



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 half a day to complete the shutdown.
 - Our shutdown team will consist of 14 employees.
 - Contracts, Purchasing, Budget, and Human Resources (6 employees)
 - IT Personnel (6 employees)
 - 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:
 - To protect life and property
 - Inspector General
 - Deputy Inspector General
 - Assistant Inspector General (AIG), Investigations
 - AIG Executive Assistant, Investigations
 - 8 Special Agents (1 per field office; *additional Special Agents will be called as warranted*)
 - 6 Chief Information Officer employees
 - Compensation is financed by a resource other than annual appropriations
 - 1 employee detailed to the Recovery Accountability and Transparency Board

Shutdown Procedures:

1. Immediately after receiving notification from OMB the Postal Service OIG will:
 - a. Issue furlough letters via e-mail to all non-essential employees informing them they will be placed in a leave without pay status and 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 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. Notify the Postal Service (Accounting) to 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.
 - c. Discontinue service for all Blackberries, iPhones, and VPN.