



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.
 - Contracts, Accounting, and Human Resources (10 employees)
 - IT Personnel (10 employees)
 - Security (2 employees)
- **Number of employees expected to be on-board before implementation of the plan.**
 - The OIG will have 1031 employees on board before implementation of the plan.
- **Total number of employees to be retained under the plan.**
 - The OIG will retain 481 employees which includes the following:
 - To protect life and property
 - Acting Inspector General
 - Acting Deputy Inspector General
 - Acting Assistant Inspector General (AIG), Investigations
 - 448 Special Agents (*Additional personnel will be called as warranted for court appearances or other emergency, with express approval of AIGI*)
 - 10 IT Personnel
 - 7 Special Assistant United States Attorneys (As Needed)
 - 5 Attorneys (As Needed)
 - 4 Accounting/Budget employees (As Needed)
 - 1 Contracting Officer (As Needed)
 - 2 Security Personnel (As Needed)
 - 1 Human Resources Personnel (As Needed)

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 non-essential, non-funded contractors will be notified to discontinue work."
2. By 12:00 pm EST, the first business day of the furlough:
 - a. Ensure all OIG property is secure
 - b. Release employees responsible for shut-down to stop work.