



## OIG SHUTDOWN PLAN

Per OMB Circular A-11 Section 124

- **Estimate the time (to the nearest half-day) to complete the shutdown.**
  - The OIG estimates that it will take no more than a full day to complete the shutdown.
  - Our shutdown team will consist of 19 employees.
    - o Contracts, Accounting, Budget, and Human Resources (9 employees)
    - o IT Personnel (8 employees)
    - o Security (2 employees)
- **Number of employees expected to be on-board before implementation of the plan.**
  - The OIG will have 1136 employees on board before implementation of the plan.
- **Total number of employees to be retained under the plan.**
  - The OIG will retain 19 employees which includes the following:
    - o To protect life and property
      - Inspector General
      - Deputy Inspector General
      - IG Executive Assistant
      - Assistant Inspector General (AIG), Investigations
      - 7 Special Agents (1 per field office; *additional Special Agents will be called as warranted for court appearances or other emergency, with express approval of AIG*)
      - 8 IT personnel employees

Shutdown Procedures:

1. Immediately after receiving notification from OMB the Postal Service OIG will:
  - a. Issue furlough letters via e-mail to all non-excepted employees informing them they will be placed in a non-pay status and should not report to work effective the first day of the furlough period.
  - b. Communicate via e-mail to all excepted (retained) employees they should report to work as usual.
  - c. Communicate via e-mail to all non-excepted employees on business travel to immediately make arrangements to return home and submit travel vouchers by 12:00 pm of the next business day.
  - d. Put all OIG employees in non-pay status effective the first day of the furlough period.
  - e. Notify the Postal Service (Accounting) to discontinue payment processing immediately.
  - f. Notify all contractors to discontinue work.
2. By 12:00 pm EST, the first day of furlough:
  - a. Ensure all OIG property is secure
  - b. Release employees responsible for shut-down to stop work.



## OIG SHUTDOWN PLAN

### I. Shutdown Communication

#### A. Communication to Employees

- Immediately after receiving notification from OMB, the OIG will issue furlough letters via email to all employees – placing employees in a leave without pay (LWOP) status effective immediately. The letters will also advise employees of how to determine when to return to work.
- Any paid leave (annual, sick, court, etc.) approved for use during the furlough period is cancelled.
- If shutdown occurs, OIG employees are instructed to go to [www.uspsig.gov](http://www.uspsig.gov) for operating status and further instruction.
- OIG will also utilize its emergency notification system to contact employees with instructions as needed.

#### 1. Excepted Employees (IG, DIG, IG Executive Assistant, AIGI, and 7 Special Agents (1 per field office as determined by the AIGI))

- o will be informed to continue working
- o **will be paid for the time worked once Congress ends the shutdown and our FY2014 budget is passed**
- o may not use leave to compensate for work days
- o may not participate in scheduled/nonscheduled training

#### 2. Non-Excepted Employees:

- o will be informed to discontinue working. **Any unauthorized OIG work will be considered to be outside the scope of the employee's employment.**
- o may not use leave to compensate for non-work days.
- o may not participate in scheduled/nonscheduled training during shutdown
- o may not engage in business travel
- o may not use any OIG communication devices to conduct OIG work related activities (laptops, Blackberries, iPhones, VPN, OIG portal)
- o **Congress will determine whether furloughed employees will receive retroactive pay**

#### B. Communication to Contractors

- Contracts Office will notify all vendors/suppliers to stop work.

#### C. Employees in a Travel Status

- Employees in a travel status must cease travel and return home immediately.
- Travel vouchers must be submitted in eTravel by 12:00 pm EST of the next business day, after the official shutdown, or may not be submitted until the end of the furlough period.

#### **D. End of Shutdown**

- Continue to watch your local news for updates on the status of the federal government shutdown
- Continue to check the OIG website [www.uspsaig.gov](http://www.uspsaig.gov) periodically for updated information on the government reopening.

