appreciate it.

Mary

--

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Young, Deirdre R

From: Suzanne Waldron <sue_waldron@nps.gov>
Sent: Sunday, October 13, 2013 12:14 PM
To: Patterson, Kyle
Subject: Re: Feedback about public confusion from a closed park

The list is on the splash page at nps.gov

Sue Waldron
Assistant Director, Communications
National Park Service

Sent from my iPad

On Oct 13, 2013, at 11:55 AM, "Patterson, Kyle" <kyle_patterson@nps.gov> wrote:

> To get a complete list of which park units are open who should we refer them to at WASO?
>
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>
> Sue Waldron
> Assistant Director, Communications
> National Park Service
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> Sent from my iPad
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> On Oct 13, 2013, at 11:21 AM, "Risser, Mary" <mary_risser@nps.gov> wrote:
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> > Hi Maureen and Sue,
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parks that would be opened." Hopefully other parks are not experiencing this kind of fallout. CAVO is the first NPS unit encountered by people heading west out of Texas, Oklahoma and Kansas. Maybe this is why we are experiencing this. FYI, at CAVO we don't have an entrance gate so we are using barricades and take turns manning them. As such, we do field many questions about the shutdown.

We at CAVO appreciate all that IMR leadership is doing for us. We will get through this but I am very concerned for our lower graded employees who are trying to make ends meet on $35,000 a year salaries and are now faced with the prospect of potentially not receiving back pay.

Several members of my staff have already called to ask if they should head back to the park given the news that parks are opening as early as next Monday. They are hearing this in the media and from friends and relatives.

Finally, if my staff are already confused about whether to return to work or not one can only wonder what the public is hearing and thinking. I fear opening select parks will only add to already existing confusion and public frustration. I hope I am wrong. Time will tell.

Several of the news reports out this way are leading off their reports with the broad statement that national parks are opened. If you don't stick around for the segment that contains specific information, the casual viewer doesn't get the message that it's only select parks - not the entire service.

I know that you are aware of this other side of the story but thought you'd be interested in hearing about what's going on in a closed park.

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

Young, Deirdre R

From: Suzanne Waldron <sue_waldron@nps.gov>
Sent: Sunday, October 13, 2013 12:11 PM
To: Kyle Patterson
Cc: Oltrogge, Maureen; Risser, Mary; O'Dell Peggy; Jarvis Jon; Sheaffer Bruce; Androff Blake; Kelly Kate; Maureen Foster; Cam Sholly; Rena Fugate; Billy Shott; Kirby-Lynn Shedlowski; Dave Uberuaga; Bill Wright
Subject: Re: Feedback about public confusion from a closed park

Thanks kyle

Sue Waldron
Assistant Director, Communications
National Park Service

Sent from my iPad

On Oct 13, 2013, at 11:47 AM, Kyle Patterson <kyle_patterson@nps.gov> wrote:

> We will do the same for Colorado AP.
>
> Sent from my iPhone
>
> On Oct 13, 2013, at 9:46 AM, "Oltrogge, Maureen" <maureen_oltrogge@nps.gov> wrote:
>
> > Yes, we'll reach out to the AZ AP and others to do what we can on our end.
> >
> > Maureen Oltrogge
> > Public Affairs Officer
> > Grand Canyon National Park
> > P.O. Box 129
> > Grand Canyon, AZ 86023
> > 928-638-7779 office
> > 928-606-9719 cell
> > 928-638-7815 fax
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Looping others for awareness of what you are hearing from visitors

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Assistant Director, Communications
National Park Service

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Young, Deirdre R

From: Suzanne Waldron <sue_waldron@nps.gov>
Sent: Sunday, October 13, 2013 12:10 PM
To: Oltrogge, Maureen
Cc: Risser, Mary; O'Dell Peggy; Jarvis Jon; Sheaffer Bruce; Androff Blake; Kelly Kate; Patterson Kyle; Maureen Foster; Cam Sholly; Rena Fugate; Billy Shott; Kirby-Lynn Shedlowski; Dave Uberuaga; Bill Wright
Subject: Re: Feedback about public confusion from a closed park

Thanks mo

Sue Waldron
Assistant Director, Communications
National Park Service

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Young, Deirdre R

From: Patterson, Kyle <kyle_patterson@nps.gov>
Sent: Sunday, October 13, 2013 11:56 AM
To: Suzanne Waldron
Subject: Re: Feedback about public confusion from a closed park

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

EXPERIENCE YOUR AMERICA

Young, Deirdre R

From: Burkhart, Stephanie <stephanie_burkhart@nps.gov>
Sent: Monday, September 30, 2013 9:56 PM
To: Michael Litterst; Suzanne Waldron
Subject: Fwd: URGENT - NPS shutdown plan is now online and parks are free to discuss their plans
Attachments: NPS Potential Shutdown FAQs FINAL 9.27.13 FOVA.docx

Stephanie Burkhart
Assistant Regional Director, Legislative Affairs and Communications
National Park Service, Pacific West Region
333 Bush Street, Suite 500
San Francisco, CA 94104-2828
Phone: (415) 623-2103
Email: stephanie_burkhart@nps.gov

---------- Forwarded message ----------
From: **Shine, Gregory** <greg_shine@nps.gov>
Date: Mon, Sep 30, 2013 at 3:33 PM
Subject: Re: URGENT - NPS shutdown plan is now online and parks are free to discuss their plans
To: "Burkhart, Stephanie" <stephanie_burkhart@nps.gov>

Stephanie, here's our latest draft of internal FAQs, based on WASO's.

G

On Mon, Sep 30, 2013 at 2:59 PM, Burkhart, Stephanie <stephanie_burkhart@nps.gov> wrote:
If any of you are willing to share your park-specific talking points, I would appreciate it. It would allow me to give some concrete examples to reporters.

Thanks,

Stephanie

Stephanie Burkhart
Assistant Regional Director, Legislative Affairs and Communications
National Park Service, Pacific West Region
333 Bush Street, Suite 500
San Francisco, CA 94104-2828
Phone: (415) 623-2103
Email: stephanie_burkhart@nps.gov

On Mon, Sep 30, 2013 at 10:47 AM, Burkhart, Stephanie <stephanie_burkhart@nps.gov> wrote:

All,

In case anyone was confused about the communications guidance, WASO Comms has asked regions to remind parks that they should be handling ALL incoming inquiries about the potential shutdown that are specific to the park, including those from the media and the general public, regardless of whether they are from a national media outlet. The only media inquiries that should be referred to the WASO Comms office are those inquiring about the shutdown from a national perspective (e.g., someone looking for a big picture perspective of multiple parks across multiple regions, etc).

As a reminder, verbiage for signage and out-of-office messaging is mandatory, regardless of whether or not you think you could write a better sign...We're trying to speak with one voice.

Also, no proactive media or public efforts are authorized. This is response to query only at this point in time. I'll let you know if that changes.

If you're unsure of any of the guidance, call me or shoot me an email.

Best,

Stephanie Burkhart
Assistant Regional Director, Legislative Affairs and Communications
National Park Service, Pacific West Region
333 Bush Street, Suite 500
San Francisco, CA 94104-2828
Phone: (415) 623-2103
Email: stephanie_burkhart@nps.gov

On Fri, Sep 27, 2013 at 12:35 PM, Burkhart, Stephanie <stephanie_burkhart@nps.gov> wrote:
Please see the most recent guidance from WASO Office of Communications below.
Please be sure you have read through all of the guidance, reviewed all of the comms materials on InsideNPS and are clear on your talking points before engaging with local media. National media inquiries are being referred to Mike Litterst.

Craig is on leave today so please call me with questions.

Stephanie Burkhart
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National Park Service, Pacific West Region
333 Bush Street, Suite 500
San Francisco, CA 94104-2828
Phone: (415) 623-2103
Email: stephanie_burkhart@nps.gov

---------- Forwarded message ----------
From: **Litterst, Michael** <mike_litterst@nps.gov>
Date: Fri, Sep 27, 2013 at 11:43 AM
Subject: URGENT - NPS shutdown plan is now online and parks are free to discuss their plans
To: Jane Ahern <jane_ahern@nps.gov>, Megan Nortrup <megan_nortrup@nps.gov>, William Reynolds <william_f_reynolds@nps.gov>, Patricia Rooney <patty_rooney@nps.gov>, James Doyle

<james_doyle@nps.gov>, Rick Frost <rick_frost@nps.gov>, Stephanie Burkhart <stephanie_burkhart@nps.gov>, Craig Dalby <craig_dalby@nps.gov>, John Quinley <john_quinley@nps.gov>
Cc: Sue Waldron <sue_waldron@nps.gov>, Jeffrey Olson <jeffrey_olson@nps.gov>

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

The National Park Service shutdown plan is now posted online at: http://www.doi.gov/shutdown/index.cfm. Parks may now respond to inquiries about from the public and the media about how the plan will impact their specific operation (e.g. - that the park will close in the event of a government shutdown, how many employees will be furloughed, how many are excepted, etc.).

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

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

NPS guidance documents are available on InsideNPS at:

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

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

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

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

- Bureaus are **not** to put out proactive press releases regarding impacts of a potential lapse in appropriations at this time. Should that change, we will be the first to let you know.

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

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

Mike

~~~~~~~~~~~~~~~~~~

Mike Litterst
Chief Spokesperson (acting)

National Park Service
1849 C Street NW
Washington, DC 20240
Ph: (202) 513-0354
Cell: (202) 306-4166

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

EXPERIENCE YOUR AMERICA

--

Greg Shine
Chief Ranger & Historian
Fort Vancouver National Historic Site
612 East Reserve Street
Vancouver, WA 98661
360.816.6231 (office) 360.816.6363 (fax)
@gregshine or @FtVancouverNPS (Twitter)
www.facebook.com/FortVancouver (Facebook)

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National Park Service

Shutdown Guidance: General Frequently Asked Questions

Are national parks open?

No. If there is a lapse in appropriations, all 401 national parks will be closed. Examples include: Statue of Liberty, Independence National Historical Park (including Independence Hall and the Liberty Bell), Yellowstone National Park, and Golden Gate National Recreation Area. As part of the shutdown, the following closures would apply:

- all park entrances closed and secured
- visitor centers and other facilities closed
- interpretive and education programs and special events canceled
- permits issued for special events by outside organizations rescinded
- guests staying in hotels and campgrounds will be given 48 hours to leave

At Fort Vancouver NHS, the following closures would apply:

- the park entrance gates at Evergreen Blvd (Officers Row) and East Fifth St.; the gates to the gravel fort parking lot on East Fifth St.
- the Visitor Center, Park Headquarters, reconstructed fort, Pearson Air Museum, and McLoughlin and Barclay Houses
- interpretive programs, including tours, blacksmith shop demonstrations, walks, and talks
- Education programs, including scheduled hands-on programs, self-guided programs, and drop-in visits
- Volunteer-in-Parks activities onsite, including costumed demonstrations and work in the fort's garden
- Special events such as the evening Lantern Tours and tours and talks associated with the Old Apple Tree Festival
- the AAFES Shopette in Building 754 and the Park Bookstore in the Visitor Center

A small number of National Park Service employees would remain to protect park resources and perform essential operations such as security and emergency services.

At Fort Vancouver NHS, the park's management team has proposed to the Pacific West Regional Office that 5 employees remain as needed on a phased, less than full time capacity.

What about roads through parks?
While the national parks are closed, roads that serve as thruways would remain open. However, visitor services and amenities will not be available along the route.

At Fort Vancouver NHS, the park road connecting Evergreen Blvd. (Officers Row) and East Fifth St. will be gated and closed. Internal roadways at East Vancouver Barracks will be closed with barricades.

How many visitors would be affected by the shutdown?
In October, total national park visitation averages 715,000 visits per day.

At Fort Vancouver NHS, visitation averages 1,400 visits per day in October (Average based on 43,381 recreational visits recorded in October 2012.)

When would the parks reopen?
National parks would reopen as soon as the shutdown is over.

What events might be canceled because of the shutdown?
All events scheduled at national parks would be cancelled for as long as the shutdown is in effect. Potentially impacted programs include ranger walks and talks, night sky programs, boat tours, train rides, fall harvest and food festivals, art shows, music programs, campfire programs, beach walks, apple picking and hayrides, light house tours, volunteer programs to remove invasive weeds and pick up litter, even the centennial celebration for Cabrillo National Monument.

At Fort Vancouver NHS, potentially impacted programs in October include guided evening Lantern Tours; *Tales of the Engagé* special event; the monthly Museum Open House; cultural demonstrations in the reconstructed fort's Carpenter Shop, Blacksmith Shop, and Kitchen; and participation in community events including the *Willamette Falls Festival* and *Old Apple Tree Festival* special events.

I have a reservation to stay at a park hotel; would I get my deposit back?
This is a question each individual park concessioner will have to address.
If I'm already staying in a park hotel/campground; can I stay during the shutdown?
No. Visitors in overnight accommodations and campgrounds will be given 48 hours to leave the park.

How much federal revenue would be lost due to a closure of the national parks?

Across the National Park Service, about $450,000 per day, including park entrance fees and other activities, such as campground fees, backcountry permits, boat rentals & more.

What is the economic impact on gateway communities?
Gateway communities across the country will see about $76 million per day in total sales from visitor spending that are lost during a government shutdown.

Will the National Park Service's website work during the shutdown?
No. Because National Park Service employees who maintain the website will not be on duty to keep information current, www.nps.gov will be shut down just like a national park. NPS.gov has more than 750,000 pages and 91 million unique visitors each year.

What other National Park Service operations would be 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

At Fort Vancouver NHS, during the shutdown the National Park Service will not:

- Take requests or process existing requests for special park use activities (such as weddings at the Bandstand or runs along the Land Bridge trail)
- Take requests or process existing requests for tours, talks, special park events, or education programs

What happens to rangers during the shutdown?
A limited number of NPS employees needed to secure parks and provide law enforcement, emergency services, and firefighting would be exempt from the furlough.

How many National Park Service employees will remain on duty?
Approximately 3,000.

At Fort Vancouver NHS, 5 employees would remain on duty as needed on a phased, less than full time capacity.

How many National Park Service employees will be furloughed?
Over 20,000.
At Fort Vancouver NHS, 39 employees would be furloughed.

Is there anyone I can contact if I have questions?
Please visit the DOI website at www.DOI.gov

At Fort Vancouver NHS, designated contacts include:

- Greg Shine, Chief Ranger & Historian, greg_shine@nps.gov, (360) 816-6231
- Tracy Fortmann, Superintendent, tracy_fortmann@nps.gov, (360) 816-6205

Source: WASO Communications & FOVA

Updated September 30, 2013

Young, Deirdre R

From: Stinnett, Steve <steve_stinnett@nps.gov>
Sent: Saturday, October 05, 2013 11:47 AM
To: David Horne; William Reynolds; Dana Soehn; Shawn Benge; Mark Woods
Subject: Re: Draft Rules of Engagement 10/5/13
Attachments: Draft Rules of Engagement.docx

Steve Stinnett
Chief Ranger
Blue Ridge Parkway
199 Hemphill Knob Rd
Asheville, NC 28803
828/348-3426 (O)
828/271-4118 (F)
828/273-6215 (C)

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

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On Sat, Oct 5, 2013 at 11:01 AM, Stinnett, Steve <steve_stinnett@nps.gov> wrote:

Steve Stinnett
Chief Ranger
Blue Ridge Parkway
199 Hemphill Knob Rd
Asheville, NC 28803
828/348-3426 (O)
828/271-4118 (F)
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Rules of Engagement

In order to accomplish the essential functions related to the shutdown initiated on October 1, 2013 at the Blue Ridge Parkway. Which are:

1. The protection of life and health within the Blue Ridge Parkway
2. The protection of park natural and cultural resources
3. The protection of park facilities
4. The enforcement of the provisions of the closure, including the requirement of all park concessions to cease providing visitor services effective 6:00 PM on Thursday October 3, 2013

The NPS law enforcement personnel:

- Will place the safety of visitors, concession employees and park staff as the number one priority in all activities.
- Will direct persons to the "No Name Overlook" on parkway right approximately 100 yds north of the Pisgah Camp Store. If that location fills the Pisgah Picnic area parking lot north of "No Name Overlook" will be utilized.
- Should attempt to gain compliance with persons indicating that they intend to or are engaging in prohibited activities including entering a closed area (36 CFR 1.5) through verbal warnings.
- May contact and issue Notices of Violation for closure violation to individuals or small parties when that does not compromise the overall operation.
- Should limit arrests of persons to life safety issues such as DUI (arrests and processing will be conducted by Pisgah District Rangers). Life safety issues are: DUI, Physical interference with law enforcement and security activities, Assault (especially on a federal employee), intoxication to the point that the individual is clearly a danger to themselves or others.
- When engaging a number of persons intent on entering the closed area and the result of doing more than informing them of the consequences is likely to result in a physical confrontation that could endanger NPS personnel do not attempt to impede their entry and notify the operational supervisor.

PIO Contacts:

Local: 828-648-2644

Young, Deirdre R

From: Stinnett, Steve <steve_stinnett@nps.gov>
Sent: Saturday, October 05, 2013 11:02 AM
To: David Horne; William Reynolds; Dana Soehn; Shawn Benge; Mark Woods
Subject: Draft Rules of Engagement 10/5/13
Attachments: Draft Rules of Engagement.docx

Steve Stinnett
Chief Ranger
Blue Ridge Parkway
199 Hemphill Knob Rd
Asheville, NC 28803
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1. The protection of life and health within the Blue Ridge Parkway
2. The protection of park natural and cultural resources
3. The protection of park facilities
4. The enforcement of the provisions of the closure, including the requirement of all park concessions to cease providing visitor services effective 6:00 PM on Thursday October 3, 2013

The NPS law enforcement personnel:

- Will place the safety of visitors, concession employees and park staff as the number one priority in all activities.
- Will direct persons wishing to express their First Amendment Rights to the "No Name Overlook" on parkway right approximately 100 yds North of the Pisgah Camp Store. If that location fills the First Amendment are will be expanded to the Pisgah Picnic area parking lot North of "No Name Overlook". First Amendment activities are not authorized within closed areas, only the parkway motor road and associated overlooks are open to the public during the federal government shutdown.
- Should attempt to gain compliance with persons indicating that they intend to or are engaging in prohibited activities including entering a closed area (36 CFR 1.5) through verbal warnings.
- May contact and issue Notices of Violation for closure violation to individuals or small parties when that does not compromise the overall operation.
- Should not attempt to physically constrain a person attempting to enter a closed area (the Pisgah Inn concession land assignment in particular).
- Should limit arrests of persons to life safety issues such as DUI (arrests and processing will be conducted by Pisgah District Rangers). Life safety issues are: DUI, Physical interference with law enforcement and security activities, Assault (especially on a federal employee), intoxication to the point that the individual is clearly a danger to themselves or others.
- If confronted with a number of persons intent on entering the closed area and the result of doing more than informing them of the consequences and notify the operational supervisor.

PIO Contacts:

Local: 828-648-2644

National:

Young, Deirdre R

From: Ahern, Jane <jane_ahern@nps.gov>
Sent: Thursday, October 10, 2013 5:45 PM
To: Michael Litterst; Suzanne Waldron
Subject: Fwd: Independence Hall - Comments

FYI - information regarding the video below.
---------- Forwarded message ----------
From: **Suddath, Patrick** <patrick_suddath@nps.gov>
Date: Thu, Oct 10, 2013 at 5:10 PM
Subject: Fwd: Independence Hall - Comments
To: Jane Ahern <Jane_Ahern@nps.gov>
Cc: Michael Caldwell <mike_caldwell@nps.gov>, Stephen Clark <stephen_m_clark@nps.gov>, Christopher Paschel <christopher_paschel@nps.gov>, Layla Schade <Layla_Schade@nps.gov>, Trouper Snow <trouper_snow@nps.gov>, Alan Saperstein <Alan_Saperstein@nps.gov>, "Goldberg, Richard (USAPAE)" <richard.goldberg2@usdoj.gov>

We received word today that the cooperate headquarters of SecTec is on the receiving end of an e-mail bombing campaign, likely stemming from this video. The officers on the video have been contacted. This video has been HIGHLY edited to portray officers and guards in the worst possible light. The video must be getting some traction in the libertarian circles. The cooperate head of SecTec reports that he received an inquiry from CNN concerning the video. I checked the origin of the reporter that inquired about the guards earlier in the week. "The Blaze" also appears to be an extreme right wing propaganda site.

Some of these e-mails have turned threatening. One was just received recently that contains death threats toward the guards. We are contacting the JTTF at this time.

The video is of Craig Bergman, he appears to be a radical right wing activist and talk show host that is in the process of making a "documentary", Michael Moore style on the evils of income tax.
We will let you know what else we find out.

Patrick Suddath
Chief Ranger
Independence National Historical Park
(215) 597-5482
(215) 900-2088(c)

---------- Forwarded message ----------
From: **Alan Saperstein** <alan_saperstein@nps.gov>
Date: Thu, Oct 10, 2013 at 4:54 PM
Subject: Fwd: Independence Hall - Comments
To: Patrick Suddath <Patrick_Suddath@nps.gov>

Sent from my iPhone

Begin forwarded message:

> **From:** LeRoy Foster <lfoster@sectek.com>
> **Date:** October 10, 2013, 4:51:19 PM EDT
> **To:** "Alan_Saperstein@nps.gov Saperstein" <Alan_Saperstein@nps.gov>
> **Subject: Fwd: Independence Hall - Comments**

> Sent from my iPhone
>
> Begin forwarded message:
>
> > **From:** Thuy Pham <tpham@sectek.com>
> > **Date:** October 10, 2013, 4:40:00 PM EDT
> > **To:** LeRoy Foster <lfoster@sectek.com>
> > **Cc:** Doug Dalrymple <dougd@crownsecuritysystem.com>, Kurt Ashpole <kashpole@sectek.com>
> > **Subject: Independence Hall - Comments**
> >
> > Hi LeRoy,
> >
> > Please instruct the officers to refrain from commenting and to refer all questions to the NPS. Also, please thank them for their continued hard work.
> >
> > http://www.youtube.com/watch?v=N078jMaPA5M
> >
> > Thank you,
> >
> > Thuy Pham
> >
> > Human Resources Director
> >
> > SecTek, Inc
> >
> > 1930 Isaac Newton Square West, Suite 100
> >
> > Reston, VA 20190
> >
> > Phone: 571-234-4660

Fax: 703-738-2020

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Jane Ahern
Chief of Communications and Legislative Affairs
National Park Service - Northeast Region
Phone: 215-597-0865
Cell: 215-817-5870
Visit us on the web:
http://www.nps.gov/nero

How are we doing? Feedback and suggestions can be sent to:
NERO_Customer_Feedback@nps.gov

200 Chestnut Street, Suite 502
Philadelphia, PA 19106

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Young, Deirdre R

From: Ahern, Jane <jane_ahern@nps.gov>
Sent: Friday, October 11, 2013 10:07 AM
To: Waldron, Suzanne
Subject: Re: Independence Hall - Comments

Yes, just got out of our excepted NER meeting with excepted park POCs.

On Fri, Oct 11, 2013 at 9:01 AM, Waldron, Suzanne <sue_waldron@nps.gov> wrote:
jane youin can you call me

On Thu, Oct 10, 2013 at 5:44 PM, Ahern, Jane <jane_ahern@nps.gov> wrote:
FYI - information regarding the video below.
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From: **Suddath, Patrick** <patrick_suddath@nps.gov>
Date: Thu, Oct 10, 2013 at 5:10 PM
Subject: Fwd: Independence Hall - Comments
To: Jane Ahern <Jane_Ahern@nps.gov>
Cc: Michael Caldwell <mike_caldwell@nps.gov>, Stephen Clark <stephen_m_clark@nps.gov>, Christopher Paschel <christopher_paschel@nps.gov>, Layla Schade <Layla_Schade@nps.gov>, Trouper Snow <trouper_snow@nps.gov>, Alan Saperstein <Alan_Saperstein@nps.gov>, "Goldberg, Richard (USAPAE)" <richard.goldberg2@usdoj.gov>

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We will let you know what else we find out.

Patrick Suddath
Chief Ranger
Independence National Historical Park
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(215) 900-2088(c)

---------- Forwarded message ----------
From: **Alan Saperstein** <alan_saperstein@nps.gov>
Date: Thu, Oct 10, 2013 at 4:54 PM
Subject: Fwd: Independence Hall - Comments
To: Patrick Suddath <Patrick_Suddath@nps.gov>

Sent from my iPhone

Begin forwarded message:

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> > **To:** LeRoy Foster <lfoster@sectek.com>
> > **Cc:** Doug Dalrymple <dougd@crownsecuritysystem.com>, Kurt Ashpole <kashpole@sectek.com>
> > **Subject: Independence Hall - Comments**
> >
> > Hi LeRoy,
> >
> > Please instruct the officers to refrain from commenting and to refer all questions to the NPS. Also, please thank them for their continued hard work.
> >
> > http://www.youtube.com/watch?v=N078jMaPA5M
> >
> > Thank you,
> >
> > Thuy Pham
> >
> > Human Resources Director

SecTek, Inc

1930 Isaac Newton Square West, Suite 100

Reston, VA 20190

Phone: 571-234-4660

Fax: 703-738-2020

--
Jane Ahern
Chief of Communications and Legislative Affairs
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--
Sue Waldron
Assistant Director, Communications
National Park Service
(202) 208-3046
Visit us at www.nps.gov

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EXPERIENCE YOUR AMERICA

--
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Young, Deirdre R

From: Chambers, Teresa <teresa_chambers@nps.gov>
Sent: Sunday, October 13, 2013 4:23 PM
To: Smith, Pamela; Lisa Mendelson; Robert MacLean; Jeanne O'Toole
Cc: Suzanne Waldron; Jennifer Mummart
Subject: Re: Unified Command PIO

Excellent. Thanks to you and Jennifer.

Lisa, Rob, Jeanne -- FYI. Please pass on the info as appropriate.

Chief Teresa C. Chambers
United States Park Police
1100 Ohio Drive, SW
Washington, DC 20024
202-619-7350

On Sun, Oct 13, 2013 at 4:17 PM, Smith, Pamela <pamela_smith@nps.gov> wrote:

Jennifer and I have talked and we will work together to handle all media related inquiries during the government shutdown. We have established that it will be difficult to have a "one voice, one policy" statement because most of the USPP inquiries are enforcement related.

We have discussed our roles and responsibilities as to which questions can/will be answered and which questions will be forwarded to the other (enforcement vs nonenforcement).

Sue, thanks again for your input.

Jennifer, welcome aboard and I'm looking forward to working with you.

Pamela