



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 22 employees.
 - o Contracts, Accounting, Budget, and Human Resources (12 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 1138 employees on board before implementation of the plan.
- **Total number of employees to be retained under the plan.**
 - The OIG will retain 510 employees which includes the following:
 - o To protect life and property
 - Inspector General
 - Deputy Inspector General
 - IG Executive Assistant
 - Assistant Inspector General (AIG), Investigations
 - 488 Special Agents (*Additional personnel will be called as warranted for court appearances or other emergency, with express approval of AIG*)
 - 8 IT personnel employees
 - 5 Special Assistant United States Attorneys (SAUSAs)
 - 5 Accounting/Budget employees on an as needed basis

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 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.