



OFFICE OF
INSPECTOR GENERAL
U.S. DEPARTMENT OF THE INTERIOR

Contingency Plan for Lapse in Appropriations

Updated, December, 15, 2011

SUMMARY

In the event of a failure by Congress to enact an Interior and Related Agencies Appropriations Act for FY 2012 or new continuing resolution, the Office of Inspector General (OIG) will be required to close down all non-essential operations. As a result, the OIG will place all non-essential personnel on furlough, close OIG offices to the public and non essential employees, and cease all non-essential services.

The OIG is an oversight agency that accomplishes its mission by conducting investigations, audits, evaluations, and prevention activities. The OIG does not routinely provide emergency services or resource protection. As such, the majority of OIG staff will be furloughed and recalled only if their services become necessary¹.

There are two main groups of employees who will be considered essential should a lapse in appropriated funding occur—a limited group to effectuate internal operations and certain employees working on the Deepwater Horizon criminal investigation. To maintain internal OIG operations we have identified 12 OIG employees as mission essential to provide critical internal services for the operation of the OIG that includes, but is not limited to, payroll, staffing, benefits, contracting, finance, facility operations, and employee support.

The OIG Office of Investigations is responsible for the investigation of criminal, civil, and administrative allegations regarding DOI employees and DOI programs. A review of active investigations identified one major investigation that warranted staffing during a lapse in appropriated funding. The OIG will continue its Deepwater Horizon criminal investigation in which 3 employees, detailed to New Orleans, have been identified as essential personnel. Partner federal agencies in the Deepwater Horizon investigation have also designated their investigative teams as essential personnel. All other investigations will be placed on hold and assigned investigative staff will be furloughed. Law enforcement employees subpoenaed for trials or identified necessary for trial preparation during the furlough will be recalled for the period of time required for court – should Federal Courts remain open.

OIG Special Agents are sworn law enforcement officers available for emergency response and available to support other DOI law enforcement in emergency situations. DOI OLESEM has advised that OIG law enforcement support will not be needed during the initial period of a department closure; therefore, all Special Agents not necessary for the Deepwater Horizon investigation will be furloughed.

¹ The OIG has 8 employees detailed to the Recovery Accountability Transparency Board (RATB) that will be accepted from furlough by the RATB with multi-year funding reimbursable to the OIG.

The OIG has 14 locations across the United States and Insular Islands. We will be closing all offices to the public and only keeping locations open where essential personnel are working. If a shutdown is required, a supervisor will be designated to report to work to complete shutdown actions and to ensure all employees received and complied with notice of furlough.

The OIG has sufficient funds available to cover a short term furlough contingency plan.

The OIG has prepared employee contact lists and arranged for designated email address (HRUPDATES@doioig.gov) and telephone contact (703-487-5408) in order for employees to obtain work status and other information during the furlough period. Employees will be provided with recall procedures and furlough FAQs when provided with notice of furlough.

SUMMARY OF REPORTING INFORMATION

- Estimated time to complete shutdown 4 hours
- Number of employees on-board before implementation of plan 279
- Total number of employees retained under contingency plan 23
- Number of employees projected released after implementation 3-5

Essential Personnel: (see attached roster)

Current OIG onboard employees:	279
Total number of employees to be furloughed	256
Total number of essential personnel:	23*
Law enforcement essential (Deepwater criminal)	3
OIG operations	12
Total employees placed “on-call”	72
Total employees funded by multiyear or carryover	0
Total employees funded by resource other than appropriations	8**
Employees required for public safety and not otherwise exempt	0

*Additions or subtractions to designated essential personnel will be determined on a case by case situation as needs change. This number does not include the 8 OIG employees who have been detailed to the RATB whose salaries are reimbursed through the multiyear funding received by the RATB.

**Captures the 8 detailed employees to the RATB. All salaries are reimbursed to OIG.

OIG Contingency Plan for Financial Shutdown

This contingency plan identifies essential personnel and operations that will be continued during a lapse of appropriated funding. The plan also outlines communication procedures and responsibilities to ensure OIG personnel are properly notified on required actions in a timely and efficient manner.

Actions

1. Preparation:
 - a) Identify essential personnel for short-term (less than 3 weeks) period;
 - b) Identify essential law enforcement responsibilities that must continue during closure period;
 - c) Identify law enforcement support contingencies for OIG Special Agents with DOI OLESEM;
 - d) Draft memorandum to OIG employees designating essential personnel;
 - e) Draft memorandum to OIG employees who will be subject to furlough;
 - f) Draft memorandum to OIG employees who will be placed on call;
 - g) Identify primary method of communicating with furloughed employees;
 - h) Establish current list of contact information for all employees;
 - i) Establish call back procedures and methods;
 - j) OM Contracting will identify any contracts or purchases that may be impacted by shutdown or lapse of funding and take necessary actions;
 - k) Employees will be provided a telephone number and email address to verify work status.

2. Execution:
 - a) Upon notice that a budget or continuing resolution is not in effect, the HR Director will notify employees via an all employee email message alerting employees of the government shut down;
 - b) If practical, the notice will be delivered to employees prior to their scheduled reporting time to avoid undue hardship or inconvenience;
 - c) Each OIG location will have a designated supervisor that will report to work on the first workday after shutdown to ensure non-essential employees are not present and essential personnel are accounted for. Supervisors will depart from locations when confirmations have been made (not to exceed 4 hours);
 - d) Supervisors will make notification when shutdown is completed by email to HRUPDATES@doioig.gov;
 - e) Employees that have been designated as being “on call” will be informed of their status prior to furlough and should be prepared to respond to emergencies within 4 hours of being notified. Employees who are on available for callback on a certain day or time period should notify the OIG HR contact number during the furlough period.
 - f) All employees will be instructed that they are subject to recall and should make arrangements to allow for recall no later than the day following notice of recall;
 - g) The AIG-OM will implement the DOI OIG assistance line by 7:00 a.m. on the first weekday after shutdown is announced, and activate email to provide information and

assistance to OIG employees - employees will be responsible for tracking the status of the furlough and returning to work by the next official work day;

- h) Any recall of employees from furlough status must be approved by the Chief of Staff, regardless of length of recall.

3. Administration

- a) Non essential employees will be placed on furlough when notice is received through Department officials;
- b) Essential employees who cannot perform their duties will be placed on furlough;
- c) Essential employees who have completed their duties, but have not completed a normal workday, will be sent home and placed on furlough for the remainder of the workday;
- d) Office of Investigations employees deemed essential for a specific investigation will be placed on furlough if they are no longer necessary for the identified investigation;
- e) Employees are not permitted to volunteer services to the government during furlough period. No exceptions will be granted;
- f) Teleworking during the lapse in appropriation is not authorized for non essential personnel;
- g) Employees are not guaranteed reimbursement for furlough time, and may not use leave to avoid furlough;
- h) Employees may monitor OIG issued Blackberry's or email to ascertain operating status, contact information, and to send messages or questions to OIG leadership and HR during the furlough. OIG equipment should not be used to complete work or to accommodate requests if the employee is on furlough.
- i) Timekeeping:
 - i. Essential employees code 010- regular time
 - ii. Furloughed employees code 103- Furlough used