



## U.S. POSTAL SERVICE OIG SHUTDOWN PLAN

### Lapse Plan Summary Overview

Estimated time (to nearest half-day) required to complete shutdown activities:	1/2 Day
Total number of agency employees expected to be on-board before implementation of the plan:	912
<b>Total number of employees to be retained under the plan for each of the following categories:</b>	
Compensation is financed by a resource other than annual appropriations:	21
Necessary to perform activities expressly authorized by law:	0
Necessary to perform activities necessarily implied by law:	0
Necessary to the discharge of the President's constitutional duties and powers:	0
Necessary to protect life and property:	491
<b>Summary of significant agency activities that will continue during a lapse:</b>	
<p>The United States Postal Service does not cease operations during any Federal lapse in appropriations as it is funded through a permanent no-year appropriation. In contrast, the U.S. Postal Service Office of Inspector General (OIG) receives an annual appropriation which is derived from the Postal Service Fund and not the U.S. Treasury. The OIG's annual appropriation is no-year funding. Therefore, if previously appropriated no-year funds are available, the OIG will continue operations during a lapse until such funds are depleted.</p> <p>If funds are not available to continue operations during a lapse, OIG employees performing activities to protect life or property, including law enforcement activities required to ensure the continuity of investigations and prosecutions of entities/individuals that committed fraud and other crimes against the Postal Service's programs and operations will continue, on an excepted basis. Consistent with the Office of Management and Budget (OMB) guidance, ancillary support services will be maintained only to the extent necessary to support excepted operations.</p>	
<b>Summary of significant agency activities that will cease during a lapse:</b>	
<p>Under a lapse in appropriations, the OIG will cease all activities that are not designated as excepted functions, particularly those not reasonably necessary for the protection of life or property, including administrative support for general OIG operations, and others.</p>	

**Estimate the time (to the nearest half-day) to complete the shutdown.**

- The OIG estimates that it will take no more than a half-day to complete the shutdown.
- Our shutdown team will consist of 19 employees.
  - Contracts, Accounting, and Human Resources (7 employees)
  - IT Personnel (9 employees)
  - Facilities and Security (3 employees)

**Number of employees expected to be on-board before implementation of the plan.**

- The OIG will have 912 employees on-board before implementation of the plan.

**Total number of employees to be retained under the plan.**

- The OIG will retain 512 employees which includes the following:
  - Finance by resource other than annual appropriations
    - 2 Special Agent (Cyber Crimes Unit)
    - 19 Audit Staff
  - To protect life and property
    - 1 Inspector General
    - 2 Deputy Inspector Generals
    - 1 Assistant Inspector General (AIG), Investigations
    - 425 Special Agents (*Additional personnel will be called as warranted for court appearances or other emergency, with express approval of AIGI*)
    - 10 Auditors (28 As Needed)
    - 2 Technical Operations Officers
    - 4 Hotline Personnel
    - 5 Investigative Operations Support Personnel
    - 9 IT Personnel (7 As Needed)
    - 6 Special Assistant United States Attorneys
    - 2 Attorneys (As Needed)
    - 8 General Counsel Support Staff (As Needed)
    - 6 Data Analysts (As Needed)
    - 4 Accounting/Budget employees (As Needed)
    - 2 Contracting Officer (As Needed)
    - 1 Human Resources Personnel (As Needed)
    - 3 Facilities Personnel

**Shutdown Procedures:**

1. Immediately after receiving notification from OMB, and assuming no funding is available to continue operations, the 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 plan 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 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 shutdown to stop work.

**Resuming Operations:**

- 1. Employees are instructed to consult the external website, [uspsoig.gov](http://uspsoig.gov) and local news media for furlough related messages, including a return-to-work order. Employees can also check their mobile work phones for email updates regarding our operating status.
- 2. Employees are expected to return-to-work at their designated duty station on their next scheduled workday following the notification to return-to-work.