



**DEPARTMENT OF THE TREASURY**  
**Bureau of the Fiscal Service**  
**Shutdown Plan**  
**September 25, 2013**

This package contains the Shutdown Plan for the Bureau of the Fiscal Service. In line with the guidance, the previously provided plans are captured in this submission. Please note this submission represents an integrated input for the Fiscal Service. Our input includes the following:

- Legacy Financial Management Service Shutdown Plan
  - Updated Attachments A and B for current onboards as of October 1 and revised exempt/excepted/non-excepted counts; revised Attachments F and G to align with new OPM guidance
  
- Legacy Bureau of the Public Debt Shutdown Plan
  - Updated to reflect the United States Code permitting continuity of operations; added onboards and A-11 table to align with other plans
  
- Administrative Resource Center Shutdown Plan
  - Updated the A-11 table and Attachment B for current onboards and revised excepted counts; revised Attachment C to align with new OPM guidance
  
- Procurement Plans for each area in a single worksheet

Per guidance provided, the employee listing is being provided separately.



**DEPARTMENT OF THE TREASURY**  
**Financial Management Service**

**SHUTDOWN STRATEGY**

**September 25, 2013**

## FY 2014 SHUTDOWN PLAN

### 1. GENERAL.

The Financial Management Service (FMS) is required by the Department of the Treasury to have a shutdown plan in the event of a lapse in appropriations. In accordance with the Office of Management and Budget (OMB) and Office of Personnel Management (OPM) guidance, the shutdown plan allows for operation of functions to perform and maintain the national financial critical infrastructure and designated mission essential functions, which include resources for emergency protection of life or property, and the simultaneous orderly shutdown of specific activities and release of non-excepted employees associated with non-exempt activities. We estimate that four hours will be needed for the immediate shutdown of operations. See Attachment A for OMB Circular A-11 compliance.

The foundation of the FMS shutdown plan is communication. FMS employees at all levels should know: (a) a shutdown of operations is imminent and why; (b) what activities will be shut down; (c) their excepted, non-excepted, or exempt status; (d) what their rights are as a furloughed employee; and (e) how they will be notified to return to work. Communication of shutdown procedures and diligent dissemination of shutdown information to all FMS employees are the cornerstones to an orderly shutdown of operations.

During a lapse in appropriation, regardless of the length of time, FMS will continue to provide resources necessary to support disbursements to Social Security recipients, maintain government-wide accounting activities, as well as activities related to borrowing and tax collection. In addition, FMS will continue the Debt Collection Program activities. Disbursements to Social Security recipients are necessarily implied by statute. Maintaining government-wide accounting activities and activities related to borrowing and tax collection are considered under OMB guidance to be essential activities as they protect life and property by preserving essential elements of the money and banking system of the United States. FMS Debt Collection Program activities are funded through fee revenues and other reimbursable funding sources, and thus funded by other than annual appropriations.

### 2. ASSUMPTIONS.

A. Congress and the President will not agree to an appropriations bill which ensures federal funding.

B. Official notification for shutdown of operations will occur the 1<sup>st</sup> workday after the effective date of the shutdown prompting a rapid transition from shutdown preparation phase to shutdown implementation.

C. Official furlough notification will be given to non-excepted employees and is effective on the 1<sup>st</sup> workday after the effective date of the shutdown. It is anticipated that the shutdown period will not exceed 30 days.

### 3. REFERENCES.

- A. Anti-Deficiency Act, 31 U.S.C. 1341 and 1342.
- B. Balanced Budget and Emergency Deficit Control Act of 1985, Section 252.
- C. Budget Enforcement Act of 1990.
- D. Department of Justice opinion dated August 16, 1995.
- E. OMB Bulletin 80-14 (dated August 28, 1980), Supplement 1 and Circular A-11.

### **SECTION I – SHUTDOWN PREPARATION.**

A. Bureau Contact. Patricia M. Greiner, Assistant Commissioner for Management / Chief Financial Officer, phone (202) 874-7100, fax (202) 874-7008, e-mail Marty.greiner@fms.treas.gov; and Randy Thornton, Chief Human Capital Officer, phone (202) 874-5147, fax (202) 874-7142, e-mail Randy.thornton@fms.treas.gov.

B. Current List of Functions. A list of Excepted, Non-Excepted, and Exempt functions is provided at Attachment B.

#### C. Employee Notification Procedures - Human Resources Division

- (1) Develops steps to be used to advise employees of the potential shutdown of operations and their excepted, non-excepted or exempt status in advance of official shutdown notification.
- (2) Responsible for employee notification procedures to include issuance of furlough letters and information on health/life insurance coverage. Proponent for answering employee questions concerning pay, leave, benefits and time in service.
- (3) Coordinates with the Union (NTEU) to ensure labor-management partnership during shutdown planning and implementation.
- (4) Develops employee notification procedures for employees in travel/training status when shutdown notification is given.
- (5) Prepares return to work procedures to recall all furloughed employees to duty.

#### D. Acquisition Management Division (AMD) and Budget Division

- (1) Identifies contracts for award using no-year, multi-year, advanced appropriations, etc., for continuation of award of contracts.
- (2) Identifies contracts essential to the FMS mission, especially those related to benefit payments and maintenance of the government-wide accounting systems, to develop an action plan for continuation of services.

(3) AMD will notify all contractors regarding the actions to be taken in the event of a funding lapse and/or contingency. Once authorized, notifications will be issued to the contractors via e-mail.

(4) Processes actions for no-year projects based on management prioritization.

(5) Posts Excepted/Essential contracts to the intranet and directs Contracting Officer's Representatives (CORs) to the listing.

(6) Contacts CORs via e-mail who will then notify affected program staff about potential and actual impacts to their contract performance.

(7) Managers inform employees that no new contracts (annual appropriations) are to be entered into and that no purchase orders are to be issued.

(8) In accordance with the Federal Acquisition Regulation, stop work orders or notices to proceed, as appropriate, will be issued to contractors by the assigned contracting officer.

#### E. Customer Notification

(1) All Assistant Commissioner areas will notify their respective customers in writing of their plans for operations during a shutdown.

(2) Customers will be provided with primary and alternate points of contact to ensure, at a minimum, an avenue of communication is provided.

## **SECTION II – SHUTDOWN IMPLEMENTATION**

\* All FMS employees will be provided written notification of the possibility of a shutdown.

\* Based on determinations made by the Commissioner, Deputy Commissioner, and Assistant Commissioners, FMS will provide three letters: one letter to employees designated as Excepted, another letter to employees designated as Non-Excepted, and a third letter to employees designated as Exempt. Letters will be distributed through the Assistant Commissioner offices to ensure all employees receive the appropriate notices.

#### **A. Chronological Order of Actions**

(1) Notice to NTEU on the status of the shutdown and possible actions. The Labor Relations Office will serve as the focal point for communications with NTEU.

(2) Employee Letter issued to workforce on the status of shutdown and possible actions.

(3) All employees notified of position status – excepted, non-excepted, and exempt as well as plans and requirements. (Attachments C, C-1, C-2, and D)

(4) Letters issued to workforce addressing furlough related questions and answers. (Attachment E)

(5) The Commissioner and the Executive Board will meet to review plans including procedures for notification of furlough for non-excepted employees.

Each Assistant Commissioner will ensure previously identified employees are aware of their excepted status for FMS to comply with shutdown requirements.

(6) Assistant Commissioners will provide Human Resources Division with a list of employees on travel, training, and extended leave status.

Assistant Commissioners will evaluate project priorities and make changes, if necessary, based on reduced staffs operating under the funding hiatus.

(7) All employees must report for duty on the first work day of shutdown. For employees not designated as exempt, no paid leave will be granted, AWS days will be cancelled and employees on detail in and around Washington, DC will be required to report to FMS.

Non-excepted staff will be engaged in activities incidental to shutting down their respective operations, securing their workstations, and duties necessary to assuring the rapid restart of operations when funding is renewed.

If an appropriations bill has not been approved, non-excepted staff will be given furlough notices and dismissed until funding is approved by Congress. (Attachment F)

(8) The day after the shutdown is implemented – Non-excepted employees continue to monitor local news media reports and call the FMS Emergency Notification phone numbers. FMS may also use the Automated Call Tree Notification System to notify employees. Non-excepted employees must report to duty upon receipt of notification from FMS.

In case of extended furlough, FMS management will continue to review the appropriate number of retained staff in order to ensure that it is adequately staffed to meet critical needs.

#### B. Guard Force/Building Security.

(1) Guard force operations supporting the Regional Financial Centers will remain as normal.

(2) Guard force operations supporting FMS Headquarters buildings in the Maryland and Washington Districts will operate on a holiday and weekend schedule.

### C. Property Management

- (1) The Warehouse will be in operation (limited staff) to receive property scheduled to arrive.

### **SECTION III – REACTIVATION OF FUNCTIONS**

- (1) The Department will notify FMS that an appropriations bill has been enacted and authorize the reestablishment of all operations/functions that were curtailed during the period of lapsed funding.
- (2) Upon receipt of notification concerning the passage of an approved budget for FY 2014 or a new Continuing Resolution, employees will return to work at the start of the next business day.
- (3) Employees will report to their immediate supervisor for accountability and for guidance concerning the restart of operations.

ATTACHMENT A

## Legacy Financial Management Service OMB Circular A-11 Compliance

1. Estimated time to complete shutdown of non-excepted activities	4 Hours
2. Number of employees expected to be on board prior to implementation of shutdown plan	1,370
3. Total number of excepted/exempt employees	735
4. Number of employees to be retained under the plan because:	
a. Their compensation is financed by other than annual appropriations;	518
b. They are necessary to perform activities expressly authorized by law;	0
c. They are necessary to perform activities necessarily implied by law;	159
d. They are necessary to the discharge of the President's constitutional duties and powers; or	0
e. They are necessary to protect life and property.	58

ATTACHMENT B

## Legacy Financial Management Service (FMS)

Functional Activity/Program/Office	Non- Excepted	Excepted/ Exempt	Reason Code
Office of the Commissioner	17		
Commissioner, Deputy Commissioner		5	3 - A 2 - C 6 - A
Office of the Chief Counsel		8	2 - C
Legislative & Public Affairs		2	2 - A
Government-wide Accounting	122		
Office of the Assistant Commissioner		1	C
Cash Forecasting		7	C
Budget Reports		2	C
Technical Support		4	C
Payment Management	235		
Office of the Assistant Commissioner		4	2 - A 2 - B 4 - A
Payment Operations Support		23	19 - B 6 - A
Kansas City Regional Finance Center		85	79 - B 29 - A
Philadelphia Regional Finance Center		88	59 - B
Information and Security Services	98		
Office of the Assistant Commissioner		62	54 - A 8 - C 5 - A
Security		9	4 - C

## Legacy Financial Management Service (FMS)

Functional Activity/Program/Office	Non- Excepted	Excepted/ Exempt	Reason Code
Management	81		
Office of the Assistant Commissioner		1	1 - C 6 - A
Budget, Finance & Accounting		10	4 - C 5 - A
Acquisitions		6	1 - C 11 - A
Human Resources		12	1 - C 7 - A
Building Support & Safety		9	2 - C
Revenue Collections Management	82		
Office of the Assistant Commissioner		3	C
Collections		16	C
Debt Management Services			
Office of the Deputy Assistant Commissioner		101	A
Austin Debt Collection Center		105	A
Birmingham Debt Collection Center		172	A
Totals	635	735	

Reason Codes:

- A.) Their compensation is financed by other than annual appropriations;
- B.) Authority to obligate funds can be necessarily implied by statute;
- C.) Protection of life and property.

ATTACHMENT C

## Appropriation Lapse – Informal E-Mail Notification of Position Designation from Assistant Commissioner

### EXEMPT Informal Notification

Currently, Fiscal Service is operating under an appropriation that expires at 12:01 a.m. [insert day], XXXXX XX, 20XX. If a new appropriation is not signed into law by that time, a shutdown of non-essential government operations that are funded by annual appropriations is required. In advance of any formal action we may have to initiate, I need to take this time to notify you via this e-mail that your position has been designated as an EXEMPT position for purposes of an appropriation lapse (shutdown).

For the purposes of an appropriation lapse scenario, exempt employees are defined as the group paid from funds that are not annually appropriated. It includes employees funded by DMS fees or other than annual appropriations. These employees would continue with business as usual.

We will continue to closely monitor the situation and will determine next steps, if any, based on congress's continued work over the next several days. Thank you.

Assistant Commissioner/AC Area

### EXCEPTED Informal Notification

Currently, Fiscal Service is operating under an appropriation that expires at 12:01 a.m. [insert day] XXXXX XX, 20XX. If a new appropriation is not signed into law by that time, a shutdown of non-essential government operations that are funded by annual appropriations is required. In advance of any formal action we may have to initiate, I need to take this time to notify you via this e-mail that your position has been designated as an EXCEPTED position for purposes of a funding lapse (shutdown).

For the purposes of an appropriation lapse scenario, excepted employees are defined as the group paid from FMS' annual Salaries & Expenses (S&E) appropriation, and have been determined to be necessary to continue certain critical functions.

We will continue to closely monitor the situation and will determine next steps, if any, based on congress's continued work over the next several days. Thank you.

Assistant Commissioner/AC Area

## NON-EXCEPTED Informal Notification

Currently, Fiscal Service is operating under an appropriation that expires at 12:01 a.m. [insert day], XXXXX XX, 20XX. If a new appropriation is not signed into law by that time, a shutdown of non-essential government operations that are funded by annual appropriations is required. In advance of any formal action we may have to initiate, I need to take this time to notify you via this e-mail that your position has been designated as a Non-EXCEPTED position for purposes of a funding lapse (shutdown).

For the purposes of an appropriation lapse scenario, non-excepted employees are defined as the group paid from the FMS Salaries and Expenses (S&E) appropriation and have been determined not to be necessary to continue certain critical functions.

We will continue to closely monitor the situation and will determine next steps, if any, based on congress's continued work over the next several days. Thank you.

Assistant Commissioner/AC Area

ATTACHMENT C-1

Date: [insert date]

To: Fiscal Service Employees Funded by FMS Appropriations

From: Terry Ford  
Director, Human Resources Management Division

Subject: Shutdown Designation – Exempt Employees

A government-wide shut-down and furlough of employees has become necessary due to a lapse in appropriations. Many Federal agencies, including Treasury, have closed non-essential government operations funded through annual appropriations unless they are excepted under Office of Management and Budget (OMB) standards.

The Fiscal Service functions of payments, collections, and cash reporting are considered excepted under OMB standards, and will continue during the shutdown, but with streamlined staff and minimal supporting functions. Certain employees who perform or support such functions are categorized as “excepted” and will remain in a work status. In addition, all employees funded by DMS or from other than annual appropriations are considered “exempt” and will remain in a work status. All other employees are designated as “non-excepted.” In addition to identifying exempt employees, the Commissioner, Deputy Commissioner and Assistant Commissioners identified excepted and non-excepted employees in relation to the functions that Fiscal Service will continue to perform. These designations are based upon functions, and are not intended to minimize the importance of any position.

**You have been designated as exempt** and must report to work during the lapse in appropriations, which became effective at midnight [insert date]. Your work schedule is unaffected by the lapse in appropriations and regular policies on training, travel and leave remain in effect. Our primary focus during this period will be the orderly shutdown of the Fiscal Service and continuation of essential operations.

At the earliest possible time, the Human Resources Management Division (HRMD) will release updated information regarding the shutdown, continuation of essential functions and other related matters.

If you have any questions about your designation, please contact your immediate supervisor, or call Deborah Gore of the Workforce Planning and Policy Branch at 202-874-6904.

Thank you for your cooperation.

Page 2 - FMS Shutdown Designation – Exempt Employees

Acknowledgement of Receipt:

Employee Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

ATTACHMENT C-2

Date: [insert date]  
To: Fiscal Service Employees Funded by FMS Appropriations  
From: Terry Ford  
Director, Human Resources Management Division  
Subject: Shutdown Designation – Excepted Employees

A government-wide shut-down and furlough of employees has become necessary due to a lapse in appropriations. Many Federal agencies, including Treasury, have closed non-essential government operations funded through annual appropriations unless they are excepted under Office of Management and Budget (OMB) standards.

The Fiscal Services functions of payments, collections, and cash reporting are considered excepted under OMB standards, and will continue during the shutdown, but with streamlined staff and minimal supporting functions. Certain employees who perform or support such functions are categorized as “excepted” and will remain in a work status. In addition, all employees funded by DMS or from other than annual appropriations are considered “exempt” and will remain in a work status. All other employees are designated as “non-excepted.” In addition to identifying exempt employees, the Commissioner, Deputy Commissioner and Assistant Commissioners identified excepted and non-excepted employees in relation to the functions that Fiscal Service will continue to perform. These designations are based upon functions, and are not intended to minimize the importance of any position.

**You have been designated as excepted** and must report to work during the lapse in appropriations, which became effective at midnight [insert date]. If you have scheduled leave, training or travel during this period, you must cancel it. Our primary focus during this period will be the orderly shutdown of the Fiscal Service and continuation of essential operations.

At the earliest possible time, the Human Resources Management Division (HRMD) will release updated information regarding the shutdown, continuation of essential functions and other related matters.

If you have any questions about your designation, please contact your immediate supervisor, or call Deborah Gore of the Workforce Planning and Policy Branch at 202-874-6904.

Thank you for your cooperation.

Page 2 - Shutdown Designation – Excepted Employees

Acknowledgement of Receipt:

Employee Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

ATTACHMENT D

Date: [insert date]  
To: Fiscal Service Employees Funded by FMS Appropriations  
From: Terry Ford  
Director, Human Resources Management Division  
Subject: Shutdown – Furlough of Non-Excepted Employees

A government-wide shutdown and furlough of employees has become necessary due to a lapse in appropriations. Many Federal agencies, including Treasury, have closed non-essential government operations funded through annual appropriations unless they are excepted under Office of Management and Budget (OMB) standards.

The Fiscal Service functions of payments, collections, and cash reporting are considered excepted under OMB standards, and will continue during the shutdown, but with streamlined staff and minimal supporting functions. Certain employees who perform or support such functions are categorized as “excepted” and will remain in a work status. In addition, all employees funded by DMS or from other than annual appropriations are considered “exempt” and will remain in a work status. All other employees are designated as “non-excepted.” In addition to identifying exempt employees, the Commissioner, Deputy Commissioner and Assistant Commissioners identified excepted and non-excepted employees in relation to the functions that Fiscal Service will continue to perform. These designations are based upon functions, and are not intended to minimize the importance of any position.

**You have been designated as non-excepted.** Due to the lapse in appropriations, you have been placed in a furlough status, effective midnight of [insert date]. If leave, training or travel has been scheduled during this period, you must cancel it.

As a non-excepted employee, you will remain in a furlough status until funding has been made available for Fiscal Service’s full operations. At the earliest possible time, the Human Resources Management Division (HRMD) will release updated information regarding the shutdown, furlough and other related matters, including your right to appeal this action.

If you have any questions about your designation, please contact your immediate supervisor, or call Deborah Gore of the Workforce Planning and Policy Branch on 202-874-6904.

Thank you for your cooperation.

Page 2 - Shutdown – Furlough of Non-Excepted Employees

Acknowledgement of Receipt:

Employee Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

ATTACHMENT E

## Commissioner Memo on Status of Shutdown – 1<sup>st</sup> Communication to Employees

Subject: Contingency Planning for Lapse in Appropriation

The Federal government is currently operating under an appropriation that expires at 12:01 a.m. XXXXXX, XX, 20XX. If a new appropriation is not signed into law by that time, a shutdown of non-essential government operations that are funded by annual appropriations is required. We hope the following information is useful to you in helping you plan for and be aware of any changes in the work environment resulting from a potential shutdown due to a lapse in appropriations over the coming weeks.

The Fiscal Service functions of necessary payments, collections, and daily cash reporting will be operational but with a streamlined staff if a shutdown occurs. In addition, functions that are funded by something other than annual appropriations, such as collecting delinquent debt, would continue. With regard to IT systems, Fiscal IT will continue to support all normal production activities, including Lotus notes, calendaring, security services, etc. The data centers (TWAI, KROC, Parkersburg-3<sup>rd</sup> Street Bldg) will continue to operate in a normal fashion. We will maintain the capability to support payments; FPA Circuits and applications will be available. The support of development activities, testing activities, unless fully funded by non-appropriated funds will not be supported.

In preparation for a possible shutdown, the Department and the bureaus were directed by the Office of Management and Budget (OMB) to prepare contingency plans for shutting down operations. These plans include step-by-step procedures for shutting down government operations, including the identification of persons necessary to execute the activities deemed as essential. Under the shutdown requirements, employees are categorized by strict criteria provided by the OMB, the Department, and the Office of Personnel Management (OPM) as “Exempt” (meaning funded by other than annual appropriations), “Excepted” or “Non-excepted”, as determined by Assistant Commissioners during the planning process.

1. Exempt employees: This group is paid from funds that are not annually appropriated and includes employees funded by Debt Collection revenues or other than annual appropriations. These employees will continue with business as usual. They may take approved leave work on AWS schedules, travel, etc.
2. Excepted employees: This group is paid from the FMS S&E appropriation, and they have been determined to be necessary to continue certain critical FMS functions. Therefore, they cannot take leave during the furlough period.
3. Non-excepted employees. This group is paid from the FMS S&E appropriation, and they have been determined not to be necessary to continue certain critical FMS functions. In the event that a new appropriation is not signed into law by XXXXXX, XX, 20XX , a shutdown would mean those employees designated Non-excepted would be furloughed.

Your Assistant Commissioner (or their designee) will provide informal notice of your status as Excepted, Exempt, or Non-excepted, based on the essential nature of the work performed and

funding described above. This will be followed by issuance of an official notice of furlough (if appropriate) effective on the first work day after the effective day of the shutdown (i.e., Saturday or Monday depending on the employee's official tour of duty – weekend or weekday), unless additional funding is approved.

Shutdowns have been infrequent in our government history—the last occurring in 1996 and only for a few days. Therefore, this message is not intended to alarm employees, but to keep you abreast of current news that impacts all Federal employees. *Despite what you may hear on the nightly news, all employees should continue to report to work unless you receive specific instructions from appropriate management officials.*

OPM's website, <http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/guidance-for-shutdown-furloughs.pdf>, addresses some of the questions that I know must be on your mind. As needed, OPM will provide additional pertinent information for federal employees as the week progresses. And our leadership team will do our very best to provide clear information about the status of events as the week progresses.

With regard to contractors, managers of each vendor company will be notified of potential changes and impact through our Acquisition Management Division. Contractors will receive any official notification of furlough status through their respective vendor company's chain of command.

We plan to communicate as much information as is available, and as soon as possible, involving the current budget situation. The Human Resources Management Division (HRMD) will be your key source of information. Also, additional information will be provided on the shutdown, furlough, your status determination of either excepted or non-excepted, official notifications, and other related news. Additional questions may be directed to Deborah Gore on (202) 874-6904.

If a government wide shut down becomes necessary and furlough implemented, employees should check the Fiscal Service Emergency Bulletin Board at 1-877-273-1919 for updates and notifications to return to work when the Government resumes operations (if a shutdown occurs).

Attachment

***Note: As a reminder if you have been designated as a non-excepted employee for the shutdown you are prohibited by law to conduct government business. As such you may not work remotely, including accessing agency information technology (blackberries, cell phones, computers, laptops, etc.). The only exception will be for de minimis activities such as receiving and acknowledging receipt of a furlough notice, and adjusting voicemail and email to reflect current work status. You may perform these de minimis functions remotely.***

## Commissioner Memo on Status of Shutdown – 2<sup>nd</sup> Communication to Employees Regarding Non-Excepted Employee Responsibilities

As you are likely aware, there have been some positive developments on Capitol Hill toward taking care of all the critical business that needs to be completed by the end of the fiscal year. There is no reason for the government to shut down, and we hope that all outstanding issues are resolved – or a short-term continuing resolution is passed to provide some extra time to do so – by the end of the day.

**However, given that we all need to be prepared for any contingency, Treasury and the Bureau of the Fiscal Service (Fiscal Service) are continuing to take the steps necessary if there may be a lapse in government funding.**

As we have communicated to each of you, either individually or via Global messaging, over the past few days, a lapse in government funding may unfortunately necessitate the furlough of a number of employees. Each of you should have received an informal notification from your managers regarding furloughed or excepted status. If you have not received such a notification, please discuss with your manager right away. As a reminder, this is not a reflection of the importance of your work or your role in the organization, but rather a strict legal interpretation of the Antideficiency Act and other applicable law.

If you were notified that you are **Non-Excepted** and the current appropriation expires at midnight tonight, you will be *prohibited* from performing any work. Specifically, you may not work remotely, including accessing agency information technology (blackberries, cell phones, computers, laptops etc.). The only exception will be for *de minimis* activities such as receiving and acknowledging receipt of a furlough notice, adjusting voicemail and email to reflect current work status. You may perform these *de minimis* functions remotely.

Should a lapse in funding ultimately occur, you will receive official notification of furlough, as appropriate and necessary, either Tuesday (for those on a standard weekday schedule) or the first workday after Tuesday (for those on a nonstandard schedule). In the event that appropriations lapse and to ensure an orderly shutdown, here is the process we will follow:

- Keep the Fiscal Service Emergency Bulletin Board at 1-877-273-1919 handy to receive information concerning the status of the furlough
- OPM will be issuing regular information on the status of the funding lapse on their website: <http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/guidance-for-shutdown-furloughs.pdf>

***In the event*** that the funding lapse continues through XXXXXXXXXX, XX, 20XX, all impacted employees will receive official notification of their furlough status and the appropriate steps they will need to take for an orderly shutdown.

We will continue to communicate with you regarding any updates to the current situation. In addition, should you have specific questions on issues such as travel, pay, annual leave, wind down activities over the weekend or on Monday, or other similar issues, the website of the Office of Personnel Management (OPM) provides a number of helpful FAQs on these issues. These can be found at <http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/guidance-for-shutdown-furloughs.pdf>. Beyond this information, Fiscal Service has also published an updated shutdown plan on our own site Lapse in Appropriation Contingency Plan (Shutdown) (<http://www.treasury.gov/connect/blog/Pages/lapse-in-appropriations-XXXX14.aspx>) which provides additional helpful information.

Please continue to monitor news reports concerning enactment of funding; additionally the Fiscal Service Emergency Bulletin Board at 1-877-273-1919 is available to all Fiscal Service employees for information on the status of the shutdown.

I appreciate your patience during this process and am hopeful that a lapse in funding will not occur. I will stay in contact with you to provide updates.

ATTACHMENT F

## Memorandum for Bureau of the Fiscal Service Employees

From: Add Name and Title

Subject: Notice of Furlough

In the absence of either a Fiscal Year (FY) 2014 appropriation, or a continuing resolution for the Bureau of the Fiscal Service (FS)/Financial Management Service (FMS), no further financial obligations may be incurred by FS/FMS, except for those related to the orderly suspension of FS/FMS operations or performance of excepted activities as defined in the Office of Management and Budget (OMB) memorandum for Heads of Executive Departments and Agencies dated November 17, 1981. Because your services are no longer needed for orderly suspension of operations and you are not engaged in one of the excepted functions, you are being placed in a furlough status effective October 1, 2013. This furlough, i.e., nonduty, nonpay status, is not expected to exceed 30 days. Therefore, this furlough notice expires on October 31, 2013. You should monitor public broadcasts, the internet and the FS emergency bulletin board system at 1-877-273-1919. When a continuing resolution or an FY 2014 appropriation for FS/FMS is approved, you will be expected to return to work on your next regular duty day.

This action is being taken because of a sudden emergency requiring curtailment of the agency's activities; therefore, no advance notification is possible. The customary 30-day advance notice period and opportunity to answer are suspended under the provisions of 5 CFR 752.404(d)(2). The 30 day-advance notice otherwise required by 5 CFR 359.806(a) for Senior Executive Service (SES) career appointees (other than reemployed annuitants) may be shortened or waived.

If employees are being retained in your competitive level or competitive area, they are required for orderly suspension of agency operations or they are performing one of the excepted activities defined in the OMB memorandum.

During the furlough period, you will be in a nonduty, nonpay status and you may not work at your workplace or other alternative worksite unless and until recalled. You will not be permitted to work as an unpaid volunteer. Any paid leave (annual, sick, court, etc.) approved for use during the furlough period is cancelled.

Employees who have completed a probationary or trial period or 1 year of current continuous employment in the competitive service under other than a temporary appointment may appeal this action to the Merit Systems Protection Board (MSPB). Employees in the excepted service who have veterans preference may appeal to MSPB if they have completed 1 year of current continuous service in the same or similar positions as the one they now hold. Employees in the excepted service who do not have veterans preference and who are not serving a probationary or trial period under an initial appointment pending conversion to the competitive service may

appeal to MSPB if they have completed 2 years of current continuous service in the same or similar positions in an Executive agency under other than a temporary appointment limited to 2 years or less.

Career SES appointees (except reemployed annuitants) who believe requirements of 5 CFR part 359, subpart H, or the agency's procedures have not been correctly applied may also appeal to MSPB. Career SES appointees may inspect the regulations and records pertinent to this action at the following location: FS/FMS Headquarters, 3700 East West Highway, Hyattsville, MD, Office of the Chief Human Capital Officer, during core business hours.

If you have the right of appeal to MSPB and wish to appeal this action to the MSPB, you must file the appeal within 30 calendar days after the effective date of your furlough. If you wish to file an appeal, you may obtain information about the appeals process and a copy of the appeals form from the MSPB website at <http://www.mspb.gov/appeals/appeals.htm>. Upon request, FS/FMS will provide a hard copy of the MSPB Appeal Form 185. MSPB requires an appeal to be filed with the MSPB regional or field office serving the area where your duty station was located when the action was taken. Based upon your duty station, the appropriate field office is identified in the attached list captioned, MSPB Field Offices for Fiscal Service Employees. MSPB also offers the option of electronic filing at <https://e-appeal.mspb.gov/>. Employees have a right to representation in this matter and may be represented by an attorney or other person of their choosing.

Bargaining unit employees may grieve this action in accordance with the Bureau's negotiated grievance procedure or may appeal to MSPB in accordance with the procedures outlined above, but not both. To obtain information on filing a grievance under the negotiated grievance procedure, contact Matt Ross, FS/FMS's National Treasury Employees Union (NTEU) National Representative, at 202-572-5500.

If you elect to appeal through the Bureau's negotiated grievance procedure, the time limits, process, and procedures specified in the negotiated grievance procedure govern. Filing a grievance will not extend the time limit for filing an appeal with the MSPB. In some circumstances, you may seek the MSPB's review of an arbitrator's final decision on your grievance in accordance with 5 C.F.R. § 1201.155.

In addition to exercising your MSPB appeal rights or filing a grievance through the Bureau's negotiated grievance procedure, as discussed above, you may also have the right to appeal this action to the Equal Employment Opportunity Commission ("EEOC") or the U.S. Office of Special Counsel. However, you may only appeal to one of these forums.

If you allege this action is based in whole or in part on discrimination because of race, color, religion, sex, age (over 40), national origin, or disability, you may appeal the discrimination allegation with the EEOC. To begin this process, you must contact a Bureau EEO counselor within forty-five (45) calendar days of the effective date of this action. Failure to contact an EEO counselor within the 45 calendar day timeframe may result in the dismissal of your appeal.

You may seek corrective action before the U.S. Office of Special Counsel ([www.osc.gov](http://www.osc.gov)). If you do so, however, your appeal will be limited to whether the Bureau took one or more covered personnel actions against you in retaliation for making protected whistleblowing disclosures. If you appeal to the U.S. Office of Special Counsel, you will give up the right to otherwise challenge this action.

With respect to your election of forum, if you file multiple appeals in different forums, whichever appeal you file first shall be considered to be your election of choice, to the exclusion of any other forum. Should you appeal this action in any forum, you are expected to notify the forum that the following individual should receive a copy of your appeal:

Office of Chief Counsel  
Bureau of the Fiscal Service  
401 14<sup>th</sup> Street, SW  
Washington, DC 20227  
202-874-6680 (Office)  
202-874-6627 (Facsimile)

I acknowledge receipt of this decision.

\_\_\_\_\_

Employee's signature

\_\_\_\_\_

Date

## **MSPB Field Offices for Fiscal Service Employees**

### **Washington, DC and Hyattsville**

Merit Systems Protection Board  
Washington Regional Office  
1901 S. Bell Street  
Arlington, VA 22202  
(703) 756-6250 (telephone)  
(703) 756-7112 (fax)

### **Parkersburg and Philadelphia Financial Center**

Merit Systems Protection Board  
Northeastern Regional Office  
1601 Market Street, Suite 1700  
Philadelphia, PA 19103  
(215) 597-9960 (telephone)  
(215) 597-3456 (fax)

### **Kansas City Financial Center**

Merit Systems Protection Board  
Central Regional Office  
230 South Dearborn Street  
31<sup>st</sup> Floor  
Chicago, IL 60604-1669  
(312) 353-2923 (telephone)  
(312) 886-4231 (fax)

### **Debt Management Services - Austin, Texas**

Merit Systems Protection Board  
Dallas Regional Office  
1100 Commerce Street  
Room 620  
Dallas, TX 75242-9979  
(214) 767-0555 (telephone)  
(214) 767-0102 (fax)

### **Debt Management Services - Birmingham, Alabama**

Merit Systems Protection Board  
Atlanta Regional Office  
401 Peachtree Street, NW  
10<sup>th</sup> Floor  
Atlanta, GA 30308-3519  
(404) 730-2751 (telephone)  
(404) 730-2767 (fax)



**DEPARTMENT OF THE TREASURY**  
**Bureau of the Public Debt**

**SHUTDOWN STRATEGY**

**September 25, 2013**

## FY 2014 SHUTDOWN PLAN

Legacy Bureau of the Public Debt (BPD) has a separate funding source for its activities that will be available during a lapse and which would be used for continued performance. An indefinite appropriation under 31 U.S.C § 3129 will be available to pay for necessary expenses to conduct Treasury's borrowing responsibilities in the event of a lapse of BPD's annual appropriation.

### Legacy Bureau of the Public Debt OMB Circular A-11 Compliance

1. Estimated time to complete shutdown of non-excepted activities	N/A
2. Number of employees expected to be on board prior to implementation of shutdown plan	771
3. Total number of excepted/exempt employees	771
4. Number of employees to be retained under the plan because:	
a. Their compensation is financed by other than annual appropriations;	771
b. They are necessary to perform activities expressly authorized by law;	0
c. They are necessary to perform activities necessarily implied by law;	0
d. They are necessary to the discharge of the President's constitutional duties and powers; or	0
e. They are necessary to protect life and property.	0



**DEPARTMENT OF THE TREASURY**  
**Fiscal Service Treasury**  
**Franchise Fund**

**SHUTDOWN STRATEGY**

**September 25, 2013**

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## **Section I SHUTDOWN PREPARATION**

The Treasury Franchise Fund (The Fund), through the operations of the Bureau of the Fiscal Service's Administrative Resource Center (ARC) provides a full range of administrative services to federal agencies, including:

- Financial Management
- Human Resources Management
- Information Technology
- Investment Accounting
- Procurement
- Travel Services

The operating status of The Fund's customer agencies vary in the event of a lapse in annual appropriations. The extent to which the functions of The Fund are excepted is based on the operating status of customer agencies. In the event of a lapse in annual appropriations, The Fund does not face an immediate financial impact due to the availability of Franchise reserves and continued reimbursements from customer agencies not impacted by the lapse and thus continue to receive services.

The Fund will commence the preparation phase upon receiving notification from the Department that a lapse of appropriations is possible and a partial or government-wide shutdown is imminent.

The appropriate point of contact for The Fund is as follows:

Primary Contact - Keith Rake  
304-480-8760  
[Keith.Rake@bpd.treas.gov](mailto:Keith.Rake@bpd.treas.gov)

Secondary Contact - Paul Deuley  
304-480-7072  
[Paul.Deuley@bpd.treas.gov](mailto:Paul.Deuley@bpd.treas.gov)

In compliance with OMB Circular A-11, a list of program offices outlining excepted and non-excepted organization functions is below (please see also Attachment A).

## Fiscal Service Treasury Franchise Fund OMB Circular A-11 Compliance

1. Estimated time to complete shutdown of non-excepted activities	9 days (Franchise reserves are available to fund non-billable costs incurred during shutdown)
2. Number of employees expected to be on board prior to implementing shutdown plan	1,227
3. Number of employees to be retained due to: <ul style="list-style-type: none"> <li>a. Funded by other than annual appropriated funds</li> <li>b. Necessary to perform activities expressly authorized by law</li> <li>c. Necessary to perform activities expressly implied by law</li> <li>d. Discharge of President's constitutional duties</li> <li>e. Necessary for protection of life and property</li> </ul>	* Range 1,227 to 970
4. Total number of excepted employees	* Range 1,227 to 970
(*) Represents a range as we process through and fully implement a phased shutdown approach. Please see Section II Shutdown Implementation for a description, including timing and volume, of the Fund's phased approach. The levels will be based on the non-appropriated volumes and the mix of services that would be provided.	

Upon commencement of the Preparation phase, the Fund's employees (includes managers, supervisors and staff) will be notified via email of the potential shutdown of operations. The email will more specifically advise employees of the following:

- The impact of the funding restrictions on the Fund's customer base.
- The intent of the Fund to continue servicing agencies or portions of agencies that continue to operate during a funding lapse.
- The Fund's strategy to handle an on-going funding lapse.
- Excepted or non-excepted status of bargaining and non-bargaining unit staff.
- Health and life insurance coverage will not be affected if employees are furloughed.
- Furloughed employees may arrange to pay their portion of the health benefit costs on an on-going basis or upon their return to duty.
- Specific instructions for any employees that might be in travel or training status during the shutdown.
- Recall conditions and use of call tree to notify employees when to return to duty.
- Name of point of contact will be provided to employees that can answer questions regarding the shutdown plan.

Note - All employee email notifications sent will be communicated to the President of the local chapter of the National Treasury Employees Union (NTEU).

The Fund will also provide regular email updates to the Treasury Fiscal Assistant Secretary and Fiscal Service's Public and Legislative Affairs Offices on the status of our operations.

## **Section II SHUTDOWN IMPLEMENTATION**

The implementation phase will consist of three phases for the Fund. The Fund can continue to service agencies or portions of agencies that continue to operate during a partial or government-wide shutdown. Additionally, the Fund will manage operations in accordance with the phased approach outlined below.

### **PHASE 1: (Day 1 and 2)**

The first two days will be used to assess and validate customer needs, review their ability to pay, and plan for an orderly shutdown of customers not authorized to operate during a funding lapse. As such, the customer base will be contacted to determine or validate the services that will continue to be provided. In addition, the billing process will be amended to ensure that only the agencies or portions of agencies that are being serviced by the Fund are billed.

### **PHASE 2: (Day 3 thru 9)**

Based on final assessments in phase 1, reductions in staff resources and non-fixed expenses will begin. A fraction of staff will be retained to support the agencies or portions of agencies that the Fund continues to service during a government-wide shutdown and to meet the Fund's mission essential functions. Mission essential personnel consist of approximately 16% of franchise staff and are those designated in the Fund's Contingency Plan to provide a minimum level of communication, administrative and information technology operational, help desk and support services in the event of an emergency. Seniority and OMB guidance will be the tools used to determine the basis for selecting the staff that will be asked to report to work. As soon as staffing decisions are made, employees will be notified as to their status and notices (See Attachment C) will be provided in person by a Franchise Fund management official prior to furlough, whenever possible. Employees not physically present (e.g., shift employees, off site employees, employees on travel or leave, etc.) will be notified of their status, to the extent possible, via phone, email, fax, or other available mechanism. If necessary, these employees will receive their notice after their furlough begins. All staffing decisions and staffing notifications will be communicated to the President of the local chapter of the NTEU. Additionally, NTEU will be given notice and the opportunity to bargain post furlough implementation.

The Bureau's Chief Procurement Officer (BCPO) will notify the appropriate Program Offices/Contracting Officer's Technical Representatives (COTR) if their contracts will be impacted by a lapse in funding. The current status of funding and any necessary action required of the contractor will be made available at the following website: [http://www.publicdebt.treas.gov/vendorinfo/vendor\\_info.htm](http://www.publicdebt.treas.gov/vendorinfo/vendor_info.htm). It is the contractor's responsibility to monitor this website for information regarding contract funding. On a case by case basis, and as warranted, a contractor will be notified via email if re-starting performance is necessary despite lack of resolution to the lapse in funding.

### PHASE 3: (Day 10 and beyond)

Management will continue to assess the financial impact and status of the Fund, including the impact on the Fund's operating reserves. Based on the assessment, management may authorize the following actions:

1. Establishment of negotiation goals and timeline that will mitigate the funding lapse's financial impact in a timely manner and at minimal cost; and
2. Renegotiate terms with suppliers; and/or
3. Renegotiate current contracts with agencies or portions of agencies that the Fund continues to service to ensure that fixed costs are fully funded.

### **Section III REACTIVATION OF FUNCTIONS**

The Fund will re-establish all operations that were curtailed during the government-wide shutdown upon receiving notification from customer agencies that their continuing resolution and/or appropriation has been enacted. The Fund will follow the process outlined below:

- The call tree will be activated to inform employees of the date to return to tour of duty.
- Point of contact information will be provided to employees for any questions.
- Employees will be notified how issues, such as benefits, are being impacted by reactivation.
- The President of the local chapter of NTEU will be notified of the communication provided to inform employees to return to tour of duty.

The Fund will modify agreements with customers that were not fully serviced by the Fund during the government-wide shutdown to reduce those agreements appropriately for services that were not provided.

**LISTING OF FUNCTIONS BY  
SHUTDOWN CATEGORY**

**FISCAL SERVICE TREASURY  
FRANCHISE FUND**

<b><u>FUNCTIONAL ACTIVITY/ PROGRAM/OFFICE</u></b>	<b><u>CATEGORY</u></b>	
	<b><u>EXCEPTED*</u></b>	<b><u>NON-EXCEPTED</u></b>
<b><u>Administrative Resource Center</u></b>		
Office of the Executive Director	X	
Division of Franchise Services	X	
Accounting Services Division	X	
Business Technology Division	X	
Human Resources Division	X	
Travel Services Division	X	
Division of Procurement	X	
<b><u>OFFICE OF INFORMATION TECHNOLOGY</u></b>		
Office of the Assistant Commissioner	X	
Division of Infrastructure Management	X	
Division of Operations	X	
Division of Platform Services	X	
Division of Service Management	X	
Division of Middleware Application Engineering	X	
Division of Middleware Application Administration	X	
Division of Security Services	X	
Division of Business Integration	X	
<b><u>OFFICE OF PUBLIC DEBT ACCOUNTING</u></b>		
Investment Accounting Services	X	

**\* Please see Section II Shutdown Implementation that outlines the Fund's phased approach.**

**SUMMARY OF SHUTDOWN IMPACTS\***

**Fiscal Service Treasury Franchise Fund OMB Circular A-11 Compliance**

<b>A. Estimated time to complete shutdown of "non-excepted" activities.</b>	<b>9 days</b>
<b>B. Number of employees expected to be on board prior to implementation of shutdown plan (direct and reimbursable). (as of 08/31/13)</b>	<b>1,227</b>
<b>C. Number of "excepted" employees to be retained under the plan that are:</b>	
<b>1. Financed by a resource other than annual appropriations; or</b>	<b><u>(*) 100% - 79%</u></b>
<b>2. Necessary to perform activities expressly authorized by law; or</b>	_____
<b>3. Necessary to perform activities necessarily implied by law; or</b>	_____
<b>4. Necessary to the discharge of President's constitutional duties</b>	_____
<b>5. Necessary to protect life and property</b>	_____
<b>Subtotal, "Excepted" Positions</b>	<b><u>(*)1,227 to 970</u></b>
<b>D. Percentage "Excepted"</b>	<b><u>(*) 100% - 79%</u></b>

(\*) Represents a range as we process through and fully implement a phased shutdown approach. Please see Section II Shutdown Implementation for a description, including timing and volume, of the Fund's phased approach. The levels will be based on the non-appropriated volumes and the mix of services that would be provided.

Memorandum for Bureau of the Fiscal Service Treasury Franchise Fund Employees

From: Add Name and Title

Subject: Notice of Furlough

In the absence of either a Fiscal Year (FY) 2014 appropriation, or a continuing resolution, no further financial obligations may be incurred by affected agencies, except for those related to the orderly suspension of operations or performance of excepted activities as defined in the Office of Management and Budget (OMB) memorandum for Heads of Executive Departments and Agencies dated November 17, 1981. Because your services are no longer needed for orderly suspension of operations and you are not engaged in one of the excepted functions, you are being placed in a furlough status effective [insert date]. This furlough, i.e., nonduty, nonpay status, is not expected to exceed 30 days. Therefore, this furlough notice expires on [insert date]. You should monitor public broadcasts, the internet and the Fiscal Service emergency bulletin board system at 1-877-273-1919. When a continuing resolution or an FY 2014 appropriation is approved, you will be expected to return to work on your next regular duty day.

This action is being taken because of a sudden emergency requiring curtailment of the agency's activities; therefore, no advance notification is possible. The customary 30-day advance notice period and opportunity to answer are suspended under the provisions of 5 CFR 752.404(d)(2). The 30 day-advance notice otherwise required by 5 CFR 359.806(a) for Senior Executive Service (SES) career appointees (other than reemployed annuitants) may be shortened or waived.

If employees are being retained in your competitive level or competitive area, they are required for orderly suspension of agency operations or they are performing one of the excepted activities defined in the OMB memorandum.

During the furlough period, you will be in a nonduty, nonpay status and you may not work at your workplace or other alternative worksite unless and until recalled. You will not be permitted to work as an unpaid volunteer. Any paid leave (annual, sick, court, etc.) approved for use during the furlough period is cancelled.

Employees who have completed a probationary or trial period or 1 year of current continuous employment in the competitive service under other than a temporary appointment may appeal this action to the Merit Systems Protection Board (MSPB). Employees in the excepted service who have veterans preference may appeal to MSPB if they have completed 1 year of current continuous service in the same or similar positions as the one they now hold. Employees in the excepted service who do not have veterans preference and who are not serving a probationary or trial period under an initial appointment pending conversion to the competitive service may appeal to MSPB if they have completed 2 years of current continuous service in the same or similar positions in an Executive agency under other than a

temporary appointment limited to 2 years or less.

Career SES appointees (except reemployed annuitants) who believe requirements of 5 CFR part 359, subpart H, or the agency's procedures have not been correctly applied may also appeal to MSPB. Career SES appointees may inspect the regulations and records pertinent to this action at the following location: Bureau of the Fiscal Service/Treasury Franchise Fund, 200 Third Street, A3-B, Parkersburg, WV 26106, Office of the Chief Human Capital Officer, during core business hours.

If you have the right of appeal to MSPB and wish to appeal this action to the MSPB, you must file the appeal within 30 calendar days after the effective date of your furlough. If you wish to file an appeal, you may obtain information about the appeals process and a copy of the appeals form from the MSPB website at <http://www.mspb.gov/appeals/appeals.htm>. Upon request, we will provide a hard copy of the MSPB Appeal Form 185. MSPB requires an appeal to be filed with the MSPB regional or field office serving the area where your duty station was located when the action was taken. Based upon your duty station, the appropriate field office is identified in the attachment. MSPB also offers the option of electronic filing at <https://e-appeal.mspb.gov/>. Employees have a right to representation in this matter and may be represented by an attorney or other person of their choosing.

Bargaining unit employees may grieve this action in accordance with the Bureau's negotiated grievance procedure or may appeal to MSPB in accordance with the procedures outlined above, but not both. To obtain information on filing a grievance under the negotiated grievance procedure, contact Matt Ross, National Treasury Employees Union (NTEU) National Representative, at 202-572-5500.

If you elect to appeal through the Bureau's negotiated grievance procedure, the time limits, process, and procedures specified in the negotiated grievance procedure govern. Filing a grievance will not extend the time limit for filing an appeal with the MSPB. In some circumstances, you may seek the MSPB's review of an arbitrator's final decision on your grievance in accordance with 5 C.F.R. § 1201.155.

In addition to exercising your MSPB appeal rights or filing a grievance through the Bureau's negotiated grievance procedure, as discussed above, you may also have the right to appeal this action to the Equal Employment Opportunity Commission ("EEOC") or the U.S. Office of Special Counsel. However, you may only appeal to one of these forums.

If you allege this action is based in whole or in part on discrimination because of race, color, religion, sex, age (over 40), national origin, or disability, you may appeal the discrimination allegation with the EEOC. To begin this process, you must contact a Bureau EEO counselor within forty-five (45) calendar days of the effective date of this action. Failure to contact an EEO counselor within the 45 calendar day timeframe may result in the dismissal of your appeal.

You may seek corrective action before the U.S. Office of Special Counsel ([www.osc.gov](http://www.osc.gov)). If you do so, however, your appeal will be limited to whether the Bureau took one or more covered personnel actions against you in retaliation for making protected whistleblowing disclosures. If you appeal to the U.S. Office of Special Counsel, you will give up the right to otherwise challenge this action.

With respect to your election of forum, if you file multiple appeals in different forums, whichever appeal you file first shall be considered to be your election of choice, to the exclusion of any other forum.

Should you appeal this action in any forum, you are expected to notify the forum that the following individual should receive a copy of your appeal:

Office of Chief Counsel  
Bureau of the Fiscal Service  
200 Third Street, Room 305  
Parkersburg, WV 26106  
304-480-8692 (Office)  
304-480-8601 (Facsimile)

I acknowledge receipt of this decision.

\_\_\_\_\_

Employee's signature

\_\_\_\_\_

Date

**MSPB Field Office for Fiscal Service Treasury Franchise Fund Employees**

Merit Systems Protection Board  
Northeastern Regional Office  
1601 Market Street, Suite 1700  
Philadelphia, PA 19103  
(215) 597-9960 (telephone)  
(215) 597-3456 (fax)

Date:

To: (employee name)

From:

Subject: Furlough

In the absence of either a Fiscal Year (insert year) appropriation, or a continuing resolution, no further financial obligations may be incurred by impacted agencies, except for those related to the orderly suspension of agency operations or performance of excepted activities as defined by the Office of Management and Budget (OMB).

It has been determined that your services are needed for orderly suspension of operations, you are engaged in one of the excepted functions, or you are needed to support a franchise customer in performing these functions. As a result, you are not being placed in a furlough status. You will be expected to report to work as regularly scheduled.

If you have any questions regarding this memorandum you may contact (insert name), Human Resources Specialist, Bureau of the Fiscal Service, at (304) 480-(insert number).

I acknowledge receipt of this decision.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date