



Federal Communications Commission

**Plan for Orderly Shutdown
Due to Lapse of Congressional Appropriations**

December 15, 2011

Generally, during a shutdown all FCC activities other than those immediately necessary for the protection of life or property will cease. Suspended activities include, among many others: Consumer complaint and inquiry phone lines cannot be answered; consumer protection and local competition enforcement must cease; licensing services, including broadcast, wireless, and wireline, must cease; management of radio spectrum and the creation of new opportunities for competitive technologies and services for the American public must be suspended; and equipment authorizations, including those bringing new electronic devices to American consumers, cannot be provided.

When this shutdown plan is activated, all FCC employees will be instructed to report to work the first business day (or in the case of employees who work on Saturday or Sunday, their next work day) following a lapse in appropriations if necessary to conduct orderly shutdown of operations. FCC estimates that the time required for each employee to accomplish an orderly shutdown will be not more than 4 hours. During this time, all but full-time furlough excepted FCC employees will receive a notice of decision to furlough in the form of a letter attached to an e-mail. The notice of decision will inform employees to cease regular work activities. Employees being furloughed also will be provided shutdown instructions advising them to engage only in shutdown activities, which include items such as:

- Securing the work area and locking up materials and files;
 - Cancelling travel plans and scheduled training;
 - Cancelling internal and external meetings and informing attendees;
 - Cancelling FCC sponsored events and notifying participants, and
 - Placing out-of-office messages on email and voicemail.
- FCC estimates orderly shutdown will be completed in approximately 4 hours – one half-day for planning purposes.
 - FCC expects that approximately 1777 employees will be on-board before the implementation of the plan.
 - Up to 19 employees will be retained under the plan because their compensation is financed by a resource other than annual appropriations. These are full-time employees. They include the FCC Chairman and three Commissioners, two employees conducting NTIA funded projects, and approximately 13 IG no-year/Universal Service Funds Staff – the 13 IG staff may need to be furloughed due to lack of excepted supervisors.
 - Up to 14 employees, not otherwise exempt, will be retained to protect life and property. These are full-time employees, working shifts to cover 24 hour and 18 hour operations. Up to two employees working per shift at each location. Staff of the FCC Operations Center handle emergency contacts for agency. Staff of the HFDF Center operate the high frequency antenna system used to protect life and property.
 - One employee will be retained for critical oversight issues.*

- Two employees will be retained for critical IT issues. One part-time and 1 full-time.

After the plan has been implemented, the 36 employees listed above, or 2% of those on-board before the plan was implemented, will have been retained. The remaining 1741 employees, or 98% of those on-board before the plan was implemented, will have been furloughed and sent home.

The FCC does not estimate that more than one-half day will be needed to complete a shutdown.

The number of employees to be retained to protect life and property will not exceed 5% of the number of employees on-board at the beginning of a hiatus less those exempt. Less than 1% of the number of employees on-board at the beginning of a hiatus less those exempt will be retained.

In addition to the employees listed above, the following contractors will be retained to protect life or property:

- 1) 24/7 IT support to monitor system – three full-time contractors per shift, two shifts
- 2) HQ Guards, eight contractors (8:00 am to 6:00 pm, Mon thru Fri) and three at all other times
- 3) Field Guards, two contractors (Gettysburg, PA and Columbia, MD)(5:30 am to 8:00 pm, Mon thru Fri)
- 4) Security Patrol Service for Puerto Rico and Honolulu (drive by twice daily)

The following employees, otherwise in furlough status, may be called upon to work on an as-needed basis during the furlough due to the nature of their responsibilities:

Protection of Life or Property – working as needed¹

- 5) Senior Management Official* – staff of one
- 6) Office of Managing Director (OMD) Senior Management Official* - staff of two
- 7) Office of General Counsel (OGC) Senior Management Official* – staff of two
- 8) Enforcement Bureau (EB) Senior Management Official* – staff of one
- 9) Public Safety and Homeland Security Bureau (PSHSB) Senior Management Official* – staff of one
- 10) Office of Inspector General (OIG) Senior Management Official* - staff of one
- 11) OIG staff to respond to FBI and DOJ - up to 10 staff may be called upon
- 12) EB Field Supervisors* and EB Field Staff to respond to emergencies involving the protection of life or property (e.g., interference with aircraft frequencies)
- 13) COMSEC Personnel, staff of two
- 14) Others as needed for immediate protection of life or property, such as to handle an unanticipated natural disaster or other emergency

*Authorized to designate other staff to work on as needed basis

¹ “As needed” means that staff are on call or available to answer questions or provide guidance on matters relating to the protection of life or property or the orderly shutdown of operations, or to perform these excepted activities as the case requires. They will not work a regular schedule.

Orderly Shutdown Activity

OMD Payroll, staff of two, to process payroll for work performed prior to shutdown - up to one day depending on when in the pay period a furlough occurs and whether time keepers already have transmitted payroll records.